

The Roles of **STRATA MANAGERS** vs **BUILDING MANAGERS**

In the context of strata living, the roles of strata managers and building managers can sometimes get confused. While both are important, they each have very different responsibilities. Here are some of the key differences between the two:

STRATA MANAGER

- ◆ Organises and conducts Annual General Meetings (AGMs) including preparation of the budget, agenda, minutes, and other necessary meetings.
- ◆ Distributes strata levies to owners.
- ◆ Handles owner queries related to the Strata Schemes Management Act 2015.
- ◆ Liaises with the Strata Committee on building matters and ensures their compliance with regulations.
- ◆ Assists in preparing agendas and minutes for Strata Committee meetings and attends if requested.
- ◆ Monitors the financial status of the Strata Plan and ensures adherence to budget.
- ◆ Maintains an up-to-date Strata Roll.
- ◆ Provides up-to-date information to the insurance broker in order for the complex to be reinsured on an annual basis.
- ◆ Manages registration and submission of necessary documentation like the Annual Fire Safety Statement, Lift Registration etc.
- ◆ Assists in planning major capital expenditure items.
- ◆ Updates the committee and Owners Corporation on relevant legislation changes.
- ◆ Issues by-law breach notices and compliance notices when needed.
- ◆ Provides copies of by-laws upon request.
- ◆ Reviews renovation requests and guides owners through the process.

BUILDING MANAGER

- ◆ Assists in the preparation of maintenance cost budgets and capital works fund expenditure forecasting
- ◆ Oversees day-to-day operations of the building.
- ◆ Issues work orders and obtains quotes from contractors.
- ◆ Coordinates contractor activities on-site and manages sign-in/ out procedures.
- ◆ Organises ongoing maintenance of assets and provides relevant information to the Strata Manager & Strata Committee
- ◆ Acts as a point of contact for resident queries.
- ◆ Communicates maintenance decisions to the Strata Committee.
- ◆ Reports maintenance issues and by-law violations to the Strata Manager & Strata Committee.
- ◆ Manages the procurement of keys/fobs.
- ◆ Maintains an updated noticeboard with relevant information such as certificates, agendas and minutes of meetings.

If you have any questions or need further clarification on the differences between strata managers and building managers, please feel free to contact us today.