



CrossRoads Management Ltd.

Dear Chelsea Gardens

As the Special Resolution and Special Levy was approved at the Annual General Meeting of April 23, 2024, we wanted to explain how to make your payment.

Please refer to the Special Levy Schedules in the Minutes and we ask that you return this form as soon as possible. The fee schedule pages show your share, based on unit entitlement (essentially the square footage of your home) of the APPROVED Special Levy of \$2,590,000 to conduct a Re-Roofing Project in two phases which will commence May of 2024. This will be a levy that happens over 2 years. **One payment on June 1, 2024 and the next payment to occur on June 1, 2025.**

- You should note, that, although the resolution indicates that the Special Levy is due and payable upon passage of the Special Resolution, owners are being given an extension to pay on **June 1, 2024** and **June 1, 2025**, except that any owner who sells their unit is obligated to pay any Special Levy owed prior to conveying the unit.
- Failure to pay the special levy on time can lead to the Strata Corporation imposing a lien and any legal fees associated with applying the lien to the unit charged back.

There are a couple ways to pay this Special Assessment:

- ❖ You can provide **two** cheques dated **June 1, 2024** and **June 1, 2025**. Cheques should be made payable to LMS1416 Chelsea Gardens and can be sent to CrossRoads Management at the following address:
#215 – 7455 132 Street, Surrey, BC V3W 1J8.
- ❖ You can indicate, below, your permission to take the amount out of the usual bank account that we withdraw your maintenance fees and this would happen on June 1, 2024 and June 1, 2025. You could then forward this authorization to CrossRoads Management at the address shown above or, via email to sandie@crpm.ca.
- ❖ Or simply email sandie@crpm.ca the below filled out information.

I hereby grant permission to CrossRoads Management to withdraw my Special Levy payment from the bank account regularly used for my maintenance fees on **June 1, 2024 and June 1, 2025.**

Name: _____ Signature: _____

Unit Number and Address: _____

If you fill this out and submit it, this means you are granting permission for both payment dates and will not need to provide further authorization for the 2025 payment.