NETSTRATA

WEB PORTAL

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1. HOW TO LOG ONTO THE NETSTRATA WEB PORTAL

At Netstrata we have the pleasure of offering quality strata and community title management to our clients. We are always looking for new ways to keep our clients updated and be the technological leaders in the strata industry. Our client web portal is a simple way of us providing our clients with all the information they need at a time that is convenient to them – 24/7.

Visit www.netstrata.com.au and select 'Client Login'
which then leads you to https://portal.netstrata.com.au/

Welcome to Your Online Building Portal

Your Netstrata Owners Portal gives you the option to view, download, print or save a host of information or update your contact details at your convenience whenever you need it, 24Hrs a Day, 7 Days a week. There's no need to wait for office hours or even to pick up the phone, this information is now at your fingertips!

Sign In

Username

Password

Remember me

Login

Need Help?

If you do not know your password, Please click **here**

If we know your email address, then we will send you your password, otherwise our office will contact you.

Usernames and password details are provided to owners and executive committee members. If you have not received yours, please click **here**.

Sign Up

Each owner receives a username and password from Netstrata when they become an owner in a scheme managed by Netstrata. If you are unable to locate your username, please contact your strata manager.

When owner's logon to the Netstrata owner portal for the first time they will be asked to update their password, any password entered is maintained in accordance with Netstrata's privacy statement.

To view the privacy statement, please refer to the following link:

https://www.netstrata.com.au/privacy-statement/

2. WHAT OWNER SPECIFIC INFORMATION CAN I SEE?

Each owner may view a myriad of details specific to their property, being:

- Property details
- Unit of entitlement allocation for their lot
- Purchase date
- Contact details
- Agent and tenant details
- Financial status of levies (including last payment received)

These details can be viewed by selecting the appropriate icon on the home page or hovering over the 'Home' tab, the drop-down menu highlights the above-mentioned options.

When selecting the financials tab, owners can also view their payment ledgers, financial reports as well as their latest levy notice.

Financials

Review your ledger balance or Preview and download financial reports

Reports:

Preview This Financial Year Ledger

Preview Last Financial Year Ledger

Preview Current Financial Reports

Preview Previous Financial Reports

Preview The Latest Levy Notice

**Balance Sheet**

Financial Period
01/09/2017 - 31/08/2018

Strata Plan 12345
2 SMITH ROAD SMITHTOWN

	Administration Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	10,299.41	12,505.80	22,805.21
Levies Receivable	132.00	0.00	132.00
Total Assets	**10,431.41**	**12,505.80**	**22,937.21**
LIABILITIES			
Levies Paid in Advance	0.45	0.00	0.45
GST Liabilities	762.33	372.36	1,134.69
Accounts Payable	1,076.16	0.00	1,076.16
Total Liabilities	**1,838.94**	**372.36**	**2,211.30**
Net Assets	**8,592.47**	**12,133.44**	**20,725.91**
OWNERS FUNDS			
Opening Balance	2,215.27	2,133.44	4,348.71
Surplus / Deficit for the period	6,377.20	10,000.00	16,377.20
Closing Balance	8,592.47	12,133.44	20,725.91
Total Owners Funds	**8,592.47**	**12,133.44**	**20,725.91**

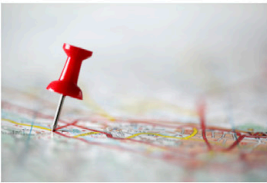# 3. WHAT BUILDING SPECIFIC INFORMATION CAN I SEE?

Netstrata's web portal allows lot owners to view building specific documentation. By hovering over the images shown below, various documentation can be viewed within the following categories:
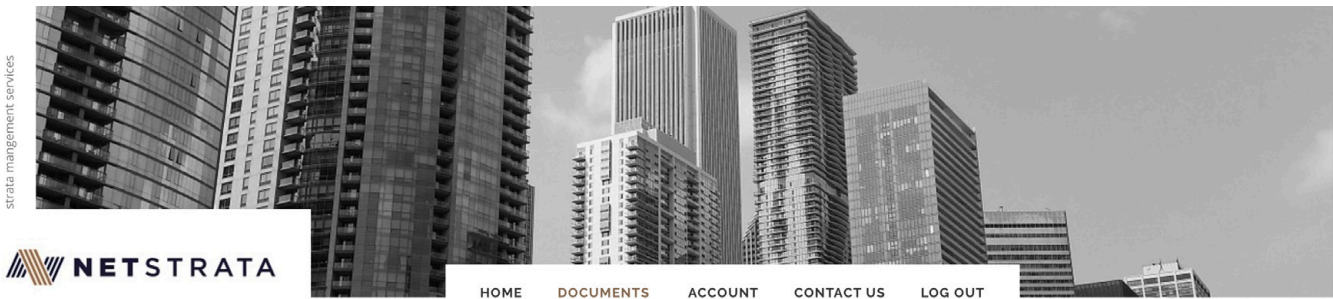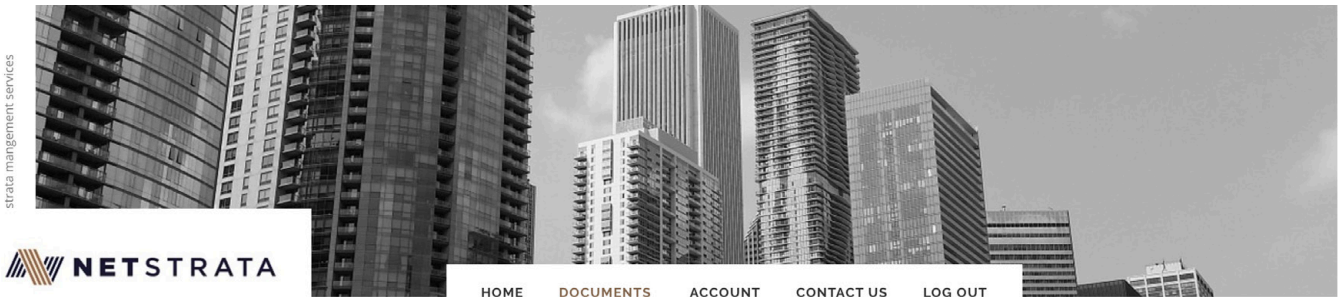

A) FINANCIALS

The Current & past year financial reports can be downloaded. Once an invoice is paid by Netstrata, the current year financial reports updated within 1 business day.

Also available in the financials tab are documents such as the financial audit reports and capital works fund (sinking fund) reports.

B) BY-LAWS

Netstrata maintains a full consolidated set of by-laws for every scheme, from time to time schemes will pass additional by-laws, as such we ensure an updated set of by-laws is on the web portal upon registration of the new by-law(s).

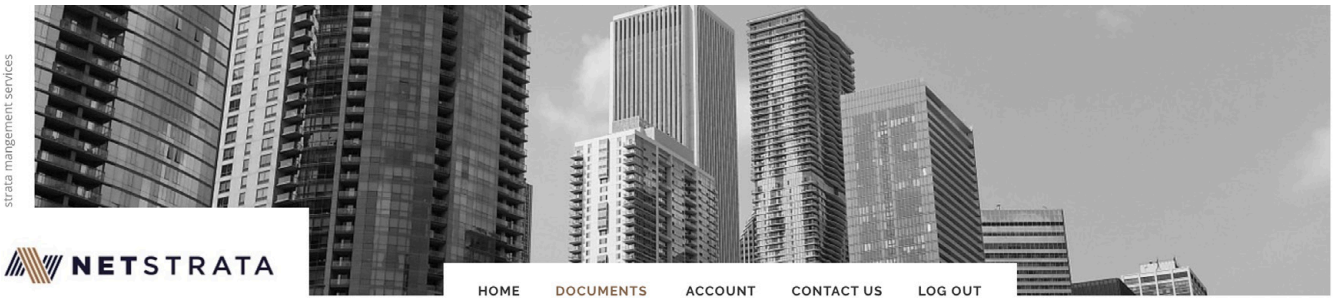## C) INSURANCE

The 'Certificate of Currency' (Insurance Certificate) can be viewed or downloaded. Owners may need these documents from time to time when obtaining their own contents insurance or refinancing.
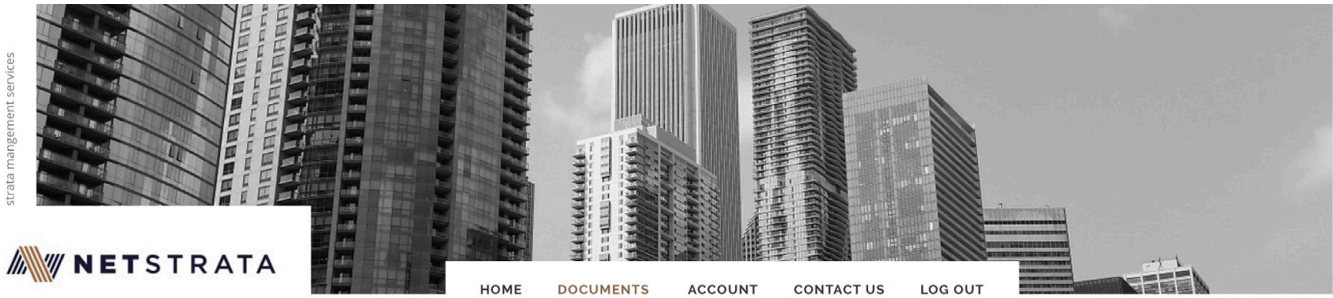
Specific documents can be uploaded such as strata plans, quotes, reports etc.

Documents List

If you are unsure of the category for your document, please search it here.

Search

File Name
_____

Category
_____

Search

E) RP DATA

Netstrata provide a suburb by suburb sales history report so that owners are aware of recent sales.

Owners can scroll through the alphabetised list or simply use the search function to locate the suburb sales document that they wish to peruse.
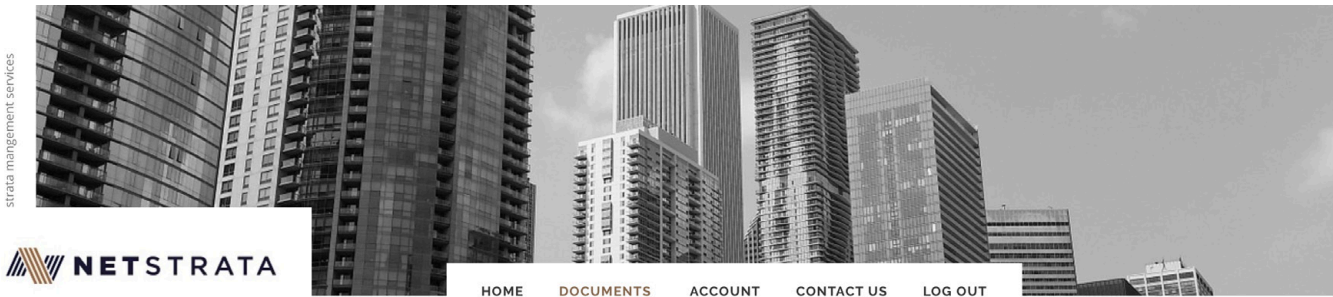
Documents List

If you are unsure of the category for your document, please search it here.

		FILE NAME	DESCRIPTION	CATEGORY
🔍	⤓	RPD Albion Park Sales	RPData Sales Report June 2019	RP Data
🔍	⤓	RPD Alexandria Sales	RPData Sales Report June 2019	RP Data
🔍	⤓	RPD Allawah Sales	RPData Sales Report June 2019	RP Data
🔍	⤓	RPD Annandale Sales	RPData Sales Report June 2019	RP Data
🔍	⤓	RPD Arncliffe Sales	RPData Sales Report June 2019	RP Data

Search

File Name
_____

Category
RP Data

Search

Sold Properties

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42 Alexander Street Alexandria NSW 2015
Sale Price: $826,000
Sale Date: 30 Jan 2019
Area: 95m2

Attributes: 1 Beds, 1 Baths

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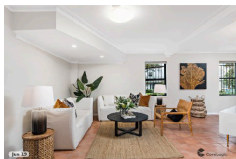
39 Anderson Street Alexandria NSW 2015
Sale Price: $1,305,000
Sale Date: 7 May 2019
Area: 504m2

Attributes: 3 Beds, 2 Baths, 2 Car Spaces, 2 Lock Up Garages

16A Beaconsfield Street Alexandria NSW 2015
Sale Price: Not Disclosed
Sale Date: 6 May 2019
Area: 138m2

Attributes: 4 Beds, 2 Baths

F) MEETING MINUTES

All meeting notices and minutes are automatically uploaded to each scheme's web portal.

strata mangement services

NETSTRATA

HOME   DOCUMENTS   ACCOUNT   CONTACT US   LOG OUT

Documents List

If you are unsure of the category for your document, please search it here.

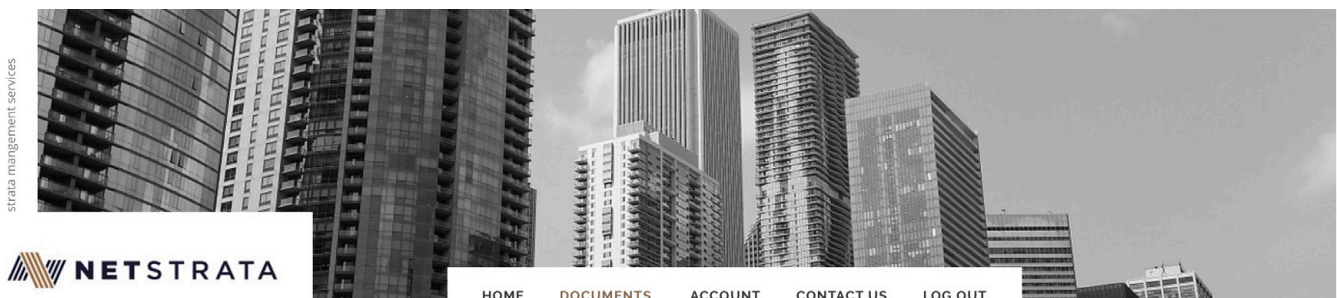|		FILE NAME	DESCRIPTION	CATEGORY
🔍	⬇	2016 XGM Not	2016 XGM Notice 27/7/16	Minutes Book
🔍	⬇	2014 1 AGM Notice	1AGM Notice	Minutes Book
🔍	⬇	2014 XGM Notice	2014 XGM Notice	Minutes Book
🔍	⬇	1 AGM Mins	1AGM + XGM Minutes	Minutes Book

Search

File Name

Category

Meeting Minutes

Search

4. ONLINE PRE-MEETING ELECTRONIC VOTING

Any strata scheme may pass motion at a duly convened general meeting of their Owners Corporation to allow pre-meeting voting, in accordance with the Strata Schemes Management Regulation 2016, Regulation 14.

Essentially a pre-meeting vote allows an owner to cast a vote prior to a meeting instead of attending physically or appointing someone as their proxy to attend the said meeting.
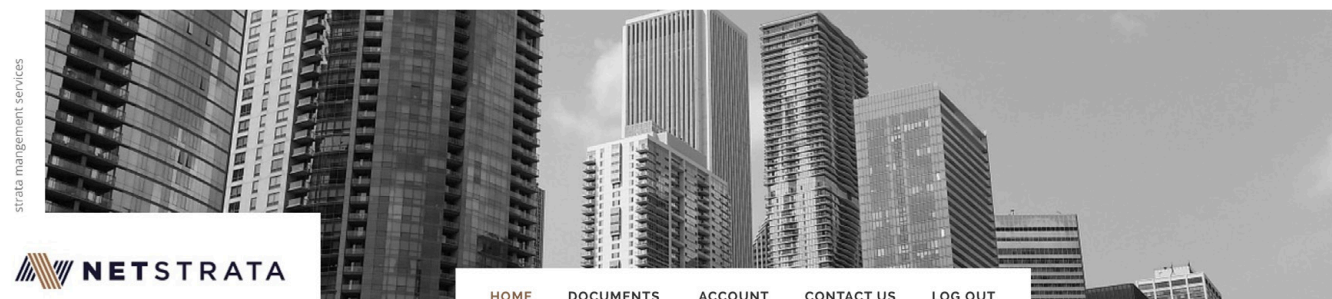
Netstrata's Pre-Meeting Electronic Voting tab (shown as the 'Vote!' tab) allows owners to select each motion to be voted on at an upcoming meeting and simply record how they wish to vote on the motion. Once an owner has voted online, there is no need to do anything further as their strata manager will receive their vote electronically. An example is as follows:

Motion 1 of 20: Confirmation of Previous Minutes

Title: That the minutes of the last general meeting to be confirmed.

Explanation: The minutes of your last general meeting will need to be confirmed. A copy of the previous minutes were forwarded to you shortly after the last general meeting, if you have not received a copy of these minutes please contact our office or you may view a copy via your owner portal at www.netstrata.com.au. If you have forgotten your user name and password please email admin@netstrata.com.au

- ◯ In favour
- ◯ Against
- ◯ Abstain

Previous   Next

My Votes Summary

Apply vote for all motions		▼

1. Confirmation of Previous Minutes	Not Voted	Quick vote
2. The Financial Statements	Not Voted	Quick vote
3. Appointment of an Auditor	Not Voted	Quick vote
4. Strata Managers Report	Not Voted	Quick vote
5. Management Agreement	Not Voted	Quick vote
6. Annual Fire Safety Statement	Not Voted	Quick vote
7. Building Defects and Rectification	Not Voted	Quick vote
8. The Strata Insurances	Not Voted	Quick vote
9. 10 Year Capital Works Plan	Not Voted	Quick vote
10. The Proposed Budget & Strata Levies	Not Voted	Quick vote
11. Major Building Work (Major Renovations) By-Law	Not Voted	Quick vote
12. Overdue Levies	Not Voted	Quick vote
13. Call for Nominations to Strata Committee and Election	Not Voted	Quick vote
14. Restricted Matters	Not Voted	Quick vote
15. Recovery of Administrative Costs By-Law	Not Voted	Quick vote
16. Recovery of Stationery Expenses By-Law	Not Voted	Quick vote
17. Aluminium Cladding Inspection	Not Voted	Quick vote
18. Workplace Health & Safety Act	Not Voted	Quick vote
19. Amend Strata Management Statement - Insurance Contribution	Not Voted	Quick vote
20. Motion for Owners Corporation to Execute Form 11R Request	Not Voted	Quick vote

5. UPDATING CONTACT DETAILS

The Netstrata web portal allows owners to simply view and update their personal details by selecting the below icon:

Owner
DETAILS

A preview of your Owner contact details which we currently have on file

READ MORE

The details we have on file will appear (solely for the owner who has logged into the portal), these can easily be updated by selecting the 'Edit Owner Details' icon as follows:

Owner Details

A preview of your Owner contact details which we currently have on file. Please click **here** to edit your contact information.

📄 Edit Owner Details

The owner details, managing agent details (where the lot is leased), tenant details and current addresses for service of notice can be updated:

❭ Owner Details   ❭ ManagingAgent   ❭ Tenant   ❭ Addresses

6. CONTACT NETSTRATA ON THE PORTAL

When logged onto the portal, owners can contact their strata manager to report maintenance issues, raise queries or make a specific request. Simply select the 'Contact Us' tab and write your message, this will be directed to your appointed strata manager.

Thank-you for the opportunity to share with you the functions of our client web portal, should you have any further questions please feel free to contact your appointed strata manager.