

The role of the Manager

Standard duties provided by ACE Body Corporate:

Property Maintenance

Attending to urgent maintenance requirements
Organising specifications and quotes as requested at general meetings
Arranging planned maintenance requirements
A team of independent trades persons whose services are reviewed regularly

Secretarial Duties

All correspondence requirements
Convening and assisting in the chairing of meetings
Preparing and dispatching minutes of meetings
Providing boardroom facilities for meetings at no additional cost
Completing necessary statements required for ownership transfer of units/lots
Processing applications for approval to alter the structure of external appearance of units/lots

Financial Management

Issuing contribution account notices
Raising and collecting any levies established by the Corporation
Ease of payments of accounts – pay electronically or via Australia Post BPay
Annual income and expenditure statements and balance sheets
Annual cash flow and accrual budgets
Advising on required funding for short and long term maintenance requirements
Monitoring arrears and providing collection facilities (at concession rates) where necessary
Coordinating annual tax returns through independent chartered accountant at competitive rates
Completing quarterly BAS statements at competitive rates

Audit

Regular, independent audits for Whittles trust accounts
Annual independent audits at competitive prices

Insurance

Arranging independent and professional assessment of building replacement costs at competitive prices
Arrange for the processing of all insurance claims
Providing Certificates of Insurance

The Rights of the Corporation and its Members

- (1)** The Corporation may, by resolution, revoke the delegation of a particular function or service provided by the Manager.
- (2)** Each Member of the Body Corporate may, by appointment with the Manager, inspect the records of the Corporation in the possession or control of the Manager during business hours. The Manager must make the records available to an Owner within 10 business days of a request.
- (3)** A Member of the Corporation may appoint the representative of ACE, "The Manager", to act as their proxy. Proxies are limited to no more than 12 months in duration and may be revoked at any time. Even if an Owner has appointed a proxy, this does not prevent the Owner from attending a meeting and voting in person.
- (4)** Details of any payments or benefits that the Manager receives from another trader for placing the Corporation's business are disclosed in item 'F' of the Schedule in the Services Agreement.
- (5)** In addition to the Rights of Termination listed in the Services Agreement, a Corporation may terminate any Services Agreement if the Term of Contract is for greater than twelve (12) months, after the Contract has run for 12 months, by providing at least 28 days' Notice of Termination.
- (6)** If a dispute arises between a Corporation and a Member, or between two or more Members of a Corporation concerning any aspect of the Act, then an application for Resolution of Dispute may be made to the Magistrates Court.