

Responsibilities of PLCA Members

- Represent your strata on the PLCA.
- Accept responsibility, with other PLCA members, for community property & for the quality of living in our complex, in accordance with our By-Laws.
- Facilitate communication between strata residents & the PLCA executive committee, if necessary.
- Place on your strata notice board/s the Agenda & Minutes of PLCA general meetings, executive meetings & other notices as requested.
- Deliver a 'Welcome Letter' to new residents to your strata. This has been issued separately & is also on our website. Note that it needs particularizing for your strata. Some members also provide a small gift such as a bottle of wine or a box of chocolates.
- Provide the secretary with information about residents' vehicles illegally parked in visitors' spaces or on the roadway near your strata. Details required: registration number, make of vehicle, dates parked, &, if known, the responsible resident/s.
- Be responsible for the Captain's Club keys for your strata. Refer below.

Captain's Club Keys – Members' Responsibilities

- Arrange the opening of the Club for any resident of your strata who has made a booking through Premier Strata Management.
- Check the condition of the Club prior to use.
- Check the condition of the Club after use.
- Ensure the Club is locked after use.
- Advise Premier Strata Management of the condition of the Club after use.

Premier Strata Management provides a list of bookings to members via email.

Jim Walsh
Hon. Secretary.
Approved at Executive Committee Meeting
19 March 2008.