



EFFICIENT ENERGY TOOLKIT

This toolkit is designed to support you in approving and entering into a Electricity Services and Management Agreement (ESMA).

Click on the links to access additional information, videos, tips, tricks, and templates for smooth navigation. Don't forget, we are just a phone call away and ready to help in any way possible!

7 SIMPLE STEPS AWAY FROM ENERGY PEACE OF MIND!

The Sectional Title Schemes Management Act ("STSMA") and Prescribed Management Rules ("PMR") set out the process which must be followed by the Community Scheme in order to enter into an efficient energy agreement.

1 ESTABLISH BODY CORPORATE NEEDS

First things first, let's understand what your complex actually needs. At STS, our solar experts work with the body corporate to assess the setup and suggest the best Efficient Energy solution that maximises the benefits for everyone.

2 GET A CUSTOM SOLAR PROPOSAL

After the assessment, we'll put together a tailored proposal. It includes things like the system design, size, where it'll go, how much it'll cost, how it looks, and what the benefits are.

3 LET EVERYONE KNOW

As required by PMR 29(2), all owners need to be informed about the proposed changes to the common property. A notice goes out to keep everyone in the loop and explain what's being planned. (*Check out [our process guide](#) for the full lowdown.*)

4 TRUSTEE APPROVAL

A quick trustee meeting is needed to give the green light to the proposal and choose two trustees who'll be authorised to sign off on the solar documents.

5 SEND THROUGH THE PAPERWORK

At this stage, you can send all the necessary documents to STS while the above is happening. This helps us get started with our review to keep things moving smoothly.

6 SIGN THE AGREEMENTS

We'll then send the agreements and any other documents to the trustees for signing, all easily managed via our QS Portal.

7 INSTALL AND START SAVING!

Once everything's signed and approved, we're good to go! The efficient energy system gets installed, and you can start enjoying reliable power and real savings, year after year.

REQUIRED DOCUMENTATION CHECKLIST

- ☐ Prescribed Management Rule ("PMR") 29(2) Notice sent to Members
 - Notice of AGM/SGM to Members (*if applicable*)
 - Signed AGM/SGM Minutes (*if applicable*)
 - Special Resolution – approval of proposal (*if applicable*)
- ☐ Trustee Resolution - authorising two signatories to enter into and sign the energy agreement with Bright Light
- ☐ Identity documents of the authorised signatories (FICA purposes)
- ☐ Completed Trustees and Managing Agent Declaration confirming, among other things, that the body corporate has no pending legal proceedings or judgments against it.
- ☐ Managing Agent Fidelity Fund Certificate
- ☐ Current building insurance policy
- ☐ Latest Annual Financial Statements (signed by trustees and auditor)
- ☐ Current management accounts (not older than 3 months)
- ☐ Current budget and cash flow report
- ☐ Latest levy roll
- ☐ Current debtors age analysis
- ☐ Trustees contact details (full name, email and contact number)
- ☐ Managing Agent details (full name, portfolio managers name, email and contact number)

TOOLS AND TEMPLATES

- ➔ [Quorum calculator](#)
- ➔ [PMR 29\(2\) Notice](#)
- ➔ [Voting card](#)
- ➔ [Special resolution](#)
- ➔ [Notice of meeting](#)
- ➔ [Trustee resolution](#)
- ➔ [Trustee and managing agent declaration](#)

HELPFUL GUIDES AND VIDEOS

- ✓ [Demystifying the various types of resolutions in community schemes](#)
- ✓ [Sectional Titles Schemes Management Act, 2011 \(Act No 8 Of 2011\) Sectional Titles Schemes Management Regulations](#)
- ✓ [Plugged in and playing by the legal compliance rules: when sectional title schemes go solar](#)
- ✓ [Installing solar in sectional title schemes: choosing the right path to sustainable energy](#)
- ✓ [What are peak shifting and peak shaving?](#)
- ✓ [STS efficient energy FAQ's](#)
- ✓ [FREE Community Scheme training course \(TRACS\)](#)

