

# PCC 122

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November 2018

## **Instructions to Complete Agreement to Receive Notices Electronically Via Email**

### **Attention: PCC 122 Owners or Mortgagees:**

Please be advised that the Board of Directors of the Corporation has passed a resolution to determine that the method of electronic communication to the unit owners/mortgagees in our complex is **via email**.

In the interest of saving on the cost of printing, paper consumption, administration, labour and for enhancing our environmental compliance, communicating via email as much as possible is a viable alternative. The new Condominium Act allows for the electronic delivery of notices.

In order to proceed with electronic communication via email we require that the Agreement Form provided with these instructions be completed by each unit owner/mortgagee and returned to the Management Office as soon as possible. Please follow these instructions:

- Print your first and last name
- Enter your unit number beside your name
- The Corporation's name has been entered as - Peel Condominium Corporation 122 (PCC 122)
- Check the "**Email**" box and provide your email address (print clearly)
- Check the "**Other**" box should you not have email capability and require printed copy
- Check the Box that reads: "I agree that I am sufficiently served....."
- Sign, Date and return to the office at your earliest convenience

Notices, newsletters, and general information will be sent via email to those who have chosen the email option. We thank those of you who are able to contribute to reducing our paper consumption and other activities in this way.

Whatever your choice is now, should you change your mind at a later date just contact Safina at the Management Office and she will change your method of communication as requested. Also, contact Safina if you have any questions.

Thank you kindly.

The Board of Directors