



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

Property Management Specialists

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MEMORANDUM

TO: Owners/Residents of "555" – Strata Corporation VR1428

FROM: Patrick Frechette, Strata Agent

DATE: Tuesday, April 28, 2009

RE: BUILDING SECURITY ENHANCEMENT



Dear Owners/Residents:

Please be advised that in order to enhance building security, the exterior door locks will be changed.

Residents can obtain one new key for every old key they return. Extra keys will be available for a \$50.00 refundable deposit. Payment by cheque is preferred (*payable to Strata Corporation VR1428*), but exact cash will be accepted.

1. Keys will be issued in the lobby during the following dates and times:

Wednesday, May 13, 2009 & Thursday, May 14, 2009
(4:30 p.m. to 8:00 p.m.) (4:30 p.m. to 8:00 p.m.)

2. Residents who need to get into the building during the day on Thursday before 4:30 p.m. can pick up one new key on Wednesday on the understanding that they will provide an old key in exchange a day or two later.
3. A \$50.00 charge will apply for every old key not returned.
4. Because building keys must be shared between the Owner and Tenant(s) of rental suites, one key will be issued for each registered Tenant in a rental suite unless otherwise arranged in advance.
5. Tenant(s) who moved into the building after November 11th, 2004 must complete a Form K before receiving new keys.

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6. If you find yourself unavoidably locked out during the changeover to new keys, you can buzz "034" to be let into the building, and obtain a new key by appointment at another time.
7. Please make every effort to pick up your new keys and return your old ones during the scheduled hours. If it is impossible for you to obtain new keys or return old ones during the scheduled hours, please call the Resident Caretaker, Anna Tarko at 604-518-9510, in advance to make other arrangements.
8. For security reasons, please do not put old keys into the black mailboxes in the lobby.

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Yours truly,

RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agent for the Owners

Per:



Patrick Frechette

Strata Agent

Direct line 331-4262

Email: pfrechette@ranchogroup.com

PF/ct

cc: Strata Council