

Notes For The Interpretation of the SSKB Building Management Agreement

Application of CPI Mechanism for increases

Where the term is greater than one (1) year, on the anniversary of the Agreement the fees in the Agreement will increase by 5% or CPI(All Groups Brisbane) whichever is the greater. The formula for calculating the review will be as follows:

The CPI Index increase mechanism is calculated using the following formula:

$$\frac{A \times B}{C}$$

Where: A is the fee payable for the year immediately prior to the Review Date;

B is the CPI Index determined for the quarter ending immediately prior to the Review Date;

C is the CPI Index determined for the quarter ending immediately prior to commencement of the year last concluded.

Insurance

The Building Management Group “BMG” specifically authorises SSKB to obtain quotations for insurance cover for the Group as required, including any other policies that may be specified by the Group. The BMG also authorises the Manager to pay insurance premiums from the BMG funds.

Where the BMG has not placed the insurance through SSKB’s nominated broker, insurance claims management and processing forms part of the Fee for Service.

An insurance claim form and information on submitting claims is available on the SSKB website: [Insurance Claim Form](#)

Termination Provisions

Either party may terminate the Agreement in accordance with the terms of the Building Management Statement.

The Manager may terminate the Agreement at any time and for any reason by giving 30 days written notice to the Building Management Group.

For instance, if the BMG fails to pay the Manager any amount owing to it under the Agreement and the failure continues for a period of 14 days after notice of the failure is given to the BMG by the Manager, then the Manager may terminate the Agreement by giving 30 days written notice to the BMG; and the BMG will reimburse the Manager for the Manager’s costs

of recovering that amount from the BMG, including any legal costs on an indemnity basis.

Handover Procedure

On expiry or earlier termination of the Agreement, the Manager must deliver to the BMG its seal and the records and other documents within 14 days after the expiry or termination in accordance with the Building Management Statement. The SSKB Handover Process is located on the SSKB website <http://sskb.com.au/policies/>

Fee for Service

The following items are not services included in the standard fee, but they may be services required from time to time by the BMG and if performed they will be provided at the rates specified below. Where there is no rate specified then the charge will be calculated at the hourly rates, which are also set out below:

Examples of Fee-for-Service

Meetings

- Anything to do with any meetings over the agreed meetings in the BMG Agreement.
- Attending meetings that exceed the agreed duration in the agreement (which is generally 2 hours)
- Attending meetings or any other services required outside of business hours

Financial

Preparation of Business Activity Statements/Income Activity Statements

- Preparation of Audit Packs and resolution of audit queries
- Preparation of additional accrued accounts
- Government Tax Audits
- BMG set up fees including TFN/ABN/GST registration
- Opening and closing bank accounts including travel to branches
- Authorising and coding of invoices where a BMG group member or appointed manager has not undertaken this task on the Invoice Hub Portal
- Recoding and on-charging of expenses

Secretarial and Administrative

- Any time any service is required by the BMG to be done in non-standard business hours
- Archiving, storage, retrieval and destruction of records
- Lodgement of documents with any Government or Statutory Authority such as the Dept. of Natural Resources
- Liaison with lawyers or other professionals or government departments
- Liaison with independent contractors and obtaining reports/quotations
- Repairs and maintenance co-ordination
- Any matter related to the collecting of unpaid contributions/second debtor accounts
- Managing Payment Plans
- Managing reconciliation of lot accounts and forwarding new owner information
- Insurance renewals, management of premium funding and claim processing if business placed outside SSKB's nominated broker
- Travel to and from meetings

Hourly Rates for Fee for Service

	Ex GST
Consultants per hour	\$250
Community Managers (CM) per hour	\$250
Accountant per hour	\$185
Asst Accountant/ Community Manager and Arrears Staff per hour	\$125
Administrative staff per hour	\$ 95

Financial Services Fee-for-Service

Audit Pack Preparation fee	BMS \$500
Business Activity Statement (BAS)	\$300/return
Instalment Activity Statement Returns	\$150/return
Additional accrued financial statements	\$400 per report
Re-charges including on charging	\$9.50/notice
Issuing notices and attending to queries re non payments.	\$30/1st Notice \$180/L.O.D
Arrears staff per hour thereafter	
Attend to Register of Plant Annual Return	60/return

Body Corporate Set Up Fees Fee-for-Service

New Schemes	\$500-\$1,000
Existing Schemes over 5 parties	\$450 or by negotiation
Opening and closing bank accounts	\$100

Request for Services by Owners (on-charged to the owner)

On request Owner's Statement	\$30/statement
On request Copies of records.	Admin Staff hrly rate
Insurance Certificate of Currency	\$27.27
Dishonoured Cheque	\$35 (bank charges)
Fee-for-Service Disbursement	(Excl GST)
Telephone calls	Telstra Cost + 30%
EFT Remittance Transmission	\$0.50
Cheques incl envelope & postage	\$1.60

Photocopying :

A4 Black and White	43c per print
A3 Black and White	70c per print
A4 In Colour	72c per print
A3 In Colour	\$1.72 per print

Special Levy /Additional levy Forms	50c per Form
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Envelopes Incl Labels:

Envelopes Small	\$0.30 ea
Envelopes Large	\$0.50 ea

Postage:

Domestic/International	AusPost charges + 30%
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Document Storage: **Electronic / Hard Copy**

Storage per box per week	\$6.20 Per Week 1 st box
Electronic storage per 100MB = 1 box	(additional boxes 50c)
Permanent removal physical boxes (storage facility charge)	\$4.00 Per Box
Retrieval and Refile from storage	\$9.80 Box
Archive boxes each	\$6.00 box

Recovered Costs which include but are not limited to:

Sundry :-

Eg. Courier fees/lodgement of documents	Cost + 30%
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Travel & Meetings:-

Travel expenses, teleconferences	Provider Cost + 30% ATO Car Rates + 30%&
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PP&S Costs:-

Additional stationery & equipment	Cost + 30%
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OTHER:

Tax Return Fee as negotiated with provider	\$375
Software Licence Fee	Per service provider
Any unspecified items or duties as requested from time to time and performed by SSKB at the cost nominated by SSKB	