



December 1, 2022

To: Owner(s) of Canals,

RE: Important Information – New Management Company effective January 1, 2023

We are Quarter Park Management, and we will be your management company for The Canals effective January 1, 2023. We will provide management services for your Condominium Corporation, such as managing maintenance of common areas (with services as defined in the condominium budget), managing the financial affairs of the corporation, common insurance, and regulatory requirements. Your developer, Slokker Homes, is still your contact for any builder warranty questions.

Quarter Park Management is committed to working with your developer, interim Board of Directors, and all residents to achieve a condominium community you will continue to be happy to call home.

For best efficiency, Quarter Park communicates primarily through email. To ensure that you receive good communications from Quarter Park, please have your email program set to permit emails from the domain info@QuarterPark.com. If you are NOT receiving communication from us, please check your junk mail and spam folders.

To achieve a smooth set up in communications and managing your property, we require the following information to set up your file:

- **Owner(s) Information Form** - Please complete this form with as much of the information requested as possible
- **PAD (Pre-Authorized Debit) Form** - Please complete this form and ensure to include a VOID cheque or Bank Direct Deposit Form
- **Notice of Intention to Rent Form** - If you intend to rent your unit, please complete both the Owner and Tenant sections. Please note this is a requirement as per your Bylaws
- **Pet Information Form** - If you have pets, please complete this form with full details

Please submit this information as soon as possible to:

Email to:

info@quarterpark.com

OR

Mail to:

Quarter Park Management
1140F 44 Avenue S.E.
Calgary, AB T2G 4W6

****Alternatively**, there will be links in the body of the email that you can click to complete the documents online. Once completed, click submit twice and the forms are automatically sent to our office. **

We look forward to managing your property and do not hesitate to contact our office should you have any questions, or concerns.

Respectfully,

The Quarter Park Management Team