

Clintwood Non-Profit Housing Co-operative
1978 Victoria Park Avenue, Unit 12
Scarborough, Ontario
M1R 1T9

To: All Members
From: Lauren Hele – Manager
Date: April 21, 2020
Re: Office Hours

As we (the collective community), are trying to socially isolate, we should make every attempt to keep the office a safe space and as germ free as possible.

On March 16th, the office was originally closed to members, unless by appointment, for two weeks. That time frame has come and gone.

The office will be open, but members are to call or email to make an appointment if you need to speak one-on-one with management.

In regards to work orders, in order to keep our maintenance men safe and healthy, only emergency work orders i.e. water issues, electrical issues, will be dealt with. Work orders can still be sent to the office via email at office@clintwood.ca or dropped into the mailbox at the back door of the office.

The closing of the office will continue until such time as there are changes in Provincial legislation.

If you want more information on COVID 19, please go to our website at www.clintwood.ca

Please remember, if you have an emergency, it will be dealt with, we are just asking people to not just come into the office. Pick up the phone, send an email, there are different ways to contact the office.

Everyone, stay safe.

