

Instruction

This form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. Please note that to print the form, the form must be saved, opened, and printed from your local device. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

Condominium corporation's name: Carleton Condominium Corporation No. 276	Date (yyyy/mm/dd) 2024/08/07
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☒ **1. Change in Address for Service of the Corporation**

The address for service is:

Unit Number	Street Number 405	Street Name Sandhamn Private	PO Box
City/Town Ottawa		Province ON	Postal Code K1T 2Y9

☒ **2. Change in the Directors or Officers of the Corporation, or the Address for Service of any of the Directors or Officers of the Corporation**

Names of Directors and Officers or Names of Former Directors and Officers	Position/Title or Former Position/Title	Change (Instruction: Please describe the change. For any new director or officer, please add that person's address for service.)
i. Christopher Hendriks	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title President	Change in Address for Service: 405 Sandhamn Private Ottawa, ON K1T 2Y9 chris@ccc276.ca
ii. Fiona Cornel	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title Secretary	Change in Address for Service: 405 Sandhamn Private Ottawa, ON K1T 2Y9 fiona@ccc276.ca
iii. Julia Monorchio	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title Vice-President	Change in Address for Service: 405 Sandhamn Private Ottawa, ON K1T 2Y9 julia@ccc276.ca

☒ **3. Change in Condominium Manager, Management Provider, or any other Person Responsible for Management of the Property, or an Address for Service of the Condominium Manager, Management provider, or any other Person Responsible for Management of the Property**

Name of condo manager, management provider, or any other person responsible for management of the property

Christopher Hendriks

Address for Service			
Unit Number	Street Number 405	Street Name Sandhamn Private	PO Box
City/Town Ottawa		Province ON	Postal Code K1T 2Y9

☒ **4. Change in Mailing Address or Email Address/Other Method of Electronic Communication for Receiving Records Requests and Delivering Records**

The corporation's addresses or methods for receiving requests for records have changed.

☒ The mailing address for receiving requests for records is now:

Unit Number	Street Number 405	Street Name Sandhamn Private	PO Box
City/Town Ottawa		Province ON	Postal Code K1T 2Y9

☒ The email address or other method of electronic communication for receiving requests for records is now:

admin@ccc276.ca

☒ The email address or other method of electronic communication for delivering records is now:

admin@ccc276.ca

Instruction for the person filling out this form: If a corporation keeps a record in electronic form, the board is required to pass a resolution setting out the method of electronic communication that a requester can agree to (in a request for records) as the record delivery method. If the corporation has passed such a resolution, the method of electronic communication must be set out above.

☐ **5. Change in the Corporation's Deductibles for each Insurance Policy or the Maximum Amount that could be added to an Owner's common expenses under s. 105 (2) of the *Condominium Act, 1998* or as a result of a by-law passed under s. 56 (1) (i) of the Act.**

☐ **6. Termination of Insurance**

☐ **7. Vacancies on the Board and No Quorum**

☐ **8. Other Information Required by the Corporation's By-Laws**