An Important Message from **Boulder Creek Strata’s**

**‘Building and Property Maintenance Committee’**

**March 27, 2019**

**Hello All Residents/Owners**

The role of this newly formed committee is to ensure the properties are maintained to a high standard and the strata fees are spent with the utmost effectiveness and efficiency. In other word, we want every dollar to count and every property’s maintenance issues to be dealt with properly and on a timely basis!

In order to assist Strata Council to focus our maintenance efforts we have created a Property Condition Report. Many of you have already completed them with the assistance of our committee members (Martin Davis, Don Mungiello, Shirley Becker and me). Some have been given the form and we are waiting for you to complete it, while others may not have seen it yet.

So that we don’t miss anyone **I am attaching the report to this email for your review**. If you are away, you may be unable to complete it until you return so that you can review your property in person. If you do know what maintenance issues your property has while you are away, you have two options. **Firstly**, you can try to fill the form in the Excel format (if your technology permits) or print it off, fill it out and email it back to me at regstanley1955@gmail.com ; **secondly** you can just send me an email and include all the issues you are aware of and I’ll fill out the form for you. Easy-Peasy!

From all these forms I will enter the information on a Master Excel Spreadsheet. This will tell us how many of each maintenance items we must deal with. Then we will prioritize each item and decide the most effective way to get them done. Having a contractor do several items at once will be cheaper than doing them one at a time. This is a much more cost-effective way to proceed. This will not change other ongoing maintenance we currently do such as painting, lawn maintenance etc.

We would like to have all this data collected by May 15, 2019.

Please see the spreadsheet attached to this email.

I appreciate your cooperation. I welcome your phone call to discuss this initiative at any time. My cell number is **250-421-9419.**

**Sincerely**

**Bill Hughes, CFP**

**Committee Chair.**

**200 Boulder Creek.**