



Strata Management Agency Agreement

Forms and Precedents Checklist

This is a checklist prepared for strata managers of new forms and precedents they will need for the transition to the Strata Schemes Management Act 2015 commencing on 30 November 2016.

This list does NOT include updates or revisions of forms and precedents that have been commonly used under current laws – it is confined to absolutely new forms and precedents that will be required.

| Task | Description | |
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| Pre- off plan marketing | <ul style="list-style-type: none">Initial levies due care and diligence working papers | |
| Developer handover / First AGM | <ul style="list-style-type: none">16 compulsory motions for first AGMStrata manager's disclosure report (conflicts, pecuniary interests, commissions, training, and gifts)Request to original owner for documents to be provided at least 48 hours before the first AGM | |
| Delegated decision making | <ul style="list-style-type: none">Strata manager's annual delegated decision report | |
| Strata management agency | <ul style="list-style-type: none">Motion to note exercise of option to renewMotion to extend strata manager's agreementMotion to reappoint strata managerNotice of end of termRegister of gifts, training, commission, and other benefitsStrata manager's annual disclosure reportStrata manager's notice of variation to annual disclosure reportPre-appointment conflicts disclosure statement | |

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| General meeting procedure | <ul style="list-style-type: none"> • Request for motion to be included on agenda with explanation of motion no more than 300 words • Call for nominations (to be included with agenda) • Agenda item and motion for consideration of fire safety statement • Agenda item and motion to consider building defects and rectification during new building statutory warranty period (commences 30 November 2016 even though other reforms in this area are delayed) • Statements of key financial information • Motion including names of nominees for strata committee • Report and motion to consider strata manager's report on commission and training services • Motion to decide how to deal with any overdue levies • Notice of agenda to tenants (regardless of requirements for tenant meeting if more than 50 lots tenanted) • Motion describing rules for tenant participation in general meetings • Motion determining how votes may be cast other than in person or by proxy • Motion for voting by secret ballot • Ballot paper for postal voting • Notice about how to vote by post • Declaration form for postal | |
| Tenant meeting and tenant representative | <ul style="list-style-type: none"> • Tenancy notice • Motion for determining release of information and participation of tenants • Notice to tenants of AGM • Notice of tenant meeting • Nomination of tenant representative • Motion to appoint a tenant representative | |
| Strata committee meetings | <ul style="list-style-type: none"> • Notice of committee members' disclosure of connection to developer and pecuniary interests (including, for example, letting owners) • Motions to determine manner of voting • Motion for secret ballot • Petition for secret ballot | |

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| Repairs and Maintenance | <ul style="list-style-type: none"> • Motions for minor repairs (more like renovation by-laws) | |
| Capital works | <ul style="list-style-type: none"> • Motion for large schemes explaining variations between capital works forecast and budget for proposed capital works levies | |
| Insurance | <ul style="list-style-type: none"> • Motion explaining reasons for less than three quotes | |
| By-laws /common property use | <ul style="list-style-type: none"> • Motion reviewing by-laws within first year of commencement of new Act • Motion setting occupancy limits | |