

# Annual Tasks

## Checklist for Strata Councils

It's time to plan another year of council initiatives and welcome new council members to the team.

Use this checklist to guide you through you council's most important annual tasks.



### GET TO KNOW YOUR JOB.

- ▶ Elect new council positions.
- ▶ Learn your roles and responsibilities.
- ▶ Read over your bylaws, rules, financial reports, depreciation report, etc.
- ▶ Enroll in council member training seminars to stay educated and informed.



### ESTABLISH COMMUNICATION BEST PRACTICES.

- ▶ Establish good communication protocols with your fellow council members and your strata manager.

### MAXIMIZE YOUR BUDGET.

- ▶ Look for ways to maximize returns on your investments.
- ▶ Take advantage of your strata management company's relationships to get the most for your money.



### REVIEW YOUR MAINTENANCE NEEDS.

- ▶ Determine when various maintenance and improvements are required to keep your strata running effectively.



### ENSURE YOU HAVE PROPER INSURANCE.

- ▶ Conduct an appraisal if required.
- ▶ Review deductibles and ensure owners understand what type of insurance they require.



### CHECK YOUR DEPRECIATION REPORT.

- ▶ BC strata corporations must update their depreciation report at least every 3 years or less.



### CREATE (OR REVIEW) YOUR 5-YEAR PLAN.

- ▶ Set short and longterm goals with your council members to ensure you're aligned.
- ▶ Review the plan each year and make any necessary adjustments.



### ASSESS YOUR COMMITTEE NEEDS.

### EVALUATE BYLAWS AND RULES.

- ▶ Are current bylaws and rules still applicable?
- ▶ Is enforcement applied fairly and consistently?
- ▶ Do you need any new bylaws and rules?
- ▶ Make sure that the committees you have now are still useful and are aligned with the council's goals.
- ▶ Establish any new committees you need to make your job easier.



### PLAN COMMUNITY EVENTS.

- ▶ Whether it is a BBQ or a holiday party, creating a sense of unity among owners and residents will help your community thrive.



### PLAN AND HOST YOUR ANNUAL GENERAL MEETING.

- ▶ Create a timeline for developing the agenda, sending out notices and preparing the meeting space.
- ▶ At the meeting, follow those election rules and stick to the agenda.
- ▶ Save social time until after the meeting.

