



## RANCHO MANAGEMENT SERVICES

(B.C.) LTD.

Property Management Specialists

701-1190 Hornby Street,

Vancouver, B.C. V6Z 2K5

Phone: (604) 684-4508

Fax: (604) 684-1956

[www.ranchovan.com](http://www.ranchovan.com)

### M E M O R A N D U M

**TO:** To All Owners/Residents of Strata Corporation VR1428 – “555”

**FROM:** Patrick Frechette, Property Manager

**DATE:** Thursday, February 21<sup>st</sup>, 2008

**RE:** DRYER VENT CLEANING & CHIMNEY SWEEPING

Dear Residents,

To reduce the risk of fire, technicians from Vancouver Chimney and National Air Technologies and National Air Technologies will enter all suites with chimneys and /or clothes dryers to clean lint from the exhaust vent system and to sweep the chimneys at no charge to individual suites on:

**Thursday, February 28<sup>th</sup>, 2008 between 9:00 a.m. – 5:00 p.m.**

- 1 Please indicate on the information sheet distributed with this notice (on other side) whether your suite has or does not have a dryer and/or chimney and put the completed sheet in the caretaker's black mailbox in the lobby by February 27<sup>th</sup>, 2008.
- 2 If an information sheet for a suite has not been received by February 27<sup>th</sup>, 2008, the suite will be entered on February 28<sup>th</sup>, 2008 to determine whether a dryer and/or chimney are in the suite.
- 3 Residents should ensure that their dryers and/or fireplace are easily accessible. Dryers must also be cool and empty.
- 4 If you will not be home between 9:00 a.m. and 5:00 p.m., and the caretaker doesn't already have your key, please put your spare key in an envelope labeled with your full name and phone number and slip it under the door of the caretaker's secure storage room at the parkade level (on your left just as you exit the elevator) on Tuesday, February 26<sup>th</sup>, 2008 before 10:00 a.m. or on Thursday, February 28<sup>th</sup>, 2008 between 7:00 a.m. and 8:30 a.m.  
If you have an alarm system, please turn it off before 9:00 a.m. on Thursday, or provide instructions on how to turn it off and on. After the vent pipes have been cleaned, the alarm (if any) will be returned on again, your door will be locked and your key will be slipped under your door.  
**The Caretaker will request the services of a locksmith to provide access to suites that will not be able to provide access. The cost of the fees for the services of a locksmith will be charged back to the suite Owner.**

Vent pipes and chimneys must be cleaned in sequence in groups so it's not possible to accommodate requests for cleaning in suites at specific times.

Thank you in advance for your co-operation.

Yours truly,

**RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Agent for the Owners

Per:

  
Patrick Frechette

Property Manager

Direct line 331-4262

Email: [pfrechette@ranchogroup.com](mailto:pfrechette@ranchogroup.com)

PF/th

**RANCHO MANAGEMENT SERVICES  
(B.C.) LTD.**



**Property Management Services**  
701 - 1190 Hornby Street  
Vancouver, British Columbia  
V6Z 2K5  
Tel: 604-684-4508  
Fax: 604-684-1956  
Website: [www.ranchovan.com](http://www.ranchovan.com)

**INFORMATION SHEET**

**Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Suite Number:** \_\_\_\_\_

**Does your suite have in-suite laundry:** \_\_\_\_\_

**Does your suite have a wood burning fireplace:** \_\_\_\_\_

**-I have but I have not used it since the last sweeping:** \_\_\_\_\_