

Administrator Job Description

1. Meetings:
 - a. Prepares agendas, schedules and chairs general, annual and any special meetings.
 - b. Posts meeting agendas and minutes on the strata website.
2. Financial & Accounting
 - a. Prepares annual budget
 - b. Collect strata fees and deposits to bank on a monthly basis. Follows up on any NSF occurrences
 - c. Pays any utilities and any bills from contractors
 - d. Prepares annual Financial Statement
 - e. Provides a budget comparison report to show year-to-date activities for each meeting
3. Ongoing maintenance:
 - a. Organizes any building repair by first obtaining estimates, then approving the work, inspecting upon completion and then making payments ie:
 - i. Roofing
 - ii. Windows
 - iii. Landscaping
 - iv. Any other building repairs / maintenance ie: rat proofing, bird proofing etc.
 - v. Ensures regular depreciation reports are created.
4. Legal:
 - a. Submits any proposed bylaw or rule changes to the Land Titles office
 - b. Prepares and submits Form B, F for new buyers and lawyers
 - c. Maintains the strata website with budget information, agendas, meeting minutes, rules and bylaws etc.
 - d. Keeps abreast of any changes to the Strata Act
 - e. Investigate and (hopefully) mitigate and resolve any conflicts, any breaches of the strata bylaws or rules.
 - f. If required, register liens