

October 14, 2020

Dear Owners,

On July 21, 2020, we sent you a letter with a form for the Owners Registry. Then we sent emails and made follow-up calls to update the Registry.

After that letter, the new Condominiums Act was approved. Article 37 of the new Condominiums Act provides that the buyer must notify the Board of Directors his/her “name, the last names, the contact phone numbers, the physical address, the postal address, the email address, and the preferred method to receive notices related to the apartment”. He/she must also provide “the information related to the financing of the apartment” and provide copy of the documents that “establish said transaction, in addition to placing the signature in the corresponding registry.”

Article 37 also establishes that all owners must provide copy of the “deed of mortgage, assignment and/or lease” of the apartment.

In addition, Article 37 provides that only the owners that are registered in the Owners Registry can participate and vote in the meetings of the Council of Owners.

In order to comply with the requirements of the new Condominiums Act and update the Owners Registry, in order for you to be able to vote in the next meeting that will be scheduled, we request from the owners that have not done so to, please, complete the attached *Information for Owners Registry* form and to send it to me together with copy of the Contract or Deed of Purchase, copy of the Deed of Mortgage (if applicable), copy of the Lease Agreement (if applicable), and copy of the Drivers’ License or Identification issued by a government authority with photo and signature. If the owner owns more than one apartment, please fill a form for each apartment and send copy of the documents of each one. Please know that your documents, as required by the Condominiums Acts, will be kept protected.

Regarding the notifications, due to the advances in technology and for being a favorable alternative to the environment and the finances of the Condominium, notices sent by e-mail are increasingly used as a reliable and alternative method of communication. Since Article 37 requires from every owner to inform the preferred method to receive notices related to the apartment, please select the method of e-mail if possible. It is important to remind you that you have to keep your contact information up to date and, thus, any notification made to the physical, mailing or e-mail address that appears in the Owners Registry will be considered duly made.

We appreciate if you fill out the form in print and return it, together with the documents listed above, not later than October 23, 2020, by mail to Ms. Vanessa Suárez, Administrator, ESJ Towers Condominium, 6165 Isla Verde Ave., Suite 2200, Carolina, PR 00979-5729 or by e-mail to vsuarez@esjcondo.com.

Cordially,

s/Vanessa Suárez

Vanessa Suárez, Condominium Administrator

Enclosure