

23 March, 2020

<p style="text-align: center;">CORONAVIRUS (COVID-19) SAFETY SHEET IN RELATION TO C F STRATA MANAGEMENT & WEDD REALTY</p>
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Dear All,

As you would be aware we all are in uncertain times due to the CORONAVIRUSES (COVID-19) and as such we have taken to following measures to help prevent the further spread of the Virus.

ATTENDING OUR OFFICE

We request that you NOT attend our office. Our office will ONLY be open for collection of Keys, Strata Inspections and General Meeting as may be required.

DO NOT ATTEND OUR OFFICE / MEETINGS if you have been overseas within the last 15 days , KNOWINGLY been in contact with someone who has or is being tested for the CORONAVIRUSES (COVID-19), and if you have symptoms such a dry cough and or a fever

HOLDING & ATTENDING MEETINGS

To assist Owners Corporations carry out their obligations under the Strata Schemes Management Act with regards to the holding of their Annual General Meeting and also in consideration of WH&S requirements as well as limiting the spread of the Virus, we note the below -

DO NOT ATTEND OUR OFFICE / MEETINGS if you have been overseas within the last 15 days , KNOWINGLY been in contact with someone who has or is being tested for the CORONAVIRUSES (COVID-19), and if you have symptoms such a dry cough and or a fever.

That we strongly urge Owners NOT to attend the meeting in person BUT VOTE VIA THE PRE MEETING ELECTRONIC VOTING FORM. While the form is meant to be emailed , should you not be able to do so, under these unprecedented circumstances we WILL accept them via Mail, Fax or Delivery to our office via the mail slot in the door.

Whilst, we understand that discussions surrounding some motions / matters may be required, the health and safety of all concerned should be considered paramount. We do NOTE that these discussions can take place by other means, email, post, phone.

OUR STAFF

All our staff have been asked to practise SOCIAL DISTANCING at all times.

Most staff are already able to work remotely, we will however be setting up the remainder of our staff so they are also able to work remotely if required. Obviously, if this is required it may / will have an impact on services.

We may also set up a split roster system at our office, so that we can have the office attended. We thank you for your understanding and co operation in these unprecedented times.

C F STRATA MANAGEMENT.