

November 3, 2009

MEMO TO: To All Residents
The 501

FROM: Bunny Porteous

RE: Exterior Maintenance Project
Completion Survey

Prostar Painting and Restoration is nearing substantial completion of the Exterior Maintenance Project.

To conclude the process, we ask that you review your balcony area and let us know if there is any incomplete or defective work that you may be aware of. We ask that you list your comments below and return this memo to VCS via fax at 604-684-1539 or mail to 400 – 1281 W. Georgia Street, Vancouver, B.C. V6E 3J7 or drop in the manager's office on the 3rd floor by November 19, 2009.

A notice will be posted on the bulletin board and on the website with the dates to address the deficiencies.

It is extremely important that all residents with deficiencies complete this form or the contractor will not be responsible for completing outstanding deficiencies in the future. Thank you. Non-resident owners are highly recommended to contact their tenants to make sure they complete the survey with any deficiencies. The contractors will not be responsible to address deficiencies in the future for issues which should have been identified in the survey. Thank you for your cooperation.

NAME: _____

UNIT #: _____

PHONE # _____

COMMENTS: _____
