eSTRATAHUB ANNOUNCEMENT

Dear Realtors:

Crosby Property Management Ltd. is moving towards using **eStrataHub** electronic delivery service via BC Online exclusively in mid October.

What does it mean to you?

You will eventually be required to order and obtain all strata forms and documents, and make payments through BC Online with eStrataHub.

Transition Period

The existing online order form will continue to be available until October 15, 2012 to facilitate the transition while the users are adjusting to the new BC Online/eStrataHub ordering system.

****All orders will have to be processed via eStrataHub effective October 16, 2012****

How to order through BC Online/eStrataHub?

1. Create a BC Online account if you do not have one
2. **Log on to BC Online** (www.bconline.gov.bc.ca)
3. Select **"eStrataHub"** in the main menu
4. Click the **"Create New Order"** button and fill in the information

For more information, please go to www.aboutestratahub.com or call the BC Online Help Desk.

HELP DESK:
Toll Free within B.C.: 1-800-663-6102
Victoria: (250) 953-8200
Fax: (250) 953-8222
Email (for non-urgent support issues): bcolhelp@apicanada.com

Further Questions?

Please contact our office at (604) 689-6933.

Thank you.

CROSBY
PROPERTY MANAGEMENT LTD.

Now you can get your Crosby documents through BC OnLine with eStrataHub

eStrataHub is a service that lets Lawyers, Notaries, and Real Estate Agents order, receive, and pay for strata documents all through your BC OnLine account.

eStrataHub saves time and money getting the strata documents you need.

BC OnLine

You can use eStrataHub for your next Crosby order.

Just select eStrataHub from the BC OnLine menu and click the Create New Order button.

Enter a reference number for your records, the Strata Plan number, the Strata Lot, and place your order.

eStrataHub will send your order to the Strata Manager to deliver as PDF documents; so no couriers to worry about.

Payment will be from your BC OnLine account; so there are no cheques to write.

Start making things easier today!

1. Log on to BC OnLine
2. Select "eStrataHub" from the Main Menu
3. Click the "Create New Order" button and fill in the information

Save time & effort
Smart forms and messaging gets you the information you need. No more telephone tag or deadline panic.

No couriers or pick-ups
Documents and forms are delivered as PDF files. Save time, money - and the environment.

Simplified payment
BC OnLine takes care of the entire payment process. No cheques, couriers, or collections.

Gain control
Contact numbers, undertakings, and messages all in one place.

For more information about eStrataHub, please call 1-877-953-8253

CROSBY PROPERTY MANAGEMENT LTD.
Suite 600 - 777 Hornby Street, Vancouver, B.C. V6Z 1S4 Tel# 604-683-8900; Fax# 604-689-4829

ORDER FORM FOR STRATA CORPORATION DOCUMENTS FOR REALTORS / OWNERS / MORTGAGE BROKERS

Requests submitted **after 12 noon** will be dealt with the **next business day. All cancellation or amended requests must be submitted within the same day of the date ordered; otherwise, full charges will be applied.**

* indicates required field

Order Date: _____

*** CERTIFICATION:**

☐ **I'm a Realtor and hereby declare that I have obtained proper owner authorization for the following order.** ☐ **I'm an Owner** ☐ **I'm a Mortgage Broker**

* Requestor's Name: _____ Real Estate Company (if agent): _____

* Requestor's Address: _____

* Tel: _____ Cell: _____ Fax: _____ * E-Mail: _____

*** Method of delivery:** ☐ Pickup (person picking up MUST PROVIDE Strata Plan / Lot Number) ☐ Fax (less than 30 pages) ☐ Mail ☐ E-Mail

* DATE REQUIRED **(documents will be released after 2:30pm on this day)**: _____**. If you require the documents earlier than 7 days, there will be an additional fee for Priority Fees for Expedited Service. Please refer to the schedule below.**

Priority Fees for Expedited Service: (per order and applicable to request earlier than 7 days)

☐ Same Day: $150.00 + HST ☐ 2 Days: $100 + HST ☐ 3 Days: $80.00 + HST ☐ 4 to 6 Days: $60.00 + HST

* Strata Plan No.: _____ * Strata Lot No.: _____ * Current Owner's Name: _____

* Civic Address of Unit: _____

Documents Requested:

MINUTES ($0.25 per page + HST)

☐ Strata Council Meeting(s): from ☐ ☐ (MM / YY) to ☐ ☐ (MM / YY)

☐ Annual General Meeting(s): from ☐ ☐ (MM / YY) to ☐ ☐ (MM / YY)

☐ Special General Meeting(s): from ☐ ☐ (MM / YY) to ☐ ☐ (MM / YY)

☐ Form B: $35.00 + $0.25/page + HST for required attachments as per Section 59(4) of the Strata Property Act (Current Budget, Rental Disclosure Statements, Rules and Depreciation Report, if any)

☐ Current Financial Statement: @ $0.25/page + HST ☐ Email: $5.00 + HST ☐ Fax: $5.00 + HST

☐ Current Bylaws: @ $0.25/page + HST ☐ Postage: $5.00 + HST

☐ Engineering Report(s): @ $0.25/page + HST ☐ Others, specify: _____

Payment must be made by Visa/MasterCard only. Please complete below to authorize charge:

* Visa/Master Card # ☐ ☐ ☐ ☐ * Expiry. Date: ☐ ☐ (MM / YY)

* Card Holder's Name: _____

Cardholder's Authorization:

I agree to pay the charges in full upon placement of the order and understand this order is **Non-Refundable.** I agree that documents not picked up after 3 weeks will be destroyed.

For Internal Use Only:

CHARGES: NO. OF PAGES _____ X $0.25/page _____

FORM B _____

PRIORITY CHARGES _____

EMAIL/FAX CHARGES _____

POSTAGE _____

SUB-TOTAL: _____

12% HST: (HST #R101209567) _____

TOTAL DUE: $ _____

The personal information requested and subsequently provided is for the purposes of identification, processing payments, ensuring the orderly management of the strata corporation and complying legal requirements. The strata corporation is authorized to collect, use and disclose the personal information for these purposes.