



PEACE OF MIND FOR UNIT OWNERS

Services Provided

GroupAssist

PrimeCare

Services Provided	GroupAssist	PrimeCare
DESIGNATED MANAGER	✓	✓
ACCOUNTING / FINANCES		
Collect, bank and account for maintenance contributions, levies, interest and other amounts due to the Corporation.	✓	✓
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.	✓	✓
Trust Account Auditor's report & monthly ledger to Treasurer	✓	✓
Prepare budget for the coming year	✓	✓
MAINTENANCE		
Advise and arrange for maintenance, repair and replacement of common property	X List of our contractors supplied	✓
After hours emergency service	✓	✓
MEETINGS		
Prepare and distribute notices.	✓	✓
Attend meetings and assist the Presiding Officer in the conduct of meetings.	X (owner, usually Secretary, writes minutes, send to UnitCare) UnitCare supplies AGM kit including proforma minutes	✓
Post minutes to owners within 14 days	✓	✓
INSURANCE		
Place and renew insurances and have any claim promptly processed.	✓	✓
CLERICAL		
Promptly deal with Corporation correspondence and requests for Search statements.	✓	✓
Inform Officers of the nature and importance of all correspondence.	✓	✓
Keep all records of the Corporation secure and confidential.	✓	✓
PROTECTION		
Money Back Performance Guarantee	✓	✓
INFORMATION		
Unit Owners Kit (inc. Legal Services Commission booklet)	✓	✓
Newsletters	✓	✓
Telephone Support	✓	✓
Website	✓ 80+ pages of indexed help inc best practice guide	✓ 80+ pages of indexed help inc best practice guide
FEES		
Fixed Management Fee per unit per year (Inc GST)	Discount of 25% off \$264/unit = \$197.42/unit	\$264/unit. (minimum fee is 7 units = \$1,848p.a.)
Meeting Fees	\$195/hour for additional svcs'. Not applicable – owners conduct meeting UnitCare supplies AGM kit including proformas & budget	\$195/hour for additional svcs'. \$135 for 1st 1.5 hrs \$195 for 5.35pm plus start Other venues \$195 for 1st 1.5 hours
Fee for overdue account notices	\$12, recovered from owner	\$12, recovered from owner
all fees billed to owner	\$45 to send to debt recovery	\$45 to send to debt recovery
Photocopying, Postage & Bank Charges	At cost	At cost
Annual Audit, Reconciliation & Archiving Fee	\$26/unit/annum	\$26/unit/annum
Produce/Lodge Corporation's Tax Return	\$217	\$217
Convenient Payment of fees	BPay, Credit Card, Cheque, Bank SA	BPay, Credit Card, Cheque, Bank SA