



Exclusive Strata Management

Strata Management Agreement Schedules

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Bureau Pty Ltd (ABN 20 422 677 948)
ATF The KO Unit Trust T/A Exclusive Strata Management

Schedule A

Agreed Services Schedule

Financial Management Services

1. Establish and maintain a separate bank account in the name of the Strata Company
2. Issue notices of levies payable
3. Record monies received and promptly deposit to the credit of the Strata Company
4. Refer accounts payable to the Treasurer in accordance with agreed procedures
5. Pay approved creditor accounts, including the managers fees, as authorised
6. Manage cash flow and budget restrictions
7. Maintain proper books of account and prepare an annual statement of accounts for the Administrative and any Reserve Fund of the Strata Company
8. Prepare draft Administrative Fund budget and any Reserve Fund provisions for Council consideration
9. Provide advice to the Council on cash flow, working capital and funding options
10. Provide interim financial statements to Treasurer at agreed intervals
11. Make proposals for investment of any surplus funds
12. Cooperate with any appointed auditor

Secretarial and Administrative Management Services

1. Promptly deal directly with, or refer to the Council as instructed, all correspondence, enquiries, complaints and requests for information from proprietors, Councillors, occupiers and others who may have dealings with the Strata Company
2. Attend to routine correspondence and post
3. Maintain correspondence files
4. Maintain all current records of the Strata Company
5. Maintain minute book and record of notices and resolutions
6. Keep the common seal in safe custody
7. Keep keys and security access devices in safe custody
8. * Prepare and issue certificates and provide copies of documents pursuant to section 43 of the Act

Routine Strata Company Management Services

1. Arrange routine day-to-day maintenance, repair and replacement of common property
2. Provide access to contractors and suppliers who are Trades Monitor compliant
3. Process insurance claims in respect of common property damage (max. 15 minutes per claim)
4. Prepare and distribute notices of Annual General Meetings
5. Attend Annual General Meeting during office hours at ESM office (max one hour)
6. Act as Chairman of General Meetings when authorized to do so
7. Prepare and distribute minutes of Annual General Meetings to proprietors.
8. Prepare and distribute notices of Council Meetings
9. Attend council budget planning meeting during office hours at ESM office (max one hour)
10. Distribute minutes of Council Meetings to all Councillors
11. Arrange insurance valuations as authorised

Advice and Assistance to the Council

1. Preparation and implementation of policies and procedures in respect to compliance with by-laws, management and control of common property
2. Facilitation of planned and routine maintenance and repair of common property
3. Financial planning and funding
4. Preparation of budgets and provisions
5. Insurance requirement and options
6. Debt recovery procedures
7. General management advice on by-law changes, dispute resolution, and compliance with the Act
8. Referral to experienced lawyers, consultants, valuers, surveyors, and other professional expertise as needed

Schedule B

Additional Services Schedule

These services are in addition to the Agreed Services described in that schedule and attract an additional fee as shown. Additional Services will only be provided on the instructions of the Strata Company representative or authority of the Council. In exceptional or emergency circumstances the Strata Company manager is authorised to use discretion in the provision of event appropriate services. All fees are shown exclusive of GST.

Financial Management Services	Fee
1. Prepare application for ABN, GST registration and Tax File Number	Hourly rate A
2. Review arrears lists, liaise with Treasurer and implement agreed collection procedures for overdue amounts	Hourly rate B
3. Issue levy statement or second invoice	\$20 each
4. Demand letter sent to proprietors in arrears	\$20 each
5. Instructions given to debt collections/solicitors	\$80 each
6. Maintain Strata Company employee payroll and other required records	Hourly rate A
7. Arrange and prepare records for auditor and attend to audit process	Hourly rate A
8. Arrange for the preparation of income tax returns	Hourly rate B
9. Provide additional or interim financial reports as requested	Hourly rate B
10. Establish investment accounts for surplus funds as requested by the Treasurer	Hourly rate B
11. Prepare and issue sub-metered utility charge invoices	\$5 each
 Secretarial and Administrative Management Services	
1. Prepare non-routine correspondence and post	Hourly rate B
2. Prepare documents and records for use by solicitors, advisors or others as required	Hourly rate B
3. Telephone attendance for consultants/legal advisors	Hourly rate B
4. Telephone attendance for tenants/occupiers/letting and selling agents	Hourly rate B
5. * Provide appropriate copies of Strata Company records	As per Act
6. Manage proprietor communications resulting from extraordinary events such as fire, storm, violent behaviour etc.	Hourly rate B
7. Issue new and replacement keys and security access devices	\$30 each
8. Archive box retrieval and return	Hourly rate A
 Other Strata Company Management Services	
1. Arrange building condition inspections and reports	Hourly rate B
2. Lodge lot proprietors' completed insurance claims	Hourly rate A
3. Attend to insurance claims after first 15 minutes	Hourly rate A
4. Supervise records inspections under section 43(i)(b) of the Act	Hourly rate A
5. Attendance at property to provide access for contractors or service, providers including travel time	Hourly rate B
6. Attendance at property for after hours emergencies including travel time	Hourly rate C
7. Attendance at property during office hours as authorised including travel time	Hourly rate B
8. Arrange for specialist specifications/quotations for non-routine works	Hourly rate B
9. Prepare and distribute notices of Extraordinary General Meetings	\$200
10. Attend meetings during office hours at ESM office	Hourly rate B
11. Attend meetings during office hours at other venue including travel time	Hourly rate B
12. Attend meetings outside office hours at ESM office	Hourly rate C
13. Attend meetings outside office hours at other venue including travel time	Hourly rate C
14. Attend meetings on weekends or public holidays	Hourly rate D
15. Issue notices of adjourned General meetings	Hourly rate B
16. Preparation for adjourned meetings	\$150
17. Prepare and distribute minutes of Extraordinary General Meetings	Hourly rate B
18. Prepare and distribute minutes of Council meetings	Hourly rate B
19. Attend to non-routine maintenance, repair and replacement of common property- eg. special projects, major works, upgrades, refurbishments, etc.	Hourly rate B
20. Prepare and issue notices of by-law infringements	\$20 each
 Advice and Assistance to the Council	
1. Arrange drafting, settlement and registration of by-law changes	Hourly rate B
2. Attend at Tribunal and Court hearings as authorised, including travel time	Hourly rate B
3. Other additional services not specified	By agreement

Schedule C

Fee Schedule for Additional Services

Hourly Rates (exclusive of GST)

Hourly rate A - \$80.00 per hour
Hourly rate B - \$120.00 per hour
Hourly rate C - \$200.00 per hour
Hourly rate D - \$250.00 per hour

Office hours are Monday to Friday 9.00 a.m. to 5.00 p.m.

Schedule D

Schedule of sundry fees and disbursements

Items not included in "Agreed Services" are provided at the additional charge shown below (exclusive of GST).

Receipt fee	\$1.80 per receipt
Provide client payment history	\$40.00 per proprietor
Archive box storage (per box)	\$24.00 per annum
Provide minute books	\$100.00 each
Process stop payments, dishonoured cheques	\$40.00 per cheque
Photocopying, collating, stapling and enveloping	\$0.50 per copy
Provide common seal	\$40.00 per stamp
Copies of documents not otherwise specified	\$1.00 per page
Maintain key/security access device register	\$60.00 per annum
Postage & Petties	\$12.00 per lot per annum
Additional Postage : Standard DL envelope	\$1.00
A5, B4 or C4 envelope	\$3.00

Schedule E

DISCLOSURE SCHEDULE

Exclusive Strata Management are Authorised Representative No: 269635 of CHU Underwriting Agencies and an agent of the insurers, QBE Insurance (Australia) Limited and QBE Workers Compensation (NSW) Limited. CHU Underwriting Agencies Pty Ltd is a specialist strata and community title insurance intermediary and holds an Australian Financial Service License (AFS License No: 243261) with the authority to advise, deal and issue general insurance products.

We act as Agent of CHU for arranging the insurance and receive a commission. This commission does not affect the premium you pay to the CHU Underwriting Agencies.