

# WESTSEA CONSTRUCTION LTD.

Suite 2108 – 1330 Harwood Street Vancouver, BC V6E 1S8  
Telephone (604) 681 – 2727 Facsimile (604) 684 – 8075

October 17, 2023

All Leaseholders of Orchard House  
647 Michigan Street  
Victoria, BC V8V 1S9

Dear Leaseholder(s)

## Re: Orchard House Operating Budget for the year 2024

Please be advised that Westsea Construction Ltd. ("Westsea") has finalized your operating budget for the year 2024 which is \$1,746,540.00.

The audit of Actual Operating Expenses for the year ending December 31, 2023 will take place in the second quarter of 2024. Upon completion of the 2023 audit by our accountants, all leaseholders will receive a copy of the report with a summary of the year's expenses. Assessments or refunds will follow according to each leaseholder's unit share entitlement pursuant to your lease agreement with Westsea (the "Lease").

Your 2024 monthly fees to cover the 2024 estimated Operating Expenses are shown below:

Suites ending '01	\$ 674.89	Suites – 310, 510, 710, 910	\$ 979.52
Suite 102	\$ 695.71	1110, 1410, 1610, 1810, 2010, & 2210	
Suites ending in '02 & 03	\$ 661.79		
Suites ending in '04 & '09	\$ 661.79		
Suites ending in '05	\$ 974.13	Suites – 210, 410, 610, 810	\$ 922.32
Suites ending in '06	\$ 649.86	1010, 1210, 1510	
Suites ending in '07 & 08	\$ 496.75	1710, 1910, 2110 & 2310	
Please provide 12 post dated cheques (starting Jan 1, 2024), payable to Westsea Construction Ltd. Please include your File number on your cheques.			

Each leaseholder is responsible for their pro-rated share of the Operating Expenses as noted above and defined in the Lease. Monthly payments as noted are due the first day of every month and are to be dated for the 1st of every month.

Regards,

WESTSEA CONSTRUCTION LTD.

Per Brian Slater, Property Manager  
Encl.

2024 "Budget" - just suite fee amounts, really