

STRATA REPORT

ADDRESS: 14/17-21 CLEMENTS PD,
KIRRAWEE

LOT: 14 SP: 82102



DATE OF ASSESSMENT: 1 FEBRUARY 2021

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DISCLAIMER

a. During the subject inspection, no attempt was made to ascertain whether any Managing Agent has complied with the detailed accounting requirements of the Auctioneers and Agents legislation or whether the prescribed accounting and prescribed financial statement requirements are being complied with by the Owner's Corporation. As these requirements are particularly complex, an additional inspection by a specially trained inspector would be necessary before we would report same.

b. The information contained in this report was extracted from the books and records of the Owner's Corporation and, so far as was possible, from conversations with officers of the Owner's Corporation.

Special procedures were followed to minimise the possibility of records not being made available for inspection. However, your attention is directed to the possibility that all of the Owner's Corporation records may not have been made

available for inspection or, alternatively, that the records may not have contained all of the information of interest to a Purchaser or Mortgagee.

Please note that some particular managing agents are in the practice of archiving records prior to the required period of five years & that these records may not have been made available for this inspection

c. This report is issued to the named client and if that person is a solicitor or conveyancer, the client of that solicitor or conveyancer, Advanced Strata Inspections will not accept any responsibility to any other person who relies upon this report to their detriment unless it has agreed in writing to accept such responsibility.

ADDITIONAL DISCLAIMER

- **Most of the records at this managing agent's office have been scanned and are kept on their computer data base; each image is individually scanned and recorded in various categories rendering their inspection most cumbersome and difficult; we can therefore not be certain that we sighted each and every such image.**

COVID-19

In response to the impact of COVID-19 on strata and community schemes, the NSW Government has made temporary changes to the law to give schemes the flexibility they need to function. The regulations commenced on 5 June and will be in place for six months.

You should refer to the NSW Government Fair Trading website for further details:

<https://lnk.nswfairtrading.trclient.com//AtGMpL-xv3We3xxUWiLMJV8>

INTRODUCTION AND CONTENTS

Important information regarding this report

Thank you for purchasing the **ASI Strata Report**. This Report summarises information gathered during an inspection of the records of the body corporate by a trained inspector. The Report represents the information made available to the inspector by the Strata Manager on the date of inspection. Some Strata Management companies scan the Strata Records onto a computer storage system. In these instances, inspectors are required to inspect computer systems as well as the loose copies provided by the Strata Management. Therefore, we cannot guarantee that what was sighted as part of this inspection is all that the Strata Management had in their possession.

CONTACT ADVANCED STRATA INSPECTIONS

Please feel free to contact ASI regarding this report. Should you have any difficulty in understanding anything contained within this report then you should immediately contact ASI and have the matter explained to you. If you have any questions at all or require any clarification, then contact ASI prior to acting on this report.

Contact details:

Phone: 0415767711

Email: Matthew@advancedstratainspections.com.au

The strata records were inspected by Matthew Sidra (Director) on: 1/2/2021

CONTENTS

ADDRESS: 14/17-21 CLEMENTS PD, KIRRAWEE.....	1
DID YOU PURCHASE THIS REPORT FROM ADVANCED STRATA INSPECTIONS?.....	2
INTRODUCTION AND CONTENTS	4
CONTACT ADVANCED STRATA INSPECTIONS	4
LIST OF INSPECTED DOCUMENTS.....	6
CONTRIBUTIONS	7
SPECIAL LEVIES.....	8
STRATA ROLL.....	8
STRATA PLAN.....	9
MANAGING AGENT / SECRETARY	9
INSURANCES	10
BUILDING VALUATION.....	11
OWNERS FUNDS.....	11
CERTIFICATE OF TITLE / BY-LAWS.....	12
LITIGATION.....	12
TAXATION.....	13
MINUTES AND RECORDS	13
NOTICES AND ORDERS	14
HARMONY.....	14
ANIMALS.....	14
NOTABLE MATTERS	14
FIRE SAFETY CERTIFICATE	15
PAST BUILDING WORK.....	15
ATTACHMENTS.....	16
GLOSSARY	17

LIST OF INSPECTED DOCUMENTS

Listed are documents that are normally made available by the Strata Management during an inspection of the Strata Records.

DOCUMENT	AVAILABLE FOR INSPECTION	
Strata Roll	Yes ☒	No ☐
Strata Plan	Yes ☒	No ☐
Certificate of Title	Yes ☐	No ☒
Financial Accounts	Yes ☒	No ☐
Administration Fund	Yes ☒	No ☐
Capital Works Fund	Yes ☒	No ☐
Insurance Valuation	Yes ☒	No ☐
Building Insurance	Yes ☒	No ☐
Previous 5 years AGM Minutes	Yes ☐	No ☒
EGM minutes (if applicable)	Yes ☐	No ☒
Correspondence File	Yes ☒	No ☐
Fire Safety Certificate	Yes ☒	No ☐
Capital Works Fund Forecast Report	Yes ☒	No ☐
Occupational Health and Safety Report	Yes ☐	No ☒
Asbestos Report	Yes ☐	No ☒
Building Defects	Yes ☐	No ☒

STRATA PLAN

Number of lots in Strata Plan:

14

Number of Units:

14

Lot and Unit number correspond:

Yes

Date Strata Plan registered:

30/4/2009

Original Owner:

Not Ascertained

MANAGING AGENT / SECRETARY

Name:

STM Sutherland

Address:

Ground Floor, 680 Old Princes Highway, Sutherland NSW 2232

Telephone Number:

02 9540-4199

Assigned Manager:

Lynne Kopellos

INSURANCES

Company:

CHU

Policy No:

HU0045403

Due Date:

07/11/2021

Building:	\$8,577,450.00
Public Liability:	\$20,000,000
Voluntary Workers:	\$200,000/2000
Workers Compensation:	Not Included

Please Note: Only required where wages are paid in excess of \$7,500 per annum

Loss of Rent:	\$1,286,617.00
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Please Note: Coverage for situations where the building becomes uninhabitable.

Office Bearers Liability:	\$2,000,000.00
Fidelity Guarantee:	\$100,000
Machinery Breakdown:	Not Insured
Common Contents:	\$85,775.00
Building Catastrophe:	\$1,286,617.00

Total Premium Cost:

\$10,559.00

Documents sighted:

No

All insurances held in the name of the Owners Corporation.

Yes ☒ No ☐

- Main policy should be held with the BMC.

The Strata Schemes Management Act 1996 requires the Owners Corporation to have the following:

- Building insurance at least to the value of the building as determined by a valuation which must be obtained at least every 5 years;
- Public Liability cover to a minimum of \$10,000,000;
- Workers' Compensation insurance; and
- Voluntary Workers insurance.

BUILDING VALUATION

Valuer:

Solutions i.e.

Date:

29/6/2018

Building Replacement Cost:

\$7,780,000.00 + Catastrophe

OWNERS FUNDS

AS AT 01 FEBRUARY 2021 THE FINANCIAL POSITION OF THE OWNERS CORPORATION (ASSETS MINUS LIABILITIES) WAS AS FOLLOWS:

Administration Fund: \$7,008.11

(This fund covers the day to day expenditure of the building)

Capital Works Fund: \$50,413.75

(This fund is intended to cover long-term maintenance of the building)

Combined:

Owners Funds: \$57,421.86

Cash at Bank: \$62,103.65

Total levies in arrears: \$657.06

Account Keeping Requirements:

Accounting records are kept as per the Act

Yes ☒ No ☐

Annual Budgets have been prepared

Yes ☒ No ☐

Accounts are audited

Yes ☐ No ☒

CERTIFICATE OF TITLE / BY-LAWS

The Certificate of Title is not normally found in the strata records. A Title Search is normally conducted and included as part of the sale contract documentation. Please liaise with your legal adviser on this issue.

A search should be made at the Land Titles Office regarding registers dealings. The Strata Schemes Management Act 1966 requires that a change of By-Laws must be registered within two years of a resolution being passed.

Any evidence of By-Laws passed during the past two years that have not been registered? Yes ☐ No ☒

NEW STRATA LEGISLATION (EFFECTIVE 30 NOVEMBER 2016)

The Strata Schemes Management Act 2015 commenced on 30 November 2016 which enacts new regulations regarding By-Laws.

All Strata Schemes will need to review their By-Laws before 1 December 2017.

Schemes prior to 1 July 1997 must adopt the new model By-Laws. However, they can be subject to changes being adopted through a Special Resolution in a general meeting of the Owners Corporation.

Strata Schemes commencing between 1 July 1997 and 30 November 2016 must review their By-Laws by 1 December 2017. Note: Adoption of the new model By-Laws is not compulsory.

BY-LAWS FOR THIS STRATA SCHEME

Is there any evidence of By-Laws passed during the past two years that have not been registered?

No

Did this Scheme commence prior to 1 July 1997?

No

LITIGATION

Any evidence of current or proposed litigation involving the Owners Corporation?

Yes ☐ No ☒

CONTRIBUTIONS

THE BUDGET PASSED AT THE LAST ANNUAL GENERAL MEETING IS AS FOLLOWS:

Date of the last AGM held: 19 October 2020

Date of next expected AGM: Not yet set

Administration Fund:

Total Building: \$22,000.00

The Subject Lot:

Annually: \$1,755.20

Per Quarter: \$438.80

Capital Works Fund:

Total Building: \$35,215.18

The Subject Lot:

Annually: \$3,682.30

Per Quarter: \$920.57

Effective from:

1 July 2020

Arrears:

Total Building: \$450.00

The Subject Lot: \$0.00

PREVIOUS YEAR'S LEVIES: 22/10/2019

Administration Fund:

Total Building: \$20,000.00

Capital Works Fund:

Total Building: \$39,500.00

SPECIAL LEVIES

CURRENT

There are NO currently special levies.

POSSIBLE/PROPOSED SPECIAL LEVIES

According to the records inspected, please see attached quotation, for proposed roofing repair works. (Affordable roofing) this may require a special levy.

PAST SPECIAL LEVIES

According to the records inspected, there have been no special levies.

CAPITAL WORKS FUND FORECAST

A Capital Works Fund forecast prepared by Solutions In Engineering Pty Ltd is attached.

STRATA ROLL

Owner:

Mark W Francis & Catherine A Montague

Address:

14/17-21 Clements Pd, Kirrawee NSW 2232

Mortgagee:

None noted

The details above reflect the information available in the Strata records. Current ownership details can be confirmed with your legal adviser from the title search included as part of the sale contract for this property.

Unit Entitlement: (Aggregate Entitlement)

The unit entitlement is 723.00 of an aggregate of 10,000.00. Therefore, the subject lot carries rights and responsibilities equivalent to 7.23% of the strata plan. The owners of the subject lot may cast votes equivalent to their percentage ownership of the strata plan and are responsible for the expenditure of the building to the same extent.

TAXATION

TAX RETURNS

Corporation lodges income tax returns?	Yes ☒	No ☐
Copy of most recent Tax Return sighted?	Yes ☐	No ☒
Expenditure for tax preparation in financial accounts?	Yes ☒	No ☐

GST

The Owners Corporation is registered for and collects GST.	Yes ☐	No ☒
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MINUTES AND RECORDS

Minutes and financial records have been retained for the prescribed period of five years.

Date of the last AGM:

19/10/2020

Last Minutes in Book:

2020 - AGM

Date of the first AGM:

Not Ascertained

Missing Minutes:

Pre-2017

Strata Committee Members:

Please refer to the attached 2020 AGM minutes.

NOTICES AND ORDERS

Do the records contain Notices or Orders adversely affecting the Owners Corporation?

Yes ☐ No ☒

HARMONY

We note that the following By-Laws infringements were addressed in recent times:

- January 2021 – Unit Pet noise breach notice.
- December 2020 – Unit 7 Pet and smoking breach notice

ALTERATIONS & ADDITIONS

Before carrying out alterations to units or the common property owners must first request permission from the Owners Corporation.

Do the records contain any recent applications to the Strata Committee for permission to carry out alterations or additions to individual units or to the subject lot.

Yes ☐ No ☒

ANIMALS

NOTE: Owners Corporations have twelve (12) months from 30 November 2016 to review the By-Laws of their Strata Scheme as outlined in the By-Laws section of this Report. Therefore, the current attitude policy to pets, if any, will remain in place until the Review is undertaken.

CURRENT POLICY FOR THIS STRATA SCHEME

Keeping of animals – Option B, see by-laws attached.

NOTABLE MATTERS

Particulars of issues or building matters found in the books and records, which may be of interest to the purchaser.

- Please see attached quotation, for proposed roofing repair works. (affordable roofing)

FIRE SAFETY CERTIFICATE

Was the current Fire Safety Certificate sighted.

Yes ☒ No ☐

PAST BUILDING WORK

We refer you to the History of Expenditures below which notes major expenditure items for building works.

The following extracts concerning this work and other matters of interest are taken from the minutes, financial accounts and correspondence:

**The Following Capital Works Fund, Income & Expenditure Statements
are attached for your reference, for the period:**

DATE:

1/17/2020 – 31/1/2021

1/7/2019 – 30/6/2020

1/7/2018 – 30/6/2019

1/7/2017 – 30/6/2018

1/7/2016 – 30/6/2017

ATTACHMENTS

1. STRATA ROLL SUBJECT LOT
2. SUBJECT LOT LEVY PRINT OUT
3. FUNDS BALANCE SHEET
4. STATEMENT OF INCOME & EXPENDITURE
5. MINUTES OF THE LAST MEETINGS OF THE STRATA PLAN
6. ANNUAL FIRE SAFETY STATEMENT
7. CAPITAL WORKS FUND FORCAST REPORT
8. BY-LAWS
9. ROOFING QUOTATION

GLOSSARY

A

Agenda

A list of motions or issues to be voted upon or deliberated at a meeting.

Aggregate Unit Entitlement

The total of all the individual lot unit entitlements in the Strata Scheme. See also *Total Unit Entitlement* and *Unit Entitlement*.

Annual General Meeting (AGM)

A meeting of owners and other interested parties (as noted on the *Strata Roll*) that must be convened once a year under the NSW Strata Schemes Management Act 2015. Also, see *General Meeting*.

Airspace

A lot owner effectively owns the airspace (and anything included in the airspace) inside the boundary walls, floor and ceiling of the lot. Lot airspace may include balconies and courtyards. Everything within the airspace must be maintained at the owner's cost.

B

By-Laws

A set of rules the residents (owners and tenants) in the strata or community scheme must abide by.

Budget

An estimation of future receipts and payments likely to occur in the coming year for a scheme. This estimate is prepared by the *Strata Committee* or the *Strata Managing Agent* and is based principally on the historical costs of the scheme.

C

Capital Works Fund (previously known as Sinking Fund)

A fund, under the control of the Owners Corporation, used to cover major renewal, repair or replacement works for the scheme including such things as window bar replacement, structural rectification, roofing replacement or repair, common property painting, stairwell carpet replacement, balcony problems, unexpected emergencies etc. Contributions are set by the Owners Corporation and are usually paid in quarterly installments (see *Levies*).

Certificate of Title

A title deed issued by the NSW Land and Property Information to prove ownership of a lot. The Owners Corporation is also issued with a title deed for the common property.

Common Property

Common property is areas such as driveways, external walls, roofs, stairwells, foyers and gardens. Ownership is shared between Lot owners. Everything that is not defined as part of a Lot is common property.

E

Extraordinary General Meeting (EGM)

A meeting held outside the time frame of the Annual General Meeting for the consideration of any matters that need to be addressed by all owners.

Exclusive Use

A special right granted to an owner to use a part of the common property (e.g. exclusive use of a car space located on common property).

Executive Committee (see Strata Committee)

H

Harmony

A term used to describe the level of owner contentment that exists within a scheme. Issues that impact on the level of harmony are parking, noise, animals and disputes between neighbors, owners and the Strata Committee.

I

Initial Period

The period in which the original owner still owns strata lots in a Strata Scheme for which the sum of the unit entitlements of those lots comprises more than 2/3 of the aggregate unit entitlement of the scheme.

L

Levies

Contributions usually paid quarterly, by the owners to the Owners Corporation to cover regular expenditure and future major works expenses. The amount paid by each lot owner is regulated by the unit entitlement of their respective lot and allocated to both the Administrative and Capital Works (previously known as Sinking) Funds.

Lot

A strata scheme is a building or collection of buildings that has been divided into 'lots'. Lots can be individual units/apartments, townhouses or houses. When a person buys a lot, they own the individual lot and share the ownership of common property with other lot owners.

M

Minutes

A documented record of all proceedings for all meetings held by the Owners Corporation and Strata Committee.

Motion

A proposal put forward for consideration at meetings held by the Owners Corporation and the Strata Committee.

O

Ordinary Resolution

A resolution that requires a majority vote of eligible owners or representatives present at a general meeting. An ordinary resolution motion is resolved if the majority of the votes cast are in favour of the motion otherwise the motion is defeated. Ordinary Resolutions are proposed to deal with such things as determining levy contributions and administrative matters.

Original Owner

The owner of the entire strata titled complex when the Strata Scheme was originally registered. It is usually the developer or builder.

Owners Corporation

The legal entity consisting of all the owners of the lots in a Strata Scheme and formed when a Strata Plan is registered.

P

Poll

A method of voting at meetings where each owner's vote has a value based on their lots unit entitlement.

Proxy

A person appointed, in writing, by an owner or mortgagee to attend a meeting and vote on the appointer's behalf.

Q

Quorum

A quorum for a general meeting is 25% of people entitled to vote or owners who hold 25% or more of unit entitlement. A quorum for an executive committee meeting is at least 50% of the executive committee members.

R

Resolution

A decision made at a meeting based on a motion raised and addressed at the meeting. There are 3 types of resolutions – Ordinary Resolutions, Special Resolutions and Unanimous Resolutions.

S

Sinking Fund (see Capital Works Fund)

Special Levy

A Special Levy is raised to pay for expenses not budgeted for in either the Administrative Fund or the Capital Works Fund (previously Sinking Fund). The amount and number of payments are specified at a general meeting of the Owners Corporation where the levy is approved.

Special Resolution

A Special Resolution requires a minimum 75% of the owners in favour of a motion, based on unit entitlement, when presented at a general meeting of the owner's corporation. Special Resolutions are proposed to deal with such things as issues concerning common property or the amending of By-Laws.

Strata Committee (previously known as the Executive Committee)

Elected representatives of the owners. The election takes place at each Annual General Meeting. The three main positions are Chairman, Secretary and Treasurer.

Strata Scheme

A Strata Scheme is a building or collection of buildings that has been divided into 'lots'. Lots can be individual units/apartments, townhouses or houses. When a person buys a lot, they own the individual lot and also share the ownership of common property with other

lot owners. Common property generally includes things like gardens, external walls, roofs, driveways and stairwells.

Strata Roll

The register of the owners of all lots in the Strata Scheme including any utility lots. It also includes the names of other interested parties such as any mortgagees, covenant charges or lessees.

T

Total Unit Entitlement

The total of all the individual lot unit entitlements in the Strata Scheme.

Tribunal

The NSW Civil and Administrative Tribunal (NCAT) hears and determines disputes between tenants, landlords, traders and consumers in a timely and effective manner.

U

Unanimous Resolution

A Unanimous Resolution requires 100% of the owners in favour of a motion when presented at a general meeting of the owner's corporation. Unanimous resolutions are proposed to deal with such things as alterations to the Strata Plan or dealing with some Insurance matters.

Unit Entitlement

Each lot in a strata plan is allocated a unit entitlement based upon its value relative to the other lots in the scheme. This entitlement regulates the proportion of the levies payable by the lot owners and the voting rights of the lot.

W

WHS – Work Health & Safety

An acronym for Work Health & Safety, which is a set of rules and regulations concerned with protecting the safety, health and welfare of people, engaged in work or employment. The goal of occupational safety and health programs is to foster a safe and healthy work environment.

STRATA ROLL

(Section 177)

Strata Plan No. 82102**LOT NO. 14****UNIT NO. 14****ACCOUNT NO: 02100014**

ORIGINAL OWNER

Name of Original Owner of Lot	Address for service of notices on Original Owner	Lot Number	Unit Number
David Andrew Moorcroft Dmoorcroft@tpbc.Com.Au	14/17-21 Clements Parade Kirrawee NSW 2232	14	14

LOT ENTITLEMENT

Lot Entitlement	Date of receipt by owners corporation of schedule of lot entitlement
723	01/01/01

PARTICULARS OF SUBSEQUENT OWNERS

Full Name of Owner of Lot	Address for service of notice on Owner	Date of receipt Notice
Mark William Francis & Catherine Amy Montague	14/17-21 Clements Pde Kirrawee NSW 2232	04/08/17

NOTIFICATION OF MORTGAGE

Full name of mortgagee	Address for service of notice	Date of receipt of notice of mortgage	Date of receipt of notice of discharge	Date of receipt of possession notice
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NOTIFICATION BY NOMINEES

Full name of Corporation	Owner or Mortgagee	Full name of company nominee	Date of receipt by of notice
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NOTIFICATION OF LEASE

Full name of lessee of lot	Address for service of notices on lessor	Address for service of notices on lessee	Date of receipt by owners corporation of notice of the commencement or assignment of the lease	Date of receipt by owners corporation of notice of Termination
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OTHER INTEREST

Full name of person entitled to lot otherwise than as transferee	Address for service of notices	Date of receipt notice
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Strata Plan No. 82102

LOT NO. 14

UNIT NO. 14

ACCOUNT NO: 02100014

OTHER PERSONS REQUIRED TO BE NOTICED

Full Name of any person whose address for the service of notices is shown on a notice given to the owners corporation	Address for service of notices	Date of receipt of notice of relevant notice
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NOTIFICATION OF AGENT IN RESPECT OF LEASE

Full name of Real Estate Agent	Address for service of notices	Date of receipt by owners corporation of notice of appointment	Date of receipt by owners corporation of notice of cessation of appointment
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**STRATA TITLE
MANAGEMENT**

17/11/2017
17/11/2017
17/11/2017 NSW 2230
17/11/2017
17/11/2017
17/11/2017

Strata Plan No. 82102

STATEMENT

Mark Francis & Catherine
Montague
14/17-21 Clements Pde
KIRRAWEE NSW 2232

Statement Period

01 Jul 19 to 31 Jan 21

A/c No 14 Lot No 14

Page Number 1 of 2 Unit No 14

Transfer Date: 28/07/17

Date	Type	Details	Reference	Debit	Credit	Balance
		Brought forward		4.28		4.28
01/07/19	Admin Fund	01/08/19 To 31/10/19	I0000322	596.48		600.76
01/07/19	Capital Works Fund	01/08/19 To 31/10/19	I0000336	271.13		871.89
01/08/19	Receipt	Admin Fund	R0000118		596.48	275.41
01/08/19	Receipt	Capital Works Fund	RA000118		271.13	4.28
01/08/19	Receipt	Other	RB000118		4.28	0.00
20/09/19	Capital Works Fund	01/11/19 To 31/01/20	I0000350	271.13		271.13
24/09/19	Admin Fund	01/11/19 To 31/01/20	I0000364	596.48		867.61
18/10/19	Receipt	Admin Fund	R0000130		596.48	271.13
18/10/19	Receipt	Capital Works Fund	RA000130		271.13	0.00
17/12/19	Admin Fund	01/02/20 To 30/04/20	I0000378	361.50		361.50
17/12/19	Levy Adj Admin Fund	01/02/20	I0000392		469.95	-108.45
17/12/19	Levy Adj Capital Wor	01/02/20	I0000406	885.67		777.22
17/12/19	Capital Works Fund	01/02/20 To 30/04/20	I0000420	713.96		1,491.18
24/01/20	Receipt	Admin Fund	R0000143		361.50	1,129.68
24/01/20	Receipt	Capital Works Fund	RA000143		713.96	415.72
24/01/20	Receipt	Levy Adj Capital Wor	RB000143		415.72	0.00
23/03/20	Admin Fund	01/05/20 To 31/07/20	I0000434	361.50		361.50
More details on next page...				\$4,062.13	\$3,700.63	\$361.50

Over 90 Days	90 Days	60 Days	30 Days	Current	BALANCE DUE:	Nil
0.00	0.00	0.00	0.00	0.00	Date Paid	Amount Paid



Tel: 1300 552 311
Ref: 1476 9158 8

Telephone: Call this number to pay by credit card using a land line or mobile phone. International +613 8648 0158



www.stratamax.com.au
Ref: 1476 9158 8

Internet: Visit this website to make a secure credit card payment over the internet.



Tel: 1300 552 311
Ref: 1476 9158 8

Direct Debit: Make auto payments directly from your nominated bank account or credit card. Go to www.stratapay.com/ddr to register.

By using StrataPay payment options you are taken to have read and agreed to the User Terms & Conditions available at www.stratapay.com or by phoning 1300 135 610. Additional charges may apply.



StrataPay Reference No.

1476 9158 8

Due Date

Amount

\$0.00



Account Reference
14/14 82102/1000000014

Reference Name
FRANCIS MARK & MONTAGUE CATHER



DEFT Reference Number
202370714 1000 0000 142

Managed by
Strata Title Management
Account
The Owners of SP 82102
ABN 85 578 789 050



Bill Code: 96503
Ref: 202370714 1000 0000 142

BPay: Contact your participating financial institution to make a payment from your cheque or savings account.



In Person: Pay by cash, cheque or EFTPOS at any Post Office in Australia.
Payments made at Australia Post will incur a \$2.75 DEFT processing fee.



Mail: Send this payment with your cheque to
DEFT Payment Systems, GPO Box 4690
Sydney NSW 2001

Make cheques payable to:
The Owners of SP 82102
ABN 85 578 789 050



*442 202370714 10000000142

+202370714

10000000142<

2+

Strata Plan No. 82102

STATEMENT

Mark Francis & Catherine Montague 14/17-21 Clements Pde KIRRAWEE NSW 2232				Statement Period			
				01 Jul 19 to 31 Jan 21			
				A/c No	14	Lot No	14
				Page Number		2 of 2	

Date	Type	Details	Reference	Debit	Credit	Balance
		Brought forward		4,062.13	3,700.63	361.50
23/03/20	Capital Works Fund	01/05/20 To 31/07/20	I0000448	713.96		1,075.46
01/05/20	Receipt	Admin Fund	R0000166		361.50	713.96
01/05/20	Receipt	Capital Works Fund	RA000166		713.96	0.00
19/06/20	Admin Fund	01/08/20 To 31/10/20	I0000462	361.50		361.50
19/06/20	Capital Works Fund	01/08/20 To 31/10/20	I0000476	713.96		1,075.46
03/08/20	Receipt	Admin Fund	R0000180		361.50	713.96
03/08/20	Receipt	Capital Works Fund	RA000180		713.96	0.00
18/09/20	Admin Fund	01/11/20 To 31/01/21	I0000490	361.50		361.50
18/09/20	Capital Works Fund	01/11/20 To 31/01/21	I0000504	713.96		1,075.46
29/10/20	Receipt	Admin Fund	R0000193		361.50	713.96
29/10/20	Receipt	Capital Works Fund	RA000193		713.96	0.00
21/12/20	Admin Fund	01/02/21 To 30/04/21	I0000518	433.80		433.80
21/12/20	Capital Works Fund	01/02/21 To 30/04/21	I0000532	920.57		1,354.37
21/01/21	Receipt	Admin Fund	R0000202		433.80	920.57
21/01/21	Receipt	Capital Works Fund	RA000202		920.57	0.00
				\$8,281.38	\$8,281.38	Nil

Page 1		Roll List				1 February 2021	
Strata Plan No. 82102							
A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100001	00001	1	The Bentham Group Pty Limited 7/8-12 Harrow Street SYLVANIA NSW 2224	Home: Work: Email:	Facsimile: Mobile:	716.00	19/10/12
02100002	00002	2	Josette Wunder 2/17-21 Clements Pde KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	716.00	21/12/17
02100003	00003	3	J Smith & B Cook 3/17-21 CLEMENTS PDE KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	716.00	28/11/17
02100004	00004	4	Timothy and Ashlee Connolly 4/17-21 Clements Parade KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	735.00	06/02/20
02100005	00005	5	Michelle Cotten C/- Greg Gilbert Real Estate Suite 6,12 Laycock Avenue CRONULLA NSW 2230	Home: Work: Email:	Facsimile: Mobile:	735.00	22/07/09
02100006	00006	6	Melissa Fuller 6/17-21 Clements Pde KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	735.00	14/06/18
02100007	00007	7	Cornelia Elizabeth Van Graan 7/17-21 Clements Parade KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	695.00	14/07/14
02100008	00008	8	Gary & Marianne Suthers 8/17-21 Clements Pde KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	695.00	18/05/18
02100009	00009	9	Mark Dunphy & Martina Eberli 9/17-21 Clements Parade KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	716.00	30/06/11
02100010	00010	10	Daniel & Rebecca Saad 10/17-21 Clements Parade KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	712.00	28/04/12
Page Total						7171.00	
Report Total						7171.00	

Strata Plan No. 82102

A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100011	00011	11	Wan Ho Ho & Qilin Guo 11/17-21 Clements Parade KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	712.00	29/11/12
02100012	00012	12	Eleonora Pak & Dmitriy Nikolaev 12/17-21 Clements Parade KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	678.00	01/09/09
02100013	00013	13	James P & James H O'Rourke 13/17-21 Clements Parade KIRRAWEE NSW 2232	Home: Work: Email:	Facsimile: Mobile:	716.00	03/04/12
02100014	00014	14	Mark Francis & Catherine Montague 14/17-21 Clements Pde KIRRAWEE NSW 2232	Home: Work: Email: Home: Work: Email: Home: Work: Email: Home: Work: Email: Home: Work: Email:	Facsimile: Mobile: Facsimile: Mobile: Facsimile: Mobile: Facsimile: Mobile: Facsimile: Mobile:	723.00	28/07/17
Page Total						2829.00	
Report Total						10000.00	

Strata Plan No. 82102

17-21 Clements Parade, Kirrawee 2232

BALANCE SHEET

AS AT 31 JANUARY 2021

	ACTUAL 31/01/2021	ACTUAL 30/06/2020
<u>OWNERS FUNDS</u>		
Administrative Fund	7,008.11	17,124.68
Capital Works Fund	50,413.75	38,215.42
<u>TOTAL</u>	<u>\$ 57,421.86</u>	<u>\$ 55,340.10</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>CURRENT ASSETS</u>		
Cash At Bank	62,103.65	55,302.89
Levies In Arrears	450.56	1,057.93
Other Arrears	206.50	126.16
Interest On Overdue Levies	3.83	8.69
<u>TOTAL ASSETS</u>	<u>62,764.54</u>	<u>56,495.67</u>
<u>LIABILITIES</u>		
Accrued Expenses	0.00	61.50
Levies In Advance	5,342.68	1,094.07
<u>TOTAL LIABILITIES</u>	<u>5,342.68</u>	<u>1,155.57</u>
<u>NET ASSETS</u>	<u>\$ 57,421.86</u>	<u>\$ 55,340.10</u>

Strata Plan No. 82102

17-21 Clements Parade, Kirrawee 2232

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JULY 2020 TO 31 JANUARY 2021

	ACTUAL 01/07/20-31/01/21	BUDGET 01/07/20-30/06/21	ACTUAL 01/07/19-30/06/20
<u>ADMINISTRATIVE FUND</u>			
<u>INCOME</u>			
Admin Levy Income	10,000.00	22,000.00	26,500.06
Admin Levy Adjustment	0.00	0.00	(6,500.00)
Interest On Overdue Levies	12.81	0.00	60.29
Insurance Claims Sp	0.00	0.00	1,040.00
<u>TOTAL ADMIN FUND INCOME</u>	10,012.81	22,000.00	21,100.35
<u>EXPENDITURE - ADMIN FUND</u>			
Accounting	330.71	615.00	448.20
Audit And Taxation Services	450.00	450.00	450.00
Bank Charges	2.55	10.00	18.40
Bank Charges-Bpay	2.59	0.00	1.48
Debt Collection Fees	(83.50)	0.00	0.00
Insurance-Premiums	11,395.66	11,270.00	9,800.16
Legal Fees	300.00	738.50	61.50
Maint-Cleaning	328.02	0.00	0.00
Maint-Cleaning & Lawns	0.00	0.00	6,756.25
Maint-Fire Protection	590.00	2,500.00	4,790.30
Maint-Garbage Bins/Bags	1,992.51	4,000.00	3,750.46
Maint-General Repairs	72.09	1,000.00	0.00
Maint-Gutters & Downpipes	330.00	800.00	836.00
Maint-Lawns & Gardening	0.00	6,360.00	0.00
Maint-Locks, Keys & Card Keys	0.00	500.00	0.00
Maint-Plumbing & Drainage	0.00	2,000.00	1,679.50
Maint-Roof	0.00	1,000.00	418.00
Management Fees	1,694.97	2,892.13	2,689.72
Mgmt - Non Routine Services	1,050.75	1,000.00	927.00
Mgmt - Print/Postage/General	921.23	1,600.00	2,022.96
Telephone - Mgmt	0.00	0.00	9.68
Trades Compliance	154.00	264.00	264.00
Utility-Electricity	577.13	1,940.40	1,848.23
Utility-Water & Sewerage	20.67	32.00	30.55
<u>TOTAL ADMIN EXPENDITURE</u>	20,129.38	38,972.03	36,802.39
<u>SURPLUS/DEFICIT</u>	\$ (10,116.57)	\$ (16,972.03)	\$ (15,702.04)
Opening Admin Balance	17,124.68	17,124.68	32,826.72

Strata Plan No. 82102

17-21 Clements Parade, Kirrawee 2232

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JULY 2020 TO 31 JANUARY 2021

	ACTUAL	BUDGET	ACTUAL
	01/07/20-31/01/21	01/07/20-30/06/21	01/07/19-30/06/20
<u>ADMINISTRATIVE FUND BALANCE</u>	<u>\$ 7,008.11</u>	<u>\$ 152.65</u>	<u>\$ 17,124.68</u>

Strata Plan No. 82102

17-21 Clements Parade, Kirrawee 2232

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JULY 2020 TO 31 JANUARY 2021

	ACTUAL	BUDGET	ACTUAL
	01/07/20-31/01/21	01/07/20-30/06/21	01/07/19-30/06/20
<u>CAPITAL WORKS FUND</u>			
<u>INCOME</u>			
Capital Works Levy Income	19,749.98	45,215.18	27,250.04
Capital Works Levy Adjustment	0.00	0.00	12,249.97
<u>TOTAL CAPITAL WORKS INCOME</u>	19,749.98	45,215.18	39,500.01
<u>EXPENDITURE - CAPITAL WORKS</u>			
Garage Doors	0.00	0.00	1,540.00
General Replacement	4,264.15	7,207.65	3,870.00
Plumbing & Drainage	262.50	0.00	20,834.00
Tree Lopping/ Removal	3,025.00	0.00	0.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	7,551.65	7,207.65	26,244.00
<u>SURPLUS/DEFICIT</u>	\$ 12,198.33	\$ 38,007.53	\$ 13,256.01
Opening Capital Works Balance	38,215.42	38,215.42	24,959.41
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 50,413.75	\$ 76,222.95	\$ 38,215.42

Strata Plan No. 82102

17-21 Clements Parade
Kirrawee 2232

LOT BALANCE REPORT

31 January 2021

<u>Lot No</u>	<u>Unit No</u>	<u>Administrative Fund</u>	<u>Capital Works Fund</u>	<u>Other</u>	<u>Total</u>
2	2	-429.60	-911.65	0.00	-1,341.25
3	3	0.00	450.56	210.33	660.89
5	5	-441.00	-935.85	0.00	-1,376.85
8	8	-0.14	0.00	0.00	-0.14
12	12	-406.80	-863.27	0.00	-1,270.07
14	14	-433.80	-920.57	0.00	-1,354.37
Total		(\$1,711.34)	(\$3,180.78)	\$210.33	(\$4,681.79)

Strata Plan No. 82102

17-21 Clements Parade
Kirrawee 2232

INSURANCE DETAILS

31 January 2021

<u>Type</u>	<u>Insurer</u>	<u>Policy No</u>	<u>Sum Insured</u>	<u>Due Date</u>
BUILDING	Chu Underwriting Agency P/L	HU0045403	8,577,450	07/11/21
CATASTROPHE COVER	Chu Underwriting Agency P/L	HU0045403	1,286,617	07/11/21
COMMON AREA	Chu Underwriting Agency P/L	HU0045403	85,775	07/11/21
INTERNAL PAINT-LOTS	Chu Underwriting Agency P/L	HU0045403	Insured	07/11/21
FIDELITY GUARANTEE	Chu Underwriting Agency P/L	HU0045403	100,000	07/11/21
LEGAL DEFENCE	Chu Underwriting Agency P/L	HU0045403	50,000	07/11/21
OFFICE BEARERS	Chu Underwriting Agency P/L	HU0045403	2,000,000	07/11/21
PUBLIC LIABILITY	Chu Underwriting Agency P/L	HU0045403	20,000,000	07/11/21
FLOATING	Chu Underwriting Agency P/L	HU0045403	Insured	07/11/21
VOLUNTARY WORKERS	Chu Underwriting Agency P/L	HU0045403	200,000	07/11/21
APPEAL EXP- C H & S	Chu Underwriting Agency P/L	HU0045403	100,000	07/11/21
GOVT AUDIT COSTS	Chu Underwriting Agency P/L	HU0045403	25,000	07/11/21
LOSS RENT/TEMP	Chu Underwriting Agency P/L	HU0045403	1,286,617	07/11/21
OWNERS	Chu Underwriting Agency P/L	HU0045403	250,000 (per	07/11/21

Strata Plan No. 82102

17-21 Clements Parade
Kirrawee 2232

CREDITORS BALANCE REPORT

31 January 2021

Account No

Name

Amount

No Records To Report

Strata Plan No. 82102

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 July 2020 to 31 January 2021

Administrative Fund

Balance carried forward	17,124.68
Total income received	10,012.81
Total interest earned	0.00
Total contributions paid	11,693.96
Total unpaid contributions payable	0.00
Total expenditure for maintenance	3,312.62
Total expenditure for administration costs	16,816.76
Balance at end of reporting period	7,008.11

Principal items of expenditure proposed for next reporting period

Administration

Insurance-Premiums	11,022.85
Management Fees	2,472.75
Utility-Electricity	2,031.97
Legal Fees	1,650.00
Mgmt - Non Routine Services	1,000.00
Mgmt - Print/Postage/General	1,000.00
Accounting	615.00
Audit Services	400.00
Audit And Taxation Services	335.00
Trades Compliance	264.00
Utility-Water & Sewerage	200.00
Bank Charges	20.00
Total of proposed administration expenditure	<u>21,011.57</u>

Maintenance

Maint-Cleaning	3,000.00
Maint-Lawns & Gardening	3,000.00
Maint-General Repairs	1,000.00
Maint-Fire Protection	750.00
Fire Repairs & Maintenance	500.00
Maint-Locks, Keys & Card Keys	500.00
Maint-Garbage Bins/Bags	200.00
Total of proposed maintenance expenditure	<u>8,950.00</u>

Total of proposed expenditure	<u>29,961.57</u>
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Capital Works Fund

Balance carried forward	38,215.42
Total income received	19,749.98
Total interest earned	0.00

Strata Plan No. 82102

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 July 2020 to 31 January 2021

Capital Works Fund

Total contributions paid	22,912.00
Total unpaid contributions payable	450.56
Total expenditure for maintenance	7,551.65
Total expenditure for administration costs	0.00
Balance at end of reporting period	50,413.75

INSURANCE REPORT

1 February 2021

Strata Plan No. 82102
17-21 Clements Parade
KIRRAWEE

Type BUILDING	Sum Insured 8,577,450	Premium \$10,559.61	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021
	Facsimile	Excess/Comments \$500	

Type CATASTROPHE COVER	Sum Insured 1,286,617	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021
	Facsimile	Excess/Comments \$500	

Type COMMON AREA CONTENTS	Sum Insured 85,775	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021
	Facsimile	Excess/Comments \$500	

Type INTERNAL PAINT-LOTS	Sum Insured Insured	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021
	Facsimile	Excess/Comments \$500	

Type FIDELITY GUARANTEE	Sum Insured 100,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021
	Facsimile	Excess/Comments \$500	

Type LEGAL DEFENCE EXPEN	Sum Insured 50,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021
	Facsimile	Excess/Comments \$1000	

INSURANCE REPORT

1 February 2021

Strata Plan No. 82102
17-21 Clements Parade
KIRRAWEE

Type OFFICE BEARERS	Sum Insured 2,000,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type PUBLIC LIABILITY	Sum Insured 20,000,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type FLOATING FLOORBOARDS	Sum Insured Insured	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type VOLUNTARY WORKERS	Sum Insured 200,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments Nil	Due Date 7 November 2021

Type APPEAL EXP- C H & S	Sum Insured 100,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments Nil	Due Date 7 November 2021

Type GOVT AUDIT COSTS	Sum Insured 25,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments Nil	Due Date 7 November 2021

INSURANCE REPORT

1 February 2021

Strata Plan No. 82102
17-21 Clements Parade
KIRRAWEE

Type LOSS RENT/TEMP ACCOM		Sum Insured 1,286,617	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021	
	Facsimile	Excess/Comments \$500		

Type OWNERS IMPROVEMENTS		Sum Insured 250,000 (per lot)	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021	
	Facsimile	Excess/Comments \$500		

Type		Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date	
	Facsimile	Excess/Comments		

Type		Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date	
	Facsimile	Excess/Comments		

Type		Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date	
	Facsimile	Excess/Comments		

Type		Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date	
	Facsimile	Excess/Comments		

INSURANCE REPORT

1 February 2021

Strata Plan No. 82102
17-21 Clements Parade
KIRRAWEE

Type BUILDING	Sum Insured 8,577,450	Premium \$10,559.61	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type CATASTROPHE COVER	Sum Insured 1,286,617	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type COMMON AREA CONTENTS	Sum Insured 85,775	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type INTERNAL PAINT-LOTS	Sum Insured Insured	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type FIDELITY GUARANTEE	Sum Insured 100,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type LEGAL DEFENCE EXPEN	Sum Insured 50,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$1000	Due Date 7 November 2021

INSURANCE REPORT

1 February 2021

Strata Plan No. 82102
17-21 Clements Parade
KIRRAWEE

Type OFFICE BEARERS	Sum Insured 2,000,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type PUBLIC LIABILITY	Sum Insured 20,000,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type FLOATING FLOORBOARDS	Sum Insured Insured	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments \$500	Due Date 7 November 2021

Type VOLUNTARY WORKERS	Sum Insured 200,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments Nil	Due Date 7 November 2021

Type APPEAL EXP- C H & S	Sum Insured 100,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments Nil	Due Date 7 November 2021

Type GOVT AUDIT COSTS	Sum Insured 25,000	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800 Facsimile	Policy Number HU0045403 Excess/Comments Nil	Due Date 7 November 2021

INSURANCE REPORT

1 February 2021

Strata Plan No. 82102
17-21 Clements Parade
KIRRAWEE

Type LOSS RENT/TEMP ACCOM		Sum Insured 1,286,617	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021	
	Facsimile	Excess/Comments \$500		

Type OWNERS IMPROVEMENTS		Sum Insured 250,000 (per lot)	Premium Included	Date Last Paid 31/10/20
Company/Broker CHU Underwriting Agency P/L BCB Strata Insurance Brokers PO Box 5579 GOLD COAST MC QLD 9716	Telephone 075668 7800	Policy Number HU0045403	Due Date 7 November 2021	
	Facsimile	Excess/Comments \$500		

Type		Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date	
	Facsimile	Excess/Comments		

Type		Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date	
	Facsimile	Excess/Comments		

Type		Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date	
	Facsimile	Excess/Comments		

Type		Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date	
	Facsimile	Excess/Comments		



Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Phone: 1300 361 263
Email: info_nsw@chu.com.au

BCB VESTURE NSW
PO BOX 20288
WORLD SQUARE NSW 2002

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	HU0045403
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	07/11/2020 to 07/11/2021 at 4:00pm
The Insured	THE OWNERS - STRATA PLAN 82102
Situation	17-21 CLEMENTS PARADE KIRRAWEE NSW 2232

Policies Selected

Policy 1 – Insured Property

Building: \$8,577,450
Common Area Contents: \$85,775
Loss of Rent & Temporary Accommodation (total payable): \$1,286,617

Policy 2 – Liability to Others

Sum Insured: \$20,000,000

Policy 3 – Voluntary Workers

Death: \$200,000
Total Disablement: \$2,000 per week

Policy 4 – Workers Compensation

Not Available

Policy 5 – Fidelity Guarantee

Sum Insured: \$100,000

Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$2,000,000

Policy 7 – Machinery Breakdown

Not Selected

Policy 8 – Catastrophe Insurance

Sum Insured: \$1,286,617
Extended Cover - Loss of Rent & Temporary Accommodation: \$192,992

**STM***Building Smarter
Communities***STRATA TITLE MANAGEMENT**

MINUTES OF ANNUAL GENERAL MEETING

**THE OWNERS – STRATA PLAN 82102
AT 17-21 CLEMENTS PARADE, KIRRAWEE NSW 2232**

Date: Monday, 19th October 2020**Time: 06:00 PM****Venue: ATTENDANCE WAS BY
TELECONFERENCE**

Prepared by: Lauren Tracey
Phone: (02) 9540 4199 Fax: (02) 9540 3943
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**STM***Building Smarter
Communities***STRATA TITLE MANAGEMENT**

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MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – 82102

MINUTES OF BUSINESS dealt with at the Annual General Meeting of the
Owners - Strata Plan No 82102
Held on Monday, 19th October 2020
BY TELECONFERENCE
Commenced at 06:00 PM

PRESENT BY TELECONFERENCE: T & A Connolly (Lot 4), M Fuller (Lot 6), C Van Graan (Lot 7),
G Suthers (Lot 8), M Dunphy (Lot 9), D Saad (Lot 10),
W Ho & Q Gu (Lot 11) and M Francis (Lot 14)

PRESENT BY ELECTRONIC VOTING: The Bentham Group Pty Ltd (Lot 1), J Smith & B Cook (Lot 3)
and E Pak & D Nikolaev (Lot 12)

APOLOGIES: J Wunder (Lot 2)

IN ATTENDANCE: L Tracey (Strata Title Management)

CHAIRPERSON: L Tracey (Strata Title Management by Invitation)

*** THERE BEING A QUORUM PRESENT THE CHAIRPERSON DECLARED THE MEETING OPEN AT 6.30PM**

Motion 1.	Minutes	Ordinary Resolution
RESOLVED that the minutes of the previous General Meeting be confirmed as a true and accurate account of the proceedings at that meeting.		

Motion 2.	Financials	Ordinary Resolution
RESOLVED that the statement of key financial information and the financial statements of accounts for the period 1st of July 2019 to 30th of June 2020 be adopted.		

Motion 3.	Auditor	Ordinary Resolution
DEFEATED that a recommended auditor be appointed for the financial year 01/07/2020 to 30/06/2021.		

Motion 4.	Term Deposits	Ordinary Resolution
RESOLVED that the duly elected Treasurer be authorised to provide standing instructions to the Strata Managing Agent concerning the investment of trust funds into higher interest bearing accounts.		

Motion 5.	Management of Levy Arrears	Ordinary Resolution
RESOLVED that the Owners – Strata Plan No 82102 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including Section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:		

KIRRAWEE CENTRAL PO Box 56 Sutherland NSW 2232 (02) 9540 3943 ltracey@stratatitle.com.au	KIRRAWEE NORTH PO Box 222 Sutherland NSW 2232 (02) 9540 4199 ltracey@stratatitle.com.au	KIRRAWEE SOUTH PO Box 222 Sutherland NSW 2232 (02) 9540 4199 ltracey@stratatitle.com.au	WOLLONGONG PO Box 184 Tuggerah NSW 2447 (02) 9540 4199 ltracey@stratatitle.com.au	MILLERS POINT PO Box 419 Sutherland NSW 2232 (02) 9540 4199 ltracey@stratatitle.com.au	SYDNEY CENTRAL PO Box 56 Sutherland NSW 2232 (02) 9540 4199 ltracey@stratatitle.com.au
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1. to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;

Important Note:

STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 calendar days after the due date, a second reminder 48 calendar days after the due date and a final reminder 64 calendar days after the due date. Our solicitors will be engaged 28 calendar days from the final reminder issue date. Charges for the reminder notices are included in the Agency Agreement. Interest is charged on all outstanding debts and retained by the Owners Corporation. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.

2. to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners- Strata Plan No 82102;
3. to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
4. Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
5. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
6. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Motion 6.	Payment Plans	Ordinary Resolution
RESOLVED that the Owners – Strata Plan 82102 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.		

Motion 7.	Adopt 10 Year Capital Works Fund Forecast	Ordinary Resolution
RESOLVED that the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by Solutions in Engineering effective from 5/7/18 for the anticipated major capital expenditure of the strata scheme over a 10 year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).		

Motion 8.	Annual Budget and Contributions	Ordinary Resolution
1. RESOLVED that in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget* for the financial period 01/07/2020 to 30/06/2021 be adopted.		
2. RESOLVED that in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed contributions (levies) payable for the financial period 01/07/2020 to 30/06/2021 be as follows:-		
ADMINISTRATIVE FUND: \$22,000.00 CAPITAL WORKS FUND**: \$45,215.18		
And that the contributions be levied in four instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.		

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
Already Issued	Current	1 Aug 2020	31 Oct 2020	1 Aug 2020	\$5,000.00	\$0.50
Already Issued	Current	1 Nov 2020	31 Jan 2021	1 Nov 2020	\$5,000.00	\$0.50
To be Issued	Current	1 Feb 2021	30 Apr 2021	1 Feb 2021	\$6,000.00	\$0.60
To be Issued	Current	1 May 2021	31 Jul 2021	1 May 2021	\$6,000.00	\$0.60
Total		1 Aug 2020	31 Jul 2021		\$22,000.00	\$2.20

Interim Periods						
Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Next	1 Aug 2021	31 Oct 2021	1 Aug 2021	\$5,500.00	\$0.55
To be Issued	Next	1 Nov 2021	31 Jan 2022	1 Nov 2021	\$5,500.00	\$0.55
Total		1 Aug 2021	31 Jan 2022		\$11,000.00	\$1.10

Interim Periods						
Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
Already Issued	Current	1 Aug 2020	31 Oct 2020	1 Aug 2020	\$9,874.99	\$0.98750
Already Issued	Current	1 Nov 2020	31 Jan 2021	1 Nov 2020	\$9,874.99	\$0.98750
To be Issued	Current	1 Feb 2021	30 Apr 2021	1 Feb 2021	\$12,732.60	\$1.27326
To be Issued	Current	1 May 2021	31 Jul 2021	1 May 2021	\$12,732.60	\$1.27326
Total		1 Aug 2020	31 Jul 2021		\$45,215.18	\$4.52152

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Next	1 Aug 2021	31 Oct 2021	1 Aug 2021	\$11,303.80	\$1.13038
To be Issued	Next	1 Nov 2021	31 Jan 2022	1 Nov 2021	\$11,303.80	\$1.13038
Total		1 Aug 2021	31 Jan 2022		\$22,607.60	\$2.26076

Levy periods commencing: 01/08/2020, 01/11/2020, 01/02/2021, 01/05/2021

3. **RESOLVED** in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 20/06/2021, the Owners Corporation estimates and approves that the yearly and quarterly expenses of the scheme will be the same as those contained in the current budget and accordingly resolves to raise a levy for the quarter 01/08/2021 to 31/10/2021 quarter and 01/11/2021 to 31/01/2022 as per the table above.

Motion 9.	Special Levy - Capital Works Fund	Ordinary Resolution
DEFEATED that the Owners Corporation - Strata Plan 82102 RESOLVES in accordance to Section 81 of the Strata Schemes Management Act 2015, that the Owners Corporation raise a special levy for the purpose of covering the costs of proposed External Painting and determine that:		
a) An amount of \$100,000.00 including GST be raised by Special Levy to the Capital Works fund to cover the costs of the painting of the external of the complex and required repairs.		
b) The Special Levy is to be due and payable in two (2) instalments on the 01/12/2020 and 01/02/2021 and that the Strata Managing Agent is authorised to serve written notice of such levy on each person liable to pay it in accordance to unit entitlement.		

Motion 10.	Changes to Common Property- Painting Exterior of Complex	Special Resolution
SPECIALLY RESOLVED that in accordance to Section 108 of the Strata Schemes Management Act 2015, the Owners Corporation SPECIALLY RESOLVE to paint the external of the Common Property and determine that all future repairs and maintenance for the external remain the responsibility of the Owners Corporation. Works to include painting of walls, doors, gutters, eaves, etc., including repairs of walls/balconies where required.		
TOTAL UE VOTES FOR: 7833		
TOTAL UE VOTES AGAINST: 0		
TOTAL UE VOTES ABSTAINED: 0		
TOTAL VOTES COUNTED: 7833		
MOTION CARRIED BY SPECIAL RESOLUTION		

Motion 11.	10 Year Capital Works Fund Forecast	Ordinary Resolution
DEFEATED that the Owners Corporation resolve to do the following:		
(a) Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and		
(b) To submit that report to the Strata Committee to determine what action is required, if any; and		

(c) To delegate to the strata manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

Motion 12.	Election of Strata Committee	Ordinary Resolution
RESOLVED that in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and that:		
(a) The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; and		
(b) The Chairperson call for any oral nominations of candidates eligible for elections to the Strata Committee;		
C Van Graan (7)		
G Suthers (8)		
D Saad (10)		
M Dunphy (9)		
T Connolly (4)		
(c) The Chairperson declare that nominations are closed;		
(d) That the number of members to the Strata Committee be set at five (5) .		

Motion 13.	Restricted Matters	Ordinary Resolution
RESOLVED that no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.		

Motion 14.	Confirmation of Insurance	Ordinary Resolution
RESOLVED that the Owners Corporation's insurance policies currently in place be confirmed.		

Motion 15.	Renewal of Insurance Policy	Ordinary Resolution
RESOLVED that the Strata Managing Agent be instructed to renew next years insurance policy through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee in accordance with the legislation.		

Motion 16.	Valuation for Insurance Purposes	Ordinary Resolution
RESOLVED that an updated valuation for insurance purposes be obtained prior to the expiration of the current policy period and that the Strata Managing Agent be authorised to alter the sum insured in line with the valuation figure.		
Note: To be obtained mid 2021 prior to Insurance Renewal.		

Motion 17.	Additional Insurances	Ordinary Resolution
RESOLVED that an insurance policy continues to be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.		

Motion 18.	Commissions and Training Services	Ordinary Resolution
RESOLVED that the report be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.		
Motion 19.	Annual Fire Safety Statement	Ordinary Resolution
a) RESOLVED that the current Annual Fire Safety Statement be considered and to confirm the appointment of a Competent Fire Safety Practitioner required for the completion and submission of the next Annual Fire Safety Statement; (b) RESOLVED that the Owners Corporation delegates authority to the Strata Managing Agent to sign and affix the common seal of an Owners Corporation on the Annual Fire Safety Statement for the purpose of lodgement to council and NSW Fire and Rescue; and be authorised to complete any necessary repairs on behalf of the Owners Corporation in order to satisfy the requirements of council in accordance with the Environmental Planning and Assessment Regulation 2000.		
Motion 20.	Building Defects	Ordinary Resolution
RESOLVED that the Owners Corporation considers any building defects at the strata scheme currently under a statutory warranty period under the Home Building Act 1989 and the proposed rectification of those defects. NOTE: The Owners Corporation noted they were unaware of any defects and therefore no further action required at this time.		
Motion 21.	Changes to Common Property- Tree Removal	Special Resolution
SPECIALLY RESOLVED that in accordance to Section 108 of the Strata Schemes Management Act 2015, the Owners Corporation SPECIALLY RESOLVE to remove the tree in Common Property, nearby Lot 6 courtyard and determine that all future maintenance relating to the removal remain the responsibility of the Owners Corporation TOTAL UE VOTES FOR: 7155 TOTAL UE VOTES AGAINST: 0 TOTAL UE VOTES ABSTAINED: 678 TOTAL VOTES COUNTED: 7833 MOTION CARRIED BY SPECIAL RESOLUTION		
Motion 22.	By-Law to Prohibit Short-Term Letting	Special Resolution
SPECIALLY RESOLVED that the owners corporation SPECIALLY RESOLVES in accordance with sections 137A and 141 of the Strata Schemes Management Act 2015 to change the by-laws of the strata scheme by adding a new by-law in the terms set out below. BY-LAW [X]. Prohibition on short-term letting (1) A lot may not be used for the purposes of a short-term rental accommodation arrangement. (2) This by-law does not apply to a lot that is a principal place of residence. Note. This clause reflects the effect of section 137A (2) of the Strata Schemes Management Act 2015, which provides in summary that this by-law would have no force or effect to the extent to which it purported to apply to such a lot. (3) In this by-law— principal place of residence, in respect of a lot, means a lot that is the principal place of residence of a person who, pursuant to a short-term rental accommodation arrangement, is giving another person the right to occupy that lot. short-term rental accommodation arrangement has the same meaning as it does in section 137A of the Strata Schemes Management Act 2015.		

Note. In general terms that meaning is "a commercial arrangement for giving a person the right to occupy residential premises for a period of not more than 3 months at any one time".

(4) If there is an inconsistency between this by-law and a prior by-law of the strata scheme, this by-law prevails to the extent of that inconsistency.

(5) References in this by-law to legislation include references to that legislation as amended from time to time, or if repealed, such legislation as may substantially replace that legislation.

TOTAL UE VOTES FOR: 6394
TOTAL UE VOTES AGAINST: 0
TOTAL UE VOTES ABSTAINED: 1439
TOTAL VOTES COUNTED: 7833
MOTION CARRIED BY SPECIAL RESOLUTION

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 06:38 PM

Lauren Tracey

Lauren Tracey
STRATA TITLE MANAGEMENT
Dated: Monday, 19th October 2020



**Building Smarter
Communities**
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MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION

MINUTES OF the Strata Committee Meeting of the
Owners - Strata Plan No 82102
Held on **Monday, 19th October 2020**
BY TELECONFERENCE

Commencing immediately after the Annual General Meeting

PRESENT BY TELECONFERENCE: T Connolly (Lot 4), C Van Graan (Lot 7), G Suthers (Lot 8),
M Dunphy (Lot 9) and D Saad (Lot 10)

IN ATTENDANCE: L Tracey (Strata Title Management)

CHAIRPERSON: L Tracey (Strata Title Management by Invitation)

There being a quorum present the chairperson declared the meeting open.

Motion 1.	Minutes	Ordinary Resolution
RESOLVED that the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.		

Motion 2.	Office Bearers	Ordinary Resolution
That the strata Committee elect a Secretary, Treasurer and Chairperson		
Secretary: G Suthers (8)		
Treasurer: T. Connolly (4)		
Chairperson: D Saad (10)		

Motion 3.	Appointing Contact point and substitute Contact Point	Ordinary Resolution
RESOLVED that the Strata Committee appoints Daniel Saad (10) as main representative and Mark Dunphy (9) as substitute representative of the Strata Committee to liaise with the strata manager and be the strata scheme's main contact point.		

Motion 4.	Repairs and Maintenance	Ordinary Resolution
RESOLVED that the Strata Committee review any items of repair and maintenance needing attention and provide instructions.		
- Gutter Cleaning required regularly to lots 6-11. Bi-annually for the remaining and discussed looking into installing gutter guards. Strata Committee to consider and provide instructions to the SM.		
- SM to follow up Tony Wade to return to site to complete job properly. Gutters still blocked as per after photos provided by SC.		

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STM

Motion 5.

Correspondence

Ordinary Resolution

RESOLVED that the Strata Committee review any correspondence needing attention and provide instructions.

- Strata Committee to be set up on Invoice Hub to approve all invoices prior to processing. Daniel and Cornelia to be set up as approvers on behalf of SC.
- SC to install security camera's to mitigate the risk of stolen number plates/ car. Signs to also be installed around the property.
- By-law discussed for Major Renovation's to save costs for owners, when multiple lots are applying. SM to advise further.

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 7.00PM

General Business:

- Discussion re. neighbouring development. Awaiting further correspondence to be received to consider if any action is to be taken by owners.

Lauren Tracey

Lauren Tracey
STRATA TITLE MANAGEMENT
Dated: Monday, 19th October 2020

Strata Plan No. 82102

17-21 Clements Parade, Kirrawee 2232

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 01 JULY 2019 TO 30 JUNE 2020

	ACTUAL 01/07/19-30/06/20	BUDGET 01/07/19-30/06/20	ACTUAL 01/07/18-30/06/19
<u>CAPITAL WORKS FUND</u>			
<u>INCOME</u>			
Capital Works Levy Income	27,250.04	39,500.00	12,671.92
Capital Works Levy Adjustment	12,249.97	0.00	2,328.12
<u>TOTAL CAPITAL WORKS INCOME</u>	39,500.01	39,500.00	15,000.04
<u>EXPENDITURE - CAPITAL WORKS</u>			
Garage Doors	1,540.00	0.00	3,760.00
General Replacement	3,870.00	1,219.00	1,710.00
Plumbing & Drainage	20,834.00	0.00	0.00
Tree Lopping/ Removal	0.00	0.00	3,600.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	26,244.00	1,219.00	9,070.00
<u>SURPLUS/DEFICIT</u>	\$ 13,256.01	\$ 38,281.00	\$ 5,930.04
Opening Capital Works Balance	24,959.41	24,959.41	19,029.37
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 38,215.42	\$ 63,240.41	\$ 24,959.41



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MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – SP82102

MINUTES OF BUSINESS dealt with at the Annual General Meeting of the
Owners-Strata Plan No 82102

Held on **Wednesday 23 October 2019**

In the common Foyer Area

17-21 Clements Parade, KIRRAWEE

Commenced at 6:00pm

PRESENT:

T. Connolly (Lot 4)
C. Van Graan (Lot 7)
G. & M. Suthers (Lot 8)
M. Dunphy & M. Eberli (Lot 9)
D. & R. Saad (Lot 10)
E. Pak & D. Nikolaev (Lot 12)

PRESENT BY PROXY:

Nil

APOLOGIES:

Nil

IN ATTENDANCE:

R. Whitaker (Strata Title Management)

CHAIRPERSON:

R. Whitaker (Strata Title Management by Invitation)

THERE BEING A QUORUM PRESENT THE CHAIRMAN DECLARED THE MEETING OPEN AT 6:00PM

CONFIRMATION OF RECORDS	
MOTION 1.	Minutes
RESOLVED that the minutes of the previous General Meeting be confirmed as a true and accurate account of the proceedings at that meeting.	
Ordinary Resolution	

FINANCIAL MATTERS	
MOTION 2.	Financial Statements
RESOLVED that the statement of key financial information and the financial statements of accounts for the period 01/07/2018 to 30/06/2019 be adopted.	
Ordinary Resolution	

MOTION 3.	Auditor
RESOLVED that a recommended auditor be appointed for the financial year 01/07/2019 to 30/06/2020 .	
Ordinary Resolution	

MOTION 4.	Term Deposits
RESOLVED that a recommended auditor be appointed for the financial year 01/07/2019 to 30/06/2020 .	
Ordinary Resolution	

MINUTES OF

ANNUAL GENERAL MEETING

THE OWNERS – STRATA PLAN 82102
AT 17-21 CLEMENTS PARADE, KIRRAWEE NSW 2232

Date: Wednesday 23 October 2019

Time: 6:00pm

Venue: Onsite in the common Foyer Area

Prepared by: Rhianna Whitaker
Phone: (02) 9266 2600 Fax: (02) 9266 2699
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RESOLVED that the duly elected Treasurer be authorised to provide standing instructions to the Strata Managing Agent concerning the investment of trust funds into higher interest bearing accounts.

MOTION 5. **Management of Levy Arrears** **Ordinary Resolution**

MOTION DEFEATED that the Owners – Strata Plan No 82102 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including Section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:

- to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;

Important Note:

STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 days after the due date, a second reminder 48 days after the due date and a final reminder 64 days after the due date. The Owners Corporations solicitors will be engaged 28 days from the final reminder issue date. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.

- to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners- Strata Plan No 82102;
- to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

MOTION 6. **Payment Plans** **Ordinary Resolution**

RESOLVED that the Owners – Strata Plan 82102 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.

MOTION 7. **10 Year Capital Works Fund Forecast** **Ordinary Resolution**

MOTION DEFEATED that the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by Solutions in Engineering effective from 05/07/2018 for the anticipated major capital expenditure of the strata scheme over a 10 year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).

MOTION 8. **Annual Budget and Contributions** **Ordinary Resolution**

- AMENDED AND RESOLVED** that in accordance with Section 79 of the Strata Schemes

Management Act 2015, that the proposed annual budget* for the financial period 01/07/2019 to 30/06/2020 be **AMENDED**.

AMENDMENT Proposed by D. Saad (Lot 10)
AMENDMENT Seconded by T. Connolly (Lot 4)
AMENDMENT CARRIED

- RESOLVED** that in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed contributions (levies) payable for the financial period 01/07/2019 to 30/06/2020 be as follows: -

ADMINISTRATIVE FUND: \$20,000.00
CAPITAL WORKS FUND:** \$39,500.00

And that the contributions be levied in four equal instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

Proposed Administration Fund Budget

Levy Period	Due Date	TOTAL
01.08.2019 - 31.10.2019	Previously Issued	\$8,250.03
01.11.2019 - 31.01.2020	Previously Issued	\$8,250.03
Adjustment Levy	CREDIT	(\$6,500.06)
01.02.2020 - 30.04.2020	01.02.2020	\$5,000.00
01.05.2020 - 31.07.2020	01.05.2020	\$5,000.00
TOTAL	TOTAL	\$20,000.00
01.08.2020 - 31.10.2020	01.08.2020	\$5,000.00
01.11.2020 - 31.01.2021	01.11.2020	\$5,000.00

Proposed Capital Works Fund Budget

Levy Period	Due Date	TOTAL
01.08.2019 - 31.10.2019	Previously Issued	\$3,750.03
01.11.2019 - 31.01.2020	Previously Issued	\$3,750.03
Adjustment Levy	01.02.2020	\$12,249.94
01.02.2020 - 30.04.2020	01.02.2020	\$9,875.00
01.05.2020 - 31.07.2020	01.05.2020	\$9,875.00
TOTAL	TOTAL	\$39,500.00
01.08.2020 - 31.10.2020	01.08.2020	\$9,875.00
01.11.2020 - 31.01.2021	01.11.2020	\$9,875.00

Levy periods commencing: 01/08/2019, 01/11/2019, 01/02/2020 and 01/11/2020.

- RESOLVED** that in the event that the Owners Corporation is unable to hold the next Annual General Meeting by (20/06/2020), the Owners Corporation estimates and approves that the yearly and quarterly expenses of the scheme will be the same as those contained in the current budget and accordingly resolves to raise a levy for the quarter 01/08/20 to 31/10/20 quarter and 01/11/20 to 31/01/2021 in the same amount and equivalent to the quarterly levy raised and payable for the previous quarter 01/05/20 to 31/10/20.

Note: The Owners Corporation resolved not to adopt the Capital Works Fund Forecast as the painting/driveway replacement/gutter replacement was not considered by the owners at the meeting as a requirement this year, and therefore no budget was allowed for this.		
MOTION 9.	10 Year Capital Works Fund	Ordinary Resolution
MOTION DEFEATED the owners corporation resolve to do the following: (a) Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and (b) To submit that report to the Strata Committee to determine what action is required, if any; and (c) To delegate to the strata manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.		
STRATA COMMITTEE		
MOTION 10.	Election of Strata Committee	Election/Ordinary Resolution
RESOLVED that in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and that: a) The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; Nil b) The Chairperson call for any oral nominations of candidates eligible for election to the Strata Committee; T. Connolly (Lot 4) C. Van Graan (Lot 7) G. Suthers (Lot 8) M. Dunphy (Lot 9) D. Saad (Lot 10) c) The Chairperson declare that nominations are closed; d) That the number of members to the Strata Committee be set at 5.		
MOTION 11.	Restricted Matters	Ordinary Resolution
RESOLVED that no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.		
BUILDING INSURANCE		
MOTION 12.	Confirmation of Insurances	Ordinary Resolution
RESOLVED that the Owners Corporation's insurance policies currently in place be confirmed. Note: It was instructed to the Strata Managing Agent to advise all lot owners of details relating to the		

coverage under the current insurance policy for Lot Owners Improvements and request that all lots who have carried out improvements/renovations to provide information of the works completed for the insurer to take note of.		
MOTION 13.	Renewal of Insurance Policy	Ordinary Resolution
RESOLVED that the Strata Managing Agent be instructed to renew next year's insurance policy through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee in accordance with the legislation.		
MOTION 14.	Valuation for Insurance Purposes	Ordinary Resolution
MOTION DEFEATED that an updated valuation for insurance purposes be obtained prior to the expiration of the current policy period and that the Strata Managing Agent be authorised to alter the sum insured in line with the valuation figure.		
MOTION 15.	Additional Insurances	Ordinary Resolution
RESOLVED that an insurance policy continues to be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.		
COMPLIANCE/RISK MANAGEMENT		
MOTION 16.	Commissions and Training Services	Ordinary Resolution
RESOLVED that the report (below) be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months. Commissions Report: <i>\$1,242.21 in insurance commissions has been received by the managing agent in accordance with the strata management agency agreement during the past 12 months, and an amount of \$1,242.21 in insurance commissions is expected to be received in the next 12 months.</i> Training Report: <i>The equivalent of \$0.15 per lot in training services in the past 12 months, and an amount of \$0.15 in training services is expected to be received in the next 12 months.</i>		
MOTION 17.	Work, Health and Safety Report	Ordinary Resolution
MOTION DEFEATED that the Owners Corporation engage <i>Solutions in Engineering</i> to carry out a Compliance Report of the common property in accordance with the <i>Work Health and Safety Act 2011</i>.		
MOTION 18.	Annual Fire Safety Statement	Ordinary Resolution
a) RESOLVED that the current Annual Fire Safety Statement be considered and to confirm the appointment of a Competent Fire Safety Practitioner required for the completion and submission of the next Annual Fire Safety Statement; b) RESOLVED that Strata the Owners Corporation delegates authority to the Strata Managing Agent to sign and affix the common seal of an Owners Corporation on the Annual Fire Safety Statement for the purpose of lodgement to council and NSW Fire and Rescue; and be authorised to complete any necessary repairs on behalf of the Owners Corporation in order to satisfy the requirements of council in accordance with the Environmental Planning and Assessment Regulation 2000.		

DATE OF NEXT ANNUAL GENERAL MEETING		
MOTION 23.	Next year's AGM meeting date	Ordinary Resolution
A) RESOLVED that the date, time and venue of next year's Annual General Meeting be determined. B) RESOLVED that the Strata Committee be empowered to change the date, time and venue of the Annual General Meeting should the agreed date later be determined as unsuitable. NOTE: It was resolved that next year's AGM be held in October 2020.		

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:01PM



Rhianna Whitaker
STRATA TITLE MANAGEMENT
Dated: 24th October 2019

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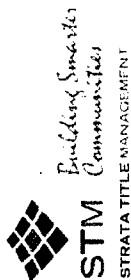
MOTION 19.	Change of Owner's Corporation Address	Ordinary Resolution
RESOLVED that the address for service of notices on the owners corporation be changed to: The Owners of SP82102 C/- Strata Title Management PO BOX 2727 TAREN POINT NSW 2229 And to authorise the Strata Managing Agent to complete, execute under common seal and lodge the appropriate notices under Section 265 of the Act for registration at the Land and Property Information Agency.		

MOTION 20.	Appointment of Strata Managing Agent	Ordinary Resolution
RESOLVED that in accordance with Section 49 & 52 (1) of the Strata Schemes Management Act 2015 ("Act") that: (a) Strata Title Management Group Pty Ltd trading as Strata Title Management ("Agent") be appointed as strata managing agent of Strata Scheme No 82102. (b) The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 52 (2) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee; (c) The Owners Corporation execute the written agreement, ("Agreement") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Strata Committee Member be authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 273 of the Strata Schemes Management Act 2015; (d) The delegation is subject to the conditions and limitations set out in the Agreement; and (e) That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.		

Important Note: Original copies of the agreement was served on one of the authorised signatories immediately following the meeting. In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Managing Agent hereby provides written notice that the end of term of the agreement is 22/10/2022. Accordingly, a new agency agreement must be renewed by the Owners Corporation prior to the expiry date.

MOTION 21.	Building Defects	Ordinary Resolution
RESOLVED that the Owners Corporation considers any building defects at the strata scheme currently under a statutory warranty period under the Home Building Act 1989 and the proposed rectification of those defects. NOTE: The Owners Corporation resolved to take the following action in relation to the defects noted: • Plumbing Works as reported incomplete.		

MOTION 22.	Small Works Best Practice	Ordinary Resolution
RESOLVED that the small building works approval process be accepted for use.		



MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION – SP82102

MINUTES OF BUSINESS dealt with at the Strata Committee Meeting

Of the Owners-Strata Plan No 82102

Held on **Wednesday 23 October 2019**

In the **common Foyer Area**

17-21 Clements Parade, KIRRAWEE

Commenced immediately after the Annual General Meeting

PRESENT:
T. Connolly (Lot 4)
C. Van Graan (Lot 7)
G. Suthers (Lot 8)
M. Dunphy (Lot 9)
D. Saad (Lot 10)

IN ATTENDANCE: R. Whitaker (Strata Title Management)

CHAIRPERSON: R. Whitaker (Strata Title Management by Invitation)

THERE BEING A QUORUM PRESENT THE CHAIRPERSON DECLARED THE MEETING OPEN

MOTION 1.	Minutes
RESOLVED that the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.	

MOTION 2.	Office Bearers
RESOLVED that the Strata Committee elect a Secretary, Treasurer and Chairperson as follows:	
SECRETARY: G. Suthers (Lot 8)	
TREASURER: T. Connolly (Lot 4)	
CHAIRPERSON: D. Saad (Lot 10)	

MOTION 3.	Appointing contact point and substitute contact point
RESOLVED that the Strata Committee appoints C. Van Graan (Lot 7) as main representative and T. Connolly (Lot 4) as substitute representative of the Strata Committee to liaise with the strata manager and be the strata scheme's main contact point.	

MOTION 4.	Termite Inspection
MOTION DEFEATED that the Strata Committee arrange for a termite inspection to be completed.	

MOTION 5.	Repairs and Maintenance
RESOLVED that the Strata Committee take note of any items of repair and maintenance required to the common property and provide instructions to the Strata manager for actioning.	
NOTE: The following items were discussed and resolved by the strata committee: T. Connolly to obtain quotes for the repair of the leak in unit 4's garage for review and approval. T. Connolly to obtain quotes for the blockage in the pump to the waste tank. - Strata Managing Agent to arrange quarterly gutter cleaning service of units 6, 8, 9 and 10 and confirm the condition of these gutters.	

MOTION 6.	Correspondence
RESOLVED that the Strata Committee review any correspondence needing attention and provide instructions.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:19PM

General Business:
Strata managing agent to circulate letter to all lots requesting that residents maintain all plants, hedges and trees in their respective courtyard.

Rhianna Whitaker
STRATA TITLE MANAGEMENT
Dated: 24th October 2019

STRA TITLE MANAGEMENT
17-21 Clements Parade
Kirrawee, NSW 2229
Tel: (02) 9366 7600
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Email: info@stratitle.com.au
Website: www.stratitle.com.au



**STRATA TITLE
MANAGEMENT**
your strata care company



**STRATA TITLE
MANAGEMENT**
your strata care company

MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – SP82102

MINUTES OF BUSINESS dealt with at the Annual General Meeting of the
Owners-Strata Plan No 82102

Held on **Monday 25 October 2018**

Onsite in the common Foyer Area

17-21 CLEMENTS PARADE, KIRRAWEE

Commenced at 6.00pm

PRESENT:

T Connolly (Lot 4)

C Van Graan (Lot 7)

G & M Suthers (Lot 8)

M Dunphy & M Elberli (Lot 9)

D Saad (Lot 10)

PRESENT BY PROXY: The Bentham Group PTY LTD (Lot 1) to D Saad (Lot 10)

APOLOGIES:

Nil

IN ATTENDANCE:

D Bolton (Strata Title Management)

CHAIRPERSON:

D Bolton (Strata Title Management by Invitation)

*** THERE BEING A QUORUM PRESENT THE CHAIRMAN DECLARED THE MEETING OPEN AT 6.00PM**

CONFIRMATION OF RECORDS		
MOTION 1.	Minutes	Ordinary Resolution
RESOLVED that the minutes of the previous General Meeting be confirmed as a true and accurate account of the proceedings at that meeting.		

FINANCIAL MATTERS		
MOTION 2.	Financial Statements	Ordinary Resolution
RESOLVED that the statement of key financial information and the financial statements of accounts for the period 01/07/2017 to 30/06/2018 be adopted.		

MOTION 3.	Auditor	Ordinary Resolution
MOTION DEFEATED that a recommended auditor be appointed for the financial year 01/07/2018 to 30/06/2019 .		

MINUTES OF ANNUAL GENERAL MEETING

**THE OWNERS – STRATA PLAN 82102
AT 17-21 CLEMENTS PARADE, KIRRAWEE NSW 2232**

Date:	Monday 25th October 2018
Time:	5:00pm
Venue:	Onsite in the common Foyer Area

Prepared by: **Darren Bolton**
Phone: (02) 9266 2600 Fax: (02) 9266 2699
Postal Address: **PO BOX 2727 Taren Point, NSW 2229**
Email: **dbolton@stratatitle.com.au**

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STRATA MANAGEMENT
PO Box 419
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bel@stratatitle.com.au

MOTION 4.	Term Deposits	Ordinary Resolution
MOTION DEFEATED that the duly elected Treasurer be authorised to provide standing instructions to the Strata Managing Agent concerning the investment of trust funds into higher interest bearing accounts.		
MOTION 5.	Management of Levy Arrears	Ordinary Resolution
RESOLVED that the Owners - Strata Plan No 82102 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including Section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following: a) to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans; <i>Important Note:</i> <i>STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 days after the due date, a second reminder 48 days after the due date and a final reminder 64 days after the due date. The Owners Corporations solicitors will be engaged 28 days from the final reminder issue date. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.</i> b) to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners: Strata Plan No 82102; c) to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs; d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings; e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.		
MOTION 6.	Payment Plans	Ordinary Resolution
RESOLVED that the Owners - Strata Plan 82102 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.		
MOTION 7.	10 Year Capital Works Fund Forecast	Ordinary Resolution
MOTION DEFEATED that the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by Solutions In Engineering effective from 05/07/2018 for the anticipated major capital expenditure of the strata scheme over a 10 year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).		

MOTION 8.	Annual Budget and Contributions	Ordinary Resolution
a) RESOLVED that in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget* for the financial period 01/07/2018 to 30/06/2019 be AMENDED. AMENDMENT proposed by G Suthers (Lot 8) AMENDMENT seconded by D Saad (Lot 10) b) RESOLVED that in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed contributions (levies) payable for the financial period 01/07/2018 to 30/06/2019 be as follows: - ADMINISTRATIVE FUND: \$33,000.00 Excluding GST CAPITAL WORKS FUND**: \$15,000.00 Excluding GST And that the contributions be levied in four equal instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement.		
Proposed Administration Fund Budget		
Levy Period	Due Date	TOTAL (INCL GST)
01.08.2018 - 31.10.2018	Previously Issued	\$8,250.00
01.11.2018 - 31.01.2019	Previously Issued	\$8,250.00
01.08.2018 - 31.01.2019 Adjustment Levy	01.02.2019	\$0.00
01.02.2019 - 30.04.2019	01.02.2019	\$8,250.00
01.05.2019 - 31.07.2019	01.05.2019	\$8,250.00
TOTAL	TOTAL	\$33,000.00
01.08.2019 - 31.10.2019	01.08.2019	\$8,250.00
01.11.2019 - 31.01.2020	01.11.2019	\$8,250.00
Proposed Capital Works Fund Budget		
Levy Period	Due Date	TOTAL (INCL GST)
01.08.2018 - 31.10.2018	Previously Issued	\$2,585.93
01.11.2018 - 31.01.2019	Previously Issued	\$2,585.93
01.08.2018 - 31.01.2019 Adjustment Levy	01.02.2019	\$2,328.14
01.02.2019 - 30.04.2019	01.02.2019	\$3,750.00
01.05.2019 - 31.07.2019	01.05.2019	\$3,750.00
TOTAL	TOTAL	\$15,000.00
01.08.2019 - 31.10.2019	01.08.2019	\$3,750.00
01.11.2019 - 31.01.2020	01.11.2019	\$3,750.00

Levy periods commencing: 01/08/2018, 01/11/2018, 01/02/2019, 01/05/2019

c) RESOLVED that in the event that the Owners Corporation is unable to hold the next Annual General Meeting by (15/06/2019), the Owners Corporation estimates and approves that the yearly and quarterly expenses of the scheme will be the same as those contained in the current budget and accordingly resolves to raise a levy for the quarter 01/08/19-31/10/19 quarter and 01/11/19-31/01/19 in the same amount and equivalent to the quarterly levy raised and payable for the previous quarter 01/05/2019 – 31/07/2019. Note: The Owners Corporation resolved to adopt the Capital Works Fund Forecast and the above budget reflects this.		
MOTION 9.	10 Year Capital Works Fund	Ordinary Resolution

MOTION DEFEATED the owners corporation resolve to do the following:

- Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and
- To submit that report to the Strata Committee to determine what action is required, if any; and
- To delegate to the strata manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

STRATA COMMITTEE

MOTION 10.	Election of Strata Committee	Election/Ordinary Resolution
RESOLVED that in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and that: - The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; - D Saad (Lot 10) - T Connolly (Lot 4) - M Dunphy (Lot 9) - G Suthers (Lot 8) - C Van Graan (lot 7) - The Chairperson call for any oral nominations of candidates eligible for election to the Strata Committee; - The Chairperson declare that nominations are closed; - That the number of members to the Strata Committee be set at 5.		

MOTION 11.	Restricted Matters	Ordinary Resolution
RESOLVED that no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.		

BUILDING INSURANCE

MOTION 12.	Confirmation of Insurances	Ordinary Resolution
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RESOLVED that the Owners Corporation's insurance policies currently in place be confirmed.		
MOTION 13.	Renewal of Insurance Policy	Ordinary Resolution
RESOLVED that the Strata Managing Agent be instructed to renew next year's insurance policy through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee in accordance with the legislation.		
MOTION 14.	Valuation for Insurance Purposes	Ordinary Resolution
MOTION DEFEATED that an updated valuation for insurance purposes be obtained prior to the expiration of the current policy period and that the Strata Managing Agent be authorised to alter the sum insured in line with the valuation figure.		
MOTION 15.	Additional Insurances	Ordinary Resolution
RESOLVED that an insurance policy continues to be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.		
COMPLIANCE/RISK MANAGEMENT		
MOTION 16.	Commissions and Training Services	Ordinary Resolution
RESOLVED that the report (below) be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months. Commissions Report: \$0.00 in insurance commissions has been received by the managing agent in accordance with the strata management agency agreement during the past 12 months, and an amount of \$0.00 in insurance commissions is expected to be received in the next 12 months. Training Report: The equivalent of \$0.15 per lot in training services in the past 12 months, and an amount of \$0.15 in training services is expected to be received in the next 12 months.		
MOTION 17.	Work, Health and Safety Report	Ordinary Resolution
MOTION DEFEATED that the Owners Corporation engage Solutions in Engineering to carry out an Annual Compliance Report of the common property in accordance with the Work Health and Safety Act 2011.		
MOTION 18.	Asbestos Report and Register	Ordinary Resolution
MOTION DEFEATED that the Owners Corporation engage a specialist to complete an Asbestos Report and arrange an Asbestos Register (if Asbestos Containing Materials are located).		
MOTION 19.	Annual Fire Safety Statement	Ordinary Resolution
RESOLVED that the current Annual Fire Safety Statement be considered and to confirm the appointment of a Competent Fire Safety Practitioner required for the completion and submission of the next Annual Fire Safety Statement; RESOLVED that Strata the Owners Corporation delegates authority to the Strata Managing Agent		

to sign and affix the common seal of an Owners Corporation on the Annual Fire Safety Statement for the purpose of lodgement to council and NSW Fire and Rescue; and be authorised to complete any necessary repairs on behalf of the Owners Corporation in order to satisfy the requirements of council in accordance with the Environmental Planning and Assessment Regulation 2000.

APPOINTMENT OF STRATA MANAGING AGENT

MOTION 20.	Appointment of Strata Managing Agent	Ordinary Resolution
RESOLVED that in accordance with Section 49 & 52 (1) of the Strata Schemes Management Act 2015 ("Act") that:		
(a)	Strata Title Management Group Pty Ltd trading as Strata Title Management ("Agent") be appointed as strata managing agent of Strata Scheme No 82102.	
(b)	The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 52 (2) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee;	
(c)	The Owners Corporation execute the written agreement, ("Agreement") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Strata Committee Member be authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 273 of the Strata Schemes Management Act 2015;	
(d)	The delegation is subject to the conditions and limitations set out in the Agreement; and	
(e)	That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.	

Important Note: Original copies of the agreement was served on one of the authorised signatories immediately following the meeting. In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Managing Agent hereby provides written notice that the end of term of the agreement is 31/07/2019. Accordingly, a new agency agreement must be renewed by the Owners Corporation prior to the expiry date.

BUILDING DEFECTS

MOTION 21.	Building Defects	Ordinary Resolution
RESOLVED that the Owners Corporation considers any building defects at the strata scheme currently under a statutory warranty period under the Home Building Act 1989 and the proposed rectification of those defects.		
NOTE: The Owners Corporation resolved to take the following action in relation to the defects noted: Note Tim's Garage as defect		

PROPOSED ADDITIONAL BY-LAWS

MOTION 22.	By-Law for Service of Documents by Email	Special Resolution
SPECIALLY RESOLVED that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the <i>Strata Schemes Management Act 2015</i> THAT an additional by-law be made, Special By-Law – Service of Documents by Email – on the following terms set out below and that notification of the by-law be lodged for registration at the Registrar- General's Office.		
SPECIAL BY-LAW – SERVICE OF DOCUMENTS BY EMAIL		
1. Introduction		

This by-law allows us to serve documents on you by email to your email address and set out rules relating to the service of documents on you by email.

2. Definitions

In this by-law, unless the context or subject matter otherwise indicates or requires:

- 2.1 **"agent"** means any agent of the owners corporation including the strata committee, an office bearer and the strata managing agent and lawyer of the owners corporation;
- 2.2 **"arrears notice"** means a notice relating to overdue contributions to the administrative fund or the capital works fund of the owners corporation, interest on any overdue contributions or expenses incurred in recovering those amounts;
- 2.3 **"breach notice"** means a notice relating to a breach of a by-law given by us in accordance with section 146 of the Strata Act;
- 2.4 **"delivery error notice"** means a notice in writing advising that an email has not reached or was not deliverable to its recipient including an automatically generated "undeliverable" or "bounce back" email but not including any "out of office" replies;
- 2.5 **"document"** means any record of information and includes anything on which there is writing such as a document or notice we may or are required to serve on you under the Strata Act such as the notice or minutes of a meeting, an arrears notice, a breach notice, a levy notice or an NCAT notice;
- 2.6 **"email address"** means an email address for the service of documents that is given by you to us in writing;
- 2.7 **"levy notice"** means a notice of a contribution payable to the administrative fund or capital works fund of the owners corporation;
- 2.8 **"meeting"** means a meeting of the strata committee or owners corporation;
- 2.9 **"NCAT notice"** means a document or notice generated by the Civil and Administrative Tribunal of NSW;
- 2.10 **"lot"** means a lot in the strata scheme;
- 2.11 **"occupier"** means a person in occupation of a lot and includes a tenant;
- 2.12 **"office bearer"** means the secretary, treasurer or chairperson of the owners corporation;
- 2.13 **"owner"** means an owner of a lot;
- 2.14 **"Strata Act"** means the *Strata Schemes Management Act 2015*;
- 2.15 **"strata scheme"** means the strata scheme to which this by-law applies;
- 2.16 **"us"** or **"we"** means the owners corporation and includes any agent; and
- 2.17 **"you"** means an owner or occupier.

3. Interpretation

In this by-law:

- 3.1 headings have been inserted for guidance only and do not affect the interpretation of this by-law;
- 3.2 references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them;
- 3.3 words importing the singular number include the plural and vice versa;
- 3.4 where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;
- 3.5 any expression used in this by-law and which is defined in the Strata Act will have the same meaning as that expression has in the Strata Act unless a contrary intention is expressed in this by-law;
- 3.6 the terms of this by-law are independent of each other. If a term of this by-law is deemed void or unenforceable, it shall be severed from this by-law, and the by-law as a whole will not be deemed void or unenforceable;
- 3.7 the terms of this by-law apply to the extent permitted by law; and
- 3.8 if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

4. Service of Documents by Email

We may serve any document on you by sending the document by email to your email address.

5. Date of Service of Documents Sent by Email

2.21 "you" means and owner or occupier

TOTAL UE VOTES AGAINST: 0

TOTAL UE VOTES ABSTAINED: 0

TOTAL VOTES COUNTED: 6
MOTION CARRIED BY SPECIAL RESOLUTION

MOTION 24: By-Law for Illegally Parked Vehicles and Abandoned Goods		Special Resolution
SPECIALLY RESOLVED that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the <i>Strata Schemes Management Act 2015</i> that an additional by-law be made, Special By-Law – Illegally Parked Vehicles and Abandoned Goods – on the following terms set out below and that notification of the by-law and a consolidated set of all existing by-laws be lodged for registration at NSW Land Registry Services.		
SPECIAL BY-LAW – ILLEGALLY PARKED VEHICLES AND ABANDONED GOODS		
1. Introduction		
This by-law allows us to move or dispose of abandoned goods and move or remove illegally parked vehicles and sets out rules concerning the moving and disposal of abandoned goods and the moving and removal of illegally parked vehicles.		
2. Definitions		
In this by-law, unless the context or subject matter otherwise indicates or requires:		
2.1 "abandoned goods" means goods left on common property other than motor vehicles and things permitted by us to remain on common property;		
2.2 "common property" means the common property in the strata scheme including any visitor parking spaces on common property;		
2.3 "disposal costs" means any cost or expense we incur in connection with or arising out of the disposal by us of abandoned goods left on common property including a waste removal contractor's costs, skip bin hire fees and tip fees;		
2.4 "disposal notice" means a notice that complies with clause 32(3) of the Strata Regulation;		
2.5 "dispose" in relation to abandoned goods means to sell the goods or dispose of the goods in any other lawful manner;		
2.6 "expenses" means any cost or expense incurred by us arising out of or as a result of your breach of this by-law including disposal costs and vehicle removal costs;		
2.7 "goods" means goods of any type including personal belongings such as bicycles and rubbish;		
2.8 "illegally parked vehicle" means a vehicle left on common property that is placed so that it blocks an exit or entrance or otherwise obstructs the use of common property;		
2.9 "interest" means interest payable on expenses in accordance with this by-law;		
2.10 "invitee" includes a guest or contractor;		
2.11 "lot" means a lot in the strata scheme;		
2.12 "motor vehicle" has the same meaning as in the <i>Impounding Act 1993</i> ;		
2.13 "move" in relation to an illegally parked vehicle means to cause the vehicle to be moved to another place on common property or moved so that it no longer blocks an exit or entrance or otherwise obstructs the use of common property including by towing the vehicle;		
2.14 "occupier" means a person in occupation of a lot and includes a tenant;		
2.15 "office bearer" means the secretary, treasurer or chairperson of the owners corporation;		
2.16 "owner" means an owner of a lot;		
2.17 "record of sale" means a record of abandoned goods sold that complies with clause 32(9) of the Strata Regulation;		
2.18 "recovery costs" means any cost or expense incurred by us in recovering from you any expenses or interest including strata managing agent's costs and legal costs on an indemnity basis;		
2.19 "removal notice" means a notice that complies with clause 34(3) of the Strata Regulation;		
2.20 "remove" in relation to an illegally parked vehicle means to cause the vehicle to be moved to the nearest place to which it may be lawfully moved including by towing the vehicle;		
2.21 "Strata Act" means the <i>Strata Schemes Management Act 2015</i> ;		

2.22 "Strata Regulation" means the *Strata Schemes Management Regulation 2016*;

2.23 "strata scheme" means the strata scheme to which this by-law applies;

2.24 "us" or "we" means the owners corporation and includes any agent;

2.25 "vehicle" means motor vehicle;

2.26 "vehicle removal costs" means any cost or expense we incur in connection with or arising out of the moving or removal by us of an illegally parked vehicle including towing costs; and

2.27 "you" means an owner or occupier.

3. Interpretation

In this by-law:

3.1 headings have been inserted for guidance only and do not affect the interpretation of this by-law;

3.2 references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them;

3.3 words importing the singular number include the plural and vice versa;

3.4 where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;

3.5 any expression used in this by-law and which is defined in the Strata Act will have the same meaning as that expression has in the Strata Act unless a contrary intention is expressed in this by-law;

3.6 the terms of this by-law are independent of each other. If a term of this by-law is deemed void or unenforceable, it shall be severed from this by-law, and the by-law as a whole will not be deemed void or unenforceable;

3.7 the terms of this by-law apply to the extent permitted by law; and

3.8 if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

4. Prohibiting Abandoned Goods

4.1 You must not leave any goods on common property without our prior written consent unless you are permitted to under another by-law.

4.2 If you are an owner, you must take all reasonable steps to ensure that any occupier of your lot does not leave any goods on common property without our prior written consent unless the occupier permitted to under another by-law.

4.3 You must take all reasonable steps to ensure that your invitees do not leave any goods on common property without our prior written consent unless they are permitted to under another by-law.

5. Moving Abandoned Goods that Obstruct Access

We may move abandoned goods that block an entrance or exit to another place on the common property before placing a disposal notice on or near the goods.

6. Disposing of Perishable Goods and Rubbish

We may dispose of abandoned goods that are perishable goods or rubbish without placing a disposal notice on or near the goods.

7. Disposing of Abandoned Goods

We may dispose of abandoned goods that are not perishable goods or rubbish if we place a disposal notice on or near the goods and the goods have not been removed from the common property within the period specified in the disposal notice.

8. Proceeds of Sale of Abandoned Goods

We must pay the proceeds of a sale of any abandoned goods we sell into the administrative fund of the owners corporation.

9. Record of Sale of Abandoned Goods

We must make a record of sale of any abandoned goods we sell and keep that record for 12 months after the sale

10. Prohibiting Parking on Common Property

10.1 You must not leave or park a vehicle on common property (including an illegally parked vehicle) without our prior written consent unless permitted to under another by-law.

10.2 If you are an owner, you must take all reasonable steps to ensure that any occupier of your lot does not leave or park a vehicle on common property (including an illegally parked vehicle) without our prior written consent unless the occupier is permitted to under another by-law.

10.3 You must take all reasonable steps to ensure that your invitees do not leave or park any vehicles on common property (including an illegally parked vehicle) except in any area designated for that purpose by us or in accordance with another by-law.		
11. Moving Illegally Parked Vehicles We may move or remove an illegally parked vehicle if we place a removal notice on or near the vehicle and the requirements of the notice are not complied with within the period specified in the removal notice.		
12. Payment of Expenses If you breach this by-law, you are liable to pay or reimburse us for any expenses on demand.		
13. Interest on Expenses If any expenses are not paid by you at the end of one month after they become due and payable, the expenses bear until paid simple interest at the same annual rate as applies to interest on overdue contributions levied by us (currently an annual rate of 10 per cent).		
14. Payment of Recovery Costs You are liable to pay or reimburse us for any recovery costs on demand.		
15. Recovery of Expenses, Interest, Etc We may recover from you as a debt any: (a) expenses; (b) interest; and (c) recovery costs; for which you are liable.		
16. Mode of Recovery of Expenses, Interest, Etc If you are an owner, we may include reference to any expenses, interest or recovery costs for which you are liable on: (a) your account with us; (b) levies served on you; and (c) certificates issued under section 184 of the Strata Act in respect of your lot; for the purpose of recovering from you as a debt any of those amounts.		
17. Appropriation of Payments We may appropriate any payments you make to us towards expenses, interest and recovery costs in any manner we deem fit.		
18. Sale of Lot If a person becomes an owner of a lot at a time when, under this by-law, a former owner is liable to pay any expenses, interest or recovery costs to us, the person who becomes owner is jointly and severally liable with the former owner to pay those amounts to us.		
19. Power of Strata Committee <i>The strata committee may exercise the functions of the owners corporation under this by-law.</i> TOTAL UE VOTES FOR: 4269 TOTAL UE VOTES AGAINST: 0 TOTAL UE VOTES ABSTAINED: 0 TOTAL VOTES COUNTED: 6 MOTION CARRIED BY SPECIAL RESOLUTION		
MOTION 25. By-Law for No Smoking SPECIAL RESOLUTION SPECIALLY RESOLVED that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the <i>Strata Schemes Management Act 2015</i> that an additional by-law be made, Special By-Law – No Smoking – on the following terms set out below and that notification of the by-law and a consolidated set of all existing by-laws be lodged for registration at NSW Land Registry Services. SPECIAL BY-LAW – NO SMOKING 1. For the purposes of this by-law: (a) "smoke" means smoke, hold or otherwise have control over ignited tobacco or any other product that is intended to		

be smoked and is ignited; (b) "the property" means all lots and the common property of the strata scheme; (c) an owner of a lot, and a director or shareholder of a corporate owner shall be an occupier of that lot if he or she resides in the lot. 2. An owner or occupier of a lot must not smoke, or allow any one else to smoke, within a lot or the common property. 3. If a person, not being an owner or occupier of a lot, smokes in the lot the occupier of the lot breaches this by-law unless: (a) the occupier did not know, or could not reasonably be expected to have known, that the person was smoking in the lot; or (b) upon becoming aware that the person was smoking in the lot, the owner or occupier asked the person smoking to cease smoking immediately or to leave the property immediately, and the person did so. 4. If a person, not being the owner or occupier of a lot, smokes in the common property, the person, being an owner or occupier of a lot, who invited that person into the common property or with whose permission the person remains on the common property breaches this by-law unless: (a) he or she did not know, or could not reasonably be expected to have known, that the person was smoking in the common property; or (b) upon becoming aware that the person was smoking in the common property the owner or occupier asked the person smoking to leave the property immediately, and the person did so. OPTIONAL ADDITIONAL CLAUSES: 5. This by-law does not prohibit smoking within the property by a person who, on the basis that the person smoked regularly before this by-law was made, has obtained the consent of the owners' corporation in writing to smoking, provided: (a) the person resides in the property; (b) the person does not smoke within the building or at a location visible from a public street; (c) the smoke generated by the person's smoking is not discernible in a lot, and does not enter any air conditioning serving the building; (d) the person does not smoke in or near an area in which clothes dry or children play; (e) the person complies with any other conditions that the Owners' Corporation may place upon its consent. 6. The owners' corporation may place conditions upon a consent given by it pursuant to paragraph 5. The recipient of the owners' corporation's consent must comply with such conditions. TOTAL UE VOTES FOR: 4269 TOTAL UE VOTES AGAINST: 0 TOTAL UE VOTES ABSTAINED: 0 TOTAL VOTES COUNTED: 6 MOTION CARRIED BY SPECIAL RESOLUTION		
MOTION 26. Common Property Memorandum SPECIAL RESOLUTION SPECIALLY RESOLVED that the Owners – Strata Plan No 82102 SPECIALLY RESOLVES in accordance with sections 107 and 108 of the <i>Strata Schemes Management Act 2015</i> (NSW) to adopt the common property memorandum on the following terms set out below. SPECIAL BY-LAW – COMMON PROPERTY MEMORANDUM	Owners corporation responsibilities for maintenance, repair or replacement 1. Balcony and courtyards (a) columns and railings (b) doors, windows and walls (unless the plan was registered before 1 July 1974 – refer to the registered strata plan) (c) balcony ceilings (including painting) (d) security doors, other than those installed by an owner after registration of the strata plan (e) original tiles and associated waterproofing, affixed at the time of registration of the strata plan (f) common wall fencing, shown as a thick line on the strata plan (g) dividing fences on a boundary of the strata parcel that adjoin neighbouring land (h) awnings within common property outside the cubic space of a balcony or courtyard (i) walls of planter boxes shown by a thick line on the strata plan (j) that part of a tree which exists within common property 2. Ceiling/Roof (a) false ceilings installed at the time of registration of the strata plan (other than painting, which shall be the lot owner's responsibility) (b) plastered ceilings and vermiculite ceilings (other than painting, which shall be the lot owner's responsibility) (c) gutters (d) membranes	Special Resolution

3. Electrical	(a) air conditioning systems serving more than one lot (b) automatic garage door opener, other than those installed by an owner after the registration of the strata plan, and not including any related remote controller (c) fuses and fuse board in meter room (d) electrical wiring in non-common property walls serving more than one lot (e) intercom handset and wiring serving more than one lot (f) light fittings serving more than one lot (g) power point sockets serving more than one lot (h) smoke detectors whether connected to the fire board in the building or not (and other fire safety equipment subject to the regulations made under <i>Environmental Planning and Assessment Act 1979</i>) (i) telephone, television, internet and cable wiring within common property walls (j) television aerial, satellite dish, or cable or internet wiring serving more than one lot, regardless of whether it is contained within any lot or on common property (k) lifts and lift operating systems
4. Entrance door	(a) original door lock or its subsequent replacement (b) entrance door to a lot including all door furniture and automatic closer (c) security doors, other than those installed by an owner after registration of the strata plan
5. Floor	(a) original floorboards or parquet flooring affixed to common property floors (b) mezzanines and stairs within lots, if shown as a separate level in the strata plan (c) original floor tiles and associated waterproofing affixed to common property floors at the time of registration of the strata plan (d) sound proofing floor base (e.g. magnesite), but not including any sound proofing installed by an owner after the registration of the strata plan
6. General	(a) common property walls (b) the slab dividing two storeys of the same lot, or one storey from an open space roof area e.g. a townhouse or villa (unless the plan was registered before 1 July 1974 - refer to the registered strata plan) (c) any door in a common property wall (including all original door furniture) (d) skirting boards, architraves and cornices on common property walls (other than painting which shall be the lot owner's responsibility) (e) original tiles and associated waterproofing affixed to the common property walls at the time of registration of the strata plan (f) ducting cover or structure covering a service that serves more than one lot or the common property (g) ducting for the purposes of carrying pipes servicing more than one lot (h) exhaust fans outside the lot (i) hot water service located outside of the boundary of any lot or where that service serves more than one lot (j) letter boxes within common property (k) swimming pool and associated equipment (l) gym equipment
7. Parking / Garage	(a) carports, other than those within the cubic space of a lot and referred to in the strata plan, or which have been installed by an owner after registration of the strata plan (b) electric garage door opener (motor and device) including automatic opening mechanism which serves more than one lot (c) garage doors, hinge mechanism and lock, if shown by a thick line on the strata plan or if outside the cubic space of the lot (d) mesh between parking spaces, if shown by a thick line on the strata plan
8. Plumbing	(a) floor drain or sewer in common property (b) pipes within common property wall, floor or ceiling (c) main stopcock to unit (d) storm water and on-site detention systems below ground
9. Windows	(a) windows in common property walls, including window furniture, sash cord and window seal (b) insect screens, other than those installed by an owner after the registration of the strata plan (c) original lock or other lock if subsequently replaced by the owners corporation
Lot owner responsibilities for maintenance, repair or replacement	
1. Balcony and courtyards	(a) awnings, decks, pergola, privacy screen, louvres, retaining walls, planter walls, steps or other structures within the cubic space of a balcony or courtyard and not shown as common property on the strata plan (b) that part of a tree within the cubic space of a lot
2. Ceiling/Roof	(a) false ceilings inside the lot installed by an owner after the registration of the strata plan

3. Electrical	(a) air conditioning systems, whether inside or outside of a lot, which serve only that lot (b) fuses and fuse boards within the lot and serving only that lot (c) in-sink food waste disposal systems and water filtration systems (d) electrical wiring in non-common property walls within a lot and serving only that lot (e) light fittings, light switches and power point sockets within the lot serving only that lot (f) telephone, television, internet and cable wiring within non-common property walls and serving only that lot (g) telephone, television, internet and cable service and connection sockets (h) intercom handsets serving one lot and associated wiring located within non-common walls
4. Entrance door	(a) door locks additional to the original lock (or subsequent replacement of the original lock) (b) keys, security cards and access passes
5. Floor	(a) floor tiles and any associated waterproofing affixed by an owner after the registration of the strata plan (b) lacquer and staining on surface of floorboards or parquet flooring (c) internal carpeting and floor coverings, unfixed floating floors (d) mezzanines and stairs within lots that are not shown or referred to in the strata plan
6. General	(a) internal (non-common property) walls (b) paintwork inside the lot (including ceiling and entrance door) (c) built-in wardrobes, cupboards, shelving (d) dishwasher (e) stove (f) washing machine and clothes dryer (g) hot water service exclusive to a single lot (whether inside or outside of the cubic space of that lot) (h) internal doors (including door furniture) (i) skirting boards and architraves on non-common property walls (j) tiles and associated waterproofing affixed to non-common property walls (k) letterbox within a lot (l) pavers installed within the lot's boundaries (m) ducting cover or structure covering a service that serves a single lot
7. Parking / Garage	(a) garage door remote controller (b) garage doors, hinge mechanism and lock where the lot boundary is shown as a thin line on the strata plan and the door is inside the lot boundary (c) light fittings inside the lot where the light is used exclusively for the lot (d) mesh between parking spaces where shown as a thin line, dotted line or no line on the strata plan (this will be treated as a dividing fence to which the <i>Dividing Fences Act 1991</i> applies)
8. Plumbing	(a) pipes, downstream of any stopcock, only serving that lot and not within any common property wall (b) pipes and 'S' bend beneath sink, laundry tub or hand basin (c) sink, laundry tub and hand basin (d) toilet bowl and cistern (e) bath (f) shower screen (g) bathroom cabinet and mirror (h) taps and any associated hardware
9. Windows	(a) window cleaning - interior and exterior surfaces (other than those which cannot safely be accessed by the lot owner or occupier) (b) locks additional to the original (or any lock replaced by an owner) (c) window lock keys
TOTAL UE VOTES FOR: 4269 TOTAL UE VOTES AGAINST: 0 TOTAL UE VOTES ABSTAINED: 0 TOTAL VOTES COUNTED: 6 MOTION CARRIED BY SPECIAL RESOLUTION	

MOTION 27.	Common Property Memorandum	Special Resolution
SPECIALLY RESOLVED that the Owners -Strata Plan No 82012 SPECIALLY RESOLVES in accordance with sections 107 and 108 of the Strata Schemes Management Act 2015 (NSW) to :		
a) delete items from the common property memorandum as per the following list: garage doors, hinge mechanism and lock where the lot boundary is shown as a thin line on		

the strata plan and the door is inside the lot boundary

- entrance door to a lot including all door furniture and automatic closer

TOTAL UE VOTES FOR: 4269
TOTAL UE VOTES AGAINST: 0
TOTAL UE VOTES ABSTAINED: 0
TOTAL VOTES COUNTED: 6
MOTION CARRIED BY SPECIAL RESOLUTION

MOTION 28. *Common Property Memorandum* *Ordinary Resolution*

RESOLVED that that subject to the preceding motions being passed by The Owners -Strata Plan No 82102, **THAT** the Owners -Strata Plan No 82102 **RESOLVES** to register the common property memorandum and to delegate the function of executing all necessary documents to facilitate registration to the strata managing agent.

MOTION 29. *Small Works Best Practice* *Ordinary Resolution*

RESOLVED that the small building works approval process be accepted for use.

DATE OF NEXT ANNUAL GENERAL MEETING *Ordinary Resolution*

MOTION 30. *Next year's AGM meeting date* *Ordinary Resolution*

A) RESOLVED that the date, time and venue of next year's Annual General Meeting be determined.

B) RESOLVED that the Strata Committee be empowered to change the date, time and venue of the Annual General Meeting should the agreed date later be determined as unsuitable.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7.00PM

[Signature]

Darren Bolton
STRATA TITLE MANAGEMENT
Dated: 30, October 2018

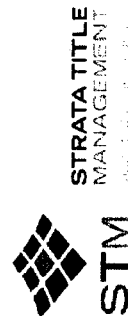
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**MINUTES OF STRATA COMMITTEE MEETING
OF THE OWNERS CORPORATION - SP82102**

MINUTES OF BUSINESS dealt with at the Strata Committee Meeting
Of the Owners-Strata Plan No 82102
Held on **Monday 25 October 2018**
Onsite in the common Foyer Area
17-21 CLEMENTS PARADE, KIRRAWEE
Commenced immediately after the Annual General Meeting

PRESENT: T Connolly (Lot 4)
C Van Graan (Lot 7)
G & M Suthers (Lot 8)
M Dunphy & M Elberli (Lot 9)
D Saad (Lot 10)

IN ATTENDANCE: D Bolton (Strata Title Management)

CHAIRPERSON: D Bolton (Strata Title Management by Invitation)

THERE BEING A QUORUM PRESENT THE CHAIRPERSON DECLARED THE MEETING OPEN

MOTION 1.	Minutes
RESOLVED that the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.	
MOTION 2.	Office Bearers
RESOLVED that the Strata Committee elect a Secretary, Treasurer and Chairperson as follows:	
SECRETARY: G Suthers (Lot 8)	
TREASURER: T Connolly (Lot 4)	
CHAIRPERSON: D Saad (Lot 10)	
MOTION 3.	Appointing contact point and substitute contact point
RESOLVED that the Strata Committee appoints C Van Graan (Lot 7) as main representative and T Connolly (Lot 4) as substitute representative of the Strata Committee to liaise with the strata manager and be the strata scheme's main contact point.	
MOTION 4.	Tenants Representative
MOTION OUT OF ORDER that the Strata Committee determine that the Tenants Representative is not entitled to be present when the following matters are being discussed or determined,	

a)	Financial Statements/Audits Report
b)	Levying contributions
c)	Recovery of unpaid contributions
d)	Strata renewal proposal under Part 10 of the Strata Schemes Development Act 2015 or any related matter
e)	Any other financial matter specified by the regulations

MOTION 5.	Termite Inspection
MOTION DEFEATED that the Strata Committee arrange for a termite inspection to be completed.	

MOTION 6.	Repairs and Maintenance
RESOLVED that the Strata Committee take note of any items of repair and maintenance required to the common property and provide instructions to the Strata manager for actioning.	

MOTION 7.	Correspondence
RESOLVED that the Strata Committee review any correspondence needing attention and provide instructions.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:15PM



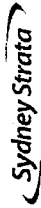
Darren Bolton
STRATA TITLE MANAGEMENT
Dated: 30, October 2018

Strata Plan No. 82102

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 1 JULY 2017 TO 30 JUNE 2018

<u>CAPITAL WORKS FUND</u>	ACTUAL 01/07/17-30/06/18	BUDGET 01/07/17-30/06/18	ACTUAL 01/07/16-30/06/17
<u>INCOME</u>			
Levies - Capital Works Fund	8,420.12	8,420.00	0.00
<u>TOTAL CAPITAL WORKS INCOME</u>	<u>8,420.12</u>	<u>8,420.00</u>	<u>0.00</u>
<u>EXPENDITURE - CAPITAL WORKS</u>			
Building Works	8,918.00	525.00	0.00
General Replacement	2,332.00	0.00	0.00
Roof	1,193.50	0.00	0.00
Tree Lopping/ Removal	2,167.00	0.00	0.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	<u>14,610.50</u>	<u>525.00</u>	<u>0.00</u>
<u>SURPLUS DEFICIT</u>	<u>\$ (6,190.38)</u>	<u>\$ 7,895.00</u>	<u>\$ 0.00</u>
Opening Capital Works Balance	25,219.75	25,219.75	0.00
<u>CAPITAL WORKS FUND BALANCE</u>	<u>\$ 19,029.37</u>	<u>\$ 33,114.75</u>	<u>\$ 0.00</u>



MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 82102

ADDRESS OF THE STRATA SCHEME:

17-21 Clements Parade, KIRRAWEE NSW 2232

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 82102 was held on 20/05/2017 commenced at 01:30 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	The Bentham Group Pty Limited
2	2	Yes	Company Nominee P Bonham proxy to D Sant
4	4	Yes	Norman & Marie Garner
5	6	Yes	Timothy Lawrence Connolly
6			Kieron Staddon & Alison Maynard
7	7	Yes	K Staddon
8	8	Yes	Cornelia Elizabeth Van Grean
9	9	Yes	Proxy to M Dunphy
10	10	Yes	JW Gambelin & J Simpson
11	11	Yes	M Dunphy
12	12	Yes	Mark Dunphy & Martina Eherli
			Daniel & Rebecca Saad
			Wan Ho Ho & Qilin Guo
			Wan Ho Ho
			Eleonora Pak & Dmitriy Nikolaev
			D Nikolaev

CHAIRPERSON (acting):

Stephen Webb

Minutes of the meeting:

- 1 Minutes**
Resolved that the owners corporation confirm the minutes of the last general meeting of the owners corporation, as a true record of the proceedings of that meeting
- 2 Financial Statements**
Resolved that the owners corporation adopt the accounting records, statement of financial information for the administrative fund, capital works fund and any other fund held by the owners corporation and any auditor's report as annexed to this meeting notice for the period ending 30/06/2016
- 3 Auditor**
Resolved That the owners corporation appoint an auditor for the period ending 30/06/2017.
- 4 Contributions to The Administrative Fund**
Resolved that the Owners Corporation resolves:
a) That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the Strata Schemes Management Act 2015 and contributions to the administrative fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at \$33,000.00, and
b) That the contributions to the administrative fund be paid in equal Quarterly instalments, the first such instalment being due on 01/08/2017 and subsequent instalments being due on the days of 01/11/2017, 01/02/2018, 01/05/2018.

5 Contributions to Capital Works Fund

Sydney Strata
AM 17 07 16 500
PO Box 2795
CARLTON SOUTH VIC 3173
CARLTON SOUTH VIC 3173
Unit 1, 821 Strata Plan 82102
CARLTON SOUTH VIC 3173
P 081 581 1825
F 081 581 1825

Resolved that the Owners Corporation resolves:
a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the Strata Schemes Management Act 2015 and contributions to the capital works fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at \$8,420.00; and
b) That the contributions to the capital works fund be paid in equal Quarterly instalments, the first such instalment being due on 01/08/2017 and subsequent instalments being due on the days of 01/11/2017, 01/02/2018, 01/05/2018.

6 Building Valuation
That the Owners Corporation authorise the Strata Managing Agent to obtain a Building Valuation. Delegated

7 Insurance
Resolved that the Owners Corporation confirm the insured amount at the current rate.

8 Additional Insurance
Resolved that the Owners Corporation, in accordance with section 165(2) of the Strata Schemes Management Act 2015, consider office bearers liability insurance and confirm the current amount of office bearers liability cover

9 Strata Committee
That the Owners Corporation resolved to:
a) Call for nominations for the members of the strata committee;
b) The candidates for election to the strata committee are to disclose any connections with the original owner or building manager for the scheme;
c) Determine the number of members to comprise the strata committee as 9.

10 Restricted Matters
Resolved that the Owners Corporation, in accordance with clause 6(a) and 9(i) of schedule 1 of the Strata Schemes Management Act 2015, determined that there be no restricted matters to the Strata Committee.

11 Updated Capital Works Fund Forecast
The motion "That the Owners Corporation authorise the Strata Managing Agent to obtain on its behalf a updated Capital Works Fund forecast report to adequately assess future capital works fund requirements" was defeated.

12 Work, Health & Safety Report
The motion "That in accordance with Section 10 of the Work Health and Safety Act, the Owners Corporation authorise the Strata Managing Agent to obtain a Safety Report to identify physical hazards on the common property" was defeated.

13 Arrears Management
Resolved that the owners corporation resolves to authorise the strata managing agent to take action a Lot owner to recover outstanding levy's which will include for the purpose of collecting levy contributions, interest, recovery costs and legal costs.

14 By-Law Review
Resolved that the Owners Corporation resolves, pursuant to Schedule 3, Clause 4(1) of the Act to instruct its strata committee to review the by-laws as registered for the scheme.

THAT pursuant to Section 141 (3) of the Strata Schemes Management Act, 2015, the Owners Corporation resolves to engage a lawyer to prepare the required consolidated set of by-laws.

15 Special By-Law Minor Works
Resolved That the Owners - Strata Plan No. 82102 SPECIALLY RESOLVES pursuant to sections 110 & 141 of the Strata Schemes Management Act, 2015 to make an additional by-law on Minor Works as attached copy of Minor Works by-law.

16 **Child Window Safety Locks**

Resolved that the Owners Corporation valued obtain quotes to install window locks to all operable windows where the lowest part of the window is less than 1.7m above the floor and the internal floor under the window is 2m or more above the outside surface as per the new Strata Scheme Management Amendment (Child Window Safety Devices) Act. 2013 No. 43.

17 **Geotechnical Report Lot 10**

Resolved that the Geotechnical Investigation report prepared by MHK Geotechnical Pty Ltd dated 23rd September, 2016 be tabled and adopted.

18 **Geotechnical Report Lot 10**

Resolved that the recommendation as per Point 5.4 of the MHK Geotechnical Pty Ltd report be adopted

19 **Quotes - Geotechnical Work**

That the Owners Corporation instruct Sydney Strata to obtain 3 quotations for the works at Lot 10. Deleted

20 **Geotechnical Works**

Res The Motion that the Owners Corporation authorise the Strata Committee to accept a quote up to \$9,800.00 + GST to carry out works as per the specification as detailed in the MHR Geotechnical Pty Ltd report, dated 23rd September, 2017 Was amended to.
That the Owners Corporation accept the quotation of Leveline Building & Carpentry (quote# 90345 - copy attached) in the amount \$8916.00. The amended motion was put to the vote and accepted.

21 **Lot 10 - Window Works**

Resolved that the Owners Corporation approve the replacement of main bathroom window, laundry and ensuite windows with lower windows. Window frames will remain black with privacy glass.

Replacement of rear courtyard large dining room windows and rear sliding door with bi-fold window/doors, with black frames and small dining room windows with silver windows in black frame to Lot 10

22 **Lot 6 - Window Works**

Resolved that the Owners Corporation approve the replacement of laundry and ensuite with lower windows, privacy glass and black frames to Lot 6.

23 **Lot 7 - Window Works**

Resolved that the Owners Corporation approve the replacement of laundry and ensuite with lower windows, privacy glass and black frames to Lot 4, Lot 7, Lot 9 and Lot 12.

24 **Gardening**

Resolved that the Owners Corporation terminate the services of Scott Gardens and Lawn Care and replace with David's 5 star lawns and gardens

25 **Gutter Cleaning**

Resolved that the Owners Corporation approve the cleaning out of gutters at 6 month intervals.

26 **Notice to Comply By-Law**

That the Owners Corporation authorise the Managing Agent to issue a 146 Notice to Comply with By-Laws, By Law 17 Appearance of Lot, against the owners of Lot 2 Lot 2 has erected a screen in their property that is not within the keeping of the building was withdrawn

IMPORTANT NOTES TO MEETING NOTICE

Clause 8, Schedule 1 Notice - Voting at the meeting
1. Proxy votes: A vote at the meeting by an owner of a lot does not count if a proxy vote in respect of the lot is cast in relation to the same matter. A "proxy vote" is defined in cl 24(1) of Schedule 1 of the Act. It essentially means an owner's vote does not count if a vote is cast on the same motion by:
(a) the mortgagee shown on the strata roll for the lot; or
(c) the covenant chargee shown on the strata roll for the lot; or
the lot;

2. Contributions: An owner of a lot or person with a priority vote in respect of a lot may not vote at the meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner and any other amounts recoverable from the owner, in relation to the lot that are owing at the date of the meeting;

3. Person or proxy:
(a) if the addressee of this notice is not a corporation - voting and other rights conferred by Schedule 1 of the Act may be exercised in person or by proxy;

(b) if the addressee of this notice is a corporation - voting and other rights conferred by Schedule 1 may be exercised only by the company nominee in person, or by proxy appointed by the addressee;

4. Proxy delivery: A proxy instrument is ineffective unless it contains the date on which it is made and it is given to the secretary of the owners corporation;

(a) in the case of a large strata scheme, at least 24 hours before the first meeting in relation to which the instrument is to operate; or
(b) in any other case, at or before the first meeting in relation to which the instrument is to operate; cl 26 (3), Schedule 1.

Quorum:

Clause 17 of Schedule 2 of the Act states the following in relation to a quorum:

"(1) Quorum required for motion or election A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.

(2) When quorum exists A quorum is present at a meeting only in the following circumstances:

(a) if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy;

(b) if not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election;

(c) if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum: otherwise calculated under this subclause would be less than 2 persons.

(3) A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.

(4) Procedure if no quorum if no quorum is present at a meeting, the chairperson must

(a) adjourn the meeting for at least 7 days; or

(b) declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

(5) Quorum for adjourned meeting If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting."

Call for Nominations to Strata Committee

This meeting notice includes a further call for nominations for members of the strata committee. Please provide our office with any written nominations and include the following information:

- your name;
- the name of the person you are nominating; and
- confirmation that the person you are nominating consents to their nomination

Nominations for strata committee membership may be also be received at the general meeting.

An owner or a person may make a nomination for the strata committee even if they not entitled to vote due to their un-financial status.

GENERAL INFORMATION

Limitations on Proxies

Limitations on proxies apply. In particular, clause 27(7) of Schedule 1 of the Act provides:

"The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:

- (a) if the strata scheme has 20 lots or less, one;
- (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.

Before providing your proxy form you should contact your proxy to determine whether or not they hold any other proxy forms.

Types of Motions

Motions listed requiring a Unanimous or Special Resolution will be clearly indicated.

Voting Eligibility & Financial Status

Case 2308 of the Act provides that voting rights cannot be exercised if the contributions for your lot have not been paid. The relevant consideration is whether or not the owner of the lot was an un-financial owner at the date notice of the meeting was given and did not pay the amounts owing before the meeting. This does not affect voting rights on a motion requiring a unanimous resolution.

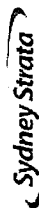
Çuam siq, soq is 4/4

if, as at the date of the meeting notice, you owed contributions or interest of \$1.00 you must pay that \$1.00 prior to the actual meeting. If you do not, you are an un-financial member and cannot vote unless the motion requires a unanimous resolution.

Your strata manager, under their strata managing agreement, does not accept cash payments. Any payment of contributions, interest or other amounts owing are deemed received when they are received in cleared funds.

All references in this notice to the Act refer to the *Strata Schemes Management Act 2016* and all references to the Regulations are to the *Strata Schemes Management Regulations 2016* unless otherwise indicated.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 11:00 a.m.



MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 82102

ADDRESS OF THE STRATA SCHEME:

17-21 Clements Parade, KIRRAWEE NSW 2232

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 82102 was held on 20/05/2017 commencing at 01:07 PM.

PRESENT:

Unit #	Attendance	Owner Name Representative
1	Yes	The Bentham Group Pty Limited Company Nominee P Bentham proxy to D Saad
2	Yes	Norman & Marie Garner
4	Yes	Timothy Lawrence Connolly
6	Yes	Kieran Staddon & Alison Maynard K Staddon
7	Yes	Corneille Elizabeth Van Graan Proxy to M'Dunphy
8	Yes	J W Garbabin & J Simpson J Simpson
9	Yes	Mark Dunphy & Martina Eberli M Dunphy
10	Yes	Daniel & Rebecca Saad
11	Yes	Wan Ho Ho & Chin Guo Wan Ho Ho
12	Yes	Eleanora Pak & Dmitry Nikolaeov D Nikolaeov

CHAIRPERSON (acting):

Minutes of the meeting:

- Minutes**
Resolved that the owners corporation confirm the minutes of the last general meeting of the owners corporation, as a true record of the proceedings of that meeting.
- Financial Statements**
Resolved that the owners corporation accept the accounting records, statements of financial information for the administrative fund, capital works fund and any other fund held by the owners corporation and any auditor's report as annexed to this meeting notice for the period ending 30/06/2016
- Auditor**
Resolved That the owners corporation appoint an auditor for the period ending 30/06/2017.
- Contributions to The Administrative Fund**
Resolved that the Owners Corporation resolves:
a) That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the Strata Schemes Management Act 2015 and contributions to the administrative fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at \$33,000.00; and
b) That the contributions to the administrative fund be paid in equal Quarterly instalments, the first such instalment being due on 01/08/2017 and subsequent instalments being due on the days of the 01/11/2017, 01/02/2018, 01/05/2018

16	Resolved that the Owners Corporation resolves: a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the Strata Schemes Management Act 2015 and contributions to the capital works fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at \$8,420.00; and b) That the contributions to the capital works fund be paid in equal Quarterly installments, the first such installment being due on 01/08/2017 and subsequent installments being due on the days of 01/11/2017, 01/02/2018, 01/05/2018.	Child Window Safety Locks Resolved that the Owners Corporation voted obtain quotes to install window locks to all operable windows where the lowest part of the window is less than 1.7m above the floor and the internal floor under the window is 2m or more above the outside surface as per the new Strata Scheme Management Amendment (Child Window Safety Devices) Act 2013 No. 83
6	Building Valuation That the Owners Corporation authorise the Strata Managing Agent to obtain a Building Valuation.	Geotechnical Report Lot 10 Resolved that the Geotechnical Investigation report prepared by MHK Geotechnical Pty Ltd, dated 23rd September, 2016 be tabled and adopted.
7	Insurance Resolved that the Owners Corporation confirm the insured amount at the current rate.	Geotechnical Report Lot 10 Resolved that the recommendation as per Part 5.4 of the MHK Geotechnical Pty Ltd report be adopted.
8	Additional Insurance Resolved that the Owners Corporation, in accordance with section 165(2) of the Strata Schemes Management Act 2015, consider office boarders liability insurance and confirm the current amount of office boarders liability cover	Quotes - Geotechnical Work That the Owners Corporation instruct Sydney Strata to obtain 3 quotations for the works at Lot 10. Defeated
9	Strata Committee That the Owners Corporation resolved to: a) Call for nominations for the members of the strata committee; b) The candidates for election to the strata committee are to disclose any connections with the original owner or building manager for the scheme; c) Determine the number of members to comprise the strata committee as 9;	Geotechnical Works Res the Motion that the Owners Corporation authorise the Strata Committee to accept a quote up to \$9,800.00 + GST to carry out works as per the specification as detailed in the MHR Geotechnical Pty Ltd report, dated 23rd September 2017. Was amended to. That the Owners Corporation accept the quotation of Lovelline Building & Carpentry (quote # 00345 - copy attached) in the amount \$8918.00. The amended motion was put to the vote and accepted.
10	Restricted Matters Resolved that the Owners Corporation, in accordance with clause 6(a) and 9(f) of schedule 1 of the Strata Schemes Management Act 2015, determined that there be no restricted matters to the Strata Committee.	Lot 10 - Window Works Resolved that the Owners Corporation approve the replacement of main bathroom window, laundry and ensuite windows with louver windows. Window frames will remain black with privacy glass. Replacement of rear courtyard large dining room windows and rear sliding door with bi-fold window/doors, with black frames and small dining room windows with louver windows in black frame to Lot 10.
11	Updated Capital Works Fund Forecast The motion "That the Owners Corporation authorise the Strata Managing Agent to obtain on its behalf a updated Capital Works Fund forecast report to adequately assess future capital works fund requirements" was defeated.	Lot 6 - Window Works Resolved that the Owners Corporation approve the replacement of laundry and unsuited with louver windows, privacy glass and black frames to Lot 6
12	Work, Health & Safety Report The motion "That in accordance with Section 10 of the Work Health and Safety Act, the Owners Corporation authorises the Strata Managing Agent to obtain a Safety Report to identify physical hazards on the common property" was defeated.	Lot 7 - Window Works Resolved that the Owners Corporation approve the replacement of laundry and unsuited with louver windows, privacy glass and black frames to Lot 4, Lot 7, Lot 9 and Lot 12
13	Arrears Management Resolved that the owners corporation resolves to authorise the strata managing agent to take action a Lot owner to recover outstanding levy's which will include for the purpose of collecting levy contributions, interest, recovery costs and legal costs.	Gardening Resolved that the Owners Corporation terminate the services of Scott Gardens and Lawn Care and replace with Dave's 5 star lawns and gardens
14	By-Law Review Resolved that the Owners Corporation resolves, pursuant to Schedule 3, Clause 4(1) of the Act to instruct its strata committee to review the by-laws as registered for the scheme. THAT pursuant to Section 141 (3) of the Strata Schemes Management Act, 2015, the Owners Corporation resolves to engage a lawyer to prepare the required consolidated set of by-laws.	Gutter Cleaning Resolved that the Owners Corporation approve the cleaning out of gutters at 6 month intervals
15	Special By-Law Minor Works Resolved That the Owners - Strata Plan No. 82102 SPECIALLY RESOLVES pursuant to sections 110 & 141 of the Strata Schemes Management Act, 2015 to make an additional by-law on Minor Works as attached copy of Minor Works by-law.	Notice to Comply By-Law That the Owners Corporation authorise the Managing Agent to issue a 146 Notice to Comply with By-Laws, By-Law 17 Appearance of Lot, against the owners of Lot 2. Lot 2 has erected a screen in their property that is not within the keeping of the building was withdrawn.

IMPORTANT NOTES TO MEETING NOTICE

Clause 8, Schedule 1 Notice - Voting at the meeting

1. Priority votes: A vote at the meeting by an owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same matter. A "priority vote" is defined in cl 24(1) of Schedule 1 of the Act. It essentially means an owner's vote does not count if a vote is cast on the same motion or:
 - (a) the mortgagee shown on the strata roll for the lot
 - (b) the covenant chargee shown on the strata roll for the lot, or
 - (c) in the case of multiple mortgages or covenant chargees, the priority mortgagee or chargee shown on the strata roll for the lot;
2. Contributions: An owner of a lot or person with a priority vote in respect of a lot may not vote at the meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner and any other amounts recoverable from the owner, in relation to the lot that are owing at the date of the meeting;
3. Person or proxy
 - (a) if the addressee of this notice is not a corporation - voting and other rights conferred by Schedule 1 of the Act may be exercised in person or by proxy;
 - (b) if the addressee of this notice is a corporation - voting and other rights conferred by Schedule 1 may be exercised only by the company nominees in person, or by proxy appointed by the addressee;
4. Proxy delivery: A proxy instrument is ineffective unless it contains the date on which it is made and it is given to the secretary of the owners corporation:
 - (a) in the case of a large strata scheme, at least 24 hours before the first meeting in relation to which the instrument is to operate; or
 - (b) in any other case, at or before the first meeting in relation to which the instrument is to operate; cl 26 (3), Schedule 1.

Quorum

Clause 17 of Schedule 2 of the Act states the following in relation to a quorum:

- (1) Quorum required for motion or election: A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
When quorum exists: A quorum is present at a meeting only in the following circumstances:
 - (a) if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy;
 - (b) if not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election;
 - (c) if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.
- (3) A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
- (4) Procedure if no quorum: If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:
 - (a) adjourn the meeting for at least 7 days; or
 - (b) declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.
- (5) Quorum for adjourned meeting: If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

Call for Nominations to Strata Committee

This meeting notice includes a further call for nominations for members of the strata committee. Please provide our office with any written nominations and include the following information:

- your name;
 - the name of the person you are nominating; and
 - confirmation that the person you are nominating consents to their nomination
- Nominations for strata committee membership may be also be received at the general meeting.
- An owner or a person may make a nomination for the strata committee even if they not entitled to vote due to their un-financial status.

GENERAL INFORMATION

Limitations on Proxies

Limitations on proxies apply. In particular, clause 27(7) of Schedule 1 of the Act provides:

- The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
- (a) if the strata scheme has 20 lots or less, one;
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.

Before providing your proxy form you should contact your proxy to determine whether or not they hold any other proxy forms.

Types of Motions

Motions listed requiring a Unanimous or Special Resolution will be clearly indicated

A Special Resolution is a resolution against which not more than one quarter of the value of votes are cast.

A Unanimous Resolution is a resolution against which not vote is cast.

Voting Eligibility & Financial Status

Clause 23(8) of Schedule 1 of the Act provides that voting rights cannot be exercised if the contributions for your lot have not been paid. The relevant consideration is whether or not the owner of the lot was an un-financial owner at the date notice of the meeting was given and did not pay the amounts owing before the meeting. This does not affect voting rights on a motion requiring a unanimous resolution

What does this mean?

If, as at the date of the meeting notice, you owed contributions or interest of \$1.00 you must pay that \$1.00 prior to the actual meeting. If you do not, you are an un-financial member and cannot vote unless the motion requires a unanimous resolution.

Your strata manager, under their strata managing agreement, does not accept cash payments. Any payment of contributions, interest or other amounts owing are deemed received when they are received in cleared funds.

All references in this notice to the Act refer to the *Strata Schemes Management Act 2016* and all references to the Regulations are to the *Strata Schemes Management Regulations 2016* unless otherwise indicated.

CLOSURE: There being no further business, the chairperson declared the meeting closed at

**ANNUAL FIRE SAFETY STATEMENT
ENVIRONMENTAL PLANNING & ASSESSMENT
REGULATION 2000 Clause 175, 177**

Company: Southland Shire Council
Building Name: Strada Place, QLD
Building Address: 1-21 Clarence Road
Karraville NSW 2233
Agent's Name: Sydney Shire Maintenance
Agent's Address: PO Box 1155
Parramatta NSW 2150

Essential Fire or Other Safety Measures	Standard of Performance Maintenance
Exit Sign	AS 2241-2005 BCA Part 1.1
Emergency Lighting	AS 2241-2005 BCA Part 1.1
Smoke & Heat Detector	AS 2241-2005 BCA Part 1.1
Smoke Door	AS 2241-2005 BCA Part 1.1
Portable Fire Extinguishers	AS 2241-2005 BCA Part 1.1
Fire Detection System	AS 2241-2005 BCA Part 1.1
Fire Alarm System	AS 2241-2005 BCA Part 1.1
Fire Windows	AS 2241-2005 BCA Part 1.1

To A Head of All Agents, Inc. Pty Ltd

SHAN LAM of All Agents Inc Pty Ltd

I certify that:

- that each of the essential fire safety measures specified above on the statement has been assessed by a properly qualified person and was found when it was assessed to be acceptable in performance;
- that the case of essential fire safety measures applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
- that a properly qualified person has inspected the building and has declared that, at the date of the inspection, the condition of the building is in compliance with the provisions of the Environmental Planning and Assessment Regulation 2000.

Assessment Date, Inspection Date:
Certificate Date:

Signed:

Agent Signed:

1st September 2014
2nd September 2014

PROXY APPOINTMENT FORM
Strata Schemes Management Act 2016

Date: 19 May 2017

I/We, Cornelia van Graan
the owners of lot 7 in Strata Plan No. 8218
appoint Mark Donald
as my/our proxy for the purposes of meetings of the owners corporation (including
adjournments of meetings).

I/We appoint
of
as my/our proxy for the purposes of meetings of the owners corporation (including
adjournments of meetings) if already holds the
maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect:

- * 1 meeting / 1 months /
- * 1 month / 1 months /
- * 12 months / 2 consecutive annual general meetings.

* Tick or tick and complete whichever applies

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual
general meetings, whichever is the greater.)

*1. This form authorises the proxy to vote on my/our behalf on all matters.

OR

*2. This form authorises the proxy to vote on my/our behalf on the following matters
only: (Specify the matters and any limitations on the matter in which you want the proxy to
vote.)

* Briefly: paragraph 1 or 2, whichever does not apply.

*3. If a vote is taken on whether (the strata managing agent) should be appointed or
remain in office or whether another managing agent is to be appointed, I/we want
the proxy to vote as follows:

... Terminate services of current Strata Managing Agent and appoint McDonald
Partners as new Strata Managing Agent

* Delete paragraph 3 if proxy is not authorized to vote on this matter. For examples, read note
1 below.

*4. I understand that, if the proxy already holds more than the permitted number of
proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

Signature of owner/s: 

Notes on appointment of proxies

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
2. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
3. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one;
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

Notes on rights of proxies to vote

1. A duly appointed proxy:
 - (a) may vote on a show of hands (or by other means approved by general resolution at a meeting of the owners corporation), subject to any limitation in this form; or
 - (b) may demand a poll; and
 - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
 - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter; or
 - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager; or
 - (c) if the right to vote on any such matter is limited by this form.



Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000

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 9 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
17-21 CLEMENTS PARADE KIRRAWEE NSW 2232

Lot No (if known) DP/SP (if known) Building name (if applicable)
SP82102

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

RESIDENTIAL

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

Name
SP 82102

Address
17-21 Clements Parade, Kirrawee

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	CFSP *
EMERGENCY LIGHTING	BCA PART E4, CLAUSE E4.4 & AS2293.1-2005	15/09/2020	S.L.
EXIT SIGNS	BCA PART E4, PART E4.8 & AS2293.1-2005	15/09/2020	S.L.
FIRE HYDRANT SYSTEMS	BCA PART E1, CLAUSE E1.3 & AS2419	15/09/2020	S.L.
FIRE WINDOWS (X9)	BCA C3.4 & FRL -60/- AND SPECIFICATIONS AND TEST REPORTS (VITRABLOK WAVE BLOCKS 190X190X80MM)	15/09/2020	S.L.
HOSE REEL SYSTEMS	BCA PART E1, CLAUSE E1.4 & AS2441	15/09/2020	S.L.
SMOKE DETECTORS AND HEAT DETECTORS	BCA SPEC E2.2A & AS3786	15/09/2020	S.L.
SOLID CORE DOORS	PART C3 OF BCA	15/09/2020	S.L.



Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000

* 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 *
PATHS OF TRAVEL 15/09/2020 S.L.

* 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 * Signature
SHAUN LAWS 02 9602 4443 enquiries@allaussiefire.com.au FD21672A

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

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

Full name Title/Position (if applicable)
Lynne Kopellos Regional Manager and Licensee in Charge
Organisation (if applicable) Email
Strata Title Management ikopellos@stratatitle.com.au
Phone
02 9540 4199

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

Section 8: Annual fire safety statement declaration

I, Lynne Kopellos (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;
i 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
- the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 5 of the Regulation

Owner/Agent Signature

Lynne Kopellos on behalf of SP 82102 Strata Title Management

62102

Date issued

15/09/2020 28.10.2020

Section 9: Supplementary fire safety statement declaration

I, Lynne Kopellos (insert full name) being the: ☐ owner ☒ owner's agent declare that each critical fire safety measure specified in the statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this statement is issued.

Owner/Agent Signature

Date issued

Note:

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



Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form

Please note:

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

General

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment Regulation 2000*.
- A 'CFSP' is a competent fire safety practitioner recognised under clause 167A of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternatively, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2150. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under clause 175 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under clause 178 of the Regulation and relates to each critical fire safety measure that applies to the building.

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

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

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

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in clause 165 of the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.



Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form

- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the CFSP who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'CFSP'. If the CFSP is not required to be accredited, the name of the CFSP must be listed. Further information on the accreditation number is provided at section 6.

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

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that a CFSP has inspected the fire exits, fire safety notices, doors relating to fire exits and paths of travel to fire exits in the building or part of the building and found there has been no breach of Division 7 of Part 9 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the CFSP who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'CFSP'. If the CFSP is not required to be accredited, the name of the CFSP must be listed. Further information on the accreditation number is provided at section 6.

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

- A CFSP is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement). Under clause 167A of the Regulation, the building owner(s) must form the opinion in writing that the person is a CFSP, unless the person is required to be accredited (see below).
- The purpose of this section is to record the name and contact details of each CFSP who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each CFSP listed in the table must also sign the fire safety statement. Alternatively, a CFSP could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- An accreditation scheme for CFSPs is expected to start in January 2020.
- After the accreditation scheme begins, CFSPs will need to be selected from a register of recognised practitioners. The accreditation number of each relevant CFSP must be listed on the form. Until the accreditation scheme commences, or if a practitioner is of a class of persons that is not required to be accredited under clause 167A of the Regulation, there is no requirement to include an accreditation number on the form.
- Further information about the accreditation scheme can be found at www.fairtrading.nsw.gov.au.

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

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement, i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement on behalf of the owner(s) (as the owner's agent), this person must have the appropriate authority from the building owner(s) to undertake this function.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be a CFSP who is listed in section 6. This recognises the different roles and responsibilities for building owner(s) and CFSPs in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected for the purposes of section 5 by a CFSP. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.
- In addition, until an accreditation scheme commences and accredited practitioners are recognised as CFSPs, under the Regulation, or if a practitioner is not required to be accredited, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions. The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with clause 162 of the Regulation. An agent cannot be made responsible for these requirements.

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with clause 175 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent
- In issuing the statement, the building owner or agent is **not** declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by a CFSP to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each CFSP to verify that the standard of performance has been met prior to completing the form and issuing the statement.
- The person who issues the statement by completing section 8 or section 9 of the form must not be a CFSP who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process

Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with clause 178 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement

This form is to be completed by the person who is issuing the annual fire safety statement or supplementary fire safety statement. It is to be completed by the person who is issuing the statement, not the CFSP who assessed the fire safety measures. The form is to be completed by the person who is issuing the statement, not the CFSP who assessed the fire safety measures. The form is to be completed by the person who is issuing the statement, not the CFSP who assessed the fire safety measures.

SINKING FUND PLANS (AUST) PTY LIMITED

ACN 128 353 524

10 YEAR SINKING FUND PLAN

SEPTEMBER 2014



17-21 CLEMENTS PARADE, KIRRAWEE :: SP82102



**SINKING FUND
PLANS (Aust)
Pty Limited**
9114 9800

Property Consultants
PO Box 2230 North Parramatta 1750
www.biv.com.au biv@biv.com.au
Fax: 9890 2201 : Ph: 9114 9800

 strata
community
australia

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10 Year Sinking Fund Forecast - Reasoning for Costs Estimates (includes CSI)				
Sinking Fund Forecast for 17 21 Clements Parade Kirrawee				
Item	Current Cost	Approved year	Comments	Today's date
1 Structure	\$2,800	1	Contribution towards the replacement of the roof	1 July 2014
2 Roof	\$2,800	1	Contribution towards the replacement of the roof	1 July 2014
3 Long term capital items	\$2,800	1	Contribution towards the replacement of the long term capital items	1 July 2014
4 Appendages	\$2,800	1	Contribution towards the replacement of the long term capital items	1 July 2014
5 Common prop doors	\$2,100	7	Contribution towards the repair of the common prop doors	1 July 2014
6 Common prop lighting	\$2,100	7	Contribution towards the repair of the common prop lighting	1 July 2014
7 Garage doors	\$1,800	6	Contribution towards the repair of the garage doors	1 July 2014
8 Timberwork	\$1,800	6	Contribution towards the repair of the garage doors	1 July 2014
9 Plant & equipment				
10 Cultivation & clippings				
11 Distribution boards				
12 Bathrooms				
13 Windows				
14 Inside				
15 Internal painting				
16 Carpet				
17 Intercom				
18 Floor tiles				
19 Outside				
20 External painting	\$15,200	5	Contribution towards the renewal of the external painting	1 July 2014
21 Landscaping	\$4,800	9	Allowance for the renewal of the landscaping	1 July 2014
22 Fences	\$2,100	5	Contribution towards the repair of the fences	1 July 2014
23 Retaining walls				
24 Sealing concrete areas (1)				
25 Sealing concrete areas (2)				
26 Trap barriers	\$500		Renewal of any trap barriers	1 July 2014
27 Green waste removal	\$2,500	2	Green waste removal towards the repair of the green waste removal	1 July 2014
28 Fences	\$2,100	5	Contribution towards the repair of the fences	1 July 2014
29 Timber work				
30 Metal boards	\$2,100	5	Contribution towards the renewal of the metal boards	1 July 2014
31 Cracked masonry	\$4,200	2	Contribution towards the repair of the cracked masonry	1 July 2014
Total Estimate (rounded)				
553,400				

End of Year	Year	Ending	Recom- mended	Annual % change in	Adjust- ment	Sinking Fund Interest	Sinking Fund Balance	Costs in Sinking Fund	Balance
A	B	C	D	E	F	G	H	I	J
1	1/1/15	\$8,419		3.00%		\$20,582	\$29,281	\$4,631	\$593
2	1/1/16	\$8,672		3.00%		\$24,650	\$34,260	\$594	\$678
3	1/1/17	\$8,932		3.00%		\$29,281	\$39,402	\$594	\$767
4	1/1/18	\$9,200		3.00%		\$34,260	\$44,402	\$594	\$866
5	1/1/19	\$9,476		3.00%		\$39,402	\$49,999	\$594	\$971
6	1/1/20	\$9,760		3.00%		\$44,402	\$55,860	\$594	\$1,083
7	1/1/21	\$10,053		3.00%		\$49,999	\$61,999	\$594	\$1,202
8	1/1/22	\$10,355		3.00%		\$55,860	\$68,440	\$594	\$1,327
9	1/1/23	\$10,665		3.00%		\$61,999	\$75,181	\$594	\$1,457
10	1/1/24	\$10,985		3.00%		\$68,440	\$82,293	\$594	\$1,591
11	1/1/25	\$11,315		3.00%		\$75,181	\$89,780	\$594	\$1,730

Note: Some figures may be rounded

Base Annual sinking fund contribution for capital items	\$8,419
Further for adjustment to the base annual contribution	
Recommended Annual Sinking Fund Contribution (After Buffer)	\$8,419
Current Annual Sinking Fund Contribution (as measured)	\$7,500
Current Sinking Fund and Payment (as measured)	\$11,837
Annual Sinking Fund and Payment increase rate	2.75%
Accepted Investment Rate after tax	
The above table represents our Recommendation of the Annual Sinking Fund and Payments for the next 11 years. Column F includes the Sinking Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Sinking Fund and Payment for the current year. Column G includes the Recommended Sinking Fund and Payment for the current year. Column H includes the Recommended Sinking Fund and Payment for the current year. Column I includes the Recommended Sinking Fund and Payment for the current year. Column J includes the Recommended Sinking Fund and Payment for the current year.	

Recommendation

We consider that the existing Sinking Fund Balance is very good, however an additional allowance should be maintained for any unforeseen circumstances. We consider that the current annual payments are not quite sufficient to meet the immediate likely expenditure. We recommend that the Owner's Corporation adopt as a minimum the Sinking Fund Payments as shown in the table below and for the following ten years.

Points of consideration

We have made the following allowances:

- in year 4, contribution towards the repair of the roof,
- contribution towards the replacement of the long term capital items, if required,
- contribution towards the repair of the common prop lighting in year 7,
- in year 6, contribution towards the repair of the garage doors, if required,
- contribution towards the renewal of the external painting in year 5, if required. In order to maintain a fresh appearance and provide constant protection. If performed regularly, repainting will prevent excessive preparation costs in the future,
- allowance for the renewal of the landscaping in year 9. The owners may wish to change the plantings, restore landscaped areas and refresh with new bark chips,
- in year 8, contribution towards the repair of the fences. Where appropriate, at 50% of the cost in accordance with the Dividing Fences Act, 1991,
- removal of any trip hazards in year 1, (By the use of a concrete grinder or other appropriate means),
- in year 2, contribution towards the repair of the storm water drains, if required,
- contribution towards the repair of the driveway in year 9, if required,
- in year 10, contribution towards the renewal of the meter boards,
- contribution towards the repair of the cracked render in year 6

Note that the Sinking Fund Plan is only an estimate of what items may reasonably require replacement during the term of the Plan. There is no guarantee that a reasonable assessment of a future projection today may in fact come to pass, and indeed, additional items of capital repairs or replacement unforeseen at the time of preparing a Sinking Fund Plan may occur in the immediate future. This Sinking Fund Plan should be reviewed periodically when items are no longer required and should be removed, or new items discovered which should be added to the Plan. The shown figures are our recommendation based upon our assessment of the likely expenditure (and an allowance for expenditure) in the 10 year Sinking Fund Plan requested. The Owners Corporation is entitled to choose whatever Sinking Fund contribution's they deem appropriate for their particular circumstances.

First Year - Recommended Sinking Fund Payment per Unit Entitlement and per Lot (PER ANNUM)

First Year Sinking Fund Payment			
Lot No	Lot Year	Entitlement Payment	Lot Year
1	716	5613	5613
2	716	5613	5613
3	716	5613	5613
4	716	5613	5613
5	716	5613	5613
6	716	5613	5613
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Summary

The following repair or replacement items are recommended at the times scheduled below:

Year	Year Ending	Recommended Sinking Fund Payment (includes any Extra Costs payment)	Items
1	Jul-15	\$8,419	Trip Hazards Storm Water Drains
2	Jul-16	\$8,672	
3	Jul-17	\$8,932	
4	Jul-18	\$9,200	Roof External Painting
5	Jul-19	\$9,476	
6	Jul-20	\$9,760	
7	Jul-21	\$10,053	Cracked Render Garage Doors Common Prop. Lighting Fences
8	Jul-22	\$10,355	
9	Jul-23	\$10,665	
10	Jul-24	\$10,985	Driveway Landscaping Meter Boards Long Term Capital Items
11	Jul-25	\$11,315	

W. L. Dobrow FAPI FREI REIV (Aust)
Registered Valuer No. 515 (NSW) - Unrestricted
Real Estate Institute of NSW - Accredited Commercial Specialist & Accredited Practising Valuer
Australian Property Institute - Certified Practising Valuer

The above assessment has been calculated in accordance with the Strata Schemes Management Act 1996. The recommendations are calculated from an amalgam of estimates and a single figure is provided for practical purposes from within a range of values and combination of a range of estimates. Areas have been calculated from our on-site measurements of the external parts of the building or the subject Strata Plan. Building plans or building surveys should be provided if the Owner's Corporation requires more accurate areas. We have relied upon Kardinsons and the advice of a quantity surveyor at times to assess the cost of replacement and the repair of items and do not accept responsibility for any errors from the above providers of source data. Our inspection of the building only includes easily accessible areas of the property at the time of inspection. We do not identify or comment on the structural integrity (rust, rot or defect, etc.), building compliance, or fire safety items of the improvements.

This report is for the use 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 report. Neither the whole nor any part of this report or any reference thereto may be included in any published document, circular or statement or published in any way without our written approval of the form and content in which it may appear. This sinking fund plan has been prepared on the basis of the instruction being for a 10 year Sinking Fund Plan only in order to satisfy the requirements of the Act and for no other purpose. A comprehensive report should be commissioned if a party requires a more detailed report or for use in litigation matters. We reserve the right to review or withdraw our report at any time. This report does not cover the property's structural condition or environmental contamination, nor is a quantitative survey. This report does not cover occupational health and safety, fire safety, nor council compliance in any respect (the flooding, building, etc) nor should it be construed as such.

Strata By Laws for SP 82102

1 Noise

An owner or occupier of a lot must not create any noise on a lot or the common property likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property.

2 Vehicles

An owner or occupier of a lot must not park or stand any motor or other vehicle on common property except with the prior written approval of the owners corporation.

3 Obstruction of common property

An owner or occupier of a lot must not obstruct lawful use of common property by any person except on a temporary and non-recurring basis.

4 Damage to lawns and plants on common property

An owner or occupier of a lot must not, except with the prior written approval of the owners corporation:

- (a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated on common property, or
- (b) use for his or her own purposes as a garden any portion of the common property.

5 Damage to common property

(1) An owner or occupier of a lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property except with the prior written approval of the owners corporation.

(2) An approval given by the owners corporation under clause (1) cannot authorise any additions to the common property.

(3) This by-law does not prevent an owner or person authorised by an owner from installing

- (a) any locking or other safety device for protection of the owner's lot against intruders or to improve safety within the owner's lot, or
- (b) any screen or other device to prevent entry of animals or insects on the lot, or
- (c) any structure or device to prevent harm to children, or
- (d) any device used to affix decorative items to the internal surfaces of walls in the owner's lot.

(4) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.

(5) Despite section 62 of the Act, the owner of a lot must:

- (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in clause (3) that forms part of the common property and that services the lot, and
- (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in clause (3) that forms part of the common property and that services the lot.

6 Behaviour of owners and occupiers

An owner or occupier of a lot when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.

7 Children playing on common property in building

An owner or occupier of a lot must not permit any child of whom the owner or occupier has control to play on common property within the building or, unless accompanied by an adult exercising effective control, to be or to remain on common property comprising a laundry, car parking area or other area of possible danger or hazard to children.

8 Behaviour of invitees

An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property.

9 Depositing rubbish and other material on common property

An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the owners corporation.

10 Drying of laundry items

An owner or occupier of a lot must not, except with the prior written approval of the owners corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building other than on any lines provided by the owners corporation for the purpose and there only for a reasonable period.

11 Cleaning windows and doors

(1) Except in the circumstances referred to in clause (2), an owner or occupier of a lot is responsible for cleaning all interior and exterior surfaces of glass in windows and doors on the boundary of the lot, including so much as is common property.

(2) The owners corporation is responsible for cleaning regularly all exterior surfaces of glass in windows and doors that cannot be accessed by the owner or occupier of the lot safely or at all.

12 Storage of inflammable liquids and other substances and materials

(1) An owner or occupier of a lot must not, except with the prior written approval of the owners corporation, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material.

(2) This by-law does not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

13 Changes to floor coverings and surfaces

(1) An owner or occupier of a lot must notify the owners corporation at least 21 days before changing any of the floor coverings or surfaces of the lot if the change is likely to result in an increase in noise transmitted from that lot to any other lot. The notice must specify the type of the proposed floor covering or surface.

(2) This by-law does not affect any requirement under any law to obtain a consent to, approval for or any other authorisation for the changing of the floor covering or surface concerned.

14 Floor coverings

(1) An owner of a lot must ensure that all floor space within the lot is covered or otherwise treated to an extent sufficient to prevent the transmission from the floor space of noise likely to disturb the peaceful enjoyment of the owner or occupier of another lot.

(2) This by-law does not apply to floor space comprising a kitchen, laundry, lavatory or bathroom.

15 Garbage disposal

(1) An owner or occupier of a lot in a strata scheme that does not have shared receptacles for garbage, recyclable material or waste:

(a) must maintain such receptacles within the lot, or on such part of the common property as may be authorised by the owners corporation, in clean and dry condition and (except in the case of receptacles for recyclable material) adequately covered, and

(b) must ensure that before garbage, recyclable material or waste is placed in the receptacles it is, in the case of garbage, securely wrapped or, in the case of tins or other containers, completely drained or, in the case of recyclable material or waste, separated and prepared in accordance with the applicable recycling guidelines, and

(c) for the purpose of having the garbage, recyclable material or waste collected, must place the receptacles within an area designated for that purpose by the owners corporation and at a time not more than 12 hours before the time at which garbage, recyclable material or waste is normally collected, and

(d) when the garbage, recyclable material or waste has been collected, must promptly return the receptacles to the lot or other area referred to in paragraph (a), and

(e) must not place any thing in the receptacles of the owner or occupier of any other lot except with the permission of that owner or occupier, and

(f) must promptly remove any thing which the owner, occupier or garbage or recycling collector may have spilled from the receptacles and must take such action as may be necessary to clean the area within which that thing was spilled.

(2) An owner or occupier of a lot in a strata scheme that has shared receptacles for garbage, recyclable material or waste:

(a) must ensure that before garbage, recyclable material or waste is placed in the receptacles it is, in the case of garbage, securely wrapped or, in the case of tins or other containers, completely drained or, in the case of recyclable material or waste, separated and prepared in accordance with the applicable recycling guidelines, and

(b) must promptly remove any thing which the owner, occupier or garbage or recycling collector may have spilled in the area of the receptacles and must take such action as may be necessary to clean the area within which that thing was spilled.

(3) An owner or occupier of a lot must:

(a) comply with the local council's requirements for the storage, handling and collection of garbage, waste and recyclable material, and

(b) notify the local council of any loss of, or damage to, receptacles provided by the local council for garbage, recyclable material or waste.

(4) The owners corporation may post signs on the common property with instructions on the handling of garbage, waste and recyclable material that are consistent with the local council's requirements.

16 Keeping of animals

Option B

(1) Subject to section 49 (4) of the Act, an owner or occupier of a lot must not, without the prior written approval of the owners corporation, keep any animal (except a cat, a small dog or a small caged bird, or fish kept in a secure aquarium on the lot) on the lot or the common property.

(2) The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

(3) If an owner or occupier of a lot keeps a cat, small dog or small caged bird on the lot then the owner or occupier must:

(a) notify the owners corporation that the animal is being kept on the lot, and

(b) keep the animal within the lot, and

(c) carry the animal when it is on the common property, and

(d) take such action as may be necessary to clean all areas of the lot or the common property that are soiled by the animal.

17 Appearance of lot

(1) The owner or occupier of a lot must not, without the prior written approval of the owners corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

(2) This by-law does not apply to the hanging of any washing, towel, bedding, clothing or other article as referred to in by-law 10.

18 Change in use of lot to be notified

An occupier of a lot must notify the owners corporation if the occupier changes the existing use of the lot in a way that may affect the insurance premiums for the strata scheme (for example, if the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes).

19 Provision of amenities or services

(1) The owners corporation may, by special resolution, determine to enter into arrangements for the provision of the following amenities or services to one or more of the lots, or to the owners or occupiers of one or more of the lots:

(a) window cleaning,

(b) garbage disposal and recycling services,

(c) electricity, water or gas supply,

(d) telecommunication services (for example, cable television).



QUOTATION

OWNERS CORPORATION OF SP82102
Attention: C/O STRATA TITLE MANAGEMENT - AVIA
LEAD BETTER
17-21 CLEMENTS PARADE,
KIRRAWEE NSW 2232
PH: 9540 4199

Date
27 May 2020

Expiry
26 Jul 2020

Quote Number
QU-1719

Reference
STM-18176 /
O#00429402

ABN
99 098 093 273

Affordable Roofing &
Guttering
1/83 Lasso Road,
Gregory Hills NSW 2557
Australia
Phone: 9824 7553

Description	GST	Amount AUD
AFTER INSPECTING THE GUTTER SYSTEM AT THE ABOVE ADDRESS, WE PROVIDE THE FOLLOWING QUOTATION.		
- UNIT 4 & 5 -		
* STRIPPING & REPLACEMENT OF 1 SECOND STOREY DOWNPIPE WITH NEW COLORBOND DOWNPIPE.		
* STRIPPING & REPLACEMENT OF 1 SPREADER PIPE BASE WITH NEW PVC & PAINT TO MATCH EXISTING.		
* CLEANING OF EXISTING RAIN WATER HEAD & ADVISING OF CONDITION.		
- UNIT 8 -		
* STRIPPING & REPLACEMENT OF 1 SECOND STOREY DOWNPIPE THROUGH DOWNPIPE WITH NEW DOWNPIPE & PAINT TO MATCH EXISTING.		
* RE-SECURING OF 8M OF GUTTER SYSTEM AROUND FRONT OF UNIT.		
- UNIT 9 -		
* STRIPPING & REPLACEMENT OF 1 SECOND STOREY DOWNPIPE WITH NEW COLORBOND DOWNPIPE.		
* CUTTING IN OF 1 ADDITIONAL SECOND STOREY DOWNPIPE WHERE REQUIRED TO UNIT TO DRAIN ONTO PERGOLA AT DANIELS REQUEST.		
* RE-FASTENING OF LOOSE GUTTERING OVER UNIT.		
- UNIT 10 -		

Description	GST	Amount AUD
* STRIPPING & REPLACEMENT OF 1 SECOND STOREY DOWNPIPE WITH NEW COLORBOND DOWNPIPE.	10%	2,890.00
- EXTRAS AS PER DISCUSSIONS WITH TIM & DANIEL -		
UNIT 5 LOWER, UNIT 6 TO 9, 10 & 11		
* CLEANING OF 185M OF GUTTER SYSTEM & INSTALLATION OF COLORFID FIRE RATED LEAF SCREENING SYSTEM TO 185M OF GUTTER SYSTEM & 125M OF VALLEYS.	10%	10,885.00
- UNIT 8 & 9 -		
* STRIPPING & REPLACEMENT OF 1 SECOND STOREY DOWNPIPES WITH NEW COLORBOND DOWNPIPE.		
* STRIPPING & UPGRADING OF 1 SECOND STOREY DOWNPIPES WITH NEW LARGER COLORBOND DOWNPIPE.	10%	885.00
- UNIT 11 -		
* STRIPPING & REPLACEMENT OF 2 SECOND STOREY DOWNPIPES WITH NEW COLORBOND DOWNPIPES WITH ONE DOWNPIPE THROUGH BALCONY.	10%	785.00
* REMOVAL OF ALL JOB SPOILS.		
- 2 YEARS WORKMANSHIP WARRANTY		
- 10 YEARS WARRANTY ON ALL STRUCTURAL WORK.		
- MANUFACTURERS WARRANTY ON ALL MATERIALS.		
T.J NASH		
	Subtotal	15,445.00
	TOTAL GST 10%	1,544.50
	TOTAL AUD	16,989.50

Terms

ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE WORK HEALTH & SAFETY ACT 2011.

1. Affordable Roofing & Guttering Pty Ltd takes no responsibility for unmentioned or unforeseen faults or maintenance not quoted that may exist or any change in condition.
2. Works are limited to those detailed as per our quotation. Any associated works not detailed in the quotation will be charged accordingly.

3. Any quotation issued does not allow for consequences caused by hidden or unseen events arising from normal handyman procedures. Hidden or unseen events are defined as those that are not visible or accessible to, or not made aware of at the time of inspection or quotation.

4. Affordable Roofing & Guttering Pty Ltd will not be held liable for any damage to, or repairs required when drilling, screwing or nailing into walls, floors, ceilings or any other part of the clients property. It is possible when drilling, screwing or nailing into walls, floors, ceilings or any other part of the clients property to accidentally damage hidden electrical wiring, plumbing or other objects or services. We will not be held liable for any damage of this nature incurred on the clients property.

Email Address: enquiries@affordableroofing.com.au
Website: www.affordableroofing.com.au