

Exclusively Strata

SERVICES TO OWNERS

Choose a level of scheme management that is right for your scheme

Answer the following questions to help you decide.

- How involved is your Executive Committee?
- Who organizes the repairs to common property?
- How many meetings do you need per year?
- Do you have regular contractors servicing the scheme?

| Service | Bronze | Silver | Gold |
|--|------------|------------|------|
| Treasurer duties: | | | |
| Preparation of half yearly and annual financial reports on funds | ✓ | ✓ | ✓ |
| Setting next year's budgets | ✓ | ✓ | ✓ |
| Preparation of s.109/26 Certificates for unit sales | ✓ | ✓ | ✓ |
| Paying bills & recording in a computerized system | | ✓ | ✓ |
| Issuing levy notices following the AGM | ✓ | ✓ | ✓ |
| Undertaking steps to recover monies from late payers | | | ✓ |
| Secretary duties: | | | |
| Holding documents, maintaining Roll, Notices, Minutes | | ✓ | ✓ |
| Engaging qualified contractors for repairs | | | ✓ |
| Answering queries from third parties about the scheme | | | ✓ |
| Issuing notices for breaches of by-laws | | ✓ | ✓ |
| Arranging insurances for the scheme | ✓ | ✓ | ✓ |
| Arranging building reports eg Sinking Fund Forecasts | ✓ | ✓ | ✓ |
| Preparing Minutes for the AGM | | ✓ | ✓ |
| Chair duties: | | | |
| Chairing AGMs | (optional) | (optional) | ✓ |

You chose the package that suits you; don't pay for services not required by your scheme.

To find out more



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