

smg
strata management group
simplifying strata

Head Office: Level 11, 88 Tribune Street, South Brisbane Q 4101 **phone** 3267 1888
Gold Coast: Seabank Building, Ground Floor Tenancy 6, Marine Parade, Southport Q 4215 **phone** 5657 9967
Sunshine Coast: WOTSO, Building 1, 30 Chancellor Village Boulevard, Sippy Downs Q 4215 **phone** 5322 5242 **email** admin@stratamg.com.au **www.stratamg.com.au**

executive summary

Building Name
The Body Corporate for Paradise Court CTS 23698

Address
62 Victor Street, Runcorn, QLD 4113

No. of Lot
Thirty-Three (33) Lots

Proposed Administration Agreement
Fixed Administration Agreement

Proposed Management Fee
$90.00 per lot per annum excluding GST

Proposed Disbursement Fee
$45.00 per lot per annum excluding GST

Proposed Contract Term
One (1) Year

Process to Change to SMG
Refer to page 6

SMG Contact Details
Jack Curtin-Andrews | Business Development Manager
Phone: 07 3523 2771
Email: bdm2@stratamg.com.au

We would like to thank you for allowing our office the opportunity to provide a proposal for the management of your scheme.

Kind Regards,



Jack Curtin-Andrews
Business Development Manager

about us

STRATA MANAGEMENT GROUP IS A BODY CORPORATE MANAGEMENT COMPANY THAT PROVIDES EXPERT BODY CORPORATE MANAGEMENT FOR BOTH RESIDENTIAL AND COMMERCIAL COMPLEXES.

We pride ourselves on being cost effective and efficient strata managers.

With extensive experience in all facets of building management and establishment, strata management group delivers specialist support to a range of clients – from small duplexes to large multi layered schemes.

Strata Management Group is well positioned to assist with your communities needs, whether you are looking to change managers or develop a new complex.



locations

BRISBANE

Our South Brisbane meeting room is located close to public transport and is easily accessible from all areas of Brisbane. Our professional meeting facilities include a large boardroom equipped with teleconference capabilities.

GOLD COAST

Our Gold Coast meeting rooms are centrally located at Southport and Robina, catering for both small and large buildings alike. Our professional meeting facilities include a large boardroom equipped with teleconference capabilities.

SUNSHINE COAST

Our Sunshine Coast meeting rooms are located in Sippy Downs and Mooloolaba, available for any sized scheme. Our professional meeting facilities include a large boardroom equipped with teleconference capabilities.

IPSWICH

Our Ipswich office is located in close to public transport, with meeting rooms and teleconference capabilities.

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what you get

FINANCIAL

Strata Management Group will provide the following services in line with legislative requirements:

1. Open, maintain and operate a bank account for the Administrative and Sinking Fund;
2. Keeping of accounts and books for the scheme;
3. Organisation of the books and accounts for Audit purposes;
4. Lodgment of Tax Returns with a registered Tax Agent;
5. Prepare a statement of accounts for each financial year;
6. Prepare draft budgets;
7. Issue levy and other contribution notices;
8. Receipt and depositing of Body Corporate levies;
9. Process and payment of invoices and accounts;
10. Monitor credit control.

SECRETARIAL (MEETINGS)

Strata Management Group will provide the following services in line with legislative requirements:

1. Convene and attend the annual general meeting;
2. Convene and attend the budgeted committee meeting;
3. Prepare interim financial statements together with financial analysis for each committee meeting;
4. Call nominations for the position of executive and ordinary members of the Committee;
5. Prepare and distribute Annual General Meeting notices;
6. Record and distribute Annual General Meeting minutes;
7. Prepare and distribute Committee Meeting minutes.

ADMINISTRATIVE

Strata Management Group will provide the following services in line with legislative requirements:

1. Attend to the decisions of the Community and its Committee;
2. Make available the records for inspection;
3. Establish and maintain the roll and registers;
4. Maintain and keep records;
5. Pay insurance premiums, lodge insurance claims and call for insurance quotations when instructed;
6. Maintain the Community Common Seal and affix as per legislative requirements;
7. Answer all communication and correspondence addressed to the Community.

additional services

MAINTENANCE DEPARTMENT

Strata Management Group has the ability to attend to any maintenance items your scheme may require. Quote Requests, Work Orders and follows up's to contractors are charged additionally.



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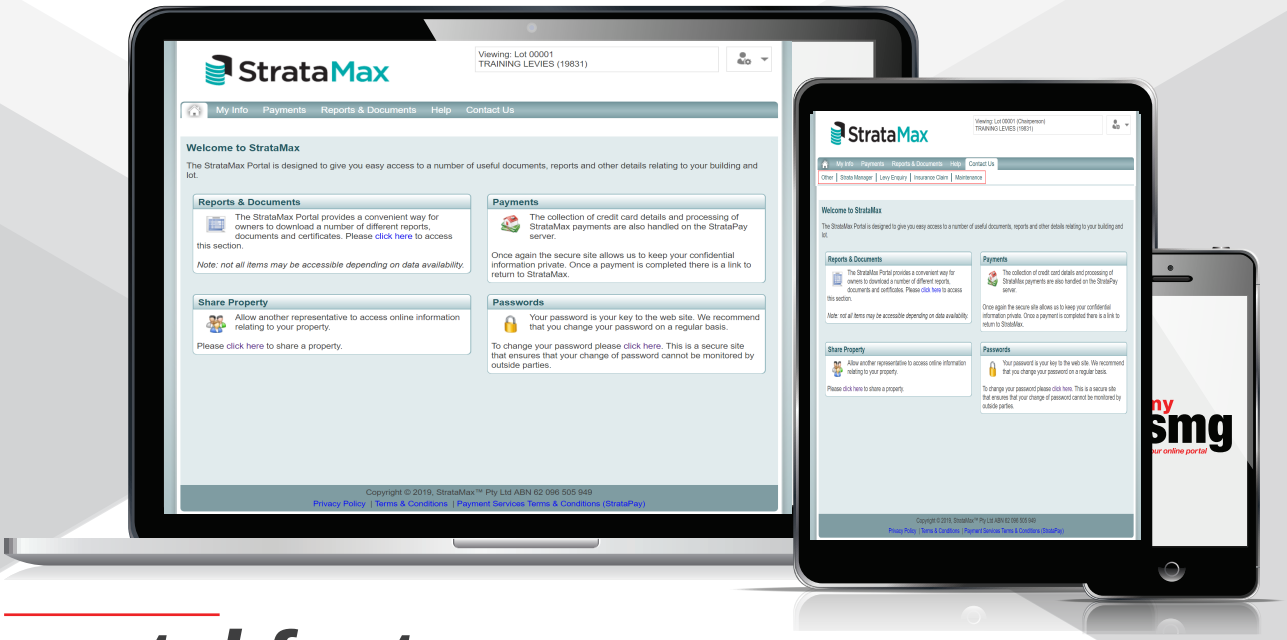
smg online portal

SMG PROVIDES AN ONLINE OWNERS PORTAL FACILITY WHICH ALLOWS ACCESS TO VALUABLE RESOURCES RELATING TO YOUR SCHEME AND LOT.

All lot owners will receive a personalised log in, granting 24/7 access to the online portal facility.

The easily navigated website allows owners to view or download their lot ledger details and body corporate records such as meeting minutes, by-laws, contracts, plans, certificates and reports.

At SMG we pride ourselves on transparency; accordingly the online portal is updated on a daily basis to provide an accurate snapshot of your schemes management.



portal features

OWNER ACCESS

- Searchable document storage
- Customise reports & document display
- Easy access to meeting documentation
- Access to update owner contact details
- Building information
- Body Corporate Manager details
- Lot ledgers details
- Direct debt set up
- Payment options
- System for maintenance and service requests
- Online forms to submit levy enquiries
- General enquiry form
- SMG Contact Details
- StrataMax Help Base

COMMITTEE ACCESS

- Online invoice approval for Committee
- Invoice Activity Report
- Arrears balances
- Accounts payable details
- Levy collection information
- Debtor information
- Budget details and breakdown
- Bank Transactions
- Financial Reports

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testimonials

SEE BELOW FEEDBACK RECEIVED FROM SOME OF OUR CURRENT MANAGEMENTS

"I have been dealing with Strata Management Group for over 12 months as body corporate manager of one of our investment townhouses. The team has been fantastic, showing diligence, experience and knowledge throughout all dealings, and extends decisions and recommendations to our committee that are practical and cost-conscious.

I have no hesitation recommending Strata Management Group for your Body Corporate Management

Chairperson
Residential Alderley Townhouse Complex

"SMG was recommended to our Body Corporate through our association with the Unit Owners Association of Queensland. I find that the SMG team adopt a proactive approach to body corporate and property management.

Our Body Corporate Committee have been very impressed with their professionalism, experience and vast knowledge on body corporate issues, caretaker issues and building compliance issues. Their phenomenal attention to detail in every single matter and advice

Chairperson
Sinnamon Park Complex

"Just wanted to say thank you for coming on board and helping us with managing our body corporate for our block of 6 lots. You have been direct, available, knowledgeable and friendly to deal with.

Thank you also for helping us to sort out the renovations and the questions we all had regarding financing and construction.

Chairperson
Residential New Farm Complex

"After some experience with various Body Corporate Managers, we are delighted to have Strata Management Group as our Body Corporate Managers. I am involved with 3 body corporate committees, and have found that others have been not up to the task. We find Strata Management Group to be proactive, and always follow through. We are happy to recommend them to any prospective client.

Chairperson,
Three (3) Body Corporate Complexes



how to change strata managers

The appointment of Strata Management Group must be completed by Ordinary Resolution at a General Meeting. Strata Management Group is happy to convene this required General Meeting free of charge or alternatively you may wish to request your current manager include the required motions for our appointment at your next scheduled General Meeting.

- Provide your current strata managers with the enclosed motions for Strata Management Group appointment.
  Please note as an Owner these motions need to be provided to your current manager prior to the Body Corporate financial year end.
- General Meeting is held and SMG is appointed.
- SMG is advised of the appointment.
- SMG contacts your current manager to arrange collection of the Body Corporate records.
- SMG loads the scheme on to the system and a Welcome Letter will be circulated to all Owner of the scheme.
- SMG appointed manager will arrange a complementary site visit.

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smg meetings

YOUR SCHEME, YOUR LOCAL MANAGER.
SMG AIM TO MAKE ALL MEETINGS ACCESSIBLE FOR OWNERS TO ATTEND.

Microsoft teams is available for all meetings, with the option of being used exclusively for online only meetings.

For those who wish to meet in person we have multiple meeting locations available for your convenience.

Benefits of holding meetings 'online only'

- **95.1%** schemes opt to hold meetings online only
- **24.7%** meeting attendance increase
- **32 minutes** average meeting length
- **$376.20** average savings
- **65 minutes** average time saved

In person meeting locations

- South Brisbane
- Chermside
- Toowong
- Aspley
- Cleveland
- Southport
- Robina
- Mooloolaba
- Sippy Downs
- Ipswich

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