



Procedures to be Followed When there is a Request From a Property Owner to the PSLL Board of Directors Regarding Property Issues

1. A request regarding transfer of property must be in writing and signed by a PSLL property owner who is a member in good standing. Requests regarding changes to or clarification of properties owned by the Association must be accompanied by a certified (notarised) copy of the cadastral plan of the said properties. The reasons for such change or clarification must be stated in the letter of request. A request received by any Board member, other than the Association President, shall be forwarded to the President who shall acknowledge the request, in writing, within two (2) weeks of receipt of such request.
2. The President's written response to a request will include a copy of this procedure and the PSLL Application Form. The President will notify the Board of Directors (BoD) that a request has been received, but no further action will be taken until the requester acknowledges and accepts the Association's PHIC procedural requirements, in writing, accompanied by the appropriate application form and fee.
3. Once the requester has acknowledged and accepted the Association's PHIC procedural requirements and paid the appropriate fee, the President will forward the request immediately to the Chair of the PSLL Property Holdings and Issues Committee.
4. The PHIC Chair will then call a meeting within 30 days of receipt of the accepted request to review the Application and research its viability. Any required documentation, such as surveys, cadastral plan(s), copies of easements, rights-of-way(s), etc., required for this research must be provided by the requester when requested and at the member's expense.
5. If the Property Holdings and Issues Committee deems that the requested action is not adverse to the PSLL members' interests, a letter of notification of the request, including a copy of the original request to the Association, will be sent by registered mail to all adjacent property owners who may be affected by such request for change. Such notice will give the affected property owners 60 days to respond.
6. The minimum price for any piece of PSLL property which may be considered for sale will be \$1,000. On a case-by-case basis, the Property Holdings and Issues Committee may in its consideration negotiate a higher price but not a lower price than the \$1,000.
7. A certified copy of any registered documents regarding easements, rights-of-way(s), infringement on property lines, etc., which may impact on any inquiry must be submitted to the Committee before any decision can be made.
8. Costs for any expenses borne by the Association (PSLL) in the investigation of requests will be paid for by the party submitting the request, prior to any consideration by the Committee. Failure to pay such costs will negate / cancel any such request.
9. Expenses borne by the Association include, but are not limited to: surveying, changes to the cadastral plan, land registration fees, legal expenses, copying and postage costs.