Capital Integral
PROPERTY MANAGEMENT

29 November 2019

To: Owners and Tenants of Hunt Club Towns, OCSCC 1007

RE: Property Manager Introduction

Dear Residents,

My name is James Gu and I will be your Condominium Manager. Over the next few months, I will be learning the ins and outs of your condominium. During the transition stage, I ask that you direct questions and queries on your building and units to myself at jgu@cimanagement.ca. I also ask for your patience as I learn about your building and its residents.

Please be reminded that CIPM has one telephone number 24 hours a day. During business hours our phones are answered by a live person, for after-hours calls and emergency calls please use the same number **613-722-1232** and you will be directed to our after-hours emergency service.

For service requests, the best method to reach us is by emailing service1007@cimanagement.ca.

I look forward to working with you and appreciate your patience as I learn the ins and outs of your corporation as quickly as possible.

If you have any questions or concerns please do not hesitate to contact me.

Yours truly,

James Gu

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