

Attention: SSV Residents

Common Property Modification Request (CPMR)

According to the BC Strata Property Act a request for all modifications (CPMR) to common property (landscape or exterior building envelope) outside any door of your home must be submitted to Proline Property Management for consideration by Seaside Village Strata Council.

Follow these steps to submit a CPMR:

1. Go to the link on the Craig Bay website:
<https://craigbay.com/wp-content/uploads/2020/07/Craig-Bay-CPMR.pdf>
This is a fillable pdf form. Only the CPMR form found on the website will be accepted by Proline and Council
2. **Don't forget** to:
 - include your Strata Lot number;
 - advise your neighbors of what you are proposing or requesting; and,
 - include your signature as the homeowner.
3. **Create** and **save** an electronic file (pdf format is recommended) for your records along with any necessary sketches on the graph paper included with the link above.
4. **Scan** the entire file together with any attachments (photos/sketches/graphs) and email as an attachment to: Mike@prolinemanagement.com

Important reminders re submitting a CPMR:

- Key resource documents to familiarize yourself with:
 - SSV Consolidated Bylaws
<https://portal.stratapress.com/dashboard/documents/manage/374/6973>
 - CLC Guidelines (alterations to common property, limited common property, exterior of a strata lot) <https://craigbay.com/wp-content/uploads/2023/02/Appendix-G-CLC-Guidelines-Final-Approved-CopyNov2011-copy.pdf>
- Submit a CPMR between SCM's - **no later** than seven (good) to ten days or more (optimal) ahead of the monthly meeting date. Seaside Village (SSV) Strata Council Meetings (SCM) are scheduled each month on the 3rd Tuesday at 9:30 am at the Beach Club.

- Council will generate a decision and Proline will send approval notification and indemnification agreement to the owner within two weeks of the CPMR being ratified at our monthly Council meeting.
- Council's decisions are recorded in the SCM minutes published on StrataPress: <https://portal.stratapress.com>. A resident homeowner must register with Stratapress (VIS 5081) to gain access.
- Council often conducts an electronic vote (e-vote) to consider certain CPMRs between SCMs and notifies Proline of their decisions. All e-votes are ratified at the next SCM and recorded in the minutes.
- Once official written correspondence is received from Proline sign and return the indemnity agreement.
- **Homeowners are reminded:** Pencil in a date with your chosen contractor but you must wait to hear from Proline as to Council's decision regarding a CPMR prior to any work being undertaken.

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VIS 5081 Seaside Village Strata Corporation re. "the four metre strip"

Seaside Village Strata Council has learned that a four metre right of way existing along the north side of Saltspring Place that begins directly across the street from SL 85 (1332 Saltspring Place) and extends all the way to the pumphouse on north/ocean side is part of VIS 5081. It contains infrastructure that services Seaside Village. It was maintained by Shorehaven Strata previously until boundaries were clarified.

Arrangements have been made with both Irrigation Landscape Services (ILS) and the CLC Infrastructure Sub Committee to assume the care and maintenance of this grassy strip, light standards and hydrants found on the strip.

As well, the recreational storage yard accessed from Northwest Bay Road is also part of VIS 5081.

The SSV Operating budget was adjusted for the 2023 fiscal year for the care and maintenance of these additions. All financial obligations for these two areas were included in the 2023 budget approved by homeowners in November. The financial impact is quite minimal but homeowners should be informed of the boundary alteration.

SSV Strata Council