

Professional Services included in the management fee are:

General

- ✓ Provide advice to the Strata Company and Council on matters of compliance, procedure and management in regard to the Strata Titles Act 1985 (2018 Amendment)
- ✓ Attend to all communications and queries
- ✓ Maintain a record of owners' details
- ✓ Provide safe custody and implementation of common seal
- ✓ Provide guidance on by-laws
- ✓ Maintain the currency, possession and care of the strata company records

Annual General Meetings

- ✓ Prepare annual general meeting agendas
- ✓ Prepare draft budgets for annual general meetings
- ✓ Attend annual general meetings (Either at your complex, via teleconference or at a nearby Recreation Centre Meeting Room)
- ✓ Chair annual general meetings (as needed)
- ✓ Prepare and distribute annual general meeting documentation

Financial

- ✓ All accounts receivable activities. This includes the preparation and serving of levying notices
- ✓ All accounts payable activities
- ✓ Maintain all financial records of the company
- ✓ Prepare and provide annual financial statements
- ✓ Calculate and prepare proposed levy contributions
- ✓ Administer initial debt email reminder notifications

Insurance

- ✓ Ensure insurance coverage of the buildings and common property is maintained
- ✓ Attend to insurance claims as required

Maintenance

- ✓ Attend to routine maintenance, repair and replacement of common property as required
- ✓ Liaise with the caretaker/facility manager as required

Services that DO NOT incur extra charges

- ❖ AGM attendance
- ❖ Record Storage & Archiving
- ❖ Software Maintenance
- ❖ Insurance claims and processing
- ❖ Obtaining maintenance quotes for common areas

Additional Services

(Which incur extra charges)

- ❖ Attendance at EGMs or council meetings
- ❖ Administer follow up debt notifications and/ or manage legal debt collection
- ❖ Postage (other than levy invoices)
- ❖ Attendance at the strata complex
- ❖ Sub Meters Readings
- ❖ Preparation of / or documentation for initiation or amendment of by-laws

Please contact our office for any services not listed above