

STRATA NEWS

NOVEMBER & DECEMBER 2024 | ISSUE 4



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OFFICE CLOSURE - CHRISTMAS

Can you believe that it's almost the end of 2024? We're signing off on this year with one last newsletter for 2024, we hope that you have gained some valuable information from our previous releases.

We're thrilled with how this year has turned out for us here at Ocean Body Corporate Advisors and we can't thank our clients enough for the support you have shown as we've worked hard to grow our business.

Our team will be heading off on a well-deserved break over Christmas, and our office will be closed during this time.

Our closure will commence from 5pm on the 18th of December 2024 and we will return to the office from 8:30am on Monday the 13th of January 2025.

Keep your eye on your emails over the coming weeks, we are working hard to put together a list of contractors who have confirmed they will be operating during the holiday period and their rates that will apply. While we will be providing this list to our owners, we encourage each building to contact their usual tradespeople first and use our list as a back-up option.

The process for emergencies will be communicated to all owners at the time our Christmas contractors list is issued.

If we don't hear from you before we head off on break, we wish you and your loved ones a happy and safe Christmas and New Year!

LOT OWNER MOTIONS

Approximately 3-6 weeks prior to the end of your financial year, you'll receive a request to submit motions to your Annual General Meeting and nominate for a committee position. Most owners are aware of this process, but DID YOU KNOW that owners can also submit motions to committee meetings and Extraordinary General Meetings?

Even if the committee calls an Extraordinary General Meeting, it's standard practice here at Ocean BCA to notify owners and give people the opportunity to submit motions for things that require general meeting approval, to avoid waiting potentially 12 months until the next AGM.

In all cases for a motion to be valid, it needs to outline the resolution you are seeking. Whether it's to seek approval for a pet or to remove a committee member, your motion needs to be worded in a way that allows owners or committee members to consider and resolve your request.

While we can't write the motion for you or re-write it after it's been submitted, we can help you by providing some information on what you need to be asking for when writing your motion, and the supporting documents you will need to accompany your motion.

Motions need to be provided in writing and given to the Secretary of your body corporate. However, when there is a body corporate manager, motions are usually provided directly to them for inclusion. Motions need to be included exactly how they're written by the person submitting the motion.

We'll touch on restrictions on submitting motions in our next edition.

MODULE TYPES

Under the Body Corporate and Community Management Act (BCCMA) 1997, there are 5 regulation modules.

They are:

- Standard Module
- Accommodation Module
- Small Schemes Module
- Commercial Module
- Specified Two-Lot Schemes Module

The module type of your body corporate will have been established at the time the building was registered, and is identified in your Community Management Statement (CMS).

Each module type is a different piece of legislation. While the BCCMA is the overarching Act, the way your body corporate operates is determined by the module under which it is registered.

It is possible to change your module type, although this requires a new CMS to be lodged and we recommend engaging a body corporate lawyer to assist with this which comes at a cost.

Each regulation module has different committee requirements as well. Standard, Accommodation and Commercial Modules all require a minimum of 3 members and a maximum of 7. The Executive positions must also be filled.

Small Schemes Module only need a Secretary and Treasurer and the same person can hold both of these positions.

Two-Lot Schemes don't have a committee at all.

Different legislation applies for a Principal Body Corporate (PCB).

WHAT DOES A BODY CORPORATE MANAGER DO?

It's common for the body corporate manager to be labelled "the body corporate" but this isn't the case. The body corporate is made up of the owners in the complex, not your manager.

The role of the body corporate manager depends on the terms set out in the agreement between your body corporate management company and the body corporate. Each management firm operates slightly differently - some firms charge lower management fees and charge for every piece of additional correspondence or task they undertake for the body corporate, and others charge a high fixed rate fee that includes everything. Ocean BCA sits comfortably in the middle (another bonus of being our client if you're not with us already).

In a nut-shell, your body corporate manager is an administrator. If you're lucky (and if you're an Ocean BCA client), you'll have a proactive manager that touches base with their quieter schemes every few weeks to check-in and make sure everything is running smoothly, and ensures their portfolio is getting the best value out of their agreement.

There's no right or wrong when it comes to fee structures, although some fee structures tend to have more queries regarding charges than others, and ultimately depends on the types of schemes you're managing. Some schemes are hands-on, they have active committee's and only use their body corporate manager to facilitate things such as sending out an already drafted meeting notice or issuing levies. Other complexes rely on their body corporate manager to undertake every task for them and only refer to the committee when there is a decision to be made, usually one that requires expenditure.

It's different again when you start talking about part-5 arrangements where your body corporate manager IS the committee. These arrangements quite often cost the body corporate a fair bit of money because your body corporate manager authorised to carry out all the functions of a committee and to exercise all committee powers. The body corporate manager makes the decisions that a committee would usually make.

When there's a committee, our role is to help the committee but we can only do what the body corporate has asked us to do. We will send correspondence, quote requests, work orders, meeting notices and minutes, manage your bank account and pay invoices, issue levies etc.. We are usually authorised to perform the duties of secretary and treasurer and may be authorised to exercise the chairperson's powers if requested. Be mindful though that each agreement sets out what is an "agreed service" and what is an "additional service". Some of the things your manager does might be considered an additional service under the agreement and might incur additional charges. **Tip:** check with your manager before you ask them to do something to find out if there'll be an additional charge so that you avoid any nasty surprises at the end of your financial year!



REFERRAL PARTNER SPOTLIGHT

Ocean Realty

Ocean Body Corporate Advisors is incredibly excited to be partnering with Ocean Realty. Founded on a long history in the local area, the Ocean Realty team prides themselves on their understanding of the value living in Brisbane's Bayside and the unique lifestyle opportunities on offer to residents.

If you're thinking of selling or putting your property up for rent, contact the team today to find out about our exclusive deals.

Sales - hello@oceanrealty.com.au

Property Management - rentals@oceanrealty.com.au

OCEAN REALTY NEW CLIENT OFFER!

Are you looking to purchase another investment property, or do you know someone who has an investment property in our area?

Bring your Bayside investment property to Ocean Realty to manage and we will give you **3 months FREE management!**

If you refer your family or friends to Ocean Realty and they sign up with us we will give you a **\$250 Gift card.**

Switching to Ocean Realty is easy!

'We contacted Ocean Realty after years of (below) average service from another property management company. Nicole came to our house and talked through the process of changing over, which we did shortly afterwards. From that day on she has worked tirelessly to ensure both us and our tenants have been well looked after with the property. Inspections are always on time (happen on schedule), documentation is always fair and accurate, payments are always correct well supported and her service is always prompt and professional.' - Jim H, Landlord



WHITE CHRISTMAS

White Christmas is an absolute family favourite and has been a Christmas essential in our family for as long as I can remember.

Packed full of sugary goodness (sorry parents), it's a perfect Christmas treat and one that the kids will love doing too (for our parents of littlies or grandparents).

And a bonus - there's no baking!

Here's what you'll need:

- 3 cups of rice bubbles or rice crispies
- 1 cup dessicated coconut
- 3/4 cup icing sugar
- 1 cup powdered milk
- 1 cup of dried mixed fruit
- 250g Copha or vegetable shortening
- Glacè cherries for topping

Method:

1. Melt vegetable shortening slowly in a saucepan over the stove or microwave
2. Cool vegetable shortening slightly
3. Combine all ingredients (except the cherries) in a large bowl
4. Mix until well combine (be quick)
5. Taste test (not essential)
6. Transfer mix into a lined baking tray
7. Freeze until solid and then refrigerate
8. Top with cherries once set
9. Cut into squares and enjoy!

OCEAN BCA SUDOKU

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IMPORTANT DATES & UPCOMING PUBLIC HOLIDAYS

14 DECEMBER 2024

School holidays commence (QLD
public schools)

25 DECEMBER

Christmas Day

26 DECEMBER

Boxing Day

CONTACT US



We have listed our contact details below so you can update your records and for easy contact with our office.

Due to the nature of our roles staff are frequently with Clients and Customers, or at properties.

As it is important to us that we are available to you, if you would like to meet with a particular team member we recommend you book an appointment online or phone and arrange an appointment.

We find this works well as it minimises inconvenience to you.



<https://www.oceanbca.com.au>

Email: info@oceanbca.com.au

Phone: (07) 3063 0646

BOOK AN APPOINTMENT HERE

OR CALL (07) 3063 0646

Special Offer

Refer Ocean Body Corporate Advisors to your friends and family and on successful appointment and handover of the building, you'll receive a

\$100 VISA Giftcard

as our way of saying thank you.



Don't forget to leave a review!

Your feedback is important to us and we'd love to hear from you.

Please click [here](#) to leave a review!

Please note that reviews may be published to our website and social media channels. If you have left a review and prefer your review not to be published, please let us know by simply sending us an email.

If you have any other feedback, please let us know via email so that a member of our team can get in touch with you directly.