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December 16, 2022

**Re: Balmoral Village, Block 2 (Royal Windsor) – File No. D11120  
Minor Adjustment to Site Plan Control Agreement Application**

Reid's Heritage Homes has been approved by the Town of Collingwood to proceed by way of condominium exemption for this file. As requested by the Town of Collingwood, we are submitting an application for a Minor Adjustment to the Site Plan Control Agreement in order to amend the Agreement to include certain clauses pertaining to condominiums prior to processing the condominium exemption application.

The following is being submitted via the portal:

- Completed Application
- Cover Letter

The following has been submitted via courier:

- Cheque for the application fee in the amount of \$1675.00
- Copy of the application fee and covering letter submitted via the portal

Please contact me should you have any questions or concerns.

Sincerely,

Deanna Rowe  
Development Manager

Reid's Heritage Homes  
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