

SUNVALE PLACE VILLA  
CONDO CORPORATION # 1513108  
PO Box 45042 HIGHWOOD PO  
HIGH RIVER, AB T1V 1R7  
[svpcondoboard@gmail.com](mailto:svpcondoboard@gmail.com)

August 9, 2019

**Re: Written Requests/Concerns/Suggestions**

Good day everyone,

We are officially under Self Management and it's going to be a great for the owners and the complex.

With Self Management comes more responsibility, work and time, that we are happy to do. Saying this, leads us to inform you once again, **all requests, concerns and suggestions are to be forwarded to us via [svpcondoboard@gamil.com](mailto:svpcondoboard@gamil.com)**. Once the email is received, we will confirm the receipt through return e-mail to you.

Presently we've taken on:

- clerical duties; posting minutes, messages etc.
- Documentation retrieval for owners
- Accounting
- Contracts and contractors
- Requests/concerns/suggestions of owners

to name a few.

To help with this process; any owners who have already made verbal requests to a board member or relayed your concerns or suggestions, and are still waiting on action, please follow up with an e-mail of the same. This will insure it is dealt with as soon as possible.

We are here for you/us the owners, without your input things can't change.

Thanks

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