

SOUTH KEYS LANDING CO-TENANCY HOME OWNERS ASSOCIATION

December 3, 2012

TO: THE OWNERS OF SOUTH KEYS LANDING CO-TENANCY

The Committee approved the enclosed budget for 2013 on November 20, 2012.

The monthly fees have been increased from \$78.00 to \$84.00 per month for all units.

Included with the budget are two pages of explanatory notes which have been broken down by category to match the items as listed in the budget.

The Engineering firm Morrison Hershfield Limited was hired by SKL to prepare a Comprehensive Reserve Fund Study of the common property. The Study was completed on October 17th, 2012 and the financial plan which forms part of this study has been implemented starting with the budget for 2013. The amount allocated to the Reserve Fund in the 2013 Budget is in accordance with this plan. A copy of the Notice of Future Funding of the Reserve Fund is included for your information and records.

Please send twelve (12) post dated cheques, payable to "S.K.L." for the period commencing January 1st, 2013 up to and including December 1st, 2013, dated the first day of each month. **Please do not put your cheques in any Committee member's mailboxes**; they are to be dropped off or sent directly to PMA Realty at the address noted below.

If you previously paid your monthly fees a year in advance, twice yearly or quarterly, you can continue to do so. Please make sure your cheques are made payable to "S.K.L."

Also, a reminder regarding charges for late payment and NSF cheques:

- Late Payment Charges – Fees are due on the 1st of every month. A charge of \$15.00 will be assessed against owners whose monthly fee is not paid on time.
- Charges for NSF/returned cheques – An additional charge of \$25.00 will be assessed against owners whose cheques are returned by the bank.

If you have any questions, please contact our Property Manager, Noreen Harris at (613) 742-5778 ext 234.

On Behalf of the Committee.



Noreen Harris
Property Manager
PMA Realty Consulting Ltd.
As Agents only for SKL
Attachment(s)