

Body Corporate for [REDACTED]

[REDACTED]

The Manager,  
[REDACTED]

Re – [REDACTED] Invoice dated [REDACTED]

Hi Team [REDACTED]

We have been reviewing the invoices of our body corporate and we bring to your attention your invoice dated [REDACTED]. A copy of the invoice is attached to this letter.

This invoice is the last invoice that was received from you prior to your finalisation as our prior body corporate manager. Also attached to this letter is the contract which was the basis for your engagement and which was circulated in the relevant notice of meeting. At the AGM meeting dated [REDACTED] your engagement was resolved based on an amended motion. The AGM minutes are also attached.

We ask that you justify the payments of the following items which total [REDACTED]

[REDACTED]

These charges seem to relate to the timing of the handover of the body corporate records to the committee. We find no relevant clause in your contract as to why these charges have been applied. In other bodies corporate, we are aware of 'Exit fee terms' but we cannot identify any such term in your contract. The tasks that you must complete at handover are prescribed by the Act. They are not additional duties that our body corporate has engaged you to perform.

We ask that you justify this expenditure or alternatively please remit the funds to our bank account –

Account  
Bank  
BSB  
Account number

[REDACTED]

Should we not receive either the monies or a response within 14 days, we do expect to take further action.

Regards,  
[REDACTED]