

Hello Everyone,

It is almost time to start wishing everyone a Happy Holiday Season.

We have a few notices to share with you.

**Council:**

At the first Council meeting, there was a discussion regarding communication requests, and we would like to outline our expected response times:

- Emails: Please allow up to 2 days for a reply.
- Text Messages: Generally replied to later the same day.
- Phone Calls: Please call between 9:00 AM and 5:00 PM Monday to Friday.

**In cases of emergency, you may call us 24 hours a day.**

Additionally, please note that Norm Floden provides Strata services only. He does not provide individual services for Owners.

Service Request forms are located in the Clubhouse Mailroom. The Service Request box is checked several times a week. Owners will receive a call to confirm we have your request and to discuss the action needed.

**Minutes:**

**Dwell** sends a link to the Minutes of Council Meetings by email. Owners should familiarize yourself with the Dwell site, as it contains important information such as Bylaws, Indemnity Forms, and other useful documents.

The **Coventry Woods website** also has the Council Minutes posted, along with additional information, including updates about the complex, upcoming events, Bylaws, and useful forms, etc.

**Social Club:**

The Social Club is currently selling raffle tickets for two abundant **CHRISTMAS BASKETS**, each valued above \$350. Please contact any Social Club member for tickets.

The Social Club is hosting a **SOCIAL/HAPPY HOUR and FUN GAMES event**, at the Clubhouse on December 11th between 4:30 to 6 PM. The draw for the Prize Christmas Baskets will be held at the Social event.

Further details will be posted on the Clubhouse door.

**Gutters:**

Gutter cleaning will be arranged shortly. We will keep Owners informed of how this will be carried out and the scheduled date once details are confirmed.

**Parking:**

Owners who need to park their vehicles on the property between 7:00 PM and 9:00 AM are now required to place a Parking Pass on their dashboard. Please notify Diane Fletcher, and a Parking Pass will be provided to you.

Please note that parking is **not** monitored by Council. If Owners have complaints about vehicles that are not parked according to the Parking Bylaw, it is the responsibility of the Owners to contact a Council member, so appropriate action can be taken.

**Clubhouse:**

We would like to thank all the volunteers who have been opening and locking up the Clubhouse in the mornings and evenings. However, there are currently very few volunteers, and we need more people to help share this responsibility. If you can spare a few minutes in the morning or evening to open and lockup the Clubhouse, it would be greatly appreciated. Please contact Brenda Wilson if you are able to assist.

We would also like to remind everyone that the Spa and Gym doors are not locked, so Owners who have requested access to the Clubhouse after hours may use these facilities. Please contact Diane Fletcher or Brenda Wilson for more information.

**Gardeners:**

A reminder that gardeners are finished for the Season.

**Charity Donations:**

Several plastic bags were left on the curb in front of the main gate for almost a week. If Owners are donating to a charity, we kindly request that you either bring the items directly to the charity or arrange for the charity's pickup vehicle to come to your Unit.

Leaving bags on the curb affects the appearance of the property and may attract pests. We appreciate everyone's cooperation.

Thank you,  
From your Council