

The Role of the Body Corporate Committee in a Timeshare Resort

In a timeshare resort, all owners share responsibility for the property. The Body Corporate Committee (BCC) is elected by owners to help manage the resort on their behalf and ensure it is well run, well maintained, and financially sustainable.

While all owners vote on major decisions at general meetings, the committee plays a vital governance and oversight role throughout the year.

1. Representing All Owners

Committee members are elected to act in the interests of **all owners**, not just themselves or a small group.

They are responsible for:

- Listening to owner concerns and feedback
 - Communicating information back to owners
 - Advocating for fair, transparent decision-making
 - Finances
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2. Overseeing Resort Maintenance

A timeshare resort must remain attractive, safe, and functional for owners and guests. The BCC helps ensure:

- Routine maintenance occurs as planned
- Repairs are approved and completed quickly
- Health and safety standards are met
- Common areas and units stay in good condition
- Long-term maintenance is properly planned

Good maintenance protects **property value, enjoyment, and resale potential**.

3. Budgets, Levies, and Financial Management

The committee helps prepare the **annual budget** and recommends what levies owners need to pay. This includes:

- Day-to-day operating costs (cleaning, utilities, insurance, staffing)
- Long-term maintenance and refurbishment planning
- Making sure levies are fair and based on real needs
- Avoiding surprises or sudden increases by planning ahead

A well-managed budget keeps the resort financially stable and avoids deterioration.

4. Implementing Decisions of Owners

Owners approve motions at the AGM or special meetings. The BCC, usually through a contracted management company, then makes sure those decisions are put into action by:

- Engaging contractors and service providers
 - Overseeing the body corporate manager or resort manager
 - Monitoring progress and reporting back to owners
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5. Setting and Enforcing Rules

Timeshare resorts rely on clear and fair rules. The BCC:

- Reviews and proposes changes to rules or policies
- Works to ensure peaceful and respectful use of the resort
- Addresses issues such as noise, parking, pets, or misuse of units
- Ensures rules are enforced consistently and fairly on owners and exchangees

Timeshare Rules have to be approved by owners at a General Meeting.

6. Role of the Committee Chair

The Body Corporate Chairperson plays a central leadership role within the committee. Key responsibilities include:

- **Providing leadership** to ensure the committee operates efficiently, effectively, and in pursuit of agreed goals.
 - **Overseeing meeting management**, including scheduling meetings, preparing agendas, facilitating discussions, reviewing draft minutes prior to distribution, and following up on action items.
 - **Guiding collective decision-making** by supporting members, addressing questions and issues, and fostering an inclusive, constructive environment.
 - **Acting as the main point of contact and spokesperson** for the committee
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7. Working with the Resort / Body Corporate Manager

Most timeshare resorts use a professional manager to handle administration and daily operations. The BCC:

- Acts as the primary contact for the manager (Classic Holidays Ltd in our case)
- Provides guidance and instructions
- Reviews contracts and performance
- Ensures value for money and quality service

8. Protecting the Future of the Resort

A strong committee looks beyond short-term problems and plans for long-term success. This may include:

- Strategic planning for longer term actions or addressing particular risks
 - Long Term Maintenance Plans and refurbishment schedules
 - Funding strategies for future repairs or upgrades
 - Rental or exchange programs
 - Legal and compliance requirements
 - Considering the future direction of the resort (e.g. redevelopment or sale)
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9. Communication and Transparency

Owners deserve to know how their levies are used and how decisions are made. The committee should:

- Share meeting minutes and financial updates
 - Provide progress reports on maintenance or projects
 - Encourage owner feedback and participation
 - Build trust through honesty and openness
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10. Acting Responsibly and in Good Faith

Committee members must:

- Act honestly and fairly
 - Avoid conflicts of interest
 - Make informed and reasonable decisions
 - Follow the law and body corporate rules
 - Always consider what is best for *all* owners and the resort as a whole
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Why a Strong Committee Matters in a Timeshare

A proactive, communicative, capable and transparent committee helps to:

- ✓ Maintain high standards and guest satisfaction
- ✓ Protect property values and resale potential
- ✓ Keep levies fair and well-managed
- ✓ Prevent costly repairs through forward planning
- ✓ Avoid disputes and promote harmony
- ✓ Secure the resort's long-term future

Want to Get Involved?

Serving on the Body Corporate Committee is one of the most effective ways to protect your financial investment and the long-term success of the resort.

You don't need special qualifications—just common sense, willingness to learn, and a commitment to working with others.

Your voice matters. Your involvement makes a difference.