

## SCHEDULE 1

**Scheme:** The name of the scheme is “ \_\_\_\_\_ ” Community Titles Scheme \_\_\_\_\_

**Term:** This Agreement is for \_\_\_\_\_ year/s and **Commences** on: \_\_\_\_\_ and **Finishes** on: \_\_\_\_\_

**Fee for 'Administrative Services':** \$ \_\_\_\_\_ (ex GST) per Lot per annum for the first year of the Term.

**Rates for Outlays & Other Charges:** (all fees shown are ex GST)

Records Archive Fee if applicable (per box per month)	\$8
Records Archive recovery or refile fee (per event)	\$45
Audit Preparation (per Lot)	\$10
Computerised cheques & EFT payments (per transaction)	\$5
Outgoing std. (DL) letter processing and postage	Australia Post Rates *
Outgoing lge. (A4) letter processing and postage	Australia Post Rates *
Photocopying & printing charge (per page)	55c
Email – includes incoming and outgoing processing - (per Lot per month)	\$2.50
Telephone & Fax - includes local, mobile, International - (per Lot per month)	\$2.50
Provision and management of digital data and file storage - (per Lot per month)	\$6
Strata Management software licence fees - (per Lot per month)	\$2.50
'Collaborate' Forum provision - (per Lot per month)	\$2.50
On-Line Meeting Voting provision - (per Lot per month)	\$0.50 cents
Annual Income Tax Preparation	\$375

All other disbursements will be charged at cost +25%

**Commissions**

[Refer to Clause 6 of the Agreement.]

Commission or fee as a percentage of the Insurance Premium 20%

**Fees for Providing 'Additional Services'**

[**Special Note!** These 'Additional Services' are not necessarily applicable to the Body Corporate – they will only be applicable if the Body Corporate has specifically utilised one or more of the additional services.]

Process Bulk Utility Service re-billing [per Lot per bill]	\$15
Process and preparation of Request for New Sinking Fund Analysis	BCM Admin rates
Process and preparation of Request for New Insurance Valuation Report	BCM Admin rates
Process and preparation of any employee wages and tax – per month	BCM Admin rates
Process Motion with Alternatives	BCM Admin rates
Process Motion with a Secret Ballot	BCM Admin rates
Process Committee Poll Outside of a Committee Meeting	BCM Admin rates
Process Adjourned General Meeting	\$220
Process an EGM	BCM Admin rates
Process BAS Returns	\$300
Liaise with solicitors, consultants, engineers or other professionals for the B/C	BCM Admin rates
Manage commercial debt collection process – a fee equal to 15% of the debt collection costs.	

[Lot debt recovery fees will be passed onto the relevant Lot Owner where possible.]

[The rate for any other 'Additional Services' whether listed in Schedule 3 or not will be determined by the Manager at a 'rate per task' calculated using the staff rates listed below.]

Staff Admin Costs for any of the Additional Services above, or any other work not itemised in Schedule 2:

Meetings held outside of Brisbane, Sunshine Coast or Gold Coast regions – travel costs + 20%

\$100.00 per hour for Secretarial staff

\$200.00 per hour for Accounting staff

\$285.00 per hour for Body Corporate Managers (BCM Admin rates)

Charges marked with an '\*' incur a 25% surcharge

## SCHEDULE 2

### 'Administrative Services' provided:

- Call nominations for executive and ordinary Committee positions
- Prepare draft budgets for the Committee in preparation for the AGM
- Convene and attend the annual general meeting of the Body Corporate and. Meetings in excess of 2 hours duration, and/or not held during business hours may incur a surcharge.
- Prepare and forward minutes of the meeting to all Owners (or place on the Collaborate web portal for Owners to access)
- Prepare and forward annual statement of accounts and annual budget to the Committee.
- Convene up to FOUR committee meetings per annum and. Meetings in excess of 2 hours duration, and/or not held during business hours may incur a surcharge.
- Prepare and forward minutes of the Committee meetings to all Owners (or place on the Collaborate web portal for Owners to access)
- Prepare and forward notices levying Administrative fund and Sinking fund contributions
- Open, maintain, and operate one bank account for the Administrative & Sinking Fund monies
- Receipting, banking and accounting for money paid to the Body Corporate
- Reconciliation of bank statements
- Payment of Body Corporate accounts
- Keeping of Body Corporate accounting records
- Attending to matters concerning amendments to By-laws, including correspondence incidental to these matters
- Attending to inward and outward routine correspondence relating to Body Corporate matters, but excluding items included in Schedule 3 (Additional Services)
- Maintenance of the Body Corporate roll, but excluding items included in Schedule 3 (Additional Services)
- Maintenance of Register of Assets
- Maintenance of Register of Engagements and Authorisations
- Maintenance of Register of Authorisations affecting Common Property
- Maintenance of Register of Allocations under Exclusive Use By-laws
- Attending to affixing of the Common Seal
- Attending to Body Corporate insurances subject to the Body Corporate having sufficient funds to cover the costs of insurances
- Attending to claims on Body Corporate insurance (provided a commission has been paid to the Manager per Clause 6)
- Liaising with Committee members and Owners for matters listed in this Schedule 2
- Make available the books and records (including any relevant digital documents/files) for inspection by any "interested party"

## SCHEDULE 3

### Additional Services

[**Special Note!** These 'Additional Services' are not necessarily applicable to the Body Corporate – they will only be applicable if the Body Corporate has specifically utilised one or more of the additional services.]

'Additional Services' (others may also apply):

- Attending to applications to an adjudicator and any matter arising out of the application
- Attending at appeal hearings
- Attendance on solicitors in relation to legal proceedings or providing advices to the Body Corporate
- Convening and attending meetings additional to those specified in Schedule 2 and preparation and forwarding of minutes of such additional meetings
- The keeping of any wage, income tax or other records in respect of any employees or contractors of the Body Corporate and completion and submission of returns in that regard
- The preparation and submission of income tax returns on behalf of the Body Corporate
- Attendance on auditors of the Body Corporate accounts and lodgement of prescribed reports, statements and returns to public authorities
- Any matters to do with attending to recovery of levies in arrears
- Liaison with Committee members or Owners on any matters other than those listed in Schedule 2
- General advice on interpretation of Body Corporate and Community Management legislation
- Engagement of Service Providers, Contractors, Consultants, Engineers, or other professionals (if required)
- Co-ordination of the provision of services by a Service Provider, including:
  - liaison with a Body Corporate member appointed to co-ordinate services, obtain quotations and provide supervision; or
  - appointment, on behalf of the Body Corporate, of a competent person to co-ordinate services, obtain quotations and provide supervision.
- Preparation and forwarding of new Owner information – 'Welcome Pack' inc By-Laws, CMS, AGM Minutes, Lot Ledger
- Preparing non-routine correspondence
- Attending to the investment of surplus funds and all related matters
- Assisting the Body Corporate in the application of the By-Laws
- Preparation of BAS returns, Income Tax returns, or any matters related to same
- Advice provided to and correspondence with individual Lot Owners
- Attendance to any Schedule 2 services out of normal business hours.
- Attendance to any reasonable and lawful request by the Body Corporate that is not stated as a Schedule 2 service.