

Distribution Of Correspondence To Members Via E-mail Authorization

In order to reduce the administrative costs of printing and mailing correspondence (notices and other records and documents) to persons, and to improve efficiencies in communicating and reduce costs, your Board of Directors has directed our property management company, Cornerstone Properties, to, whenever practicable, deliver correspondence to persons via e-mail.

Cornerstone will maintain an e-mail address book of persons and will e-mail correspondence to these addresses in lieu of mailing correspondence.

In order to take full advantage of the benefits of this method, members are requested to complete the form below and either mail it, fax it, or scan and e-mail it to Cornerstone Properties as shown on the form.

If a person doesn't wish to receive correspondence by e-mail and has provided the association with an address outside the association for receiving correspondence, Cornerstone will mail correspondence to that address or leave it with the person.

The cost for sending out the notices and minutes varies by building however the cost of copying and postage for each unit will give you an idea. This is your money that is being spent needlessly. Please take a moment and complete and send the form below.

Distribution of Correspondence Bldg. # 4000 Otter Point Recreational Cooperative Association

Owner's Name	
Lot Number	
E-Mail Address (Of owner or owner's agent or representative)	
Postal Address Number and Street	
City, Province, Postal Code	

I do wish to have notices and other records and documents sent to the e-mail address shown above. It is my responsibility to notify the Board of Directors of any changes to the above e-mail address.

Signature

dd/mm/yyyy

Scan and e-mail to: info@cornerstoneproperties.bc.ca or

Fax to: 250 475 2008

Mail to: Cornerstone Properties Ltd
301 – 1001 Cloverdale Ave Victoria BC V8X 4C9