



# BRICKS & MORTAR

## Dubbo Strata Management Newsletter



### OUR LOCATION

Our office is located in Unit 2 at 33 Hawthorn Street, Enterprise Business Park.

We are fortunate to be surrounded by other fantastic businesses within the complex, including:

- Alex&ria Digital Communication
- RAWCO Projects and Design
- Switch Electrical
- The Fast Lane walk - up cafe
- Bawd Property Trust
- OneLife Community Church

Plenty of easy parking off the street, coming off Cobra st, turn at traffic lights near Inspirations Paint!

### OUR WEBSITE

Did you know we have a website? Head to: [www.strataschemes.com.au](http://www.strataschemes.com.au) for a range of services and information available for Strata, Community and Neighborhood schemes!

These include:

- Maintenance reporting
- Requests for documents such as insurance or by - laws
- Update contact details
- Certificate requests for solicitors/conveyances
- Documents for meetings
- Inspection of Records requests
- Fact sheets on Strata/Community/Neighborhood schemes
- Information for Real Estates for rentals and sales

# COVID-19 SAFETY PRECAUTIONS

## CHANGE IN MEETING PROCEDURES

Dubbo Strata Management takes the safety of all those we work with including clients, contractors, industry professionals and tenants/occupiers of buildings seriously. To ensure we do as much as possible to help keep everyone healthy and prevent spread of Coronavirus (COVID-19) under current advice from NSW Health and SCA, we will be implementing the following:

- All meetings of the Owners Corporation or Community Association will be held electronically through our StrataVote meeting program as well as via teleconference for owners without use of e-mail, or for discussions still to be had at meetings if owners wish to. This includes all Annual General Meetings, General Meetings and Committee Meetings being held until advised otherwise.
- As part of meetings being held electronically, we will be happy to go through with each owner individually the meeting agenda if voting online through StrataVote to answer any questions and assist with the online voting process. This will need to be done 24hrs prior to the scheduled meeting date and time.
- Teleconference details for a meeting will be sent out with the meeting agenda for all owners to attend if they wish. Voting online through StrataVote constitutes attendance for a meeting and will mean attendance by phone will not be required unless you wish to.
- Proxy Forms/Nominations to the Strata or Executive Committee will still need to be received by our office 24hrs prior to the meeting, if not voting online. These can be sent via e-mail, fax or post.
- Meetings can also be held via Skype or Zoom if requested.

## REPAIRS AND MAINTENANCE

As the Coronavirus (COVID-19) situation continues to develop in our community and country, we will be aiming to take as many steps as possible to continue the obligations of the Owners Corporation to Repair and Maintain common property areas within a Strata Scheme. We want to ensure the health and safety of all contractors doing works at a property and lot owners/tenants/occupiers as much as possible.

Steps that can be taken to help:

- As a contractor, if you have been diagnosed with Coronavirus or are in self - isolation, please notify us as soon as practical so we can make alternative arrangements for any urgent repairs or maintenance needed, or arrange for an alternative date for works that may already be planned.
- If you are a contractor and have been in contact with someone at a property where works are being completed that is in self - isolation, please let us know as soon as practical.
- Any repairs or maintenance reported will be managed on a case by case basis for it's urgency. Repairs or maintenance that is needed for essential services or security of a property will be treated as urgent, with other items at the discretion of the contractor and owner/tenant.
- Any owners or tenants in Self - Isolation within a Strata or Community scheme, please let us know so we can ensure others are aware who may be accessing the property or living on site.

Any requests for Repairs or Maintenance can be done through our website at:

<http://strataschemes.com.au/request-maintenance-repairs-renovations>

Or alternatively we can be contacted on 02 6882 3900.

For any emergency maintenance items outside of business hours, or if you would prefer to send a text message, our 24hr mobile contact number is: 0420 949 972.

# COVID-19 SAFETY PRECAUTIONS

*Preventative Measures and Care Guidelines*

The infographic is divided into several sections. At the top, there are four small images: a child covering their mouth, hands being washed with soap, a man coughing into his elbow, and a woman covering her mouth with her hand. Below these images are four text boxes: 'Cover your mouth when coughing or sneezing', 'Clean your hands regularly', 'Stay home if you're sick', and 'Contact your GP or Health-Direct on 1800 022 222 if you're concerned'. The bottom section is a dark blue box with the title 'Novel coronavirus symptoms:' and four icons representing 'fever', 'sore throat', 'cough', and 'shortness of breath'. At the bottom of this box is the NSW Government logo and the website 'health.nsw.gov.au/coronavirus'.

1. Practice good hygiene to protect against infection and prevent the virus spreading.

2. Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.

3. Maintain at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing.

4. Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

5. Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

6. Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.

## THINK YOU HAVE COVID-19?

- If you are sick and think you have symptoms of COVID-19, seek medical attention. If you want to talk to someone about your symptoms first, call the Coronavirus Health Information Line for advice.
- Call this line if you are seeking information on coronavirus (COVID-19). The line operates 24 hours a day, seven days a week. 1800 020 080
- If you have serious symptoms such as difficulty breathing, call 000 for urgent medical help.
- Seek medical help from a doctor or hospital, call ahead of time to book an appointment.

## WHAT TO DO IF TESTED AND CONFIRMED FOR CORONAVIRUS DISEASE (COVID-19)

- Notify your Strata/Community Manager immediately on 02 6882 3900.
- If you are leasing in the building also notify your property manager immediately.
- Owners Corporation will install a sign in the common area giving notice that there is a confirmed case of Coronavirus (Covid-19) within the building.
- Extra measures will be taken to install hand sanitizer on common property.
- Additional Cleaning of common areas to be carried out to prevent the spread of Coronavirus.



# THINGS TO DO IN SELF - ISOLATION

*Ways to stay occupied by yourself or as a family!*

## HOW to STAY CONNECTED DURING SELF ISOLATION



1. Clear out your wardrobe! Dedicate your new found time and attention to sorting out your clothes, ditching items you haven't worn for six months and coordinating clothes into sections so it's easier to browse in the mornings. This is a great opportunity to get inspired about new outfits or rediscover an old favorite.
2. Read a book! It's time to read that book that's been sat on your shelf for the last few months. Get inspired by a best-selling memoir, indulge in a chick-lit or escape to a different world for a few hours. Hot drink and blanket desirable.
3. Play board games! If you're lucky enough to be in quarantine with company, embrace some old school entertainment and crack out the board games for some light competition. Monopoly should be chosen at your own risk. room or bathroom. Hairbrush microphone optional.
4. Catch up on Movies or TV you haven't watched yet! Either binge a box set or Netflix and Chill!
5. Have a treasure hunt through the home with kids, hide a favorite toy somewhere!
6. Have a home fashion parade with the kids, they can dress up in mum or dad's clothes!
7. Sort through photo albums (physical or digital)!
8. Do a home workout to stay active and get the endorphins flowing through you! Plenty of body weight exercises can be done in the lounge-room!
9. Do a crossword/Sudoku! Looking for something a bit more challenging? Put your brain to the test and do a crossword or Sudoku puzzle and see how far you can get. There's lots of online crosswords or word puzzles which means you don't have to leave the house to have a go.
10. Take the time to call up friends or family that you may not have spoken to in a while! Stay connected verbally and emotionally when you can't physically!

## WHAT CAN WE DO TO HELP YOU IN A TIME OF NEED?

- Our office is remaining open and available to visit if needed, but we ask if you are feeling unwell to remain at home and consult a medical professional.
- If any urgent maintenance work is required to be done inside your unit during self - isolation please let us know so we can arrange works.
- If you need assistance with anything at home but you are unable to leave due to self - isolation, please get in touch with us so we can try to help you. That may be picking up groceries, dropping something off to a business or something else that is needed, you are not alone!
- If you are an owner in self - isolation and need a chat to stop going house crazy, give us a call to chat about strata! That can make anything sound interesting! (Give us a call if you need a chat!)