

August 1, 2019

Dear Owners and Residents,

RE: Management of DCC 19, The Bayshore

City Sites Property Management Inc. takes this opportunity to thank the Board of Directors for selecting our firm to manage the day to day affairs of your Corporation. City Sites Property Management Inc. and its staff has been at the forefront of the property management industry for many years. We are committed to providing all residents with the highest level of management service and we are pleased to add **DCC 19** to our portfolio.

We would like to take this opportunity to introduce **Ms. Vanessa Lewis** as your new Property Manager. Ms. Lewis is an accomplished manager and brings many years of experience to your community. Vanessa will be on site in the Management Office on:

Mondays 9:00am to 5:00pm
Tuesdays 12:00pm to 7:00pm
Wednesdays 9:00am to 5:00pm
Thursdays 12:00pm to 7:00pm
Fridays 9:00am to 5:00pm

Vanessa can be reached by telephone during office hours at **(905) 839-1246**.

Vanessa can also be reached by email at: VLEWIS@CITYSITESPM.COM

In the event of a medical or criminal emergency please call 911. In case of an after-hours building emergency, you may contact our head office number **(905) 232-1260** to speak to a member of our emergency services team.

We look forward to working with your Community.

Sincerely,

City Sites Property Management Inc.



Harold S. Cipin, M.Sc., Hons. B.A., RCM
President and Chief Operating Officer