



Professional Strata Management
Focussed on Client Service

How to Change Strata Managers

To guide you through the process, the following is a list of actions that need to be taken to change strata managers:

1. Executive Committee to select and provisionally accept the proposal from the preferred strata company;
2. Send Notice of Extraordinary General Meeting to all owners with motions to terminate the existing manager and another motion to appoint the preferred new Strata Manager. Notice must be given approximately 10 days from the meeting. If Irvine Strata is selected, then the costs of running the meeting are borne by Irvine Strata;
3. Have the General Meeting and resolve in favour of the motions. This makes the appointment of the new manager official and the new Management Agreement is signed;
4. Send to outgoing manager, minutes of the meeting as well as an official Letter of Termination. This starts the notice period which can vary between 30 and 90 days depending on the contract;
5. The outgoing manager sends the incoming manager the books and records during the notice period.