



# HOW TO APPROACH A STRATA COMMITTEE

CHECK FIRST THAT YOU HAVE PROVIDED A CLEAR REASON WHY THE RESPONSIBILITY FOR THE MATTER FALLS ON THE OWNERS COMMITTEE.

For instance: boundary details; photos of connecting property; the floor plan you received if you purchased; advice you may have received from other residents.

1

First

PROVIDE INFORMATION WHICH MAKES IT EASY FOR THEM TO ACT, SUCH AS CONTACT DETAILS, PLANS AND PHOTOS.

For repairs, give a good description of the location (for contractors) and a timeline which shows if the problem is worsening

2

Next

1 Clarify responsibility with evidence

2 Provide clear information for action

3 Offer to help the committee

4 If mediation is required, prepare documents, including a timeline

The Strata Committee represents all owners and they are NOT paid for their work. Your offer of assistance can go a long way toward making progress.

IF THE COMMITTEE IS UNRESPONSIVE, TRY THE STRATA MANAGER. THE NEXT STEP MAY BE MEDIATION, FOR WHICH YOU WILL NEED TO PRESENT DATES ON A TIMELINE AND A RECORD OF COMMUNICATIONS, BOTH FORMAL AND INFORMAL.

3

Then

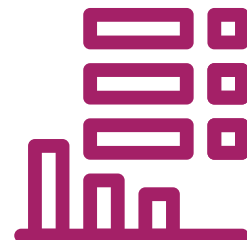
IT CAN BE OFF-PUTTING TO START THE MEDIATION PROCESS, BUT ONCE UNDERWAY, YOU WILL HOPEFULLY HAVE MORE CLARITY.

Collect as much information and research as possible, but compile it concisely. If there are multiple matters, divide them for assessment, e.g.  
1) unresponsiveness 2) the issue requiring action and 3) what steps you have taken to repair.

4

Last

# HOW TO ELECT A STRATA COMMITTEE



## GATHER SUPPORTIVE OWNERS

Find owners willing to be committee members. Find people to vote for improvements you propose, such as maintenance obligations or planning for mandatory repairs.

1

2

## ESTABLISH A SUPPORT NETWORK

Create a network of supportive owners to back you up in making requests without using aggressive tactics.



3

## PREPARE FOR AGM STRATEGY

Prepare before the AGM: assess committee size and secure a majority vote for effective change.



## MAINTAIN TRANSPARENT COMMUNICATION

4

Maintain concise records and transparent communication, attaching documentation to meeting minutes to encourage responsible behavior.



5



## SEEK MEDIATION OR LEGAL ACTION IF NEEDED

If there is a breakdown between the owners and the Committee, you can seek Fair Trading mediation. You must have good reasons and present facts (not just opinions). Be clear about issues, e.g. 1) unresponsiveness 2) the issue requiring action 3) steps taken to speak to all Committee members + the Strata Manager + other owners.