



To: **All Unit Owners—6470 and 6532 Bilberry**

From: **The Board of Directors,
Carleton Condominium Corporation 316**

Subject: **Replacement of hot water tanks 10 years and over**

Date: **February 2021**

The Board of Directors under its legal obligation to manage risk and ensure the safety of the building and its occupants requires that unit owners replace their hot water tanks every 10 years.

The responsibility for the hot water tank in individual units lies with the unit owner. The life expectancy of these tanks has been determined to be 10 years. Each tank has a tag, usually located on the top, identifying its age. If your hot water tank is 10 years or older, arrangements must be made to replace the tank within 60 days.

Owners who did not complete the form sent out November 2017 must do so now. Please complete the attached form and return to PMA Realty Consulting Ltd. by March 30, 2021. If you are unsure if you have previously sent in the form, then please send in a completed form now. Better to safe.

If your hot water tank is a rental then please contact Reliance to schedule an inspection; or if the hot water tank is 10 years or older then to schedule the replacement.

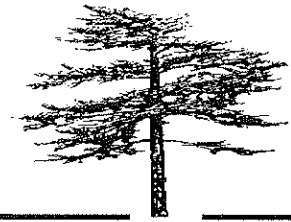
Please do not hesitate to contact our office, at 613-742-5778, ext. 239, with any questions or concerns you have.

On behalf of the Board of Directors,

Monica Murad, R.C.M.
Registered Condominium Manager
PMA Realty Consulting Ltd.
As Agents for C.C.C. No. 316

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Carleton Condominium Corporation



INFORMATION FORM--HOT WATER TANK
(if applicable to be returned by no later than March 30, 2021)

I/We _____
(insert name/s)

OF

(insert municipal address)

To the best of our knowledge have provided accurate information on the age of the hot water tank in the unit captioned above:

Please complete the following:

Hot Water Tank (year of installation):

(year of installation)

Date of next scheduled inspection
(for rental hot water tank only)

The hot water tank is older than
10 years and will be replaced within 60 days

(scheduled replacement date)

Signature

Date

Print Name

Signature

Date

Print Name

Please return the form to PMA Realty Consulting Ltd., 1131 Newmarket Street, Ottawa, Ontario, K1B 4N4. Otherwise you can e-mail to monica@pmamanagement.com.