

**RANCHO MANAGEMENT SERVICES
(B.C.) LTD.**



Property Management Services
600 - 1190 Hornby Street
Vancouver, British Columbia
V6Z 2K5
Tel: 604-684-4508
Fax: 604-684-1956
Website: www.ranchovan.com

PLEASE NOTE

**The Rancho website login password for
your Strata's bylaws, minutes, and
memos is:**

**Username: bcs4213
Password: richards1088street**

**You can log in at:
www.ranchovan.com**

November 22, 2011

Owner(s) of "Richards Living"
Strata Plan BCS4213
1088 Richards Street
Vancouver, BC V6B 0J8

Dear Owner(s):

Re: 2011/2012 Strata Fee Schedule for Strata Corporation BCS4213 – "Richards Living"

Please find attached the minutes of the Annual General Meeting held on Tuesday, November 8th, 2011 and a list of the 2011/2012 Strata fee schedule effective December 1st, 2011. As per the minutes and the attached schedule, you will note that there is a 3.5% increase in your Strata Fees for the 2011/2012 operating year.

The preferred method of paying your strata fees is the Pre-Authorized Debit Plan, whereby we can debit your account with your monthly strata fees. If you would like to take advantage of this convenient way to pay your strata fees, please complete and return the enclosed form to our office to the attention of our Accounts Receivable Department.

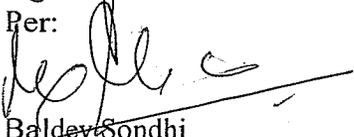
Important Note: Those Owners already on the Pre-Authorized Debit Plan (P.A.D.) do not have to fill in the form again. Your strata fees will continue to be drawn from your account. The increase will also be deducted from your account December 1st, 2011. If you are not on pre-authorized debit, please send in a cheque for your strata fees.

If you have any questions with regards to the above and/or enclosed, please do not hesitate to contact our Accounts Receivable Department (Direct Line 604-331-4268) or the undersigned.

Yours truly,
RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agents for the Owners

Per:


Baldev Sondhi

Strata Agent

Direct Line: (604) 331-4281

Email: bsondhi@ranchogroup.com

BS/cm
Encl.

"RICHARDS LIVING"
STRATA CORPORATION BCS4213
1088 RICHARDS STREET
VANCOUVER, BC

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF RICHARDS LIVING, STRATA PLAN BCS4213, HELD IN THE VERSAILLES A ROOM, SUTTON PLACE HOTEL, 845 BURRARD STREET, VANCOUVER, BC, V6Z 2K6 ON TUESDAY, NOVEMBER 8TH, 2011 AT 7:00 P.M.

IN ATTENDANCE

Total of 90 Owners represented either in person or by proxy.

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Chris Sargent, Senior Strata Agent

Baldev Sondhi, Strata Agent

1. CALL TO ORDER

The meeting was officially called to order at 7:05 p.m.

Mr. Chris Sargent indicated that this meeting has been called as per section 16 of the *Strata Property Act*, which requires the Developer to hold the first Annual General Meeting within six weeks of having 50% plus one of the strata lots conveyed. The Developer instructed Rancho to call this meeting for today's date.

The Owners were informed that the Strata Corporation became active on October 1st, 2011, which is the first month after the first strata lot was conveyed.

2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

Mr. Chris Sargent informed the Owners that a quorum existed. A total of 90 Owners were present either in person or by proxy.

3. FILING PROOF OF NOTICE OF MEETING

As per the notice provisions of the *Strata Property Act*, whenever an Annual General Meeting is called, the Owners have to be notified at least 2 weeks in advance of the meeting. The notice of tonight's meeting was mailed out on October 20th, 2011, which is in compliance with the *Act*. Therefore, it was **MOVED, SECONDED, and CARRIED** to declare the notice of the Annual General Meeting to have been received in compliance with the notice provisions of the *Strata Property Act*.

4. **MISCELLANEOUS**

Mr. Chris Sargent informed the Owners present that all Annual General Meeting / Special General Meeting, Council meeting minutes, and bylaws will be available on Rancho's website at www.ranchovan.com. Simply click on the "Strata Members" link near the top of the page and enter the following information:

Username: bcs4213
Password: richards1088street

Mr. Sargent then introduced himself and Baldev Sondhi as the assigned Strata Agents for Richards Living. Mr. Sargent informed the Owners that Rancho Management has been in the Property Management business for over 35 years and has vast expertise and knowledge in Strata Management throughout the Lower Mainland. He then went on to comment that Rancho Management Services pride themselves on being a proactive management company in order to be a leader in the Property Management industry. Rancho Management was the first Property Management Company in the Lower Mainland to offer their Owners on-line minutes and bylaws on the Rancho website.

Mr. Sargent noted that Rancho is fully at arms-length from the Developer.

5. **PROPOSED OPERATING BUDGET**

Mr. Sargent reviewed the proposed operating budget with the General Membership. He then explained that there is a 3.5% proposed increase in the overall strata fees.

Mr. Sargent informed the General Membership that the proposed operating budget will be for the fiscal period starting on December 1st, 2011 and ending on November 30th, 2012. The Strata Corporation's yearly fiscal period will run from December 1st to November 30th, but may be changed at the discretion of the Owners.

The floor was then opened for discussion for the proposed operating budget for 2011/2012.

It was **MOVED, SECONDED**, and **CARRIED** to approve the proposed budget.

6. **REPORT ON INSURANCE**

Mr. Chris Sargent informed the Owners that the building is currently being insured for \$50,000,000 with \$10,000,000 coverage for General Liability and \$5,000,000 for Directors and Officers (Strata Council). The deductibles are as follows:

- Minimum of 10% of premium for earthquakes
- \$100 for glass
- \$10,000 for flood
- \$5,000 for water related damages
- \$5,000 for sewer back-up

6. **REPORT ON INSURANCE - CONT'D**

- \$2,500 for all property risks
- \$250 for lock and key
- \$1,000 for equipment breakdown

Owners were then reminded that the Strata Corporation's insurance policy does not provide for individual contents, improvements or betterments (i.e. clothing, furniture, decorating, upgrading of carpets, flooring, etc).

Owners must carry their own Home Owners package insurance for such coverage, including any improvement and liability insurance. Furthermore, the Strata Corporation's insurance policy only provides coverage for original fixtures within the strata lots (i.e. original carpets, original cabinets, original hardwood floors, etc.) that were installed by the Developer. Owners who installed hardwood floors after they took possession of their suite should have insurance covering improvements and betterments. Owners should also have coverage for water damage deductible. Also, all Investor Owners are asked to ensure that they have their own rental coverage.

Mr. Chris Sargent then answered questions from the Owners present in regards to the insurance coverage.

After further discussion, it was **MOVED, SECONDED, and CARRIED** to accept the insurance report, as presented.

7. **ELECTION OF STRATA COUNCIL MEMBERS FOR 2011/2012**

Mr. Sargent explained to the Owners present that the responsibilities and duties for the first year of Strata Council include the resolution of any common area deficiencies, the establishment of rules, and the finances for the Strata Corporation. He then asked those in attendance whether they wished to ask for volunteers or to have nominations. If there are more than seven (7) volunteers or nominees, an election will have to take place to select the new Strata Council members.

It was **MOVED, SECONDED, and CARRIED** to elect the Strata Council by way of volunteers. Mr. Sargent then opened the floor for volunteers, and the following Owners volunteered for Strata Council:

Name
Eran Lavie
Liana Fung
Nina Wagner
Johnny Wu
Carrie Christenson
Karen So
James Li

7. **ELECTION OF STRATA COUNCIL MEMBERS FOR 2011/2012 – CONT'D**

There being no further questions, it was **MOVED, SECONDED, and CARRIED** to duly elect the volunteers to the 2011/2012 Strata Council.

8. **ANY OTHER MATTER THAT MAY BE PROPERLY BROUGHT BEFORE THE MEETING**

a) **Deficiencies:**

Owners were advised that any in-suite deficiencies should be reported immediately to Richards Street Development Limited Partnership (the Developer). Rancho Management does not get involved in repairs and/or the remedying of in-suite deficiencies. Owners should complete the form provided by the Developer for all in-suite deficiencies. Any common area issues are the responsibility of the Strata Corporation. Residents are asked to report all common area issues to the Strata Agent, Baldev Sondhi, by email to bdsondhi@ranchogroup.com.

b) **Emergency Procedures:**

Mr. Sargent explained to the Owners the procedures involved in dealing with building emergencies. He advised that in the event of a building emergency, Owners should contact 9-1-1, the building manager, Pete at 778-874-1050 or Rancho Management at 604-684-4508 (24-hours).

c) **Standard Bylaws from the Strata Property Act:**

Mr. Sargent informed the Owners that the standard bylaws from the *Strata Property Act*, as well as the additional bylaws passed by the Developer, are in effect for Richards Living. The Strata Council will be developing Rules to cater to the needs of the Owners.

d) **Building Contact:**

Mr Sargent advised Owners that the onsite contact is Pete and he can be reached by calling 778-874-1050 or by email at Richards@ranchogroup.com

e) **Security during Move Ins/Move Outs:**

Mr Sargent asked the General Membership to give instructions to the new Council in regards to having a security guard present when Residents move into and out of the property. It was noted that the security of a building is most vulnerable when someone is moving into or out of the project, as doors are left open which could result in a car and/or suite break ins. There was a general discussion in the current level of staffing in the project. After discussion, it was **MOVED, SECONDED, and CARRIED** to instruct Strata Council to pass a rule charging Owners \$100 for a four (4) hour time slot for any moves into and out of the project. It was noted that this would only apply to major moves into the building and not for occasional delivery (see attached).

8. **ANY OTHER MATTER THAT MAY BE PROPERLY BROUGHT BEFORE THE MEETING - CONT'D**

f) **AGM location:**

There was a discussion in regards to the location for next year's AGM. This was left to the new Strata Council to decide.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Monday, December 5th, 2011** at 6:30 p.m. (Strata Council Members only).

10. **TERMINATION OF MEETING**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Annual General Meeting at 8:10 p.m.

Respectfully submitted,



Baldev Sondhi, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4213
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4281

HOLIDAY GREETINGS

At this time, Rancho Management Services would like to wish everyone the best of the Holiday Season!

Please note that during the Christmas Holidays and the New Year period any emergency situations can be handled by contacting Rancho's 24 hour emergency number.

RANCHO'S CHRISTMAS HOURS

FRIDAY, DECEMBER 9 th	CLOSED AT 1:00 PM
FRIDAY, DECEMBER 23 rd	CLOSED AT 3:00 PM
MONDAY, DECEMBER 26 th	CLOSED
TUESDAY, DECEMBER 27 th	CLOSED
FRIDAY, DECEMBER 30 th	CLOSED AT 3:00 PM
MONDAY, JANUARY 2 nd	CLOSED

**STRATA CORPORATION BCS 4213
Richards**

MOVING IN/OUT

- (1) An Owner must pay the cost of \$100 for four (4) hours for having a security guard present while an Owner/Resident moves in the building.
- (2) An Owner must pay the cost of \$100 for four (4) hours for having a security guard present while an Owner/Resident moves out of the building.

**STRATA CORPORATION BCS 4213
Richards**

VISITOR PARKING BYLAWS

- (1) Visitor parking in the designated BCS4213 visitor parking space shall be on a first come first served basis.
- (2) Parking permits issued by the strata corporation must be placed on the dashboard of the visiting motor vehicle with the pass number visible, or they may be subject to being towed at the vehicle owner's sole risk and expense.
- (3) A maximum of one visitor parking permit will be issued to each strata lot. Parking permits are the property of the strata corporation.
- (4) Lost or stolen tags must be reported immediately to the management company and a charge of \$50.00 per parking permit will be levied for a replacement of the lost or stolen parking permit. Lost or stolen permits will be voided from the system and the new permits will be activated.
- (5) The visitor parking spaces are intended for the exclusive use of individuals who are visiting a resident of BCS4213 or by tradespeople who are providing a special service to the building. Any other use contravenes this bylaw.
- (6) Visitors will not park a motor home, trailer, tractor, boat or equipment of any kind in a visitor parking space.
- (7) A resident's personal vehicles must not be parked in the visitor stalls with or without the visitor's parking permit.
- (8) Visitor parking shall be limited to a maximum duration of 18 hours, unless prior approval is arranged with the concierge. Under no circumstances may a motor vehicle be parked overnight or make use of visitor parking for more than three (3) consecutive days without an extended visitor parking pass. Furthermore, no motor vehicle may make use of visitor parking for more than seven (7) days per month.
- (9) Residents who allow friends or relatives to regularly park motor vehicles (i.e. for daily work in the area) will lose their visitor parking privileges. These types of arrangements do not fall under the "visitor" category for parking in the building.

**RICHARDS LIVING
STRATA PLAN BCS4213
2011/2012 APPROVED STRATA FEE SCHEDULE**

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
101	1	84	\$ 292.98	\$ 29.30	\$ 322.28
102	2	51	\$ 177.88	\$ 17.79	\$ 195.67
1090 Richards	3	82	\$ 286.00	\$ 28.60	\$ 314.61
1070 Richards	4	109	\$ 380.18	\$ 38.02	\$ 418.20
1068 Richards	5	110	\$ 383.67	\$ 38.37	\$ 422.03
1060 Richards	6	108	\$ 376.69	\$ 37.67	\$ 414.36
1058 Richards	7	108	\$ 376.69	\$ 37.67	\$ 414.36
1050 Richards	8	108	\$ 376.69	\$ 37.67	\$ 414.36
1048 Richards	9	108	\$ 376.69	\$ 37.67	\$ 414.36
1040 Richards	10	115	\$ 401.10	\$ 40.11	\$ 441.21
1038 Richards	11	96	\$ 334.84	\$ 33.48	\$ 368.32
103	12	82	\$ 286.00	\$ 28.60	\$ 314.61
104	13	48	\$ 167.42	\$ 16.74	\$ 184.16
105	14	69	\$ 240.66	\$ 24.07	\$ 264.73
106	15	63	\$ 219.74	\$ 21.97	\$ 241.71
107	16	58	\$ 202.30	\$ 20.23	\$ 222.53
108	17	78	\$ 272.05	\$ 27.21	\$ 299.26
109	18	61	\$ 212.76	\$ 21.28	\$ 234.04
201	19	81	\$ 282.52	\$ 28.25	\$ 310.77
202	20	52	\$ 181.37	\$ 18.14	\$ 199.51
203	21	82	\$ 286.00	\$ 28.60	\$ 314.61
204	22	52	\$ 181.37	\$ 18.14	\$ 199.51
205	23	52	\$ 181.37	\$ 18.14	\$ 199.51
206	24	60	\$ 209.27	\$ 20.93	\$ 230.20
207	25	69	\$ 240.66	\$ 24.07	\$ 264.73
208	26	63	\$ 219.74	\$ 21.97	\$ 241.71
209	27	58	\$ 202.30	\$ 20.23	\$ 222.53
210	28	78	\$ 272.05	\$ 27.21	\$ 299.26
211	29	61	\$ 212.76	\$ 21.28	\$ 234.04
212	30	65	\$ 226.71	\$ 22.67	\$ 249.38
213	31	57	\$ 198.81	\$ 19.88	\$ 218.69
301	32	81	\$ 282.52	\$ 28.25	\$ 310.77
302	33	52	\$ 181.37	\$ 18.14	\$ 199.51
303	34	81	\$ 282.52	\$ 28.25	\$ 310.77
304	35	53	\$ 184.86	\$ 18.49	\$ 203.34
305	36	52	\$ 181.37	\$ 18.14	\$ 199.51
306	37	56	\$ 195.32	\$ 19.53	\$ 214.85
307	38	56	\$ 195.32	\$ 19.53	\$ 214.85
308	39	55	\$ 191.83	\$ 19.18	\$ 211.02
309	40	55	\$ 191.83	\$ 19.18	\$ 211.02
310	41	55	\$ 191.83	\$ 19.18	\$ 211.02
311	42	55	\$ 191.83	\$ 19.18	\$ 211.02

RICHARDS LIVING
STRATA PLAN BCS4213
2011/2012 APPROVED STRATA FEE SCHEDULE

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
312	43	62	\$ 216.25	\$ 21.62	\$ 237.87
313	44	61	\$ 212.76	\$ 21.28	\$ 234.04
314	45	69	\$ 240.66	\$ 24.07	\$ 264.73
315	46	63	\$ 219.74	\$ 21.97	\$ 241.71
316	47	58	\$ 202.30	\$ 20.23	\$ 222.53
317	48	78	\$ 272.05	\$ 27.21	\$ 299.26
318	49	61	\$ 212.76	\$ 21.28	\$ 234.04
319	50	65	\$ 226.71	\$ 22.67	\$ 249.38
320	51	54	\$ 188.34	\$ 18.83	\$ 207.18
401	52	81	\$ 282.52	\$ 28.25	\$ 310.77
402	53	52	\$ 181.37	\$ 18.14	\$ 199.51
403	54	81	\$ 282.52	\$ 28.25	\$ 310.77
404	55	53	\$ 184.86	\$ 18.49	\$ 203.34
405	56	52	\$ 181.37	\$ 18.14	\$ 199.51
406	57	51	\$ 177.88	\$ 17.79	\$ 195.67
407	58	54	\$ 188.34	\$ 18.83	\$ 207.18
408	59	54	\$ 188.34	\$ 18.83	\$ 207.18
409	60	54	\$ 188.34	\$ 18.83	\$ 207.18
410	61	54	\$ 188.34	\$ 18.83	\$ 207.18
411	62	54	\$ 188.34	\$ 18.83	\$ 207.18
412	63	58	\$ 202.30	\$ 20.23	\$ 222.53
413	64	61	\$ 212.76	\$ 21.28	\$ 234.04
414	65	69	\$ 240.66	\$ 24.07	\$ 264.73
415	66	63	\$ 219.74	\$ 21.97	\$ 241.71
416	67	58	\$ 202.30	\$ 20.23	\$ 222.53
417	68	78	\$ 272.05	\$ 27.21	\$ 299.26
418	69	61	\$ 212.76	\$ 21.28	\$ 234.04
419	70	65	\$ 226.71	\$ 22.67	\$ 249.38
420	71	54	\$ 188.34	\$ 18.83	\$ 207.18
501	72	81	\$ 282.52	\$ 28.25	\$ 310.77
502	73	52	\$ 181.37	\$ 18.14	\$ 199.51
503	74	81	\$ 282.52	\$ 28.25	\$ 310.77
504	75	53	\$ 184.86	\$ 18.49	\$ 203.34
505	76	52	\$ 181.37	\$ 18.14	\$ 199.51
506	77	51	\$ 177.88	\$ 17.79	\$ 195.67
507	78	54	\$ 188.34	\$ 18.83	\$ 207.18
508	79	54	\$ 188.34	\$ 18.83	\$ 207.18
509	80	54	\$ 188.34	\$ 18.83	\$ 207.18
510	81	54	\$ 188.34	\$ 18.83	\$ 207.18
511	82	54	\$ 188.34	\$ 18.83	\$ 207.18
512	83	58	\$ 202.30	\$ 20.23	\$ 222.53
513	84	61	\$ 212.76	\$ 21.28	\$ 234.04
514	85	69	\$ 240.66	\$ 24.07	\$ 264.73
515	86	63	\$ 219.74	\$ 21.97	\$ 241.71

**RICHARDS LIVING
STRATA PLAN BCS4213
2011/2012 APPROVED STRATA FEE SCHEDULE**

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
516	87	58	\$ 202.30	\$ 20.23	\$ 222.53
517	88	78	\$ 272.05	\$ 27.21	\$ 299.26
518	89	61	\$ 212.76	\$ 21.28	\$ 234.04
519	90	65	\$ 226.71	\$ 22.67	\$ 249.38
520	91	54	\$ 188.34	\$ 18.83	\$ 207.18
601	92	81	\$ 282.52	\$ 28.25	\$ 310.77
602	93	52	\$ 181.37	\$ 18.14	\$ 199.51
603	94	81	\$ 282.52	\$ 28.25	\$ 310.77
604	95	53	\$ 184.86	\$ 18.49	\$ 203.34
605	96	52	\$ 181.37	\$ 18.14	\$ 199.51
606	97	51	\$ 177.88	\$ 17.79	\$ 195.67
607	98	54	\$ 188.34	\$ 18.83	\$ 207.18
608	99	54	\$ 188.34	\$ 18.83	\$ 207.18
609	100	54	\$ 188.34	\$ 18.83	\$ 207.18
610	101	54	\$ 188.34	\$ 18.83	\$ 207.18
611	102	54	\$ 188.34	\$ 18.83	\$ 207.18
612	103	58	\$ 202.30	\$ 20.23	\$ 222.53
613	104	61	\$ 212.76	\$ 21.28	\$ 234.04
614	105	69	\$ 240.66	\$ 24.07	\$ 264.73
615	106	63	\$ 219.74	\$ 21.97	\$ 241.71
616	107	58	\$ 202.30	\$ 20.23	\$ 222.53
617	108	78	\$ 272.05	\$ 27.21	\$ 299.26
618	109	61	\$ 212.76	\$ 21.28	\$ 234.04
619	110	65	\$ 226.71	\$ 22.67	\$ 249.38
620	111	54	\$ 188.34	\$ 18.83	\$ 207.18
701	112	81	\$ 282.52	\$ 28.25	\$ 310.77
702	113	52	\$ 181.37	\$ 18.14	\$ 199.51
703	114	81	\$ 282.52	\$ 28.25	\$ 310.77
704	115	53	\$ 184.86	\$ 18.49	\$ 203.34
705	116	52	\$ 181.37	\$ 18.14	\$ 199.51
706	117	51	\$ 177.88	\$ 17.79	\$ 195.67
707	118	51	\$ 177.88	\$ 17.79	\$ 195.67
708	119	51	\$ 177.88	\$ 17.79	\$ 195.67
709	120	51	\$ 177.88	\$ 17.79	\$ 195.67
710	121	51	\$ 177.88	\$ 17.79	\$ 195.67
711	122	53	\$ 184.86	\$ 18.49	\$ 203.34
712	123	72	\$ 251.13	\$ 25.11	\$ 276.24
713	124	63	\$ 219.74	\$ 21.97	\$ 241.71
714	125	58	\$ 202.30	\$ 20.23	\$ 222.53
715	126	78	\$ 272.05	\$ 27.21	\$ 299.26
716	127	61	\$ 212.76	\$ 21.28	\$ 234.04
717	128	65	\$ 226.71	\$ 22.67	\$ 249.38
718	129	54	\$ 188.34	\$ 18.83	\$ 207.18
801	130	81	\$ 282.52	\$ 28.25	\$ 310.77

RICHARDS LIVING
STRATA PLAN BCS4213
2011/2012 APPROVED STRATA FEE SCHEDULE

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
802	131	52	\$ 181.37	\$ 18.14	\$ 199.51
803	132	81	\$ 282.52	\$ 28.25	\$ 310.77
804	133	53	\$ 184.86	\$ 18.49	\$ 203.34
805	134	52	\$ 181.37	\$ 18.14	\$ 199.51
806	135	51	\$ 177.88	\$ 17.79	\$ 195.67
807	136	51	\$ 177.88	\$ 17.79	\$ 195.67
808	137	51	\$ 177.88	\$ 17.79	\$ 195.67
809	138	51	\$ 177.88	\$ 17.79	\$ 195.67
810	139	51	\$ 177.88	\$ 17.79	\$ 195.67
811	140	53	\$ 184.86	\$ 18.49	\$ 203.34
812	141	72	\$ 251.13	\$ 25.11	\$ 276.24
813	142	63	\$ 219.74	\$ 21.97	\$ 241.71
814	143	58	\$ 202.30	\$ 20.23	\$ 222.53
815	144	78	\$ 272.05	\$ 27.21	\$ 299.26
816	145	61	\$ 212.76	\$ 21.28	\$ 234.04
817	146	65	\$ 226.71	\$ 22.67	\$ 249.38
818	147	54	\$ 188.34	\$ 18.83	\$ 207.18
901	148	81	\$ 282.52	\$ 28.25	\$ 310.77
902	149	52	\$ 181.37	\$ 18.14	\$ 199.51
903	150	81	\$ 282.52	\$ 28.25	\$ 310.77
904	151	53	\$ 184.86	\$ 18.49	\$ 203.34
905	152	52	\$ 181.37	\$ 18.14	\$ 199.51
906	153	64	\$ 223.22	\$ 22.32	\$ 245.55
907	154	65	\$ 226.71	\$ 22.67	\$ 249.38
908	155	54	\$ 188.34	\$ 18.83	\$ 207.18
1001	156	81	\$ 282.52	\$ 28.25	\$ 310.77
1002	157	52	\$ 181.37	\$ 18.14	\$ 199.51
1003	158	81	\$ 282.52	\$ 28.25	\$ 310.77
1004	159	53	\$ 184.86	\$ 18.49	\$ 203.34
1005	160	52	\$ 181.37	\$ 18.14	\$ 199.51
1006	161	68	\$ 237.17	\$ 23.72	\$ 260.89
1007	162	50	\$ 174.39	\$ 17.44	\$ 191.83
1008	163	65	\$ 226.71	\$ 22.67	\$ 249.38
1009	164	54	\$ 188.34	\$ 18.83	\$ 207.18
1101	165	81	\$ 282.52	\$ 28.25	\$ 310.77
1102	166	52	\$ 181.37	\$ 18.14	\$ 199.51
1103	167	81	\$ 282.52	\$ 28.25	\$ 310.77
1104	168	53	\$ 184.86	\$ 18.49	\$ 203.34
1105	169	52	\$ 181.37	\$ 18.14	\$ 199.51
1106	170	68	\$ 237.17	\$ 23.72	\$ 260.89
1107	171	50	\$ 174.39	\$ 17.44	\$ 191.83
1108	172	65	\$ 226.71	\$ 22.67	\$ 249.38
1109	173	54	\$ 188.34	\$ 18.83	\$ 207.18
1201	174	81	\$ 282.52	\$ 28.25	\$ 310.77

RICHARDS LIVING
STRATA PLAN BCS4213
2011/2012 APPROVED STRATA FEE SCHEDULE

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
1202	175	52	\$ 181.37	\$ 18.14	\$ 199.51
1203	176	81	\$ 282.52	\$ 28.25	\$ 310.77
1204	177	53	\$ 184.86	\$ 18.49	\$ 203.34
1205	178	52	\$ 181.37	\$ 18.14	\$ 199.51
1206	179	68	\$ 237.17	\$ 23.72	\$ 260.89
1207	180	50	\$ 174.39	\$ 17.44	\$ 191.83
1208	181	65	\$ 226.71	\$ 22.67	\$ 249.38
1209	182	54	\$ 188.34	\$ 18.83	\$ 207.18
1401	183	81	\$ 282.52	\$ 28.25	\$ 310.77
1402	184	52	\$ 181.37	\$ 18.14	\$ 199.51
1403	185	81	\$ 282.52	\$ 28.25	\$ 310.77
1404	186	53	\$ 184.86	\$ 18.49	\$ 203.34
1405	187	52	\$ 181.37	\$ 18.14	\$ 199.51
1406	188	68	\$ 237.17	\$ 23.72	\$ 260.89
1407	189	50	\$ 174.39	\$ 17.44	\$ 191.83
1408	190	65	\$ 226.71	\$ 22.67	\$ 249.38
1409	191	54	\$ 188.34	\$ 18.83	\$ 207.18
1501	192	81	\$ 282.52	\$ 28.25	\$ 310.77
1502	193	52	\$ 181.37	\$ 18.14	\$ 199.51
1503	194	81	\$ 282.52	\$ 28.25	\$ 310.77
1504	195	53	\$ 184.86	\$ 18.49	\$ 203.34
1505	196	52	\$ 181.37	\$ 18.14	\$ 199.51
1506	197	68	\$ 237.17	\$ 23.72	\$ 260.89
1507	198	50	\$ 174.39	\$ 17.44	\$ 191.83
1508	199	65	\$ 226.71	\$ 22.67	\$ 249.38
1509	200	54	\$ 188.34	\$ 18.83	\$ 207.18
1601	201	81	\$ 282.52	\$ 28.25	\$ 310.77
1602	202	52	\$ 181.37	\$ 18.14	\$ 199.51
1603	203	81	\$ 282.52	\$ 28.25	\$ 310.77
1604	204	53	\$ 184.86	\$ 18.49	\$ 203.34
1605	205	110	\$ 383.67	\$ 38.37	\$ 422.03
1606	206	50	\$ 174.39	\$ 17.44	\$ 191.83
1607	207	65	\$ 226.71	\$ 22.67	\$ 249.38
1608	208	54	\$ 188.34	\$ 18.83	\$ 207.18
1701	209	81	\$ 282.52	\$ 28.25	\$ 310.77
1702	210	52	\$ 181.37	\$ 18.14	\$ 199.51
1703	211	81	\$ 282.52	\$ 28.25	\$ 310.77
1704	212	53	\$ 184.86	\$ 18.49	\$ 203.34
1705	213	102	\$ 355.76	\$ 35.58	\$ 391.34
1706	214	50	\$ 174.39	\$ 17.44	\$ 191.83
1707	215	65	\$ 226.71	\$ 22.67	\$ 249.38
1708	216	54	\$ 188.34	\$ 18.83	\$ 207.18
1801	217	81	\$ 282.52	\$ 28.25	\$ 310.77
1802	218	55	\$ 191.83	\$ 19.18	\$ 211.02

**RICHARDS LIVING
STRATA PLAN BCS4213
2011/2012 APPROVED STRATA FEE SCHEDULE**

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
1803	219	73	\$ 254.61	\$ 25.46	\$ 280.08
1804	220	57	\$ 198.81	\$ 19.88	\$ 218.69
1805	221	49	\$ 170.91	\$ 17.09	\$ 188.00
1806	222	51	\$ 177.88	\$ 17.79	\$ 195.67
1807	223	65	\$ 226.71	\$ 22.67	\$ 249.38
1808	224	52	\$ 181.37	\$ 18.14	\$ 199.51
1901	225	66	\$ 230.20	\$ 23.02	\$ 253.22
1902	226	55	\$ 191.83	\$ 19.18	\$ 211.02
1903	227	73	\$ 254.61	\$ 25.46	\$ 280.08
1904	228	57	\$ 198.81	\$ 19.88	\$ 218.69
1905	229	50	\$ 174.39	\$ 17.44	\$ 191.83
1906	230	59	\$ 205.78	\$ 20.58	\$ 226.36
1907	231	69	\$ 240.66	\$ 24.07	\$ 264.73
487 Helmcken	232	161	\$ 561.55	\$ 56.15	\$ 617.70
477 Helmcken	233	137	\$ 477.84	\$ 47.78	\$ 525.62
		14943	\$ 52,119.17	\$ 5,211.92	\$ 57,331.08

Pre-Authorized Debit (PAD) Plan – Strata

FAX: (604) 684-1956

ATTACH VOID
CHEQUE HERE

STRATA PLAN: _____

STRATA LOT NO.: _____

UNIT NO.: _____

- I/We hereby authorize Rancho Management Services (B.C.) Ltd. on behalf of our Strata Corporation to begin deductions effective _____ as per my/our instructions for the following:
 - Recurring monthly operating fee(s)/authorized charges (parking, etc) and/or one-time fee(s)/charges adjustments as voted upon and passed by the general membership of the Strata Corporation from time to time.
 - Authorized one-time or sporadic debits.
 - Any fines, penalties, and special levy fee(s) up to \$1,000.00 as assessed according to the Strata Corporation Bylaws and Rules and Regulations.These above mentioned fee(s)/charges will be debited to my/our specified account on the 1st day of every month.
- I/We undertake to inform Rancho Management Services (B.C.) Ltd. of any change in the account or address information provided in this authorization before the fifteenth day of the month.
- I/We acknowledge that delivery of the authorization to Rancho Management Services (B.C.) Ltd. constitutes delivery by me/us to the financial institution below.
- This authority is to remain in effect until Rancho Management Services (B.C.) Ltd. has received written notification from me/us of its change or termination. This notification must be received within 15 days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.
- Rancho Management Services (B.C.) Ltd. may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.
- I/We have certain recourse rights if any debt does not comply with this agreement. For example, I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with the terms of this PAD Agreement. To obtain more information on my/our recourse rights, I/We may contact my/our financial institution or visit www.cdnpay.ca.

Type of Service: Personal _____ Business _____

Name _____

Address _____

Mailing address (if different than property address) _____

Phone # _____

Name of Financial Institution _____

Address of Financial Institution _____

Financial Institution Number _____

Branch Transit Number _____

Account Number _____

A Specimen cheque has been marked "VOID" and attached to this authorization. If your account does not provide cheques, please have your bank fill out the information above to ensure the account is coded correctly and will allow pre-authorized debit.

When the form is complete, mail, fax, or email to:



Rancho Management Services (B.C.) Ltd. – 600 – 1190 Hornby Street, Vancouver, British Columbia, V6Z 2K5
Phone – 604 – 684 – 4508 Fax – 604 – 684 – 1956 Email: ar@ranchogroup.com
Attention: Accounts Receivable

Date: _____ Signature: _____

PLEASE NOTE THAT THIS FORM MUST BE RECEIVED BY RANCHO NO LATER THAN THE 20TH OF THE MONTH PRIOR TO THE MONTH THE PAD IS TO COMMENCE. (I.e. To be on the Pre-Authorized Debit Plan for the month of June, the form must be in our office prior to the 20th of May. Forms received after the 20th of the current month (i.e. May) will be processed but your first payment will not come out of your account until July 1st), as this system is set up in conjunction with the bank, and processing time is required. PAD enrolment cannot be applied retroactively. Please also enclose a cheque for payment of any balance owing prior to PAD commencement.