

# SOUTH KEYS LANDING

## CO-TENANCY HOME OWNERS ASSOCIATION

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November 18th, 2015

To: All owners

**Re: Insuring the Unit, Responsibility of the Unit Owner**

Please accept this notice as a reminder that all unit owners in accordance with the Joint Use Agreement are required to insure his/her own unit, page 9, item 9.4 (Insuring the Unit) and that the owner must provide the Owners' Committee with proof of insurance.

While reviewing the files it was noted that many owners have failed to provide this information.

In order to bring the files up to date all owners are being asked to submit a current Certificate of Insurance by December 31, 2015.

If you wish you can include the certificate of insurance with your post dated cheques for 2016 or you can send it by e-mail to [norean@pmamanagement.com](mailto:norean@pmamanagement.com) or it can be sent by fax to 613 742-5779.

Thank you in advance for your anticipated co-operation with regards to this matter. It is important that this information be on file and kept current.

Should you have any questions, please give me a call at 613 742-5778 ext 234.

Yours truly,



Noreen Harris  
Property Manger  
PMA Realty Consulting Ltd.  
As Agents Only for SKL

c.c. Committee Members