



August 5th 2015



Dear Owners:

Please find below a list of useful phone numbers and information

Management Company: Maple Ridge Community Management Ltd.

Operating hours: Mondays-Fridays between the hours of 9:00 a.m. and 5:00 p.m.

Property Manager: Ursula Potrzebowski **905.507.6726 Ext. 505**

On Site Management Office: open on Tuesdays from 2:00 p.m. to 6:00 p.m.

After hours/ Emergency: MRCM please call: **905.507.6726 Ext. 500**. When calling, please clearly state your name, building address, TSCC number (1956) and your phone number

Concierge on site: Accord Security 416.466.6006

Overnight Visitor parking: please call Accord Security at **416.461.2774**. There is a limit for 8 (eight) overnight parking permits per unit/month.

Moves in/out and deliveries: Please send e-mail to Customerservice@mrcm.ca and a proper form will be forwarded to you.

Locksmith: Forests Locks 416.890.3777. Forrest Lock is the only approved by the Board of Directors Locksmith to provide services to the GFL. Please contact Steve for lockers keys, mail box keys and suite locks (suite key must be keyed to the master key). **If you wish to install an additional dead lock on your suite door above the existing lock and rekey to the system and existing suite key, please contact Steve and make arrangements with him directly.**

In-Suite Water Heaters: Please contact Brady & Seidner 416.661.1981

Hydro Individual Meters: Enercare 1.886.449.4423.

Gas Individual Meters: Enbridge Gas 1.877.362.7434

ONLY Water is paid via maintenance fees

Renting your suite: If you are renting out your unit, please provide a copy of this notice to your tenant(s).

Bike Racks Outside: All bikes have to be registered with the Corporation. Please see Concierge.

The GFL Board and Management