



FACT SHEETS

OWNERS CORPORATION MANAGER



IMPORTANT NOTE:



Managing an Owners Corporation is tough work. To help manage this, your owners corporation (formerly body corporate) can appoint a manager to help handle day-to-day affairs.



A

APPOINTING AN OWNERS CORPORATION MANAGER

An Owners Corporation Manager must be appointed by members of the Owners Corporation. The appointment can be delegated to the committee, a sub-committee or a lot owner.

It's always best to appoint a manager at a general meeting.



B

OWNERS CORPORATION MANAGER'S DUTIES

An Owners Corporation Manager's duties covers the following:

01

FINANCE



- Prepare and distribute financial statements and budgets
- Issue fee notices and follow up lot owners who are in arrears
- Prepare and manage budgets
- Pay out all invoices



02

INSURANCE



- Manage insurance policies
- Prepare, manage and lodge insurance claims



03

GENERAL / ADMIN



- Attend to correspondence
- Provide owners corporation certificates
- Arrange audits and reports required by law
- Ensure compliance with relevant legislation
- Prepare and implement a grievance procedure
- Arrange quotations for repairs and maintenance
- Keep and maintain the owners corporation register
- Prepare and distribute notices, agendas and minutes



[TO LEARN MORE ABOUT HOW STRATA PLAN CAN HELP YOUR OWNERS CORPORATION, GIVE US A CALL!]

[<https://www.consumer.vic.gov.au/housing/owners-corporations>]

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