

Distribution Of Strata Correspondence To Owners Via E-mail

In order to reduce the administrative costs of printing and mailing correspondence (notices and other records and documents) to persons, while improving efficiencies in communicating and reduce costs, your strata council has directed our strata's property management company, Cornerstone Properties, to, whenever practicable, deliver correspondence to persons via e-mail as permitted by article 61 of the Strata Property Act.

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, strata owners 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 strata corporation with an address outside the strata plan for receiving correspondence, Cornerstone will mail correspondence to that address or leave it with the person as per section 61 of the Strata Property Act.

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 Strata Correspondence – Address:

Unit:

Owner's Name	
Unit Number	
E-Mail Address (of owner or owner's agent or representative)	
Postal Address (If not residing in unit)	
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 Strata Corporation 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 or

Mail to: Cornerstone Properties Ltd.

#301-1001 Cloverdale Ave.

Victoria, BC, V8X 4C9