



January 19, 2015

Board of Directors,

Community First Developments Inc. holds monthly staff training meetings for their Managers and Administrative staff. These training sessions ensure that our team is educated and able to provide appropriate service to your property and its residents.

It is imperative that our staff attend all meetings.

Some of the training topics include, but are not limited to:

- Changes occurring within the sector/industry
- RGI updates
- Occupational Health & Safety
- Updates in technological advances in Maintenance and Repairs
- Legislative requirements: Human Resources, Human Rights, Building Codes, TSSA, Etc.
- Company policy and practices updates
- Other information as applicable at the time

Our meetings typically start at 9:00am and finish by 1:00pm. Attached to this letter is an outline of the meeting dates pre-scheduled for 2015.

Thank you in advance for your co-operation,

The Senior Property Management Team
Community First Developments Inc.

2171 Avenue Road, Suite 303
Toronto, ON, M5M 4B4

TEL: 416.932.2670
FAX: 416.932.9435