



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

**Property Management Specialists**  
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April 19, 2017

**Owner(s) of “The Mark”**  
1372 Seymour Street  
Vancouver, BC V6B 0L1

Dear Owner(s):

**Re: 2017/2018 Strata Fee Schedule for Strata Corporation EPS1231**

Please find enclosed the minutes of the recent Annual General Meeting held on Wednesday, April 5<sup>th</sup>, 2017, and the approved strata fee schedule. **Note:** There is a **1.5% increase** in the overall strata fees, retroactive to **March 1<sup>st</sup>, 2017**.

The suggested 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.

**Important Note:** For those Owners already on the Pre-Authorized Debit Plan (P.A.D.), you do not have to submit the form again. Your strata fees will continue to be withdrawn from your account. On May 1<sup>st</sup>, 2017, there will be an adjustment to the amount that is withdrawn from your account for the difference between the 2016/2017 strata fees and the approved 2017/2018 strata fees, for the months of March and April 2017.

If you are paying your strata fees by way of cheques, please ensure to send a series of cheques to cover the 2017/2018 strata fees and another cheque to account for the increase retroactive to March 1<sup>st</sup>, 2017.

**myRanchoStrata**

*Please be advised we recently launched Strata AR Online wherein Owners can now log-in to view their current balance, outstanding balance, and monthly account statements 24/7 online for the strata they own. Owners also have the capability to view strata-related documents online (e.g. minutes, bylaws) as well as to book their moves and their building's amenities.*

*We encourage everyone to register for these complimentary services. To register for myRanchoStrata, please visit <http://www.ranchovan.com/myRanchoStrata.cfm>.*

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 604-331-4279/Email [ar@ranchogroup.com](mailto:ar@ranchogroup.com)) or the undersigned.

Yours truly,  
**RANCHO MANAGEMENT SERVICES (B.C.) LTD.**  
Agent for the Owners  
Per: 

Joseph Tsang  
Senior Strata Agent  
Direct Line: (604) 331-4253  
Email: [josephTsang@ranchogroup.com](mailto:josephTsang@ranchogroup.com)

JT/II

Encls.

**STRATA CORPORATION EPS1231  
“THE MARK”  
1372 SEYMOUR STREET  
VANCOUVER, BC**

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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN EPS1231, “THE MARK”, HELD IN THE 2<sup>ND</sup> FLOOR LOUNGE AT 1372 SEYMOUR STREET, VANCOUVER, BC ON WEDNESDAY, APRIL 5<sup>TH</sup>, 2017 AT 6:00 P.M.**

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**IN ATTENDANCE**

58 Owners were represented either in person or by proxy (18) as per the registration sheet.

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

Joseph Tsang, Senior Strata Agent

Kerby Ho, Strata Agent

**1. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**

At 6:00 p.m., a quorum was not present. The meeting was adjourned and reconvened at 6:30 p.m. as per the Strata’s bylaw section 33 (b), which reads:

***33.(b) Quorum for adjourned meeting***

***“Despite anything in the Act, if a quorum is not present within ½ hour from the time appointed for an annual or special general meeting, the eligible voters present in person or by proxy will constitute a quorum.”***

Rowly Johnson, the Strata Council President officially called the meeting to order at 6:30 p.m. Mr. Johnson welcomed the Owners to the meeting followed by introductions of the rest of the Strata Council members and the Strata Agent.

**2. PROOF OF NOTICE**

In accordance with the meeting notice provisions of the *Strata Property Act*, Owners must be notified at least fourteen (14) days in advance of holding either a Special General Meeting (SGM) or an Annual General Meeting (AGM). Owners were advised that the notice of tonight’s Annual General Meeting was mailed out to the Owners back on March 17<sup>th</sup>, 2017, giving the Owners eighteen (18) days advance notice. It was **MOVED, SECONDED, and CARRIED** to accept that the notice dated March 17<sup>th</sup>, 2017 be deemed in compliance with the notice provision of the *Strata Property Act*.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

The Owners were advised that a copy of the minutes from last year’s Annual General Meeting held on April 5<sup>th</sup>, 2016 was enclosed with the notice of meeting for Owners’ review and approval.

3. **APPROVAL OF PREVIOUS MEETING MINUTES – CONT'D**

There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the Annual General Meeting held on April 5<sup>th</sup>, 2016 as circulated.

4. **PRESIDENT'S REPORT**

Mr. Rowly Johnson provided Owners with a brief summary of Strata Council's activities that transpired during the 2016/2017 fiscal period. They are:

- Encouraging open communication between Residents and the Strata Council. “The Mark”, being a larger size building, in the past, some Residents felt that their opinions were not heard by the Strata Council. The Strata Council would like Residents to know that communication is important to them and any Residents with suggestions are highly encouraged to approach the Strata Agent in order to relay their thoughts to the Council for consideration. This past year, Council has increased openness to Residents by posting memos and other notifications on the elevator monitors. In addition, the building had a 2<sup>nd</sup> annual survey for Residents to input their opinions for consideration. This year's annual survey had a turnout of 45 Residents and many responses from the survey were used to make decisions to benefit the Residents.
- The Council President also touched on landscaping and gardening. The boulevard lawn along Seymour and Pacific Streets were replaced with artificial turf due to continuous problem of pets defecating on the grass and heavy foot traffic causing the grass to die and turn the lawn into a mud bath. It was decided that an artificial turf was the least intrusive option in order to resolve that problem and the maintenance for the boulevard with the new turf has reduced significantly. An Owner asked about the lifespan on the turf and was told that there is an 8-year warranty on the turf but is expected to last about 15 years. In addition, the garden plots rules have been amended to be fairer for users. Ms Erin Emery, chair of the Landscaping Committee was thanked for her hard work in improving the landscaping.
- The Strata Council has also made some positive changes to the water fountain which includes changing the ‘disco-style’ light to a solid white light and is considering retaining an outside maintenance contractor to look after the fountain to eliminate debris build up, etc.
- Council continues to work with the Developer to address all the common deficiencies. Ownership was told that many issues have been addressed by Onni Group which includes all items reported under the 15<sup>th</sup> month and 2 year warranty coverage. The Strata has brought back Morrison Hershfield, a 3<sup>rd</sup> party consulting firm to review the 2 year warranty work since they were the author of the original report. The Strata Council will continuously monitor and review the items that were reported while repairs for deficiencies are ongoing. Dario Duran as chair of the Maintenance Committee was thanked for his many hours of hard work to address deficiencies throughout the building.
- Improper garbage and recycling disposal continue to be a problem, evident by the compactor getting jammed occasionally. Strata will continue to remind Residents about proper usage of the garbage room to reduce break downs of the compactor, and to eliminate garbage from accumulating in the room. A suggestion was made to have a bin mounted on the wall of the garbage room to allow Residents a place to discard their soft plastics like bags and for Strata

4. **PRESIDENT’S REPORT – CONT’D**

Council to look at relocating the garbage bin right in front of the main entrance on Seymour Street as it is deemed an eye and nose sore. Ownership was told that Strata Council is working with the city to have the provided garbage bin at the corner of Pacific Street and Seymour Street that the garbage bin outside “The Mark” could be removed. Strata Council has been actively fining Residents for not properly disposing their refuse.

**Activities:**

- Window cleaning has been increased to twice a year due to the high amount of construction in the neighbourhood. Council sent letters to the Developer of ‘Vancouver House’ requesting that they contribute to the window cleaning cost and was met with rejection twice. A suggestion was made to issue a memo asking Residents to come forward within a week after the window cleaning is done with any dirty windows. This year dryer vent cleaning will be done both on the “in-suite” as well as on the “outside” in order to get a thorough inspection of any defects with similar problems like the one found in strata lots 180 and 194. In response to a concern made about how the dryer vents are cleaned, the Strata Agent will confirm with the cleaning company that a more thorough cleaning of vents occurs than just brushing them outside. In response to a request, the Strata Agent will notify all residents when window cleaning is complete so that everyone has sufficient time to request missed windows to get addressed.
- Council also decided to retain a professional contract to clean the entire parkade once and to have the Building manager follow through with quarterly in house wash. Suggestions were made to have Strata fining those Residents who fail to move their vehicles to facilitate the cleaning. Requests were made to address speeding and tailgating in the parkade.
- The Council President told the Ownership that the guest suites have been slightly renovated as the previous fixtures and cabinetries were worn out from usage. Wi-Fi was installed for the amenities. Minor equipment was purchased for the gym in response to Residents’ requests. The Concierge is now required to do an inventory check to make sure equipment does not go missing. Some Residents asked if there is a charge to use the TV room on the 3<sup>rd</sup> floor or the party room. The Council explained that there is only a fee for ‘exclusive’ use of these amenities and there is no charge for first-come-first-serve users. A suggestion was to allow the amenity room hours to be extended so long as the noise hours are respected. Incoming council member Rajeev Singh my chair an amenities committee to ensure these resources are most reasonably available to Residents.
- A few notable issues with regards to the management of the building were discussed. The issue of short-term rentals in Downtown Vancouver has been addressed this past year by fines in our building. The Strata Council noted that the City of Vancouver is considering amending their current bylaw against short-term rentals (current bylaw stipulated rentals are not allowed less than 30 days) which will set a guideline for Strata Council on how to form a bylaw for the building.
- The Strata has engaged an electrical consultant to assess the electrical panels in the building to find out how many EV charging stations could be installed. It was noted that there are about 10 EV charging stations installed originally by the Developer, but the locations of the charger are

#### 4. **PRESIDENT’S REPORT – CONT’D**

##### **Activities – Cont’d:**

not ideal. The number of chargers and the cost for the installations will require time to determine, and all information will be presented to the Ownership. The Strata Council also emphasized that Residents are not allowed to plug in their electrical vehicle into the outlets in the parkade as those are shared costs for the building.

- Council also noted that the steam room door causes the fire alarm to go off when left opened. In attempt to resolve this problem, a fan and a door closer that closes faster has been installed. Although there is no practical solution to this problem, Council would like to encourage all users to follow the signs and make sure the door is closed when in use.
- Another prevalent issue that is constantly causing problems is objects being thrown off balconies (i.e. Cigarette butts and garbage). This is a safety hazard to the units below and also causes damage to neighbouring suites’ patio furniture.
- A Home-Owner’s manual is currently in the works by Ms. Cecilia Li which will be helpful to all Residents and new buyers. A draft version has been posted on Rancho’s website but Ms. Li stresses that changes will be made and updated.
- The building maintenance has been ongoing and many wear and tear issues have been addressed by the building manager in a timely manner. Some larger capital projects such as replacing carpets in common areas are to be discussed by the next Strata Council. In addition to that, new floor mats have been purchased for the building to be used for harsh winter weather like the recent winter we just had.
- The bike room was recently audited. A suggestion for the unclaimed bikes is to put them up for auction to Residents.
- The Council President told the Ownership that the Council is in negotiating stages with the Developer to have some warranty issues addressed. One major issue discussed was the roof top chiller. The chiller is an industrial size chiller and not suitable for the building’s use and the cost of maintaining/operating the chiller is significant. The chiller requires the Safety Authority’s approval and requires an engineer to monitor the chiller 24/7 while in use. The Developer’s customer relation manager will be attending the next Strata Council meeting on May 18<sup>th</sup> to update the Council on the current situation regarding the chiller.
- A storage room on the 5<sup>th</sup> floor was also turned over from the Developer to the Strata. The next Strata Council meeting will discuss the most feasible use for the room.

4. **PRESIDENT’S REPORT – CONT’D**

**Activities – Cont’d:**

The Council President ended his report with some priorities for the next Council to address which include:

- Rectifying the chiller issue
- Clearing up deficiencies
- AirBnB/Short term rentals
- Smoking/Items dropping off the balcony
- EV Charging stations
- Fountain maintenance

5. **FINANCIAL REPORT**

Owners were informed that the year-end financial statements for the period ended on February 28<sup>th</sup>, 2017 were enclosed with the notice of the meeting for the Owners’ perusal.

Mr. Lakhpinder Takhar, the retired Treasurer, provided a cursory review of the financial statements noting that the Strata ended the fiscal period with a slight surplus of \$12,522. Some expenditure categories were over budgeted, which include:

- Garage door – a new operator (\$3,570) and box (\$1,260) were purchased
- Elevator – It was noted that elevator expenses were higher than budgeted because of the volume of overtime calls (weekends and evenings) due to breakdowns.
- Supplies – Floor mats were purchased for lobby as well as chairs for the meeting room

Following a question and answer period, it was then **MOVED, SECONDED, and CARRIED** unanimously to accept the year-end financial statements as presented. Tak was thanked for his excellent stewardship and oversight of the building’s budget.

6. **INSURANCE REPORT**

Owners were informed that the insurance certificate from BFL Canada was enclosed with the notice of the meeting of March 17<sup>th</sup>, 2017 for the Owners’ perusal as required by the *Strata Property Act*. The building is currently being insured for \$96M as per the most recent appraisal. The policy also includes \$10M for general liability and \$5M for director and officer liability. The various deductibles were reviewed with the Owners being told that the current water damage deductible (\$10,000) is considered low based on industry standards and that the policy also covers earthquake and flood. Owners were reminded to check their own home insurance policy to ensure that there are no gaps or overlaps in coverage; and that they are insured for any improvements to the suite done by themselves, and to ensure they have coverage up to the Strata’s water damage and earthquake deductibles in the event they are held responsible for paying such deductibles. Owners requested that the Strata Agent email specific language of insurance requirements which Owners could take to their own household insurers regarding earthquake coverage to ensure that their own policies are sufficient.

6. **INSURANCE REPORT – CONT'D**

*Owners were reminded that the Strata's policy only covers the original fixtures installed in the Strata Lots by the Developer (i.e. hardwood floor installed by the Developer are covered by the Strata's insurance policy, but hardwood floors installed by the unit Owners after the time of purchase are not covered the Strata's insurance policy and are considered improvements). The Strata Corporation's policy does not cover individual contents (i.e. clothing, furniture, decorative art, etc). Owners must carry their own “Tenant package” insurance for such coverage; including coverage for alternative accommodations should their suite be uninhabitable due to repairs being performed as a result of the unforeseen damages. Owners are strongly encouraged to consult with their own home insurance company to determine if they have the appropriate coverage.*

The Rancho Strata Agent Joseph was thanked by the Ownership for his excellent service to our building over the past year. The Residents expressed appreciation for his, his team's, Eddie Avalos' and the Concierge's hard work and friendly help on such a large and complex living community.

7. **PROPOSED OPERATING BUDGET FOR 2017/2018**

Owners were informed that the 2017/2018 proposed operating budget calls for an **increase of 1.5%** in the overall strata fees which was necessitated by increased expenses expected for the following categories:

- **Sewage & Water** – The budget for sewage and water was increased in order to follow the current increased rates by the city of Vancouver.
- **Window Cleaning** – The Strata Council has decided to clean the windows two (2) times a year due to the volume of construction in the neighbourhood. The first window cleaning is scheduled for late April 2017.

Following a short question and answer period, it was **MOVED, SECONDED, and CARRIED**, unanimously, to approve the 2017/2018 fiscal period operating budget with a **1.5% increase in the overall strata fees** as presented.

8. **¾ VOTE RESOLUTIONS**

The Owners were reminded that a ¾ Vote Resolution will require the support of at least 75% of the Owners represented at the Meeting in order to carry the resolution. With 58 Owners represented at the meeting, assuming that all Owners vote, at least 44 Owners must vote in favour in order to pass the ¾ Vote Resolution (assuming no abstentions).

**Resolution “A”:**

Owners were reminded that Resolution “A” is to “opt” out of having a deficiency report done for the Strata Corporation given that “The Mark” is a relatively new building and do not anticipate any capital expenditures in the foreseeable future.

Following a short discussion, it was **MOVED, SECONDED, and CARRIED** unanimously to opt out of doing a depreciation report.

8. **¾ VOTE RESOLUTIONS – CONT'D**

**Resolution “B”:**

Owners were advised that there are three (3) proposed bylaws to replace the current ones:

**1. Repealing and replacing bylaw 3 (4) with the following:**

3. (4) An Owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following: *unless prior approval has been obtained from Strata Council.*

**2. Repealing and replacing bylaw 33 with the following:**

33. Despite anything in the Act, if a quorum is not present from the time appointed for an annual or special general meeting the eligible voters present in person or by proxy will constitute a quorum.

**3. Repealing and replacing bylaw 36 (3) with the following:**

36. (3) Moves are restricted to the following *only*: Mondays to Fridays and Weekends (change subject to Council’s approval)

9:00 a.m. to **12:30 p.m.**  
**12:30 p.m.** to 4:00 p.m.,

except by special arrangement with the Strata Agent. *Where moves are delayed or run overtime, the Concierge may require movers to return at another time.*

Following a short discussion, it was **MOVED, SECONDED, and CARRIED** unanimously to approve all proposed and amended bylaws as presented.

9. **ELECTION OF THE 2017/2018 STRATA COUNCIL MEMBERS**

Owners were informed that in accordance with the provisions of the *Strata Property Act* you must be a registered Owner in order to serve on the Strata Council. The floor was then opened up for volunteers or nomination to serve on the 2017/2018 Strata Council. The following Owners were subsequently elected to serve on Strata Council by acclamation:

- ***Erin Emery***
- ***Thodoris Kefalas***
- ***Lakhpinder Takhar***
- ***Rowly Johnson***
- ***Sharnjit Jhaj***
- ***Anna Marie Bueno***
- ***Rajeev Singh***



## 10. **NEW BUSINESS**

a) **Parkade issues:**

Some Owners were concerned about the lack of convex mirrors in some corners of the parkade. Mr. Rowly Johnson explained that not every corner requires one as long as they are driving within the speed limit. It was suggested that drivers turn their headlights on to warn other drivers when driving around the parkade. Nevertheless, Strata Council will look into if extra convex mirrors are needed.

It was also discussed that the parkade needs to be cleaned by professionals and not the Building Manager at least once a year. Some ideas to motivate Residents to move their vehicle during the cleaning was considered.

b) **VPD Access:**

It was brought to the Ownership's attention that the Vancouver Police Department initiated a program in order to access Strata building through a specialized code via the intercom system during emergency situations. The program will allow police to access the building without a FOB when someone has called for an emergency. Some Owners suggested that this program benefits people that are in need when concierge is not at the desk. Other Owners were concerned that providing VPD authority to access is invasive to private property. All comments were noted by Council and will be discussed further at the next Council Meeting.

c) **Automatic External Defibrillator:**

An Owner asked if the AED defibrillator was purchased for the building. It was discussed that usage of all AED requires proper training and there is a liability issue as well. One will be purchased when one becomes available that does not require training to use.

d) **Carpet:**

An Owner suggested that the carpet on the 9<sup>th</sup> floor and 27<sup>th</sup> floors be replaced due to extensive wear and tear.

e) **Party Room:**

An Owner suggested that the party room hours be extended past 11:00 p.m. as many Residents find it too early to end an event at that time, especially on weekends. The Council explained that they are forming the rules around the noise ordinance from the City's bylaws. It was also discussed that the meeting room/party room be offered to corporate bookings to bring in extra revenue for Strata. The Strata Agent will check with the Strata's insurer on the legality.

f) **Gym Hours:**

Some Owners requested that the gym be closed 30 minutes later and opened earlier. Noise issues were discussed. The suggestion will be discussed by the Fitness Committee.

g) **Balcony:**

It was brought to the Ownership's attention that there is a major concern regarding items being thrown off the balconies and landing on neighboring suites properties. This is an ongoing issue and the Council respectfully asks the Ownership to monitor and report any Residents with such behavior. It was suggested that an ashtray be installed outside the building to minimize cigarette butts.

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting, tentatively scheduled for **Thursday, May 18<sup>th</sup>, 2017 at 6:00 p.m., on the 9<sup>th</sup> floor meeting room at 1372 Seymour Street, Vancouver, BC.**

12. **TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 8:42 p.m.

Respectfully Submitted,



Joseph Tsang, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agent of Strata Plan EPS1231  
6<sup>th</sup> Floor-1190 Hornby Street, Vancouver, BC, V6Z 2K5  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
Direct Line: (604) 331-4253  
Email: [josephtsang@ranchogroup.com](mailto:josephtsang@ranchogroup.com)

*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## myRanchoStrata

Rancho offers a convenient way for Owners to access Strata-related documents through myRanchoStrata.

myRanchoStrata gives Owners 24/7 access to the following:

- |                           |                                      |
|---------------------------|--------------------------------------|
| * Meeting minutes         | * Insurance coverage                 |
| * AGM notices             | * Depreciation & Engineering reports |
| * Building memos          | * Important announcements            |
| * Event calendars         | * Bylaws & rules                     |
| * Account balance history | * Other strata related documents     |

To sign up and to know more information about myRanchoStrata, Owners must visit  
<https://www.ranchovan.com/ownerRegistration.cfm>.

**THE MARK**  
**Strata Plan EPS1231**  
**APPROVED 2017/2018 STRATA FEE SCHEDULE**  
*Effective - March 1<sup>st</sup>, 2017*

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
555 Pacific Street	1	143	\$ 577.73	\$ 40.72	\$ 618.45
565 Pacific Street	2	108	\$ 436.33	\$ 30.75	\$ 467.08
1394 Seymour Street	3	109	\$ 440.37	\$ 31.04	\$ 471.40
1390 Seymour Street	4	99	\$ 399.97	\$ 28.19	\$ 428.16
1386 Seymour Street	5	102	\$ 412.09	\$ 29.04	\$ 441.13
1382 Seymour Street	6	105	\$ 424.21	\$ 29.90	\$ 454.10
1378 Seymour Street	7	110	\$ 444.41	\$ 31.32	\$ 475.73
301	8	66	\$ 266.64	\$ 18.79	\$ 285.44
302	9	56	\$ 226.24	\$ 15.95	\$ 242.19
303	10	52	\$ 210.08	\$ 14.81	\$ 224.89
305	11	74	\$ 298.96	\$ 21.07	\$ 320.04
306	12	57	\$ 230.28	\$ 16.23	\$ 246.51
307	13	57	\$ 230.28	\$ 16.23	\$ 246.51
308	14	57	\$ 230.28	\$ 16.23	\$ 246.51
309	15	57	\$ 230.28	\$ 16.23	\$ 246.51
310	16	54	\$ 218.16	\$ 15.38	\$ 233.54
311	17	54	\$ 218.16	\$ 15.38	\$ 233.54
312	18	66	\$ 266.64	\$ 18.79	\$ 285.44
501	19	66	\$ 266.64	\$ 18.79	\$ 285.44
502	20	56	\$ 226.24	\$ 15.95	\$ 242.19
503	21	52	\$ 210.08	\$ 14.81	\$ 224.89
505	22	74	\$ 298.96	\$ 21.07	\$ 320.04
506	23	57	\$ 230.28	\$ 16.23	\$ 246.51
507	24	57	\$ 230.28	\$ 16.23	\$ 246.51
508	25	57	\$ 230.28	\$ 16.23	\$ 246.51
509	26	57	\$ 230.28	\$ 16.23	\$ 246.51
510	27	47	\$ 189.88	\$ 13.38	\$ 203.27
511	28	51	\$ 206.04	\$ 14.52	\$ 220.56
512	29	57	\$ 230.28	\$ 16.23	\$ 246.51
513	30	60	\$ 242.40	\$ 17.08	\$ 259.49
515	31	54	\$ 218.16	\$ 15.38	\$ 233.54
516	32	54	\$ 218.16	\$ 15.38	\$ 233.54
517	33	54	\$ 218.16	\$ 15.38	\$ 233.54
518	34	66	\$ 266.64	\$ 18.79	\$ 285.44
519	35	75	\$ 303.00	\$ 21.36	\$ 324.36
520	36	71	\$ 286.84	\$ 20.22	\$ 307.06
601	37	102	\$ 412.09	\$ 29.04	\$ 441.13
602	38	74	\$ 298.96	\$ 21.07	\$ 320.04
603	39	57	\$ 230.28	\$ 16.23	\$ 246.51
605	40	57	\$ 230.28	\$ 16.23	\$ 246.51
606	41	57	\$ 230.28	\$ 16.23	\$ 246.51
607	42	57	\$ 230.28	\$ 16.23	\$ 246.51
608	43	47	\$ 189.88	\$ 13.38	\$ 203.27
609	44	56	\$ 226.24	\$ 15.95	\$ 242.19
610	45	62	\$ 250.48	\$ 17.65	\$ 268.14
611	46	60	\$ 242.40	\$ 17.08	\$ 259.49
612	47	54	\$ 218.16	\$ 15.38	\$ 233.54
613	48	54	\$ 218.16	\$ 15.38	\$ 233.54
615	49	54	\$ 218.16	\$ 15.38	\$ 233.54
616	50	66	\$ 266.64	\$ 18.79	\$ 285.44
617	51	75	\$ 303.00	\$ 21.36	\$ 324.36
618	52	71	\$ 286.84	\$ 20.22	\$ 307.06
701	53	74	\$ 298.96	\$ 21.07	\$ 320.04
702	54	57	\$ 230.28	\$ 16.23	\$ 246.51
703	55	57	\$ 230.28	\$ 16.23	\$ 246.51
705	56	57	\$ 230.28	\$ 16.23	\$ 246.51
706	57	57	\$ 230.28	\$ 16.23	\$ 246.51
707	58	47	\$ 189.88	\$ 13.38	\$ 203.27

**THE MARK**  
**Strata Plan EPS1231**  
**APPROVED 2017/2018 STRATA FEE SCHEDULE**  
*Effective - March 1<sup>st</sup>, 2017*

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
708	59	56	\$ 226.24	\$ 15.95	\$ 242.19
709	60	62	\$ 250.48	\$ 17.65	\$ 268.14
710	61	60	\$ 242.40	\$ 17.08	\$ 259.49
711	62	54	\$ 218.16	\$ 15.38	\$ 233.54
712	63	54	\$ 218.16	\$ 15.38	\$ 233.54
713	64	54	\$ 218.16	\$ 15.38	\$ 233.54
715	65	66	\$ 266.64	\$ 18.79	\$ 285.44
716	66	75	\$ 303.00	\$ 21.36	\$ 324.36
717	67	71	\$ 286.84	\$ 20.22	\$ 307.06
801	68	74	\$ 298.96	\$ 21.07	\$ 320.04
802	69	57	\$ 230.28	\$ 16.23	\$ 246.51
803	70	57	\$ 230.28	\$ 16.23	\$ 246.51
805	71	57	\$ 230.28	\$ 16.23	\$ 246.51
806	72	57	\$ 230.28	\$ 16.23	\$ 246.51
807	73	47	\$ 189.88	\$ 13.38	\$ 203.27
808	74	56	\$ 226.24	\$ 15.95	\$ 242.19
809	75	61	\$ 246.44	\$ 17.37	\$ 263.81
810	76	60	\$ 242.40	\$ 17.08	\$ 259.49
811	77	287	\$ 1,159.50	\$ 81.72	\$ 1,241.22
812	78	75	\$ 303.00	\$ 21.36	\$ 324.36
813	79	53	\$ 214.12	\$ 15.09	\$ 229.21
815	80	45	\$ 181.80	\$ 12.81	\$ 194.62
902	81	92	\$ 371.69	\$ 26.20	\$ 397.88
903	82	60	\$ 242.40	\$ 17.08	\$ 259.49
905	83	73	\$ 294.92	\$ 20.79	\$ 315.71
906	84	52	\$ 210.08	\$ 14.81	\$ 224.89
901	85	46	\$ 185.84	\$ 13.10	\$ 198.94
1009	86	69	\$ 278.76	\$ 19.65	\$ 298.41
1001	87	58	\$ 234.32	\$ 16.51	\$ 250.84
1002	88	58	\$ 234.32	\$ 16.51	\$ 250.84
1003	89	68	\$ 274.72	\$ 19.36	\$ 294.09
1005	90	73	\$ 294.92	\$ 20.79	\$ 315.71
1006	91	52	\$ 210.08	\$ 14.81	\$ 224.89
1007	92	46	\$ 185.84	\$ 13.10	\$ 198.94
1008	93	43	\$ 173.72	\$ 12.24	\$ 185.97
1109	94	69	\$ 278.76	\$ 19.65	\$ 298.41
1101	95	58	\$ 234.32	\$ 16.51	\$ 250.84
1102	96	58	\$ 234.32	\$ 16.51	\$ 250.84
1103	97	68	\$ 274.72	\$ 19.36	\$ 294.09
1105	98	73	\$ 294.92	\$ 20.79	\$ 315.71
1106	99	52	\$ 210.08	\$ 14.81	\$ 224.89
1107	100	46	\$ 185.84	\$ 13.10	\$ 198.94
1108	101	43	\$ 173.72	\$ 12.24	\$ 185.97
1201	102	111	\$ 448.45	\$ 31.61	\$ 480.05
1202	103	91	\$ 367.65	\$ 25.91	\$ 393.56
1203	104	60	\$ 242.40	\$ 17.08	\$ 259.49
1205	105	73	\$ 294.92	\$ 20.79	\$ 315.71
1206	106	52	\$ 210.08	\$ 14.81	\$ 224.89
1207	107	43	\$ 173.72	\$ 12.24	\$ 185.97
1208	108	89	\$ 359.57	\$ 25.34	\$ 384.91
1501	109	202	\$ 816.09	\$ 57.52	\$ 873.61
1502	110	60	\$ 242.40	\$ 17.08	\$ 259.49
1503	111	73	\$ 294.92	\$ 20.79	\$ 315.71
1505	112	52	\$ 210.08	\$ 14.81	\$ 224.89
1506	113	43	\$ 173.72	\$ 12.24	\$ 185.97
1507	114	89	\$ 359.57	\$ 25.34	\$ 384.91
1601	115	111	\$ 448.45	\$ 31.61	\$ 480.05
1602	116	91	\$ 367.65	\$ 25.91	\$ 393.56

**THE MARK**  
**Strata Plan EPS1231**  
**APPROVED 2017/2018 STRATA FEE SCHEDULE**  
*Effective - March 1<sup>st</sup>, 2017*

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
1603	117	60	\$ 242.40	\$ 17.08	\$ 259.49
1605	118	73	\$ 294.92	\$ 20.79	\$ 315.71
1606	119	52	\$ 210.08	\$ 14.81	\$ 224.89
1607	120	43	\$ 173.72	\$ 12.24	\$ 185.97
1608	121	89	\$ 359.57	\$ 25.34	\$ 384.91
1701	122	202	\$ 816.09	\$ 57.52	\$ 873.61
1702	123	60	\$ 242.40	\$ 17.08	\$ 259.49
1703	124	73	\$ 294.92	\$ 20.79	\$ 315.71
1705	125	52	\$ 210.08	\$ 14.81	\$ 224.89
1706	126	43	\$ 173.72	\$ 12.24	\$ 185.97
1707	127	89	\$ 359.57	\$ 25.34	\$ 384.91
1801	128	111	\$ 448.45	\$ 31.61	\$ 480.05
1802	129	91	\$ 367.65	\$ 25.91	\$ 393.56
1803	130	60	\$ 242.40	\$ 17.08	\$ 259.49
1805	131	73	\$ 294.92	\$ 20.79	\$ 315.71
1806	132	52	\$ 210.08	\$ 14.81	\$ 224.89
1807	133	43	\$ 173.72	\$ 12.24	\$ 185.97
1808	134	89	\$ 359.57	\$ 25.34	\$ 384.91
1901	135	200	\$ 808.01	\$ 56.95	\$ 864.96
1902	136	91	\$ 367.65	\$ 25.91	\$ 393.56
1903	137	60	\$ 242.40	\$ 17.08	\$ 259.49
1905	138	73	\$ 294.92	\$ 20.79	\$ 315.71
1906	139	52	\$ 210.08	\$ 14.81	\$ 224.89
1907	140	43	\$ 173.72	\$ 12.24	\$ 185.97
2001	141	111	\$ 448.45	\$ 31.61	\$ 480.05
2002	142	91	\$ 367.65	\$ 25.91	\$ 393.56
2003	143	60	\$ 242.40	\$ 17.08	\$ 259.49
2005	144	73	\$ 294.92	\$ 20.79	\$ 315.71
2006	145	52	\$ 210.08	\$ 14.81	\$ 224.89
2007	146	43	\$ 173.72	\$ 12.24	\$ 185.97
2008	147	89	\$ 359.57	\$ 25.34	\$ 384.91
2101	148	111	\$ 448.45	\$ 31.61	\$ 480.05
2102	149	91	\$ 367.65	\$ 25.91	\$ 393.56
2103	150	60	\$ 242.40	\$ 17.08	\$ 259.49
2105	151	73	\$ 294.92	\$ 20.79	\$ 315.71
2106	152	52	\$ 210.08	\$ 14.81	\$ 224.89
2107	153	43	\$ 173.72	\$ 12.24	\$ 185.97
2108	154	89	\$ 359.57	\$ 25.34	\$ 384.91
2201	155	291	\$ 1,175.66	\$ 82.86	\$ 1,258.52
2202	156	60	\$ 242.40	\$ 17.08	\$ 259.49
2203	157	73	\$ 294.92	\$ 20.79	\$ 315.71
2205	158	52	\$ 210.08	\$ 14.81	\$ 224.89
2206	159	43	\$ 173.72	\$ 12.24	\$ 185.97
2301	160	200	\$ 808.01	\$ 56.95	\$ 864.96
2302	161	91	\$ 367.65	\$ 25.91	\$ 393.56
2303	162	60	\$ 242.40	\$ 17.08	\$ 259.49
2305	163	73	\$ 294.92	\$ 20.79	\$ 315.71
2306	164	52	\$ 210.08	\$ 14.81	\$ 224.89
2307	165	43	\$ 173.72	\$ 12.24	\$ 185.97
2501	166	111	\$ 448.45	\$ 31.61	\$ 480.05
2502	167	91	\$ 367.65	\$ 25.91	\$ 393.56
2503	168	60	\$ 242.40	\$ 17.08	\$ 259.49
2505	169	73	\$ 294.92	\$ 20.79	\$ 315.71
2506	170	52	\$ 210.08	\$ 14.81	\$ 224.89
2507	171	43	\$ 173.72	\$ 12.24	\$ 185.97
2508	172	89	\$ 359.57	\$ 25.34	\$ 384.91
2601	173	111	\$ 448.45	\$ 31.61	\$ 480.05
2602	174	91	\$ 367.65	\$ 25.91	\$ 393.56

**THE MARK**  
**Strata Plan EPS1231**  
**APPROVED 2017/2018 STRATA FEE SCHEDULE**  
*Effective - March 1<sup>st</sup>, 2017*

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
2603	175	60	\$ 242.40	\$ 17.08	\$ 259.49
2605	176	73	\$ 294.92	\$ 20.79	\$ 315.71
2606	177	53	\$ 214.12	\$ 15.09	\$ 229.21
2607	178	43	\$ 173.72	\$ 12.24	\$ 185.97
2608	179	89	\$ 359.57	\$ 25.34	\$ 384.91
2701	180	111	\$ 448.45	\$ 31.61	\$ 480.05
2702	181	91	\$ 367.65	\$ 25.91	\$ 393.56
2703	182	60	\$ 242.40	\$ 17.08	\$ 259.49
2705	183	73	\$ 294.92	\$ 20.79	\$ 315.71
2706	184	53	\$ 214.12	\$ 15.09	\$ 229.21
2707	185	43	\$ 173.72	\$ 12.24	\$ 185.97
2708	186	89	\$ 359.57	\$ 25.34	\$ 384.91
2801	187	111	\$ 448.45	\$ 31.61	\$ 480.05
2802	188	91	\$ 367.65	\$ 25.91	\$ 393.56
2803	189	60	\$ 242.40	\$ 17.08	\$ 259.49
2805	190	73	\$ 294.92	\$ 20.79	\$ 315.71
2806	191	53	\$ 214.12	\$ 15.09	\$ 229.21
2807	192	43	\$ 173.72	\$ 12.24	\$ 185.97
2808	193	89	\$ 359.57	\$ 25.34	\$ 384.91
2901	194	111	\$ 448.45	\$ 31.61	\$ 480.05
2902	195	91	\$ 367.65	\$ 25.91	\$ 393.56
2903	196	60	\$ 242.40	\$ 17.08	\$ 259.49
2905	197	73	\$ 294.92	\$ 20.79	\$ 315.71
2906	198	53	\$ 214.12	\$ 15.09	\$ 229.21
2907	199	42	\$ 169.68	\$ 11.96	\$ 181.64
2908	200	89	\$ 359.57	\$ 25.34	\$ 384.91
3001	201	111	\$ 448.45	\$ 31.61	\$ 480.05
3002	202	91	\$ 367.65	\$ 25.91	\$ 393.56
3003	203	60	\$ 242.40	\$ 17.08	\$ 259.49
3005	204	73	\$ 294.92	\$ 20.79	\$ 315.71
3006	205	53	\$ 214.12	\$ 15.09	\$ 229.21
3007	206	43	\$ 173.72	\$ 12.24	\$ 185.97
3008	207	89	\$ 359.57	\$ 25.34	\$ 384.91
3101	208	111	\$ 448.45	\$ 31.61	\$ 480.05
3102	209	91	\$ 367.65	\$ 25.91	\$ 393.56
3103	210	60	\$ 242.40	\$ 17.08	\$ 259.49
3105	211	73	\$ 294.92	\$ 20.79	\$ 315.71
3106	212	52	\$ 210.08	\$ 14.81	\$ 224.89
3107	213	43	\$ 173.72	\$ 12.24	\$ 185.97
3108	214	89	\$ 359.57	\$ 25.34	\$ 384.91
3201	215	111	\$ 448.45	\$ 31.61	\$ 480.05
3202	216	91	\$ 367.65	\$ 25.91	\$ 393.56
3203	217	60	\$ 242.40	\$ 17.08	\$ 259.49
3205	218	73	\$ 294.92	\$ 20.79	\$ 315.71
3206	219	53	\$ 214.12	\$ 15.09	\$ 229.21
3207	220	43	\$ 173.72	\$ 12.24	\$ 185.97
3208	221	89	\$ 359.57	\$ 25.34	\$ 384.91
3301	222	111	\$ 448.45	\$ 31.61	\$ 480.05
3302	223	91	\$ 367.65	\$ 25.91	\$ 393.56
3303	224	60	\$ 242.40	\$ 17.08	\$ 259.49
3305	225	73	\$ 294.92	\$ 20.79	\$ 315.71
3306	226	52	\$ 210.08	\$ 14.81	\$ 224.89
3307	227	43	\$ 173.72	\$ 12.24	\$ 185.97
3308	228	89	\$ 359.57	\$ 25.34	\$ 384.91
3501	229	111	\$ 448.45	\$ 31.61	\$ 480.05
3502	230	91	\$ 367.65	\$ 25.91	\$ 393.56
3503	231	60	\$ 242.40	\$ 17.08	\$ 259.49
3505	232	73	\$ 294.92	\$ 20.79	\$ 315.71

**THE MARK**  
**Strata Plan EPS1231**  
**APPROVED 2017/2018 STRATA FEE SCHEDULE**  
*Effective - March 1<sup>st</sup>, 2017*

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
3506	233	52	\$ 210.08	\$ 14.81	\$ 224.89
3507	234	43	\$ 173.72	\$ 12.24	\$ 185.97
3508	235	89	\$ 359.57	\$ 25.34	\$ 384.91
3601	236	111	\$ 448.45	\$ 31.61	\$ 480.05
3602	237	91	\$ 367.65	\$ 25.91	\$ 393.56
3603	238	60	\$ 242.40	\$ 17.08	\$ 259.49
3605	239	73	\$ 294.92	\$ 20.79	\$ 315.71
3606	240	52	\$ 210.08	\$ 14.81	\$ 224.89
3607	241	43	\$ 173.72	\$ 12.24	\$ 185.97
3608	242	89	\$ 359.57	\$ 25.34	\$ 384.91
3701	243	111	\$ 448.45	\$ 31.61	\$ 480.05
3702	244	91	\$ 367.65	\$ 25.91	\$ 393.56
3703	245	60	\$ 242.40	\$ 17.08	\$ 259.49
3705	246	73	\$ 294.92	\$ 20.79	\$ 315.71
3706	247	52	\$ 210.08	\$ 14.81	\$ 224.89
3707	248	43	\$ 173.72	\$ 12.24	\$ 185.97
3708	249	89	\$ 359.57	\$ 25.34	\$ 384.91
3801	250	111	\$ 448.45	\$ 31.61	\$ 480.05
3802	251	91	\$ 367.65	\$ 25.91	\$ 393.56
3803	252	60	\$ 242.40	\$ 17.08	\$ 259.49
3805	253	73	\$ 294.92	\$ 20.79	\$ 315.71
3806	254	52	\$ 210.08	\$ 14.81	\$ 224.89
3807	255	43	\$ 173.72	\$ 12.24	\$ 185.97
3808	256	89	\$ 359.57	\$ 25.34	\$ 384.91
3901	257	111	\$ 448.45	\$ 31.61	\$ 480.05
3902	258	91	\$ 367.65	\$ 25.91	\$ 393.56
3903	259	60	\$ 242.40	\$ 17.08	\$ 259.49
3905	260	73	\$ 294.92	\$ 20.79	\$ 315.71
3906	261	52	\$ 210.08	\$ 14.81	\$ 224.89
3907	262	43	\$ 173.72	\$ 12.24	\$ 185.97
3908	263	89	\$ 359.57	\$ 25.34	\$ 384.91
4001	264	124	\$ 500.97	\$ 35.31	\$ 536.27
4002	265	103	\$ 416.13	\$ 29.33	\$ 445.45
4003	266	89	\$ 359.57	\$ 25.34	\$ 384.91
4005	267	155	\$ 626.21	\$ 44.13	\$ 670.34
4101	268	124	\$ 500.97	\$ 35.31	\$ 536.27
4102	269	191	\$ 771.65	\$ 54.39	\$ 826.04
4103	270	87	\$ 351.49	\$ 24.77	\$ 376.26
4105	271	57	\$ 230.28	\$ 16.23	\$ 246.51
4201	272	124	\$ 500.97	\$ 35.31	\$ 536.27
4202	273	102	\$ 412.09	\$ 29.04	\$ 441.13
4203	274	89	\$ 359.57	\$ 25.34	\$ 384.91
4205	275	143	\$ 577.73	\$ 40.72	\$ 618.45
4301	276	225	\$ 909.01	\$ 64.07	\$ 973.08
4302	277	89	\$ 359.57	\$ 25.34	\$ 384.91
4303	278	86	\$ 347.45	\$ 24.49	\$ 371.93
4305	279	57	\$ 230.28	\$ 16.23	\$ 246.51
4501	280	182	\$ 735.29	\$ 51.82	\$ 787.11
4502	281	103	\$ 416.13	\$ 29.33	\$ 445.45
4503	282	89	\$ 359.57	\$ 25.34	\$ 384.91
4505	283	86	\$ 347.45	\$ 24.49	\$ 371.93
4601	284	286	\$ 1,155.46	\$ 81.44	\$ 1,236.89
4602	285	89	\$ 359.57	\$ 25.34	\$ 384.91
4603	286	87	\$ 351.49	\$ 24.77	\$ 376.26
4701	287	282	\$ 1,139.30	\$ 80.30	\$ 1,219.59
4702	288	211	\$ 852.45	\$ 60.08	\$ 912.53
<b>TOTAL</b>		<b>22359</b>	<b>\$ 90,331.67</b>	<b>\$ 6,366.50</b>	<b>\$ 96,698.17</b>

## Pre-Authorized Debit (PAD) Plan – Strata

FAX: (604) 684-1956

EMAIL: AR@ranchogroup.com

ATTACH VOID  
CHEQUE HERE

STRATA PLAN: EPS1231

STRATA LOT NO.: \_\_\_\_\_

UNIT NO.: \_\_\_\_\_

1. 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 strata 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 plus 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 1<sup>st</sup> day of every month.
2. 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.
3. 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.
4. 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](http://www.cdnpay.ca).
5. 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.
6. 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](http://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 verify this information with a **bank stamp** after filling 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: \_\_\_\_\_ Signature: \_\_\_\_\_

**PLEASE NOTE THAT THIS FORM MUST BE RECEIVED BY RANCHO NO LATER THAN THE 20<sup>TH</sup> 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 20<sup>th</sup> of May. Forms received after the 20<sup>th</sup> of the current month (i.e. May) will be processed but your first payment will not come out of your account until July 1<sup>st</sup>), 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.