

## Comparison of Services & Fees

Services Provided	GroupAssist	PrimeCare
<b>DESIGNATED MANAGER</b>	✓	✓
<b>ACCOUNTING / FINANCES</b>		
<i>Collect, bank and account for maintenance contributions, levies, interest and other amounts due to the Corporation.</i>	✓	✓
<i>Send notices levying maintenance or other contributions and pay accounts and outgoings. Prepare annual statements of accounts of the Corporation and arrange an annual audit of the Trust Account. Committee/Officers to approve any irregular account. Prepare annual tax return.</i>	✓	✓
<i>Trust Account Auditor's report &amp; monthly ledger to Treasurer</i>	✓	✓
<i>Prepare budget for the coming year</i>	✓	✓
<b>MAINTENANCE</b>		
<i>Advise and arrange for maintenance, repair and replacement of common property</i>	✗	✓
	List of our contractors supplied	
<i>After hours emergency service</i>	✓	✓
<b>MEETINGS</b>		
<i>Prepare and distribute notices.</i>	✓	✓
<i>Attend meetings and assist the Presiding Officer in the conduct of meetings.</i>	✗ (owner, usually Secretary, writes minutes, send to UnitCare) UnitCare supplies AGM kit including proforma minutes	✓
<i>Post minutes to owners within 14 days</i>	✓	✓
<b>INSURANCE</b>		
<i>Place and renew insurances and have any claim promptly processed.</i>	✓	✓
<b>SECRETARIAL</b>		
<i>Promptly deal with Corporation correspondence and requests for Search statements.</i>	✓	✓
<i>Inform Officers of the nature and importance of all correspondence.</i>	✓	✓
<i>Keep all records of the Corporation secure and confidential.</i>	✓	✓
<b>PROTECTION</b>		
<i>Money Back Performance Guarantee</i>	✓	✓
<b>INFORMATION...</b>		
<i>Unit Owners Kit (inc. REI Notes for Owners)</i>	✓	✓
<i>Newsletters</i>	✓	✓
<i>Telephone Advice (other than finances)</i>	✓	✓
<i>Web site</i>	✓ 80+ pages of indexed help inc best practice guide	✓ 80+ pages of indexed help inc best practice guide
<b>FEES...</b>		
<i>Fixed Management Fee per unit per year (Inc GST)</i>	<i>Discount of 25% off \$226.00/unit = \$169.50/unit \$160/hour for additional svcs'.</i>	<i>\$226/unit. (minimum fee is 7 units = \$1,582 p.a.) \$160/hour for additional svcs'.</i>
<i>Meeting Fees</i>	<i>Not applicable – owners conduct meeting UnitCare supplies AGM kit including proformas &amp; budget</i>	<i>At UnitCare \$135 for 1st 1.5 hrs \$195 for 5.35pm plus start Other venues \$195 for 1st 1.5 hrs</i>
<i>Fee for overdue account notices all fees billed to owner</i>	<i>\$12, recovered from owner \$39 to send to debt recovery</i>	<i>\$12, recovered from owner \$39 to send to debt recovery</i>
<i>Photocopying, Postage &amp; Bank Charges</i>	<i>At cost</i>	<i>At cost</i>
<i>Annual Audit, Reconciliation &amp; Archiving Fee</i>	<i>\$23/unit/annum</i>	<i>\$23/unit/annum</i>
<i>Produce/Lodge Corporation's Tax Return</i>	<i>\$205</i>	<i>\$205</i>
<i>Convenient Payment of fees</i>	<i>BPay, Credit Card, Cheque, Bank SA</i>	<i>BPay, Credit Card, Cheque, Bank SA</i>