

Our no-nasty-surprises price structure

Are we the cheapest strata managers around? No.

However, if you compare us with other management companies, you'll see that our flat fee includes a host of services and less tangible benefits that others simply don't provide.

What services do you get for your money?
Here's what's included, as standard:

General

- Prepare annual general meeting agendas.
- Prepare draft budgets for annual general meetings.
- **Attend annual general meetings.** Meetings scheduled to begin prior to 5:30pm on a weekday (an additional fee may be incurred for later start times).
- Chair annual general meetings (if required).
- Prepare and distribute general meeting documentation.
- **Respond to all communications and queries.**
This includes all council communications, advice, options, recommendations and all general communications, including breach notices and owner queries.
- Maintain a record of owners' details.
- Administer common seal duties.
- Provide guidance on by-laws.
- **Visit the property annually.** On request from the Council of Owners, we will attend the property at least once a year, as a familiarisation task.
- **Archive strata company records.** Archives are indexed, categorised and then held in secure off-site storage. Please note, the retrieval of archives will attract a small third-party delivery fee.
- Assist with the drafting of additional by-laws and amendments to existing by-laws.
- **Register by-laws.** Please note, separate Landgate (Government) fees will apply for all by-law lodgements.

Financial

- **All accounts receivable tasks.** This includes issuing levy notices and receipting owner funds.
- **All accounts payable tasks.**
This includes managing vendor invoice payments.
- Maintain full financial records.
- **Maintain payroll records.** We outsource this task to a qualified accountant.
- **Register the strata company for ABN/GST (if applicable).** We outsource this task to a qualified tax agent.
- **Prepare BAS/company tax returns.**
We outsource this task to a qualified tax agent.
- **Prepare section 43(c) certificates.**
Legislation states a processing fee must be charged for this task; however, this cost is passed on to the requesting party, so no cost is attributed to the strata company, unless the company is not registered for GST.
- Administer utility sub meter on billing/invoicing (if applicable).
- Provide monthly financial statements.
- **Administer debt collection procedures.**
Costs relating to our debt collection procedure will be passed on to the offending lot owner, providing a debt recovery by-law is in place. If no by-law is currently in existence, we strongly recommend ensuring this by-law is adopted at a general meeting.



What does 'inclusive' mean?

Some strata managers quote a fee, but then bill the strata company for a host of everyday items and activities – postage, phone calls, admin, petties. At i.fresh strata, we don't. In fact, generally, even if we have to go beyond the scope of our contract to fulfil our commitment to you, we'll happily do so, free of charge. It's all part of our engaged management ethos.

Insurance*

Renew insurance policies and source insurance policy quotes. Please note, if your strata company's insurance policy is placed with an insurance broker that isn't an i.fresh strata partner*, these tasks will be administered by the broker, as part of their brokerage fee.

Maintenance

- Administer tradespeople for the common property.
- Obtain repair and maintenance quotes for the common property.
- Liaise with the caretaker/building/facility manager, as required (if applicable).

**Disclosure. In the interests of complete transparency, please note that i.fresh strata is an agent for CHU and a select group of strata insurance brokers – we work with both CHU and our partnering brokers because they have specialist experience in the strata industry market. As such, we receive a commission of 15-20% from CHU and our partnering brokers, which covers our claim administration and renewals costs. We reiterate our agent status at every general meeting we attend.*

Two indicative prices, one inclusive agreement

We aim to make strata management as simple and transparent as possible. That's why we have a straightforward two-tier pricing structure, based on the size of your strata scheme. But please note, while the prices below are typical, we'll need more information about your scheme before we can provide a formal quote.

Pricing per lot, per annum (excl. GST)	
2 to 20 lot scheme	20+ lot scheme
from \$320	from \$295

Request your no-obligation quote and information pack

If you would like a tailored quote for your strata scheme, kindly supply the following information to us:

- **Your strata plan number.** This will allow us review your by-laws, management statements, property rules, caveats, easements and lot boundary definitions.
- **Your latest General Meeting minutes.** This will give us a vital insight into issues currently affecting your property and help us understand your vision for your property.

Alternatively, call us on +61 8 6500 0260 to discuss your scheme and find out how our engaged management ethos will make everything clearer and easier for you.