

## Appendix A

### *Notification to Immediate Neighbourhood*

## Notification Sample:

Dear Property Managers,

I hope you are all well. Please distribute this message to your owners and tenants.

This is just a quick note to let you know that Bosa will have an early-morning delivery to their site at 660 Quayside Drive in New Westminster on **Saturday, February 25<sup>th</sup> between 7:00am and 9:00am**. The early delivery is needed to safely deliver and unload some large pieces of equipment. Significant noise is not expected during this time but residents may hear the sound of trucks moving, backup beepers, equipment and materials being lifted and moved around, and/or crew members talking with one another.

Please let me know if you have any questions.

Jeni

**Jeni Vlahovic**

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