

STRATA PROPERTY MANAGEMENT 101

Saturday 30 April 2022

Attend this Training Programme to find out
about Strata Properties &
Strata Property Management

Strata Property Management 101 is a training programme will provide fundamental knowledge on Strata Properties, Strata Management Processes and the Roles & Responsibilities of the vested parties. The programme comprises the following six modular courses to facilitate learners to choose a course/s which they have a direct vested interest in and the flexibility to choose other course/s which they may wish to know more about.

- Course 1:** Strata Properties & Strata Property Management
- Course 2:** Role & Responsibilities of the Developer
- Course 3:** Role & Responsibilities of the Management Corporation
- Course 4:** Role & Responsibilities of the Management Council & Council Members
- Course 5:** Rights & Responsibilities of SPs, Mortgagee in Possession & Lessee/Occupier
- Course 6:** Duties & Responsibilities of a MA, Appointment & Termination

Each course is of 3 hours learning duration with Q&A followed by a networking session for participants to share, learn and explore collaboration for the betterment of the strata management industry. The courses will be conducted in face-to-face mode; subject to prevailing Covid 19 safe distancing restrictions.

WHO SHOULD ATTEND

The course will benefit those who have a vested interest in Strata Management, including:

- Developers
- Subsidiary Proprietors/Owners and Management Councils of Strata properties
- Managing Agents and Facilities Management Service Providers
- Hard FM (Engineering) and Soft FM (Cleaning, Pest Control, Landscape, Security, Waste Management) Service Providers
- Anyone interested to find out more about Strata Management including those seeking employment in the industry.

COURSE 2: ROLE AND RESPONSIBILITIES OF THE DEVELOPER

COURSE CONTENT

1. Before MCST Registration & MC Constitution

- 1.1 Management of Development
- 1.2 Establish & Manage Maintenance Funds (MF)
- 1.3 Manage & Maintain Common Property
- 1.4 Accountability for Maintenance Funds

2. After MC Constitution to First AGM: Initial Period

- 2.1 Financial Procedures for MCST Established Maintenance Funds
- 2.2 Play Role of MC as Trustee & Observe Restrictions on MC
- 2.3 Convening of First AGM

3. After First AGM: Handover to MCST

- 3.1 Delivery of Documents
- 3.2 Prepare & Place Annual Budget for Approval
- 3.3 Other Aspects: Independent Condition Survey of Common Property
- 3.4 Latent Defects



