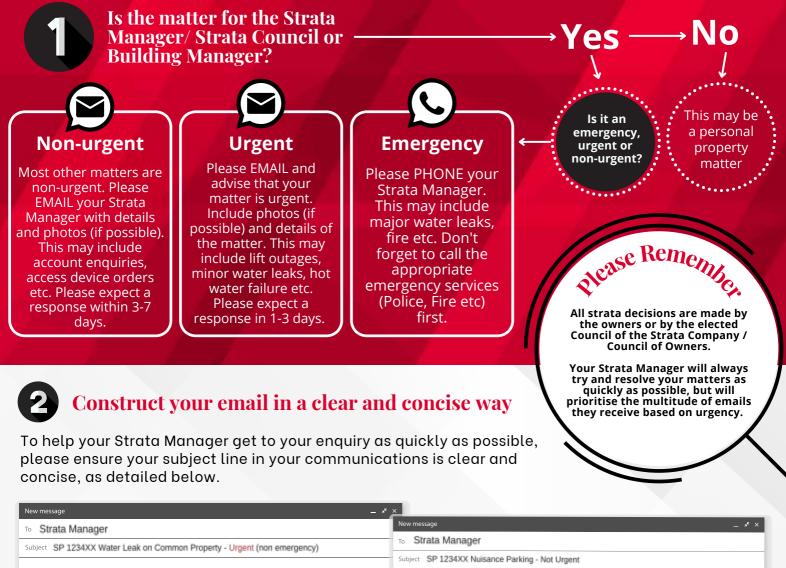


Communicating With Your Strata Manager

Did you know, Strata Managers often receive hundreds of emails and many calls every day? Below is a simple guide to help cultivate an effective communication process between you and your Strata Manager.





Dear Strata Manager,

On Sunday afternoon at approx 3pm I was returning to the complex and noticed a steady stream of water coming from the pipework in the garage see photos attached. It was no there when we left at 11am.

Can you please arrange to have this rectified? I can be contacted on XXXXXXX

and can show the plumber the location of the leak when they call.

Kind Regards,

Send 🕅 +

Kind Regards,

be moved.

Dear Strata Manager

On Saturday evening at 9pm I was returning to the complex and noticed

I do not recognise the car, and I have put a note on the windscreen asking for it to

This morning (Monday) I noticed the car had not been moved when I went to

work. Are you able to please put out an email/text to the residents asking

they move the car and remind them not to park in that bay?

a car parked in the garage in the carwash bay - see attached photo.

Î

≘ | + |