

LVAC - April 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
			Board Workshop for Board of Directors at 7:00 p.m.	Membership Committee Mtg. at 6:45 p.m.		
17	18	19	20	21	22	23
	Membership Committee Mtg. at 9:00 a.m.	Board Meeting at 9:30 a.m.		Membership Committee Mtg. at 7:00 p.m.	Monthly Fire Alarm Testing	
24	25	26	27	28	29	30
			Board Workshop for Board of Directors at 7:00 p.m.			

LVAC MEMO

TO: LVAC Members and Households
FROM: Co-op Office
DATE: April 4, 2016

Important Reminder for Reporting an Increase in Income, Assets or Household Composition for RGI Households

Rent geared to income households must report changes in income, assets or household composition in specified time frames. Households who do not report changes in writing to the co-op office may lose their eligibility for RGI assistance. For an increase in income, assets or a change in household composition an RGI household must report and provide documents of any increase in income or assets, or change in household size within **30 calendar days of the change**.

Monthly Fire Alarm Testing

The next monthly fire alarm testing is scheduled for Friday, April 22nd between 9:00 a.m. and 5:00 p.m. The alarms will sound intermittently during the testing period however should there be a real fire, the alarms will sound continuously. Please be alert for actual fire emergencies during the day and respond appropriately.

Maintenance Work Request Forms

For non-emergency maintenance issues please continue to submit completed maintenance work request forms via the mailbox on the co-op office door. Maintenance work request forms are conveniently located on the ground floor of each building in the bottom right hand cubicle of the internal mailboxes. They are also available outside the co-op office entrance door (left hand side of the door in the M4 lobby).

Booking the Multipurpose Space (MPS) is as easy as 1, 2, 3.

1. Complete and sign (both sides please) the MPS Application Agreement which is readily available on the bulletin board in the foyer between the co-op office and board room. Note: Your 'B' key will open the outside door if you should find it locked.

2. Leave the completed MPS Application Agreement in the clearly marked folder on the bulletin board.

3. Pencil your name in the empty dates on the posted calendar on the bulletin board with the understanding that all penciled-in dates are **tentative only**.

Note: Only three calendar months posted at once on the bulletin board – current month and two future months.

The MPS Committee will review MPS Application Agreements and contact you to let you know if you have been approved for the requested date(s) and make arrangements with you for the key exchange and the inspection of the MPS.

For inquiries regarding the MPS please contact Moudu Ekhar at 416-253-8076.

Internal Mailbox

Important information and notices to enter are left in the internal mailboxes; please check your internal mailbox regularly.