

Seminar for owners

October 2015

Capitol
BODY CORPORATE ADMINISTRATION

Disclaimer

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Introduction

Welcome – safety doors and telephones

What and who is Capitol Body Corporate Administration

Established 1996

Capitol Directors

Ian D'Arcy, Josephine D'Arcy and Ashley Fox



Introduction

The Capitol team – introduce the team

- Community Relationship Manager (CRM)
Body Corporate Manager
- All CRMs are supported by a Community Relationship Assistant
- Accounts team
- Insurance team
- Marketing and events



Introduction

Our culture at Capitol

Followers of: Fish! Philosophy and Speed of Trust

Currently our team is receiving training from National College of Business

What we do

- Agreed services (secretarial and treasury)
- Non agreed services (maintenance coordination)

We proudly support Act for Kids as our chosen charity



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Introduction

Where are our offices located?

Brisbane | Gold Coast | Redcliffe

How to contact our team via our website

www.capitolbca.com.au

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Introduction

Session topics

Question time at end of seminar

➤ Disputes and dispute resolution

Mark Mellick, Active Lawyers

➤ Where does your money go?

Michael O'Neill, Capitol

➤ Utility infrastructure and services

David Pak-Poy, Capitol

➤ Capitol website update

Matthew Savage, Capitol

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ACTIVE
LAWYERS CONSULTANTS
DELIVERING SOLUTIONS

By-Laws Presented by Mark Mellick

Contact Details

Phone | (07) 3343 7096

Level 2, 121 Logan Road, Woolloongabba Qld 4102 | PO Box 6116, Woolloongabba

Web | www.activelawyers.com.au

Email | mark.mellick@activelawyers.com.au

What are By-Laws?

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- Rules that govern living in a CTS
- Ideally By-Laws should promote harmonious living
- By-Laws may **only** provide for:
 - a) the administration, management and control of common property and body corporate assets;
 - b) Regulation of, including conditions applying to, the use and enjoyment of –
 - Lots;
 - Common Property; and
 - Body Corporate Assets;
- Effective from date CMS is recorded in Land Titles Office

Active Lawyers Pty Ltd

ACN 147 527 875

ABN 21 921 462 902

Street Address:
Level 2, 121 Logan Road
WOOLLOONGABBA QLD 4102
AUSTRALIA

Postal Address:
PO Box 6116
WOOLLOONGABBA QLD 4102
AUSTRALIA

Contact Details:
Phone: (07) 3343 7096
Fax: (07) 3349 5845
www.activelawyers.com.au

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What By-Laws cannot do!

By-Laws must not:

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- Be inconsistent with the Act or the Module applying to the Scheme
 - Eg. A by-law cannot give a caretaker exclusive use of common property where the common property is to be used to facilitate the Caretaking duties
- If a Lot may lawfully be used for residential purposes, the By-Laws cannot restrict the type of residential use
 - Eg. A by-law cannot prevent a Lot from being used for short term letting
- A by-law must not discriminate between type of occupiers
 - Eg. A by-law cannot say only owners (on opposed to tenants) can use the recreation facilities
- A by-law (other than an exclusive use by-law) must not impose monetary liability

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ACN 147 527 875

ABN 21 921 462 902

Street Address:
Level 2, 121 Logan Road
WOOLLOONGABBA QLD 4102
AUSTRALIA

Postal Address:
PO Box 6116
WOOLLOONGABBA QLD 4102
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- A By-Law must not be oppressive or unreasonable – having regard to the interest of all owners and occupiers and the use of Common Property
- “Ban the Banner: - A By-Law must not offend its sustainable housing provision of the Building Act

Eg. A By-Law cannot restrict the installation of solar hot water systems on roof merely to preserve the external appearance of the building

Active Lawyers Pty Ltd

ACN 147 527 875

ABN 21 921 462 902

Street Address:
Level 2, 121 Logan Road
WOOLLOONGABBA QLD 4102
AUSTRALIA

Postal Address:
PO Box 6116
WOOLLOONGABBA QLD 4102
AUSTRALIA

Contact Details:
Phone: (07) 3343 7096
Fax: (07) 3349 5845
www.activelawyers.com.au

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Contentious By – Laws

- Towing
- Pets
- Smoking
- Security Bonds

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ACN 147 527 875

ABN 21 921 462 902

Street Address:
Level 2, 121 Logan Road
WOOLLOONGABBA QLD 4102
AUSTRALIA

Postal Address:
PO Box 6116
WOOLLOONGABBA QLD 4102
AUSTRALIA

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Phone: (07) 3343 7096
Fax: (07) 3349 5845
www.activelawyers.com.au

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Who enforces By-Laws?

- The Committee
- The Caretaker
 - Caretaker might be obliged to “Monitor” observations of By-Laws
- Owner/occupiers
 - Only in limited circumstances

Active Lawyers Pty Ltd

ACN 147 527 875

ABN 21 921 462 902

Street Address:
Unit 7, Level 2, 1177 Logan Road
HOLLAND PARK QLD 4121
AUSTRALIA

Postal Address:
PO Box 213
HOLLAND PARK QLD 4121
AUSTRALIA

Contact Details:
Phone: (07) 3343 7096
Fax: (07) 3349 5845
www.activelawyers.com.au

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Utility infrastructure and services

David Pak-Poy
Community Relationship Manager

Utility infrastructure and services

- Legislation
- What it is
- Who is responsible to maintain it?

Utility infrastructure and services

Section 20 of the Body Corporate and Community Management Act 1997

utility infrastructure means—

cables, wires, pipes, sewers, drains, ducts, plant and equipment by which lots or common property are supplied with utility services; and

a device for measuring the reticulation or supply of a utility service.

Utility infrastructure and services

utility service means—
water reticulation or supply; or
gas reticulation or supply; or
electricity supply; or
air conditioning; or
a telephone service; or
a computer data or television service; or
a sewer system; or
drainage; or
a system for the removal or disposal of garbage or waste; or
another system or service designed to improve the amenity, or
enhance the enjoyment, of lots or common property.

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Utility infrastructure and services

Who is responsible?

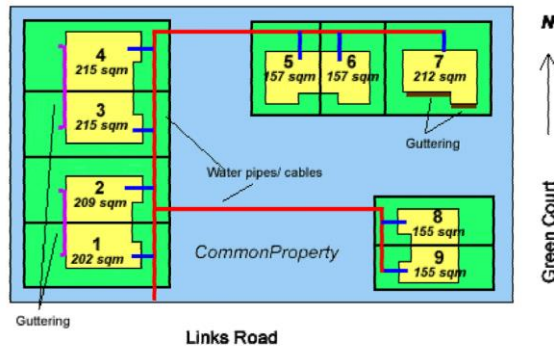
Using an example of damaged Foxtel cabling, questions that need to be asked are:

- Who installed it
- Who owns it
- Where is it positioned
- Is it under an agreement between the body corporate or the owner
- If in doubt, speak with your CRM

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Utility infrastructure and services

Standard format plan



Utility infrastructure and services

Standard format plan

The body corporate is generally responsible for:

- The water pipes or cables shown in red on the utility infrastructure plan above, as these supply the service to more than one lot (refer to the definition of utility infrastructure in the glossary);
- The guttering, and associated downpipes shown above in pink which span two lots (between 1 and 2 and between 3 and 4), supplying a service to more than one lot;
- Any television antenna that services two or more lots.

Utility infrastructure and services

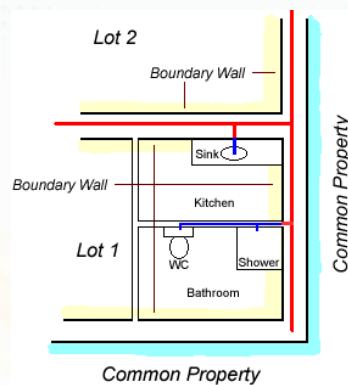
Standard format plan

The lot owner is generally responsible for:

- The water pipes or cables shown in blue, as they are located within the lot boundary and service one lot only;
- The guttering and associated downpipes shown in brown above on lot 7, as they service only that lot.

Utility infrastructure and services

Building format plan



Utility infrastructure and services

Building format plan

The body corporate is generally responsible for:

- The cold water pipes or cables shown in red on the utility infrastructure plan above, as they are located within a boundary structure.

Utility infrastructure and services

Building format plan

The lot owner is generally responsible for:

- The cold water pipes or cables shown in blue on the utility infrastructure plan above, as they service lot 1 only and are located within an internal wall and not a boundary structure.
- A hot water system, including the associated pipes and wiring, supplying the service solely to the lot, whether or not the system is located on common property.
- An air conditioning system, including the associated pipes and wiring, supplying the service solely to the lot, whether or not the system is located on common property.

Where does your money go?

Michael O'Neill
Community Relationship Manager



Overview

- Budgets
- Understanding financials
- How to pay levies



Budgets: administrative fund

Statutory requirements: administrative fund

- Contain estimates for the financial year of necessary and reasonable expenditure to cover:
 - The cost of maintaining common property and body corporate assets
 - The cost of insurance
 - Other expenditure incurred annually or more frequently (called recurrent expenditure)
- To fix the amount to be raised by contributions to cover the estimated expenditure
- Admin budgets are like a household budget

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PROPOSED ANNUAL BUDGET

ADMINISTRATIVE FUND	ACTUAL 01/05/14-30/04/15	BUDGET 01/05/14-30/04/15	BUDGET 01/05/15-30/04/16
INCOME			
Levies - Administrative Fund	170,704.69	191,520.00	191,520.00
Interest On Overdue Levies	133.92	0.00	(17,411.00)
GST On Income	0.00	(17,411.00)	0.00
TOTAL ADMIN. FUND INCOME	170,838.61	174,109.00	174,109.00
EXPENDITURE - ADMIN. FUND			
Audit Fees	2,762.00	1,570.00	1,265.00
Bank Charges (Gst Incl)	19.09	0.00	0.00
Bas Preparation Fee	800.00	800.00	800.00
Community Power	4,112.49	4,000.00	4,650.00
Committee Expense	200.00	150.00	200.00
Fees & Permits	34.35	50.00	50.00
Income Tax Returns	180.00	180.00	180.00
Insurance	30,425.10	32,500.00	29,396.00
Insurance-Stamp Duty	2,974.49	3,000.00	2,876.00
Insurance Valuation	1,124.55	1,125.00	0.00
R & M - Building General	2,290.20	2,500.00	2,500.00
R & M - Plumbing	0.00	500.00	500.00
R & M - Grounds Contractor	3,236.48	500.00	3,500.00
R & M - Electrical	1,055.74	500.00	750.00
Management Fees	11,885.06	11,760.00	12,360.00
Management Fees Additional Svc	3,950.31	3,000.00	3,000.00
Pest Control	7,892.64	8,652.00	8,000.00
Disbursements	2,146.15	3,000.00	2,500.00
Stratamax License Fee	834.18	1,244.00	1,130.00
Fixed Disbursements	4,244.66	4,200.00	4,414.00
Resident Manager Contract	89,644.91	87,500.00	93,230.00
Sinking Fund Analysis	1,250.00	1,250.00	0.00
Swimming Pool Maintenance	427.50	1,000.00	750.00
Swimming Pool Chemicals	250.00	150.00	300.00
Water Rates	0.00	3,500.00	0.00
Workplace Health & Safety	781.82	782.00	782.00
TOTAL ADMIN. EXPENDITURE	172,521.72	173,413.00	173,133.00
SURPLUS / DEFICIT	\$ (1,683.11)	\$ 696.00	\$ 976.00
Opening Admin. Balance	2,375.36	2,375.36	692.25
ADMINISTRATIVE FUND BALANCE	\$ 692.25	\$ 3,071.36	\$ 1,668.25
NUMBER OF UNITS OF ENTITLEMENT:		84	84
AMOUNT PER UNIT OF ENTITLEMENT:	\$ 2,280.0000	\$ 2,280.0000	\$ 2,280.0000

Budgets: sinking fund

Statutory requirements: sinking fund

- Provide for necessary and reasonable expenditure from the sinking fund for the financial year
- Reserve a proportional amount to meet anticipated expenditure over a least the next nine years after the financial year in question, after taking into consideration:
 - Anticipated expenditure of a capital or non-recurrent nature
 - Periodic replacement of items of a major capital nature
 - Other expenditure that should reasonably be met from capital
- Fix the amount to be raised from contributions to cover the estimated capital amount

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PROPOSED ANNUAL BUDGET

<u>SINKING FUND</u>	<u>ACTUAL</u> 01/05/14-30/04/15	<u>BUDGET</u> 01/05/14-30/04/15	<u>BUDGET</u> 01/05/15-30/04/16
<u>INCOME</u>			
Levies - Sinking Fund	18,033.87	20,160.00	35,280.00
Interest Received	1,625.97	2,000.00	2,000.00
Insurance Claim Proceeds	1,404.55	0.00	0.00
GST On Income	0.00	(1,833.00)	(3,207.27)
<u>TOTAL SINKING FUND INCOME</u>	21,064.39	20,327.00	34,072.73
<u>EXPENDITURE - SINKING FUND</u>			
Income Tax	510.67	600.00	550.00
Insurance Claim Costs	1,023.73	0.00	0.00
Legal Expenses	980.00	0.00	0.00
Maintenance	6,196.53	0.00	0.00
Maintenance - Gardens&grounds	3,391.20	0.00	0.00
Signage	30.00	0.00	0.00
Swimming Pool	518.18	0.00	0.00
<u>TOTAL SINK. FUND EXPENDITURE</u>	\$ 12,650.31	\$ 600.00	\$ 550.00
<u>SURPLUS / DEFICIT</u>	\$ 8,414.08	\$ 19,727.00	\$ 33,522.73
Opening Sinking Fund Balance	65,044.28	65,044.28	73,458.36
<u>SINKING FUND BALANCE</u>	\$ 73,458.36	\$ 84,771.28	\$ 106,981.09
NUMBER OF UNITS OF ENTITLEMENT:		84	84
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 240.0000	\$ 420.0000

Sinking fund forecast: example

CASH FLOW FORECAST SUMMARY

Year	Date	Opening Balance	Averaged Sinking Fund Levies (Excl GST)	Estimated Sinking Fund Expenditure (Excl GST)	Interest Earned	Tax on interest	Closing Balance
	- 2015						6,240
1	2015 - 2016	6,240	8,628	(650)	256	(77)	14,397
2	2016 - 2017	14,397	8,907	(676)	463	(133)	22,852
3	2017 - 2018	22,952	9,126	(703)	679	(204)	31,850
4	2018 - 2019	31,850	9,353	(743)	869	(261)	38,268
5	2019 - 2020	38,268	9,613	(769)	1,067	(328)	47,868
6	2020 - 2021	47,868	9,883	(791)	1,310	(393)	57,877
7	2021 - 2022	57,877	10,138	(815)	1,532	(460)	65,734
8	2022 - 2023	65,734	10,425	(855)	1,763	(529)	76,538
9	2023 - 2024	76,538	10,723	(894)	1,968	(598)	82,275
10	2024 - 2025	82,275	11,037	(925)	2,164	(655)	93,938
11	2025 - 2026	93,938	11,404	(959)	2,352	(717)	106,028
12	2026 - 2027	106,028	11,804	(988)	2,525	(775)	118,592
13	2027 - 2028	118,592	12,239	(1,014)	2,686	(829)	131,568
14	2028 - 2029	131,568	12,711	(1,038)	2,835	(880)	145,036
15	2029 - 2030	145,036	13,221	(1,059)	2,973	(928)	159,002



Sinking fund forecast: example

I. LEVY CALCULATION

	2016	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1 Roof Refurbish metal roofing (screws / flashings)	244	255	267	280	295	311	329	350	373	400	430	466	509	561	626
2 Roof Replace metal roofing	119	121	126	132	139	146	153	162	172	182	194	207	222	238	258
3 Roof Maintain waterproof membrane	301	314	328	343	359	377	396	416	436	454	480	502	533	569	609
4 Roof Replace / refurbish gutters	183	179	177	185	194	203	214	226	237	250	265	281	298	318	339
5 Roof Replace / refurbish downpipes	3,252	3,438	3,618	3,829	4,080	4,384	4,764	5,257	5,841	6,529	7,329	8,253	9,313	10,522	11,994
6 External Repair all external surfaces															
7 External Maintain windows															
8 External Maintain balconies															
9 External Maintain entry doors and hardware	40	42	44	46	48	51	53	56	60	63	67	72	77	83	89
10 External Maintain car park gate	421	441	464	491	523	562	611	674	752	849	969	1,113	1,287	1,496	1,746
11 External Maintain car park gate motor	254	267	284	305	330	362	403	456	524	602	695	810	954	1,134	1,356
12 Internal Repair all internal surfaces	379	397	418	442	471	506	550	607	680	774	895	1,050	1,244	1,484	1,778
13 Internal Maintain doors and hardware	261	272	285	298	313	329	346	366	387	411	437	467	500	538	581
14 Internal Maintain lift(s) (allowance)	168	178	184	194	205	218	234	252	274	301	333	370	413	463	520
15 Services Maintain emergency lighting	152	159	168	179	193	210	234	272	321	384	464	574	720	919	1,181
16 Services Maintain lighting	75	79	82	86	91	96	102	108	116	123	133	144	157	173	193
17 Services Maintain intercom	186	205	214	225	237	250	264	281	299	321	345	374	409	450	502
18 Siteworks Maintain timber fencing (50%)	251	263	275	288	303	320	339	360	384	411	443	480	524	577	644
19 Siteworks Refurbish landscaping	514	547	599	707	885	1,144	1,555	2,178	3,074	4,411	6,247	8,854	12,477	17,614	24,866
20 Siteworks Maintain driveway (allowance)	60	63	66	69	72	76	80	84	89	95	101	108	115	124	134
21 Siteworks Maintain recreation deck	153	201	210	220	231	243	256	270	285	303	323	345	369	397	429
22 Sunley Allow for expenditure on sundry items	650	676	703	731	760	791	822	856	890	925	962	1,001	1,041	1,082	1,126
Calculated Levies	7,720	8,065	8,512	9,032	9,634	10,308	11,061	11,942	12,937	14,203	15,760	17,517	19,517	21,816	24,464
Averaged Levies	8,737	9,086	9,450	9,828	10,221	10,630	11,055	11,497	11,967	12,435	12,933	13,450	13,988	14,548	15,130
LESS: Net Interest Earned on Deposits after Tax	(108)	(179)	(324)	(478)	(606)	(747)	(917)	(1,072)	(1,234)	(1,378)	(1,520)	(1,670)	(1,828)	(2,003)	(2,197)
Total Sinking Fund Levies (to Cash Flow)	8,628	8,907	9,126	9,353	9,613	9,883	10,138	10,425	10,723	11,057	11,404	11,783	12,168	12,545	12,933



Understanding financials

- Balance sheet
 - Balance of administrative and sinking fund
 - Assets – cash at bank and term depositions
 - Liabilities – outstanding creditors
- Income and expenditure
- Budgeted amount to actual amounts

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BALANCE SHEET AS AT 14 OCTOBER 2015

<u>OWNERS FUNDS</u>	<u>ACTUAL</u> <u>14/10/15</u>	<u>ACTUAL</u> <u>30/04/15</u>
Administrative Fund	(10,796.68)	692.25
Sinking Fund	81,878.22	73,458.36
<u>TOTAL</u>	\$ 71,081.54	\$ 74,150.61
 <u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>CURRENT ASSETS</u>		
Cash At Bank	92,878.71	120,390.05
Prepaid Tax	529.00	397.00
Other Arrears	44.00	14.38
<u>TOTAL ASSETS</u>	93,451.71	120,801.43
<u>LIABILITIES</u>		
GST Clearing A/C	(1,068.44)	(2,075.58)
Creditors	490.00	2,487.79
Accruals	0.00	1,727.00
Levies In Advance	22,948.61	44,511.61
<u>TOTAL LIABILITIES</u>	22,370.17	46,650.82
<u>NET ASSETS</u>	\$ 71,081.54	\$ 74,150.61

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 1 MAY 2015 TO 14 OCTOBER 2015			
<u>ADMINISTRATIVE FUND</u>	<u>ACTUAL</u> 01/05/15-14/10/15	<u>BUDGET</u> 01/05/15-30/04/16	<u>ACTUAL</u> 01/05/14-30/04/15
INCOME			
Levies - Administrative Fund	87,054.55	191,520.00	170,704.69
Interest On Overdue Levies	63.00	(17,411.00)	133.92
TOTAL ADMIN. FUND INCOME	87,117.55	174,109.00	170,838.61
EXPENDITURE - ADMIN. FUND			
Audit Fees	0.00	1,265.00	2,762.00
Bank Charges (Gst Incl)	16.55	0.00	19.09
Bas Preparation Fee	400.00	800.00	800.00
Community Power	1,781.05	4,650.00	4,112.49
Committee Expense	400.00	200.00	200.00
Debt Collection Fees	40.00	0.00	0.00
Fees & Permits	0.00	50.00	34.35
Income Tax Returns	0.00	180.00	180.00
Insurance	29,395.86	29,396.00	30,425.10
Insurance-Stamp Duty	2,876.04	2,876.00	2,974.49
Insurance Valuation	0.00	0.00	1,124.55
R & M - Building General	1,619.78	2,500.00	2,290.20
R & M - Plumbing	0.00	500.00	0.00
R & M - Grounds Contractor	911.10	3,500.00	3,236.48
R & M - Electrical	155.00	750.00	1,055.74
Management Fees	6,237.50	12,360.00	11,585.06
Management Fees Additional Svc	251.62	3,000.00	3,950.31
Maintenance Co-Ordination	2,829.50	0.00	0.00
Pest Control	7,334.09	8,000.00	7,892.64
Disbursements	783.22	2,500.00	2,146.15
Stratamax License Fee	491.09	1,130.00	834.18
Fixed Disbursements	2,227.68	4,414.00	4,244.66
Resident Manager Contract	39,215.53	93,230.00	89,644.91
Sinking Fund Analysis	0.00	0.00	1,250.00
Swimming Pool Maintenance	71.82	750.00	427.50
Swimming Pool Chemicals	0.00	300.00	250.00
Water Rates	335.41	0.00	0.00
Workplace Health & Safety	1,233.64	782.00	781.82
TOTAL ADMIN. EXPENDITURE	98,606.48	173,133.00	172,521.72
SURPLUS / DEFICIT	\$ (11,488.93)	\$ 976.00	\$ (1,683.11)
Opening Admin. Balance	692.25	692.25	2,375.36
ADMINISTRATIVE FUND BALANCE	\$ (10,796.68)	\$ 1,668.25	\$ 692.25

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 1 MAY 2015 TO 14 OCTOBER 2015			
<u>SINKING FUND</u>	<u>ACTUAL</u> 01/05/15-14/10/15	<u>BUDGET</u> 01/05/15-30/04/16	<u>ACTUAL</u> 01/05/14-30/04/15
INCOME			
Levies - Sinking Fund	9,163.64	35,280.00	18,033.87
Interest Received	0.00	2,000.00	1,625.97
Insurance Claim Proceeds	887.02	0.00	1,404.55
GST On Income	0.00	(3,207.27)	0.00
TOTAL SINKING FUND INCOME	10,050.66	34,072.73	21,064.39
EXPENDITURE - SINKING FUND			
Income Tax	0.00	550.00	510.67
Insurance Claim Costs	1,486.02	0.00	1,023.73
Legal Expenses	0.00	0.00	980.00
Maintenance	144.78	0.00	6,196.53
Maintenance - Gardens&grounds	0.00	0.00	3,391.20
Signage	0.00	0.00	30.00
Swimming Pool	0.00	0.00	518.18
TOTAL SINK. FUND EXPENDITURE	\$ 1,630.80	\$ 550.00	\$ 12,650.31
SURPLUS / DEFICIT	\$ 8,419.86	\$ 33,522.73	\$ 8,414.08
Opening Sinking Fund Balance	73,458.36	73,458.36	65,044.28
SINKING FUND BALANCE	\$ 81,878.22	\$ 106,981.09	\$ 73,458.36

How to pay levies

- Example levy notice payment slip
- Payment options



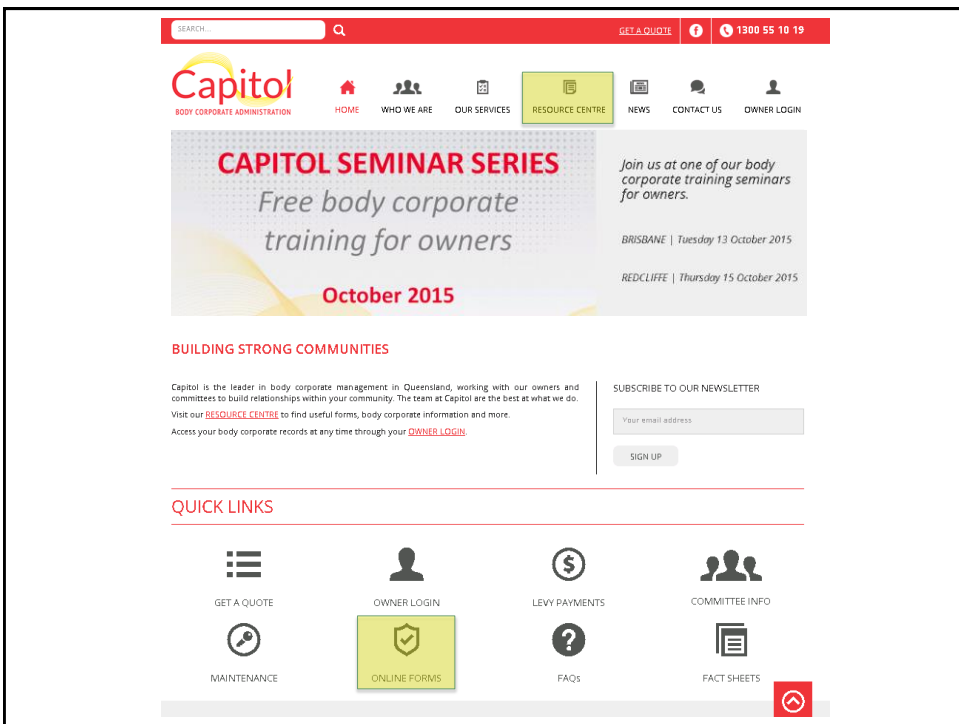
Payment slip: example

		Capitol Body Corporate Admin. DEFT Reference Number: Your DEFT reference number	
Pay over the Internet from your **Credit Card or *pre-registered bank a/c at: www.deft.com.au *A surcharge may apply to credit card transactions	Biller Code: Biller code Ref: Your reference number	Account: Your body corporate details will be listed here.	
By phone from your **Credit Card or *pre- registered bank account. Call 1300 301 090 Int +612 8232 7395	Contact your participating financial institution to make this payment: from your cheque or savings account.	Lot No. Your lot number Owner Your name	
<small>*Payments by phone or internet from your cheque or savings account require registration. Please complete a Customer Initiated Direct Debit registration form available at www.deft.com.au or call 1800 672 362</small>	Pay by mailing this payment slip with your cheque to: DEFT Payment Systems GPO Box 141 Brisbane Qld 4001	All cheques must be made payable to: Body Corporate For: building name ABN body corporate ABN	
In person, pay by cash, cheque or EFTPOS at [billpay] any Post Office in Australia.		TOTAL AMOUNT DUE \$XX.XX DUE DATE	
*496 273116228 10000000045			



Capitol's website

Matthew Savage
Community Relationship Manager



SEARCH [input] GET A QUOTE 1300 55 10 19

Capitol BODY CORPORATE ADMINISTRATION

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CAPITOL SEMINAR SERIES

Free body corporate training for owners

October 2015

Join us at one of our body corporate training seminars for owners.

BRISBANE | Tuesday 13 October 2015

REDCLIFFE | Thursday 15 October 2015

BUILDING STRONG COMMUNITIES

Capitol is the leader in body corporate management in Queensland, working with our owners and committees to build relationships within your community. The team at Capitol are the best at what we do. Visit our [RESOURCE CENTRE](#) to find useful forms, body corporate information and more. Access your body corporate records at any time through your [OWNER LOGIN](#).

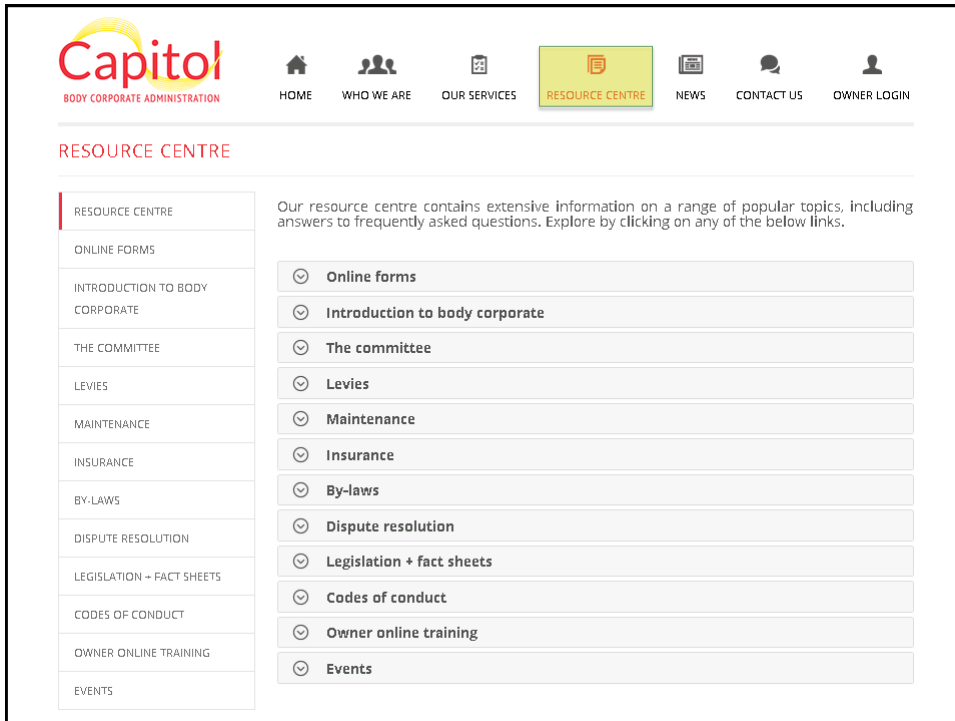
SUBSCRIBE TO OUR NEWSLETTER

Your email address [input]

SIGN UP

QUICK LINKS

- GET A QUOTE
- OWNER LOGIN
- LEVY PAYMENTS
- COMMITTEE INFO
- MAINTENANCE
- ONLINE FORMS
- FAQS
- FACT SHEETS



Capitol
BODY CORPORATE ADMINISTRATION

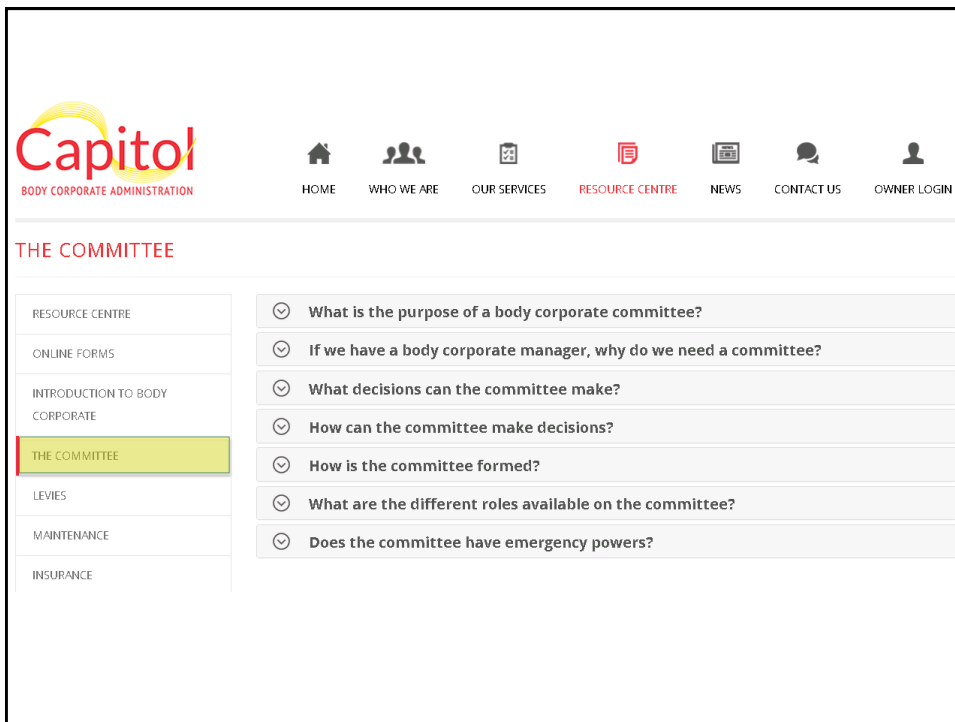
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RESOURCE CENTRE

Our resource centre contains extensive information on a range of popular topics, including answers to frequently asked questions. Explore by clicking on any of the below links.

- RESOURCE CENTRE
- ONLINE FORMS
- INTRODUCTION TO BODY CORPORATE
- THE COMMITTEE
- LEVIES
- MAINTENANCE
- INSURANCE
- BY-LAWS
- DISPUTE RESOLUTION
- LEGISLATION + FACT SHEETS
- CODES OF CONDUCT
- OWNER ONLINE TRAINING
- EVENTS

- Online forms
- Introduction to body corporate
- The committee
- Levies
- Maintenance
- Insurance
- By-laws
- Dispute resolution
- Legislation + fact sheets
- Codes of conduct
- Owner online training
- Events



Capitol
BODY CORPORATE ADMINISTRATION

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THE COMMITTEE

- RESOURCE CENTRE
- ONLINE FORMS
- INTRODUCTION TO BODY CORPORATE
- THE COMMITTEE**
- LEVIES
- MAINTENANCE
- INSURANCE

- What is the purpose of a body corporate committee?
- If we have a body corporate manager, why do we need a committee?
- What decisions can the committee make?
- How can the committee make decisions?
- How is the committee formed?
- What are the different roles available on the committee?
- Does the committee have emergency powers?

THE COMMITTEE

RESOURCE CENTRE

ONLINE FORMS

INTRODUCTION TO BODY CORPORATE

THE COMMITTEE

LEVIES

MAINTENANCE

INSURANCE

BY-LAWS

DISPUTE RESOLUTION

LEGISLATION + FACT SHEETS

CODES OF CONDUCT

OWNER ONLINE TRAINING

EVENTS

What is the purpose of a body corporate committee?

Visit [INTRODUCTION TO BODY CORPORATE](#) for an overview of the purpose of the body corporate committee.

The body corporate committee (elected at each AGM) is responsible for the day to day operations of the body corporate and works closely with Capitol as the body corporate manager. The committee's duties include:

- Acting in the best interest of all owners
- Overseeing the operation of the body corporate
- Providing instructions to, and working with the body corporate manager (Capitol)
- Carrying out instructions from the body corporate in a general meeting (implementing motion outcomes)

The committee takes instruction from the body corporate at a general meeting, and must carry out the body corporate's lawful instructions. For example, if the body corporate resolves to have the financial records audited, the committee must arrange the auditor and provide the necessary information.

- Overseeing maintenance, and other day to day administrative tasks.

The committee has the authority to act on behalf of all owners in limited circumstances. For example, if the body corporate for a large high-rise with 100 lots needed to purchase a new mop for the cleaning room, the committee would be authorised to make that decision, rather than convening a meeting of all 100 lot owners.

Committee members are bound by a statutory code of conduct. Visit [CODES OF CONDUCT](#) to view the code.

If we have a body corporate manager, why do we need a committee?

What decisions can the committee make?

How can the committee make decisions?

How is the committee formed?

What are the different roles available on the committee?

Does the committee have emergency powers?

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CODES OF CONDUCT

Update your contact details

Disclosure statement request

Information certificate request

Certificate of currency request

Pet request

Air conditioning request

Maintenance request

General improvement request

Insurance claim

Reimbursement request

Completed improvement notification

Owner login request

AIR CONDITIONING REQUEST

RESOURCE CENTRE	<p>Process for obtaining committee approval</p> <ul style="list-style-type: none"> • Prior to lodging your application we recommend that you review the body corporate by-laws so that you can address any conditions included in the by-laws. • Your request will be submitted to the body corporate committee for consideration. • The committee may provide approval subject to conditions. • Should you wish for this request to be considered outside of a committee meeting there will be a fee payable by the owner. • A quotation will be provided to you within two days of receipt of this request. • Upon acceptance of the quote, please allow up to 14 days for a response from the committee.
ONLINE FORMS	
INTRODUCTION TO BODY CORPORATE	
THE COMMITTEE	
LEVIES	
MAINTENANCE	
INSURANCE	
BY-LAWS	
DISPUTE RESOLUTION	
LEGISLATION + FACT SHEETS	

Property details DOWNLOAD PDF

Name of owner

First **Last**

Property address

Street address

Address line 2

City **State**

Postcode

Building name

Lot number

CTS number

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BODY CORPORATE ADMINISTRATION

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WHAT WE STAND FOR

OUR PEOPLE

ACT FOR KIDS

Click any of the friendly faces to see that person's qualifications and direct contact details.

Josephine D'Arcy <small>Director</small>	Ian D'Arcy <small>Business Development Director</small>	Ashley Fox <small>Director</small>	Christine Murray <small>Accounts Manager</small>
David Pak-Poy <small>Community Relationships Manager</small>	Felicity Frewin <small>Business Development & Community Relationships Manager</small>	Jenny Phillips <small>Community Relationships Manager</small>	Jane Smith <small>Community Relationships Manager</small>
Matthew Savage <small>Community Relationships Manager</small>	Carol Cooper <small>Community Relationships Manager</small>	Scott Weaver <small>Community Relationships Manager</small>	Rebecca Hamilton <small>Community Relationships Manager</small>
Julie MacCarthy <small>Community Relationships Manager</small>	James McCreanor <small>Community Relationships Manager</small>	Tony McQuillan <small>Community Relationships Manager</small>	Julie Coates <small>Community Relationships Manager</small>

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OUR PEOPLE

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WHAT WE STAND FOR
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ACT FOR KIDS

Click any of

Josephine D'Arcy
Director

07 3622 3901

josephine@capitolbca.com.au

Josephine is the founding Director of Capitol. In 1996, she recognised an opportunity to bring her knowledge of the construction industry together with her passion for people to the body corporate industry.

FSCM - Fellow Strata Community Manager (Old)
Certificate IV - Body Corporate Management
Commissioner for Declarations

Ashley Fox - Director
Christine Murray - Accounts Manager
Jenny Phillips - Community Relationship Manager
Jane Smith - Community Relationship Manager
Matthew Savage
Carol Cooper
Scott Weaver
Rebecca Hamilton

Capitol
BODY CORPORATE ADMINISTRATION

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OWNER LOGIN

The owner login has been updated and now requires you to upgrade your account so that in future your login details will be your email address and a password of your choosing. You will need to enter your current details to action the upgrade and can do this by going to the [login page](#) and following the prompts. If you have any issues navigating this process, view the instructional video on the login page. If you are still encountering login problems, please call Kristina Lucas at Capitol on 07 3622 3918 or email team@capitolbca.com.au.

Your owner login enables you to securely access information about your body corporate and you can update your contact details at any time. [Click here](#) to login.

You have access to:

- Your statements and levy information
- Community management statement (including by-laws and plans)
- Building reports (including insurance valuations, safety audit reports and sinking fund forecasts)
- Meeting minutes

Committee members have additional access to your body corporate financial information.

OWNER LOGIN

If you don't have your login details, follow the links on the login page to retrieve your details immediately. Alternatively, [click here](#) to submit a form to our office.

StrataMax LOGIN

Font Size: A- A+ Reset Online Portal

Online Certificates Help

StrataMax ID Account Upgrades

If you previously signed in with your 8 digit StrataMax ID or your StrataMax Passport ID, you now need to [upgrade your account](#).

Having issues upgrading your account? Check our [Frequently Asked Questions](#)

QuickPay

Please enter the 9 digit StrataPay Reference Number found at the top right of your StrataPay Slip, then click on 'Quick Pay' to proceed with your payment.

NOTE: No login is required to make payment via Quick Pay.

StrataPay Reference

QUICK PAY

Sign In **Create an Account**

Email

Password

[Having problems logging in?](#)

LOGIN

Don't have an Account but have a StrataMax ID?
Create an Account below.

CREATE

StrataMax LOGIN

Font Size: A- A+ Reset Online Portal

Online Certificates Help

User Account Upgrade

BACK

StrataMax Online Portal user authentication has been upgraded to use an email address and nominated password providing more memorable login credentials and easier management for multi-lot owners.

StrataMax ID / Passport Details

Please enter your StrataMax ID or Passport ID and password to begin the upgrade process.

StrataMax ID:

Password:

Passport ID:

Password:

UPGRADE **UPGRADE**

[Having problems upgrading your StrataMax ID?](#)

StrataMax

Viewing: Lot 00004 (Committee Member)
JANELLA COURT CTS 13413

Font Size: A- A+ Reset

Online Portal

My Info Payments **Reports & Documents** Help Contact Us

Working with owners to create happy, healthy and harmonious communities.

StrataMax

Viewing: Lot 00004 (Committee Member)
JANELLA COURT CTS 13413

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Online Portal

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Owner Committee

Owner Reports & Documents

The data used to generate reports is current as at **08:37 PM 11 October, 2015**.

This information is supplied by Capitol Body Corporate Administration & we believe it to be reliable & accurate. However no warranty of reliability or accuracy is given & no responsibility arising in any way for errors & omissions is accepted by this organisation.


The current method of payment is by **Credit Card**.

Owner Information
Owner Information available at no charge.
Owner Information Report Download

Insurance
Insurance available at no charge.
2014 - Certificate of Currency Download

AGM Minutes
AGM Minutes available at no charge.
2013 - Minutes of Annual General Meeting Download
2014 - Minutes of Annual General Meeting Download

Reports
Reports available at no charge.
2008 Sinking Fund Forecast Download
2012 - Insurance Valuation Download
2012 FIRE AND EVACUATION PLAN Download
2012 FIRE SAFETY REPORT Download
2012- Safety Audit Report Download
2015 - Asbestos Materials Report and Register Download
2015 - Safety Audit Report Download



Viewing: Lot 00004 (Committee Member)
JANELLA COURT CTS 13413

Font Size: [A-](#) [A+](#) [Reset](#)

[My Info](#) [Payments](#) **[Reports & Documents](#)** [Help](#) [Contact Us](#)

Owner **Committee**

Committee Reports & Documents

The data used to generate reports is current as at **08:37 PM 11 October, 2015**.

This information is supplied by Capitol Body Corporate Administration & we believe it to be reliable & accurate. However no warranty of reliability or accuracy is given & no responsibility arising in any way for errors & omissions is accepted by this organisation.

The current method of payment is by **Credit Card**.

Financial Statements

Financial Statements available at no charge.

Aged Balance List	Download
Committee Report	Download
Financial Statements (Current Year)	Download
Financial Statements (Last Year)	Download
Insurance Report	Download
Roll Entry Report	Download

Status Report

Status Report available at no charge.

Status Report 01/07/15 to 31/07/15	Download
Status Report 01/08/15 to 31/08/15	Download
Status Report 01/09/15 to 30/09/15	Download

Descriptions of the reports and documents may be available, to view the description please click on the title of the report/document. This will display the description under the report/document title.

[SHOW OWNER REPORTS & DOCUMENTS](#)