

HOMESAFE INSPECTIONS STRATA INSPECTION REPORT

BUY WITH CONFIDENCE...

ADDRESS

STRATA PLAN NUMBER

LOT NUMBER

DATE INSPECTED: 8 May 2023

REPORT PAGES: 95 pages

ATTACHMENTS: 86 attachments

Please refer to the 'Conditions' of this report on Page 2

INTRODUCTION

Welcome to Homesafe Inspections and thank you for purchasing our Strata Report. Our reports have been crafted to ensure we give you the best possible snapshot of a property you have interest in. Though all final decisions are made by you based on many factors including this report we do try to ascertain as much information as possible to help you make that informed decision. All strata managers operate differently and in doing so keep and provide records in varied ways, some better than others. Within this report we recommend looking for the following factors that usually will lead to extra costs that may not be initially clear.

- Any special levies and historical evidence that may point to future ones
- Major Works including defects and rectification works past & present
- Financial overview that will clearly show you the financial health of the scheme

CONDITIONS

The contents of this report are based upon an inspection of those Owners Corporation records available. Whilst all reasonable care has been taken in the production of this report, no guarantee of accuracy is offered or implied in respect of the information supplied to us at the time of inspection and no responsibility is accepted for any loss or damage whatsoever arising from inaccuracies contained in the information supplied to us at the time of inspection.

We can offer no assurances that the records made available were complete and it is always possible that other relevant records exist that were not inspected. If you require any copies of reports noted as being found, but not included in the report please contact Homesafe Inspections to arrange as such. Not all reports or documents sighted will necessarily be provided with the completed report.

We recommend that you speak to your Conveyancer or Solicitor in relation to the purchase of your property, they will be able to give you an accurate assessment of the Strata Report and help to ensure a smooth sale or purchase.

Please be aware that the Registrar General of NSW has declared that as of 11 October 2021 all paper Certificates of Title will be abolished and will have no legal effect, therefore this report will not include a Certificate of Title.

CONTENTS

1	RECORDS FOUND
2	BUILDING & LOT DETAILS
3	FINANCIALS - ACCOUNTS
4	FINANCIALS - LEVIES
5	FINANCIALS - SPECIAL LEVIES
6	SINKING FUND ANALYSIS
7	STRATA MANAGER DETAILS
8	BY-LAWS (ANIMALS)
9	INSURANCE
10	INSURANCE VALUATION
11	INSURANCE CLAIMS
12	MEETING MINUTES
13	COMMENTS
14	ATTACHMENTS

1. DOCUMENTS AVAILABLE (CHECKLIST)

Strata Roll:	YES
Strata Plan:	YES
By-Laws were included:	YES
Insurance schedule is included:	YES
First owners name and address recorded:	NO
Unit entitlements are recorded:	YES
Annual Fire Safety Statement	YES
Owner's names & addresses are recorded:	YES
WH&S/Asbestos Register (within 12 Months):	NO
Pest Report (within 12 months):	NO
Expenditure Forecast:	YES
Property Valuation:	YES
Defect Report:	NO

2. LOT & BUILDING DETAILS

Recorded Owner:	OWNERS NAME
Recorded Address	1234 STRATA Road Gymea NSW 2227
Recorded Mortgagee:	Nil
Recorded Ownership Date	17 July 2018
Aggregate Unit Entitlement:	301/10000
Size of the Lot in Question:	193 Sq Metres Total (Approx)
Number of Units/Lots in Strata Plan:	36 Units / 36 Lots
Lot Number and Unit Number Correspond:	YES
Age of the building:	Approximately 12 Years
Strata Plan Registered:	1 November 2011

3. FINANCIALS - ACCOUNTS

Administration Fund:	\$458.62 DR
Sinking/Capital Works Fund:	\$45,370.33
Financial Period/As at:	5 May 2023
Accounting records kept as per the Act:	YES
Annual Financial Statement prepared:	YES
Auditors Appointed:	NO

Relevant documents included on pages 1 - 4 of attachments

4. FINANCIALS - LEVIES

Administration Fund Levy:	\$842.45
Sinking/Capital Works Fund Levy:	\$455.25
Insurance Fund Levy:	\$375.15
Payable:	Quarterly
Paid to:	30 June 2023
Next Levy Due:	1 July 2023
Levy Balance:	\$0.00

Relevant documents included on page 5 of attachments

5. FINANCIALS - SPECIAL LEVIES

Current Special Levy:	None Sighted or Provided
Past Special Levy:	1/5/2022 Special Levy Painting \$3,084.20
Last Special Levy:	1/8/2022 Special Levy Painting \$3,084.20

6. CAPITAL WORKS FORECAST

Report Found:	YES	Dated 10 September 2018
Report meets below requirements:	YES	Up to 2033 Update required in 2024
Requirements:	<i>10 year sinking fund plan obligations of the Act 1996 (01.07.2006). All strata plans should have their 10 year plans in place before the second AGM after the date of requirement. All plans are to be reviewed after (5) years.</i>	

Relevant documents included on pages 9 - 24 of attachments

7. STRATA MANAGER DETAILS

Company:	Netstrata
Name of managing agent:	AGENTS NAME
Address:	298 Railway Parade, Carlton NSW 2218
Phone:	1300 638 787

8. BY-LAWS

Sighted: **Yes - Refer to By-laws attached**

Animals: Below is an extract of BL17 Keeping of Animals - Full details can be found on pages 17 - 19 of the By-laws separately attached to this Report.

The Owner or Occupier of a lot may keep an animal on a lot unless the keeping of the animal unreasonably interferes with another occupant's use and enjoyment of the occupant's lot or the common property, pursuant to Clause 3 of this By-Law. Owners and Occupiers must register any cat or dog that you keep with the Owners Corporation and provide any details that the Owners Corporation requires, including the breed, colouring, age and name of the animal and a photograph of the animal.

1. The Keeping of Animals

The Owner or Occupier of a lot may keep:

- goldfish or other similar fish in a fish tank or indoor aquarium;
- canaries, budgerigars or similar birds kept indoors at all times;
- one or two domestic cats, one or two dogs or one domestic cat and one dog with the consent of the Owners Corporation which consent must not be unreasonably withheld. All cats and dogs must be microchipped and registered with the appropriate authorities. You must give evidence of such registration to the Owners Corporation before the animal is brought into the building and on request by the Owners Corporation; and
- provided it is microchipped and registered under the Companion Animals Act 1998 (NSW), a guide dog, hearing dog or other animal trained to assist to alleviate the effect of a disability if you or another person who lives with you needs the dog or other animal because of a visual disability, a hearing disability or any other disability. You must give evidence of such registration to the Owners Corporation before the animal is brought into the building and on request by the Owners Corporation.

2. Informing the Owners Corporation

The Owner or Occupier of a lot must register any cat or dog that you keep with the Owners Corporation and provide any details that the Owners Corporation requires, including the breed, colouring, age and name of the animal and a photograph of the animal.

Relevant documents attached separately to this report

9. INSURANCE CERTIFICATE

Insurer:	CGU
Insurance Period:	31/8/2022 to 31/8/2023
Policy Number:	06S3567594
Insurance Premium:	\$25,818.88
Buildings & Common:	\$19,659,650.00
Common Area Contents:	Included
Loss of Rent:	\$2,948,947.00
Fidelity Guarantee:	\$100,000.00
Office Bearers Liability:	Not Insured
Legal Liability:	\$30,000,000.00
Voluntary Workers:	\$200,000/\$2,000
Catastrophe:	\$2,948,947.00

Relevant documents included on pages 25 - 26 of attachments

10. INSURANCE VALUATION

Insurance Valuation Date:	4 May 2022
Insurance Valuation Amount:	\$19,465,000.00

Relevant documents included on pages 27 - 32 of attachments

11. INSURANCE CLAIMS

Insurance Claims History Sighted:	Not Sighted or Provided
Insurance Claims Sighted (12 months):	Not Sighted or Provided

12. MEETING MINUTES

Minutes from 2022	Attached on pages 40 - 45
Last Annual General Meeting:	12 September 2022
Next Meeting Scheduled:	Proposed date: None

Executive Committee - RESOLVED that the number of members be set at SIX (6)

Contributions - RESOLVED that the proposed budget and levies be determined as follow:

Administration Fund: \$125,585.03 including GST per annum and;

Sinking/Capital Works Fund: \$55,000.00 including GST per annum

Motion - Auditor - RESOLVED - that an auditor NOT be appointed.

General Discussion

Gutter cleaning and carpet cleaning to be added to the programmed maintenance schedule.

Strata manager to obtain 3 quotes for the internal painting and repairs of the common areas foyers, lift landings and passageways.*

*The Strata Manager advised that these will be raised at the next AGM for consideration.

13. COMMENTS

ADDRESS is a large strata scheme consisting of 36 residential units.

The Owners Funds are as follows: The Administration Fund currently has a **NEGATIVE** balance and the Sinking/Capital Works Fund currently has a **POSITIVE** balance as indicated in Section 3 of this report.

The Levies for Lot 30 are shown to have been **PAID UP TO DATE**, with the next levy due on 1 July 2023.

Strata Plan

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(459.05)	45,370.33	44,911.28
Levies Receivable	0.43	0.00	0.43
Total Assets	(458.62)	45,370.33	44,911.71
LIABILITIES			
Levies Paid in Advance	660.70	0.00	660.70
GST Liabilities	(1,727.61)	503.83	(1,223.78)
Total Liabilities	(1,066.91)	503.83	(563.08)
Net Assets	608.29	44,866.50	45,474.79
OWNERS FUNDS			
Opening Balance	13,072.19	48,334.00	61,406.19
Surplus / Deficit for the period	(12,463.90)	(3,467.50)	(15,931.40)
Closing Balance	608.29	44,866.50	45,474.79
Total Owners Funds	608.29	44,866.50	45,474.79

Strata Plan
Administrative Fund

	Actual	Budget	Actual	Budget
	01/08/22 - 05/05/23	01/08/22 - 31/07/23	01/08/21 - 31/07/22	01/08/21 - 31/07/22
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	\$0.00	(\$127.28)	\$0.00
Debt Collection Recoveries	\$318.20	\$0.00	\$127.28	\$0.00
Expenses Recoveries				
Owner Expense Recoveries	\$399.09	\$0.00	\$331.82	\$0.00
Expense Recoveries (GST)	\$45.45	\$0.00	\$77.27	\$0.00
Owner Refund	\$0.00	\$0.00	\$30.00	\$0.00
Insurance Claim Income				
Insurance Claim Income	\$31,038.53	\$0.00	\$3,450.00	\$0.00
Interest				
Interest On Levy Arrears	\$46.77	\$0.00	\$34.73	\$0.00
Interest On Levy Arrears (Insurance Levy Fund)	\$30.54	\$0.00	\$8.38	\$0.00
Interest On Levy Arrears (Special Levy Fund)	\$0.00	\$0.00	\$8.57	\$0.00
Levy Income				
Contributions - General	\$76,337.31	\$102,925.03	\$91,164.40	\$92,183.25
Insurance Contributions (Insurance Levy Fund)	\$22,659.62	\$22,660.00	\$21,999.60	\$22,000.00
Special Levy				
Special Levy Income (Special Levy Fund)	\$0.00	\$0.00	\$15,425.42	\$15,425.49
Special Levy - Painting (Special Levy-Painting Fund)	\$93,150.22	\$0.00	\$93,150.22	\$0.00
Total Income	\$224,025.73	\$125,585.03	\$225,680.41	\$129,608.74
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$36.20	\$60.00	\$46.60	\$77.25
DEFT Process Fees	\$85.64	\$133.90	\$99.18	\$130.00
Audit Report	\$281.82	\$742.63	\$798.18	\$721.00
BAS & Tax Administration	\$1,838.92	\$1,957.00	\$1,838.92	\$1,900.00
Air Conditioning				
Mechanical Ventilation	\$2,102.30	\$1,700.00	\$1,682.30	\$0.00
Building General				
General Maintenance	\$1,009.85	\$4,120.00	\$2,890.00	\$4,000.00
Garage Security Gate / Shutter	\$890.90	\$530.45	\$1,672.72	\$515.00
Locks & Doors	\$1,125.00	\$2,000.00	\$3,064.00	\$1,250.00
General Maintenance (Special Levy-Painting Fund)	\$0.00	\$0.00	\$73,592.15	\$0.00
Building Repairs (Special Levy Fund)	\$0.00	\$0.00	\$0.00	\$15,425.49
Building Repairs (Special Levy-Painting Fund)	\$95,454.54	\$0.00	\$0.00	\$0.00
Cleaning				
Cleaning - General	\$8,634.99	\$12,000.00	\$10,004.55	\$12,000.00
Cleaning - Carpets	\$930.00	\$0.00	\$0.00	\$0.00

Strata Plan
Administrative Fund

	Actual	Budget	Actual	Budget
	01/08/22 - 05/05/23	01/08/22 - 31/07/23	01/08/21 - 31/07/22	01/08/21 - 31/07/22
Electrical				
Electrical Repairs	\$2,547.00	\$1,060.90	\$2,997.50	\$1,030.00
Electricity				
Electricity Consumption	\$5,210.27	\$7,200.00	\$5,699.01	\$8,000.00
Fire Control				
Fire Services	\$14,507.79	\$8,000.00	\$8,943.26	\$6,500.00
Garden & Grounds				
Gardening	\$445.14	\$5,304.50	\$5,028.77	\$5,150.00
Irrigation System	\$307.70	\$0.00	\$0.00	\$0.00
Lawn Mowing & Gardening	\$3,601.25	\$0.00	\$0.00	\$0.00
Insurance				
Insurance Claims	\$30,900.31	\$0.00	\$5,059.09	\$0.00
Insurance Valuation Report	\$0.00	\$530.45	\$545.45	\$515.00
Insurance Premium (Insurance Levy Fund)	\$24,011.93	\$22,660.00	\$19,282.31	\$22,000.00
Lift Repairs				
Lift Maintenance	\$10,196.31	\$17,000.00	\$15,606.29	\$15,450.00
Pest Control				
Pest Control - General	\$0.00	\$1,060.90	\$0.00	\$1,030.00
Plumbing				
Plumbing - General	\$2,648.00	\$3,800.00	\$2,532.00	\$4,000.00
Detention Pit & Pump Maintenance	\$350.00	\$875.50	\$780.00	\$850.00
Roofing & Gutters	\$910.00	\$3,000.00	\$0.00	\$0.00
Rubbish Removal				
Routine Waste / Bin Collection	\$1,616.76	\$0.00	\$2,059.41	\$0.00
Waste Removal	\$1,065.70	\$1,905.50	\$720.00	\$1,850.00
Security & Intercom				
Intercom Repairs / Replacement	\$0.00	\$566.50	\$0.00	\$550.00
Strata/Building Administration				
Debt Collection Fees	\$318.20	\$0.00	\$157.28	\$0.00
Inspection Fees	\$149.09	\$0.00	\$145.45	\$0.00
Land Titles & By-Law Registration	\$1,802.48	\$1,591.35	\$1,179.02	\$1,545.00
Management Services	\$9,721.27	\$9,740.00	\$9,551.08	\$9,275.00
Printing, Postage & Stationery	\$1,745.92	\$2,600.00	\$2,195.40	\$2,000.00
Strata Administration	\$2,170.21	\$1,800.00	\$2,494.48	\$1,500.00
Legislative Compliance	\$1,039.82	\$530.45	\$1,060.32	\$515.00
Telephone				
Lift Phone & Phone Charges	\$553.86	\$515.00	\$3,158.93	\$500.00
Water				
Water Consumption	\$8,280.46	\$12,600.00	\$12,299.08	\$11,330.00
Total Expenses	\$236,489.63	\$125,585.03	\$197,182.73	\$129,608.74
Surplus / Deficit	<u>(\$12,463.90)</u>	<u>\$0.00</u>	<u>\$28,497.68</u>	<u>\$0.00</u>

Strata Plan
Capital Works Fund

	Actual	Budget	Actual	Budget
	01/08/22 - 05/05/23	01/08/22 - 31/07/23	01/08/21 - 31/07/22	01/08/21 - 31/07/22
Income				
Interest				
Interest On Levy Arrears	\$27.10	\$0.00	\$16.47	\$0.00
Levy Income				
Contributions - Capital Works Fund	\$41,250.27	\$55,000.00	\$43,202.96	\$43,203.00
Total Income	\$41,277.37	\$55,000.00	\$43,219.43	\$43,203.00
Expenses				
Building General				
Capital Works Fund Maintenance	\$0.00	\$55,000.00	\$27,116.00	\$43,203.00
Building Repairs	\$23,907.27	\$0.00	\$0.00	\$0.00
Electrical				
Electrical Repairs	\$5,000.00	\$0.00	\$0.00	\$0.00
Fire Control				
Fire Services	\$3,769.00	\$0.00	\$0.00	\$0.00
Plumbing				
Plumbing - General	\$8,438.60	\$0.00	\$0.00	\$0.00
Hot Water System Maintenance	\$3,630.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$44,744.87	\$55,000.00	\$27,116.00	\$43,203.00
Surplus / Deficit	(\$3,467.50)	\$0.00	\$16,103.43	\$0.00

Strata Plan

Date	Fund	Details	Debit	Credit	Balance
06/06/22	Administrative	Cheque - CHQ: DEFT Chq 0000039570		754.45	754.45
06/06/22	Capital Works	Cheque - CHQ: DEFT Chq 0000039570		357.60	1,112.05
06/06/22	Insurance Levy	Cheque - CHQ: DEFT Chq 0000039570		182.10	1,294.15
01/07/22	Administrative	Levy 1/7/2022-30/9/2022	754.45		539.70
01/07/22	Capital Works	Levy 1/7/2022-30/9/2022	357.60		182.10
01/07/22	Insurance Levy	Levy 1/7/2022-30/9/2022	182.10		0.00
22/07/22	Special Levy- Painting	Cash - CSH: DEFT Csh 0000039570		3,084.20	3,084.20
01/08/22	Special Levy- Painting	Levy 1/4/2022-30/9/2022	3,084.20		0.00
20/10/22	Administrative	BPay Payment: DEFT Bpay 0000039570		842.45	842.45
20/10/22	Capital Works	BPay Payment: DEFT Bpay 0000039570		455.25	1,297.70
20/10/22	Insurance Levy	BPay Payment: DEFT Bpay 0000039570		375.15	1,672.85
24/10/22	Administrative	Levy 1/10/2022-31/12/2022	842.45		830.40
24/10/22	Capital Works	Levy 1/10/2022-31/12/2022	455.25		375.15
24/10/22	Insurance Levy	Levy 1/10/2022-31/3/2023	375.15		0.00
01/01/23	Administrative	Levy 1/1/2023-31/3/2023	842.45		(842.45)
01/01/23	Capital Works	Levy 1/1/2023-31/3/2023	455.25		(1,297.70)
01/01/23	Insurance Levy	Levy 1/4/2023-30/9/2023	375.15		(1,672.85)
06/01/23	Administrative	BPay Payment: DEFT Bpay 0000039570		842.45	(830.40)
06/01/23	Capital Works	BPay Payment: DEFT Bpay 0000039570		455.25	(375.15)
06/01/23	Insurance Levy	BPay Payment: DEFT Bpay 0000039570		375.15	0.00
29/03/23	Administrative	BPay Payment: DEFT Bpay 0000039570		842.45	842.45
29/03/23	Capital Works	BPay Payment: DEFT Bpay 0000039570		337.27	1,179.72
01/04/23	Administrative	Levy 1/4/2023-30/6/2023	842.45		337.27
01/04/23	Capital Works	Levy 1/4/2023-30/6/2023	455.25		(117.98)
11/04/23	Capital Works	BPay Payment: DEFT Bpay 0000039570		117.98	0.00
			9,021.75	9,021.75	0.00
				Interest Due:	\$0.00
				Total Due:	\$0.00

Strata Plan

S/Plan
Building Address
Suburb

Units 36
State NSW
ABN
GST Yes
Manager

Lots 36
Post Code

Original Proprietor:

Address:

Registered: 01/11/11

AGM Date: 13/09/23

Revaluation Date: 01/05/23

Services Date:

Financial Year: 01/08/22 - 31/07/23

1st Levy Due: 24/10/22

2nd Levy Due: 01/01/23

3rd Levy Due: 01/04/23

4th Levy Due: 01/07/23

Unit of Entitlement Breakdown by Lot

Lot	Unit	Prime Lots Name	Entitlement Units
1	1	N	296
2	2	N	272
3	3	N	262
4	4	N	306
5	5	N	274
6	6	N	264
7	7	N	309
8	8	N	277
9	9	N	269
10	10	N	311
11	11	N	279
12	12	N	269
13	13	N	257
14	14	N	257
15	15	N	269
16	16	N	259
17	17	N	259
18	18	N	301
19	19	N	262
20	20	N	262
21	21	N	304

Report Date: 5th May 2023

Strata Plan

	S/Plan		Units 36	Lots 36
	Building		State NSW	Post Code 2227
	Address		ABN	
	Suburb		GST Yes	
			Manager	
22	22	N		264
23	23	N		264
24	24	N		306
25	25	N		269
26	26	N		257
27	27	N		311
28	28	N		269
29	29	N		259
30	30	N		301
31	31	N		272
32	32	N		262
33	33	N		304
34	34	N		274
35	35	N		264
36	36	N		306
Aggregate Unit Entitlement				10000
Building Aggregate				10000

Strata Plan A

S/Plan
Building Address
Suburb

Units 36 **Lots** 36
State NSW **Post Code** 2227
ABN
GST Yes
Manager

Lot: 30 **Unit: 30**

Date of Dealing:

Unit Entitlement: 301 / 10000

Owner Name:

Levy Address:

Notice Address: 3

Postal Address:

Tenant Name:

Managing Agent:

Agent Address:

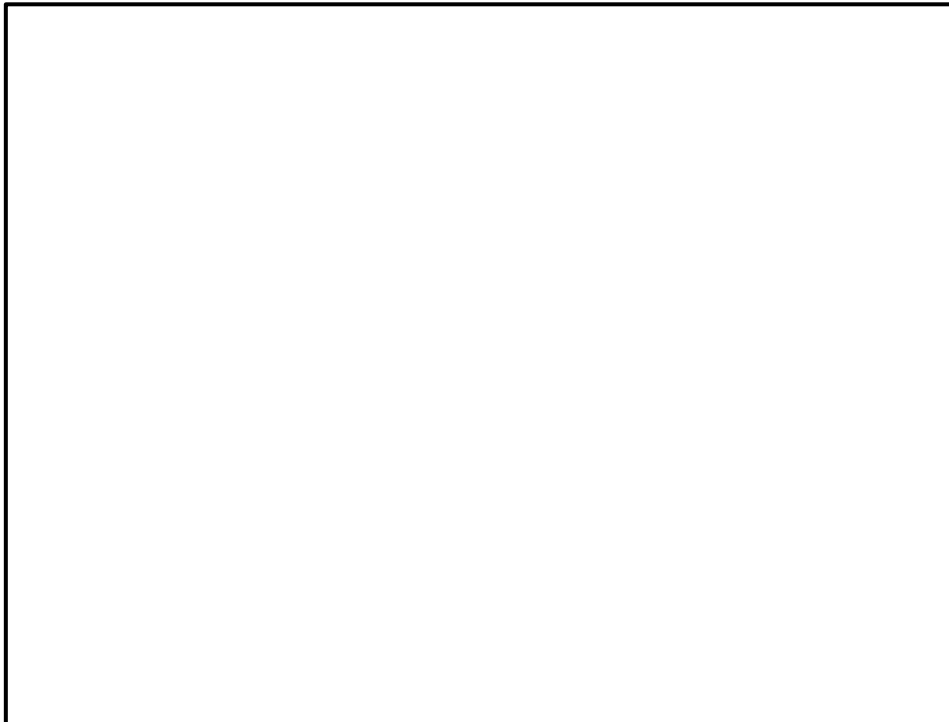
Owner History

23/01/17 Owner - Investor
17/07/18 Owner - Occupier



CAPITAL WORKS FUND PLAN

Strata Plan



Report details

Inspection date:	10/09/2018
Inspector:	Stephen Lovegrove

NEW SOUTH WALES

Level 5, 115 Pitt St Sydney 2000
PO Box A72 Sydney South NSW 1235

QUEENSLAND

18 Park Rd Milton 4064
PO Box 1584 Milton 4064

VICTORIA

Level 1, 1 Queens Rd Melbourne 3004
GPO Box 3025 Melbourne 3001



12 September 2018

The Strata Committee

Dear Committee Members,

Thank you for appointing our company to conduct your Capital Works Fund Plan.

Based on our survey of your property, we have determined that the Owners Corporation will need to increase its contributions in order to cover the forecasted capital works fund expenses. We strongly recommend that the levies be set at the level shown in this report.

This plan should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements, and any discrepancies between the forecast and actual capital works fund balances. Regular updates also create peace of mind and assist the Owners Corporation to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Unit Entitlement (Total capital works fund levy divided by unit entitlements)	\$1.50
Total Unit Entitlements	10000
Total Capital Works Fund Levy	\$15,000.00

The data used to arrive at the above figures (which includes GST) is in the attached report. It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph	3
Report Detail	Section 2
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	8
Inspector's Building Report & Building Specific Report Notes	11
Report Notes	13

All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsinengineering.com

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 1300 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Address	
Strata Plan (SP) No	
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2011
Number of Unit Entitlements	10000
Number of Units	36
Estimated Starting Capital Works Fund Balance	\$4,045.00
Starting date of Financial Year for Report	1/08/2018
GST Status	Registered for GST
Current Capital Works Fund Levy per Lot Entitlement (Inc. GST)	\$1.50

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on capital works fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the plan looks out.	15 years

15 Year Levy Table

Year	Year To dd/mm/yyyy	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/07/2019	15,000.00	1,363.64	1.50	0.14	0.38	0.03
2	31/07/2020	46,094.40	4,190.40	4.61	0.42	1.15	0.10
3	31/07/2021	47,523.32	4,320.30	4.75	0.43	1.19	0.11
4	31/07/2022	48,996.54	4,454.23	4.90	0.45	1.23	0.11
5	31/07/2023	50,515.43	4,592.31	5.05	0.46	1.26	0.11
6	31/07/2024	52,081.41	4,734.67	5.21	0.47	1.30	0.12
7	31/07/2025	53,695.94	4,881.45	5.37	0.49	1.34	0.12
8	31/07/2026	55,360.51	5,032.77	5.54	0.50	1.39	0.13
9	31/07/2027	57,076.69	5,188.79	5.71	0.52	1.43	0.13
10	31/07/2028	58,846.06	5,349.64	5.88	0.53	1.47	0.13
11	31/07/2029	60,670.29	5,515.48	6.07	0.55	1.52	0.14
12	31/07/2030	62,551.07	5,686.46	6.26	0.57	1.57	0.14
13	31/07/2031	64,490.15	5,862.74	6.45	0.59	1.61	0.15
14	31/07/2032	66,489.35	6,044.49	6.65	0.60	1.66	0.15
15	31/07/2033	68,550.52	6,231.87	6.86	0.62	1.72	0.16

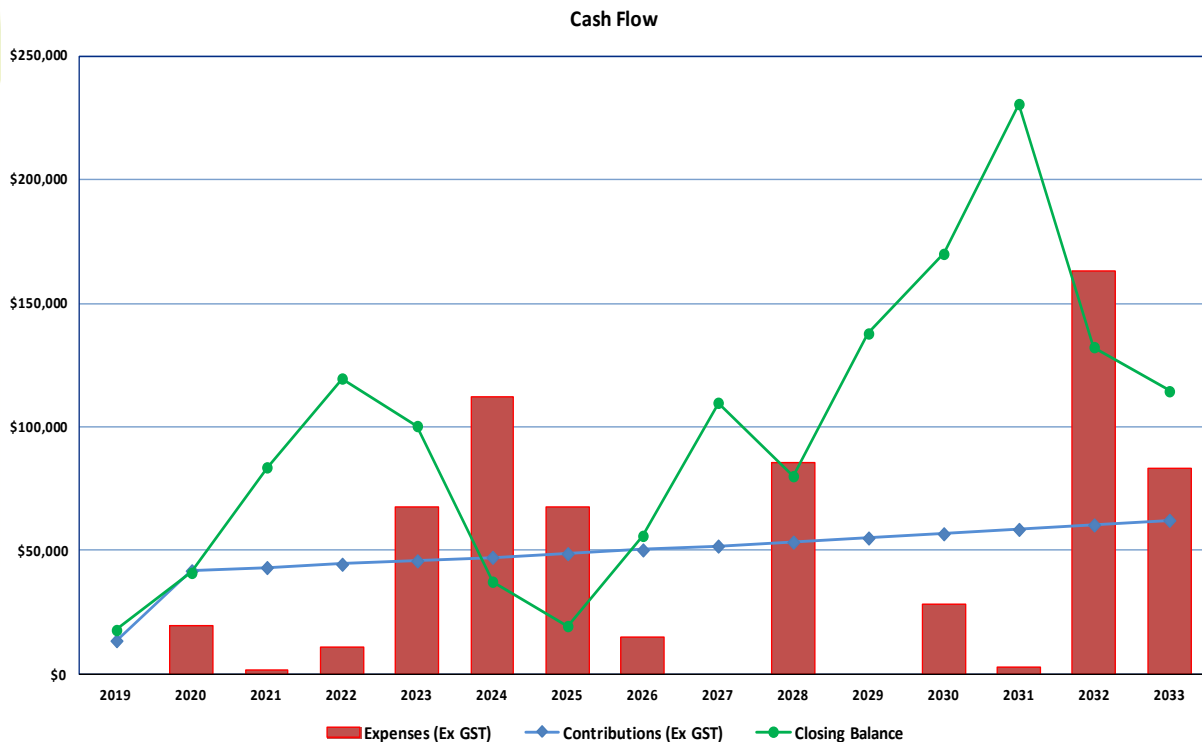
15 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/07/2019	4,045.00	13,636.36	255.28	0.00	17,936.64
2	31/07/2020	17,936.64	41,904.00	685.15	19,466.36	41,059.43
3	31/07/2021	41,059.43	43,203.02	1,449.22	1,983.64	83,728.03
4	31/07/2022	83,728.03	44,542.31	2,361.94	10,981.82	119,650.46
5	31/07/2023	119,650.46	45,923.12	2,556.00	67,691.82	100,437.76
6	31/07/2024	100,437.76	47,346.74	1,601.84	111,895.45	37,490.89
7	31/07/2025	37,490.89	48,814.49	662.38	67,423.64	19,544.12
8	31/07/2026	19,544.12	50,327.74	877.70	14,718.18	56,031.38
9	31/07/2027	56,031.38	51,887.90	1,926.42	0.00	109,845.70
10	31/07/2028	109,845.70	53,496.42	2,206.77	85,377.27	80,171.62
11	31/07/2029	80,171.62	55,154.81	2,532.10	0.00	137,858.53
12	31/07/2030	137,858.53	56,864.61	3,576.05	28,237.27	170,061.92
13	31/07/2031	170,061.92	58,627.41	4,653.71	2,690.91	230,652.13
14	31/07/2032	230,652.13	60,444.86	4,215.68	162,968.18	132,344.49
15	31/07/2033	132,344.49	62,318.65	2,866.88	83,018.18	114,511.84

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the capital works fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:
 Contributions line - Total capital works fund contributions per year.
 Expenses line – Total anticipated expenses in each year.
 Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are:-

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

'Year 1' to 'Year 15' - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the **'Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Year 6 (2024)	Year 7 (2025)	Year 8 (2026)	Year 9 (2027)	Year 10 (2028)	Year 11 (2029)	Year 12 (2030)	Year 13 (2031)	Year 14 (2032)	Year 15 (2033)	
1. Building exterior																	
Repaint door face – one side including architraves	910	-	-	-	-	-	1,060	-	-	-	-	-	-	-	-	1,353	-
Maintain windows	1,206	-	-	-	-	1,363	-	-	-	-	1,587	-	-	-	-	-	1,849
Repaint balcony ceilings	29,800	-	-	-	-	-	34,714	-	-	-	-	-	-	-	-	44,318	-
Repaint glass aluminium balustrades	13,777	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,489	-
Maintain balustrades (total: 281 Lm) – 10%	3,251	-	-	-	-	3,673	-	-	-	-	4,279	-	-	-	-	-	4,985
Maintain balcony floor tiles (total: 1192 m2) – 10%	4,361	-	-	-	-	4,927	-	-	-	-	5,740	-	-	-	-	-	6,687
Plumbing and drainage maintenance	6,696	-	-	-	-	-	-	-	-	-	8,813	-	-	-	-	-	10,267
Electrical maintenance	4,032	-	-	-	-	-	-	-	-	-	5,307	-	-	-	-	-	6,182
General building maintenance	8,100	-	-	-	-	-	-	-	-	-	10,661	-	-	-	-	-	12,420
Sub Total (Incl. GST)		0	0	0	0	9,963	35,774	0	0	0	36,387	0	0	0	66,160	42,390	
2. Roof																	
Maintain liquid membrane (total: 1680 m2) - 10%	8,879	-	-	-	-	-	-	-	-	-	11,687	-	-	-	-	-	13,614
Replace liquid membrane	159,096	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	11,687	0	0	0	0	13,614	
3. Access for work at heights																	
Hire scaffolding	5,278	-	-	-	-	-	6,148	-	-	-	-	-	-	-	-	7,849	-
Sub Total (Incl. GST)		0	0	0	0	0	6,148	0	0	0	0	0	0	0	0	7,849	0

Expenditure Item	Current Cost	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Year 6 (2024)	Year 7 (2025)	Year 8 (2026)	Year 9 (2027)	Year 10 (2028)	Year 11 (2029)	Year 12 (2030)	Year 13 (2031)	Year 14 (2032)	Year 15 (2033)	
4. Entry foyers, lobbies and hallways - Units 1-12																	
Repaint ceilings	1,901	-	-	-	-	-	2,214	-	-	-	-	-	-	-	-	2,827	-
Repaint walls	5,760	-	-	-	-	-	6,710	-	-	-	-	-	-	-	-	8,566	-
Repaint door face – one side including architraves	1,618	-	-	-	-	-	1,885	-	-	-	-	-	-	-	-	2,406	-
Maintain glass / aluminium doors	187	-	193	-	205	-	218	-	232	-	246	-	262	-	278	-	-
Maintain lift doors surround wall tiles (total: 25 m2) – 10%	477	-	-	-	-	539	-	-	-	-	628	-	-	-	-	-	731
Maintain floor tiles (total: 44 m2) – 10%	670	-	-	-	-	757	-	-	-	-	882	-	-	-	-	-	1,027
Replace carpet	3,191	-	-	-	-	-	-	3,832	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	193	0	205	1,296	11,027	3,832	232	0	1,756	0	262	0	14,077	1,758	
5. Entry foyers, lobbies and hallways - Units 13-24																	
Repaint ceilings	3,113	-	-	-	-	-	3,626	-	-	-	-	-	-	-	-	4,630	-
Repaint walls	7,830	-	-	-	-	-	9,121	-	-	-	-	-	-	-	-	11,645	-
Repaint door face – one side including architraves	1,517	-	-	-	-	-	1,767	-	-	-	-	-	-	-	-	2,256	-
Maintain glass / aluminium doors	187	-	193	-	205	-	218	-	232	-	246	-	262	-	278	-	-
Maintain lift doors surround wall tiles (total: 25 m2) – 10%	477	-	-	-	-	539	-	-	-	-	628	-	-	-	-	-	731
Maintain floor tiles (total: 63 m2) – 10%	1,005	-	-	-	-	1,136	-	-	-	-	1,323	-	-	-	-	-	1,541
Replace carpet	6,027	-	-	-	-	-	-	7,239	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	193	0	205	1,675	14,732	7,239	232	0	2,197	0	262	0	18,809	2,272	
6. Entry foyers, lobbies and hallways - Units 25-36																	
Repaint ceilings	2,661	-	-	-	-	-	3,100	-	-	-	-	-	-	-	-	3,957	-
Repaint walls	7,583	-	-	-	-	-	8,834	-	-	-	-	-	-	-	-	11,277	-
Repaint door face – one side including architraves	1,517	-	-	-	-	-	1,767	-	-	-	-	-	-	-	-	2,256	-
Maintain glass / aluminium doors	187	-	193	-	205	-	218	-	232	-	246	-	262	-	278	-	-
Maintain wall tiles (total: 25 m2) – 10%	477	-	-	-	-	539	-	-	-	-	628	-	-	-	-	-	731
Maintain floor tiles (total: 52 m2) – 10%	838	-	-	-	-	947	-	-	-	-	1,103	-	-	-	-	-	1,285
Replace carpet	6,381	-	-	-	-	-	-	7,664	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	193	0	205	1,486	13,919	7,664	232	0	1,977	0	262	0	17,768	2,016	

Expenditure Item	Current Cost	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Year 6 (2024)	Year 7 (2025)	Year 8 (2026)	Year 9 (2027)	Year 10 (2028)	Year 11 (2029)	Year 12 (2030)	Year 13 (2031)	Year 14 (2032)	Year 15 (2033)	
7. Fire stairwells x 3																	
Repaint ceilings and stair undersides	2,922	-	-	-	-	-	3,404	-	-	-	-	-	-	-	-	4,346	-
Repaint walls	8,505	-	-	-	-	-	9,908	-	-	-	-	-	-	-	-	12,648	-
Repaint door face – one side including architraves	1,517	-	-	-	-	-	1,767	-	-	-	-	-	-	-	-	2,256	-
Maintain balustrades (total: 66 m2) - 10%	1,955	-	-	-	-	2,209	-	-	-	-	2,573	-	-	-	-	-	2,998
Repaint floors - non-slip	4,380	-	-	-	-	-	-	5,260	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	2,209	15,079	5,260	0	0	2,573	0	0	0	19,250	2,998	
8. Vehicle accessways																	
Driveway maintenance program	1,528	-	-	-	-	1,726	-	-	-	-	2,011	-	-	-	-	-	2,343
Maintain stormwater drains	1,100	-	-	-	-	1,243	-	-	-	-	1,448	-	-	-	-	-	1,687
Maintain gate and motor	528	-	544	-	579	-	615	-	654	-	695	-	739	-	785	-	-
Replace electric gate motor	2,604	-	-	-	-	2,942	-	-	-	-	-	-	-	-	-	-	3,993
Repaint door face – one side including architraves	1,416	-	-	-	-	-	1,650	-	-	-	-	-	-	-	-	2,106	-
Replace garage doors	3,336	-	-	-	-	-	-	-	-	-	4,391	-	-	-	-	-	5,115
Repaint driveway entry walls	3,820	-	-	-	-	-	4,450	-	-	-	-	-	-	-	-	5,681	-
Repaint line marking	330	-	-	-	-	-	384	-	-	-	-	-	-	-	-	491	-
Replace extraction fan motor	1,870	-	-	-	-	-	-	-	-	-	2,461	-	-	-	-	-	-
Maintain extraction fans	277	-	286	-	304	-	323	-	343	-	365	-	388	-	412	-	-
Maintain extraction ducting	369	-	-	-	-	417	-	-	-	-	486	-	-	-	-	-	566
Maintain sump pumps	653	-	673	-	716	-	761	-	809	-	859	-	914	-	971	-	-
Replace sump pumps (total: 2)	1,900	-	-	2,020	-	-	-	-	2,353	-	-	-	-	2,741	-	-	-
Sub Total (Incl. GST)		0	1,503	2,020	1,599	6,328	8,183	0	4,159	0	12,716	0	2,041	2,741	10,446	13,704	
9. External walkways																	
Walkway maintenance program	317	-	-	-	-	358	-	-	-	-	417	-	-	-	-	-	486
Retreat timber deck surface pathways	3,080	-	3,175	-	3,375	-	3,588	-	3,814	-	4,054	-	4,309	-	4,581	-	-
Maintain tiles (total: 48 m2) – 10%	710	-	-	-	-	802	-	-	-	-	935	-	-	-	-	-	1,089
Maintain balustrades and handrails	279	-	-	-	-	315	-	-	-	-	367	-	-	-	-	-	428
Sub Total (Incl. GST)		0	3,175	0	3,375	1,475	3,588	0	3,814	0	5,773	0	4,309	0	4,581	2,003	
10. Fixtures and fittings																	
Replace community television aerial	955	-	-	-	-	-	-	-	-	-	-	-	1,336	-	-	-	-
Maintain letterboxes	896	-	-	-	-	1,012	-	-	-	-	1,179	-	-	-	-	-	1,374
Maintain common lighting	426	-	439	-	467	-	496	-	527	-	561	-	596	-	634	-	-
Maintain security access system	728	-	751	-	798	-	848	-	901	-	958	-	1,019	-	1,083	-	-
Sub Total (Incl. GST)		0	1,190	0	1,265	1,012	1,344	0	1,428	0	2,698	0	2,951	0	1,717	1,374	

Expenditure Item	Current Cost	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Year 6 (2024)	Year 7 (2025)	Year 8 (2026)	Year 9 (2027)	Year 10 (2028)	Year 11 (2029)	Year 12 (2030)	Year 13 (2031)	Year 14 (2032)	Year 15 (2033)
11. Fence maintenance																
Maintain powder coat slat fence (total: 104 Lm – rate 100%)	850	-	-	-	-	-	-	-	-	-	1,119	-	-	-	-	-
Maintain boundary paling fence (total: 206 Lm – rate 50%)	969	-	-	-	-	-	-	-	-	-	1,275	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	2,394	0	0	0	0	0
12. Landscaping																
Prune trees	3,583	-	3,694	-	3,927	-	4,174	-	4,437	-	4,716	-	5,013	-	5,329	-
Maintain gardens	369	-	-	-	404	-	-	-	457	-	-	-	516	-	-	-
Sub Total (Incl. GST)		0	3,694	0	4,331	0	4,174	0	4,894	0	4,716	0	5,529	0	5,329	0
13. Fire equipment																
Maintain fire equipment	1,583	-	-	-	-	1,789	-	-	-	-	2,084	-	-	-	-	2,427
Sub Total (Incl. GST)		0	0	0	0	1,789	0	0	0	0	2,084	0	0	0	0	2,427
14. Plant - water																
Replace hot water system – instantaneous gas	5,318	-	-	-	-	-	-	6,387	-	-	-	-	-	-	-	-
Replace storage tank – 325L	2,064	-	-	-	-	-	-	2,479	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	8,866	0	0	0	0	0	0	0	0
15. Lift x 3																
Replace carpet	814	-	-	-	-	920	-	-	-	-	-	-	-	-	-	-
Refurbish lift interior	29,817	-	-	-	-	-	-	35,811	-	-	-	-	-	-	-	-
Replace sump pump	9,395	-	9,686	-	-	-	-	-	-	-	-	-	13,144	-	-	-
Overhaul lift motor	36,103	-	-	-	-	40,792	-	-	-	-	-	-	-	-	-	-
Replace lift	379,979	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	9,686	0	0	41,712	0	35,811	0	0	0	0	13,144	0	0	0
Grand Total (Incl. GST)		0	19,827	2,020	11,185	68,945	113,968	68,672	14,991	0	86,958	0	28,760	2,741	165,986	84,556
Contingency Allowance (Incl. GST)		0	1,586	162	895	5,516	9,117	5,494	1,199	0	6,957	0	2,301	219	13,279	6,764
Grand Total Expenses (Incl. Contingency Allowance and GST)		0	21,413	2,182	12,080	74,461	123,085	74,166	16,190	0	93,915	0	31,061	2,960	179,265	91,320

Building Data List from the Property Inspection for Strata Plan 86040

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:-

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the total quantity of that item

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'Value' – is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' - is the remaining life in years until an item needs money spent on it.

'Total Life' - is the total life the item after it is replaced, repaired or repainted.

'Comments' – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. Building exterior							
Repaint door face – one side including architraves	9	Ea	101.11	910.00	6	8	Ongoing painting program
Maintain windows	36	Units	33.50	1,206.00	5	5	Replace seals, mechanism repairs
Repaint balcony ceilings	1,192	m2	25.00	29,800.00	6	8	Ongoing painting program
Repaint glass aluminium balustrades	281	Lm	49.03	13,777.00	14	8	Ongoing painting program
Maintain balustrades (total: 281 Lm) – 10%	28	Lm	116.11	3,251.00	5	5	Repair as required
Maintain balcony floor tiles (total: 1192 m2) – 10%	119	m2	36.65	4,361.00	5	5	Replace as required
Plumbing and drainage maintenance	36	Unit	186.00	6,696.00	10	5	For water, sewer and stormwater repairs and maintenance
Electrical maintenance	36	Unit	112.00	4,032.00	10	5	Fund for future electrical works
General building maintenance	36	Unit	225.00	8,100.00	10	5	Fund for future building maintenance works
2. Roof							
Maintain liquid membrane (total: 1680 m2) - 10%	168	m2	52.85	8,879.00	10	5	Repair as required
Replace liquid membrane	1,680	m2	94.70	159,096.00	16	27	Replace as required
3. Access for work at heights							
Hire scaffolding	1	Item	5,277.50	5,278.00	6	8	Including erecting and dismantling
4. Entry foyers, lobbies and hallways - Units 1-12							
Repaint ceilings	80	m2	23.76	1,901.00	6	8	Ongoing painting program
Repaint walls	256	m2	22.50	5,760.00	6	8	Ongoing painting program
Repaint door face – one side including architraves	16	Ea	101.11	1,618.00	6	8	Ongoing painting program
Maintain glass / aluminium doors	1	Item	186.56	187.00	2	2	Repair as required
Maintain lift doors surround wall tiles (total: 25 m2) – 10%	3	m2	159.04	477.00	5	5	Replace as required
Maintain floor tiles (total: 44 m2) – 10%	4	m2	167.54	670.00	5	5	Replace as required
Replace carpet	36	m2	88.63	3,191.00	7	12	Replace as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
5. Entry foyers, lobbies and hallways - Units 13-24							
Repaint ceilings	131	m2	23.76	3,113.00	6	8	Ongoing painting program
Repaint walls	348	m2	22.50	7,830.00	6	8	Ongoing painting program
Repaint door face – one side including architraves	15	Ea	101.11	1,517.00	6	8	Ongoing painting program
Maintain glass / aluminium doors	2	Ea	186.56	187.00	2	2	Repair as required
Maintain lift doors surround wall tiles (total: 25 m2) – 10%	3	m2	159.04	477.00	5	5	Replace as required
Maintain floor tiles (total: 63 m2) – 10%	6	m2	167.54	1,005.00	5	5	Replace as required
Replace carpet	68	m2	88.63	6,027.00	7	12	Replace as required
6. Entry foyers, lobbies and hallways - Units 25-36							
Repaint ceilings	112	m2	23.76	2,661.00	6	8	Ongoing painting program
Repaint walls	337	m2	22.50	7,583.00	6	8	Ongoing painting program
Repaint door face – one side including architraves	15	Ea	101.11	1,517.00	6	8	Ongoing painting program
Maintain glass / aluminium doors	3	Item	186.56	187.00	2	2	Repair as required
Maintain wall tiles (total: 25 m2) – 10%	3	m2	159.04	477.00	5	5	Replace as required
Maintain floor tiles (total: 52 m2) – 10%	5	m2	167.54	838.00	5	5	Replace as required
Replace carpet	72	m2	88.63	6,381.00	7	12	Replace as required
7. Fire stairwells x 3							
Repaint ceilings and stair undersides	123	m2	23.76	2,922.00	6	8	Ongoing painting program
Repaint walls	378	m2	22.50	8,505.00	6	8	Ongoing painting program
Repaint door face – one side including architraves	15	Ea	101.11	1,517.00	6	8	Ongoing painting program
Maintain balustrades (total: 66 m2) - 10%	7	Lm	279.24	1,955.00	5	5	Replace as required
Repaint floors - non-slip	153	m2	28.63	4,380.00	7	12	Replace as required
8. Vehicle accessways							
Driveway maintenance program	1	Item	1,527.75	1,528.00	5	5	Repair as required
Maintain stormwater drains	1	Item	1,100.00	1,100.00	5	5	Ongoing maintenance program
Maintain gate and motor	1	Item	527.75	528.00	2	2	Replace as required
Replace electric gate motor	1	Ea	2,604.22	2,604.00	5	10	Replace as required
Repaint door face – one side including architraves	14	Ea	101.11	1,416.00	6	8	Ongoing painting program - incl. service cabinets internal sides
Replace garage doors	2	Ea	1,668.15	3,336.00	10	5	Replace as required - not including motor
Repaint driveway entry walls	191	m2	20.00	3,820.00	6	8	Ongoing painting program
Repaint line marking	66	Lm	5.00	330.00	6	8	Repaint as required
Replace extraction fan motor	1	Ea	1,869.70	1,870.00	10	10	Replace as required
Maintain extraction fans	1	Ea	276.82	277.00	2	2	Replace as required
Maintain extraction ducting	1	Item	369.43	369.00	5	5	Repair as required
Maintain sump pumps	2	Ea	326.59	653.00	2	2	Repair as required
Replace sump pumps (total: 2)	1	Ea	1,899.90	1,900.00	3	5	Replace as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
9. External walkways							
Walkway maintenance program	1	Item	316.65	317.00	5	5	Ongoing cleaning program
Retreat timber deck surface pathways	88	m2	35.00	3,080.00	2	2	Ongoing painting program
Maintain tiles (total: 48 m2) – 10%	5	m2	142.05	710.00	5	5	Replace as required
Maintain balustrades and handrails	1	Item	279.24	279.00	5	5	Repair as required
10. Fixtures and fittings							
Replace community television aerial	1	Ea	955.23	955.00	12	12	Replace as required
Maintain letterboxes	36	Units	24.90	896.00	5	5	Replace as required - replace locks and parts
Maintain common lighting	1	Item	425.73	426.00	2	2	Ongoing maintenance allowance
Maintain security access system	1	Item	727.75	728.00	2	2	Replace as required
11. Fence maintenance							
Maintain powder coat slat fence (total: 104 Lm – rate 100%)	10	Lm	84.99	850.00	10	10	Repair or replace as required
Maintain boundary paling fence (total: 206 Lm – rate 50%)	21	Lm	46.14	969.00	10	10	Repair or replace as required
12. Landscaping							
Prune trees	1	Item	3,583.25	3,583.00	2	2	Quotation required by garden contractor
Maintain gardens	1	Item	369.43	369.00	4	4	Upgrade as required
13. Fire equipment							
Maintain fire equipment	1	Item	1,583.25	1,583.00	5	5	Repair as required
14. Plant - water							
Replace hot water system – instantaneous gas	4	Ea	1,329.42	5,318.00	7	15	Replace as required
Replace storage tank – 325L	1	Ea	2,063.96	2,064.00	7	15	Replace as required
15. Lift x 3							
Replace carpet	9	m2	90.47	814.00	5	12	Replace as required
Refurbish lift interior	3	Ea	9,939.07	29,817.00	7	15	Refurbish as required
Replace sump pump	3	Ea	3,131.66	9,395.00	2	10	Replace as required
Overhaul lift motor	3	Ea	12,034.35	36,103.00	5	12	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
Replace lift	3	Ea	126,659.52	379,979.00	22	30	Replace as required

Inspector's Report for Strata Plan

1. Actual Painting quotations can vary to our Painting Cost Estimates due to colour selection changes (ie: changing from light to dark or dark to light that may require multiple coats). Often over product specification that includes either an impact membrane or 3 coat systems can add up to 15-20% to the painting per square metre rate.
2. We have recommended that the balance of the Capital Works be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.
3. **IMPORTANT NOTES ABOUT PAINTING:** Painting a building serves two main purposes: improving the appearance of the building; and protecting the painted surface. From a maintenance point of view, this second purpose is more important. By sealing the surface, paint protects the building from damage caused by water, salt or air pollutants. Although most paints will hold their appearance for at least ten years, before cracking or peeling occurs, they become porous and lose their protective abilities well before this point. As such, we recommend that surfaces are repainted more frequently.

High-quality elastomeric paints, when properly applied, can achieve longer-lasting results, however the higher cost of this paint, lower spread rates and higher labour costs associated with this work tends to increase painting cost by approximately 50%, and so has not been included in this forecast.

Washing or pressure cleaning a painted surface can significantly diminish its function as a protective coating. If the surface is not repainted after the timeframe recommended above it will become more vulnerable to water, salt and/or pollutants. The resulting damage can considerably increase the cost of surface preparation before future repainting and, in extreme cases lead to concrete cancer, requiring major repairs.

4. The maintenance of fences between properties is regulated under the Dividing Fences Act 1991, which states that neighbours have equal responsibility for dividing fences. As such, we have applied a fifty percent rate to all maintenance work on these fences in this report.
5. An allowance has been made in this report to assist with the maintenance of the retaining walls on the boundary of the property. The law regarding the maintenance of retaining walls is not settled and therefore the responsibility for maintaining them varies, depending on a range of factors including who built the wall, whose property it is on and who benefits from its construction. For the purpose of this report we have presumed that the maintenance costs will be shared equally with neighbouring properties. As such, a fifty percent rate has been used for all maintenance work on these retaining walls in this report.
6. An allowance has been made for the cleaning and maintenance of the driveway. Cleaning may be carried out using high pressure water or a chemical wash, however the Owners Corporation should take care to abide by water-use restrictions when doing so.
7. An allowance for general building maintenance and repairs was added for future works.

8. Monies were budgeted for the maintenance and replacement of window parts on the complex.
9. Money allocated for scaffold can be used for other access equipment eg. boomlift, cherrypicker.
10. The membrane on the roof needs regular maintenance and replacement over time which has been included in this report.
11. Money was allocated to the maintenance of driveway / car park entry gates and the replacement of electric gate motors over time.
12. A walkway maintenance program was included for repairs and maintenance to the external common area walkways and stairways.
13. An allowance for plumbing and drainage maintenance was included for the complex.
14. Monies were budgeted for the maintenance of the common area gardens, landscaping and tree pruning.
15. Maintenance of fire equipment was included in this report for smoke detectors, fire reels and extinguishers and the fire control panel.
16. Lift maintenance has been included in this report.
17. We have made an allowance for the ongoing maintenance of electrical board and equipment.

Report Notes

Capital Works Fund Plan (NSW)

This forecast satisfies the current requirements of section 80 of the Strata Schemes Management Act 2015, which states:

80 Owners corporation to prepare 10-year capital works fund plan

- (1) *An owners corporation is to prepare a plan of anticipated major expenditure to be met from the capital works fund for a 10-year period commencing on the first annual general meeting of the owners corporation.*
- (2) *An owners corporation is to prepare a plan for each 10-year period following the 10-year period to which the first plan applied. The plan is to be prepared for the annual general meeting at which the period covered by the previous plan expires.*
- (3) *An owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared under this section and must review the plan at least once every 5 years.*
- (4) *A plan under this section is to include the following:*
 - (a) *details of proposed work or maintenance,*
 - (b) *the timing and anticipated costs of any proposed work,*
 - (c) *the source of funding for any proposed work,*
 - (d) *any other matter the owners corporation thinks fit,*
 - (e) *any other matter prescribed by the regulations for the purposes of this section.*
- (5) *A plan under this section is to be finalised by the end of the next annual general meeting of the owners corporation after the annual general meeting for which the plan is prepared.*
- (6) *An owners corporation may engage expert assistance in the preparation of a plan under this section.*
- (7) *An owners corporation is, so far as practicable (and subject to any adjustment under this section), to implement each plan prepared under this section.*

A Capital Works Fund is established pursuant to section 74 of the Strata Schemes Management Act 2015, which states:

74 Capital works fund

- (1) **Establishment of fund**
An owners corporation must establish a capital works fund.
- (2) **Amounts payable to fund**
An owners corporation must pay the following amounts into the capital works fund:
 - (a) *the contributions levied on, and paid by, owners for payment into the fund,*
 - (b) *any amounts paid to the owners corporation by way of discharge of insurance claims, unless paid into the administrative fund,*
 - (c) *any amounts paid to the owners corporation under Part 11,*
 - (d) *any amount received by the owners corporation that is not required or permitted to be paid into the administrative fund,*
 - (e) *the proceeds of any investment of the fund.*
- (3) *An owners corporation may also pay the following amounts into the capital works fund:*
 - (a) *any income of the owners corporation,*
 - (b) *any amount that may be, but is not required to be, paid into the fund under this Act.*
- (4) **Amounts payable from fund**
An owners corporation may pay money from its capital works fund only for the following purposes:
 - (a) *payments of the kind for which estimates have been made under section 79 (2),*
 - (b) *payments made in accordance with this Division on a distribution of a surplus in the fund,*
 - (c) *payments of amounts for the purposes of Part 11,*
 - (d) *the transfer of money to the administrative fund or to pay expenditure that should have been paid from the administrative fund.*
- (5) **Exemption**
An owners corporation for a strata scheme comprising 2 lots need not establish a capital works fund if:
 - (a) *the owners corporation so determines by unanimous resolution, and*
 - (b) *the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and*
 - (c) *no building or part of a building in the strata scheme is situated outside those lots.*

THIS REPORT DEALS WITH THE CAPITAL WORKS FUND PLAN.

Implementation - It is the responsibility of the Strata Committee and the Owners Corporation to implement this plan so far as is practicable.

Interaction with Capital Works Fund - The source of funding for all proposed work or maintenance is presumed to be the capital works fund. No allowance has been made for proposed work or maintenance that is funded by means other than the capital works fund.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Strata Committee has some flexibility to make minor adjustments to the timing of any proposed work. More major adjustments to the timing of work may require an ordinary resolution of the Strata Committee, or complete revision of the Plan. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of Australia's (RBA) historical series for Cash Management and Online Savings Account interest rates for the past previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Owners Corporation is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon the entire RBA historical series for Construction, Manufacturing and Property Services inflation, commencing March 1999. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Administration Fund - Items of a recurrent nature that are covered by the administration budget such as maintenance contract for lifts, fire protection equipment, air conditioners, cleaning and gardening are not included. Neither are items of a minor recurrent nature with varying life spans such as light bulbs and exit light battery packs.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the Strata Committee); for example: sanitary fittings and lift carriage interiors. This forecast deals only with estimating the timing of physical obsolescence.

Improvements - The Strata Committee may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the owners and the Strata Committee. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- ◆ Usage.
- ◆ Accidental damage to floor tiles, which may or may not be still available or in stock.
- ◆ Fences can be maintained and replaced gradually or all at once.
- ◆ Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- ◆ Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- ◆ Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Strata Committee Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Strata Committee/Representative.

Window Safety Device – It is mandatory to install a safety device/ lock that restrict the opening of an openable window to less than 12.5cm. The device must be able to withstand a specific outward pushing force. All windows in every apartment building above a certain height must comply. (Section 118 Strata Schemes Management Act 2015; section 30 Strata Schemes Management Regulation 2016). An allowance has been made for the installation of these devices. Contact our office should you require a quotation to install these devices.

Other Matters - Unless otherwise included, this report does not include matters that are not anticipated major expenditures to be met from the capital works fund.

Updates - The forecast is made with the best available data at this time. The forecast should be upgraded at regular intervals. We recommend a minimum of bi-annual updates.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector’s report to gain the most from this report.



POLICY SCHEDULE
 Renewal

Strata Plan
 C/- Strata Insurance Services Pty Ltd
 296 Railway Parade
 CARLTON NSW 2218

Date: 02.09.22
Reference No.

Insured: : Strata Plan
Type of Insurance: : Residential Strata Insurance
Policy Number: :
Period Of Insurance: : From 4.00pm 31st August 2022
 To 4.00pm 31st August 2023

Insured : Strata Plan

Situation :

Section 1 :	Building including common contents	\$ 19,659,650
	Loss of Rent/Temporary Accommodation (15%)	\$ 2,948,947
	Catastrophe or Emergency (15%)	\$ 2,948,947
	Additional Loss of Rent	\$ Not Insured
	Additional Catastrophe	\$ Not Insured
	Floating Floors	\$ Included
Section 2 :	Glass	\$ Included
Section 3 :	Theft	\$ Included
Section 4 :	Liability	\$ 30,000,000
Section 5 :	Fidelity Guarantee	\$ 100,000
Section 6 :	Office Bearers Liability	\$ Not Insured
Section 7 :	Voluntary Workers (Weekly/ Capital Benefit)	\$2000/200,000
Section 8 :	Government Audit Costs	\$ 25,000
Section 9 :	Legal Expenses	\$ 50,000
Section 10:	Workplace, Health & Safety Breaches	\$ 100,000
Section 11:	Machinery Breakdown	\$ 100,000
Section 12:	Lot Owners Improvements (Per Lot)	\$ 250,000
Section 13:	Workers Compensation	Not Insured

Excesses :

Section 1	\$ 5,000	malicious damage, vandalism & graffiti claims
Section 1	\$ 1,000	all other claims + as per policy wording
Section 2	\$ 1,000	all claims
Section 3	\$ 1,000	all claims
Section 11	\$ 1,000	all claims



POLICY SCHEDULE

Strata Plan

On behalf of the Insurers: Insurance Australia Limited trading as
CGU Insurance ABN 11 000 016 722

Special Terms/ Conditions:

1. Machinery Breakdown

~~~~~

Machinery Breakdown cover includes all electrical and mechanical plant and equipment at the situation but excludes:

1. centrifugal chillers
2. lifts not having in force at all times a full maintenance agreement including parts and labour.

2. Flood Cover

~~~~~

This policy is extended to include flood. The word "flood" is deleted from exclusion 1.e. on page 18 and exclusion 1.e. on page 21.



SERVICE
SINCE 1962

V.J. Ray (Valuations) Pty Limited

ABN: 11 001 156 403

8 Anglo Road, Campsie NSW 2194

PROPERTY:

VALUATION:

CLIENT: Netstrata

Strata Plan c/- Netstrata
PO Box 265
Hurstville B.C. NSW 1481

Date: 4 May 2022

Re: Insurance Valuation Strata Plan

In acknowledgement of your recent instruction, we have carried out an external inspection of the above property for the purpose of determining replacement value for Insurance Purposes in accordance with the Strata Management Act 2015.

With regards to Section 161 and 162 of the Act, the valuation includes the full cost of reinstalment or replacement of the improvements, demolition, removal of debris and cost escalation for a period of 24 months from the renewal date 31 August 2022 in the event of total loss inclusive of GST.

The whole of the property is known as Lot 1 to 36 in Strata Plan Local Government Area of, County of Cumberland.

Erected upon the site is a 5-level block of 36 brick home units with basement car parking and 2 passenger lifts.

The ground areas are concrete sealed, landscaped gardens, turf areas and hardstand parking.

In arriving at our opinion of value for Insurance Purposes, we have assumed that in event of total loss, the building will be replaced with similar floor areas and cubic volumes.

It has been further assumed that the ground improvements and other areas within the boundaries of the property would be replaced to existing standards.

The estimate replacement cost includes:

All buildings	\$	13,990,800
Removal of Debris	\$	1,706,878
Professional Fees	\$	<u>1,678,896</u>
	\$	17,376,574
Estimate allowance for rise in cost over 24 months	\$	<u>2,085,189</u>
	\$	19,461,763
But say	\$	19,465,000
Temporary Accommodation/ Loss of Rent	\$	2,098,620
<u>Optional: Catastrophe Cover</u>	\$	5,839,500

Plus insurance required under Legislation by The Owners Corporation

1. Public Liability minimum value \$20,000,000 – Section 164(2) SSMA 2015 & Section 40 SSMR 2016
2. Workers Compensation – required as unlimited NSW Common Law & Section 164(1)(a) SSMA 2015
3. Voluntary Workers – Section 164(1)(d)

We consider the replacement value for Insurance Purposes for Lot 1 to 36 is in the sum of:

\$19,465,000

NINETEEN MILLION FOUR HUNDRED AND SIXTY-FIVE THOUSAND DOLLARS.

Dated this day of 4 May 2022



Perry Du, AAPI,
Certified Practising Valuer
Registration No. 68772
B. Com. (Property Economics)

Strata Plan

"This valuation is for the use only of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this valuation."

Disclaimers: No part of this valuation or any reference to it may be included in any other document or reproduced or published in any way without written approval of the form and context in which it is to appear. Only a signed original of this valuation should be relied upon and no responsibility will be accepted for photocopies of the report or signatures to the report. Neither the valuer nor V J Ray (Valuations) Pty Ltd has any pecuniary interest giving rise to a conflict of interest in valuing the property. This valuation cannot be used for mortgage purposes. This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property). Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the date of the valuation. We do not accept liability for losses arising from such subsequent changes in value including consequential or economic loss. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of three months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation. No soil tests or environmental studies have been made available for my perusal. Therefore, it should be noted that my valuation is subject to there being no surface or sub-surface soil problems including instability, toxic or hazardous wastes, toxic mould, asbestos or building material hazards in or on the property that would adversely affect its existing or potential use or reduce its marketability. Should a problem be known or arise the valuation should be referred to me for comment and review as deemed appropriate. I am not an expert in this regard and if more detailed advice is required, an environmental consultant should be retained.

We are unable to identify from our visual inspection whether the cladding used, or method of attachment, is compliant/conforming or non-compliant/non-conforming. This valuation report has been prepared under the assumption that the building materials used, as well as the application and installation of those materials, comply with all approvals, relevant law, legislation, legal codes and or standards. Should this not be the case, we reserve the right to review our valuation. We are not experts in 'cladding' or methods of attachment and are not qualified to determine the existence of non-conforming or non-compliant cladding. We do not accept responsibility or liability for any losses whatsoever arising from the Valuer failing to identify non-conforming or non-compliant cladding. Prior to any reliance on the Valuation Report any other party nominated in the Report as being entitled by the Valuer to rely upon the Report, those parties must make their own enquiries regarding the cladding used, including the application, installation, specification and utilisation of the cladding, and its compliance with all approvals, relevant law, legislation, legal codes and or standards.

Fire Safety Statement



Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

Please note:

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): an annual fire safety statement (complete the declaration at Section 8 of this form)
 a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: the whole building part of the building

Address (Street No., Street Name, Suburb and Postcode)

42 Talara Road, Gymea

Lot No. (if known) DP/SP (if known) Building name (if applicable)

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

4 Storey Brick Residential Flat Building with basement under

Section 3: Name and address of the owner(s) of the building or part of the building

Full Name (Given Name/s and Family Name) *

The Owners Corporatic..

* Where the owner is not a person/s but an entity including a company or trust insert the full name of that entity.

Address (Street No., Street Name, Suburb and Postcode)

C/- Netstrata PO BOX 265 Hurstville BC 1481

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Automatic fire detection and alarm systems	BCA Specification E2.2a, Clauses 3 & 4, AS1670.1-2004 & AS3786-1993	7/12/2022	MA
Emergency lighting	BCA Clause E4.2, E4.3, E4.4, AS2293.1-2005	17/11/2022	MA
Exit signs	BCA Clauses E4.5, E4.6, E4.8, AS2293.1-2005	17/11/2022	MA
Fire dampers	BCA C3.15, AS1668.1-1991, AS1682.1 & 2-1990	21/10/2022	RF
Fire door – sliding fire door (basement), SOU doors, doors to fire stairs, doors to lifts	BCA clause C3.6, C3.8, C3.10, C3.11, AS1735.11 -1986, AS1905.1 - 2005 & Specification C3.4	7/12/2022	DS
Fire Hydrant systems	BCA Clause & Specification E1.3, AS2419.1-2005	9/11/2022	MA
Fire seals protecting openings in fire resisting components of the building	BCA Clause and Specification C3.15, AS1530.4-2005, AS4072.1-2005 & manufacturers specification	21/10/2022	MA

Fire Safety Statement



Part 15 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

Fire windows (fire rated glass blocks)	BCA Clause & Specification C3.4, AS1530.4 - 2005 & manufacturers specification (Solaris Glass Block -/60/- FRL) located as per Construction Certificate 4001646	21/10/2022	MA
Hose reel systems	BCA E1.4, AS2441-2005	21/10/2022	DS
Lightweight construction (upper floor ceiling lining and bulkhead construction above sliding fire door in basement car park)	BCA Clause & Spec C1.8, BCA CI 3.17, AS1530.4-2005 & manufacturers specifications	16/11/2022	MA
Mechanical air handling systems (carpark exhaust systems)	BCA Clause & Table E2.2a, AS1668.2-1991	21/10/2022	RF
Portable fire extinguishers	BCA E1.6, AS2444-2001	21/10/2022	DS
Warning and operational signs	BCA 02.23 (signs on exit doors), E3.3 (lift warning signage), C3.6 (sliding fire door warning signage)	9/11/2022	MA

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 15)

Part of the building inspected	Date(s) inspected	APFS *
Path of Travel Clear	21/10/2022	MA

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)*

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
[Redacted]	Unit 26/94 Bryant Street, Padstow 2211	02 8566 8155	F048861A	
[Redacted]	Unit 26/94 Bryant Street, Padstow 2211	02 8566 8155	F053615A	
[Redacted]	13 Wurrook Circuit, Caringbah NSW 2229	02 9547 6777	F053211A	

* Where applicable – see notes on page 4 for further information.

Section 7: Details of the person making the declaration in section 8 or 9

Full name (Given Name/s and Family Name)
Katelyn Danielson

Organisation (if applicable) | Title/Position (if applicable)
Netstrata | Fire safety coordinator

Address (Street No, Street Name, Suburb and Postcode)
C/- Netstrata PO BOX 265 Hurstville BC 1481

Phone | Email
8567 6456 | Katelyn.danielson@netstrata.com.au

The person making the declaration in section 8 or 9 must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

(insert full name) being the: owner owner's agent

Fire Safety Statement



Part 15 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

declare that:

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing:
 - i. for an essential fire safety measure specified in the fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii. for an essential fire safety measure applicable to the building but not specified in the fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose grounds for a prosecution under Part 15 of the Regulation.

Owner/Agent Signature

K Danielson

Date issued

15/12/2022

Section 9: Supplementary fire safety statement declaration

I, [Click here](#)

(insert full name) being the: owner owner's agent

declare that each critical fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing to at least the standard required by the current fire safety schedule for the building.

Owner/Agent Signature

Date issued

Note:

- A fire safety statement for a building must not be issued unless the statement is accompanied by a fire safety schedule for the building in accordance with the Regulation.
- The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with section 81 of the Regulation. An agent cannot be made responsible for this requirement.



Property Reference:**File Ref: EFS4995**

The ***Fire Safety Schedule*** recorded by Council for the above property is as follows and is to be attached/sent with your fire safety statement:-

Essential Fire Safety Measures Installed in the Building or Part	Standard of Performance, required by the Fire Safety Schedule
Automatic Fire Detection & Alarm Systems	BCA Specification E2.2a, Clauses 3 & 4, AS1670.1-2004 & AS3786-1993
Emergency Lighting	BCA Clause E4.2, E4.3, E4.4, AS2293.1-2005
Exit Signs	BCA Clauses E4.5, E4.6, E4.8, AS2293.1-2005
Fire Dampers	BCA C3.15, AS1668.1-1991, AS1682.1 & 2-1990
Fire Doors - sliding fire door (basement), SOU doors, doors to fire stairs, doors to lifts	BCA clause C3.6, C3.8, C3.10, C3.11, AS1735.11 - 1986, AS1905.1 - 2005 & Specification C3.4
Fire Hydrant Systems	BCA Clause & Specification E1.3, AS2419.1-2005
Fire seals protecting openings in fire-resisting components of the building	BCA Clause and Specification C3.15, AS1530.4-2005, AS4072.1-2005 & manufacturers specification
Fire Windows (fire rated glass blocks)	BCA Clause & Specification C3.4, AS1530.4 - 2005 & manufacturers specification (Solaris Glass Block -/60/-FRL) located as per Construction Certificate 4001646
Hose Reel Systems	BCA E1.4, AS2441-2005
Lightweight Construction (upper floor ceiling lining & bulkhead construction above sliding fire door in basement car park)	BCA Clause & Spec C1.8, BCA CI 3.17, AS1530.4-2005 & manufacturers specifications
Mechanical Air Handling Systems (carpark exhaust system)	BCA Clause & Table E2.2a, AS1668.2-1991
Portable Fire Extinguishers	BCA E1.6, AS2444-2001
Warning & Operational Signs	BCA D2.23 (signs on exit doors), E3.3 (lift warning signage), C3.6 (sliding fire door warning signage)



CERTIFICATE OF PLANT ITEM REGISTRATION

Occupational Health & Safety Act 2000
Occupational Health & Safety Regulation 2001

ABN: 81 913 830 179
Phone: 13 10 50

Registration No: L 6-152949/11 /0 **Issue Date:** 6/09/2022 **Expiry Date:** 18/10/2023

Controller: STRATA PLAN **ABN:** 20497852122
Postal Address: PO BOX 265
HURSTVILLE BC
NSW 1481

Item Type: Lift

Description of Item:

Lift Type	Passenger
Manufacturer	KONE ELEVATORS
Lift No.	3
Contract/Serial No.	30240691
Drive	Electric
Control Type	Automatic
Suspension	Traction
Max SWL Rated Load (kg)	1,000.00
Max Speed (m/s)	1.00
Max Travel (m)	11.70
Number of Passengers	13

Location: Prod System

(If mobile plant, this is the location where usually stored or maintained)

Special Conditions:

CONDITIONS:

1. This registration applies only to the item described above which has been notified to SafeWork NSW in accordance with the OHS Regulation 2001.
2. This certificate of registration (or a copy) must be kept in the vicinity of the item of plant to which it refers. For mobile plant, the Registration number must be displayed on the item in a prominent location and be of a permanent nature and clearly legible.
3. This Registration is automatically invalidated if the item is altered in any way that is different to the original design specification, or changes the capacity of the item. This does not include routine maintenance, painting or changes equivalent to original design specifications.
4. The Registration Number should be quoted in all correspondence to SafeWork NSW regarding this item. Any queries should be addressed to SafeWork NSW Licensing Unit.

CERTIFICATE OF PLANT ITEM REGISTRATION

Occupational Health & Safety Act 2000
Occupational Health & Safety Regulation 2001

ABN: 81 913 830 179
Phone: 13 10 50

Registration No: **L 6-152950/11 /0** Issue Date: **6/09/2022** Expiry Date: **18/10/2023**

Controller: STRATA PLAN PO
Postal BOX 265
Address: HURSTVILLE BC
NSW 1481
ABN: 20497852122

Item Type: Lift

Description of Item:

Max Speed (m/s)
Max Travel (m)
Number of Passengers

Location:

(If mobile plant, this is the location where usually stored or maintained)

Special Conditions:

Prod System

CONDITIONS:

1. This registration applies only to the item described above which has been notified to SafeWork NSW in accordance with the OHS Regulation 2001.
2. This certificate of registration (or a copy) must be kept in the vicinity of the item of plant to which it refers. For mobile plant, the Registration number must be displayed on the item in a prominent location and be of a permanent nature and clearly legible.
3. This Registration is automatically invalidated if the item is altered in any way that is different to the original design specification , or changes the capacity of the item. This does not include routine maintenance, painting or changes equivalent to original design specifications.
4. The Registration Number should be quoted in all correspondence to SafeWork NSW regarding this item. Any queries should be addressed to SafeWork NSW Licensing Unit.

Total Fee Paid: 81.00

Receipt No: S8UERVS32C

38 of 86

CERTIFICATE OF PLANT ITEM REGISTRATION

Occupational Health & Safety Act 2000
Occupational Health & Safety Regulation 2001

ABN: 81 913 830 179
Phone: 13 10 50

Registration No: L 6-152951/11 /0 **Issue Date:** 6/09/2022 **Expiry Date:** 18/10/2023

Controller: STRATA PLAN PO **ABN:** 20497852122
Postal BOX 265
Address: HURSTVILLE BC
NSW 1481

Item Type: Lift

Description of Item:

Max Speed (m/s)
Max Travel (m)
Number of Passengers

Location:

(If mobile plant, this is the location where usually stored or maintained)

Special Conditions:

Prod System

CONDITIONS:

1. This registration applies only to the item described above which has been notified to SafeWork NSW in accordance with the OHS Regulation 2001.
2. This certificate of registration (or a copy) must be kept in the vicinity of the item of plant to which it refers. For mobile plant, the Registration number must be displayed on the item in a prominent location and be of a permanent nature and clearly legible.
3. This Registration is automatically invalidated if the item is altered in any way that is different to the original design specification, or changes the capacity of the item. This does not include routine maintenance, painting or changes equivalent to original design specifications.
4. The Registration Number should be quoted in all correspondence to SafeWork NSW regarding this item. Any queries should be addressed to SafeWork NSW Licensing Unit.

Total Fee Paid: 81.00

Receipt No: S8UERVS32C
39 of 86

MINUTES OF

Annual General Meeting

Strata Plan	
Meeting date	12/09/2022
Commenced	6:07 PM
Apologies	Nil
Pre Meeting Voting	Lot 35, Lot 4, Lot 20, Lot 27, Lot 25, Lot 23, Lot 36, Lot 29, Lot 10, Lot 21, Lot 32, Lot 24, Lot 33, Lot 5, Lot 1
In Attendance	Lot 13, Lot 14, Lot 18, Lot 2, Lot 3, Lot 30, Lot 34, Lot 6, Lot 7
Proxies	Lot 16 appointing the Chairperson
Corporate Authorisation	Nil
Guests	Nil
Quorum	The required Units of Entitlement were present, a quorum was formed
Chairperson	

<p>MOTION 1. Confirm Previous Minutes</p>	<p>RESOLVED</p>	<p>That the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.</p> <p>Vote: 24 Resolve, 0 Abstain, 1 Defeat</p>
<p>MOTION 2. Confirm Financials</p>	<p>RESOLVED</p>	<p>That the Financial Statements as presented were adopted.</p> <p>Vote: 23 Resolve, 1 Abstain, 1 Defeat</p>
<p>MOTION 3. Appoint an Auditor</p>	<p>DEFEATED</p>	<p>The Owners Corporation did not appoint an auditor at this time.</p> <p>Vote: 3 Resolve, 1 Abstain, 21 Defeat</p>
<p>MOTION 4. Appoint Agent</p>	<p>RESOLVED</p>	<p>To enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of 3 Years as presented to the Owners Corporation dated 12/9/2022, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation.</p> <p>FURTHER RESOLVED that of lot 1 and that of lot 18 be authorised to sign the agreement on behalf of the Owners Corporation.</p> <p>NOTE:</p> <p>* Original copies of the agreement were served on the authorised signatories immediately following the meeting.</p> <p>* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 2025 (being 3 years after the commencement of the term).</p> <p>* The chairperson abstained from voting on the motion.</p> <p>Vote: 24 Resolve, 1 Abstain, 0 Defeat</p>

<p>MOTION 5. To confirm the A.F.S.S.</p>	<p>RESOLVED</p>	<p>That the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.</p> <p>It was further resolved that the current fire safety contractor, Winfire Pty Ltd was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017 and that a child window safety device inspection will also be conducted by Winfire Pty Ltd, to occur during the inspection of the fire safety apparatus at the strata scheme.</p> <p>Vote: 23 Resolve, 1 Abstain, 1 Defeat</p>
<p>MOTION 6. Consider Building Defects</p>	<p>RESOLVED</p>	<p>The Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and decided that no further action was required at this time.</p> <p>Vote: 13 Resolve, 1 Abstain, 11 Defeat</p>
<p>MOTION 7. Confirm Insurances</p>	<p>RESOLVED</p>	<p>That the Owners Corporation's insurances as presented were confirmed.</p> <p>Vote: 23 Resolve, 1 Abstain, 1 Defeat</p>
<p>MOTION 8. Approve Maintenance</p>	<p>RESOLVED</p>	<p>The Owners Corporation authorised Netstrata to proceed with the schedule of programmed maintenance as included in the Annual General Meeting (AGM) notice.</p> <p>Vote: 22 Resolve, 1 Abstain, 2 Defeat</p>
<p>MOTION 9. Adopt Capital Works Plan</p>	<p>DEFEATED</p>	<p>The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.</p> <p>Vote: 12 Resolve, 1 Abstain, 12 Defeat</p>

<p>MOTION 10. Confirm the Annual Budget</p>	<p>RESOLVED</p>	<p>That the proposed budget as presented be amended and accepted as Administration fund \$125,585.03 and Capital Works fund \$55,000.0 for the year commencing 01/08/2022 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 24/10/22, 01/01/23, 01/04/23 & 01/07/23.</p> <p>Vote: 21 Resolve, 1 Abstain, 2 Defeat</p>
<p>MOTION 11. To Suspend Levy Interest</p>	<p>DEFEATED</p>	<p>The Owners Corporation decided NOT to temporarily suspend levy interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.</p> <p>Vote: 12 Resolve, 0 Abstain, 13 Defeat</p>
<p>MOTION 12. Allow Payment Plans</p>	<p>DEFEATED</p>	<p>That the Owners Corporation WILL NOT allow payment plans.</p> <p>Vote: 3 Resolve, 0 Abstain, 22 Defeat</p>
<p>MOTION 13. Allow Committee Vote</p>	<p>RESOLVED</p>	<p>That the number of members be set at 6 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:</p> <p>Vote: 23 Resolve, 2 Abstain, 0 Defeat</p>
<p>MOTION 14. Restrict Committee</p>	<p>RESOLVED</p>	<p>That at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.</p> <p>Vote: 23 Resolve, 1 Abstain, 1 Defeat</p>

<p>MOTION 15. Approve Netstrata to Submit Strata Hub Information Annually</p>	<p>RESOLVED</p>	<p>That the Owners Corporation authorised Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021), and shall provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme.</p> <p>Vote: 23 Resolve, 1 Abstain, 1 Defeat</p>
<p>MOTION 16. Confirm Manager Report</p>	<p>RESOLVED</p>	<p>That the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.</p> <p>Vote: 23 Resolve, 1 Abstain, 1 Defeat</p>
<p>MOTION 17. Obtain Safety Inspection</p>	<p>DEFEATED</p>	<p>The Owners Corporation will not engage suitably qualified experts to undertake a safety inspection of the common areas at this time.</p> <p>Vote: 5 Resolve, 0 Abstain, 20 Defeat</p>
<p>MOTION 18. Bathroom Renovations - All Lots</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>That the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass Special By-Law - "Bathroom Renovations- All Lots" on the terms set out in the notice of this meeting, and that notification of the bylaw</p> <p>be lodged for registration at the for registration at NSW Land Registry Services</p> <p>Vote: 91 % in favour</p>
<p>MOTION 19. Pass Absolution By-Law</p>	<p>DEFEATED BY SPECIAL RESOLUTION</p>	<p>By Special Resolution as more than 25% of the total Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass the 'Absolution of Maintenance Lot Fixtures & Fittings' By-law at this time.</p> <p>Vote: 50 % against</p>

<p>MOTION 20. Pass Keeping of Animals By-Law</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>That the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to repeal the existing 'Keeping of Animals' By-Law and replace with Special By-Law - 'Keeping of Animals' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.</p> <p>Vote: 92 % in favour</p>
<p>MOTION 21. To pass the Moving and Delivering of Goods By-law</p>	<p>DEFEATED BY SPECIAL RESOLUTION</p>	<p>More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass the 'Moving and Delivering of Goods' By-Law at this time.</p> <p>Vote: 86 % against</p>

CLOSURE:

The meeting closed at

7:00 PM

Chairperson

PROPOSED DATE FOR NEXT MEETING:

September 2023

GENERAL DISCUSSION:

Gutter cleaning and carpet cleaning to be added to the programmed maintenance schedule.

Strata manager to obtain 3 quotes for the internal painting and repairs of the common areas foyers, lift landings and passageways.

MINUTES OF STRATA COMMITTEE MEETING

Strata Plan	
Meeting date	06/04/2022
Commenced	6:00 PM
Apologies	Nil
Pre Meeting Voting	Nil
Owners in Attendance	Lot 1, Lot 12, Lot 13, Lot 14, Lot 18, Lot 23, Lot 34, Lot 7
Proxies	Nil
Corporate Authorisation	Nil
Guests	Nil
Quorum	The required Units of Entitlement were present, a quorum was formed
Chairperson	

MOTION 1. Confirm Previous Minutes	RESOLVED	That the minutes of the last Strata Committee meeting be confirmed. Vote: 4 Resolve, 0 Abstain, 0 Defeat
MOTION 2. Appoint Colour Consultant	RESOLVED	The strata committee elected to engage SC Consultants to provide a colour scheme for the exterior of the building, and present it to the owners corporation for final approval. Vote: 4 Resolve, 0 Abstain, 0 Defeat
MOTION 3. Confirm Next Meeting	RESOLVED	The next Strata Committee meeting date is yet to be decided. Vote: 4 Resolve, 0 Abstain, 0 Defeat

CLOSURE:

The meeting closed at
6:20 PM

Chairperson

PROPOSED DATE FOR NEXT MEETING:

May 2023

MINUTES OF GENERAL MEETING

Strata Plan	
Meeting date	17/02/2022
Commenced	6:00 PM
Apologies	Nil
Pre Meeting Voting	Lot 24, Lot 35, Lot 20, Lot 23, Lot 27, Lot 25, Lot 1, Lot 4, Lot 22, Lot 21, Lot 15, Lot 29, Lot 36, Lot 30, Lot 18, Lot 31, Lot 16
Owners in Attendance	Lot 10, Lot 11, Lot 12, Lot 13, Lot 14, Lot 2, Lot 3, Lot 32, Lot 33, Lot 34, Lot 6, Lot 7
Proxies	Nil
Corporate Authorisation	Nil
Guests	Nil
Quorum	The required Units of Entitlement were present, a quorum was formed
Chairperson	

<p>MOTION 1. Confirm Previous Minutes</p>	<p>RESOLVED</p>	<p>That the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.</p> <p>Vote: 28 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 2. Approve Painting Quote - II painting</p>	<p>RESOLVED</p>	<p>The Owners Corporation approved the iiPainting quote as presented, being \$186,000.00 + GST.</p> <p>The strata manager will confirm with iiPaint as to the works schedule, and confirm with the owners corporation.</p> <p>Vote: 28 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 3. Approve Painting Quote-Higgins</p>	<p>NO CONSEQUENCE</p>	<p>This motion was marked as a motion of no consequence as iiPaint quotation was approved.</p>
<p>MOTION 4. Approve Painting Quote- IPL</p>	<p>NO CONSEQUENCE</p>	<p>This motion was marked as a motion of no consequence as iiPaint quotation was approved.</p>
<p>MOTION 5. Engage Dougal Kennedy to complete Scope of Works</p>	<p>NO CONSEQUENCE</p>	<p>This motion was marked as a motion of no consequence as iiPaint quotation was approved.</p>
<p>MOTION 6. Engage Noviiion Engineering to complete Scope of Works</p>	<p>NO CONSEQUENCE</p>	<p>This motion was marked as a motion of no consequence as iiPiant quotation was approved.</p>
<p>MOTION 7. Engage Acumen to complete Scope of Works</p>	<p>NO CONSEQUENCE</p>	<p>This motion was marked as a motion of no consequence as iiPiant quotation was approved.</p>

MOTION 8.
Special Levy-
External Painting of
Building

RESOLVED

That the Owners Corporation will raise a special levy in the amount of \$186,300.00 + GST to fund the external painting of the building.

The special levy will be divided amongst all lot owners according to Units of Entitlement and will fall due and payable in 2 installments, due 1/5/2022 and 1/8/2022.

Vote: 27 Resolve, 0 Abstain, 1 Defeat

CLOSURE:

The meeting closed at
6:30 PM

Chairperson

PROPOSED DATE FOR NEXT MEETING:
TBD

GENERAL DISCUSSION:

iiPaint will organise for 2 colour samples to be presented for owners corporation consideration.

Change's to the common property colour scheme would require a special resolution with not more than 25% being against the resolution.

MINUTES OF STRATA COMMITTEE MEETING



Strata Plan	
Meeting date	15/12/2021
Commenced	6:00 PM
Apologies	Nil
Pre Meeting Voting	Nil
Owners in Attendance	Lot 1, Lot 12, Lot 13, Lot 14, Lot 18, Lot 23, Lot 34, Lot 7
Proxies	Nil
Corporate Authorisation	Nil
Guests	Nil
Quorum	The required Units of Entitlement were present, a quorum was formed
Chairperson	

NETWORK STRATA SERVICES PTY LTD | A.C.N. 064 030 324 | All correspondence: PO Box 265, Hurstville BC NSW 1481

HEAD OFFICE
298 Railway Parade
Carlton NSW 2218

SYDNEY CBD SALES OFFICE
Level 26, 44 Market St
Sydney NSW 2000

WOLLONGONG OFFICE
Suite 3.03, 3 Rawson Street
Wollongong NSW 2500

P 1300 638 787
E admin@netstrata.com.au
W admin@netstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation

MOTION 1. Confirm Previous Minutes	RESOLVED	There were no previous minutes, this is the strata plans first committee meeting. Vote: 8 Resolve, 0 Abstain, 0 Defeat
MOTION 2. External Painting	RESOLVED	The committee resolved to forward all quotes to the Owners Corporation for review at an EGM to be discussed. Vote: 8 Resolve, 0 Abstain, 0 Defeat
MOTION 3. Special Levy	RESOLVED	The Special Levy would be raised in accordance with Units of Entitlements (UOE), with the due date/s to be determined at an EGM meeting, should a quote be accepted. Vote: 8 Resolve, 0 Abstain, 0 Defeat
MOTION 4. Confirm Next Meeting	RESOLVED	The next Strata Committee meeting date to be advised. Vote: 8 Resolve, 0 Abstain, 0 Defeat

CLOSURE:

The meeting closed at
6:40 PM

Chairperson

PROPOSED DATE FOR NEXT MEETING:

January 2023

GENERAL DISCUSSION:

It was determined after the Strata Committee meeting that the Strata Manager will organise quotes for a Scope of Works to be completed for the required painting contract.

If a quote is accepted, this scope of works will be forwarded to all painting contractors, so that all contractors are quoting to the same specific requirements of the building.

Strata Manager to organise for quotes from colour consultants.

MINUTES OF STRATA COMMITTEE MEETING

Strata Plan	
Meeting date	21/09/2021
Commenced	6:00 PM
Apologies	Nil
Pre Meeting Voting	Nil
Owners in Attendance	Lot 1, Lot 12, Lot 13, Lot 14, Lot 18, Lot 23, Lot 3, Lot 34, Lot 7
Proxies	Nil
Corporate Authorisation	Nil
Guests	Nil
Quorum	The required Units of Entitlement were present, a quorum was formed
Chairperson	

<p>MOTION 1. Confirm Previous Minutes</p>	<p>DEFEATED</p>	<p>There was no previous Strata Committee meeting, this vote was of no consequence.</p> <p>Vote: 0 Resolve, 9 Abstain, 0 Defeat</p>
<p>MOTION 2. Appoint Office Bearers</p>	<p>RESOLVED</p>	<p>That the Strata Committee will appoint office bearers to the positions of Chairperson and Secretary as follows:</p> <p>Chairperson: Peter Mooney Lot14</p> <p>Secretary: Robyn McGaw Lot 18</p> <p>Treasurer: No Treasurer appointed</p> <p>Vote: 7 Resolve, 0 Abstain, 2 Defeat</p>
<p>MOTION 3. Set Communication Protocol</p>	<p>RESOLVED</p>	<p>That the Strata Committee approved the following communication protocol:</p> <ol style="list-style-type: none"> 1. When seeking approval for various items, the strata manager will email the strata committee allowing 3 business days to respond, once this time has expired the strata manager will collate the majority response of the emails received and proceed accordingly; 2. Should a strata committee member have extended queries pertaining to information emailed they will be encouraged to discuss directly with the strata manager or building manager outside of the committee email trail unless the queries would broadly benefit all members. This is to encourage an easy flowing email trail pertaining to the matter at hand. (Note: questions and input are encouraged, the meeting noted that it is important however to have committee email trails as easy to follow as possible); 3. When a matter concerns the strata committee as a whole, all committee members will be copied in the email for transparency. 4. That the agent be authorised to approve requests from owners provided that they are in line with the approved by-laws, with anything outside of the bylaws will be sent through to the committee for consideration and approval. <p>Vote: 9 Resolve, 0 Abstain, 0 Defeat</p>

MOTION 4.
Confirm Next
Meeting

DEFEATED

The Strata Committee decided NOT to set a date for a future Strata Committee Meeting. Next meeting will be set upon receipt of all external painting quotes.

Vote: 0 Resolve, 9 Abstain, 0 Defeat

CLOSURE:

The meeting closed at
6:25 PM

Chairperson

PROPOSED DATE FOR NEXT MEETING:
February 2022

GENERAL DISCUSSION:

Strata Committee meeting to be organised towards the 3 or 4 quarter of the buildings financial year for the discussion of the building financial position, and setting proposed levies or expenditure items for the following AGM motions.

MINUTES OF ANNUAL GENERAL MEETING

<i>Strata Plan</i>	
<i>Meeting date</i>	<i>26/08/2021</i>
<i>Commenced</i>	<i>6:00 PM</i>
<i>Apologies</i>	<i>Lot 11</i>
<i>Pre Meeting Voting</i>	<i>Lot 5, Lot 29, Lot 35, Lot 23, Lot 21, Lot 1, Lot 4, Lot 20, Lot 25, Lot 27, Lot 24</i>
<i>Owners in Attendance</i>	<i>Lot 12, Lot 13, Lot 14, Lot 15, Lot 18, Lot 3, Lot 32, Lot 34, Lot 6, Lot 7, Lot 8</i>
<i>Proxies</i>	<i>Lot 16 appointing Lot 34, Lot 22 appointing Lot 13, Lot 30 appointing Lot 18, Lot 31 appointing Lot 14, Lot 33 appointing the Chairperson</i>
<i>Corporate Authorisation</i>	<i>Aimaway</i>
<i>Guests</i>	
<i>Quorum</i>	<i>The required Units of Entitlement were present, a quorum was formed</i>
<i>Chairperson</i>	

<p>MOTION 1. Confirm Previous Minutes</p>	<p>RESOLVED</p>	<p><i>That the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 2. Confirm Financials</p>	<p>RESOLVED</p>	<p><i>That the Financial Statements as presented were adopted.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 3. Appoint an Auditor</p>	<p>RESOLVED</p>	<p><i>That an auditor will be appointed for the coming year.</i></p> <p>Vote: 19 Resolve, 0 Abstain, 8 Defeat</p>
<p>MOTION 4. To confirm the A.F.S.S.</p>	<p>RESOLVED</p>	<p><i>That the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.</i></p> <p><i>It was further resolved that the current fire safety contractor, A Plus Fire was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 5. Consider Building Defects</p>	<p>DEFEATED</p>	<p><i>The Owners Corporation did not consider building defects and rectification at the meeting.</i></p> <p>Vote: 7 Resolve, 0 Abstain, 20 Defeat</p>
<p>MOTION 6. Confirm Insurances</p>	<p>RESOLVED</p>	<p><i>That the Owners Corporation's insurances as presented were confirmed.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 7. Approve Maintenance</p>	<p>RESOLVED</p>	<p><i>The Owners Corporation authorised Netstrata to proceed with the schedule of programmed maintenance as included in the Annual General Meeting (AGM) notice.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 8. Adopt Capital Works Report</p>	<p>RESOLVED</p>	<p><i>That the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>

<p>MOTION 9. Confirm the Annual Budget</p>	<p>RESOLVED</p>	<p><i>That the proposed budget as presented be accepted as Administration fund \$92,183.25 and Capital Works fund \$43,203.00 for the year commencing 1 August 2021 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly installments on 7/10/21, 01/01/22, 01/04/22 & 01/07/22.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 10. To Suspend Levy Interest</p>	<p>DEFEATED</p>	<p><i>The Owners Corporation decided NOT to temporarily suspend levy interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.</i></p> <p>Vote: 2 Resolve, 0 Abstain, 25 Defeat</p>
<p>MOTION 11. Allow Payment Plans</p>	<p>RESOLVED</p>	<p><i>That the Owners Corporation shall accept payment plans as per the provisions of the Strata Schemes Management Act 2015.</i></p> <p>Vote: 18 Resolve, 0 Abstain, 9 Defeat</p>
<p>MOTION 12. Pass Payment Plans</p>	<p>DEFEATED BY SPECIAL RESOLUTION</p>	<p><i>More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Payment Plans' By-Law at this time.</i></p> <p>Vote: 34 % against</p>
<p>MOTION 13. Pass Fire Services By-Law</p>	<p>DEFEATED BY SPECIAL RESOLUTION</p>	<p><i>More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Fire Inspection Access & Administration By-Law' By-Law at this time.</i></p> <p>Vote: 34 % against</p>

<p>MOTION 14. Allow Committee Vote</p>	<p>RESOLVED</p>	<p><i>That the number of members be set at 9 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 15. Restrict Committee</p>	<p>RESOLVED</p>	<p><i>That at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 16. Confirm Manager Report</p>	<p>RESOLVED</p>	<p><i>That the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.</i></p> <p>Vote: 26 Resolve, 1 Abstain, 0 Defeat</p>
<p>MOTION 17. Pass Communication By-Law</p>	<p>DEFEATED BY SPECIAL RESOLUTION</p>	<p><i>More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Communication & Dispute Resolution' By-Law at this time.</i></p> <p>Vote: 34 % against</p>
<p>MOTION 18. Pass Special Levy</p>	<p>RESOLVED</p>	<p><i>That the Owners Corporation shall raise a Special Levy of \$15426.00 to repay the deficit in the Administrative Fund from the previous Financial Period. The Levy shall become due and payable on the 7/10/2021 and 1/1/2022.</i></p> <p>Vote: 27 Resolve, 0 Abstain, 0 Defeat</p>

<p>MOTION 19. Pass Stationery By-Law</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>The Owners Corporation SPECIALLY RESOLVES pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law 'Recovery of Stationery Expenses' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.</p> <p>Vote: 81 % in favour</p>
<p>MOTION 20. Pass Absolution By-Law</p>	<p>DEFEATED BY SPECIAL RESOLUTION</p>	<p>By Special Resolution as more than 25% of the total Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass the 'Absolution of Maintenance Lot Fixtures & Fittings' By-law at this time.</p> <p>Vote: 34 % against</p>

CLOSURE:

The meeting closed at

6:45 PM

Chairperson

PROPOSED DATE FOR NEXT MEETING:

August 2022

GENERAL DISCUSSION:

Strata Manager to source 3 quotes for the exterior painting of the building and forward to the Owners Corporation for review. If accepted, consideration will need to be made as to the raising of funds for the projected works.

Strata manager to forward the Strata Committee an EGM for the selection of Office Bearers.

Minutes of Annual General Meeting

Strata Plan:

Meeting date: Tuesday, 29 September 2020

Commenced: 06:00 PM

Apologies: Nil

Pre Meeting Voting: Lot 22, Lot 23, Lot 24, Lot 29, Lot 33, Lot 35, Lot 36

Present: Lot 1, Lot 2, Lot 3, Lot 4, Lot 7, Lot 8, Lot 14, Lot 15, Lot 18, Lot 20, Lot 25, Lot 27, Lot 31, Lot 34

Proxies:

Corporate Authorisation:

In attendance:

Quorum: of Network Strata Services T/A Netstrata,
24 of 36 lot owners were present, a quorum was formed.

Chairperson:

Motion 1.

Confirmation of Previous General Meeting Minutes

RESOLVED that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.

Vote: All in favour

Motion 2.

Financial Statements

RESOLVED that the Financial Statements as presented were adopted.

Vote: All in favour

Motion 3.

Appointment of an Auditor

RESOLVED that an auditor will be appointed for the coming year.

Vote: 12 in favour, 11 against

Motion 4.

Annual Fire Safety Statement

RESOLVED that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

It was further resolved that the current fire safety contractor, Phoenix Fire Safety was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.

Vote: All in favour

Motion 5.

Building Defects and Rectification

RESOLVED the Owners Corporation discussed the statutory warranty periods and noted that there were no applicable Statutory Warranties in place at the time of the meeting.

Vote: 19 in favour, 5 against

**Motion 6.
The Strata
Insurances**

RESOLVED that the Owners Corporation's insurances as presented were confirmed.

Vote: All in favour

**Motion 7.
10 Year Capital
Works Plan**

RESOLVED that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.

Vote: All in favour

**Motion 8.
Schedule of
Programmed
Maintenance**

RESOLVED the Owners Corporation authorised Netstrata to proceed with the schedule of programmed maintenance as included in the Annual General Meeting (AGM) notice.

Vote: All in favour

**Motion 9.
The Proposed
Budget & Strata
Levies**

RESOLVED that the proposed budget as presented be accepted as Administration fund \$117,704.42 Incl. GST and Capital Works fund \$45,100.00 Incl. GST for the year commencing 1 August 2020 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 05/11/20, 01/01/21, 01/04/21 & 01/07/21.

Vote: All in favour

**Motion 10.
Levy Interest
Suspension**

DEFEATED. The Owners Corporation decided NOT to temporarily suspend levy interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.

Vote: 9 in favour, 14 against

**Motion 11.
Overdue Levies &
Payment Plans**

DEFEATED. That the Owners Corporation shall NOT accept payment plans.

Vote: 9 in favour, 14 against

**Motion 12.
Payment Plan By-
Law**

DEFEATED. More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Payment Plans' By-Law at this time.

Vote: 42% in favour, 58% against

**Motion 13.
Parking By-Law**

DEFEATED. More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass Parking By-Law at this time.

Vote: 46% in favour, 54% against

- Motion 14.
Call for Nominations to Strata Committee and Election** **RESOLVED** that the number of members be set at nine members and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:
- Vote:**
- Motion 15.
Restricted Matters** **RESOLVED** that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.
- Vote:** All in favour
- Motion 16.
Strata Managers Report** **RESOLVED** that the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.
- Vote:** All in favour
- Motion 17.
Management Agreement** **RESOLVED** to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated **29/09/20**, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. **FURTHER RESOLVED** that **Robyn McGaw** of lot **18** and **Nadia O'Rourke** of lot **34** be authorised to sign the agreement on behalf of the Owners Corporation.
- NOTE:
- * Original copies of the agreement were served on the authorised signatories immediately following the meeting.
 - * In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than **29/09/23**.
 - * **The chairperson abstained from voting on the motion.**
- Vote:** All in favour
- Motion 18.
NBN Lift Phone Lines** **RESOLVED** the Owners Corporations decided by Special Resolution pursuant to section 108(2) of the Strata Schemes Management Act 2015, to undertake the upgrade of the lift phone emergency telephone lines so that they are NBN ready.
- Vote:** 100% in favour
- Motion 19.
Intercom System Proposals** **RESOLVED** that the Owners Corporation shall seek quotations for upgrade for full video intercom which will be forwarded to the Strata Committee for approval.
- Vote:** All in favour

**Motion 20.
Intercom Upgrade**

RESOLVED via Special Resolution, pursuant to Section 108 of the Strata Schemes Management Act 2015. That the Owners Corporation approve the upgrade of the existing Intercom system to a video Intercom system.

Vote: 100% in favour

**Motion 21.
Painting Works**

DEFEATED. That the Owners Corporation shall not proceed with repainting of the building at this time.

Vote: 7 in favour, 16 against

**Motion 22.
Special Levy -
Painting Works**

OF NO CONSEQUENCE

**Motion 23.
Special By-Law -
Installation of
Decking**

RESOLVED by Special Resolution pursuant to section 142 of the Strata Schemes Management Act 2015 that the Owners Corporation will pass a By-Law permitting all owners to undertake the installation of a deck in the courtyard area their lots as follows:

Special By-Law (Installation of Deck)

Each owner for the time being of each lot in the strata scheme are granted consent to install decking attached to their lot (hereinafter referred to as "the installation of decking") subject to the following terms and conditions.

- (a) The owners any of lot proposing to undertake the installation of decking must submit comprehensive plans and diagrams including colour and material samples of the proposed decking to the secretary or strata managing agent of the strata scheme not less than twenty-eight (28) days before the decking is to be installed;
- (b) The decking shall not be, or become, or in any way be construed to be common property and shall always remain the sole property of the owner for the time being of the lot which it services;
- (c) the style, design and finish of the decking shall be consistent with the architectural theme established throughout the remainder of the strata scheme buildings and shall not detract from the overall appearance of the property;
- (d) the owners of any lot proposing the installation of decking must obtain all necessary permits, licenses or consents required by local authority or other statutory or lawful authority for the installation;
- (e) the installation of decking must be effected in a workmanlike manner by licensed and insured tradespersons;
- (f) the installation of decking must not interfere with access to the common property by any owner or occupier of a lot in the strata scheme or any person lawfully using the common property;
- (g) any water penetrating into the lots and any damage to common property that occurs during, or results from, the enclosure or subsequent removal or replacement of, or use of, the enclosure must be forthwith made good by the owner for the time being of the lot which the enclosure services no cost to the Owners Corporation;
- (h) all paint, stain and trim finishes applied to the enclosure shall be, and shall always remain, consistent with the materials and finishes in use throughout the remainder of the strata scheme at no cost to the Owners Corporation;
- (i) the enclosure must be maintained in good working order and condition by the owner for the time being of the lot which it services without claim on the owners corporation in respect of such maintenance;
- (j) It is acknowledged that any benefit and burden flowing from this approval shall flow to any future owners for the time being of the lot which it services;

(2) In the event that an owner of a lot to which an enclosure has been installed, after notice, fails to comply with any matters set out in conditions (a) to (j) hereof then the Owners Corporation may terminate the right of the owner to install the enclosure.

(3) In the event that the owner a of lot proposing to enclose their balcony submits plans that in their absolute discretion, the secretary or the strata managing agent believes is not consistent with the architectural theme established throughout the remainder of the strata scheme buildings. The proposal must be decided by vote at a general meeting.

Vote: 100% in favour

**Motion 24.
Special By-Law
(Installation of
Ceiling Fans to
Balcony Lot 15)**

RESOLVED The Owners Corporation decided by Special Resolution pursuant to section 141 of the Strata Schemes Management Act 2015 to pass the Special By-Law (Installation of Ceiling Fans - Lot 15) on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.

Vote: 100% in favour

**Motion 25.
Special By-Law
(Installation of
Lights to Balcony
Lot 34)**

RESOLVED The Owners Corporation decided by Special Resolution pursuant to section 141 of the Strata Schemes Management Act 2015 to pass the Special By-Law (Installation of Lights and Ceiling Fans - Lot 34) on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.

Vote: 100% in favour

Closure: The meeting closed at 08:47 PM

.....

Proposed date for next Annual General Meeting: September 2021

General Discussion: The Strata Manager was requested to arrange for a locksmith to undertake a service to all common entry door locks and door closers.

The Owner of Unit 14 raised the possibility of the noise dampening tiles being installed in the groundfloor common area foyers. The Strata Manager shall obtain quotations for these works which shall be forwarded to the Strata Committee for consideration.

Minutes of Extraordinary General Meeting



Strata Plan:

Meeting date: Wednesday, 06 May 2020

Commenced: 10:00 AM

Apologies: Lot 1, Lot 2, Lot 4, Lot 6, Lot 7, Lot 10, Lot 13, Lot 14, Lot 15, Lot 16, Lot 20, Lot 22, Lot 23, Lot 24, Lot 25, Lot 27, Lot 31, Lot 33, Lot 36

Pre Meeting Voting: Nil

Present: Nil

Proxies: Appointing the Chairperson Lot 34

Corporate Authorisation: Lots 1, 4, 20, 25, 27 & 31

In attendance:

Quorum: A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015. Proxies were received from the owners of lots 1, 2, 4, 6, 7, 10, 13, 14, 15, 16, 20, 22, 23, 24, 25, 27, 31, 33, 34 & 36 however due to Schedule 1, Clause 26(7) of the Strata Schemes Management Act 2015, the Chairperson was only able to exercise proxies from 5% of the total number of lots in the scheme.
Note: 1 owner was unfinancial

Chairperson:

Motion 1.

Confirmation of Previous Minutes

RESOLVED that the minutes of the last general meeting be confirmed.

Vote: All in favour

Notes: The Chairperson was only able to exercise 1 proxy however it is noted that all lots were in favour of Motion 1.

Motion 2.

Pre-Meeting & Electronic Voting By-law

RESOLVED by Special Resolution, the Owners Corporation to adopt and register the Pre-Meeting and Electronic Voting By-law as presented.

Vote: 100% in favour

Notes: The Chairperson was only able to exercise 1 proxy however it is noted that all lots were in favour of Motion 2.

Motion 3.

Payment Plans

RESOLVED the Owners Corporation shall allow payment plans to be entered into pursuant to Section 85(6) of the Strata Schemes Management Act and Regulation 18 of the Strata Schemes Management Regulation 2016.

Vote: All in favour

Notes: The Chairperson was only able to exercise 1 proxy however it is noted that 12 lots were in favour of motion 3 and 8 lots were against motion 3.

Motion 4.

Levy Interest Suspension

DEFEATED. The Owners Corporation decided NOT to temporarily suspend levy interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.

Vote: All against

Notes: The Chairperson was only able to exercise 1 proxy however it is noted that 11 lots were in favour of motion 4 and 9 lots were against motion 4.

Closure:

The meeting closed at 10:40 AM

.....

Minutes of Annual General Meeting

Strata Plan:

Meeting date: Thursday, 26 September 2019

Commenced: 06:00 PM

Apologies: Nil

Pre Meeting Voting: Nil

Present: Lot 1, Lot 2, Lot 4, Lot 6, Lot 7, Lot 8, Lot 10, Lot 11, Lot 12, Lot 14, Lot 15, Lot 16, Lot 18, Lot 20, Lot 22, Lot 23, Lot 25, Lot 27, Lot 28, Lot 30, Lot 31, Lot 34

Proxies:

Corporate

Authorisation:

28 of 35 lot owners were present, a quorum was formed.

In attendance:

Note: 1 owner was unfinancial

Quorum:

Chairperson:

Motion 1.

Confirmation of Previous Minutes

RESOLVED that the minutes of the last general meeting be confirmed.

Vote: All in favour

Motion 2.

The Financial Statements

RESOLVED that the Financial Statements as presented be adopted.

Vote: All in favour

Motion 3.

Appointment of an Auditor

RESOLVED that an auditor will be appointed for the coming year.

Vote: 27 in favour, 1 against

Motion 4.

Strata Managers Report

RESOLVED to confirm the Strata Managers report into Training Services and 3rd Party Commissions.

Vote: All in favour

- Motion 5.
Annual Fire Safety Statement** **RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.
- It was further resolved that the current fire safety contractor, Phoenix Fire was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.
- Vote:** All in favour
- Motion 6.
Building Defects and Rectification** **RESOLVED** that the Owners Corporation noted that there were statutory warranties in place at the time of the meeting.
- Vote:** All in favour
- Motion 7.
Council Clean Up** **RESOLVED** that the Bi-Annual Council clean-ups will be undertaken on the following dates: February 2020/ August 2020
- Vote:** All in favour
- Motion 8.
The Strata Insurances** **RESOLVED** that the Owners Corporation's insurances as presented be confirmed.
- Vote:** All in favour
- Motion 9.
10 Year Capital Works Plan** **RESOLVED** that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.
- Vote:** All in favour
- Motion 10.
The Proposed Budget & Strata Levies** **RESOLVED** that the proposed budget as presented be accepted as Administration fund \$113, 324.25 Incl. GST and Capital Works fund \$46, 094.40 Incl. GST for the year commencing 1 August 2019 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 15/11/19, 01/01/20, 01/04/20 & 01/07/20.
- Vote:** 26 in favour, 2 against
- Motion 11.
Major Building Work (Major Renovations) By-Law** **DEFEATED.** More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Special By-Law - Major Building Work (Major Renovations)' at this time.
- Vote:** 64% in favour, 36% against
- Motion 12.
Overdue Levies** **RESOLVED** that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.
- Vote:** 27 in favour, 1 against

- Motion 13.
Call for Nominations to Strata Committee and Election** **RESOLVED** that the number of members be set at Five and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:
- Vote:**
- Motion 14.
Restricted Matters** **RESOLVED** that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.
- Vote:** All in favour
- Motion 15.
Recovery of Administrative Costs By-Law** **RESOLVED** The Owners Corporation SPECIALLY RESOLVES pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law 'Recovery of Administrative Costs' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.
- Vote:** 100% in favour
- Motion 16.
Recovery of Stationery Expenses By-Law** **DEFEATED.** More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Special By-Law - Recovery of Stationery Expenses' at this time.
- Vote:** 54% in favour, 46% against
- Motion 17.
External Painting** **DEFEATED.** That the Owners Corporation shall not approve a quotation for painting works at this time. The Owners Corporation shall obtain amended quotations to include rope access as opposed to scaffolding, the updated quotations shall then be presented at an Extraordinary General Meeting.
- Vote:** 1 in favour, 27 against
- Motion 18.
Special Levy Repainting Works** **DEFEATED.** That the Owners Corporation will not raise a special levy to fund the repainting works at the scheme at this time.
- Vote:** 9 in favour, 19 against
- Motion 19.
Approve LPE Proposal** **DEFEATED.** That the Owners Corporation will not approve the proposal supplied by LPE for the installation of solar panels at the scheme.
- Vote:** 3 in favour, 25 against
- Motion 20.
Empowering By-Law - Installation of Solar Panels** **DEFEATED.** More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Special By-Law - Installation of Solar Panels' at this time.
- Vote:** 14% in favour, 86% against

**Motion 21.
Light Upgrade**

RESOLVED More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not undertake the installation of a sensor to the light at the main entry door between Units 14 and 15.

Vote: 61% in favour, 39% against

Closure: The meeting closed at 08:20 PM

.....

Proposed date for next Annual General Meeting: September 2020

Minutes of Extraordinary General Meeting



Strata Plan:

Meeting date: Thursday, 14 March 2019

Commenced: 06:00 PM

Apologies: Nil

Pre Meeting Voting: Nil

Present: Lot 1, Lot 2, Lot 3, Lot 4, Lot 7, Lot 8, Lot 10, Lot 11, Lot 12, Lot 13, Lot 14, Lot 15, Lot 16, Lot 18, Lot 20, Lot 23, Lot 25, Lot 27, Lot 28, Lot 30, Lot 31, Lot 34

Proxies:

**Corporate
Authorisation:**

In attendance:

Quorum:

Chairperson:

**Motion 1.
Confirmation of
Previous Minutes**

RESOLVED that the minutes of the last general meeting be confirmed.

Vote: All in favour

**Motion 2.
Special By-Law
(Installation of
Ceiling Fans to
Balcony Lot 14)**

RESOLVED by Special Resolution that the Owners Corporation will pass the 'Installation of Ceiling Fans to Balcony - Lot 14' by-law.

Vote: 100% in favour

**Motion 3.
Special By-Law
(Installation of
Garage Door
Motors)**

RESOLVED by Special Resolution that the Owners Corporation will pass the 'Installation of Garage Door Motors' by-law in the following form:

Special By-Law - Installation of General Power Outlets and Individual Garage Door Motors

Each owner for the time being of each lot within the strata scheme is granted permission to connect to the Owners Corporations House Lights Power, for the purpose of installing a General Power Outlet and individual garage door motor (including the installation of all cabling, brackets and moving parts to facilitate the installation herein after referred to as the G.P.O & Motor) to each garage that forms part of their lot subject to the following terms and conditions;

(a) The owners of any lot proposing to undertake the installation of a G.P.O & Motor must advise the secretary or strata managing agent of the strata scheme not less than fourteen (14) days before the installation;

(b) the G.P.O & Motor shall always remain the sole property of the owner for the time being of the lot which they service;

(c) the owners of any lot undertaking the installation of any G.P.O & Motor must obtain all necessary permits, licenses or consents required by local authority or statutory or lawful authority for such installation;

(d) the owners of any lot installing any G.P.O & Motor must ensure that they comply with all current fire safety regulations and are at all times maintained so as to comply with such regulations and any future fire safety or other regulations that may be imposed upon such installations;

(e) the installation of any G.P.O & Motor must be effected in a workmanlike manner by licensed, insured and appropriate Occupational Health & Safety trained tradespersons;

(f) any damage to common property that occurs during, or results from, the installation or subsequent removal or replacement of, or use of, the G.P.O & Motor must be forthwith made good by the owners of the lot from which the damage results at no cost to the owners corporation;

(g) the G.P.O & Motor must be maintained in good working order and condition by the owner without claim on the owners corporation in respect of such maintenance;

(h) the G.P.O may only be used for powering the electric garage door Motors;

(i) The G.P.O may not be used to power permanent devices such as refrigerators, freezers or the like.

(2) In the event that an owner or occupier of a lot to which the G.P.O & Motor is installed, after notice, fails to comply with any matters set out in conditions (a) to (i) hereof then the Owners Corporation may;

(a) terminate the right of the owner or occupier to install the G.P.O & Motor, and;

(b) take such action as may be necessary to disconnect the installation from the Owners Corporation's House Light Power.

Vote: 100% in favour

**Motion 4.
Special By-Law
(Installation of
Blinds to Balcony
Lot 18)**

RESOLVED by Special Resolution that the Owners Corporation will pass the 'Installation of Blinds to Balcony - Lot 18' by-law.

Vote: All in favour

**Motion 5.
Special By-Law
(Installation of
Security Screens)**

RESOLVED by Special Resolution that the Owners Corporation will pass the 'Installation of Security Screens' by-law in the following form:

Special By-Law (Installation of Security Screens)

1. Notwithstanding By-law 5(3)(b), the owners of any lot proposing to undertake the installation of security screens to the windows and doors of their lot must submit comprehensive plans and diagrams including colour and material samples of the proposed installation to the secretary or strata managing agent of the strata scheme for approval by the Strata Committee.

2. The style, design and finish of any proposed security screens shall be consistent with the architectural theme established throughout the remainder of the strata scheme buildings and shall not detract from the overall appearance of the property, such style and design of the first of any one type of screen to be notified to the secretary or the strata managing agent will, if approved by the Strata Committee, set the precedent for any other similar installations of security screens that may be proposed elsewhere in the strata scheme;

3. In the event an owner of a lot fails to accede to sub clauses 1 & 2 of this By-Law, then the Owners Corporation may request the removal of the installed security screens.

Vote: 100% in favour

**Motion 6.
Replacement of
Balcony Tiles**

RESOLVED that a quotation be sourced for anti slip treatment to be applied to the common area tiles at the building. The quotation is to be forwarded to the Strata Committee upon receipt.

It was also discussed that owners wishing to undertake changes to the tiles on the balcony of their lot are to contact the Strata Manager to be advised of the approval process to undertake the works.

Vote: All in favour

**Motion 7.
Repainting Works**

RESOLVED that the Owners will request an amended proposal from I Paint Sydney to undertake repainting to the timber decking at the left hand side of the building.

No works are to be undertaken to the letterbox area or balcony poles.

The Strata Manager shall obtain three quotations to undertake repainting to all external areas of the building which shall be forwarded to the Strata Committee upon receipt.

Vote: 24 in favour, 1 against

**Motion 8.
Tree Removal**

RESOLVED that the Owners Corporation will request amended quotations from Above All Tree Services and Clean Green Strata to undertake only the pruning works to the trees at the scheme. The tree at the front of the scheme is not to be removed.

The amended quotations shall be forwarded to the Strata Committee for approval.

Vote: 24 in favour, 1 against

**Motion 9.
Special Levy**

RESOLVED that the Owners Corporation shall raise a Special Levy of \$20, 000.00. The Levy shall become payable in one installment due on the 1st June 2019.

Vote: 24 in favour, 1 against

**Motion 10.
Light upgrade**

RESOLVED by Special Resolution that the Owners Corporation will not undertake the installation of sensors to the entry door lights at this time.

Vote: 60% in favour, 40% against

**Motion 11.
Special By-Law
(Installation of
Ceiling Fans to
Balcony Lot 18)**

RESOLVED by Special Resolution that the Owners Corporation will pass the 'Installation of Ceiling Fans to Balcony - Lot 18' by-law.

Vote: All in favour

Closure: The meeting closed at 07:52 PM

.....

**Proposed date for
next Extraordinary
General Meeting:** 21/08/2019

General Discussion: The Strata Manager was advised at the meeting that the main entry door light was not working, an electrician is to attend to repair.

The Owners of Unit 2 advised that the noise issue from the hot water pump had reappeared. P J Martin Plumbing are to be engaged to reattend.

Minutes of Annual General Meeting

Strata Plan:

Meeting date: thursday, 20 September 2018

Commenced: 06:00 PM

Apologies: Lot 17

Pre Meeting Voting: Nil

Present: Lot 1, Lot 2, Lot 3, Lot 4, Lot 5, Lot 6, Lot 7, Lot 8, Lot 10, Lot 11, Lot 12, Lot 13, Lot 15, Lot 16, Lot 18, Lot 19, Lot 20, Lot 22, Lot 23, Lot 25, Lot 27, Lot 28, Lot 30, Lot 31, Lot 34

Proxies:

Corporate Authorisation:

In attendance:

Quorum:

Chairperson:

Motion 1.

Confirmation of Previous Minutes

RESOLVED that the minutes of the last general meeting be confirmed.

Vote: 28 in favour, 1 against

Motion 2.

The Financial Statements

RESOLVED that the Financial Statements as presented be adopted.

Vote: All in favour

Motion 3.

Appointment of an Auditor

RESOLVED that an auditor will be appointed for the coming year.

Vote: 28 in favour, 2 against

Motion 4.

Annual Fire Safety Statement

RESOLVED that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

It was further resolved that the current fire safety contractor, MPK Fire Safety was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.

Vote: All in favour

- Motion 5.
Building Defects and Rectification** **RESOLVED** That there are no building defects noted at this time.
The Owners present at the meeting noted that the major warranty period of 6 years has expired.
Vote: All in favour
- Motion 6.
The Strata Insurances** **RESOLVED** that the Owners Corporation's insurances as presented be confirmed.
Vote: 29 in favour, 1 against
- Motion 7.
Floating Floor Board Insurance** **RESOLVED** to add Floating Floor Board Insurance to the Owners Corporations standard building insurance cover at the next renewal date.
Vote: 18 in favour, 12 against
- Motion 8.
Building Catastrophe Insurance** **RESOLVED** that the Owners Corporation will effect Building Catastrophe Insurance at the renewal of their next policy.
Vote: 21 in favour, 9 against
- Motion 9.
Flood Cover Insurance** **DEFEATED.** A quotation for Flood Cover Insurance will not be obtained at this time.
Vote: 12 in favour, 18 against
- Motion 10.
Pre-Meeting & Electronic Voting By-law** **DEFEATED.** More than 25% of votes cast at the meeting were against the motion. The Pre-Meeting & Electronic voting By-law will not be passed at this time.
Vote: 60% in favour, 40% against
- Motion 11.
Aluminium Cladding Inspection** **DEFEATED.** The Owners Corporation will not engage the services of an expert to undertake an inspection of cladding materials used at the strata scheme.
Vote: 11 in favour, 19 against
- Motion 12.
10 Year Capital Works Plan** **RESOLVED** that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.
Vote: All in favour
- Motion 13.
The Proposed Budget & Strata Levies** **RESOLVED** that the proposed budget as presented be accepted as Administration fund \$110,837.00 Incl. GST and Capital Works fund \$16,500.00 Incl. GST for the year commencing 1 August 2018 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 01/11/2018, 01/01/2019, 01/04/2019 and 01/07/2019.
Vote: All in favour

**Motion 14.
Overdue Levies**

RESOLVED that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.

Vote: 16 in favour, 14 against

**Motion 15.
Call for Nominations
to Strata Committee
and Election**

RESOLVED that the following persons were elected to the Strata Committee from the date of this meeting until the next annual general meeting:

Vote:

**Motion 16.
Restricted Matters**

RESOLVED that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.
All in favour

Vote:

**Motion 17.
Strata Managers
Report**

RESOLVED to confirm the Strata Managers report into Training Services and 3rd Party Commissions.
All in favour

Vote:

**Motion 18.
Management
Agreement**

RESOLVED to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated **20/09/18**, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. **FURTHER RESOLVE** be authorised to sign the agreement on behalf of the Owners Corporation.
NOTE:

* Original copies of the agreement were served on the authorised signatories immediately following the meeting.

* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than **20/09/19**.

Vote: All in favour

Notes: The Chairperson abstained from voting on this motion.

**Motion 19.
Change of Mailing
Address**

RESOLVED that the Owners Corporation will change the official mailing address for the strata scheme to C/- Network Strata Services, PO Box 265, Hurstville NSW BC 1481 for the receipt of all correspondence on behalf of the Owners Corporation.

Vote: All in favour

**Motion 20.
Special By-Law -
Smoke Penetration**

DEFEATED. by Special Resolution as more than 25% of the total Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass the Smoke Penetration By-law at this time.

Vote: 60% in favour, 40% against

**Motion 21.
Special By-Law -
Erection of Real
Estate Advertising
Signs**

DEFEATED. by Special Resolution as more than 25% of the total Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass the Erection of Real Estate Advertising Signs By-law at this time.

Vote: 63% in favour, 37% against

**Motion 22.
Upgrade of Front
Garden**

DEFEATED.

Vote: 11 in favour, 18 against

Notes: That quotations will not be sourced for the upgrade of the front garden at this time.

Closure: The meeting closed at 07:00 PM

.....

**Proposed date for
next Annual General
Meeting:** 29/09/2019

General Discussion:


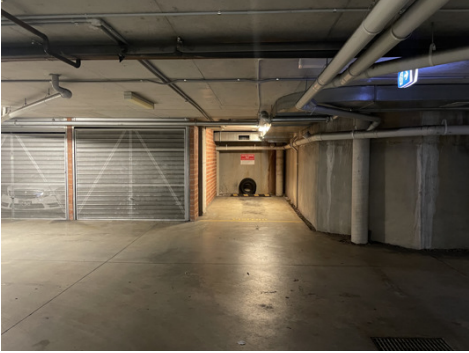





Inspection Report



Basement

Level 1

Subarea	Condition	Comments
Car Spaces/Individual Garage Doors	✔ Pass	Garage spaces and door in good condition
		
Car Wash Bay	✔ Pass	Good condition, tidy
		
Detention Pit	✔ Pass	All pits are clear and clean, no water build up
		

Fire Systems

✔ Pass

In good working order



MDF/Comms Room

✔ Pass

Generally tidy



Visitor Parking

✔ Pass

All visitor areas tidy, some spots occupied



Block

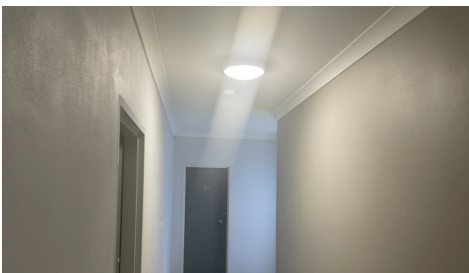
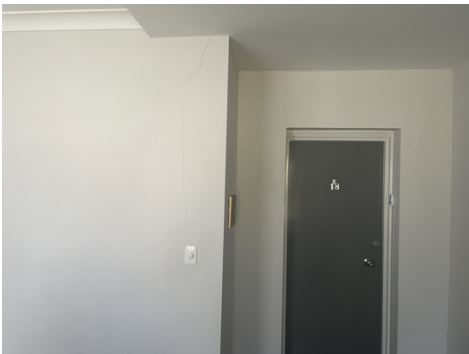
All Floors

Subarea	Condition	Comments
---------	-----------	----------

Doors

✔ Pass

Most doors in fair condition, some paint missing or scuff marks



Entry Doors

✔ Pass

In good condition



Fire Stairs

✔ Pass

Pathways clear, good condition



Fire Systems

✔ Pass

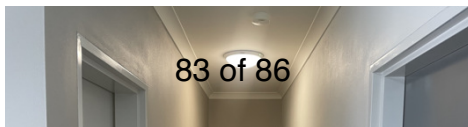
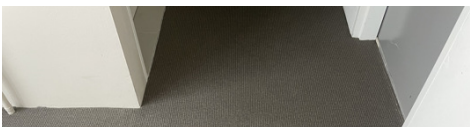
In position, good working order



Floors

✔ Pass

Tiles and carpet generally in good condition, some repairs to carpet required to minimise trip hazards



Lighting

✔ Pass

All internal lights in working order on day of visit



Noticeboard

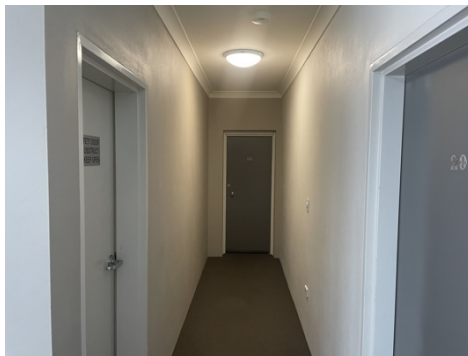
✔ Pass

No notice boards, quote required

Walls

✔ Pass

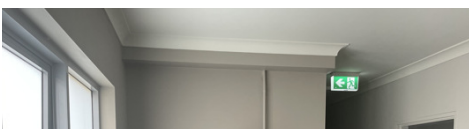
Walls generally in good condition, some scuff marks



Windows

✔ Pass

Windows generally clean, operational and in good condition



Driveway

✔ Pass

In fair condition, recently pressure washed



External Lighting

✔ Pass

Lights in fair condition, off during the visit



Fencing

✔ Pass

Fencing in fair condition



Hot Water Systems

✔ Pass

Hot water systems in good working order



Landscaping

✔ Pass

Garden areas clean and tidy



Letter Boxes

✔ Pass

Letter boxes in fair condition, no evidence of broken locks



Main gate/garage door/both

✔ Pass

Garage door in good condition, recently repaired



Signage

✔ Pass

No signage boards in the building, quote required

