



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 ("ST SMA") 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 – it's important to understand exactly what your complex needs. At STS, our solar experts work closely with the body corporate to assess the current setup and recommend the most suitable Efficient Energy solution, ensuring the best possible outcome for all residents.

2 GET A CUSTOM SOLAR PROPOSAL

Once the assessment is complete, we'll put together a tailored proposal covering everything you need to know – from the system design and size, to placement, cost, what it will look like, and the benefits for your scheme.

3 APPROVAL PROCESS

OPTION 1 As required by PMR 29(2), all owners must be notified of any proposed changes to the common property. A formal notice is issued to ensure everyone is informed and understands what is being planned. (For more detail, refer to our [process guide](#).)

OPTION 2 If the proposal is taken to an AGM or SGM, quorum must be present before a special resolution can be considered. Voting cards must be issued, and owners must record their details and vote for tallying. Where fewer than 50% of owners are present, PMR 20(9)(a) will apply.

4 IMPLEMENTATION OF SPECIAL RESOLUTION

A Trustee meeting will need to follow to implement the special resolution and confirm the two Trustees authorised to sign the agreement and supporting documents.

5 DOCUMENTATION

The required supporting documents can be sent through to STS concurrently to the above, to enable STS to conduct its review.

6 AGREEMENTS

The agreement and other supporting documents are sent to the trustees for signature on the QS Portal.

7 INSTALL AND START SAVING!

Once all approvals are in place and agreements are signed, installation can proceed, allowing the scheme to benefit from reliable power and long-term cost savings.

HELPFUL GUIDES AND VIDEOS

- ✓ [Demystifying the various types of resolutions in community schemes](#)
- ✓ [Plugged in and playing by the legal compliance rules: when sectional title schemes go solar](#)
- ✓ [What is peak shifting and peak shaving?](#)
- ✓ [EV chargers in community schemes: What you need to know](#)
- ✓ [South Africa's renewable energy revolution gains momentum in 2026](#)
- ✓ [STS efficient energy FAQ's](#)
- ✓ [Installing solar in sectional title schemes: choosing the right path to sustainable energy](#)
- ✓ [When Residential Estates Become "Business Users"- The SCA Clarifies Electricity Tariffs in Mixed-Use Developments](#)
- ✓ [Summer is the season for solar](#)
- ✓ [Smart solar and water solutions to beat rising utility costs](#)
- ✓ [Maintaining your power: a guide to solar panel and battery backup system maintenance in sectional title schemes](#)
- ✓ [Understanding solar battery backup systems: a necessity for South Africans](#)
- ✓ [Sectional Titles Schemes Management Act, 2011 \(Act No 8 Of 2011\) Sectional Titles Schemes Management Regulations](#)

TOOLS AND TEMPLATES

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

TRAINING ACADEMY FOR COMMUNITY SCHEMES



Educating an Industry

TRACS is the Training Academy for Community Schemes in South Africa. Learn all you need to know about ownership or rental, as well as managing a Community Scheme in South Africa.

- ✓ [FREE Community Scheme training course](#)
- ✓ [Download our free Sectional Title Scheme Reference Guide](#)

