



Strata Gal's Field Notes

TIME MANAGEMENT & ORGANIZATION

This quick guide is meant to share practical knowledge and spark discussion. It is not legal advice and does not replace your brokerage's policies, procedures, or professional guidance.

WHY IT MATTERS

- High volume, high stakes: 15-20 buildings, 2-3 meetings per week, ~10+ emails per building per day.
- Complexity: Every decision involves legislation, finances, and people with competing priorities.
- Risk of burnout: Without systems, the pace is unsustainable. Organization is not optional; it's survival.

YOUR FUTURE SELF WILL THANK YOU

- Portfolio tracker: One sheet with key contacts, vendors, and building quirks = faster decisions under pressure.
- Emergency sheet: Who to call, how to get in, and what's unique about the building. You'll be grateful at 10 p.m. on a Friday.
- Tidy building folders: Fill in gaps (contracts, insurance, warranties) now to avoid panic later.
- Standing lists: Directives, infractions, maintenance, water escapes... these are living documents you keep open every week (Strata Gal prefers good old Excel!).

CALENDAR PLANNING

- Annual map: Schedule entire year for entire portfolio in advance, you can always flex later; Tuesday/Wednesday evenings allow for timely pre- and post- work.
- Cluster site visits: Cut travel time by grouping properties geographically.
- Weekly planning: Friday afternoon or Monday morning, review last week, do a brain dump, set top priorities, calendar important tasks.
- Daily blocking: Reserve time for invoices, emails, agendas, and directives; protect your best energy for big-picture work.
- Boundaries: Log off after hours to preserve sanity and career longevity.

SMART WORKFLOW

- Triage: Aim for one touch... deal with it, document/directive it, delegate it, or delete it (delete spam! not correspondence!).
- Close the loop: Don't leave owners or councils wondering if you saw their message.
- Templates & auto-replies: Save your brainpower for the unique problems.
- Consistency: Use naming conventions so anyone can find the file later.
- Time blocking: Protect focus hours; batch emails instead of reacting all day.

DIRECTIVES

- Task tracker: Who owns it, by when, what's next.
- Visual cues: Flags, colors, or bolding to spot priorities instantly.
- Check-ins: Hold people accountable... including council and contractors.
- Calendar reminders: Automate follow-ups so nothing slips between meetings.

QUOTES & TRADES

- Reliable contractor list: Contact info, insurance, WorkSafe... all in one place, ahead of time!
- Track performance: Make your own notes on who shows up, who bills fairly, and who causes headaches.
- Organize by project type: Bundle quotes across multiple buildings (e.g., dryer vents in spring).
- Quote library: Saves rework and helps estimate quickly during budget season.

PROACTIVE COMMUNICATION

- Keep it simple: Ditch legalese; councils want clarity, not case law.
- Regular updates: Send directives lists at consistent intervals so they don't chase you and they learn to wait for that update email they know you'll be sending.
- Anticipate concerns: Try to address the basics of cost, access, and disruption before you're asked, will save time in email threads later.
- Guidance, not just info: Councils need your recommendations to move decisions forward; they will not thank you for not guiding them, even if it was 'their responsibility'.

COUNCIL'S ROLE

- Clear expectations: Councils work better with SOPs... it's not micro-management, it's empowerment.
- Designate one communicator: Fewer inbox logjams, less he-said/she-said; pick the most reliable stakeholder, the get-it-done-leader person.
- Committees for detail work: Let small groups hash out the noise before it lands in your inbox.
- Defined scope: If you empower a committee, give it timelines, budgets, and authority IN WRITING so they don't stall.

The screenshot displays a Microsoft Word document titled "STRATA PLAN BCS2345 - THE SAMPLE DIRECTIVES" and an email client window. The Word document is a table with columns: Last updated, Category, Section, Notes, Assigned to, and Status. It contains three rows of directives. The email client shows a message from Bob to Strata Gal, dated November 2, 2025, regarding a follow-up on landscaping concerns.

Last updated	Category	Section	Notes	Assigned to	Status
November 2, 2025	Preventative maintenance	Strata	Roof - Directed to get quotes for annual maint & repairs. ABC Roofing, Bob's Roofing, Roofs R Us quotes received & added to agenda folder. Council approved ABC quote, approval sent to vendor, awaiting scheduling. Scheduled for Dec 5. Notice posted via email and sent to council to post in lobby.	Vendor	Scheduled
November 8, 2025	Corrective maintenance	Strata	Mechanical - caretaker reported parkade gate not functioning, dispatched ABC Doors. Emergency/temporary repairs completed for gate function, quote awaited for replacement of pulley assembly.	Vendor	Awaiting Quote
October 12, 2025	Council meeting directive	Strata	Access devices - Council completing FOB audit, notice posted to residents with due date of Sept 30th, caretaker provided tracking chart. Sent follow up notice on Sep 25 and Oct 5. Completed and site staff deactivated non-reported FOBs. To be confirmed in next meeting minutes.	Council	Complete

Hi Bob

Thank you for your email. This will be added to the agenda of the next meeting for the Strata Council's review.

Please be aware that you will not be contacted unless it is necessary to clarify details or to schedule a mediation. Council decisions will be included in the minutes of the Council meetings. Should the circumstances necessitate a detailed response, a letter will be issued after the meeting.

Thank you,

Strata Gal