



1. Personal Service to Body Corporates - Guaranteed

At Hamilton Property Management (HPM) Ltd we believe the service is quite special. The focus has been to better understand and appreciate clients' needs and concerns, which allows for good communication and common understanding of requirements.

We will personally get to know each complex that we care for and have sufficient time to make regular visits to each property.

We build trust with clients by providing an excellent service throughout our relationship, and by taking care of any issues that may arise.

2. Summary of Agreement Terms and Charges

Term of Agreement

- No fixed term
- 30 days' notice by body corporate to terminate the agreement – for any reason
- 90 days' notice by Hamilton Property Management to terminate the agreement – may be less due to non-payment of fees by the body corporate

Charges

These charges are for a full hands-on management service for your Body Corporate. We are not just performing a basic secretarial service, where we come and take minutes at your meetings and then email them to everybody afterwards. See next section for the all-inclusive services.

- Standard administration services (invoiced quarterly)
 - Fixed charge - \$25 + GST/month
 - \$15 + GST /unit/month
- Documentation for selling a unit (*as required under the Unit Titles Act 2010*) – charged to the body corporate which recovers the charge from the unit owner
 - Pre-contract disclosure statement - \$150 + GST
 - Pre-settlement disclosure statement - \$200 + GST
 - Additional disclosure statement - \$250 + GST
- Authorised project work (*authorised by body corporate*) at \$75 + GST per hour
- Accountants fee for audit and EOY financials passed through at cost (*if required*)
- Service providers' charges passed through at cost



3. Services that Hamilton Property Management will provide as Body Corporate Manager

There are 3 areas in which we will provide services for the Body Corporate.

3.1 The duties designated to the Chairperson under the Unit Titles Regulations 2011 - Section 11(1)(a-m) *(included in the standard administration service charge)*

a) To maintain the register of unit owners	HPM will maintain an updated list of the contact details of the various unit owners
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b) To prepare the agenda for each general meeting

Annual General Meeting

- 1) Send the "Notice of Intention to Hold an AGM" which includes:
 - a) Date, time and venue of meeting
 - b) Voting rights
 - c) Invite candidate nominations for Chairman and committee (if applicable)
 - d) State that candidates must be Owners of principal units
 - e) Invite owners to propose matters for discussion
 - f) State the date by which nominations and matters for discussion need to be received by

- 2) Send the "Notice of AGM" which includes:
 - a) The agenda for the meeting
 - b) The text of motions to be decided by resolution (if any)
 - c) The names of candidates for elections
 - d) Set out the voting procedures for unit owners who wish to vote by proxy or by post
 - e) Set out the procedure if a quorum is not present, and
 - f) Any other information that the body corporate or chairman considers relevant

The "Notice of AGM" will be accompanied by the following documents:

- A proxy appointment form
- A postal voting form
- A copy of the financial statement for the most recent financial year
- Any other document that the body corporate or chairperson considers relevant

Extraordinary General Meeting

- 1) Send the "Notice of Intention to Hold an EGM", which is only required if holding elections. This includes:
 - a. Date, time and venue of meeting
 - b. Voting rights
 - c. Invite candidate nominations for election
 - d. State that candidates must be Owners of principal units
 - e. State the date by which nominations need to be received by



Extraordinary General Meeting – ctd

- 2) Send the “Notice of EGM” which includes:
- a. Date, time and venue of meeting
 - b. The agenda for the meeting
 - c. The text of motions to be decided by resolution (if any)
 - d. The names of candidates for elections
 - e. Voting rights
 - f. Set out the voting procedures for unit owners who wish to vote by proxy or by post
 - g. Set out the procedure if a quorum is not present, and
 - h. Any other information that the body corporate or chairman considers relevant

The “Notice of EGM” will be accompanied by the following documents:

- A proxy appointment form
- A postal voting form
- Any other document that the body corporate or chairperson considers relevant

c) To chair each general meeting (unless it is agreed at the start of a general meeting that another person will chair that meeting)	HPM can do this on behalf of the chairperson if requested
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d) To prepare minutes of each General Meeting	HPM will draft the minutes of the General Meeting, and once approved by the chairperson will distribute to all the owners
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e) To record resolutions voted on and whether they were passed	This will be included in the minutes
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f) To keep financial accounts and records	<p>HPM uses the “Strataware” specialised software package for body corporate management, which includes financial reporting.</p> <p>Strataware is a comprehensive suite of administrative, financial and secretarial modules that link directly into a portal which is exclusive to the body corporate.</p> <p>Every owner and tenant has an exclusive login to the unique body corporate portal/website. What each owner and tenant can view is governed by the delegated authority set by the body corporate.</p> <p>http://mystrata.com/strataware.html</p>
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g) To submit, on behalf of the body corporate, the body corporate's financial statements to an independent auditor under section 132(2)(a) of the Unit Titles Act 2010	The body corporate has the option to audit or not audit the financial accounts, this is decided at each AGM. If required, HPM will co-ordinate the audit with a registered auditor. The audit is at the body corporate's expense
h) To receive reports from the Body Corporate committee and distribute them to unit owners	We will distribute any committee reports to all the owners, either via email or by post, whichever is the owner's preference. They will also be placed on the body corporate's website
i) To sign documents on behalf of the Body Corporate	If authorised, HPM will sign documents on behalf of the chairperson
j) To prepare and issue notices of resolutions to be passed without a general meeting	HPM can assist the chairperson and the committee to draft resolutions and issue notices without the requirement of holding an Extraordinary General Meeting.
k) To notify unit owners of the result of any vote on a resolution to be passed without a General Meeting	HPM will notify all owners of the result of a resolution passed without the requirement of an Extraordinary General Meeting
l) To notify the Body Corporate committee of any delegation of a duty or power by the Body Corporate under section 108 of the Unit Titles Act 2010	HPM will make any required notifications
m) Any other duties relating to the administration of the Body Corporate that the Body Corporate has decided by ordinary resolution to confer on the Manager	See the next section

3.2 Other duties that come under clause (m) above *(included in the standard administration service charge)*

1) Operating Account	<ul style="list-style-type: none"> – HPM will maintain a fully audited Operating Account for the body corporate – Every body corporate will have its own separate bank account – The Chairperson and/or designated owners will have full access to view the account – The accounts will be interest bearing, for the benefit of the body corporate only
2) Long-term maintenance account	If required, HPM will manage your Long-term maintenance account (same as the bank account above)



3) Optional contingency fund	If required, HPM will manage your Optional contingency account (same as the bank account above)
4) Insurance	HPM will organise competitive quotes for insurance policies, as well as handle any insurance claims
5) Valuations	HPM will arrange registered valuations when required (at least every 2 years)
6) Rules	HPM will ensure that your Body Corporate rules comply with the Unit Titles Act 2010 & the Unit Titles Regulations 2011
7) Budgets	HPM will prepare and present your annual budgets for review and ratification at the AGM
8) Levies	HPM will issue notices and collect levies, as well as pursue any outstanding debts
9) Service Providers	HPM will manage regular service providers e.g. lawns, window cleaners, building cleans
10) Debtors/ Creditors	HPM will receipt funds, and pay suppliers and service providers
11) Quotes	HPM will arrange for competitive quotations when maintenance and/or repairs are required
12) Site Visits	HPM will conduct regular site visits. The hands-on approach means that we become familiar with your property
13) Correspondence	HPM will manage inward and outward correspondence to and from the Body Corporate

3.3 Additional Services (additional cost)

These are services that Hamilton Property Management will do for the body corporate, at an additional charge.

1) Provide disclosure information for selling a unit	<ul style="list-style-type: none">– Pre-contract disclosure statement - \$150 + GST– Pre-settlement disclosure statement - \$200 + GST– Additional disclosure statement - \$250 + GST
2) Long-term Maintenance Plan	A body corporate must establish a long-term maintenance plan, which must cover at least a 10-year period. If required, HPM will assist the body corporate to establish and maintain the long-term maintenance plan. The charge for this will be negotiated on a case by case basis dependent on the complexity.
3) Project Management	Work performed on any large projects, that are not considered to be in the standard services, will be charged at \$75 + GST per hour. A fixed fee can be negotiated on a case by case basis
