



## **SAMPLE: Strata Council Binder Index with Tab Suggestions**

The follow page includes a sample index with tabs, specifically designed to assist a strata council with the creation of a strata council binder.

Maintaining a well-organized binder, with all of the appropriate strata documents, can assist a strata council member in managing the records, documents and administration of the strata corporation.

# Strata Council Binder

Registered  
Strata Plan Number

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This binder belongs to:

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## Registered Bylaws Rules

Strata Plan Common/ Index Parking Space & Storage Locker Plans	1
Annual Operations Plan	2
Depreciation Report	3
Strata Property Act & Regulations	4
Insurance Documents	5
Annual Budget *Strata Management Agreement	6
AGM/SGM Minutes	7
Council Meeting Minutes	8
Monthly Financials	9
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