

Condominium Modification/Change Request	
CORPORATION SSCC396	

Procedure

The purpose of this document is to clarify the necessary steps and procedures in dealing with condominium modification change request applications. Please note that Vista 111 will be introducing a new webpage starting in 2019. All owners are asked to use this webpage and the forms and documents associated with the new webpage as this method will allow automatic tracking and timely response.

1. Owner picks up the Condominium Modification/Change Request application form (CMA) from the Vista 111 Website this would be the preferred method.
www.vistaiii.com, or you can use Bayshore office forms from their website,
<https://www.bayshoreproperty.ca>

2. Owner completes CMA form with all relevant information and returns the application. To ensure all pertinent data is submitted the form on the Vistas 111 webpage can be used. (Simcoe Standard Condominium Corporation 396) this is a checklist that will help to ensure all relevant information is complete.

The owner should thoroughly review **Vista III Schedule B** which outlines all the rules governing which modifications are acceptable or not.

3. The applications are accumulated until the next board meeting at which time they are reviewed. Board approval requires two board members. Every effort will be made for timely review/approval.

4. The board meeting agenda includes a line item to review all current outstanding CMA forms. Each application is reviewed and considered by the board. The board will do one of three things: approve, deny, or delay its decision. The board decision will likely put an application on hold if all relevant information is not included, or if any research or further board deliberation is deemed necessary. Consultation with the owner as well as a possible site visit may be necessary depending on the modification being requested.

	Dated:	Page:1
Prepared by: Don Macrae		Review Board:
Approved by: Board of Directors		

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If Property Management has a document that meets or exceeds the board will accept.

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5. If the application has all relevant information and the board is able to render their decision, the application is signed by two board members. Based on the board decision, either "Approved" or "Denied" is circled on the form before being returned to Bayshore.

NOTE (If the application is missing any pertinent information that prevents the board from rendering a decision, refer #7 below.)

6. The application is then returned to the Bayshore office. Bayshore will then make two copies of the application, one for filing and the other is sent to the Owner. Bayshore will notify owner by phone or email of the board's decision in order to proceed with the change.

7. If the application is missing any pertinent information that prevents the board from rendering a decision, the missing information is noted on the form. Bayshore will then notify the Owner of the missing material. Owner will then have another opportunity to gather all relevant information and resubmit application to Bayshore.

8. In certain circumstances, Bayshore may want to confer with the applicant and/or carry out a site visit to ensure suitability & compliance with the board's rules.

*** Additional information required for the board to render a decision can include the following; architectural drawings, photographs, approved colors, names of contractors to be hired to carry out the work, brochures, catalogues.

Tracking Applications

An excel spreadsheet is maintained by the board Webpage (Maintenance Director) to keep a record of applications received.

The information includes applicant name, home address, email address, date received, application complete, and details of the modification, Board decision and date with comments as necessary.

The actual application form once finalized is maintained at the Bayshore office as a permanent record and Bayshore will issue the owner a copy of the approved document.

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