



Craig Bay Meadow Beach New Residents Guide

June 2025

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Welcome

Welcome to Craig Bay, a vibrant and friendly community of people who enjoy the natural beauty and amenities of Vancouver Island. We are delighted that you have chosen to make Craig Bay your home.

As a new resident in the Meadow Beach (MB) Strata, you may have some questions about living in Craig Bay and how to get involved in the various activities and events that take place throughout the year. To help you get acquainted with your new neighborhood, we have prepared a welcome document that contains useful information and tips on Craig Bay living, including information on strata living and who to contact for any issues or inquiries.

The Beach Club is the heart of Craig Bay, where you can enjoy the pool, spa, fitness center, library, games room, and more. You can also join one of the many clubs and groups that cater to different interests and hobbies, such as the Choristers, the Travellers, the card clubs, and more. You can find out more about these clubs and groups on the Craig Bay website (www.craigbay.com) or in the weekly and quarterly newsletters that are emailed to all MB residents.

We hope that you will feel at home in Craig Bay and make lasting friendships with your neighbors. If you have any questions or concerns, please do not hesitate to contact your strata council or the Beach Club office. We look forward to meeting you soon and welcoming you in person.

Register with Craig Bay and Proline Websites

1. Craig Bay Website

www.CraigBay.com is our community website. Here you will find all sorts of useful information including details on:

- Craig Bay history
- Beach Club facilities
- Clubs
- Community activities
- Key strata guidelines and forms

To obtain full access to the Craig Bay site you will need to register as a new owner with the Beach Club office. The registration form can be found under “Contact” at the top of the website or by clicking on this link [new resident form](#).

2. Proline Property Management Website

Proline is the property management company that your strata corporation has hired to provide services as outlined in the management agreement. Your strata council makes policy decisions and the management company implements them. Their services include communications maintenance, insurance, collections and disbursements accounting, arranging meetings and providing advice.

The Proline website provides a range of information related to the management of the strata. This would include, among other things, bylaws and rules, CLC materials, financial information, strata council agendas and minutes, etc. To obtain access to the Proline

Property Management site you will need to register by going to <https://portal.stratapress.com/register> or by clicking on this link [Proline registration](#).

Craig Bay Management

This overview is provided to help owners understand the governance of Craig Bay and aspects of the Building Scheme. It is not intended to replace the complete information set out in both the Strata Property Act and the Building Scheme, registered as EK118269 in the Victoria Land Titles Office.

Craig Bay consists of five Strata Corporations who share a number of facilities including grounds and the facilities of the Beach Club. The Craig Bay Strata Corporations are the owners of Shorehaven (20 homes), Arbutus Grove (87 homes), Meadow Beach (60 homes), Seaside Village (229 homes) and the Onyx (30 condos). A map showing the strata boundaries is located on the CraigBay.com website or by clicking this link [Craig Bay Strata Map](#).

There are two levels of governance at Craig Bay: the Strata Council of each Strata Corporation and the Community Lands Committee (CLC). In addition to this, the strata council hires, and works with, a Property Management company. The Condominium Homeowners Association of BC (CHOA) provides resources for strata living.

1. Strata Council

The owners of each Strata Corporation elect a Strata Council which is charged with the responsibility of administering the common property of the Strata Corporation as set out in the Strata Property Act.

This includes:

- General management of the Strata Corporation
- Exterior maintenance and control of common areas
- Payment of all bills of the Strata Corporation including maintenance of Strata Risk insurance (Condominium Form)
- Exercise of architectural control over buildings and common areas
- Enforcement of the requirements of the Strata Corporation's Bylaws

The homeowners pay for the services with each homeowner paying an assigned share based on the square footage of their home. An operating budget is prepared annually to determine the cost of the services rendered to the Strata Corporation. The monthly assessment paid by the homeowner covers the following:

- Exterior building, insurance and public liability
- Water and sewer charges
- Exterior building maintenance
- Ground maintenance and seasonal expenses such as snow removal, community roads, etc.
- Common area maintenance and landscaping
- Common area lighting
- Maintenance of common equipment
- Management
- Administration expenses
- Tools, equipment and supplies to service the common area

- Contingency reserve fund (CRF)

The Meadow Beach Strata needs the contribution of owners to continue making our strata an enjoyable, comfortable, and beautiful place to live. Each year, up to 7 residents are elected to serve as strata members. The terms run from December 1st to November 30th each year. To be eligible to run, you must be:

- A homeowner - whether long-term or new or,
- The spouse of an owner, defined as an individual, regardless of gender, who has lived and cohabited in a marriage-like relationship with the owner for 2 or more years
- Only one person at a time from a strata home is eligible.

For a current list of strata council members, please go to the Craig Bay website at www.craigbay.com/meadow-beach or by clicking on this link [MB Strata Council](#) .

2. Community Lands Committee (CLC)

Since the common areas of Craig Bay are owned by the Strata Corporations, the interests of all owners are best served by a common approach to the appearance and administration of these common areas. The Developer provided for this common approach through a Building Scheme which is registered against each strata lot in Arbutus Grove, Meadow Beach, Seaside Village and the Onyx and on all remaining lands, except Shorehaven. The CLC is responsible for administering the community lands in the Building Scheme. The community lands comprise all of the common property of each of the member Strata Corporations plus any social or recreational facilities intended for communal use. Each Strata Council is entitled to appoint elected Strata Council members to serve on the CLC.

Common Property is intended for the use and enjoyment of the homeowners in your Strata Plan. Included is all property which is designated as common property, but outside the individual homes such as walkways, gardens and driveways. Activities taking place on common property are controlled by the Strata corporation Bylaws.

Owing to the circumstances surrounding the initial development, Shorehaven's Strata Corporation plan was registered prior to the Building Scheme and therefore the owners of Shorehaven are limited participants at the CLC table. The Shorehaven owners do, however, have full access to the Beach Club facilities and pay a proportionate share of the Beach Club costs.

The CLC is organized to provide community-wide services and has Strata Council representation from each of the four Strata Corporations. Currently the subcommittees that make up the CLC are as follows:

- Personnel
- Building Scheme
- President Roundtable
- Beach Club Maintenance
- Infrastructure
- Security and Emergency Assistance Program
- Ponds

- Landscape
- Wednesday Morning Project Group

The CLC members are appointed by the Strata's based on the number of residents in each strata:

- Shorehaven - 1 non-voting member
- Arbutus Grove - 2 members
- Meadow Beach - 1 member
- Seaside Village - 5 members
- Onyx - 1 member

The non-voting Chair rotates in alphabetic order by strata each year. Proline provides the recording secretary for the CLC.

For a current list of CLC members, please go to the Craig Bay website at <https://craigbay.com/strata-information/> or by clicking on this link [CLC Members](#).

3. Property Manager

The Strata Councils and the CLC are decision-making bodies similar to a city council. Under the direction of the Strata Councils and the CLC, the day-to-day management activities are delegated to a Property Manager hired by the Strata Corporations. In keeping with the common approach outlined above the Building Scheme provides that one Property Manager provide services to all of the Strata Corporations and to the CLC except Shorehaven. Shorehaven has its own Property Manager.

Property Managers provide advisory, investigation and analysis, administrative and financial reporting and reporting services to the owners, Strata Councils and the CLC.

Currently, our property manager is Proline (www.prolinemanagement.com) and our proline representative can be found on the Craig Bay website at www.craigbay.com/contact-the-property-manager.

4. Condominium Homeowners Association of BC (CHOA)

CHOA is a non-profit association that promotes the understanding of strata property living and the interests of strata property owners. CHOA membership includes Strata Corporations, individual owners, businesses that serve the strata industry strata related associations and governmental agencies from all across British Columbia.

It provides advisory services, education, advocacy, publications and resources and support for its members. CHOA actively assists members, and the strata industry, to ensure strata living is a positive experience.

Visit www.choa.bc.ca/ for more information.

Meadow Beach Strata Subcommittees

Subcommittees are groups of people who assist the strata council by focusing on specific issues or tasks related to the community. They serve in an advisory role and report their findings and recommendations to the council. Some examples of subcommittees are:

1. Building Maintenance Sub-committee:

The building maintenance committee is a group of volunteers who help the strata council with the upkeep and repair of the buildings and property in Craig Bay. They oversee the work of contractors and vendors, review and approve applications for exterior modifications, and advise the council on facilities management and maintenance issues. They also coordinate with the landscaping committee to ensure the quality and safety of the common areas and grounds.

2. Landscaping Sub-committee:

This committee has the responsibility for managing the maintenance and renewal of grass, plants and trees in the common areas and gardens in Craig Bay, including berms, riparian area, ponds and forested areas. They work with the landscaping contractor, tree maintenance contractor, volunteers, and others to ensure the aesthetic and environmental quality of the community. They also work in conjunction with infrastructure, irrigation, building maintenance and others to provide coordination of services.

3. Irrigation Sub-committee

The irrigation committee is a group of volunteers who help the strata council with the planning, installation, operation, and maintenance of the irrigation system in Craig Bay. They ensure that the irrigation system is efficient, effective, and environmentally friendly. They also monitor water usage and quality, and coordinate with the landscaping committee and the property manager.

4. Other Strata Sub-committees

These are just some of the subcommittees that exist in our Meadow Beach strata. Subcommittees are added and deleted as required by the strata council. If you are interested in joining a subcommittee or recommending a new one, you can contact the strata council for more information.

Community Lands Subcommittees

Similar to the Meadow Beach sub-committees, the CLC has subcommittees to assist with specific issues or tasks related to the management of our community lands.

Some examples of the CLC subcommittees are:

1. Beach Club Sub-committee

The role of the Beach Club Sub-committee is to provide oversight for all Club facilities, including the Beach Club building, pool and surrounding area, hot tub, tennis court, guest cottages, and surrounding common property (excluding landscaping). They also work with the Beach Club Maintenance Sub-committee to monitor the physical condition of the Craig Bay Beach Club and associated amenities within the easement area. Additionally, they

provide input and assistance to the CLC in developing policies, rules, and regulations related to the use of the Beach Club and its amenities.

2. Infrastructure Sub-committee

The Infrastructure Sub-Committee oversees management of the infrastructure assets, which was assigned to the CLC under the Craig Bay Building Scheme of 1996. These assets include roads, sidewalks, pathways and associated bridges, the Langara bridge, retaining walls, perimeter fencing, street lighting, storm drains, sewer lines, water lines as far as the curb stop valves, water retention ponds and irrigation lines. The committee works with the CLC liaison and Property Manager in initiating projects defined in the current CLC Operating and CRF budgets. They monitor the physical condition of these assets to identify areas in need of replacement or repair and make recommendations to the CLC regarding any necessary actions.

3. Pond Maintenance Sub-committee

The Pond Maintenance Sub-Committee is responsible for providing oversight, monitoring, and assessment of the ongoing physical condition of the six major pond areas within the Craig Bay community and their connecting waterways. They also derive and compile pertinent information that assists in developing pond maintenance action plans or creating awareness within the community. Additionally, they make recommendations to the Community Lands Committee (CLC) on remedial actions to implement in support of the pond system's health, including major projects to revitalize and restore the ponds and their outflow systems. The sub-committee also makes recommendations to the CLC on community policy, rule or bylaw matters that are deemed beneficial for the long-term viability of the ponds. They prepare and submit an annual Pond Maintenance budget each year based on recommended pond maintenance programs for CLC consideration in its development of the annual Community Lands budget. Furthermore, they develop communication materials and mechanisms to help keep Craig Bay residents aware of and informed about related pond matters. Lastly, they consider special assignments as tasked by the CLC on matters related to the health and vitality of the Craig Bay pond system.

4. CLC Governance Sub-committee

The governance sub-committee is responsible for establishing guidelines to assist the CLC in its governance role in Craig Bay.

5. Wednesday Morning Project Group (WMPG)

The Wednesday Morning Project Group is a volunteer group of residents who help to keep Craig Bay looking great and running smoothly while saving our community as much as \$80,000 a year. Anyone can join, meet your neighbours and help out. For more information go to <https://craigbay.com/wmpg/>.

6. Human Resources Advisory Sub-committee(HRASC)

The HRASC's role is to report to the CLC, make recommendations on important matters, serve in an advisory capacity, oversee communication vehicles to Craig Bay residents by the Beach Club Coordinator on behalf of the CLC and Strata Councils, determine wage and fee rates, provide direction to employees at the request of CLC, delineate areas of responsibility

and authority for employees and contractors in coordinating Beach Club operations, evaluate employee and contractor performance.

7. Other CLC Sub-committees

These are just some of the subcommittees that exist in our CLC. Other sub-committees include CLC Landscaping and the Presidents Roundtable.

You can find out more about the CLC sub-committees by going to www.craigbay.com/strata-information/.

Service Requests

Service requests are confidential communications between residents and the strata council. They can be posted by anyone with authorized access to the website. Service requests allow residents to submit their concerns or issues to the council for review and response.

1. Common Property Modification Request (CPMR)

Common property modification requests (CPMRs) are formal applications submitted by owners to the Strata Corporation for approval of alterations or modifications to common property. These requests must be made in writing using the approved CPMR form and include a detailed description of the intended alteration, plans and specifications, and any other documents or information required by the strata council. The strata council considers various factors when addressing CPMR requests, such as compliance with guidelines, impact on costs, input from affected residents, health and safety concerns, and compliance with applicable laws.

CPMR's are also used for modifications made to the interior of a strata unit. Where these modifications include plumbing, electrical work or changes to the structure of the unit - council approval **is** required.

When internal changes are being made such as floors, replacing cabinets, interior door, etc. - council approval **is not** required but the information helps maintain records of changes that have been made to the original structure and decor.

CPMR forms are located on the Craig Bay website at www.craigbay.com/forms.

2. Landscaping Request Form

Landscaping request forms are forms that need to be filled out in order to make specific pruning or landscaping requests.

Landscaping Request forms are located on the Craig Bay website at www.craigbay.com/forms.

3. Building Maintenance Request Form

Building maintenance request forms are documents that tenants or residents use to report any issues or problems with the building or property that are the strata's responsibility. The strata corporation is responsible for all common area maintenance and for the exterior of the property. It is also responsible for pipes, ducts, electrical conduits, etc. that bring

services to the strata lots, but not necessarily for those pipes, conduits, etc. that are within the strata lot. The individual strata lot owners are responsible for all the things that are within the strata lot. These forms help the property owners or managers to order and track the maintenance work and ensure the quality and safety of the building.

A comprehensive list of both the strata and the homeowner responsibilities can be found on the Craig Bay website at www.craigbay.com/meadow-beach/.

Building Maintenance Request forms are located on the Craig Bay website at www.craigbay.com/forms.

4. Irrigation Request Form

An irrigation request form is a document that you need to fill out and submit if you have any irrigation requests or concerns.

Irrigation request forms are located on the Craig Bay website at www.craigbay.com/forms.

Insurance

Strata (all risk) insurance is provided including replacement costs, earthquake and liability coverage.

Each owner is responsible for obtaining individual coverage for at least his or her personal possessions and contents, improvements made by the owner or previous owner, liability, perils not covered by the Strata Corporation's insurance policy and displacement coverage if a resident must live elsewhere due to a loss.

The homeowner's policy should include loss assessment for the Strata's deductible amounts in the event of water and/or earthquake damage. This ensures protection in the event of a claim by the Strata for which the Owner may be deemed responsible. The loss assessment coverage amount can be obtained from our Proline representative.

Your personal insurance agent or any agent licensed in the Province of British Columbia will be pleased to supply you with any information you may require regarding supplemental insurance.

Beach Club

The Beach Club is overseen by the CLC through a liaison appointed by the CLC. The liaison provides monthly updates to the CLC from the Beach Club Sub Committee (BCSC). The Beach Club includes various facilities such as the Beach Club building, pool and surrounding area, hot tub, tennis court, guest cottages, and common property (excluding landscaping). It also assists in developing policies, rules, and regulations related to the use of the Beach Club and its amenities. Additionally, it works with the BCM SC to monitor the physical condition of the Craig Bay Beach Club and associated amenities within the easement area.

1. Rules

The Beach Club rules are as follows:

- Members and their guests must be familiar with the rules and regulations of the Beach Club.
- Smoking, including tobacco, marijuana, and vaping, is not allowed anywhere on Beach Club property.
- Only current Owner/Members and their guests at their home or guest cottage have access to the Beach Club facilities.
- Former Members, their family members, guests, and renters forfeit access to the facilities after selling and moving away from the Craig Bay community.
- Children under the age of 18 must be accompanied by an adult Member or responsible adult Guest when using the Beach Club facilities.
- No dogs or other animals are allowed in the Beach Club.

2. Key FOBS

Fobs are small electronic devices that you can use to access the Beach Club, the main facility and amenity of Craig Bay. The Beach Club building is locked at all times, so you need a fob to enter. Each Craig Bay strata unit is provided with two fobs for entry to the Beach Club. You can also use your fob to access the indoor pool, fitness center, library, games room, and more.

If you lose or damage your fob, you can request a replacement from the Beach Club office for a fee. You can also return your fob to the office if you no longer need it or if you move out of Craig Bay.

For more information on FOBS, go to the Craig Bay website at www.craigbay.com/key-fobs.

3. Guests

Guests are allowed to use the clubhouse facilities if they are being entertained as a guest at the host's property at the time of use.

Each home receives two pass keys for access to the Beach Club building. Guests may use an owner's pass key to access the building. To identify your guest, please ensure to carry a green Guest Tag and sign in Guest Register, located at the front desk in the lower level. All guests under 18 must be supervised by a responsible adult.

Yes, guests are allowed to use the clubhouse facilities if they are being entertained as a guest at the host's property at the time of use.

For more information on Guests, go to the Craig Bay website at www.craigbay.com/welcome-guests.

General Rules & Guidelines

1. Conduct code

Craig Bay's Meadow Beach has a code of conduct that emphasizes respect, civility, and decency in all communications and interactions with neighbours, the strata council,

volunteer committees, and on-site contractors. The Strata Corporation owners have adopted a zero-tolerance policy for communications of a harassing nature.

2. Rental/Leasing Requirements

There are no restrictions on the number of rentals within Meadow Beach as restricting the number of rentals is no longer compliant with the Strata Property Act. If an owner chooses to rent out their home, the owner is obligated to provide a Form K to the Strata Corporation within two (2) weeks of the tenancy commencing.

However, an owner shall not:

- a) use or permit his/her strata lot to be used for any purpose other than as a private residential unit
- b) operate a home-based business, excluding a business which does not generate traffic or client attendance at the strata lot
- c) use the strata lot for commercial, retail or non-residential purposes
- d) permit persons to occupy all or part of a residential strata lot for the accommodation of persons including but not limited to travelers and the vacationing public for periods of under 90 days, and without limitation includes vacation rentals, rooming for employees or shareholders of an owner of tenant, executive rentals, boarding, hostel use, hotel and motel use, and bed and breakfast accommodation

3. Sale of Home

An owner must not post real estate "For Sale" signs or hold open houses except in compliance with the Community Lands Committee (CLC) approved guidelines and council policy.

4. Renovations

If the renovation involves any common property, the homeowner must submit an application in writing to the Strata Corporation on the approved common property modification request (CPMR) form before commencing work. The application should include a detailed description of the intended alteration and plans and specifications outlining the proposed alteration. It is also important to comply with all applicable guidelines, employ qualified professionals if required by the strata council, obtain necessary permits, and ensure that the work is performed to an appropriate standard.

CPMR forms are located on the Craig Bay website at www.craigbay.com/forms.

5. Festive lights

Residents are asked to remove their festive lighting by January 31 each year, according to VIS 5081 By-law 4 (3) (b).

6. Garbage & Recycling

Residents are required to use containers provided by the Regional District of Nanaimo (RDN). They should also deposit these containers for garbage pick-up at the curb site only on the specified day of the week and remove them on the same day after garbage collection.

Garbage pickup schedules are located here <https://craigbay.com/garbage-recycling-collection-schedules/>

7. Traffic & Parking

Parking of vehicles is limited to designated common property parking and roadway areas. Only guests of residents may park on common property roadways, but only for continuous periods not exceeding seventy-two (72) hours. Short-term resident parking may be permitted with the prior written permission of the strata council in rare and exceptional circumstances, with or without conditions. Residents and their guests are not allowed to operate a vehicle on any part of the common property except for designated areas for vehicle traffic. The maximum speed for a vehicle on the common property should not exceed thirty (30) kilometers per hour. Major repairs or fluid changes are prohibited on any type of vehicle on the common property, excluding minor maintenance activities such as washing, minor mechanical procedures, and minor tune-ups. Vehicles dripping oil, gasoline, or any other fluids are not allowed to be parked on the common property or limited common property. There are restrictions regarding the number of days a resident can park without prior written permission from the strata council. Vehicles exceeding a 4,500 KG Gross Vehicle Weight Rating (GVWR) cannot be parked on the common property or limited common property at any time unless they fall under temporary exemptions for business-related vehicles or recreational vehicles. Unlicensed and uninsured vehicles require prior written permission from the strata council to be parked on the common property or limited common property.

8. Pets

Residents may keep a reasonable number of fish or other small aquarium animals, a reasonable number of small, caged mammals, up to 2 caged birds, and up to two dogs or two cats or one dog and one cat. All other domestic, wild or exotic pets including snakes, reptiles, spiders, birds, mammals or large members of the cat family are prohibited. If a pet causes nuisance, danger to any person disrupts the quiet enjoyment of other occupants; causes unreasonable noise; or causes unreasonable damage or mess then the strata council may require its removal if it is found problematic on not less than 3 separate occasions. Pets must be leashed when on common property and owners are responsible for their behavior as well as immediate removal of their feces from common property. Violation of these rules may result in fines.

9. Use of Common Area

The use of common areas is governed by the bylaws of the strata corporation. Owners are generally allowed to use the common and limited common property in accordance with the rules set out in the bylaws. This includes not causing a nuisance to others, not making unreasonable noise, not using their strata lot for illegal purposes, and leashing and securing

pets in common areas. Additionally, residents or guests must not cause damage to the common property or deposit substances on it. Festive lights or similar items may only be installed on or about the exterior of any building during a specific period of time. The kitchen and conservatory have specific rules regarding their use as well.

Clubs and Resident Groups

The Craig Bay Beach Club offers year-round social events, special interest clubs, classes, and activities – there is something for everyone!

For a full list of clubs and groups, go to the Craig Bay website at www.craigbay.com/recreation.

You can also check out the online calendar at www.craigbay.com/calendar to see what's happening at the Beach Club and the community. I hope this helps you find some activities that interest you.

Craig Bay also has numerous community volunteer opportunities. Volunteerism is important to the community operations, and homeowners are strongly encouraged to step forward and get involved. This can be a rewarding part of living in this unique, tight-knit community.

Important links

- Beach Club Coordinator – www.craigbay.com/beach-club-coordinator
- Resident Directory – www.craigbay.com/resident-directory
- Named Tags - www.craigbay.com/name-tags
- Garbage & Recycling schedule – www.craigbay.com/garbage-recycling-collection-schedules
- Property Management contacts - www.craigbay.com/contact-the-property-manager
- Strata Council contacts - www.craigbay.com/seaside-village
- Clubs - www.craigbay.com/recreation
- Community calendar – www.craigbay.com/calendar
- Beach Club and Guest Cottages – www.craigbay.com/guest-cottages
- Strata forms – www.craigbay.com/forms

Craig Bay Abbreviations

- CLC - Community Lands Committee
- SCM - Strata Council Meeting
- SGM - Special General Meeting
- AGM - Annual General Meeting
- HRASC - Human Resources Advisory Sub-committee
- BCSC – Beach Club Sub-committee
- WMPG - Wednesday Morning Project Group
- EAP - Emergency Assistance Preparedness
- CHOA - Condominium Homeowners Association of BC
- CPMR - Common Property Modification Request
- AG - Arbutus Grove
- MB - Meadow Beach
- ON - Onyx
- SV - Seaside Village
- SH - Shorehaven