

# Common Property Modification Request (CPMR) Form

## Approval Procedures

All requests for changes to common property, limited common property, or to the exteriors of strata lots, shall be made in writing and shall provide as much information as possible so that the Strata Council may make an informed decision. Information provided must include plans, elevations, and all dimensions showing distances from exterior walls and property lines. CPMR forms given to Council must contain details of the building location on the strata lot. Failure to provide adequate information will result in delays in the approval process. Please see the Craig Bay CLC Guidelines for more details.

### Approval Procedure:

1. The CPMR form should be filled out accurately and completely. It is available online from the office at the Beach Club or Concise Strata Management in Nanaimo.
2. Once completed, bring the form to the office at the Beach Club or Concise Strata Management in Nanaimo.
3. In order to be processed in a timely manner, the form must reach the Concise office in Nanaimo 1 full week prior to the next meeting. If forms are dropped off at the Beach Club office, allow 2 full weeks prior to the next meeting.
4. You will be advised of the council decision regarding your request in writing by the property manager.

If you have any further questions or concerns regarding common property modifications, please consult the CLC Guidelines or phone Concise at 250-754-4001.