



GOLDEN MEADOWS STRATA ASSOCIATION

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PROCEDURES – ADJUSTMENTS TO STRATA APARTMENTS - PSP # 594

Dear Residents

Golden Meadows Strata PSP #594– Apartments/Blocks

Preamble

The Registrations of Strata Titles Act prohibits the unstructured and unapproved adjustments to **Apartments/Blocks** (without due process). Any adjustments done in the past or the future without the due processes are in breach of the Act. The following is the due process and will be tabled as a Bylaw on November 22, 2020. Persons wishing to adjust Strata Apartments/Blocks **MUST** follow the below due process:

Step1:

- Secure certified drawings/diagrams for the intended adjustments
- Secure signatures of block owners for the intended adjustments
- Submit request to the siting Executive Committee with all relevant documents
- Executive Committee will deliberate on the matter and give provisional approval or non-approval
- If the Executive Committee gives provisional approval, the matter is now referred to the next Annual General Meeting (AGM) of all owners.

Step2:

- Notice of the intended property modification Resolution is to be given to all residents at least seven (7) days before the date of the AGM.
- All owners must vote unanimously to approve the property adjustments at the AGM.
- The decision of the AGM should be given to the owner in writing and then taken to the National Land Agency (NLA) of Jamaica for registration.
- The owner is to pay the legal fees to process the registrations for the building changes at the NLA. The Executive will take the application for registration to the NLA.

Step3:

- If/When the NLA approves the property adjustments, the Executive Committee will advise the Proprietor in writing. The Proprietor will then notify the Executive about the schedule of the renovations works
- The Executive Committee will then notify residents of the approval and the schedule renovation works.
- The completed renovation works will be inspected and passed by the NLA before adjustments to the title of the property.

END OF RESOLUTION PROCEDURES