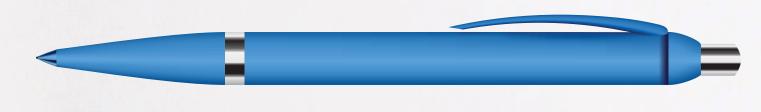
annual Tasks

Checklist for Strata Councils

It's time to plan another year of council intiatives and welcome new council members to the team. Use this checklist to guide you through you council's most important annual tasks.



- Learn your roles and responsibilities.
 - Read over your bylaws, rules, financial reports, depreciation report, etc.

Elect new council positions.

- Enroll in council member training seminars to stay educated and informed.
- Establish good communication protocols with your fellow council members and your strata manager.

GET TO KNOW YOUR JOB.

ESTABLISH COMMUNICATION BEST PRACTICES.

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

improvements are required to keep your strata running effectively.

maintenance and

PROPER INSURANCE. Conduct an appraisal if

required.

ENSURE YOU HAVE

- Review deductibles and ensure
- of insurance they require.

owners understand what type

REPORT. BC strata corporations must update their depreciation report at least every 3 years

CHECK YOUR

DEPRECIATION

or less.

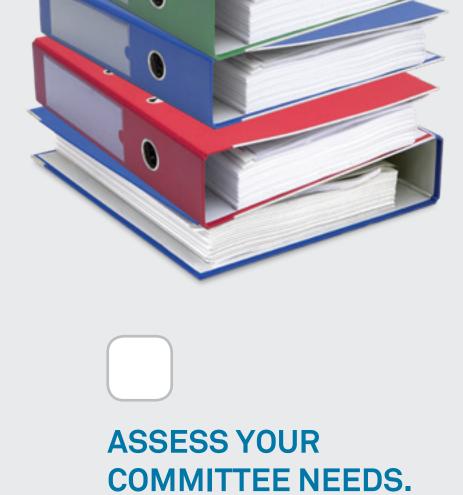
Set short and longterm goals with your council members

CREATE (OR REVIEW)

YOUR 5-YEAR PLAN.

Review the plan each year and make any necessary adjustments.

to ensure you're aligned.



Are current bylaws and rules still applicable? Is enforcement applied fairly and

BYLAWS AND RULES.

EVALUATE

- consistenty? Do you need any new bylaws and rules?
- Make sure that the committees
- are aligned with the council's goals. Establish any new committees you

need to make your job easier.

you have now are still useful and

PLAN

EVENTS.

PLAN AND HOST YOUR COMMUNITY

holiday party, creating a sense of unity among owners and residents will help your community thrive.

Whether it is a BBQ or a

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



Being a council member is a big responsibility. By staying on top of crucial tasks, you'll be keeping your strata on track and making the coming year the community's best one yet! For more information, contact FirstService Residential today.

the meeting.