



## MEMORANDUM

**DATE:** September 19, 2008  
**FROM:** Bruce Adanac, Senior Property Manager  
**TO:** All Residents  
Strata Plan BCS 2555, Cielo  
**SUBJECT:** In-Suite Heat Pump Servicing and Maintenance

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All residents are advised that Broadway Refrigeration, the Strata's mechanical maintenance and heating and ventilation and air conditioning contractor, is scheduled to be on site from:

**MONDAY, SEPTEMBER 29, 2008**  
**THROUGH**  
**THURSDAY, OCTOBER 9, 2008**  
**(INCLUSIVE)**

to perform required in-suite heat pump servicing for any remaining suites within Cielo at Coal Harbour that were not dealt with during the previously scheduled visit (during August 2008).

Residents are advised that this servicing is required on a regular basis in order to ensure that the warranty on these in-suite fixtures is maintained. We are addressing correspondence to those suites that were not serviced during August 2008. If your suite was serviced during August 2008, you are not required to have work done.

The cost of this servicing will be borne by the Strata Corporation as part of your regular strata fees.

We require that access to all remaining suites be granted. Please note that the servicing will take approximately one hour per suite. In order to better facilitate this servicing, we have set up the following schedule for servicing by floor. The following floors will be serviced on the following dates:

➤	Monday, September 29, 2008	Floors:	28, 29 and 30
➤	Tuesday, September 30, 2008	Floors:	26 and 27
➤	Wednesday, October 1, 2008	Floors:	21 and 25
➤	Thursday, October 2, 2008	Floors:	19 and 20
➤	Friday, October 3, 2008	Floors:	16, 17 and 18
➤	Monday, October 6, 2008	Floors:	13, 14 and 15
➤	Tuesday, October 7, 2008	Floors:	6, 8, 10 and 12
➤	Wednesday, October 8, 2008	Floors:	3, 4 and 5
➤	Thursday, October 9, 2008	Floors:	Townhomes

Servicing on each day will be carried out between the hours of **8:00 am** and **4:00 pm**.

We request that if you are not available on the scheduled date of service, that you make arrangements to leave a key with a neighbour on the floor with a note on your door for the technicians indicating where they can claim a key for suite access. Or, you may also leave a key with Bruno Gasparini and/or Teresita Pitargue, Resident Caretakers (tel: 604-837-8108 or 604-837-0562), to grant suite access.

We also request that residents clear all stored materials from around the heat pump unit so that the technicians from Broadway Refrigeration can service each unit in a timely manner.

We thank all for their cooperation. Should there be any questions or concerns, please do not hesitate to contact the undersigned.



Bruce Adanac  
Senior Property Manager  
Crosby Property Management Ltd.  
Direct Line: 604-689-6444

BA/ag

cc: Kathryn Rogers, Broadway Refrigeration  
Paul Chilton, Delta Land Development