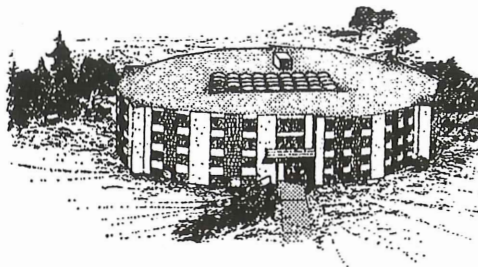


Clover Bar Pioneer Court

Telephone: (780) 467-8206



6 Mission Street
Sherwood Park, Alberta
T8A 0V3

Strathcona County Council,

June 10, 2016

My name is Sandra Lennox and I am the manager of Clover Bar Pioneer Court, located on Mission St. in Sherwood Park. Clover Bar Pioneer Court is a condominium that provides affordable housing for seniors in Sherwood Park. As you are aware, there is a huge need for this. The Friends of the Pioneers is a nonprofit society made up of various volunteers. They hire 2 employees, sell suites, and ensure proper maintenance is completed as well as advise the building manager.

Pioneer Court is a 56 year old building in need of many repairs. While it has been taken care of very well, these repairs are unavoidable. These repairs are very costly and as we are non profit our funds are stretched about as far as they can go.

We are looking to council for funding for replacement of our atrium floor. The atrium is used by all of the 50 residents that live here as well as their family members. Several activities take place in the atrium: yoga classes which are attended by seniors that live within Strathcona County, dinners, dances, family parties (those family that live in the community are welcome here), caroling at Christmas time and many other activities. Our atrium is a huge part of our building and is in desperate need of a new floor. The existing floor is scratched beyond repair and is quite frankly an eyesore.

In the past council has been generous to us and we greatly appreciate your assistance. We are returning funds that we received from you for a ramp as we now feel that it is not a good use of your money as there are too many obstacles to our building to provide true wheelchair accessibility through the front door.

Please consider our request for the flooring so that we can reserve the beauty of this unique building in Sherwood Park that provides the much needed service of affordable housing for our seniors.

Sincerely,

Sandra Lennox

Manager



I am currently in negotiation with this vendor to provide us with a discount. I am anticipating that the cost of the flooring will be less than presently quoted.

Customer Name: Sandy Lennox

- ☐ We do not accept deposits for labour, however we expect **full payment upon completion**.
- ☐ Payment can be made by *cash* or *cheque* (to the crew) or *mc/visa* (in the shop & same day) **only**.
- ☐ Payment for materials is due on order (in full for special/custom orders).
- ☐ If your project is done in stages, we require payment at the end of each stage. We will invoice separately.
- ☐ When the material arrives please *open (at least) 1 box* to ensure it is the correct product.
- ☐ It's the **homeowner's responsibility** to have their underlayment (pad) approved by their condo board.
- ☐ Square-Footage is calculated by the *number of boxes* we require to complete the job.
- ☐ We suggest you have *at least 1 box of maintenance material*.
- ☐ Plywood is charged by the *number of sheets* we use.
- ☐ Charges for stair installation are in addition to the charges per square foot.
- ☐ All installations are done to Sherwood Flooring specifications.
- ☐ Please ensure all security/water/electrical lines are clear of our path. These are **not** our responsibility.
- ☐ If you do your own removal of the existing flooring and it's not to our standards, extra charges will apply.
- ☐ How do we **access** your home? Lock Box, neighbour, etc. Sandy
- ☐ Please provide a safe location for your pets and children during the installation process.
- ☐ Please remove **all valuables** (Inc. electronics), small objects and fragile items from the installation area.
- ☐ Items such as fridges, stoves, doors, baseboards etc. *may not fit* after the added height of flooring is installed.
- ☐ We suggest that wood based material be on-site to acclimate for 48 hours prior to install.
- ☐ We require a safe cutting area; Garage or Shop? If not provided, **bad weather may delay install**. *Parking lot used working Room*
- ☐ The installation crews arrive on-site between **8 and 10 AM** unless other arrangements are made.
- ☐ Please let us know where we are able to *park* during your days of installation. street
- ☐ Please be aware that there will be a lot of dust from cutting the flooring and/or new baseboards.
- ☒ The approximate length of time for the installation is 2-3 day(s).

[Signature]
Customer

[Signature]
Salesperson

May 20/16
Date

May 20/16
Date

