

Example of activity log report to owners & treasurer

UNITCARE SERVICES

CONFIDENTIAL ACTIVITY REPORT FOR STRATA CORPORATION ##### INC BETWEEN 01 OCT 2008 AND 31 OCT 2008
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CORPORATION CODE	UNIT	DATE	ACTIVITY DESCRIPTION
xxxxxx	5	02/10/08	income entered for unit 5
xxxxxx		02/10/08	ledger & activity report posted to treasurer
xxxxxx		02/10/08	invoice to presiding officer for approval... fire inspection & checks pay if no reply 7 days
xxxxxx		08/10/08	paid creditor_ body corp' fees _ associated corporation for period 1/7/08 _ 30/9/08
xxxxxx		08/10/08	paid creditor_ electricity charges 1/7/08 _ 29/9/08
xxxxxx		09/10/08	paid creditor_ electrical works inspection of emergency lighting & security & replacement
xxxxxx		13/10/08	paid creditor_ fire equipment contract 1/7/08 30/9/08
xxxxxx		13/10/08	paid creditor_ grounds maintenance 27/9/08 _ 10/10/08
xxxxxx		13/10/08	paid creditor_ telephone charges
xxxxxx	1	13/10/08	corp' account notice printed for unit 1
xxxxxx	2	13/10/08	corp' account notice printed for unit 2
xxxxxx	3	13/10/08	corp' account notice printed for unit 3
xxxxxx	4	13/10/08	corp' account notice printed for unit 4
xxxxxx	5	13/10/08	corp' account notice printed for unit 5
xxxxxx	6	13/10/08	corp' account notice printed for unit 6
xxxxxx	7	13/10/08	corp' account notice printed for unit 7
xxxxxx	8	13/10/08	corp' account notice printed for unit 8
xxxxxx	9	13/10/08	corp' account notice printed for unit 9
xxxxxx	9	15/10/08	letter to u20 resident & coy to agent re noise... NOISY BEHAVIOUR We need your help. We are the body corporate managers for your group of units. We have received several complaints from your fellow residents: We would appreciate your help in keeping noise at your unit and adjacent stairways to a minimum especially after 10pm in the evening. We have attached a copy of the Articles/Resident Rules. These are designed to make your life and everyone elses a little easier. Please take the time to read them. Thanks for your help.
xxxxxx		20/10/08	Mail (levy notice) received returned with message on envelope "RTS". Rang City Realty who advised to re_post it to them
xxxxxx		20/10/08	paid creditor_ water & sewerage rates oct_dec
xxxxxx		27/10/08	income entered for unit 22
xxxxxx		27/10/08	paid creditor_ land tax 2008/2008 as at the end of june 2008
xxxxxx		27/10/08	paid creditor_ grounds maintenance 11/10/08 _ 24/10/08
xxxxxx	8	29/10/08	income entered for unit 18
xxxxxx	9	31/10/08	income entered for unit 16