

HOMESAFE INSPECTIONS STRATA INSPECTION REPORT

BUY WITH CONFIDENCE...

Address

Strata Plan LOT 13

DATE INSPECTED:	12th March 2021
REPORT PAGES:	70 Pages
ATTACHMENTS:	61 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.



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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			
Certificate of Title:	YES			
Property Valuation:	YES			
Building Defect Report:	YES			

2. LOT & BUILDING DETAILS

Recorded Owner:	
Recorded Address	
Recorded Mortgagee:	Not Indicated
Recorded Ownership Date	22nd July 2013
Aggregate Unit Entitlement:	20.00 / 360.00
Size of the Lot in Question:	101 Sq Metres Total (Approx)
Number of Units/Lots in Strata Plan:	18 Units / 18 Lots
Lot Number and Unit Number Correspond:	YES
Age of the building:	Approximately 20 Years
Strata Plan Registered:	18th April 2001

3. FINANCIALS - ACCOUNTS

Administration Fund:	-\$1,484.62
Sinking/Capital Works Fund:	\$91,162.66
Financial Period/As at: Accounting records kept as per the Act:	11th March 2021 YES
Annual Financial Statement prepared:	YES
Auditors Appointed:	YES

Relevant documents included on pages 1-4 of attachments

4. FINANCIALS - LEVIES

Administration Fund Levy:	\$658.60
Sinking Fund Levy:	\$375.00
Water Contribution:	\$113.90
Payable:	Quarterly
Paid to:	31st March 2021
Next Levy Due:	1st April 2021
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:	None Sighted or Provided
Last Special Levy:	None Sighted or Provided

6. SINKING FUND FORECAST

Report Found:	YES	Dated June 2018	
Report meets below requirements:	YES	Update Required in 2023	
Requirements:	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		

Relevant documents included on pages 10-15 of attachments

7. STRATA MANAGER DETAILS

Company:

Name of managing agent:

Address:

Netstrata

1300 638 787

Jessica Middleton

298 Railway Pde, Carlton New South Wales 2218

Phone:

8. BY-LAWS

Sighted:

Yes - Refer to By-laws attached

Animals:

BL-16 Keeping of Animals

Registration Date: 11/07/2001

Subject to section 49(4), an owner or occupier of a residential lot must not keep any animal (except a small caged bird or fish kept in a secure aquarium) on the lot or the common property.

Relevant documents attached separately to this report

9. INSURANCE CERTIFICATE

Insurer:	QUS Strata Insurance
Insurance Period:	31/08/2020 to 31/08/2021
Policy Number:	QUSS033829
Insurance Premium:	\$11,833.87
Buildings & Common:	\$7,810,000.00
Common Area Contents:	\$78,100.00
Loss of Rent:	\$1,171,500.00
Fidelity Guarantee:	\$100,000.00
Office Bearers Liability:	\$1,000,000.00
Legal Liability:	\$30,000,000.00
Voluntary Workers:	\$200,000/\$2,000
Catastrophe:	\$0.00

Relevant documents included on page 7 of attachments

10. INSURANCE VALUATION

Insurance Valuation Date:	May-20
Insurance Valuation Amount:	\$7,810,000.00

Relevant documents included on page 19 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 2020

Last Annual General Meeting:

Next Meeting Scheduled:

Attached on pages 20-22

22nd June 2020

Proposed date: June 2021

Annual General Meeting 2020

Executive Committee - RESOLVED that the number of members be set at TWO (2)

Contributions - RESOLVED that the proposed budget and levies be determined as follow: **Administration Fund:** \$55,620.00 **Sinking Fund:** \$27,000.00 per annum

Motion 5 - **Building Defects and Rectification** - RESOLVED - the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and decided that there are no applicable warranties.

Motion 16 - Asbestos Inspection - DEFEATED - the Owners Corporation WILL NOT undertake a routine Asbestos Inspection of the common areas of the Strata Scheme at this time.

13. COMMENTS

Address is a medium strata scheme consisting of 18 residential units. The Owners Funds are as follows: The Administration Fund is currently negative in balance and The Sinking Fund is currently **positive** in balance as indicated in Section 3 of this report. The Levies for Lot 13 are shown to have been **PAID UP TO DATE**, with the next levy due on 1st April 2021.

Balance Sheet

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(1,484.62)	91,162.66	89,678.04
Total Assets	(1,484.62)	91,162.66	89,678.04
LIABILITIES			
Levies Paid in Advance	5,797.50	0.00	5,797.50
Accounts Payable	4,676.85	0.00	4,676.85
Total Liabilities	10,474.35	0.00	10,474.35
Net Assets	(11,958.97)	91,162.66	79,203.69
OWNERS FUNDS			
Opening Balance	7,577.12	74,156.05	81,733.17
Surplus / Deficit for the period	(19,536.09)	17,006.61	(2,529.48)
Closing Balance	(11,958.97)	91,162.66	79,203.69
Total Owners Funds	(11,958.97)	91,162.66	79,203.69



Income & Expenditure Summary

Administrative Fund	Actual 01/05/20 - 11/03/21	Budget 01/05/20 - 30/04/21	Actual 01/05/19 - 30/04/20	Budget 01/05/19 - 30/04/20
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	(\$70.00)	\$0.00	\$0.00	\$0.00
Debt Collection Recoveries	\$105.00	\$0.00	\$0.00	\$0.00
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$0.00	\$456.50	\$0.00
Expense Recoveries (GST)	\$60.00	\$0.00	\$108.00	\$0.00
Insurance Claim Income				
Insurance Claim Income	\$0.00	\$0.00	\$4,900.00	\$0.00
Interest				
Interest On Levy Arrears	\$28.06	\$0.00	\$0.00	\$0.00
Levy Income				
Contributions - General	\$35,564.40	\$47,420.00	\$45,921.60	\$45,920.77
Water Contributions (Water Contribution Fund)	\$0.00	\$0.00	\$7,999.20	\$8,000.00
Contributions - General (Water Contribution Fund)	\$6,150.60	\$8,200.00	\$0.00	\$0.00
Total Income	\$41,838.06	\$55,620.00	\$59,385.30	\$53,920.77
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$33.75	\$40.00	\$36.95	\$40.00
DEFT Process Fees	\$43.70	\$50.00	\$44.85	\$50.00
BAS & Tax Administration	\$375.21	\$380.00	\$375.21	\$400.00
Audit Report	\$202.13	\$420.00	\$0.00	\$420.00
Air Conditioning				
Air Conditioning Maintenance	\$654.50	\$0.00	\$0.00	\$0.00
Building General				
Garage Security Gate / Shutter	\$1,097.50	\$0.00	\$222.00	\$0.00
Locks & Doors	\$369.88	\$150.00	\$96.25	\$150.00
General Maintenance	\$671.00	\$0.00	\$0.00	\$0.00
Cleaning				
Cleaning - General	\$8,394.10	\$14,500.00	\$15,386.49	\$14,000.00
Electrical				
Electrical Repairs	\$2,516.47	\$800.00	\$547.30	\$1,000.00
Light Globes	\$78.10	\$0.00	\$0.00	\$0.00
Electricity				
Electricity Consumption	\$2,252.40	\$3,300.00	\$3,201.20	\$3,300.00
Fire Control	, ,			
Fire Services	\$2,578.28	\$2,600.00	\$2,587.85	\$2,700.00
Garden & Grounds				
Gardening	\$4,018.30	\$0.00	\$0.00	\$0.00



Income & Expenditure Summary

Administrative Fund	Actual 01/05/20 - 11/03/21	Budget 01/05/20 - 30/04/21	Actual 01/05/19 - 30/04/20	Budget 01/05/19 - 30/04/20
Insurance				
Insurance Premium	\$11,833.87	\$11,000.00	\$10,926.61	\$9,700.00
Insurance Claims	\$0.00	\$0.00	\$5,650.00	\$0.00
Insurance Valuation Report	\$308.00	\$310.00	\$308.00	\$310.00
Pest Control				
Pest Control - General	\$1,441.00	\$600.00	\$298.00	\$800.00
Plumbing				
Plumbing - General	\$0.00	\$500.00	\$440.00	\$500.00
Detention Pit & Pump Maintenance	\$660.00	\$660.00	\$330.00	\$660.00
Roofing & Gutters	\$0.00	\$500.00	\$0.00	\$500.00
Rubbish Removal				
Waste Removal	\$2,035.26	\$1,000.00	\$1,127.76	\$1,000.00
Routine Waste / Bin Collection	\$2,112.00	\$0.00	\$0.00	\$0.00
Security & Intercom				
Intercom Repairs / Replacement	\$0.00	\$800.00	\$1,637.90	\$0.00
Strata/Building Administration				
Land Titles & By-Law Registration	\$723.90	\$900.00	\$843.50	\$900.00
Management Services	\$6,867.69	\$6,930.00	\$6,601.23	\$6,680.77
Printing, Postage & Stationery	\$732.63	\$810.00	\$804.01	\$1,250.00
Strata Administration	\$1,031.17	\$800.00	\$1,883.13	\$1,500.00
Legislative Compliance	\$321.30	\$310.00	\$306.00	\$0.00
Debt Collection Fees	\$105.00	\$0.00	\$0.00	\$0.00
Inspection Fees	\$132.00	\$0.00	\$0.00	\$0.00
Telephone				
Lift Phone & Phone Charges	\$63.70	\$60.00	\$52.52	\$60.00
Water				
Water Consumption (Water Contribution	\$0.00	\$8,200,00	¢8 129 18	\$8.000.00
Fund)	\$0.00	40,200.00	\$0,125.10	40,000,00
Water Consumption	\$9,721.31	\$0.00	\$0.00	\$0.00
Total Expenses	\$61,374.15	\$55,620.00	\$61,835.94	\$53,920.77
Surplus / Deficit	(\$19,536.09)	\$0.00	(\$2,450.64)	\$0.00



Income & Expenditure Summary

Capital Works Fund	Actual 01/05/20 - 11/03/21	Budget 01/05/20 - 30/04/21	Actual 01/05/19 - 30/04/20	Budget 01/05/19 - 30/04/20
Income				
Interest				
Interest On Levy Arrears	\$19.21	\$0.00	\$0.00	\$0.00
Levy Income				
Contributions - Capital Works Fund	\$20,250.00	\$27,000.00	\$27,039.60	\$27,040.00
Total Income	\$20,269.21	\$27,000.00	\$27,039.60	\$27,040.00
Expenses				
Building General				
General Maintenance	\$3,262.60	\$0.00	\$990.00	\$0.00
Capital Works Fund Maintenance	\$0.00	\$27,000.00	\$0.00	\$27,040.00
Plumbing				
Plumbing - General	\$0.00	\$0.00	\$4,360.00	\$0.00
Roofing & Gutters	\$0.00	\$0.00	\$4,054.60	\$0.00
Total Expenses	\$3,262.60	\$27,000.00	\$9,404.60	\$27,040.00
Surplus / Deficit	\$17,006.61	\$0.00	\$17,635.00	\$0.00

CAPIT	TAL W	ORKS FUND EXPEN	SES		
Date	Ref.	Payee	Details	Amt.	Bal.
Genera	l Mainte	nance			
23/09/20	649551	ESP PROJECT GROUP	Brickwork Repair - 23/09/20 Total General Maintenance	\$3,262.60 \$3,262.60	\$3,262.60
			Total Capital Works Expenses	\$3,262.60	



Owner Ledger

Financial Period 31/03/2020 - 12/03/2021

Date	Fund	Details	Debit	Credit	Balance
31/03/20	Administrative	Cash - CSH: DEFT Csh 0000006314		657.80	657.80
31/03/20	Capital Works	Cash - CSH: DEFT Csh 0000006314		375.55	1,033.35
31/03/20	Water Contribution	Cash - CSH: DEFT Csh 0000006314		111.10	1,144.45
01/04/20	Administrative	Levy 1/4/2020-30/6/2020	637.80		506.65
01/04/20	Capital Works	Levy 1/4/2020-30/6/2020	375.55		131.10
01/04/20	Water Contribution	Levy 1/4/2020-30/6/2020	111.10		20.00
01/04/20	Administrative	Stationery Lot Charge - 01/04/2020	20.00		0.00
25/07/20	Administrative	Levy 1/7/2020-30/9/2020	658.60		(658.60)
25/07/20	Administrative	Stationery Lot Charge - 25/07/2020	20.00		(678.60)
25/07/20	Capital Works	Levy 1/7/2020-30/9/2020	375.00		(1,053.60)
25/07/20	Water Contribution	Levy 1/7/2020-30/9/2020	113.90		(1,167.50)
27/07/20	Administrative	BPay Payment: DEFT Bpay 0000006314		678.60	(488.90)
27/07/20	Capital Works	BPay Payment: DEFT Bpay 0000006314		375.00	(113.90)
27/07/20	Water Contribution	BPay Payment: DEFT Bpay 0000006314		113.90	0.00
30/09/20	Administrative	BPay Payment: DEFT Bpay 0000006314		678.60	678.60
30/09/20	Capital Works	BPay Payment: DEFT Bpay 0000006314		375.00	1,053.60
30/09/20	Water Contribution	BPay Payment: DEFT Bpay 0000006314		113.90	1,167.50
01/10/20	Administrative	Levy 1/10/2020-31/12/2020	658.60		508.90
01/10/20	Administrative	Stationery Lot Charge - 01/10/2020	20.00		488.90
01/10/20	Capital Works	Levy 1/10/2020-31/12/2020	375.00		113.90
01/10/20	Water Contribution	Levy 1/10/2020-31/12/2020	113.90		0.00
01/01/21	Administrative	Levy 1/1/2021-31/3/2021	658.60		(658.60)
01/01/21	Administrative	Stationery Lot Charge - 01/01/2021	20.00		(678.60)
01/01/21	Capital Works	Levy 1/1/2021-31/3/2021	375.00		(1,053.60)
01/01/21	Water Contribution	Levy 1/1/2021-31/3/2021	113.90		(1,167.50)
04/01/21	Administrative	BPay Payment: DEFT Bpay 0000006314		678.60	(488.90)
04/01/21	Capital Works	BPay Payment: DEFT Bpay 0000006314		375.00	(113.90)
04/01/21	Water Contribution	BPay Payment: DEFT Bpay 0000006314		113.90	0.00
02/03/21	Administrative	BPay Payment: DEFT Bpay 0000006314		1,167.50	1,167.50
Date	Fund	Details	Debit	Credit	Balance
			4,646.95	5,814.45	1,167.50
				Interest Due:	\$0.00

Total Due:

\$0.00



NETSTRATA

Owner Page

S/Plan Building Address Suburb	1		Units State ABN GST Manager	18 NSW Post 66497221581 No Jessica Middleton	Lots Code	18 2220
Lot: 13 Unit Entitlement: Owner Name:	3 Unit:	13	Date	of Dealing:		
Levy Address:						
Notice Address:						
Postal Address:						
Tenant Name:						
Managing Agent: Agent Address:						
Owner History						

14/06/11 22/07/13

INSURANCE CERTIFICATE

STR	ATA INSURANCE			
	Renewal S	chedule - Tax Invoice		
	and the second			
298 Railway Pa	e services Fty Limited rade.	Involce Number		
Carlton NSW 2	218			
		Period of insurance: From	31/08/2020	
		To:	31/08/2021	
			at 4.00pm local time	
nsured:				
ituation:				
11.00012.011				
		SUM INSURED	BASE PREMIUM	
section 1	PROPERTY INSURED			
	Buildings	\$7,810,000	\$4,969.24	
	Additional Benefits			
	- Loss of Rent/Temp Accommodation	\$1,171,500	50.00	
	- Common Contents including Carpets	\$78,100	50.00	
	- Lot Owners Fixtures and improvements in I	Residential Lots/Units \$250,000	\$0.0\$	
	Optional Additional Benefits			
	 Lot Owners Fixtures and improvements in (Commercial Lots/Units \$0	\$0.00	
	- Catastrophe Cover	\$0	\$0.0¢	
	- Flood	Not Insured	Not Insured	
	Capacity	100.00%		
Section 2	PROPERTY OWNERS LEGAL LIABILITY	\$30,000,000	\$293.29	
	TIP TO THE APPENDIX			
rection 3	FIDELITY GUARANTEE	5100,000	\$48.00	
Section 4	VOLUNTARY WORKERS PERSONAL ACCIDE	11		
	Capital Benefit	\$200,000	\$64.00	1.1
	Weekly Benefit	\$2,000		
	OPPLOS DES DEDIS L'EDU TRU		000.00	
Hection 5	OFFICE BEARER'S LIABILITY	\$1,000,000	580.00	
lection 6	MACHINERY BREAKDOWN			
	Blanket cover	\$100,000	\$80.00	
ection 7	LEGAL EXPENSES	\$100.000	\$64.00	
ection 8	AUDIT EXPENSES	\$25,000	\$40.00	
OCESSES AND	er policy wording except:			
ection 1 Prop	rty insured - all other losses \$1,000			
wilding Coret	nuction Dataile			
COLUMN STORES	Double Brick ino Aluminium C	omposite Paneli		
Valls (external)	Concrete			
Valls (external) loor:	concrete mile (c)			
Walls (external) floor: Roof (surface n lear Built)	naterial): Tile / Slate 2001			
Walls (external) floor: toof (surface n fear Built) feritage Listed	naterial): Tile/Sate 2001 : No			
Valls (external) loor: loof (surface n ear Built) leritage Listed trate Manager	naterial): Tile / Slate 2001 : No nent: Professional			
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Valls (external) loor: loof (surface n ear Built) lentage Listed trata Manager Furmber of Con furmber of Res loor Space of ingle Building	naterial): Tile / Slate 2001 No nent: Professional mmercial Units: 0 idential Units: 18 at least 20% used for Commercial Purposes Sum Insured of at least \$50 Million	No		
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Walls (external) foor: Roof (surface n fear Built: 4entage Listed Krata Manager Vumber of Co Vumber of Res Noor Space of Single Building State Offices: New South Wale 128, 44 Maxes 5,	at least 20% used for Commercial Purposes Sum Insured of at least \$50 Million	No No Western Australia: Me Quay, 1 Southbank Bird, L15, AMP Tower, 140 St Georges Toe,		
Walls (external) foor: Roof (surface n fear Built: 4entage Listed Rata Manager 4umber of Col 4umber of Res 1000 Space of Single Building State Offices: New Jouth Male 124, 44 Market St, 19dmsy MSW 2007	Construct State naterial): Tile / State 2001 No nent: Professional mmercial Units: 0 idential Units: 18 at least 20% used for Commercial Purposes Sum Insured of at least \$50 Million Sum Insured of at least \$50 Million Bisbane QLD 4000 Bisbane QLD 4000	Mo No de Quey, 1 Southbark Bird, 1925, AMP Tower, 140 St Georgen Tos, Penth WA 6000 To 440 St Georgen Tos, Penth WA 6000		
Walls (external) foor: koof (surface n fear Built: Heritage Listed Krata Manager Number of Cor Number of Res Noor Space of Single Building State Offices: New Jouck Wale State Offices: New Jouck Wale 200 r 028991095 n new System	Construct Construct naterial Tile / Slate 2001 2001 in No nent: protessional numercial Units: oldential Units: 18 at least 20% used for Commercial Purposes Sum Insured of at least \$50 Million sum Insured of at least \$50 Million 12, Rivers b Brobare QLD 4000 Southban r 03173221 T 03 900 w B g-d@gescom.av 8 108 900	No No de Quay, 1 Southbank Bivd, 1 VIC 3006 6 6557 1 T 05 6166 0262 6 6 way an		

CERTIFICATE OF TITLE



STRATA	A	PLAN									
LOT		ENT	LOT.		ENT	LOT		ENT	LOT		ENI
1	-	20	2	-	20	3	-	20	4	-	20
5	-	20	6	-	20	7	-	20	8	-	20
9	-	20	10	-	20	11	-	20	12	-	20
13	-	20	14	-	20	15	-	20	16	-	20
17	-	20	18	-	20						
		****	END OF CH	ER'	TIFICA'	TE ****					

8

CAPITAL WORKS FORECAST



Capital Works Plan

Maintenance is better than repair



CWP18.0087

7/06/2018

CAPITAL WORKS FORECAST

Table 2: R	ecommended CWP			
Year	Opening Balance	Annual Contributions	Anticipated Expenditure (incl. contingency)	Closing Balance
2019	\$31,551	\$26,000	\$53,138	\$4,412
2020	\$4,412	\$27,040	\$27,243	\$4,209
2021	\$4,209	\$28,122	\$28,494	\$3,837
2022	\$3,837	\$29,246	\$26,004	\$7,079
2023	\$7,079	\$30,416	\$31,517	\$5,978
2024	\$5,978	\$31,633	\$24,507	\$13,105
2025	\$13,105	\$32,898	\$4,133	\$41,870
2026	\$41,870	\$34,214	\$4,298	\$71,786
2027	\$71,786	\$35,583	\$5,021	\$102,348
2028	\$102,348	\$37,006	\$18,592	\$120,762

Notes

M UE 1 20 2 20 3 20 4 20 5 20 6 20 7 20	Year Ionth Date	1 5 2019 \$1,444 \$1,444 \$1,444 \$1,444	2 5 2020 \$1,502 \$1,502 \$1,502	3 5 2021 \$1,562 \$1,562	4 5 2022	5 5 2023	Review	6 5	7 5	8 5	9 5	10 5	
M UE 1 20 2 20 3 20 4 20 5 20 6 20 7 20	Ionth Date	5 2019 \$1,444 \$1,444 \$1,444 \$1,444	5 2020 \$1,502 \$1,502 \$1,502	5 2021 \$1,562 \$1,562	5 2022 \$1.625	5 2023	view	5	5	5	5	5	
UE 1 20 2 20 3 20 4 20 5 20 6 20 7 20	Date	2019 \$1,444 \$1,444 \$1,444 \$1,444	2020 \$1,502 \$1,502 \$1,502	2021 \$1,562 \$1,562	2022 \$1.625	2023		2024	0007				
UE 1 20 2 20 3 20 4 20 5 20 6 20 7 20		\$1,444 \$1,444 \$1,444 \$1,444	\$1,502 \$1,502 \$1,502	\$1,562 \$1,562	\$1.625			2024	2025	2026	2027	2028	
1 20 2 20 3 20 4 20 5 20 6 20 7 20		\$1,444 \$1,444 \$1,444 \$1,444	\$1,502 \$1,502	\$1,562 \$1,562	\$1.625								
2 20 3 20 4 20 5 20 6 20 7 20		\$1,444 \$1,444 \$1,444	\$1,502	\$1.562	+1,0E0	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
3 20 4 20 5 20 6 20 7 20		\$1,444 \$1,444	\$1.502	\$1,00E	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
4 20 5 20 6 20 7 20		\$1,444	91,50Z	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
5 20 6 20 7 20			\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
6 20 7 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
7 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
8 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
9 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
10 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
11 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
12 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
13 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
14 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
15 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
16 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
17 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
18 20		\$1,444	\$1,502	\$1,562	\$1,625	\$1,690		\$1,757	\$1,828	\$1,901	\$1,977	\$2,056	
Totals 360) :	\$26,000	\$27,040	\$28,122	\$29,246	\$30,416		\$31,633	\$32,898	\$34,214	\$35,583	\$37,006	
es													
igures include GST unl	less otherv	wise specified	1										

10

														Pty Limited
														7/06/2018
Appendix C: 10 CWP Forecast														
Asset	Estimate								Date					
				Year	-	~	•	4	sn	w	-	••	б	₽
	Reinstatement		2	lonth	5	\$	5	9	9	5	s	9	9	5
	cost (incl.GST)	1	2	Date	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Woodwork		•								•	•	•		
Fascia / barges	9,100	35	17											
Eaves Ining	7,280	28	38											
Clean and re-align gutters, unblock downplose located along the northern and western façades, check roof for damage and repair if necessary.	2,000	28	e0		,	,	2,240				,	,		
Log retaining wall	500	35	17							•	•			
Notice board	50	5	8		,									
Timber posts to balconies	1,000	ş	22											
Timber stairs	600	8	12											
Bamboo screen	405	m	æ										158	
Garden timber trims	795	8	12											
Metahwork		•									•			
Gutter and downpipes	17,520	8	12		,						•	•		
Re-align / repair the damaged and dislodged downpipes located along the northern and western facades, and make good.	500	90	2			95								
Letterbowes (locks & doors only)	1,900	55	32	-										
Signage	2,700	00	12											
Repaint / replace the dilapidated sign located at the western boundary.	100	8	2			108								
Steel grates / grated drains	2,700	Ş	22											
Ciothes lines	1,200	8	12											
Individual garage doors	18,000	8	Ħ		,									
Metal toolards	1,000	52	33											
Light bollards	700	52	32											
Louwed vents/screens	2,750	38	38		,									
Metal cladding to garages	10,800	35	1						•	•	•	•		
Mesh partitions in basement	12,000	8	12											
Metal gates	600	53	32											
Metal gates with lattice screens	1,800	55	33						•	•	•	•		
Service box	500	38	38		,									

Appendix C: 10 CWP Forecast														
Asset	Estimat	2							Date					
			^	(ear	-	2	•	4	-	•	2	••	6	ę
	Reinstatement	ū	2	onth	-	50	50	50	50	50	-	\$	\$	10
	cost (incl.GST)	4	2	Date	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Security roller shutter to besement	26,000	ස	12											
Voller shutter opener	10,000	₽	5					•	•	•	•	•		·
Metal balustrades	34,750	8	32		,									•
Vetal handrails	3,200	52	32											
Slazing		•								•	•			·
Mindows & siiding doors	135,000	ş	52											
Blass blocks	006	8	33		,									
nstall child safety locks to the required windows	3,600	ş	-		3,744					•	•	•		•
Roofing		•												
Pool time	84,721	35	17											•
Roof metal dadding	2,240	8	38		,									
Vall finishes		•												
Dement render	45,000	8	53				•	•	•	•	•	•	•	·
rvestigate the cracked external stairs, walls, planterboxes and masonry fence ocated throughout the property. Repair construction joints to concrete stats, repair inck work, and make good upon completion.	60,000	8	-		20,800	21,632	22,497							
Sround & Floor finishes		•												
External - concrete driveway	19,500	윢	5											•
istemal - paving	2,890	35	12		,									•
östernel - tiling	12,440	8	1											
Dean calcification, reseal joints with mastic to the external tiles located throughout he property.	5,000	35	-		5,200						,			
nternal - tiling	5,880	ŝ	4											
Replace the cracked and missing ties located throughout the property, and make good.	3,000	35	-		3,120	,					,			
nternal - carpet	9,450	æ	10							•	•	•		13,230
Carry out carpet cleaning to lobby stairs.	500	œ	~			5								713
Carborundum strips to external tiles	20	თ	÷											
Replace the dilepidated carbonrundum strips on the pathway located adjacent the partnage enclosure.	09	0	~			3								
Clean staining to the visitor car parking lots.	200	ş	~		,		224							

ppendix C: 10 CWP Forecast													
tsset	Estimate		_					Date					
			Yea	-	2		4	\$	••	2		6	ę
	Reinstatement	ū	Mont	9 4	\$	\$	9	\$	\$	\$	9	\$	5
	cost (incl.GST)	5	a e	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
oors & Hardware				•									
nit entry doors / frame	27,000	35	Þ	•	•	•	•	•	•	•	•		•
nit entry doors handware	3,600	38	0	•	•								•
oors to common property	3,000	64 64	24										
stall kickplate to the common doors located in basement.	400	ş	~	•	432								•
oors to common property hardware	006	8	24	•	•								
etal door	1,000	50	24										
tetal door hardware	200	20	24	•									•
teel door	2,000	8 8	2	•	•								
teel door hardware	300	20	54	•	•								
lazed entry double door	4,000	35	~										
tazed entry double door handware	600	₽ ₽	5	•									
encing				•	•				•				•
clorbond fence as courtyard partitions	1,200	30	~	•									
asorry fence with metal infili	9,600	60	5	•									
tesorry & colorbond fence	38,390	50	54	•	•	•	•	•	•	•	•		•
asomy fence	2,700	8	2	•									•
arbage & ventilation enclosures	8,600	60	24										
ntry portico	3,000	60	24	•									
ainting				•	•								
xternal	45,000	÷	5	•									
xternal painting due	45,000	E	-	•			17,400	18,096	18,820				
temel	8,000	12	2	•	•								
temal painling due	8,000	5	10	•				9,600					
andscaping				•	•								
hgation system	2,000	20	53	•									
oft landscaping	18,000	25	24	•	•				•	-			•
stall erosion control measures and top-up lawn to the landscaped area located ong the southern boundary.	4,250	23		•	•		4,930						

Appendix C: 10 CWP Forecast														
Asset	Estimate		H						Date					
			^	ear	-	2		4	\$	9	-	-	6	9
	Reinstatement	ū	2	onth	5	5	5	50	50	50	50	5	5	9
	cost (incl.GST)	8	3	ate	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Vaterproofing		•												
Yamberbook	23,000	₽2	80											
westigate and repair waterproofing to the planterboxes above the basement slabs colled adjacent the garage 12, subsol, soil and landscaping. Then, clean taliagmities and statictiles.	15,000	ę	-		15,600									
Nower recesses / tray	32,400	2	3											
lydraulic/sewer/stormwater/hot/cold water		•												
citernal common area	72,000	25	8		,									
tepair the distodged pipe located along the driveway.	500	24	2		,	540								
Vernal common area	72,000	52	23											
ndividual gas meters	9,000	8	2		,									
dectricity														
chemal common area	36,000	2	8											
nternal common area	36,000	53	2											
ight fitting	3,600	53	24											
udio intercom	11,700	53	23											
Nechanical ventilation	23,100	53	21		,									
tormwater pump	2,000	2	ន											
Bectrical turnet	40,000	ş	2											
ire service		•												
smoke detectors	9,000	₽	2											
ire hose reel	1,000	8	2											
imengency & exit sign	2,000	¢₽	8											
haintenance		•												
amy out ongoing upgrade to mortar joints wherever deterioration occurs	1,080	-	-		1,123	1,168	1,215	1,263	1,314	1,367	1,421	1,478	1,537	1,599
carry out ongoing maintenance to the gutters and downpipes	200	-	-		520	55	562	585	608	633	668	684	712	740

Appendix C: 10 CWP Forecast														
Asset	Estim	ates							Date					
			~			2		4	-	•	2	-00	6	9
	Reinstatemen	ū	ž	onth		-	-	50	-0	-	50	-	-0	5
	cost (incl.GST	1	ź	late 20	£	2020	2021	2022	2023	2024	2025	2026	2027	2028
		_		_	_									
kub-Total				\$5	0,107	\$25,555	\$26,739	\$24,178	\$29,618	\$20,819	\$2,079	\$2,162	\$2,800	\$16,282
contingency allowance				s	1,623	\$1,688	\$1,756	\$1,826	\$1,899	\$1,975	\$2,054	\$2,136	\$2,221	\$2,310
Construction Consultants				50	1,408					\$1,713				
otal Anticipated Expenditure				\$5	3,138	\$27,243	\$28,494	\$26,004	\$31,517	\$24,507	\$4,133	\$4,298	\$5,021	\$18,562
tpening Balance				3	1,551	\$4,412	\$4,209	\$3,837	\$7,079	\$5,978	\$13,105	\$41,870	\$71,786	\$102,348
otal Contributions				8	26,000	\$27,040	\$28,122	\$29,246	\$30,416	\$31,633	\$32,898	\$34,214	\$36,583	\$37,006
Nosing Balance					54,412	\$4,209	\$3,837	\$7,079	\$5,978	\$13,105	\$41,870	\$71,786	\$102,348	\$120,762
iotes														
Il figures include GST unless otherwise specified					Ť) Year CW	P Forecast	Cashflow						
L = Effective Life	\$140,000													
1. = Remaining L/te	And the second sec													
	\$120.000													
	\$100,000												Eqe	Aftano 1
	\$90,000												Date	in halawoo
	Cen non													
	A wave	_											Control Control	buttons.
	\$40,000											Ĭ		
			Ì	Ï		ļ	ļ	ļ	Ì	ľ	,			
	\$20,000													
	¢u													
	27 	19	2020	202	12	2022	2023	2024	2025	2026	2027	2028		
							Year							

FIRE SAFETY STATEMENT 2020

Hose Reel Systems

Hydrant Pump



AS 2441-2005, BCA E1.4

AS 2118.1-1995

16.09.20

16.09.20

Mark Allanson

Mark Allanson

Fire Safety Statement



Part 9 of the Environmental Planning and Assessment Regulation 2000

Mechanical Air Handling	BCA Part E2, BCAQ Clauses E1.8 & Specification E1.8, E2.2, C2.3, C2.5, D1.7, Part F4, Part G32 & AS/NZS 1668.1 (1998)		
Automatic smoke/fire detection and alarm systems	BCA Clauses C2.3, E2.2 & Specification E2.2a, Clause G3.8 & Specification G3.8, AS 1670 (2004), AS 3786 (1993), Clause 186A, 186B & 186E (Environmental Planning & Assessment Regulation) 2000, as applicable	16.09.20	Mark Allanson

* See notes on page 4 about how to correctly identify a Competent Fire Safety Practitioner (CFSP).

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

Part of the building inspected	Date(s) inspected	CFSP *
THE WHOLE BUILDING	16.09.20	Mark Allanson

* See notes on page 4 about how to correctly identify a Competent Fire Safety Practitioner (CFSP).

Section 6: Name and contact details of competent fire safety practitioners (CFSPs)

Full name	Phone	Email	Accreditation No. ³	Signature
Mark Allanson	9521 2518	mark@electricalmke.com.au	F053615A	aa
Blake Magrath	9521 2518	blake@electricalmke.com.au	F053616A	B

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

Section 7: Name and contact details of the person issuing this statement #

Full name

Phone Email	

" The person issuing the statement must not be a CFSP listed in section 6.

Section 8: Annual fire safety statement declaration

I, Click here (insert full name) being the:
owner owner's agent

declare that:

- each essential fire safety measure specified in this statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:
 - in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and

FIRE SAFETY STATEMENT 2020



Note:

A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation.

INSURANCE ASSESSMENT CALCULATIONS

The following figures represent the estimated cost to rebuild the subject development today using construction materials of like kind and quality.

		INSUE	RANCE	ALUATION			
Property:	medium density residential	comprising 18 unit	s being 3	3 storeys ove	r a shared basem	ent	
Address:							
Date:	-						
	1						
	Type	Area	No.	Rate/m ²	Total		
	residential units		18	\$256,300	\$4,613,400		
	balconies	134		\$890	\$119,260		
	terraces/courtyards	152		\$540	\$82,080		
	common landscaping		1.00		\$128,000		
	basement parking	610		\$1,700	\$1,037,000		
	TOTALS	896	1.00		\$5,979,740	\$332,207.78	
Estimated B	uilding Value			1			\$5,979,740
Cost escalat	ion			Months			
Design/Docu	mentation			4			
Tenders/App	raisals			3			
Construction	/fitout			18			
		Total Period		25			
	Months oppolation @	20/		0.000	por month	C 998/	6444 407
20	Months escalation @	3%		0.20%	permonun	0.00%	\$411,107
							\$0,390,047
Professional	L Fees መ	5.00%					\$319.542
- Torootarona	1	0.0070		Area	Rate/m ²		4010,012
Cost of Debri	s Removal			1.612	\$100		\$161,200
				110.00			\$6,871,589
Cost Escalat	ion in Lapse Period betweer	n renewals					
Allow 12 mor	nths @	0.28%		Total	3.30%		\$226,762
					total		\$7,098,352
					add GST @10%		\$709,835
				L	Insured Value		\$7,808,187
					Adopt		\$7,810,000

CERTIFICATION AND GENERAL EXCLUSIONS

I certify that I have physically inspected the property described in this Report (being on 11 June 2013 and this report being a revaluation) and I have no known interest in the real estate/property or with the proprietor, and that, in my opinion, the subject is suitable for insurance purposes.

Rectification

Vote:

All in favour

Minutes of Annual General Meeting

Strata Plan: Monday, 22 June 2020 Meeting date: Commenced: 06:00 PM Nil Apologies: Pre Meeting Voting: Nil Lot 1, Lot 5, Lot 7, Lot 12 Present: Proxies: Nil Nil Corporate Authorisation: Jessica Middleton of Network Strata Services T/A Netstrata 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 Chairperson: Jessica Middleton Motion 1. RESOLVED that the minutes of the last general meeting were confirmed as a true and Confirmation of accurate account of the proceedings of that meeting. Previous General Vote: All in favour Meeting Minutes Motion 2. RESOLVED that the Financial Statements as presented were adopted. Financial Statements Vote: All in favour Motion 3. RESOLVED that an auditor will be appointed for the coming year. Appointment of an Auditor Vote: All in favour Motion 4. Annual Fire Safety 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 Statement 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 RESOLVED the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and decided that there are no applicable warranties.

Page 3

M NETSTRATA

Motion 6. The Strata Insurances	<u>RESOLVED</u> Vote:	that the Owners Corporation's insurances as presented were confirmed. All in favour
Motion 7. 10 Year Capital Works Plan	<u>RESOLVED</u> Vote:	that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget. All in favour
Motion 8. The Proposed Budget & Strata Levies	RESOLVED	that the proposed budget as presented be accepted as Administration fund \$55620 and Capital Works fund \$27000 for the year commencing 1 May 2020 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 25/7/20
	Vote:	01/10/20, 01/01/21 & 01/04/21. All in favour
Motion 9. 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 Strate Schemes Management Act 2015.
	Vote:	All against
Motion 10. Overdue Levies & Payment Plans	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:	All in favour
Motion 11. Call for Nominations to Strata Committee and Election	RESOLVED	that the number of members be set at 2 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 12. Restricted Matters	<u>RESOLVED</u> Vote:	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
Motion 13. Strata Managers Report	RESOLVED	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

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Motion 14. Management Agreement	RESOLVED	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 22/06/2020 , 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 authorised to sign the agreement on behalf of the Owners Corporation.
	Vote:	NOTE: * Original copies of the agreement were served on the authorised signatories immediately following the meeting.22/06/23. * The chairperson abstained from voting on the motion. All in favour
Motion 15. Parking By-Law	RESOLVED	The Owners Corporation decided by Special Resolution pursuant to section 141 of the Strata Schemes Management Act 2015 to repeal the existing Vehicles By-Law and replace with Special By-Law Parking on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for resistantian at the for resistantian at NEWL and Decident Services
	Vote:	100% in favour
Motion 16. Asbestos Inspection	<u>DEFEATED.</u> Vote:	The Owners Corporation WILL NOT undertake a routine Asbestos Inspection of the common areas of the Strata Scheme at this time. All against
Closure:	The meeting	closed at 07:00 PM
	ft.	doller
	Jessica Middle	ton
Dueneed data for m	Chairperson	
Proposed date for n	ext Annual	General Meeting: June 2021
General Discussion:	1. The Comr 2019	mittee will discuss what happened with with Collective purchase interest from

RHM will be asked to Quote for prepariong a scope of works and carry out the tender process for the building report obtained in 2018.
 The Strata Manager will give feedback to the Committee of the outcome of the asbestos

report for the neighbouring property at .

4. A quote will be obtained to install sensor lights andf option to change all lights over to LED.

Minutes of Annual General Meeting



Strata Plan:		
Meeting date:	Wednesday,	19 June 2019
Commenced:	05:30 PM	
Apologies:	Nil	
Pre Meeting Voting:	Nil	
Present:	Lot 1, Lot 3, I	Lot 4, Lot 5, Lot 12, Lot 15, Lot 16
Proxies:	Nil	
Corporate Authorisation:	Nil	
In attendance:	Jay Marshall	of Network Strata Services T/A Netstrata, Geoffrey Strum
Quorum:	7 of 18 lot ov	vners were present, a quorum was formed.
Chairperson:	Jay Marshall	
Motion 1. Confirmation of Previous Minutes	<u>RESOLVED</u> Vote:	that the minutes of the last general meeting be confirmed. All in favour
Motion 2. The Financial Statements	<u>RESOLVED</u> Vote:	that the Financial Statements as presented be adopted. All in favour
Motion 3. Appointment of an Auditor	<u>RESOLVED</u> Vote:	that an auditor will be appointed for the coming year. All in favour
Motion 4. Annual Fire Safety Statement	<u>RESOLVED</u>	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.
	Vote:	It was further resolved that the current fire safety contractor, MPK Fire Safety Services was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017. All in favour
Motion 5. The Strata Insurances	<u>RESOLVED</u> Vote:	that the Owners Corporation's insurances as presented be confirmed. All in favour

Motion 6. 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 Basietace Concers' Office
	Vote:	100% in favour
Motion 7. Recovery of Stationery Expenses 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 Stationery Expenses' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged
	Vote:	for registration at the Registrar-General's Office. 100% in favour
Motion 8. Asbestos Inspection	<u>DEFEATED.</u> Vote:	The Owners Corporation WILL NOT undertake a routine Asbestos Inspection of the common areas of the Strata Scheme at this time. All against
Motion 9. 10 Year Capital Works Plan	<u>RESOLVED</u> Vote:	that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget. All in favour
Motion 10. The Proposed Budget & Strata Levies	RESOLVED	that the proposed budget as presented be accepted as Administration Fund \$45,920.77, Water Contribution Fund \$8,000.00 and Capital Works Fund \$27,040.00 for the year commencing 1 May 2019 and that the first contributions become due and payable for both the Administrative and Capital Works fund in guarterly instalments on 22/07/19, 01/10/19, 01/01/20 &
	Vote:	01/04/20. All in favour
Motion 11. Overdue Levies	<u>RESOLVED</u> Vote:	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. All in favour
Motion 12. Call for Nominations to Strata Committee and Election	RESOLVED	that the number of members be set at 3 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 13. Restricted Matters	<u>RESOLVED</u> Vote:	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

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Motion 14. **RESOLVED** that the Owners Corporation reviewed the letter received from Collective Developments dated 13/05/19 and expressed interest in considering a collective sale. As such, the Owners Corporation shall grant instruction to Strata Renewal Tenders Collective Developments to proceed with further neogitations with prospective developers and to prepare a strata renewal plan for further consideration of the Strata Committee. Vote: All in favour Motion 15. RESOLVED to confirm the Strata Managers report into Training Services and 3rd Party Strata Managers Commissions. Report Vote: All in favour

Closure:

The meeting closed at 06:55 PM

Jay Marshall Chairperson

Proposed date for 19/06/2020 next Annual General Meeting:

General Discussion:

Rubbish Signs & Notice Board - The meeting requested that the Strata Managing Agent arrange for installation of a lockable noticeboard to each entry of the scheme for the purposes of erecting signage relating to the by-laws of the scheme, particularly with respect to rubbish disposal, hanging of laundry, disposal of trolleys and other items of general housekeeping. In addition, the Strata Managing Agent is to arrange for installation of a frame to erect signage by the brickwork adjoining the bin bay regarding appropriate waste disposal.

Minutes of Annual General Meeting



Strata Plan:		
Meeting date:	Thursday, 28	June 2018
Commenced:	06:00 PM	
Apologies:	Nil	
Pre Meeting Voting:	Nil	
Present:	Lot 1, Lot 4, l	Lot 12
Proxies:	Lot 5 Appoint	ing the Chairperson
Corporate Authorisation:	Nil	
In attendance:	Jay Marshall	of Network Strata Services T/A Netstrata
Quorum:	4 of 17* lot o *Note: 1 lot o	wners were present, a quorum was declared by the Chairperson after 30 minutes. wher was not financial as at the time of the meeting.
Chairperson:	Jay Marshall	
Motion 1. Confirmation of Previous Minutes	<u>RESOLVED</u> Vote:	that the minutes of the last general meeting be confirmed. All in favour
Motion 2. The Financial Statements	<u>RESOLVED</u> Vote:	that the Financial Statements as presented be adopted. All in favour
Motion 3. Appointment of an Auditor	<u>DEFEATED.</u> Vote:	The Owners Corporation will not appoint an auditor at this time. All against
Motion 4. Annual Fire Safety Statement	<u>RESOLVED</u>	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.
	Vote:	It was further resolved that the current fire safety contractor, XXX was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017. All in favour
Motion 5. Building Defects and Rectification	NONE	As the Owners Corporation are not party to any current Statutory Warranties to which building defects relate, the motion was of no consequence.

Motion 6. The Strata Insurances	<u>RESOLVED</u> Vote:	that the Owners Corporation's insurances as presented be confirmed. All in favour
Motion 7. Floating Floor Board Insurance	<u>DEFEATED.</u> Vote:	the Owners Corporation will not add Floating Floor Board cover to their building insurance cover at this time. All against
Motion 8. Building Catastrophe Insurance	<u>DEFEATED.</u> Vote:	The Owners Corporation will not effect Building Catastrophe Insurance at this time. All against
Motion 9. Flood Cover Insurance	<u>DEFEATED.</u> Vote:	A quotation for Flood Cover Insurance wil not be obtained at this time. All against
Motion 10. Pre-Meeting & Electronic Voting By -law	<u>RESOLVED</u> Vote:	by Special Resolution, the Owners Corporation to adopt and register the Pre- Meeting and Electronic Voting By-law as presented. 100% in favour
Motion 11. Minor Renovations 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 Minor Renovations on the terms set out below or which are attached to the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.
Motion 12. Asbestos Inspection	Vote: <u>DEFEATED.</u> Vote:	100% in favour The Owners Corporation WILL NOT undertake a routine Asbestos Inspection of the common areas of the Strata Scheme at this time. All against
Motion 13. 10 Year Capital Works Plan	<u>RESOLVED</u> Vote:	that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget. All in favour
Motion 14. The Proposed Budget & Strata Levies	RESOLVED	that the proposed budget as presented be accepted as Administration fund \$45,202.66 and Capital Works fund \$26,000 for the year commencing 1 May 2018 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 30/07/2018, 01/01/2018, 01/01/2019 and 01/04/2019.
	vote:	All in favour

Motion 15. Defect Report	RESOLVED	That the Owners Corporation will engage a suitably qualified engineer to undertake a defect assessment of the scheme and provide a report accordingly, and obtain a specification following for the purposes of rectification of any defects observed	
	Vote:	All in favour	
Motion 16. Special Levy - Defect Report	RESOLVED	that the Owners Corporation will raise a special levy in the amount of \$4,000.00 for the purposes of obtaining a defect report and specification. The special levy will be divided amonast all lot owners according to Units of	
	Vote:	Entitlement and will fall due and payable in 1 instalment due on 30/07/18. All in favour	
Motion 17. 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:	All in favour	
Motion 18. Call for Nominations to Strata Committee and Election	<u>RESOLVED</u> Vote:	that the following persons were elected to the Strata Committee from the date of this meeting until the next annual general meeting: Tony Bu (Lot 12) All in favour	
Motion 19. Restricted Matters	<u>RESOLVED</u> Vote:	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	
Motion 20. Strata Managers Report	<u>RESOLVED</u> Vote:	to confirm the Strata Managers report into Training Services and 3rd Party Commissions. All in favour	
Closure:	The meeting	closed at 06:55 PM	
	5	\mathcal{O}	
	Jay Marshall		
	Chairperson		
Proposed date for next Annual General Meeting:	28/06/2019		
General Discussion:	Clothing on Balconies - The meeting noted concern that occupants of lots within the scheme are continually hanging washing over the balcony balustrades at the complex. The Strata Managing Agent is to provide the Strata Committee with a copy of the Strata Plan to advise of lots responsible for further action.		



Level 4 224 Victoria Road Drummoyne NSW 2047 Australia PO Box 259 Drummoyne NSW 1470

 Telephone
 +61 2 9819 6022

 Facsimile
 +61 2 9819 7134

 www.rhmengineers.com

BUILDING CONDITION REPORT

FOR THE PROPERTY LOCATED AT

PREPARED FOR

THE OWNERS – STRATA PLAN

THROUGH

NETSTRATA STRATA MANAGEMENT 298 RAILWAY PARADE CARLTON NSW 2218

PREPARED BY

RHM CONSULTANTS PTY LTD ENGINEERING & BUILDING DIAGNOSTICS PO BOX 259 DRUMMOYNE NSW 1470

DATE: DECEMBER 2018

REFERENCE: 18-2299 031218 BCR LD



1.0 INTRODUCTION

1.1 Brief and scope

RHM Consultants Pty Ltd was instructed by The Owners – hrough Management, to conduct an inspection of the property located at

hrough Netstrata Strata

The purpose of the inspection was to assess and document the general condition of the structure and fabric of the building in order to prepare a *Building Condition Report*. The *Building Condition Report* contains analysis and recommendations on the necessary maintenance and remedial repairs required to common property throughout the building, including the prioritisation of the repairs.

The following areas of the property were inspected:

- > All sole-occupancy residential units (with the exception of *Units 2, 11* and *18*);
- The balconies belonging to each unit;
- The common entry and pathways throughout;
- The carpark;
- The external facades (from ground level);
- The general building surrounds.

Emphasis was provided on assessing the following elements and issues throughout the building (with this list not necessarily being exhaustive):

- Internal water penetration occurring through external building elements;
- The condition of the balcony balustrades, balcony surfaces and waterproofing;
- The condition of external facades and other components of the building;
- External fixtures.

Although our assessment of the building has focused on issues related to structure and permeability, a variety of general building deterioration and maintenance issues identified have also been included in this report as a matter of due diligence.

For the purposes of this report is deemed the eastern boundary of the property.

1.2 Inspections

The inspections were conducted on Wednesday 07 November 2018 and Thursday 08 November 2018.

1.3 Building classification

The building's design and intended uses attract the following multiple classifications in accordance with the Building Code of Australia (BCA) Volume 2:

- **Class 2** A building containing 2 or more sole-occupancy units each being a separate dwelling.
- **Class 7a** A building which is a carpark.



1.4 Building description

The property located at within a three-storey building.

accommodates eighteen (18) residential units

The building is constructed upon a concrete podium slab above a basement carpark.

The building's facades consist of load-bearing cavity brickwork supporting internal reinforced concrete floor slabs.

The roof of the complex is of pitched timber framed construction clad with tiles and serviced via façade mounted downpipes.

The property features a below ground carpark which can be accessed via a driveway from

We estimate that the complex was originally constructed circa 2001 and is therefore approximately seventeen years old.

1.5 Qualifications and exclusions

This report is not intended to constitute a full *Building Code of Australia (BCA)* compliance audit. All inspections were visual only, without the use of invasive or destructive investigations, flood testing, or specialist diagnostics equipment, with the exception of a moisture meter.

All external observations were made from ground level or from various balconies throughout the property. The moisture meter used was a *Protimeter Dual-Function Moisture Meter*.

The assessment of the condition of the building elements excludes the following (noting that this list may not necessarily be exhaustive):

- > Detailed analysis and design checks of the building structure;
- > Detailed analysis on the building's electrical, hydraulic, and mechanical services;
- Passive and active fire safety systems;
- Generally excludes minor internal cracking through rendered masonry walls, tiles, cornices, etc. that is less than 1mm in width;
- 'Wear and tear' damage to internal and external common areas (e.g. scratched and marked walls in common hallways, etc.).



1.6 Report structure

This report comprises four sections:

- 1. SECTION 1.0 | INTRODUCTION includes all background information and the general scope of the report.
- 2. SECTION 2.0 | OBSERVATIONS forms the main body of the report and includes four (4) itemised schedules in table format that document our observations of the building and the deterioration and maintenance issues we identified. The schedules also include general photographs of the building and specific photographs of the deterioration and maintenance issues.

The four schedules include:

- > Table 1: Individual Residential Units (SECTION 2.1)
- Table 2: Common Property Areas (SECTION 2.2)
- 3. SECTION 3.0 / COMMENTS AND RECOMMENDATIONS collates and groups all deterioration and maintenance issues documented in the schedules from SECTION 2.0 and provides further detailed information and analysis on their prevalence, severity, and causes. Additional detail regarding the repair methodologies is also provided, including discussion regarding potential alternative repair options. The prioritisation and staging of the rectification works is also discussed.
- 4. SECTION 4.0 / CONCLUSION provides a general summary of the deterioration and maintenance issues and general information regarding the instigation of the remedial works projects that will be required to rectify them, including the specification and tender process and broad project logistics.



2.0 OBSERVATIONS

2.1 INDIVIDUAL UNITS

TABLE	TABLE 1 – INDIVIDUAL RESIDENTIAL UNITS			
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)	
1.0	Unit 1			
1.1	Eastern courtyard	Lifted, displaced and subsided areas of pavers throughout the courtyard. Majority of the lifted pavers are adjacent to large trees within the eastern garden area.		
1.2	Eastern courtyard	The stormwater downpipe located at the northern end of the eastern façade is not connected at the base. The base connection has dropped away (subsided).		
1.3	Eastern courtyard	The north-eastern tiled slab extension has subsided by approximately 40mm from the tiled courtyard slab.		



TABLE 1	TABLE 1 – INDIVIDUAL RESIDENTIAL UNITS			
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)	
1.4	Eastern courtyard	One (1) cracked tile on the southern courtyard sliding door threshold.		
2.0	Unit 2			
2.1	General	No access gained. Unit not inspected.	N/A	
3.0	Unit 3			
3.1	Northern balcony	Advised that water accumulates along the southern edge of the balcony. Falls were measured to be minimal throughout the southern side of the balcony (1-2mm/1000mm toward the floor waste).	<image/>	



TABLE	TABLE 1 – INDIVIDUAL RESIDENTIAL UNITS			
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)	
4.0	Unit 4			
4.1	Bathroom	Evidence of water penetration affecting the soffit adjacent the central light fixture in the form of corroding metal framing, as well as blistering and flaking paintwork. High level moisture readings were recorded when the moisture meter was inserted into the affected area. Possible leaking floor waste from bathroom located above.	<image/>	
5.0	Unit 5			
5.1	General	No issues were reported or identified within <i>Unit 5</i> during our inspection.	N/A	
6.0	Unit 6			
6.1	Hallway/ bathroom	Evidence of water penetration to the southern and eastern walls within the hallway. Blistering and flaking paintwork at location same. High level moisture meter readings were recorded when a moisture meter was placed on the area. Note: Shower located adjacent the area.		



TABLE	TABLE 1 – INDIVIDUAL RESIDENTIAL UNITS			
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)	
7.0	Unit 7			
7.1	General	Advised that intercom system is not operable.		
8.0	Unit 8			
8.1	General	No issues were reported or identified within <i>Unit 8</i> during our inspection.	N/A	
9.0	Unit 9			
9.1	General	No issues were reported or identified within <i>Unit 9</i> during our inspection.	N/A	



TABLE	1 — INDIVIDUAL R	RESIDENTIAL UNITS	
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)
10.0	Unit 10		
10.1	Hallway/ bathroom	Evidence of water penetration to the southern wall within the hallway. Blistering and flaking paintwork at same location. High level moisture meter readings were recorded when a moisture meter was placed on the area. Note: Shower located adjacent the area.	
11.0	Unit 11		
11.1	General	No access gained. Unit not inspected.	N/A
12.0	Unit 12		
12.1	General	No issues were reported or identified within <i>Unit 12</i> during our inspection.	N/A



TABLE	TABLE 1 – INDIVIDUAL RESIDENTIAL UNITS			
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)	
13.0	Unit 13			
13.1	Eastern balcony	Dislodged timber soffit batten along the eastern edge, general age-related deterioration of same.		
14.0	Unit 14			
14.1	Eastern balcony	Crazed cracking throughout the southern rendered wall.		
14.2	Eastern balcony	Age-related deterioration to the timber soffit lining batten along the eastern edge.		



TABLE	TABLE 1 – INDIVIDUAL RESIDENTIAL UNITS			
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)	
14.3	Bedroom 2/ bathroom	Evidence of water penetration at the base of the northern wall within the built-in-wardrobe. Blistering and flaking paintwork, mould and damaged timber smooth edge at location same. High level moisture meter readings were recorded when a moisture meter was placed on the area. Note: Shower located adjacent the area.		
15.0	Unit 15			
15.1	Bedroom 2	Horizontal cracking to approximately 3mm in width at the head of the northern rendered masonry wall within the north-eastern corner.		
15.2	Northern balcony	The balustrade is approximately 1075mm high. The Balcony is greater 4m above the ground floor level (fall height >4m). Although the balustrade height meets the current BCA requirements, the concrete hob and bottom rail are located between 150mm and 760mm above the finished floor level and are considered to "facilitate climbing" and therefore non- compliant.		



TA	TABLE 1 – INDIVIDUAL RESIDENTIAL UNITS			
IT	EM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)
1	5.3	Northern balcony	Minor water staining to eaves lining in isolated locations along the northern edge.	<image/>



TABLE	TABLE 1 – INDIVIDUAL RESIDENTIAL UNITS			
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH(S)	
16.0	Unit 16			
16.1	Northern balcony	Minor water staining to eaves lining in the north-eastern corner. Missing section of soffit lining in this location.		
16.2	Northern balcony	The balustrade is approximately 1080mm high. The Balcony is greater 4m above the ground floor level (fall height >4m). Although the balustrade height meets the current BCA requirements, the concrete hob and bottom rail are located between 150mm and 760mm above the finished floor level and are considered to "facilitate climbing" and therefore non- compliant.		
17.0	Unit 17			
17.1	Hallway/ bathroom	Evidence of water penetration to the base of the northern wall within the hallway linen closet. Mould and moisture staining at this location. High level moisture meter readings were recorded when a moisture meter was placed on the area. Note: Shower located adjacent the area.		
18.0	Unit 18			
18.1	General	No access gained. Unit not inspected.	N/A	



2.2 COMMON PROPERTY AREAS

TABLE 2 – COMMON PROPERTY AREAS				
ITEM	LOCATION	DESCRIPTION	PHOTOGRAPH	
FOYERS				
C1.1	General	Minor isolated render cracking throughout both internal foyers. Drummy render at location of floor slab edges in isolated locations throughout. General age-related deterioration of the carpet throughout.		



			-
C1.2	Western foyer	Four (4) cracked tiles along the southern edge of the tiled staircase adjacent <i>Unit 5's</i> entry door.	
CARPAF	RK		
C2.1	Carspace 3	Advised that water drips from an overhead pipe onto the resident's vehicle below.	N/A
		This was not evident during our inspection. We suggest this is monitored further and if a leaking pipe is identified, a qualified plumber should be engaged to formulate a scope of work to address the issue.	
C2.2	Carspace 15	Advised water emanates from the soffit at the northern end of the carspace. A plastic sheet has been placed in this location to direct the water from landing on the resident's vehicle. This was evident during our inspection with water emanating from the interface of the concrete podium slab and masonry vent stack above (located in the north-eastern corner).	



FACADE	ES & SURROUN	DS	<image/>
C3.1	General	Age-related deterioration of paintwork throughout the property. Areas of blistering and flaking paintwork throughout.	
C3.2	General	Various stormwater pits and drainage wastes throughout the complex are blocked with dirt and rubble.	



		Blocked drainage wastes are causing water to accumulate and pool in areas along the common entry walkway. This was evident during our inspection.	
C3.3	Northern elevation	Missing drainage grill at the eastern end of the entry walkway. Supply and install of new grille required.	



C3.4	Northern elevation	Missing skirting tiles at north-eastern corner of planterbox adjacent eastern foyer entry.	
C3.5	Northern elevation	Water staining to the soffit lining of the eastern entry foyer awning.	
C3.6	Northern elevation	Stepped cracking through northern masonry boundary wall adjacent carpark vent stack. Cracking approximately 4-5mm in width.	
C3.7	Northern elevation	Efflorescence staining throughout the tiled staircases within the common area walkaway, predominantly the central stairs and adjacent the western stairs.	



C3.8	Northern elevation	Evidence of overflowing/leaking gutter at the interface of the northern façade and gutter above the western foyer entry with water staining to the masonry.	
C3.9	Northern elevation	Vertical cracking to the northern face of the 230mm masonry dividing walls (central) adjacent adjoining balcony slabs.	
C3.10	Northern elevation	Minor vertical brick growth cracking at the north-western corner.	



C3.11	Southern elevation	Two (2) stormwater downpipes located at the south-western corner are not connected at the base. The base connection has dropped away (subsided).	
C3.12	Southern elevation	Minor stepped cracking through masonry wall adjacent second downpipe from south- western corner.	
C3.13	Southern elevation	<i>'On Site Detention'</i> signage deteriorated, requires new signage.	



C3.14	Eastern elevation	Crazed cracking throughout the rendered façade features. Isolated areas of drummy and delaminating render.	
C3.15	Eastern elevation (front entry)	Cracking through entry tiles spanning from the eastern edge to the southern side of the carpark staircase.	
		The entry platform has slightly subsided, creating a small lip between the entry platforms tile level and adjacent tiled walkway. Cracked and drummy tiles in location same.	



		Vertical render cracking and separation within the north-western corner of the basement carpark staircase.	
		Minor separation between the garbage bin bays masonry wall and adjacent eastern boundary wall.	
C3.16	Eastern elevation (front entry)	Deteriorating guttering to the entry pergola, dislodged section of gutter at the north- western corner.	
C3.17	Western elevation	Minor vertical brick growth cracking at the south-western corner. Dislodged brickwork at the base of the south-western corner.	



C3.18	Western elevation	Dislodged/missing timber soffit trim along the western edge in isolated locations along with general age-related deterioration of same.	



3.0 COMMENTS AND RECOMMENDATIONS

Our inspection of the property located at

revealed

a variety of building deterioration and maintenance issues affecting the individual units and the common property areas. These issues are summarised as follows:

- Water penetration from bathrooms;
 - Units 6, 10, 14 and 17;
 - o Unit 4;
- Stormwater drainage;
 - Common area walkways, guttering and downpipes;
 - Unit 3's balcony;
- Internal and external building elements;
 - Minor cracking (foyers);
 - Moderate cracking (external);
 - Efflorescence staining to tiles;
 - Cracked/missing tiles;
 - Deteriorating paintwork;
- Water penetration into basement carpark (*Carspace 15*)
- Miscellaneous;
 - Subsidence of entry platform;
 - Subsidence and tree root growth (*Unit 1*);
 - Intercom (Unit 7);
 - Dislodged/missing eaves lining battens and trim;
 - Balcony balustrades.

We provide our comments and recommendations as follows:

3.1 Water penetration from bathrooms

3.1.1 Units 6, 10, 14 and 17

We observed four (4) instances of water penetration affecting the rendered masonry walls adjacent to the shower recess within *Units 6, 10, 14 and 17*. The affected areas displayed blistering and flaking paintwork along with high moisture meter readings recorded at these locations.

In our opinion, the water penetration damage is attributable to either leaking pipework or a failure of the waterproofing provisions within the bathrooms.

We recommend the Owners engage a Plumber to pressure test all water system supply pipework, to determine if there are any leakages that should be repaired.

In the event that there are no leakages from the water supply pipework, we believe that the water penetration would be occurring as a result of failed waterproofing provisions within the bathroom.



In order to adequately rectify the water penetration, the existing tiles and bedding material in the affected bathrooms should be stripped out and removed. This allows repairs to be carried out on the substrates and the application of a new waterproof membrane system within the bathroom. New floor and wall tiles can then be installed.

Although the full refurbishment of the bathroom is a disruptive and expensive exercise, it is the only rectification strategy that will offer an assurance that the water penetration will not recur.

There are less intrusive and inexpensive options available to mitigate the water penetration emanating from the bathrooms. This typically involves the re-sealing of all joints between the bathroom floor and wall tiles with a proprietary grout, and the subsequent application of a clear sealer to the entire bathroom. Tile demolition is not required with these systems.

Although these systems can achieve successful results, they are not considered to be a long-term solution, and do not address the underlying cause of the water penetration, which ultimately is the failure of the waterproof membranes beneath the bathroom tiles.

3.1.2 Unit 4

We observed evidence of water penetration affecting the bathroom within *Unit 4* in the form of blistering and flaking paintwork, as well as corrosion to the soffit framework. It is assumed that the bathroom of the unit above is located in this area.

In our opinion, the above is attributable to one of or a combination of the following relating to the bathroom above (listed in order of most likely to least likely):

- > Deficiency with the shower or wet area floor waste;
- > Deficiencies with the wet area and/or shower recess waterproof membranes; and
- > Leaks from the bathroom plumbing and reticulation.

A section of soffit lining should be removed to allow for further investigation of the area. A scope of works or further investigations may be formulated upon further assessment and may include but not limited to isolated and segregated water/flood tests of the wastes, wet area waterproofing and shower recess waterproofing.

If deficiencies with the shower or wet area floor waste and/or waterproofing membrane is found to be the cause of water penetration we recommend the existing tiles and bedding material in the affected bathroom (*Unit 10*) should be stripped out and removed. This allows repairs to be carried out on the substrates and the application of a new waterproof membrane system within the bathroom. New floor and wall tiles can then be installed.



3.2 Stormwater drainage

3.2.1 Common area walkways, guttering and downpipes

We observed numerous isolated deficiencies/issues with the guttering and downpipes throughout the complex as per the following:

- Item C3.8 Overflowing/leaking gutter may be caused from blockages in the gutter/downpipes causing subsequent overflowing;
- Item 1.1 and Item C3.11 Subsidence of the areas in which the stormwater drainage pipework is located i.e. downpipes have become disconnected at the base in three (3) locations;
 - Unit 1's courtyard;
 - Two locations on the southern façade within the south-western corner.
- Item C3.16 Deteriorated gutter at the north-western corner of the entry pergola.

We can suggest carrying out the following to mitigate the likeliness of overflowing and ongoing leaks:

- Carry out regular roof maintenance, including but not limited to cleaning out gutters and removing sticks and branches from the roof area.
- > Trim any branches within close proximity to the buildings facades and guttering system.

During our inspection we observed blocked drainage wastes throughout the common area walkways along with blocked stormwater pits throughout. Subsequently water was observed pooling throughout the common area walkway.

We recommend a qualified plumber is engaged to carry out clearing of blockages and perform general maintenance and service to the stormwater systems throughout the property. These works should include reconnection of the three disconnected downpipes and reconnecting the dislodged gutter servicing the entry pergola.

3.2.3 Unit 3's balcony

Advised by the resident that the drainage on the northern balcony is poor. During and following rainfall, water ponds and accumulates along the southern side of the balcony away from the floor waste. Minimal fall was measured between 1mm and 2mm in 1000mm towards the drainage outlet (along the southern edge of the balcony).

The works involved to rectify the balcony fall would typically involve the following:

- Demolition of the existing tiling and screed;
- Preparation of the substrate;
- Modification of existing drainage provisions;
- Application of a suitable waterproof membrane, incorporating appropriate detailing around floor wastes, into balcony doors and up external walls/columns;
- > Installation of a sand and cement screed with appropriate falls towards drainage outlets;
- Installation of new balcony tiling.



3.3 Internal and external building elements

3.3.1 Minor cracking (foyers)

Minor cracking has developed in various locations throughout the rendered walls within the buildings foyers. Generally, this cracking ranges from hairline to approximately 1.0mm in width. We note that the cracking is typically occurring at inherent '*weak points*' in the structure such as slab edges, doorways and abutting walls. At this stage they are not considered excessive and are within acceptable tolerances.

In our opinion, the cracking is attributable to the following:

- > Differential settlement of the building's foundation.
- > Thermal movement of the concrete elements (including concrete floor slabs).
- General differential movement occurring between adjoining building elements (masonry walls and floor slabs).

The cracks and the mechanisms that create them are normal and a typical occurrence in residential buildings. They are not indicative of there being any structural deficiencies with the buildings and are not undermining the structural integrity of same. We note that the cracking may have been exacerbated by the absence of, or failure of the slip-joint or a general absence of appropriate articulation between these elements. The cracking that has developed as a result of the building movement, it is considered to be relatively minor and of no structural consequence.

Fine cracks (less than 1.0mm in width and where there is no drummy or delaminating render) should be raked out and filled with a suitable flexible and compressible masonry sealant or filler.

In instances where cracked, drummy and/or delaminating render exists, repairs would most likely involve saw-cutting the render square (in neat geometrical shapes, approximately 100mm either side of the defect) prior to trowelling new render flush with the existing finish of the wall.

Where the substrate (<u>i.e.</u> the underlying brickwork) is found to be cracked upon removal of the render, metal lathe (sheet metal expanded by means of slitting and stretching) should be applied over the cracked brickwork and secured with appropriate mushroom-head fixings.

Upon completion of these repairs, the wall finish may then be reinstated with appropriate provisions to accommodate further movement ("V" joints which may be left open or filled with a suitable, flexible and paintable construction sealant). This is likely to be applicable at the locations of the floor slab edges.

Upon completion of the repairs a suitable multiple coat interior paint system may be applied to the affected areas to match existing in accordance with manufacturer instructions.

Notwithstanding the above, there is no guarantee that there will not be any further movement and associated cracking. However, we recommend that the remedial works should be undertaken by an experienced tradesman to minimise the likelihood of re-occurrence.



3.3.2 Moderate cracking (external)

Moderate cracking is evident in the following five (5) locations:

- Unit 15's bedroom 2 (*Item 15.1*);
- Northern boundary wall (*Item C3.6*);
- Northern elevation 230mm dividing wall (*Item C3.9*);
- Southern elevation (*Item 3.12*).
- North-western and south-western corners of the building (*Items C3.10, C3.17*).

The cracking was ranges from 1mm to approximately 5mm in width at its most severe location. It is our opinion that the various cracking observed has developed as a result of stresses imposed by the normal differential movement of building elements; primarily the brickwork walls and concrete floor/balcony slabs. The differential building movement mechanisms would likely include brick growth and concrete shrinkage and deflection.

In our opinion the cracking is not indicative of there being any structural deficiencies with the building and it is our opinion that they are not undermining the structural integrity of the building as a whole. Referring to Table C1 *Classification of Damage with Reference to Walls* contained in Appendix C of AS2870-1996 *Residential Slabs and Footings* (as previously described above), the cracking is classified as Damage Category 2 (<5.0mm) 'cracks notifiable but easily filled'.

APPENDIX C				
NDATION MOVEM	ENTS			
ERENCE TO WALL	S			
Approximate crack width limit (see Note 3)	Damage category			
< 0.1 mm	0			
< 1 mm	1			
< 5 mm	2			
5 mm to 15 mm (or a number of cracks 3 mm or more in one group)	3			
15 mm to 25 mm but also depends on number of cracks	4			
	VDATION MOVEM ERENCE TO WALL Approximate crack width limit (see Note 3) < 0.1 mm < 1 mm < 5 mm 5 mm to 15 mm (or a number of cracks 3 mm or more in one group) 15 mm to 25 mm but also depends on number of cracks			

The cracking to the external areas listed above only require cosmetic repairs at this stage, which would involve repointing the stepped cracks, caulking the vertical cracks with a flexible construction sealant and repointing the dislodged brickwork at the south-western corner of the complex.



3.3.3 Efflorescence staining to tiles

We observed efflorescence emanating from the tiled common area walkway in numerous areas, predominately in the following locations:

- Central stairs;
- Adjacent the western stairs.

It is our opinion that the efflorescence is caused by water penetrating into the tile bedding of the walkway. Efflorescence leaching occurs when water is able to penetrate into the tile bed, and upon penetration of water, the calcium salts contained within the tile bed dissolve and migrate to the surfaces of the tiles, leaving staining upon evaporation.

For the affected areas we recommend that a simple acid wash/ clean is carried out, including any other surrounding building elements affected.

3.3.4 Cracked/missing tiles

We observed instances where the tiles have detached from the substrate and become cracked and "drummy" or are missing in the following locations:

- Unit 1 eastern courtyard (*Item 1.4*);
- Western foyer, lower stairs (*Item C1.2*);
- Common walkway adjacent eastern foyer entry (Item C3.4);
- Front entry platform (*Item C3.15*).

The 'drummy', cracked and delaminated tiles are attributable to one or a combination of the following factors:

- General deterioration of the tile adhesive;
- Impact damage;
- Stresses imposed by general differential movement occurring between adjoining building elements;
- Differential settlement or subsidence of adjoining foundations;
- Stresses imposed by insufficient provisions to accommodate thermal expansion of the tiles;
- > Accumulation of excessive moisture in the cementitious bedding material beneath the tiles.

We recommend affected floor tiles are replaced as required. The front entry tiling would be best completed as a whole area from the footpath to the top of the inclined entry platform, including installation of appropriate movements joint(s) within the new tiling.

3.3.5 Deteriorating paint work

The paintwork throughout the building's elements is in varying states of condition ranging from reasonable to having exceeded its serviceable lifespan. We observed isolated areas of blistering and flaking paintwork throughout the painted elements.



In our opinion, we believe that the building has reached a stage where re-painting should be carried out. This would allow the opportunity to carry out miscellaneous maintenance and repairs (e.g. efflorescence removal, crack repairs, eaves lining repairs etc.), in addition would upgrade the appearance of the building.

3.4 Water penetration into basement carpark (*Carspace 15*)

We observed water penetration occurring within *Carspace 15* in the basement carpark. The water penetration was evident in the form of efflorescence staining and leaking water from the interface of the concrete podium slab and masonry vent stack above (located in the north-eastern corner).

In our opinion, the water penetration is attributed to deficiencies with the waterproofing provisions surrounding the vent stack on the tiled common walkway above.

We recommend the following course of action to address the issue:

- 1. Establish access to the vent stack above.
- 2. Demolish the existing floor tiles in the vicinity of the vent stack.
- 3. Suitably prepare the substrate, including installation of a 10mm deep saw-cut termination reglet. Identify the type of the existing waterproofing provisions (if any).
- 4. Supply and apply the new detailing into the perimeter saw-cut termination reglet, and vent stack walls.
- 5. Lay a new sand and cement screed of appropriate composition, to the surface of the courtyard with appropriate falls to the drainage wastes.
- 6. Direct glue new, selected or matching tiles to the surface of the new screed using a suitable, flexible tile adhesive.
- 7. Clean and remove all evidence of efflorescence and calcification staining, including damage to adjoining finishes and property.

3.5 Miscellaneous

3.5.1 Subsidence of entry platform

We observed evidence of minor subsidence to the front entry platform. This has caused the tiling to become cracked and drummy along with minor cracking and separation at the abutting walls within the carpark staircase and adjacent the garbage bin bay.

In our opinion, the cracking and subsidence has been caused by a combination of:

- Differential building movement;
- > Differential settlement of the building's foundations.

We did not observe significant movement of the adjoining walls and platform slab and accordingly, at this point in time do not believe the separation and subsidence of the entry platform to be severe or indicative of structural failure.



Our recommendation is that the area is periodically monitored with minor cosmetic repairs undertaken to the tiling (as outlined in *Section 3.3.4*). If further separation and/or cracking develops or the platform drops further, this should be referred to our office for further assessment.

3.5.2 Subsidence and tree root growth (Unit 1)

We observed lifted, displaced and subsided areas of pavers throughout the *Unit 1* courtyard. Majority of the lifted pavers are adjacent to large trees located within the eastern garden area. We observed subsidence of the tiled slab extension located in the north-eastern corner of the courtyard (approximately 40mm).

In our opinion, the above-mentioned issues are attributed to one of or a combination of the following:

- > Tree root growth.
- Erosion of the soil below the pavers.
- Inadequate design/construction fill material beneath the pavers and slab extension (i.e. inadequate compaction).

At this point in time, it is our opinion that the subsidence and tree root intrusion is of no structural consequence and is considered an aesthetic issue only, however repairs can be carried out at the discretion of the Owners Corporation.

To properly address the subsidence beneath the slab extension the following would need to be carried out:

- 1. Demolish the existing concrete landing along with tiled finishes.
- 2. Excavate portions of the subsided fill to a level, even grade, and dispose of any uncovered waste and/or building debris prior to using a compacting device (similar to a *wackerpacker*) to compact suitable, clean fill (and/or road-base/paving sand) in layers.
- 3. Once the layers have been compacted to the designed level a new reinforced concrete landing may then be re-constructed in accordance with an engineered design.
- 4. New tiles laid to match existing.

Given the large trees located within the eastern garden, there would be no guarantee that if the courtyard was repaved that the pavers would not become lifted and displaced again unless these trees and roots were removed. Therefore, we recommend that the isolated areas of displaced pavers are removed and re-laid to correct the undulated levels.

3.5.3 Intercom (Unit 7)

Advised by *Unit 7* resident that the intercom is inoperable. The Owners Corporation should engage an electrician or electrical engineer/consultant to investigate and assess this issue. The formulation of an appropriate scope of works to rectify the issue will be dependent on the outcome of the investigation.

3.5.4 Dislodged/missing eaves lining battens and trim

There are dislodged, and missing eaves lining battens and perimeter trim pieces is isolated locations along the western and northern elevations as well as *Unit 13's* balcony.



There is minor water damage to isolated areas of the eaves lining along the northern elevation as identified in *Item 15.3* and *Item 16.1*.

We recommend that the dislodged battens are re-affixed and missing sections are replaced as required prior to preparation and painting of the eave's linings.

3.5.5 Balcony balustrades

Given the age of the building, we believe the balcony balustrades are in reasonable condition. The issue we do raise is that all balconies situated greater than 4000mm above the FFL of the ground below (likely includes Units 13, 14, 15, 16, 17 and 18) must not have "any horizontal or near horizontal elements between 150 mm and 760 mm above the floor" that can facilitate climbing. The concrete perimeter hob and lower aluminium balustrade rail are considered to be climbable elements.

Accordingly, these balustrades are *not* compliant with the current BCA – 2016 Volume 1, Section D *Access and Egress*, Part D2.16 *Barriers to prevent falls*. Regardless, we assume these balustrades would have been compliant at the time of construction. However, we note that although the balustrades do not comply with the current requirements of the BCA, the Owners Corporation is not bound to replace or make compliant the balustrades (unless an order is issued by the local Council).



4.0 CONCLUSION

4.1 Summary

In summary, a number of remedial building and maintenance work requirements have been identified throughout the property:

- Bathroom pipework investigation;
- Bathroom waterproofing;
- Stormwater drainage works;
- Balcony waterproofing and tiling (Unit 3);
- Render repairs;
- Brickwork crack repairs;
- Cleaning efflorescence from tiles;
- Isolated replacement of damaged tiles;
- External painting;
- > Waterproofing to resolve carpark water penetration;
- Miscellaneous issues.
 - Isolated paver reconstruction;
 - Investigate issue with intercom (Unit 7);
 - o Rectification of displaced/missing eaves lining battens

4.2 Urgent works to be prioritised

The items listed below are considered to be urgent, and require rectification in the short term:

- Stormwater drainage works;
- > Waterproofing to resolve carpark water penetration;
- Investigate issue with intercom (Unit 7).

These works are considered urgent due to the extent to which the issues are undermining the amenity of the units and the occupants as well as potential safety risks.

We trust this report is clear and addresses the requirements of the Owners. Should you require any further information or clarification, please do not hesitate to contact the undersigned.

Yours faithfully, RHM Consultants Pty Ltd

Liam Doyle BE (Civil) (Hons) ENGINEERING CONSULTANT Idoyle@rhmeng.com

Reviewed by:

Curtis Payne BE (Civil) MIEAust DIRECTOR cpayne@rhmeng.com