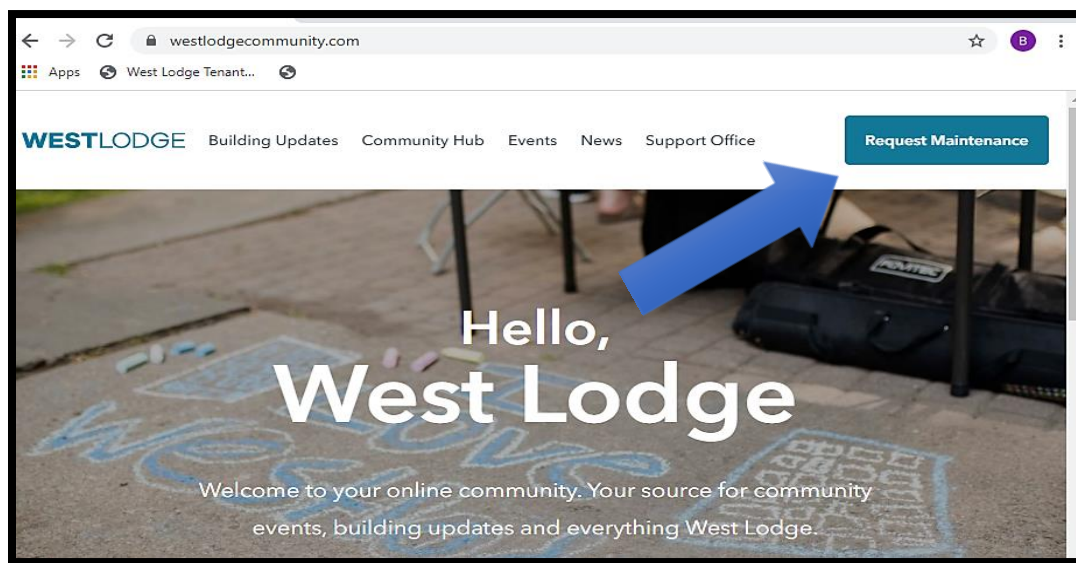


Dear Residents of 103/105 West Lodge,

To serve you better during the current pandemic, we would like to kindly encourage residents to utilize the paperless options available for submitting maintenance requests. This will allow you to submit a maintenance request at your leisure without the need of physically coming to the 103 Office to pick up and complete a maintenance request form.

These requests can be completed and submitted online via our West Lodge Community Website at www.westlodgecommunity.com



Simply visit the West Lodge Community Website and click on the Request Maintenance button on the top right-hand corner of the Home Page.

Alternatively, you can also email us at westlodge@timbercreek.com with your maintenance request, including:

- Your first and last name
- Unit # and Building #
- Details of the issue
- Phone #
- Photos (optional)
- Do you require 24 hour notice before entry (Y/N)

We hope these methods aid in improving the ease of having your requests submitted as we work together to continue to build a strong community during these challenging times.

Please feel free to reach out to us should you have any questions or concerns at westlodge@timbercreek.com or call us at 416-537-2364.

Thank you,

Management of 103/105 West Lodge