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# STRATA Master Version 9.1 Release Notes

## **STRATA Master Version 9.1.2 Release Notes**

Com Committee	A change has been made to allow a lot to be self-nominated on the
corp – committee	committee tab.
	When recording details in regard to a property you are now able to record
	the number of primary and utility lots.
	The information is displayed at the top of the Corp screen, to the right of
	Registered and Total lots.
	When upgrading, Primary lots will be prep-populated with the total number
	of registered lots on each plan. To update the number of Primary and Utility
	lots:
Corp – Primary and Utility lots	Place the Corp screen in Edit mode
	Record the number of Primary and Utility lots
	Save
	The primary and utility lot values can be viewed in Quick reports –
	Corporations, in the columns to the right of lots.
	Note: Where the total primary plus utility lots is not equal to the total
	number of registered lots a message will be displayed on saving, and a
	warning message will be displayed on the Corp – General tab.
	Quick Report – Corporations Calculate Mandatory Audits for NSW has
Mandatory Audit Report	been updated to calculate the audit requirement based on the number of
	primary lots, not registered lots.
	A new option has been added to the Meeting Attendance Register to Show
Meeting Attendance Register	tenant details on the report.
	Where a valid tenant is recorded on a lot the name of the tenant will be
Show tenant option	displayed directly under the Owners' contact name on the report.
	Note: Vote will always default to No.
	The following issues have been resolved:
	When running Quick Reports – Meetings – Show plans with 50% or more
	valid tenancy Print Preview and Print Report had not been activated.
	The Statement of Key Financial Information was not reporting Income
	accurately or displaying correctly where the report was more than one page
	per fund.
Other Changes	Issuing a Section 184 could not be completed where the Funding Proposal
	was recorded in a particular format.
	When recording a lease commencement date, you are now able to
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record a future date.
• The Strata Roll Report will now display the local term in Terminology
for Executive Committee.

## **STRATA Master Version 9.1.1 Release Notes**

Database Change – Column size	To accommodate the change in terminology from Sinking Fund to Capital
	Works Fund the size of the columns for in the Account and Standard Fund
	Account tables has been increased for the Name and Description
	columns.

## STRATA Master Version 9.1.0 Release Notes

	All users will now have direct access to the STRATA Master Knowledgebase without the				
	need to enter credentials.				
	A new option is now available to access the STRATA Master Knowledgebase from the				
	Help icon in the Toolbar, in addition to the existing option in Help > Rockend Website >				
Knowledgebase	Knowledgebase.				
	The law Monge Assumption Parate Window Configure 1980; Window Pag. Concrete 1001				
	A new column has been added to the Committee tab on the Corp screen named				
	Nominated by.				
	Final Data List B Public         Nome         Nomework By Public         Name of the Nam				
Corp – Committee	the member				
	When ungrading any existing committee members will have the new field set to Nene				
	When upgrading any existing committee members will have the new field set to <b>None</b> .				
Record the nominator	You are able to eait any existing members to record which lot nominated them to be				
	elected to the committee.				
	When recording a new member on the committee the <b>Nominated by</b> record must be				
	selected. Selection criteria includes any other lot in the plan or <b>None</b> .				
	The Nominator is displayed on the existing Committee Report and on the new Committee				
	Meeting Attendance Register.				
	A new warning message will be displayed on the both the Lot Owner screen and Corp				
	screen for any plans / lots where the nominator lot has changed ownership.				
Corp + Lot Owner screen	The warning on the committee members' lot where their nominators' lot has changed				
	ownership will read: Committee member nomination for this lot may be out-of-date.				
	The warning on the Corp screen will include reference to the members' lot number				
Update warning messages	This warning will no longer be shown once the committee record is edited, or when the				
	member is removed from the committee.				

	A new option named <b>Notices delivery</b> has been added to the Agent/Tenant/Leases tab
Lot Owner Screen	Tenant contact details         Private/Residential Contact         Penny Okione         4/1 Chandos Street         ST LEONARDS NSW 2065         Email: penny@hotmail.com
Tenant Notice delivery method	This option is used to determine the tenants' preferred delivery method for Mail Merge
	documents created through the Meetings data source.
	On upgrade, all tenants will default to delivery method of <b>Print</b> .
	Where a valid primary email address is recorded for the tenant contact a delivery method
	of <b>Email</b> may be selected.
	NOTE: This delivery method will also be utilised when NSW agencies Issue Notices to
	tenants.
	There are two new configuration screens available which will allow you to create default
	messages to be included on any of the following notices issued through the Levy Wizard:
	Levy Notice
	Issue Statement
	Debt Recovery (Manual and Staged without template)
	Owner Invoice
Levy Wizard Messaging	Submeter Invoice
	Users with the required security access to the Configuration menu should complete the
Set Agency and/or plan defaults	following steps to utilise default levy wizard messages from the Levy Wizard.
	Setup Messages
	Configure > Agency > Option # 3
	Place the screen in Edit mode, tick the checkbox labelled Levy Wizard Messages, and
	Save. Levy Wizard messages - Use default wording Select this option to automatically display messages on notices, statements and invoices issued from the Levy Wizard. To customise your agency and/or owners corporation default messages launch Configure > Levy Wizard Messages.
	Configure > Levy Wizard Messages > Agency
	Place the screen in Edit mode and record default messages for each notice type, and
	Save.
	This will establish a default message for notices issued from the Levy Wizard.
	Configure > Levy Wizard Messages > Owners Corporation
	Select the Owners Corporation, place the screen in Edit mode, record default messages
	for each notice type, and Save.
	This will establish any plan specific messages for notices issued from the Levy Wizard.

	8- Levy Wizard Message Configuration : Agency Settings
	The wording rescribed on this scores will be displayed on the message section of nutices, statements and invoces.
	Where an owners corporation requires geodic sending you can set this up in Carligure > Levy Waterd Hessages > Owners Corporation. Where no plan agouits wording exacts the spin-ry difficult wording on this source words is used. Net: The automotic use meansing on notices carding the spin-regulation # 3 table of Agency Configuration.
	Lefter result message
	Debt Recovery - Manual or Statement style nessage
Levy Wizard Messaging	Statement message
	- Cover invico nessige
	0
Set Agency and/or plan defaults	Subreter mood Hestige
	Utilising Default Messages
	When issuing any of the five notice types (listed above) the messages will be produced
	based on the following priority:
	The wording will be based on the Owners Corporation configuration
	• Where no Owners Corporation message is set, the agency message will be used.
	Where no Agency message is recorded users may continue to manually record a
	message.
	When issuing notices for an individual plan, the default wording will be displayed in the
	Additional comment for notices text box.
	Where agency default messages exist a label will be shown on screen Agency default
	exists
	When issuing notices any text which is manually recorded in the additional comments box
	will be displayed on the notices.
	<b>NOTE:</b> Where the font/size is set to MS Sans Serif - 10 pt you are able to display 736
	characters including spaces in the message.
	In response to recent price increases by Australia Post, Macquarie Bank have introduced a
	\$2.75* processing fee to owners who pay DEFT levy notices by Post Billpay at an
	Australia Post outlet.
	The following changes have been made:
	Bank Configuration
	The Post Billpay transaction identifier recorded for Macquarie Bank has been changed to
	442, as instructed by the Bank.
	MBL levy notice slip
	When issuing this notice type the Post BillPay barcode will read an amount due of \$2.75
	more than the amount shown in the <b>Amount Due</b> section of the notice.
Macquarie Bank - DEFT Update	Additional wording is shown on the notice to advise owners of the processing fee.
	Flexible Payment Slip
	When issuing this notice type the Post BillPay barcode will read an amount due of \$2.75
Australia Post surcharge	more than the amount shown in the <b>Amount Due</b> section of the notice.
	Any pre-printed stationery stock will need to be updated to display the wording: Payments
	made at Australia Post will incur a \$2.75 DEFT processing fee

	Deposit Slips – Barcode & OCR						
	Any deposit slips produced for payment at Australia Post will also incur the processing						
	fee.						
	It is important that when making deposits through Australia Post that the surcharge is paid						
	on top of amounts pre-receipted into STRATA Master to ensure you receive the full						
	amount of the receipt into the bank account.						
	When auto-archiving General Meeting documents from STRATA Master to fileSMART you						
Publish General Meeting Document or	may now elect to publish the document(s) to the Owners and/or the Committee.						
Portals							
	There have been two new columns added to the Contracts Register to allow users to						
	record if a Reminder has been issued to the Committee and/or Owners to advise them of						
	the contract expiring.						
	The columns are named:						
Registers - Contracts	Communication sent						
	Date sent						
	The two new columns are also displayed in the Quick Report – Registers ~ Show						
Date and Notification Sent	contracts						
	A new Reminder has been created for the notifying of Committees and/or Owners prior to						
	the expiry of an Agency Agreement.						
	To allow immediate use of the new Reminder, during upgrade the Communication sent						
	column for <b>Agency Agreements</b> will be set to No.						
	When issuing a Status Certificate STRATA Master will now record the plan / lot number,						
	name of requestor and the date and time the certificate was produced.						
	This detail can be viewed in Quick Reports – Lots ~ Show status certificate history.						
	To simplify the process of updating levy arrears for settlement a new workflow can be						
	initiated from the Lot Owner screen to calculate the arrears as at the settlement date.						
	Lot Owner Screen						
	In Read Only, or Edit mode Select the Update Certificate button.						
Jpdate Status Certificate Workflow	• The name of the last requestor and the date of that request (for the selected lot) is						
	displayed on the Update screen.						
Report and record arrears	5. Update Status Certificate						
	Original certificate issued to:						
	Conveyancing Company						
	Status Certificate Issued 21/10/2016						
	Date of Settlement						
	OK Cancel						
	Enter the Date of Settlement and Click OK						

Str	ata Management	Current Or Ms Saral Lot The Own	wner Ac h Jane Mor 4 Unit 4 ers Of SP 4	count <sup>gan</sup>		Strata SYDNEY Ph: +6 Fax: +6 admin@lookatmy	Management PO Box 99999 / NSW 2000 1 2 4141 4141 1 2 4141 4142 strata.com.au
	Chandos T Purch		Chandos Towers, 1 Chandos Street, ST LEONAROS NSW 2065 Purchased: 04/06/2008 UE / AE: 55.00 / 550.00				
Date	Details	Administrative ( Fund duebaid F	Capital Works fund duepaid	Unaflocated	interest paid	Total	Balance (-)prepaid
01/01/2	Balance brought bread 015 Quarterly Admin/Sirking Levy	0.00	0.00	0.00	0.00	0.00 760.00	0.00 760.00
02/03/2 01/04/2	1015 Levy payment for 4/4444 1015 Quarterly Admin/Sinking Levy	-640.96 650.00	-196.71 200.00	0.00	12.33 0.00	-750.00 750.00	12.33 762.33
03/04/2 04/05/2	1015 Levy payment for 4/4444 1015 Levy payment for 4/4444	-18.25 -540.79	-6.64 -196.66	0.00	0.11	-26.00 -737.44	737.44
01/07/2	015 Quarterly AdminiSirking Levy 015 Levy payment for 41444	550.00	200.00	0.00	0.00	750.00	750.00
01/062	015 Quarterly Admin Sirking Levy	650.00	200.00	0.00	0.00	750.00	760.00
01012	1016 Levy payment for 4/4444	-724.71	-234.94	0.00	40.36	-1,000.00	780.36
01/04/2 02/06/2	1016 Quarterly Admin/Sinking Levy 1016 Fire Safety Updates as per	825.00	165.00	0.00	0.00	990.00 3.000.00	1,770.36
01/07/2	Inspection Requirements Quarterly Admin/Sinking Levy	826.00	165.00	0.00	0.00	990.00	5,760.36
0407/2	015 Lot 4 Interest on arrears to 04/07/2015 Lot 4 Interest on arrears to	24.76	0.00	0.00	0.00	24.76	5,785.10
04/07/2	04/07/2018 016 payemntreceived	-660.29	-130.06	0.00	0.00	-780.36	5,009.70
01/102	016 Quarterly Admin Sirking Levy	825.00	165.00	0.00	0.00	990.00	5,999,70
08/11/2	1015 Current balances excluding in Administrative Fund Cepital Works Fund	erest 2,4 3,4	99.75 99.95				
	Unandcated Money Purk	- 5.9	99.70				
	interest due as at 21/11/2016		82.94				
record arrears							
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## NSW Legislation

	There have been changes made throughout the application to refer to the Capital Works				
	Fund, previously known as the Sinking Fund.				
Terminology	Reports, messages and on screen labels have been updating to ensure the correct				
	terminology is used consistently throughout the program.				
	NOTE: We have not made changes to any transaction records in STRATA Master,				
Sinking to Capital Works Fund	where levies have been posted using the term 'Sinking Fund' these are unchanged.				
	Executive Committee is now referred to as the Strata Committee. The change to the Local				
	term in Terminology has been completed on upgrade for all New South Wales clients.				
	A new Reminder has been added to allow agencies to track if the required notice has been				
	provided to the Committee/Owners in regard to an upcoming agency agreement expiry.				
	To utilise the new Reminder you must first ensure that your Agency Agreements are				
	recorded in the Contracts Register.				
	When your contracts are recorded, you must then launch Manage – Reminders and update				
	your preferences to include the Reminder and change the default alerts if required.				
	The default settings are:				
	<ul> <li>1<sup>st</sup> Reminder - 120 days prior to the expiry date of the contract</li> </ul>				
	<ul> <li>2<sup>nd</sup> Reminder – 90 days prior to the expiry date of the contract</li> </ul>				
Agency Agreement Reminder	The trigger for the Reminder is the Communication Sent is in the Contracts Register is <b>No</b>				
	E Reminden Configuration Configuration				
	D         Ann Barton         IP Street Street component rest           O         James Barton         The Street				
	Send #         Function         100 min         100 min         1           9         Instance Relay         Function is cearly date         10         200 min         1				
	M         Instance Volume         Part Int du data         III         Open         III           M         Instance Colon         Mettre du data         III         Open         III           M         Instance Colon         Mettre policy des pair views communicies du data nel mettre         III         Open         III           M         Instance Communicies         Mettre policy des pair views communicies du data nel mettre         III         Open         III				
	P Governant Provi to due data     P Approx Systement Contract D Date     P Approx Systement Contract D Date     P Approx Systement D Prox to the section data     P Conclama     P Conclama     P To the section data     Date     Date     Data     Data				
	DP         Annual Schwarts         Mittee to the biologic perior and ends of the stand         Mittee to the biologic standard and the standard on and the s				
	P         By Law Feguration         Practic for by low copy data shares the by low surgestment         21         Days         Mill           P         Ansass         Note the buy low copy data shares the by low surgestment         21         Days         Mill           P         Ansass         Note the buy low copy data shares the by low surgestment         21         Days         Mill           P         Ansass         Note the buy low copy data shares the byte multiple         20         Days         Mill				
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	SP         Total case of printed         Prior to the due date of the Way         En         Date         D           SP         Notices not analised         Priors the due date of the Way         En         Date         B				
	,				
	You are able to identify the type of Reminder by looking in the Function column, and this				
	will show whether it is the Agency Agreement notification which is overdue, or the				
Agency Agreement Reminder	Contract itself.				
Agency Agreement Reminder					
	Citer surger surger surger surger         Page Answer         Page Answer         Te         [11/12/006]         E           Name         Manager Name         Aundre         Deal         Doc Date				
Cont	Pile Owner (3) 27 4441         Area Softh         Approx Agament         Opport Agament         10/12/218           The Owner (3) 27 4441         Area Softh         Contraction         Opport Agament         20/12/218				
oom					
	You may continue to monitor the Agency Agreement expiry through the Reminders by				
	ticking the Contracts to also be tracked.				
	To facilitate the running of Strata Committee Meetings a new report has been added to				
	the Formatted Reports Menu, under Strata Mgt Reports called Strata Committees				
	Meeting Attendance.				
I					

I	When producing the report you must select				
	Owners Corporation				
	Macting data				
	Meeting date				
	Arrears cut off date				
	The report will show the following details:				
	Lot / Unit number for the Member				
	Contact name				
Committee Meeting Attendance Report	Position on the Committee				
	Voting rights Name on Title				
	Nominators lot number				
	Lot arrears / prepaid as at the arrears cut off date				
	Strata Mangement Strata Committees Meeting Attendance Meeting data: 12/12/2016				
	Arrears cutoff date: 24/112016 The owners Corporation SP 2222 22 Wences Laws, UVSSP001, KSW 2178 Let Unit UE Contact name Position Your Name on this Let Naminand Work Name on this Name on this Name on the Name				
	Numerical of the second seco				
	1         20010 Trais Dro         Desires Traiser         Viel Ref. Motion         0.00           1         Total         Training by LK3         0.00				
	NOTE:				
	• Voting is determined using the financial status of the members lot and the				
	nominators lot as at the arrears cut off date				
	• Where the nominators' lot is recorded as <b>None</b> the financial status is determined				
	only on the members lot.				
	The new Act allows an Owners Corporation to determine if they wish to offer payment				
	plans to owners.				
	To enable the recording and reporting of this information additions have been made to				
	the Financial tab on the Corp screen.				
	To record Payment Plan details, place the Corp screen in Edit mode, Select the checkbox				
	and record the details of the Payment Plan in the text box provided, then save.				
	Debt Recovery				
	Exclude all lots from debt recovery				
Corp - Record Payment Plan	Debt collector				
	Payment Plan approved				
	^				
	This information can be queried and viewed in Quick Reports – Corporations.				
	The new Act requires the Information Certificate (Section 184) to provide a method to				
	fund Capital Works where the funding plan has not been adhered to.				
	To enable the recording and reporting of this information on a plan basis in the Section				
	184 Certificate, additions have been made to the Financial tab on the Corp screen.				

Corp - Record Funding Proposal Plan	To record Funding Proposals, place the Corp screen in Edit mode, Select the checkbox				
	and record the details of the Funding Proposal in the text box provided, then save.				
	Record proposals for funding matters 🖗 Phoposals				
	The details recorded in the text hox will be merged into the Section 184. Section 7 utilising				
	the merge field << fundingpronosal >>				
	This information can be gueried and viewed in Quick Reports – Corporations				
	The new Act allows an Owners Corporation to appoint a Strata Renewal Committee.				
	To enable the recording and reporting of this information additions have been made to				
	the Financial tab on the Corp screen.				
	To record if a Strata Renewal Committee has been formed and to record any details in				
	regard to the Committee, place the Corp screen in Edit mode, Select the Strata Renewal				
Corp - Record Strata Renewal	<b>Committee</b> checkbox and record the details of the Committee in the text box provided,				
Committee	then save.				
	Strata renewal comment				
	The details recorded will be merged into the Section 184, Section 1 utilising the merge				
	fields <> will display Yes or No based on the checkbox and <> will merge the comments				
	recorded in the text box.				
	This information can be queried and viewed in Quick Reports – Corporations.				
	Section 95 (4) of the Act requires any plans with an Annual Budget of \$250,000 or more or				
	100 or more registered lots to complete a mandatory audit at the end of the financial year.				
	Part 3 – Clause 21 of the Regulations expand on the way to calculate the Annual Budget,				
	where the plan does not have 100 or more registered lots.				
	In many cases it will be simple to make this determination, for example where there are				
	more than 100 registered lots or where they have bank balances or levies due totalling				
	more than the \$250,000 threshold.				
	To easily produce a list of plans which require a Mandatory Audit STRATA Master will take				
	all opening cash balances <b>less</b> prepaid levies <b>plus</b> receipts and any unpaid levies for the				
	financial year.				
	A new output has been added to Quick Report – Corporation named Calculate				
	Mandatory Audits for NSW.				
	Companyation Life Register Researce R.L.M. Recepts Payments Contacts Discoute Confirm Meetings				
	Owner Copulation Datability         Output of Datability         Output of Datability         Output of Datability         Datability				
Mandatory Audit Report	Users 1         Pointsing         C Does strangement frees           Managed?         C Does strangement frees         Pointsing strangement frees           Managed?         Does based strangement frees         Pointsing strangement frees				
	Processing area         Mandatory Ann.         Audit Reason         Mandatory           20207         2021164-00         Yen         Kuri Addition         Juni Addition           20207         2021164-00         Yen         Kuri Addition         Juni Addition           20207         2021164-00         Yen         Kuri Addition         Juni Addition           2020         2021164-00         Yen         Kuri Addition         Juni Addition           2020         2021164-00         Yen         Kuri Addition         Juni Addition				
Quick Reports - Corp	4444 20051231 No Nacolina eet NOV 10 Anna Sanh 5945 20051231 No Nacolina eet NOV 5 James Bode				
	To produce a list of plane requiring the mendatory audit, enter a financial year and (in the				
	no produce a list or plans requiring the manuatory addit, enter a limancial year end (in the past)				
	To report on multiple year ends, you can enter each year end to be reported and select				

I	the <b>Add to search</b> icon.				
	All plans with a financial year end matching the date entered (date and month only) will be				
	displayed providing two columns identifying:				
	Mandatory Audit Required co	blumn displays Yes or No			
	Audit Reason column will display the method used to reach the outcome, as shown				
	below.				
	Criteria	Audit Req'd Audit Reason			
	< 100 registered lots + < \$250,000	No No criteria met			
	> 100 registered lots + < \$250,000	Yes # Registered lots			
	< 100 registered lots + > \$250,000	Yes \$\$ calculation			
	> 100 registered lots + > \$250,000	Yes # Registered lots			
	The new Act has introduced a new Fo	orm to be issued when a Strata Information			
	Certificate (previously known as Sect	ion 109) request is received.			
	The new template Section184.doc ha	s been included in the Templates folder when			
	upgrading. This new template has no	t been attached to the Association Type Strata Plan-			
	NSW as you may wish to customise t	he template prior to use.			
	To change the default template used	when issuing a Status Certificate users with the			
	required security access to the Confi	guration menu should launch the Association Type			
	screen and complete the following st	eps:			
	Place the screen in Edit mode				
	Click on any Association types	setup for Strata Plan – NSW			
	Update Status Certificate to	Section 184 - NSW			
	Update Template to the name	of the template file e.g Section184.doc			
	Save				
	Name Status Certificate Name Jurisdict. Edit Community Association Section 26 - NSW NSW Community Titles Sch., Sections 205 & 206 QLD	Name (Studia Plan			
	Community Titles Sch., Section 133 · SA SA Home Unit Company Section 109 · NSW NSW Neighbourhood Asso., Section 26 · NSW NSW	Status Centricate			
Status Cartificato	Owners Corporation Section 151 · VIC VIC Owners Corporation 2. Section 151 · VIC VIC Precinct Association Section 26 · NSW NSW Proto Consumption Section 26 · NSW NSW	Template Section103 doc Multiple templates to be separated by a comma			
	Strata Corporation Section #1 - 54 54 Strata Plan Section 109 - NSW NSW Ju Strata Scheme Section 43 - WA WA Line Title Section 36 - NZ NZ	irisdiction NSW			
	Units Plan Section 37 - NT NT Units Plan Section 119 - ACT ACT	Additional			
	1				
Section 184	When launching the report from the F	ormatted Reports menu, if you wish to update the			
	name of the report users with the required security access to the Configuration menu				
	should launch the Terminology scree	n and complete the following steps:			
	Place the screen in Edit mode				
	Click on any Status Certificate	in the Standard term column			
	Undate Status Certificate to	Section 184			
	The new merge fields included in the	template are as follows:			
	<< fundingproposal >> - Details recor	rded in Corp – Financial			
	<< StrataRenewalCommittee >> - Det	ails recorded in Corp – Financial			
	<< StrataRenewalComment >> - Deta	ils recorded in Corp – Financial			

I	
	<> - Lists unpaid owner involce values
	<> - Lists unpaid owner invoice dates
	<> - Total of unpaid owner invoices
	<b>NOTE:</b> The list of unpaid owner invoices is completed under Section 11 of Section 184.
	This list excludes submeter invoices.
	The new Act introduces new rights for tenants in Strata Schemes.
	A number of changes have been made which allow a <b>valid tenant</b> to receive meeting
	e ties and he included in a scholation to determine the environment of a Tenant
	notices and be included in a calculation to determine the requirement of a Tenant
	Representative on a plan by plan basis.
Tenente	A valid tenant in STRATA Master is based on the following criteria associated with the
	Agent/Tenant/Leases tab on the Lot Owner Screen
What is a valid tenancy?	Owner occupied checkbox is not ticked
	Commencement date for a lease is recorded against the lot
	Tenant contact details are recorded
	General Agent/Tenand/Cessee Lavies Notes Molpage Dat/Recovery
	Anual Radio Constr.
	11 Classic Start 11 Classic New 2005
	Notes
	Part and France Leases
	Internation
	Where more than 50% of registered lots in a Strata Plan have a valid tenancy, a Meeting
	of Tenants may be held to elect a Tenant Representative to be part of the Strata
	Committee.
	As the Meeting of Tenants must be held prior to the Annual General Meeting, the method
	to determine if the meetings must be held has been added to the existing Quick Reports -
	I o view a list of plans which must hold a lifeting of Tenants select the new output option
	Show plans with 50% or more valid tenancy.
Quick Reports – Meetings	
	Any plans which have 50% or more lots with a valid tenancy and have a meeting scheduled
	in Meeting Register will be displayed.
Identify plans with 50% or more tenancy	Coposition Lois Propries Insuence B.1.M Recepts Payments Contacts Chinoces Codes Meetings - Deven Consultar Datab
	Name         Manager         State Lill         C Door moting:         Meeting top:
	Mongelgåns C Umangelgåns C Algåns     Vadd towarg     Toward and P Toward and
	Pier B Adden by codes Manager No. of Mr. Proposition and Medico top Datas Medico top
	2022 Vintol Lane 22 Las Luño 4 2015-06-20 AGM Annual Sensed Meeting Not Stated 2016-12-15
	I o reduce the search results you may enter further criteria such as Meeting Type, Meeting

	date and so on.
	The existing Mail Merge for Meetings has been expanded to include a new option <b>Show</b>
	lots with a valid tenancy.
	This option will return a list of lots which have a valid tenancy, and will allow you to select Tenant contact details to create a Meeting notice if required.
Reports - Mail Merge	This will enable you to issue a Meeting of Tenant notice via Mail Merge.
	Where you need to differentiate recipients by delivery method you may select the relevant
	delivery method for the tenant contact
Meeting of Tenants	A Search for Meetings     A Search for Meetings     A Search for Meetings     A Search for Meetings     DBer Search Citeria     DBer Search Citeria     DBer Search Citeria     Meeting the     Meeting t
	Print     Print       Manager Salact All     Image: Committee Committ
	Tenants in NSW Strata Schemes must now receive a copy of all general meeting notices,
	regardless of the percentage of tenanted lots. The Act allows for the delivery of these
	notices to be via the Notice Board but this will not be possible in all plans.
	To enable tenants to receive a copy of a general meeting notice (excluding any meeting
	attachments) users with the required security access to the Configuration menu should
	launch the Association Type screen and complete the following steps:
lssue Agenda	Place the screen in Edit mode
	<ul> <li>Click on any Association types setup for Strata Plan – NSW</li> </ul>
Include Tenants	Tick Include tenants in GM notices     Save
	Edit Name Status Status Section 184 - NSW Certificate Section 184 - NSW Uniple templates to be separated by a comma Jurisdiction NSW Include temants in GM notices Additional Template
	When issuing an Agenda for any general meetings linked to an Association type with the
	Include tenants in GM Notices selected, the distribution list will display any valid tenants
	in the distribution screen.

	Distribute Agenda - 🕫 📷
	8 bits will be enabled 4 bits will be givened IF Print maling page
	2 Instants will be exacted 1 Instants will be exacted 1 Instants will be particular
	Lot II Unit Note     Lot A Sath Jane Morgan     Head Address     Hand Addres     Hand Address     Hand Address     Hand
	5         6         Data Mair Ry Uld         Hol@datamain.com.au         9           7         7         David Cameron Budgets         david/CBMerstrom.au         9
	8 0 Dennis and Robyn Taggat de@taggat.com 2 2 9 9 Sussan Leah Forter sussan@biggond.net.au 2 2
	10 10 Asthony John Michell entel Bignolesionals conces <table-cell> 🗆 🗌 11 Storage A. Ricemany Jane Brown sciencing/@traver.conc.eu</table-cell>
	12     Storage B     Sainh Jane Morgan     saidhergan (Brioglan com     P       13     Storage C     Data Main Phy-Uid     Mol@datanain com au     P
	14 Stonge D Data Main Pep Dd indo@datanain.com au
	1 1 Mato Mandi mato nelad Byanaha con au M
	P Dauge fees for printing Dit. Cancel
	P Grage res to moving
	The tenants are shown at the end after the owners, and will display the delivery method
	as selected for the Tenant contact on the Agent/Tenant/Leases tab on the Lot Owner
lesue Agenda	Screen.
asue Agenua	
	I he tenant details are displayed blue as will the label count to help identify the tenants
	separate to the owners.
	When sorting on the distribution screen the sort will be completed within the Owners list
	and Tenants list separately.
	When issuing the notice STRATA Master will issue a notice with any attachments to
	Owners and a notice without attachments to Tenants.
	Charges for printing and emailing agendas for tenants will apply at the same rate per page
	or per agenda charged for issuing owners agendas.
	NOTE:
	• When archiving the meeting notice, only a full copy of the notice (as issued to the
	Owners) is archived.
	• IT required, you may issue a full agenda to tenants via email by including them as
	Additional contacts on the notices tab.
	When printing an agenda the owners and tenants agendas will be sent to the printer
	The new Act now requires a new financial report to be distributed to Owners to be tabled
	as a single print job.
	at the Annual General Meeting. See the help file for further details in regard to the new
	report.
	The Statement of Koy Einspeigl Information can be preduced from either the Form 11.
	In the Statement of Key Financial information can be produced from either the Formatted
	Reports or AGM Preparation menu.
	AGM Preparation defaults the report to be produced first, but the report is not selected
	by default.
	To change the order or inclusion of AGM Preparation reports launch the Manage – AGM

	Preparation screen and change as required.
Statement of Key Financial Information	Image: Description of the second s
	Notes are recorded on the report to explain how the amounts are determined, and
	Owners Corporation.
	<b>NOTE:</b> When determining the total income for the period, STRATA Master excludes any

#### Other Changes

The following issues have been resolved:

Opening Balance Entry – Preview	<ul> <li>After previewing financial reports where the user opts to change entries prior to</li></ul>
Reports	posting, in some circumstances transactions were being removed in error.
Deleting Agents or Tenants	<ul> <li>Users were unable to delete an Agent or Tenant due to an error recording the action in the Audit Trail.</li> </ul>

08/12/2016 2:20 pm AEDT