



November 25, 2024

Dear Unit Owner,

We hope this letter finds you well. On behalf of the Board of Directors of NNVLCC No.232 we are writing to inform you of an important update regarding the management of NNVLCC No. 232.

Greenbelt Property Management Ltd will be taking over management responsibilities from Wilson Blanchard starting on January 1st, 2025. We sincerely thank them for their service and dedication during their tenure.

As part of the transition process, you as an owner will be required to complete the Pre-Authorized Payment form and send a Void cheque by December 6th, 2024, so that your January 1st fees can be pulled. **(Note, your fees will remain the same until a new budget is provided).** Please return the completed PAP form and void cheque using one of the following options:

- Email the completed form & void cheque to neil@greenbeltmanagement.ca
- Mail it to Greenbelt Property Management, P.O. Box 29030 RPO Carlton, St. Catharines, ON, L2R 7P9, **(Do not include the street address)**
- Drop the PAP form off at our office located at Unit 2-122 Niagara Street, St.Catharines **(Call or email to book appointment - Office open by appointment only, Parking in rear)**

Also, If you have a tenant occupying the unit, please complete and return the tenant information sheet included in this email.

We appreciate your cooperation and thank you for your attention to this matter. We look forward to developing a long-lasting relationship with you and your corporation.

Sincerely,

Greenbelt Property Management Ltd

A handwritten signature in blue ink, appearing to read 'Neil Wachs', is written over a light blue horizontal line.

Neil Wachs, Property Manager