



# Focus Plus Management Group

Specialist Owners Corporation Managers

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## **Contract of Appointment section 2.1 Annual fee and services. DESCRIPTION OF SERVICES TO BE PROVIDED BY THE MANAGER IN RESPECT OF THE ANNUAL FEE PAYMENT**

The Manager has the functions and duties provided for in sections 120 to 122 (inclusive) under the Act including:-

### **ACCOUNTING**

Establish and operate a bank account in the name of the Owners Corporation or a trust account for the Owners Corporation;

Keep books of account covering all income and expenditure and assets and liabilities of the Owners Corporation;

Prepare annual financial statements of all income and expenditure and assets and liabilities of the Owners Corporation (the annual accounts);

Issue notices for fees set and special fees levied by the Owners Corporation;

Pay invoices and insurance premiums on behalf of the Owners Corporation (provided reasonable funds are held by the Owners Corporation);

Reconciliation of bank account.

### **INSURANCE**

Arrange insurance or renewal only with or through the authorising licensees listed in Clause 1.2 in accordance with the authority(ies) to provide insurance services listed in Clause 1.2, unless the Manager or the Manager's employer holds its own Australian Financial Services Licence covering the provision of the services;

Arrange a valuation of the cost of reinstatement and replacement of the building/s when requested by the Owners Corporation;

Prepare and lodge routine insurance claims with insurers/brokers (max.30 minutes);

Provide any other insurance services in respect of insurance products offered through the authorising licensees as listed in Clause 1.2, or as otherwise authorised by the Australian Financial Services Licence held by the Manager, or the Manager's employer.

### **DOCUMENTATION**

Maintain roll of owners names and addresses;

Maintain the Register of the Owners Corporation;

Issue all Owners Corporation certificates and answer reasonable enquiries at the cost of the applicant/enquirer;

Deal with routine inwards and outward correspondence;

Keep and supervise the use of the common seal;

Keep the records of the Owners Corporation including minutes and postal ballots.

### **ANNUAL GENERAL MEETING**

Attend Annual General meetings held during office hours at the Manager's office or at another place agreed between the Owners Corporation and the Manager;

Convene, attend, submit a budget and financial statement to and record minutes of the Annual General Meeting;

Submit a report of the Manager's activities to each Annual General Meeting;

Meetings exceeding two (2) hours duration will be charged at the hourly rate for Additional Services set out in 2.2;

**MAINTENANCE** - Arrange for minor (< \$1,000 ) repairs and maintenance of Owners Corporation Property.

**GUIDANCE** - Provide guidance to the Owners Corporation to enable the Owners Corporation to carry out and perform its duties and functions, as set out in this clause.

**GENERAL** - Generally implement the decisions and instructions of the Owners Corporation with respect to its duties and functions as set out in this clause.