

# IMPORTANT NOTICE

**To: ALL OWNERS & RESIDENTS**  
**From: Roger Taylor, Strata Council**  
**Re: LOCKS CHANGING – TUE FEB 4, 2014**

---

Due to recent break-ins in the garage, we will be changing the building locks and gate card access on Tuesday February 4, 2014.

To avoid getting locked-out, we suggest all owners and residents **pick-up new keys (and swap out your old gate card) prior to Feb 4.**

Key pick-up and gate card swap out dates and times are listed below. The first two keys for a unit are free. Additional keys will cost \$5. Swapping out your gate card is free. Additional gate cards will cost \$25.

You will need to **bring photo ID** and your **old gate card**.

| <u>Date</u>       | <u>Time</u>                      | <u>Location</u>                            |
|-------------------|----------------------------------|--|
| Wed Jan 29        | 5:30pm-7:00pm                    | Lobby – 520 Dunedin                        |
| Thu Jan 30        | 7:00pm-8:30pm                    | Lobby – 545 Manchester                     |
| Sat Feb 1         | 3:00pm-4:00pm                    | Lobby – 520 Dunedin                        |
| Mon Feb 3         | 7:30pm-9:00pm                    | Lobby – 545 Manchester                     |
| Weekdays: Mon-Fri | 8:30am-12:00pm,<br>1:00pm-4:30pm | Baywood Property Mgmt.<br>2019 Oak Bay Ave |

Thank you for your prompt attention in this matter.

Sincerely,

Roger Taylor  
Tel: 250.383.9061  
Email: info@strata2720.com