

C.F. STRATA MANAGEMENT

Professional Boutique Strata Managers

SUITES 305 & 306, 30 - 40 HARCOURT PARADE
ROSEBERY NSW 2018
PH: (02) 9313 6255 FAX: (02) 9313 8809
www.cfstrata.com.au



**PROFESSIONAL
STRATA
MANAGER**
Strata Community Association (NSW)



INFORMATION SHEET FOR THE STRATA COMMITTEE

Firstly, We would like to thank OUR Strata Committee members for their assistance in the management of their Strata Plan's. It is appreciated and a benefit to the Strata Plan's.

The Strata Committee is a major part of the management structure of the Owners Corporation, as per the requirements under the Strata Schemes Management Act. The Strata Committee represents the Owners Corporation and has to make various decisions on behalf of the Owners Corporation. A part of our role is to assist and provide advice to the Strata Committee so that they may then provide instructions to our office, which we then can act on accordingly. Further if the Strata Committee has concerns in relation to the Common Property, this should be brought to our attention in writing via the Nominated Contact Person, so that the concern can be investigated and any action that may be required can be taken.

We also note that at each Annual General Meeting the Owners Corporation elect a Nominated Contact Person for our office. To assist the Strata Committee, when our office receives an instruction/request from the Nominated Contact Person, we treat the instruction/approval as coming from the Strata Committee. There will be times where we are required to have minutes from an Strata Committee Meeting and when these matters arise, we will advise the Strata Committee accordingly.

A well functioning Strata Committee assist's in the smooth operation of the Strata Plan and this enables the Owners Corporation to be managed more efficiently and generally results in a better maintained scheme. This also enables us to keep any additional management fees that may be charged down to a minimum which is our policy, practise and preference.

Below are various points that should be noted by the Strata Committee and its members:-

ELECTION OF MEMBERS:

- An Strata Committee must be elected each year and it may comprise from 1 to 9 members. This is normally carried out at the Annual General Meeting or the following Strata Committee meeting
- Anyone can be elected to a Strata Strata Committee including
- non-owners. But the person who nominates a non-owner is not eligible to stand themselves.
- Owners can nominate themselves for election onto the Strata Committee

POSITIONS ON THE STRATA COMMITTEE (OFFICE BEARERS):

- The positions within the Strata Committee are Chairperson, Secretary and Treasurer and we recommended that the Strata Committee elect same at the first meeting following the AGM and inform of our office of same.
- A person can hold more than one of these positions.
- The Strata Committee itself appoints the positions.

PAYMENT TO MEMBERS:

- Strata Committee members cannot be paid in advance for their services although it is permissible for an honorarium to be paid to them in recognition of their previous year's services. This requires a decision at the Annual General Meeting of the Owners Corporation.

AUTHORITY:

- The Strata Committees do not have more authority than the Owners Corporation and if there is disagreement between the two bodies the decision of the Owners Corporation is accepted.
- There are some matters Strata Committees cannot deal with such as but not limited to Annual Budgets, Making or Changing By-Laws, Calling Special Levies, Changing Common Property and other matters may also be best left to a General Meeting.

Licence No. 269721

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PROFESSIONAL MANAGERS OF STRATA, RESIDENTIAL & COMMERCIAL PROPERTIES

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EMAIL COMMUNICATION:

- We do request that our office NOT be included in general email chat / communication between Strata Committee members as at times this can cause confusion in relation to instructions to our office. We simply request that the Strata Committee nominate an email contact with our office, this is normally the nominated contact person from the Annual General Meeting. We have found this helps in providing clear communication and instructions to our office. Minutes and other documents may also be sent by email. Should the Strata Committee have any queries in relation to the above please feel free to speak to your strata manager or myself.
- We wish to advise all Strata committees that in general we are required to print out and place all emails in the strata plan files, as such we have been legally advised to inform all Strata Committee members that their emails may be placed in the strata plan files and as such are open to the public.

MEETINGS:

- There is no minimum number of Strata Committee meetings that must be held each year.
- At least 72 hours notice of meetings must be given and a copy of the notice of meeting Must be placed on the notice board. Minutes of the meeting must be made available to all lot owners within seven (7) days of the meeting, and again this can be done via the notice board.
- Our office has notice of meeting & minutes templates available, should you require them.
- The quorum for a meeting is at least one half of the committee members.
- A member of the Strata Committee can nominate another owner to act in their place but only with the consent of the Strata Committee.
- Each member has one vote at Strata Committee Meetings, the Chairperson does not have a casting vote.
- Unlike Owners Corporation meetings, the Strata Committee can vote in writing without an actual meeting taking place, this is a "paper meeting".

TRADESMAN MAKING CONTACT AND THE CARRYING OUT WORKS:

- Our policy is to give out job orders within 24 hours of our strata managers receiving the request. We request the contractors make contact with the contact person for the works within a reasonable time period, as guide three (3) days for non urgent works and three (3) hours for urgent works.
- We also follow up the jobs /works via telephone with the contractors. However, we DO ask that should the contact person not be contacted in a reasonable time or there be any concerns in relation to the works, that our office be advised of same, so that we can address the contractor accordingly and take the required action.
- We HAVE implemented a Contractors Agreement between our office and contactors to help provide clear guidelines as to what is expected by our office in relation to services provided by the contractors. This includes time guidelines to contact clients and fair & reasonable pricing. A copy of the agreement will be available on our website.

Again, We sincerely thank our Strata Committee members for assisting our office in the management of the strata plan's. The Team at C F Strata will always endeavour to take a practicable approach to the management of strata plan's and make the Strata Committee job as easy as possible.

Please note that this is a general information sheet and is a guide only. Please note that the above is a guide only and should not be taken as legal advice or the like. Owners should rely on their own investigations. Each Owners Corporation may operate in its own way. C. F. Strata Management disclaims liability for negligence or the like in any way connected to this information sheet.

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