

January 22, 2007

All Owners & Residents of Castlebrook Lane

**RE: GARBAGE AND RECYCLING  
CARLETON CONDOMINIUM CORPORATION NO. 408**

Dear Owner / Resident

Disposal of garbage and recycled goods has become a problem over the past several months. Owners who do not comply with these rules will be charged back of the costs incurred when I have to hire a separate contractor to remove and clean up the garbage area.

Garbage:

- Be tied up in garbage bags or a garbage container not exceeding 50 lbs. Do not put garbage in cardboard boxes or paper bags, as they will not be collected by the City.
- Put at the garbage pick up areas no earlier than 6 pm on the evening before pick-up
- Special Wastes such as appliances, paint, tires, batteries, used motor oil & other hazardous materials require special handling. Under no circumstances are they to be placed with the regular garbage, as they will not be picked up. Contact the City at 580-2424 for more information for their proper disposal.

Recycling:

- Recycling works and your participation is valued. Remember that the City will not pick up your recycle box if it is 'contaminated' with wrong recyclable material or other garbage, nor will they pick up cardboard unless you flattened them out.
- We remind residents that empty recycling boxes will be picked up if they remain at the garbage area too long. The same is true for blue or black boxes put out on opposite weeks.

If everybody does their fair share to keep our grounds tidy, we will all enjoy a more pleasant place to live.

If you have any questions or concerns regarding this or any other condominium business, please do not hesitate to contact the undersigned.

Yours truly

**CONDOMINIUM MANAGEMENT GROUP**  
As Agents for  
**CARLETON CONDOMINIUM CORPORATION NO. 408**

Scott Smith  
Property Manager