

BODY CORPORATE MANAGEMENT AGREEMENT

BETWEEN Strata Corporation Inc of South Australia 5085
(the "Body Corporate")

AND COMMUNITY STRATA PTY LTD (ABN 26 138 228 823)
of 1 Clark Terrace, Seaton, South Australia 5023 (the "Manager")

DATED This.....day of 201

THE AGREEMENT

1. The Body Corporate has engaged the Manager to provide professional management services, being:
 1. Body Corporate set-up and Section 38/80 handover, where applicable
 2. Meeting management
 - 2.1 preparation and distribution of agendas
 - 2.2 minute-taking and distribution of meeting minutes
 - 2.3 manage proxies
 - 2.4 advice on meeting proceedings as required
 3. Financial management
 - 3.1 prepare and send invoices & account statements to Lot (unit) Owners
 - 3.2 process banking (into Trust Account) and complete bank reconciliation
 - 3.3 maintain income & expenditure statement
 - 3.4 pay accounts and outgoings
 - 3.5 meet with Presiding Office/Secretary/Treasurer as required to present current income & expenditure statement,
 - 3.6 prepare annual financial report for Annual General Meeting
 - 3.7 prepare annual budget for Annual General Meeting
 - 3.8 arrange annual audit of Trust Account
 4. Assist with insurance policy quotes, placement, and claims
 5. Managing correspondence received and sent
 6. Record-keeping
 - 6.1 register of Lot (unit) Owners
 - 6.2 meeting records
 - 6.3 financial records
 - 6.4 correspondence records
 - 6.5 Certificate/s of Title
 - 6.6 records as required under legislation
 7. Co-ordinate repairs and maintenance
 8. Assist with overseeing compliance to the Strata Titles Act 1988/Community Titles Act 1996.
 9. Provide welcome/information pack for new Lot (unit) Owners
2. The responsibilities of the Manager shall be to comply with obligations of the Strata Titles Act 1988/Community Titles Act 1996, Strata Titles Regulations 2003/Community Titles Regulations 1996.
3. The Manager may assign the Manager's rights and obligations under this Agreement.
4. The term of this Agreement shall be for the period commencing from the date of this Agreement and concluding one month after the Body Corporate's next Annual General Meeting.

