

Information Sheet

Procedures to Change Body Corporate Management to BCP Strata Pty Ltd

Correct processes must be followed to change the Body Corporate Management and are undertaken in a formal manner through the Annual General Meeting. A change of Body Corporate Management can only be considered when the present agreement is to expire, which in most cases is at the next Annual General Meeting.

Any owner may submit a motion for inclusion in the agenda of the Annual General Meeting. To assist you in following the correct procedures we have detailed this process as follows:

1. Prior to the end of the financial year for your Body Corporate your present Body Corporate Manager will send you notification of the Annual General Meeting.
2. This notice will indicate the end of the financial year date and when you should lodge any motions that you wish included in the agenda. This will be listed as 'Requisition for Inclusion of Motions on the Agenda' in the paper work.

Please note: Unless the motion is being proposed by the committee, the 'Requisition for Inclusion of Motions on the Agenda' must be returned to the Secretary for your Body Corporate (i.e. Body Corporate Manager) prior to the end of financial year.

3. If there is more than one motion to change body corporate managers a 'motion with alternative' must be submitted. This motion must have the details of the Body Corporate Manager and include the term of the agreement, the charge per lot and the total including GST.
4. If a three (3) year term is to be considered, the legislation requires for two quotes to be submitted for the services of managing your Body Corporate. Therefore the present Body Corporate Manager will now be in a position to include their details and quote in this motion to meet the requirement as the second quote.
5. The details of the motion are attached on a separate sheet to assist you.
6. Please complete and sign the attached Requisition for Inclusion of Motion of Agenda and submit it with the copy of our management agreement to your present Body Corporate Manager prior to the date on your notice of meeting.
7. If you have any questions please contact our office for assistance.