

C.F. STRATA MANAGEMENT



Professional Boutique Strata Managers

7-9 GENERAL BRIDGES CRES. KINGSFORD
SYDNEY, N.S.W. AUSTRALIA 2032
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25 March, 2020

CORONAVIRUS (COVID-19) SHEET IN RELATION TO GENERAL OPERATIONS AT C F STRATA MANAGEMENT

Dear Owners/Agents,

Please note that the following notice is for all owners/agents/residents at our buildings and will also apply to third parties that deal with C F Strata Management.

We have been informing all parties recently regarding the evolving Covid 19 pandemic and our action plan regarding same, in response to the fluid and continually escalating Covid – 19, pandemic.

As a result of the above and in light of updated health alerts from the Australian Government and advice on Covid 19, we will be implementing the following measure effective immediately:-

OUR OFFICE AND GENERAL ATTENDANCE

Our office will ONLY be open for collection of keys, strata inspections and other essential services as may be required.

DO NOT ATTEND OUR OFFICE if you have BEEN OVERSEAS within the last 15 days , KNOWINGLY been in contact with someone who has or is being tested for the CORONAVIRUS (COVID-19), and if you have symptoms such a dry cough and or a fever

OUR STAFF

All our staff have been asked to practise SOCIAL DISTANCING at all times and we will continue to monitor advice.

Our Strata Managers will be work remotely and attend the office if and when required. If you need to speak to a Strata Manager, please send them an email and they will return your call. You can also call our office, and we will get a message to the manager

Administration and other staff will also be working remotely and we will have skeleton staff in the office on a roster system. This will enable our office to operate as safely and as best we can at this stage.

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HOLDING GENERAL MEETINGS

All “face to face” meetings and site inspections will be temporarily suspended until further notice.

GENERAL MEETINGS THAT ARE YET TO BE CONVENED

Our office wishes to assist the Owners Corporations in carrying out their obligations under the Strata Schemes Management Act with regards to the holding of their Annual General Meetings.

As noted above, regarding our office no longer holding “face to face” meetings, your strata manager will be in contact with you regarding alternative methods in achieving this, including hold meetings via Electronic Vote , with owners completing the Pre-meeting Voting forms.

While currently the Pre Meeting Voting form is meant to be emailed, should you not be able to do so, under these unprecedented circumstances we will accept them via Mail, Fax or Delivery to our office via the mail slot in the door of No 7 General Bridges Crescent, Kingsford.

Further, strata managers, once implemented, will have the ability of holding meetings via tele/video conferencing.

Regarding this, we are setting up software regarding Audio and/or video conferences that will allow our strata managers to conduct meetings with owners. Once completed, we will send out information sheets with your notice of AGM's, regarding the use of same. Again, owners will still be able to vote via Pre Meeting Voting forms.

CONTRACTORS / TRADESPEOPLE

Please note that due to the Covid 19, that contractors / tradespeople are implementing strategies to help manage and prevent the spread of the virus. We ask all, to assist the contractors / tradespeople in relation to same. This in conjunction with various other issues, may delay some contractors / tradespeople attending to quote request and or work orders. It is our understanding that they will be attended to but there may just be a delay.

We sincerely thank you for your understanding and co-operation, we assure all our clients that we will do our best to assist during these unprecedented and extremely challenging times.

THE TEAM AT C F STRATA MANAGEMENT.