

ASSOCIA PROPERTY MANAGEMENT, 301 - 1195 W Broadway, Vancouver, BC V6H 3X5

	EMERGENCY ¹ eg: flood, break in	24 hrs/day, 7 days/week	604-591-6060 - Option 7		
	Accounting	Monday-Friday 8am-4pm	1-877-585-4411		
	Client Services	Monday-Friday 8:30am-4:30pm	604-591-6060	abc.service@associa.ca	associaonline.com townsq.io
Community Manager Jake Susac	Queries	Monday-Friday 8:30am-4:30pm		jake.susac@associa.ca	

VANIER COURT – VR255

Council	All queries	Any time		council@vaniercourt.ca ²	vaniercourt.ca
Caretaker Marcel Morais ³	Queries, repairs, deliveries	Monday-Friday 8am-4:30pm ³	778-861-9171 ³	caretaker@vaniercourt.ca ³	vaniercourt.ca
Maintenance	Req'd maintenance on common property	Any time		maintenance@vaniercourt.ca ⁴	vaniercourt.ca

<i>Committees:</i>					
Capital Projects Planning		Any time		projects@vaniercourt.ca ⁴	vaniercourt.ca
Gardening		Any time		gardening@vaniercourt.ca ⁴	vaniercourt.ca
Web Site Update		Any time		tbd	vaniercourt.ca

¹ Associa In an emergency involving fire, or a break in, for example, always dial 911 before contacting Associa.

² Council Secretary will endeavour to respond to owners within one week, unless the issue requires deferment to the next regular meeting of Council.

³ Caretaker The caretaker's schedule is Monday to Friday, 8am – 4:30pm, lunch break 12:00 noon – 1pm., excluding statutory holidays.
Kindly respect the Caretaker's work schedule.
Any contact to the Caretaker after his regular hours will be responded to the following day.
If it is an emergency, dial 911 or contact Associa.

⁴ Email messages sent to Gardening, Capital Projects and Maintenance are copied to Council. Maintenance is also copied to the Resident Caretaker.