

Services Provided	GroupAssist	PrimeCare
DESIGNATED MANAGER	Yes	Yes
ACCOUNTING / FINANCES		
Collect, bank and account for maintenance contributions, levies, interest and other amounts due to the Corporation.	Yes	Yes
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.	Yes	Yes
Trust Account Auditor's report & monthly ledger to Treasurer	Yes	Yes
Prepare budget for the coming year	Yes	Yes
MAINTENANCE		
Advise and arrange for maintenance, repair and replacement of common property	No	Yes
	List of our contractors supplied	
After hours emergency service	Yes	Yes
MEETINGS		
Prepare and distribute notices.	Yes	Yes
Attend meetings and assist the Presiding Officer in the conduct of meetings.	No (owner, usually Secretary, writes minutes, send to UnitCare) UnitCare supplies AGM kit including proforma minutes	Yes
Post minutes to owners within 14 days	Yes	Yes
INSURANCE		
Place and renew insurances and have any claim promptly processed.	Yes	Yes
SECRETARIAL		
Promptly deal with Corporation correspondence and requests for Search statements.	Yes	Yes
Inform Officers of the nature and importance of all correspondence.	Yes	Yes
Keep all records of the Corporation secure and confidential.	Yes	Yes
PROTECTION		
Money Back Performance Guarantee	Yes	Yes
INFORMATION...		
Unit Owners Kit (inc. REI Notes for Owners)	Yes	Yes
Newsletters	Yes	Yes
Telephone Advice (other than finances)	Yes	Yes
Web site	Yes – 20+ pages of indexed help	Yes – 20+ pages of indexed help
FEES...		
Fixed Management Fee per unit per year (Inc GST)	Discount of 20% off \$169/unit \$135/hour for additional services	\$169/unit (minimum fee is 7 units = \$1183)
Meeting Fees	Not applicable – owners conduct meeting UnitCare supplies AGM kit including proforma	\$135 for 1st 1.5 hrs \$195 for 6pm plus start
Fee for overdue account notices all fees billed to owner	\$11, recovered from owner \$28 to send to debt recovery	\$11, recovered from owner \$28 to send to debt recovery
Photocopying, Postage & Bank Charges	At cost	At cost
Annual Audit, Reconciliation & Archiving Fee	\$11/unit/annum	\$11/unit/annum
Produce/Lodge Corporation's Tax Return	\$119	\$119
Convenient Payment of fees	BPay, Credit Card, Cheque, Bank SA	BPay, Credit Card, Cheque, Bank SA