Paradise Crest

Project Consultancy Proposal

Prepared for
Body Corporate for Paradise Crest CTS 23698
62 Victor Street, Runcorn QLD 4113
Attention: Nic Pearson and the Committee

Prepared by
OwlEstate

October 6, 2026

Dear Nic and Committee,

Following our meeting on 30 September, we propose 6 consulting hours to turn your existing project list into a prioritised, risk-based and financially realistic action plan. Building on the committee's work, we will identify what to address first, investigate further or stage.

Initial scope

Review and consolidate. Evaluate the full project schedule, risk register, owner feedback, site photographs, existing quotations, and scheme records at a high level. Pinpoint information gaps and select up to three core initiatives for initial detailed review.

Prioritise risks and mitigation. Formulate initial risk ratings from supplied documentation, weighing safety, security, structural deterioration, statutory responsibilities, approvals, funding constraints, legal disputes, and potential delays. The main entry gate, Unit 33 boundary fencing and reported structural issues, alongside fencing around Units 5–6, represent key starting points. Outline practical mitigation options and define when external contractors, engineers, surveyors, strata managers, or legal specialists should be engaged.

Engage contractors and establish indicative costs. Leverage OwlEstate's industry network to facilitate provider introductions and target preliminary market enquiries regarding scope and advisory expenses. Examine existing proposals, distinguishing formal quotes from preliminary estimates or unpriced elements, and outline necessary site investigations for refined budget certainty. Availability, suitabilities, and pricing remain subject to confirmation, and the committee may elect to consider alternative suppliers.

Test affordability. Benchmark estimated expenses against current cash balances, committed capital, and sinking fund projections. Recommend logical staging, exploratory investigation allowances, and contingency buffers to safeguard reserves while mitigating special levy risk for lot owners.

What the committee receives

Prioritised risk and project register. A comprehensive synthesis of the initial inventory detailing strategic directions for up to three core priorities: advance, investigate further, or defer. Outlines underlying risk rationale, mitigation frameworks, immediate actions, designated leads, specialist advisors, critical dependencies, preliminary costs or information gaps, and required committee determinations.

90-day execution roadmap and financial outline. Structured timeline outlining immediate steps targeting commissioned works in early 2027, subject to committee consents, reserves, and contractor availability. Details staged capital allocation, investigative funding, contingency buffers, and target reserve balances. Unquoted items remain explicitly flagged rather than assumed capital liabilities.

Executive committee briefing and exportable documentation. A collaborative session to evaluate findings, pending decisions, and advisory requirements. Includes complete register

exports in Excel/CSV formats, the roadmap in PDF, and associated background files, integrated alongside live BOP workspace access.

First steps and working arrangements

Information supply and commencement. Appoint a primary committee liaison and grant access to original project registers, preliminary contractor quotes, site imagery, current cash position, existing liabilities, and capital reserve projections. OwlEstate will review supplied materials, highlight information gaps, establish key focus areas, and schedule an agreed completion target.

Financial position and reserve considerations. Supplied statements reflect a sinking fund balance of $93,886.43, incorporating allocated allowances of $15,000 for automatic gates and $25,000 for boundary fencing and gate structures. These figures requiere confirmation of actual current balances and committed capital. Stated budget allowances remain indicative reserves rather than confirmed contract pricing or formal expenditure approval.

Early adopter pricing

Engagement	Fee excluding GST	Fee including GST
Initial assessment and action plan 6 consulting hours total	$495.00	$544.50
Additional advisory work Only with prior written approval	$150.00 per hour	$165.00 per hour

Early adopter rate structure. This initial discounted pricing acknowledges active platform feedback and usage during the advisory period. The flat engagement fee encompasses initial documentation reviews, market enquiries, platform workspace configuration, document preparation, and executive briefing sessions, representing an estimated allocation of four to six consultancy hours.

Operational terms and payment. Pending contractor quotes and specialist assessments are catalogued as strategic dependencies alongside recommended actions. Scope expansions or additional hours require written authorization prior to commencement. Subsequent phases carry independent fee structures, without ongoing subscription obligations. Invoices are payable within 14 days of completion, with all figures quoted in Australian dollars.

Platform integration and data sovereignty

OwlEstate's proprietary online environment, BOP, streamlines the oversight of project priorities, documentation, expenditure, operational communications, milestones, and documented resolutions. This platform equips the committee to execute the strategic roadmap, maintain operational transparency, and retain comprehensive historical records alongside existing scheme systems.

Formal engagement incorporates the live BOP platform as our centralized workspace for this advisory mandate and subsequent mutually agreed project execution phases. OwlEstate will configure the environment and deliver initial system onboarding. Committee access carries no supplementary fees, ongoing software liabilities, or compulsory service extensions, while statutory body corporate consent obligations remain unchanged.

System permissions do not encompass ongoing professional consulting, administrative management, or trade coordination, which remain subject to distinct contractual agreements. Platform operational feedback is welcomed; client testimonials and public case studies remain entirely voluntary and subject to explicit approval.

Paradise Crest maintains full ownership of all client records. The master register, execution roadmap, and associated file archives remain fully downloadable in standard formats upon project handover and on request, ensuring total autonomy for future scheme management.

Information inputs and external dependencies

Nic will procure a qualified builder's assessment regarding reported structural movement at Unit 33, with incoming findings directly informing risk strategy. Access rights, site responsibilities, and safe methodologies require formal verification prior to commencing clearing works around Units 5–6. Advisory enquiries regarding strata management alternatives continue via independent channels.

Scope parameters and future engagements

This preliminary review excludes physical inspections, specialised engineering or legal advice, regulatory certification, compliance auditing, boundary surveying, and formal sinking fund forecasts. Assigning initial risk scores does not constitute statutory certification or safety compliance.

Preliminary market enquiries and provider introductions are included. Detailed technical specifications, formal tender management, trade contract negotiations, site supervision, and ongoing works management require dedicated scope definitions and commercial terms. Trade expenses and specialist advice incur separate fees. Day-to-day facilities management and strata manager procurement remain explicitly excluded.

The committee maintains complete financial control and approval authority over all capital expenditure. Subsequent implementation support can be structured and priced upon request, with no obligation to proceed.

Formal authorization. Confirm written instructions via email from an authorized committee representative and nominate your primary project contact.

Jesus Pardo
Managing Director | OwlEstate