



CLARENCE TEAM  
BODY CORPORATE

Owner Corporation Registration #734



**CLARENCE TEAM PTY LTD**  
**BODY CORPORATE**  
**COMPANY PROFILE**

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## ABOUT

Clarence Team Body Corporate has been providing strata title and body corporate management since 2012.

A young contender in the industry, we entered the body corporate management horizon with a fresh outlook and passion to deliver a responsive and attentive service.

The Clarence Body Corporate team of Directors boast over a century of combined experience in senior management, undertaking numerous entrepreneurial ventures prior to embarking on this project.

With vigorous attention to detail and carefully structured processes and resolution skills, Clarence Team Body Corporate manages over 250 lots spread throughout the urban Melbourne area.

## RESOURCES

Clarence Team Body Corporate was founded with a wealth of industry resources supporting the brands vision.

Passing on the benefits of existing relationships, we fastidiously endeavour to keep ahead of the game ensuring your building, facilities and residents are in reliable hands.

## MANAGEMENT FEES

Details of our management fees can be provided for you upon request and will depend on the property to be quoted.

We only charge a flat rate management fee. No additional charges would be made for arranging quotations for repairs and maintenance and no commissions are accepted from any tradesmen.

Please feel welcome to contact us with an enquiry to find out how our services can be tailored to suit your needs.

## WHY CHOOSE CLARENCE TEAM BODY CORPORATE?

### For Developers & Project Managers

- 1) Discounted rates on OC certificates to save you overhead costs
- 2) First year management discounts to assist in faster off the plan sales
- 3) We support developers to ensure a smooth transition from building stage to settlement
- 4) We tailor our service to fit your properties, residence and businesses needs

### For Existing Occupancies

- 1) Dedicated service and management team
- 2) We're a small Business, which means you receive a more attentive service
- 3) We tailor customised packages to suit your needs. We know there is no "one size fits all solutions"
- 4) Our existing resources and relationships become yours
- 5) We value our clientele and accounts. Ensuring you're pleased with our service comes second to none!



## SERVICES

We know that every property varies in its needs, there is no one size fits all solution.

We tailor our service for each property to ensure that your buildings upkeep is managed to the standard needed.

## DAY TO DAY MANAGEMENT

Clarence Team Body Corporate caters a list of general services, not limited to the below:

- Arranging insurance
- Raising fees and levies
- Maintaining records
- Budgeting and financial management
- Trust account management
- Ensuring legal compliance, such as OHS and essential services
- Organising and conducting annual general meetings
- Assisting with general meetings
- General property repairs
- Contracted property maintenance
- Major property upgrades
- Dispute resolution
- Ballots
- Liaising with committee members
- Certificate issuance
- Medium for correspondence
- General administrative duties

Body corporate management services for any individual property are negotiated and set out in a management agreement.

For a more detailed insight into our services, please peruse the adjoining pages.



## **MAINTENANCE**

Maintenance and repairs in an emergency situation are arranged by our office.

If we are replacing an existing contract, you're welcome to recommend existing tradespeople whom we can continue to use. If at any time maintenance is required on your premises, all quotes are forwarded to the Committee and do not proceed until we have authority to do so.

## **INSURANCES**

As an Agent for several Insurance companies we are able to provide quotations for premium renewals or alternatively we can deal through our insurance Broker or a Broker of your choosing to ensure that your Body Corporate is getting value for money.

## **COLLECTION OF FEES**

Owners may be billed yearly, half yearly or quarterly at lot owners' preference.

## **PAYMENT OF ACCOUNTS**

The standard repetitive accounts will be for example - electricity, gas, gardeners, caretakers etc. These would be authorised for payment by our company.

Additional tradesman such as plumbers, electricians etc... would be authorised by the committee prior to undertaking work. Copies of invoices are always readily available as required.

## **FINANCIALS**

Financial Statements are prepared and presented to the Committee for any Committee Meeting. Financial Statements for the 12 month period are presented to all owners at the time of the Annual General Meeting.

## **MEETINGS**

We do not have any problem attending Committee Meetings as we find that this keeps us up to date with the decisions being made and allows us to get to know one another as well as the requirements of residents.

Naturally there would be a limit on the number of meetings attended each year if the committee elects to host numerous such gatherings.

The Annual General Meeting would always be attended by a representative of Clarence Team Body Corporate, with minutes recorded and forwarded to all members.

## **BODY CORPORATE CERTIFICATES**

The Body Corporate Manager is now entitled under Regulation 409 to charge a fee for providing a Form 4 Certificate in relation to the change of ownership of any Lot. Following settlement the new owners' details are recorded and they are notified of the Body Corporate requirements, details of fees and any special rules.