

STRATA REPORT

ADDRESS: 2/108 Railway Crescent,
JANNALI NSW 2226

LOT: 2 SP: 41781



DATE OF ASSESSMENT: 26 MAY 2021

DID YOU PURCHASE THIS REPORT FROM ADVANCED STRATA INSPECTIONS?

If you have not purchased this report through ASI, or BYB (Before you Bid), you have not entered a commercial agreement with ASI or BYB, and have not agreed to our terms and conditions.

The person(s) who have provided you with the report have:

- Breached our terms and conditions; and
- Breached our copyright and other intellectual property

As a consequence of the above **You:**

- **Will not** be covered by our professional indemnity insurance; and
- **Will not** be able to speak with us about the report and we cannot answer any question about the report.

If you are affected by these issues, please contact us on 0415767711.

Limitations and disclaimers relating to our inspection and reports

You should note that there are limitations and disclaimers in respect of our inspection and reports. These limitations and disclaimers are clearly outlined below, throughout this report and in the ASI Client Agreement that you agreed to prior to purchasing any ASI report.

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/l/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: advancedstratainspections@gmail.com

The strata records were inspected by Matthew Sidra (Director) on: 26/5/2021

CONTENTS

ADDRESS: 2/108 RAILWAY CRESCENT, JANNALI NSW 2226.....	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.....	15
FIRE SAFETY CERTIFICATE	15
PAST BUILDING WORK	16
ATTACHMENTS	17
GLOSSARY	18

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Strata Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Certificate of Title	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Financial Accounts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Administration Fund	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Capital Works Fund	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Insurance Valuation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Building Insurance	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Previous 5 years AGM Minutes	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
EGM minutes (if applicable)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Correspondence File	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Fire Safety Certificate	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Capital Works Fund Forecast Report	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Occupational Health and Safety Report	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Asbestos Report	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Building Defects	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

CONTRIBUTIONS

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

Date of the last AGM held: 16/4/2021

Date of next expected AGM: Not yet set

Administration Fund:

Total Building: \$5,800.00

The Subject Lot:

Annually: \$2800.00

Per Quarter: \$700.00

Capital Works Fund:

Total Building: \$0.00

The Subject Lot:

Annually: \$0.00

Per Quarter: \$0.00

Effective from:

01/05/21

PREVIOUS YEAR'S LEVIES DETERMINED AT THE 2019 AGM

Administration Fund:

Total Building: \$5,600.00

Capital Works Fund:

Total Building: \$0.00

SPECIAL LEVIES

CURRENT

According to the records inspected, there are no current special levies.

POSSIBLE/PROPOSED SPECIAL LEVIES

According to the records inspected, there are no proposed special levies.

PAST SPECIAL LEVIES

According to the records inspected, there has been a history of special levies.

- As noted in the 2020 AGM Special tree levy raised for the removal of a tree total contribution raised \$2000.00 paid in one instalment.
- As noted in the 2019 AGM Special Levy raised in the amount of 3,062.00 paid in one instalment. It's not mentions in the AGM what this levy was raised for.

CAPITAL WORKS FUND FORECAST

A Capital Works Fund forecast is attached.

STRATA ROLL

Owner:

Michelle Gaye Latham & Rodney William Wells

Address:

2/108 Railway Crescent, JANNALI NSW 2226

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 50.00 of an aggregate of 100. Therefore, the subject lot carries rights and responsibilities equivalent to 50% 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.

STRATA PLAN

Number of lots in Strata Plan:

2

Number of Units:

2

Lot and Unit number correspond:

Yes

Date Strata Plan registered:

15/07/1992

Original Owner:

Not Ascertained

MANAGING AGENT / SECRETARY

Name:

Peter Clisdell Pty Ltd

Address:

623 Princes Highway, Rockdale, NSW 2216

Telephone Number:

02 9556 5222

Assigned Manager:

Jim Eggleston

INSURANCES

Company:

CHU

Policy No:

804406

Due Date:

15/07/2021

Building:	\$838,111.00
Public Liability:	\$30,000,000
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:	\$251,433.00
---------------	--------------

Please Note: Coverage for situations where the building becomes uninhabitable.

Office Bearers Liability:	\$1,000,000
Fidelity Guarantee:	\$250,000
Machinery Breakdown:	Not Insured
Common Contents:	\$8,381.00
Building Catastrophe:	\$251,433.00

Total Premium Cost:

\$2,241.00

Documents sighted:

Yes

All insurances held in the name of the Owners Corporation.

Yes ☒ No ☐

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:

Peter Clisdell Pty Ltd

Date:

20/06/2018

Building Replacement Cost:

\$790,000.00

OWNERS FUNDS

AS AT 25/05/2021 THE FINANCIAL POSITION OF THE OWNERS CORPORATION
(ASSETS MINUS LIABILITIES) WAS AS FOLLOWS:

Administration Fund: \$5,405.54.00

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

Capital Works Fund: \$0.00

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

Combined:

Owners Funds: \$5,405.54.00

Cash at Bank: \$5,505.54

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 ☒

TAXATION

TAX RETURNS

Corporation lodges income tax returns?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Copy of most recent Tax Return sighted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Expenditure for tax preparation in financial accounts?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

GST

The Owners Corporation is registered for and collects GST.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
--	------------------------------	--

MINUTES AND RECORDS

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

Date of the last AGM:

15/05/21

Last Minutes in Book:

15/05/21

Date of the first AGM:

Not Ascertained

Missing Minutes:

2017, 2016

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:

- None sighted, aside from those mentioned in previous meeting minutes,.

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 – Refer to the strata plans by-laws.

NOTABLE MATTERS

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

- Owners corporation voted to remove the capital works fund as per the 2021 AGM.

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:

01/02/2021-25/05/2021

01/02/2020-31/01/2021

ATTACHMENTS

1. STRATA ROLL SUBJECT LOT
2. SUBJECT LOT LEVY PRINT OUT
3. FUNDS BALANCE SHEET
4. STATEMENT OF INCOME & EXPENDITURE
5. INSURANCE CERTIFICATE OF CURRENCY
6. BUILDING INSURANCE VALUATION
7. MINUTES OF THE LAST MEETINGS OF THE STRATA PLAN
8. CAPITAL WORKS FUND FORECAST
9. BYLAWS

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.



Clisdell's Strata Management

Strata Roll

Peter Clisdell Pty Ltd
ABN 10 9556 5222
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216

COMMON PROPERTY / GENERAL INFORMATION

The Owners--Strata Plan 41781 108 Railway Crescent, JANNALI NSW 2226

Original owner M J & C J KROGH

Developer

Builder

Managing agent Peter Clisdell Pty Ltd
623 Princes Highway

Rockdale NSW 2216

Assigned manager Jim Eggleston

Unit entitlements

Full

Lot no.	Associated lots	Unit no.	U/E	Lot no.	Associated lots	Unit no.	U/E
1		1	50.00	2		2	50.00
Total unit entitlement							100.00

Insurance

Policy No.	804406	C H U Underwriting Agency
Type:	Strata	Broker: Honan Insurance Brokers PO Box R1782, ROYAL EXCHANGE NSW 1225
Premium:	\$2,241.00	Paid on: 14/07/2020 Policy start date: 15/07/2020 Next due: 15/07/2021
<i>Cover</i>	<i>Sum insured</i>	<i>Excess</i>
Building	\$838,111.00	\$500.00
Common Property	\$8,381.00	\$0.00
Loss Of Rent/temp Accom	\$125,717.00	\$0.00
Lot Owners' Fixtures & Improvements	\$250,000.00	\$0.00
Catastrophe	\$251,434.00	\$0.00
Paint	Included	\$0.00
Floating Timber Flooring	Included	\$0.00
Flood	Included	\$0.00
Public Liability	\$30,000,000.00	\$0.00
Office Bearers Liability	\$1,000,000.00	\$0.00
Fidelity Guarantee	\$250,000.00	\$0.00
Voluntary Workers	200,000/2,000	\$0.00
Legal Expenses	\$50,000.00	\$1,000.00
Govt. Audit Cost	\$25,000.00	\$0.00
Health & Safety Breaches	\$100,000.00	\$0.00

Commission \$272.51

Strata Committees

Chairman	Gertrud Haessler 1/108 Railway Crescent, JANNALI NSW 2226
Secretary, Treasurer	Rodney Wells 2/108 Railway Crescent, JANNALI NSW 2226

INDIVIDUAL LOT

Lot 2

Associated lots:

Unit no. 2

Unit entitlements

Full

50.00 / 100.00

Owners**Name****Address for service of notices**

Mrs N Saul

2/108 Railway Crescent, JANNALI NSW 2226

Email Address**Date of entry****Date of purchase**

Audrey June Dovey

C/- Mrs Sharron Ward, 29 Lyndon Street, CORRIMAL NSW 2518

Email Address**Date of entry** 16/04/2013**Date of purchase** 05/04/2013

Linda Margaret Maccauley

PO Box 728, SUTHERLAND NSW 1499

Email Address kado41@bigpond.com**Date of entry** 20/11/2014**Date of purchase** 18/11/2014

Michelle Gaye Latham & Rodney William Wells

2/108 Railway Crescent, JANNALI NSW 2226

Email Address michelle_latham@hotmail.com**Date of entry** 20/11/2015**Date of purchase** 13/11/2015**Mortgages**

None

Leases

None



Clisdell's Strata Management

Owner Ledger

Start Date: 01/05/2019

End Date: 31/05/2023

Owners: One only

Peter Clisdell Pty Ltd

ABN 10000 133 099

Tel: (02) 9556 5222

Fax: (02) 9556 5223

623 Princes Highway

Rockdale NSW 2216

Locked Bag 30

Rockdale DC NSW 2216

The Owners--Strata Plan 41781

108 Railway Crescent, JANNALI NSW 2226

Lot 2 Unit 2 Michelle Latham & Rodney Wells

UE / AE: 50.00 / 100.00

Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			Balance brought forward	0.00		0.00						
1	01/05/2019	Once-off	SPECIAL LEVY to repay deficit in Capital Works Fund	0.00	0.00	1,531.00	1,531.00	0.00	0.00%	Special	Normal	None
2	01/05/2019	Quarterly	Quarterly Admin/Capital Works Levy	25.00	25.00	675.00	675.00	0.00	0.00%	Standard	Normal	None
3	01/08/2019	Quarterly	Quarterly Admin/Capital Works Levy	25.00	25.00	675.00	675.00	0.00	0.00%	Standard	Normal	None
4	01/11/2019	Quarterly	Quarterly Admin/Capital Works Levy	25.00	25.00	675.00	675.00	0.00	0.00%	Standard	Normal	None
5	01/02/2020	Quarterly	Quarterly Admin/Capital Works Levy	25.00	25.00	675.00	675.00	0.00	0.00%	Standard	Normal	None
6	14/03/2020	Once-off	SPECIAL LEVY for removal of tree from Lot 2	1,000.00	1,000.00	0.00	0.00	0.00	0.00%	Special	Normal	None
7	01/05/2020	Quarterly	Quarterly Admin Levy	700.00	700.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
8	04/05/2020	Once-off	Lot 2: Owner share of removal of tree located in rear courtyard (Sutherland Shire Tree Services)	1,350.00	1,350.00	0.00	0.00	0.00		Owner Invoice	Normal	None
9	01/08/2020	Quarterly	Quarterly Admin Levy	700.00	700.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
10	01/11/2020	Quarterly	Quarterly Admin Levy	700.00	700.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
11	01/02/2021	Quarterly	Quarterly Admin Levy	700.00	700.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
12	16/05/2021	Quarterly	MAY-JUL Quarterly Admin Levy	700.00	700.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
13	01/08/2021	Quarterly	AUG-OCT Quarterly Admin Levy	700.00	0.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
14	01/11/2021	Quarterly	NOV-JAN Quarterly Admin Levy	700.00	0.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
15	01/02/2022	Quarterly	FEB-APR Quarterly Admin Levy	700.00	0.00	0.00	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated	Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid			
22/07/2019	94	Receipt	Banked		25.00	0.00	675.00	0.00	0.00	700.00		3
28/10/2019	96	Receipt	Banked		25.00	0.00	675.00	0.00	0.00	700.00		4
28/01/2020	97	Receipt	Banked		25.00	0.00	675.00	0.00	0.00	700.00		5
09/03/2020	100	Receipt	Banked		1,000.00	0.00	0.00	0.00	0.00	1,000.00		6
27/04/2020	104	Receipt	Banked		700.00	0.00	0.00	0.00	0.00	700.00		7
04/05/2020	106	Receipt	Banked		1,350.00	0.00	0.00	0.00	0.00	1,350.00		8
27/07/2020	108	Receipt	Banked		700.00	0.00	0.00	0.00	0.00	700.00		9
29/10/2020	110	Receipt	Banked		700.00	0.00	0.00	0.00	0.00	700.00		10
18/01/2021	111	Receipt	Banked		700.00	0.00	0.00	0.00	0.00	700.00		11
30/04/2021	114	Receipt	Banked		700.00	0.00	0.00	0.00	0.00	700.00		12



Clisdell's Strata Management

Peter Clisdell Pty Ltd

ABN 19 000 133 899

Tel: (02) 9556 5222

Fax: (02) 9556 5223

623 Princes Highway

Rockdale NSW 2216

Locked Bag 30

Rockdale DC NSW 2216

INTERIM REPORTS

for the financial year to 31/05/2021

Strata Plan 41781

108 Railway Crescent, JANNALI NSW 2226

Manager: Jim Eggleston

	Page
Balance Sheet	1
Income & Expenditure Statement	2
Levy Positions	4
Detailed Expenses - Group	6
Non-Levy Income	9



Clisdell's Strata Management

Peter Clisdell Pty Ltd
ABN 19 000 133 899
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216

Balance Sheet As at 25/05/2021

The Owners--Strata Plan 41781

108 Railway Crescent, JANNALI NSW 2226

	Current period	Previous quarter
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	1,692.97	1,184.13
Owners Equity--Admin	3,712.57	3,712.57
	<u>5,405.54</u>	<u>4,896.70</u>
Capital Works Fund		
Operating Surplus/Deficit--Capital Works	(220.50)	0.00
Owners Equity--Capital Works	220.50	220.50
	<u>0.00</u>	<u>220.50</u>
Net owners' funds	<u>\$5,405.54</u>	<u>\$5,117.20</u>
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	5,505.54	4,896.70
	<u>5,505.54</u>	<u>4,896.70</u>
Capital Works Fund		
Cash at Bank--Capital Works	0.00	220.50
	<u>0.00</u>	<u>220.50</u>
Unallocated Money		
	<u>0.00</u>	<u>0.00</u>
<i>Total assets</i>	<u>5,505.54</u>	<u>5,117.20</u>
Less liabilities		
Administrative Fund		
Prepaid Levies--Admin	100.00	0.00
	<u>100.00</u>	<u>0.00</u>
Capital Works Fund		
	<u>0.00</u>	<u>0.00</u>
Unallocated Money		
	<u>0.00</u>	<u>0.00</u>
<i>Total liabilities</i>	<u>100.00</u>	<u>0.00</u>
Net assets	<u>\$5,405.54</u>	<u>\$5,117.20</u>



Clisdell's Strata Management

Income & Expenditure Statement for the financial year-to-date 01/02/2021 to 25/05/2021

Peter Clisdell Pty Ltd
ABN 19000 133 899
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216

The Owners--Strata Plan 41781

108 Railway Crescent, JANNALI NSW 2226

Administrative Fund

	Current period 01/02/2021-25/05/2021	Annual budget 01/02/2021-31/01/2022	Previous year 01/02/2020-31/01/2021
Revenue			
Levies Due (Special)--Admin	0.00	0.00	2,000.00
Levies Due--Admin	2,800.00	6,654.00	4,250.00
Sundry Income	0.00	0.00	500.00
Transfer from Capital Works Fund	220.50	0.00	0.00
<i>Total revenue</i>	3,020.50	6,654.00	6,750.00
Less expenses			
Admin--Accounting-Tax Fees-Audit fees	0.00	187.00	187.00
Admin--Bank Charges--Account Fees	0.00	0.00	(2.50)
Admin--Storage Fees	35.20	70.00	67.17
Admin-Electronic Medium	14.24	43.00	42.32
Contractor Compliance	0.00	76.00	75.90
Insurance Valuations	0.00	300.00	0.00
Insurance--Premiums	0.00	2,500.00	2,241.00
Maint Bldg--General Repairs Building	0.00	500.00	616.00
Maint Bldg--Pest-Vermin Control	0.00	600.00	300.00
Maint Bldg--Plumbing & Drainage	462.00	500.00	0.00
Maint Grounds--Lawns & Gardening Contract	100.00	0.00	0.00
Maint Grounds--Tree -Maintenance-Lopping-Removal	0.00	0.00	2,500.00
Management Fees--Standard	275.28	820.00	818.44
Other Expenses--Admin	22.36	68.00	66.48
Quarterly Report Fees	55.80	170.00	165.90
Schedule B Fees	247.50	400.00	348.10
Utility--Water & Sewerage	115.15	420.00	397.89
<i>Total expenses</i>	1,327.53	6,654.00	7,823.70
Surplus/Deficit	1,692.97	0.00	(1,073.70)
Opening balance	3,712.57	3,712.57	4,786.27
Closing balance	\$5,405.54	\$3,712.57	\$3,712.57

Capital Works Fund

	Current period	Annual budget	Previous year
	01/02/2021-25/05/2021	01/02/2021-31/01/2022	01/02/2020-31/01/2021
Revenue			
Levies Due--Capital Works	0.00	0.00	1,350.00
<i>Total revenue</i>	0.00	0.00	1,350.00
Less expenses			
Admin--Transfer to Admin Fund	220.50	0.00	0.00
Maint Grounds--Landscaping	0.00	0.00	31.00
<i>Total expenses</i>	220.50	0.00	31.00
Surplus/Deficit	(220.50)	0.00	1,319.00
Opening balance	220.50	220.50	(1,098.50)
Closing balance	\$0.00	\$220.50	\$220.50



Clisdell's Strata Management

Levy Positions - Complete for the financial year to 25/05/2021

Peter Clisdell Pty Ltd
ABN 19606 133 899
 Tel: (02) 9556 5222
 Fax: (02) 9556 5223
 623 Princes Highway
 Rockdale NSW 2216
 Locked Bag 30
 Rockdale DC NSW 2216

The Owners--Strata Plan 41781

108 Railway Crescent, JANNALI NSW 2226

Administrative Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	
1	1	31/07/2021	1,400.00	1,500.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	2	31/07/2021	1,400.00	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			2,800.00	2,900.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due Excl. GST			2,800.00				0.00						

Capital Works Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	
1	1	30/04/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	2	30/04/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due Excl. GST			0.00				0.00						



Clisdell's Strata Management

Detailed Expenses for the financial year from 01/02/2021 to 25/05/2021

Peter Clisdell Pty Ltd
ABN 19006 133 999
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216

The Owners--Strata Plan 41781

108 Railway Crescent, JANNALI NSW 2226

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
------	---------	-------	--------	--------	------	---------	-------------

General

Administrative Fund

Admin--Storage Fees 156200

22/02/2021	Archive Storage Fee February 2021	Peter Clisdell Pty Ltd	8.80	Paid	DE		000196
22/03/2021	Archive Storage Fee March 2021	Peter Clisdell Pty Ltd	8.80	Paid	DE		000197
26/04/2021	Archive Storage Fee April 2021	Peter Clisdell Pty Ltd	8.80	Paid	DE		000199
24/05/2021	Archive Storage Fee May 2021	Peter Clisdell Pty Ltd	8.80	Paid	DE		000200
			\$35.20				

Admin-Electronic Medium 123

22/02/2021	Electronic Medium February 2021	Peter Clisdell Pty Ltd	3.56	Paid	DE		000196
22/03/2021	Electronic Medium March 2021	Peter Clisdell Pty Ltd	3.56	Paid	DE		000197
26/04/2021	Electronic Medium April 2021	Peter Clisdell Pty Ltd	3.56	Paid	DE		000199
24/05/2021	Electronic Medium May 2021	Peter Clisdell Pty Ltd	3.56	Paid	DE		000200
			\$14.24				

Maint Bldg--Plumbing & Drainage 11

20/04/2021	burst w/pipe near water meter	Atlantis Plumbing (Aust) Pty	462.00	Paid	DE	17322	000198
			\$462.00				

Maint Grounds--Lawns & Gardening Contract 06

20/04/2021	reimb: CP nature strip FY to 31/1/2021	Strata Plan 41781 Lot 1	100.00	Paid	Chq	16/4/21	300004
			\$100.00				

Management Fees--Standard 154000

22/02/2021	Standard Management Fee February 2021	Peter Clisdell Pty Ltd	68.82	Paid	DE		000196
22/03/2021	Standard Management Fee March 2021	Peter Clisdell Pty Ltd	68.82	Paid	DE		000197
26/04/2021	Standard Management Fee April 2021	Peter Clisdell Pty Ltd	68.82	Paid	DE		000199
24/05/2021	Standard Management Fee May 2021	Peter Clisdell Pty Ltd	68.82	Paid	DE		000200
			\$275.28				

Other Expenses--Admin 16

22/02/2021	Administrative Fees February 2021	Peter Clisdell Pty Ltd	5.59	Paid	DE		000196
22/03/2021	Administrative Fees March 2021	Peter Clisdell Pty Ltd	5.59	Paid	DE		000197
26/04/2021	Administrative Fees April 2021	Peter Clisdell Pty Ltd	5.59	Paid	DE		000199
24/05/2021	Administrative Fees May 2021	Peter Clisdell Pty Ltd	5.59	Paid	DE		000200
			\$22.36				

Quarterly Report Fees 13

22/02/2021	Monthly/Quarterly Report Fee February 2021	Peter Clisdell Pty Ltd	13.95	Paid	DE		000196
22/03/2021	Monthly/Quarterly Report Fee March 2021	Peter Clisdell Pty Ltd	13.95	Paid	DE		000197
26/04/2021	Monthly/Quarterly Report Fee April 2021	Peter Clisdell Pty Ltd	13.95	Paid	DE		000199
24/05/2021	Monthly/Quarterly Report Fee May 2021	Peter Clisdell Pty Ltd	13.95	Paid	DE		000200
			\$55.80				

The Owners--Strata Plan 41781**108 Railway Crescent, JANNALI NSW 2226**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
------	---------	-------	--------	--------	------	---------	-------------

General**Schedule B Fees 14**

26/04/2021	Schedule B Charges April 2021	Peter Clisdell Pty Ltd	247.50	Paid	DE		000199
			\$247.50				

Utility--Water & Sewerage 19

16/02/2021	8 Nov to 3 Feb'21	Sydney Water	115.15	Paid	BPAY	39833510009	46
			\$115.15				

Total expenses \$1,327.53

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

General

Capital Works Fund

Admin--Transfer to Admin Fund 257400

19/04/2021	Transfer money from Capital Works fund to Admin	220.50	Jnl	598562
		\$220.50		
Total expenses		\$220.50		

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.



Clisdell's Strata Management

Non-Levy Income for the financial year to 25/05/2021

Peter Clisdell Pty Ltd
ABN 19 000 133 899
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216

The Owners--Strata Plan 41781

108 Railway Crescent, JANNALI NSW 2226

Administrative Fund

Date	Account Details	Amount	GST	Type	Ref.No
19/04/2021	Transfer from Capital Works Fund Transfer money from Capital Works fund to Admin	220.50	0.00	Jnl	598563
		\$220.50	\$0.00		



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

HONAN INSURANCE BROKERS (CLISDELLS)
PO BOX R1782
ROYAL EXCHANGE NSW 1225

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	804406
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	15/07/2020 to 15/07/2021 at 4:00pm
The Insured	THE OWNERS - STRATA PLAN 41781
Situation	108 RAILWAY CRESCENT JANNALI NSW 2226

Policies Selected

Policy 1 – Insured Property

Building: \$838,111
Common Area Contents: \$8,381
Loss of Rent & Temporary Accommodation (total payable): \$125,716

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

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: \$250,000

Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$1,000,000

Policy 7 – Machinery Breakdown

Not Selected

Policy 8 – Catastrophe Insurance

Sum Insured: \$251,433
Extended Cover - Loss of Rent & Temporary Accommodation: \$37,714



Escalation in Cost of Temporary Accommodation: \$12,571
Cost of Removal, Storage and Evacuation: \$12,571

Policy 9 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000
Appeal expenses – common property health & safety breaches: \$100,000
Legal Defence Expenses: \$50,000

Policy 10 – Lot owners' fixtures and improvements (per lot)

Sum Insured: \$250,000

Flood Cover is included.

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Notes

16.1 Other Condition

enhancements are removed.

CHU advises that, in line with our underwriting guidelines and your disclosed information and/or your request, the above policy has been amended. This endorsement should be read in conjunction with, and as forming part of, your existing policy wording.

Policy 1 - Definition of Insured Property

- a. Building
- ii. Is amended to exclude the words "other than floating floors"

Many of Clisdel's Owners Corporation clients have been longstanding holders of CHU strata insurance policies. To acknowledge this, CHU is offering the following cover enhancements for clients of Peter Clisdel Pty Ltd;

Floating floors and paint has been included.
Public Liability has been increased from \$10,000,000 to \$20,000,000.
Fidelity Guarantee has been increased from \$100,000 to \$250,000.
Office Bearers Liability has been increased from \$100,000 to \$1,000,000.
Please note these cover enhancements are provided without additional premium to you and there will be no premium saving if the cover
In the event that your cover is transferred to another strata management standard policy terms and premiums payable will then apply.
company, your cover limits at renewal will revert to the cover levels you requested prior to receiving the enhanced product offering and the CHU



Effective Date 15/07/2020

This certificate confirms that from the effective date noted above, a Policy existed for the sums insured shown.

It is not intended to amend, extend, replace or override the Policy terms and conditions. This certificate is issued as a matter of information only and confers no rights on the certificate holder.



INSURANCE VALUATION - STRATA

PETER CLISDELL PTY LTD-BH
623 PRINCES HIGHWAY
ROCKDALE
NSW 2216

Date :20/06/2018
Ref :35773

Dear Sir / Madam,

Re: Valuation of Property - 108 RAILWAY CRESCENT JANNALI 2226

We acknowledge your instructions to prepare an Insurance Valuation of the above property being the entire replacement and reinstatement of improvements in the Strata Scheme No 41781. An external inspection of the building has been undertaken by us.

We therefore advise in respect of Sections 161 and 162 of the Strata Schemes Management Act 2015, that you require under the definition of a Damage Policy, full reinstatement or replacement of whole or part of your improvements, and where an Owners' Corporation chooses to limit its liability under the policy, then the method of calculating the sum is prescribed under Section 161 (2) Reg 39 of the SSMA 2015.

This is the basis for our calculation and we advise as follows:-

1. Total Value for Replacement of Building	:	\$560,000
2. Removal of Debris	:	\$80,000
3. Professional Fees	:	\$70,000
SUB TOTAL		\$710,000

Estimated rise in the above three items over the next twenty four months	:	\$80,000
TOTAL VALUATION		\$790,000

*** As per insurance renewal date of 15/07/2018**

Emergency Accommodation/Loss of Rent	:	\$118,500
Optional Cover		
Building Catastrophe/Escalation in cost due to Materials/labour shortage	:	\$237,000

Other insurances required under the Legislation by the Owners Corporation are advised as follows:

- a) Public Liability - minimum \$20,000,000 Section 164 (2) SSMA 2015
- b) Workers' Compensation - required as Unlimited NSW Common Law
- c) Voluntary Workers' Policy - SSMA 2015
- d) Additional amounts advised in accordance with SSMA 2015

If the Owners' Corporation has Common Contents, then these must be appropriately insured. This Valuation allows for alternate accommodation costs up to a maximum of fifteen percent (15%) of the re-building costs.

Please note this assessment is made on the basis that the building/s may be replaced, which involves the construction of building/s having the same functional use and of the same usable area as the old building/s but built in the modern idiom and, of necessity, conforming to Regulations and By-Laws which may have been adopted since the construction of the original buildings/s.

Yours faithfully,
CLISDELLS VALUATIONS



PETER R CLISDELL, Director
LFAPI, FREI, LMSCA(NSW), FAVI
API Member No. 67453

NOTE: This Valuation is for the use only of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of this Valuation. We carried out an inspection of exposed and readily Accessible areas of improvements. However, the valuer is not a building construction or structural expert and is therefore unable to certify the structural soundness of the improvements. Readers of this report should make their own enquiries.



MINUTES OF ANNUAL GENERAL MEETING *STRATA SCHEMES MANAGEMENT ACT 2015*

Strata Plan - 41781 108 Railway Crescent, JANNALI NSW 2226

An Annual General Meeting of the Owners of Strata Plan - 41781 was held on 16/04/2021 at Villa 2, 108 Railway Parade Jannali. The meeting commenced at 11:00 AM.

Present :

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Haessler, Gertrud
2	2	Yes	Michelle Latham & Rodney Wells

In attendance: Jim Eggleston (Clisdells Strata)

Chairperson: Jim Eggleston chaired the meeting with the agreement of those present

A quorum was declared and the meeting was opened.

Minutes of the meeting:

- 1 **Confirmation of Previous Minutes**
Resolved that the minutes of the last general meeting be confirmed as a true and accurate record of the proceedings of that meeting.

- 2 **Financial Statements**
Resolved that the last financial statements be adopted.

- 3 **Auditor**
Resolved that an auditor NOT be appointed to audit the accounts and financial statements of the Owners Corporation.

- 4 **Levy Contributions**
Resolved that:
 - (a) in accordance with Section 79(1) and 79 (2) of the *Strata Schemes Management Act 2015* the Owners Corporation estimates that in respect of the budgetary period it will need to credit to its administrative and capital works funds for actual and expected expenditure referred to in those subsections the amounts set out in the **amended budget**; and
 - (b) in accordance with Section 81 of the Act, the Owners Corporation determines that the following amounts are to be levied to raise the estimated contributions:

Administrative Fund, the sum of	\$5,800.00 Including GST
Capital works Fund, the sum of	\$0.00 Including GST

(c) those amounts are to be paid by regular equal Quarterly instalments on the 1/05/2021, 1/08/2021, 1/11/2021, 1/02/2022; and not being less than 30 days after the levy notice is given.
(d) the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

5 Removal of Capital Works Fund

Resolved UNANIMOUSLY that pursuant to Section 75 Clause (5) of the Strata Schemes Management Act 2015 the owners corporation closes the Capital Works Fund with the balance of funds to be transferred to the Administrative Fund.

6 Recovery of overdue levies

Resolved that the Owners Corporation authorises the managing agent and/or the Strata Committee to take all necessary steps on its behalf to recover, from any person liable to pay a contribution:

- (a) any contribution that is not paid at the end of one month after it becomes due and payable,
 - (b) any interest payable on the contribution, and
 - (c) the reasonable expenses of the Owners Corporation incurred in recovering those amounts, including (without limitation) engaging and giving instructions to a debt collector or lawyer and:
 - (i) issuing letters of demand,
 - (ii) initiating and maintaining legal action,
 - (iii) entering judgment in the legal action, and
 - (iv) enforcing any judgment including through:
 - (A) the issue of a writ for the levy of property,
 - (B) a garnishee order, or
 - (C) initiating and maintaining bankruptcy or winding up proceedings.
-

7 Payment Plans

Resolved that the Owners Corporation will not enter into any payment plans for payment of overdue contributions over a period of up to 12 months in accordance with section 85(5) of the Act.

8 Mandatory Insurance

Resolved that the insurances as listed in the agenda of the meeting be confirmed and further that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to include further insurances.

9 Insurance Quotations

Resolved that three quotations for all items of insurance required under the Strata Schemes Management Act 2015 be sought and obtained and the function of accepting and executing an appropriate quotation be delegated to the strata managing agent on instruction of the Owners Corporation or Strata Committee.

10 Insurance Valuation

Resolved that the Managing Agent NOT obtain a full insurance valuation for the purposes of section 161 of the Strata Schemes Management Act 2015.

11 Commissions and Training Services

Resolved that the attached report by the Managing Agent as to whether, and what, commissions or training services have been provided or paid to the managing agent in the last 12 months and are likely to be provided to or paid to the managing agent for the following 12 months be adopted.

12 Strata Committee

Resolved that:

(a) the following nominations for members of the Strata Committee were received:

Nominee	Nominees Lot	Nominated by Lot	Method of Nomination	Method of Acceptance
Gertrud Haessler	1	Self	Verbal	n/a
Rodney Latham	2	Self	Verbal	n/a

(b) the number of members of the Strata Committee be determined at 2; and

(c) the Strata Committee was elected as follows:

Gertrud Haessler, Rodney Latham

13 Restricted matters

Resolved that in accordance with clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2015 the Owners Corporation decides that there be NO additional type of matters which must be determined at a general meeting.

There being no further business the meeting was closed.

MINUTES OF STRATA COMMITTEE MEETING

STRATA SCHEMES MANAGEMENT ACT 2015

Strata Plan - 41781 108 Railway Crescent, JANNALI NSW 2226

A Strata Committee Meeting of the Owners of Strata Plan - 41781 was held on 16/04/2021 immediately following the Annual General Meeting.

Present :

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Haessler, Gertrud
2	2	Yes	Michelle Latham & Rodney Wells

In attendance: Jim Eggleston (Clisdells Strata)

Chairperson: Jim Eggleston chaired the meeting with the agreement of those present

A quorum was declared and the meeting was opened.

Minutes of the meeting:

- 1 **Confirmation of Previous Minutes**
Resolved that the minutes of the last strata committee meeting be confirmed as a true and accurate record of the proceedings of that meeting.

- 2 **Disclosure of pecuniary interest**
Resolved that the Strata Committee members confirm that they have no conflict of interest of both a pecuniary and non-pecuniary nature relating to any motions being considered at this meeting and agreed to abstain from voting on any motions where they may have a conflict of interest.

- 3 **Election of office bearers**
Resolved that the following office bearers of the Strata Committee were appointed:

Chairman	Gertrud Haessler
Secretary	Rodney Wells
Treasurer	Rodney Wells

- 4 **Contacts**
Resolved that all members of the Strata Committee to liaise with the strata managing agent.

- 5 **ABN/GST**
Resolved that the Strata Committee confirm current ABN and non-registration of GST.
- 6 **General discussion**

The following items of general discussion were determined:

1. That Lot 1 be reimbursed the amount of \$100 in compensation for mowing the front nature strip in the financial year ending 31/1/2021.
 2. That a managing agent arranges for the cleaning of the South facing gutter of Unit 1.
-

There being no further business the meeting closed at 12:00 PM



Clisdell's Strata Management

Approved Levy Posting for

The Owners--Strata Plan 41781

ABN 98792598873

Peter Clisdell Pty Ltd

ABN 19000 133 899

Tel: (02) 9556 5222

Fax: (02) 9556 5223

623 Princes Highway

Rockdale NSW 2216

Locked Bag 30

Rockdale DC NSW 2216

First instalment due date: 01/05/2021

Discount: Nil

Instalment frequency: Quarterly

Group: General

Number of instalments: 4

Entitlement set: Full

Description: Quarterly Admin Levy

Levy determination date: 16/04/2021

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	50.00	2,800.00	0.00	2,800.00
2	2	50.00	2,800.00	0.00	2,800.00
Totals		100.00	\$5,600.00	\$0.00	\$5,600.00
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$56.00	\$0.00	\$56.00

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Capital Works Fund	Total	Comment
16/05/2021	MAY-JUL Quarterly Admin Levy	1,400.00	0.00	1,400.00	
01/08/2021	AUG-OCT Quarterly Admin Levy	1,400.00	0.00	1,400.00	
01/11/2021	NOV-JAN Quarterly Admin Levy	1,400.00	0.00	1,400.00	
01/02/2022	FEB-APR Quarterly Admin Levy	1,400.00	0.00	1,400.00	
		\$5,600.00	\$0.00	\$5,600.00	

MINUTES OF STRATA COMMITTEE PAPER MEETING MINUTES **STRATA SCHEMES MANAGEMENT ACT 2015**

Strata Plan - 41781 108 Railway Crescent, JANNALI NSW 2226

A Strata Committee Meeting of the Owners of Strata Plan - 41781 was held on 27/11/2018 at 10:00 AM at the Offices of Peter Clisdell Pty Ltd, 623 Princes Highway Rockdale.

IMPORTANT NOTE

The meeting was held in accordance with the procedure in clause 9(2) of Schedule 2 of the *Strata Schemes Management Act 2015*

Voting Papers Received From:

Lot #	Unit #	Attendance	Owner Name Representative
-------	--------	------------	------------------------------

1	1	Yes	Gertrud Haessler
2	2	Yes	Rodney Wells

Chairperson: Belinda Hawes- Jim Eggleston of Peter Clisdell Pty Limited

Quorum: Yes

Minutes of the meeting:

1 Extension of Agency Agreement Term

Resolved pursuant to *Section 50(4)(5) & (6)* of the *Strata Schemes Management Act 2015* that the strata committee extends the term of the Agency Agreement with Peter Clisdell Pty Limited for a period of three (3) months ending on 11/01/2019. Such extension of time will cease if an Annual General Meeting is held during the term of the extension.

2 Second Extension of Agency Agreement Term

Resolved in the event that no Annual General Meeting (or Extraordinary General meeting with a motion to consider the Agency Agreement) is held before 11/01/2019 the Strata Committee pursuant to *Section 50(4)(5) & (6)* of the *Strata Schemes Management Act 2015* extends the Term of the Agency Agreement for a further three months from 12/01/2019 to 11/04/2019 or until the Annual General Meeting if it is held before the expiry of the second term.

There being no further business the meeting closed at 10:15 AM

MINUTES OF ANNUAL GENERAL MEETING

STRATA SCHEMES MANAGEMENT ACT 2015

Strata Plan - 41781 108 Railway Crescent, JANNALI NSW 2226

An Annual General Meeting of the Owners of Strata Plan - 41781 was held on 29/03/2019 at Villa 2, 108 Railway Crs Jannali.

The meeting commenced at 11:00 AM.

Present :

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Haessler, Gertrud
2	2	Yes	Michelle Latham & Rodney Wells

In attendance: Belinda Hawes- Jim Eggleston (Clisdells Strata)

Chairperson: Belinda Hawes- Jim Eggleston

A quorum was declared and the meeting was opened.

Minutes of the meeting:

- 1 **Confirmation of Previous Minutes**
Resolved that the minutes of the last general meeting be confirmed as a true and accurate record of the proceedings of that meeting.

- 2 **Financial Statements**
Resolved that the last financial statements be adopted.

- 3 **Auditor**
Resolved that an auditor NOT be appointed to audit the accounts and financial statements of the Owners Corporation.

- 4 **Special Levy**
Resolved that pursuant to s 81(4) of the Strata Schemes Management Act 2015 the Owners Corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its capital works fund, it determined that:
 1. a contribution in the amount of money referred to in the Schedule be raised as an additional levy to meet those expenses;
 2. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot;
 3. the contribution in respect of each lot is payable by the instalments being due and payable on or before the dates referred to in the Schedule by being paid to the Owners Corporation care of the

strata managing agent before or at those times; and

4. that pursuant to s83 of the Strata Schemes Management Act 2015, the strata managing agent serve one written notice of such contributions due in respect of each lot specifying:

- (a) the amount of each instalment; and
- (b) the date of payment of each instalment.

AMENDED SCHEDULE

(a) Expenses for which the contribution is raised:

(b) Total contribution to be raised: \$ 3,062.00 (inclusive of GST)

(c) Date by when the contribution is payable: 1/5/2019

(d) Number of installments: ONE (1)

5 Levy Contributions

Resolved that:

(a) in accordance with Section 79(1) and 79 (2) of the *Strata Schemes Management Act 2015* the Owners Corporation estimates that in respect of the budgetary period it will need to credit to its administrative and capital works funds for actual and expected expenditure referred to in those subsections the amounts set out in the amended budget; and

(b) in accordance with Section 81 of the Act, the Owners Corporation determines that the following AMENDED amounts are to be levied to raise the estimated contributions:

Administrative Fund, the sum of \$200.00 Including GST

Capital works Fund, the sum of \$5,400.00 Including GST

(c) those amounts are to be paid by regular equal Quarterly instalments on the 1/05/2019, 1/08/2019, 1/11/2019, 1/02/2020; and not being less than 30 days after the levy notice is given.

(d) the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

THE LEVIES HAVE BEEN AMENDED SO THAT THE ADMINISTRATION FUND IS RUN AT A DEFICIT TO DIRECT ADDITIONAL LEVIES TO THE CAPITAL WORKS FUND TO ACCOUNT FOR A SPECIAL LEVY ALLOCATED IN ERROR TO ADMINISTRATION FUND IN THE FINANCIAL YEAR ENDING 31 JAN 2017.

6 Capital Works Fund Plan

Resolved that the Owners Corporation continues with the current Capital Works Fund Plan.

7 Recovery of overdue levies

Resolved that the Owners Corporation authorises the managing agent and/or the Strata Committee to take all necessary steps on its behalf to recover, from any person liable to pay a contribution:

- (a) any contribution that is not paid at the end of one month after it becomes due and payable,
- (b) any interest payable on the contribution, and
- (c) the reasonable expenses of the Owners Corporation incurred in recovering those amounts, including (without limitation) engaging and giving instructions to a debt collector or lawyer and:
 - (i) issuing letters of demand,
 - (ii) initiating and maintaining legal action,
 - (iii) entering judgment in the legal action, and
 - (iv) enforcing any judgment including through:
 - (A) the issue of a writ for the levy of property,

- (B) a garnishee order, or
- (C) initiating and maintaining bankruptcy or winding up proceedings.

Explanatory Note: Legal action cannot be taken to recover overdue contributions unless 21 days written notice is given of such action in accordance with Section 86 of the Act. This motion, if passed, authorises the Owners Corporation, Strata Committee and strata managing agent to take all necessary steps to recover overdue contributions, interest and recovery expenses.

8 Mandatory Insurance

Resolved that the insurances as listed in the agenda of the meeting be confirmed and further that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to include further insurances.

9 Insurance Quotations

Resolved that three quotations for all items of insurance required under the Strata Schemes Management Act 2015 be sought and obtained and the function of accepting and executing an appropriate quotation be delegated to the strata managing agent on instruction of the Owners Corporation or Strata Committee.

10 Insurance Valuation

Resolved that the Managing Agent NOT obtain a full insurance valuation for the purposes of section 161 of the Strata Schemes Management Act 2015.

11 Commissions and Training Services

Resolved that the attached report by the Managing Agent as to whether, and what, commissions or training services have been provided or paid to the managing agent in the last 12 months and are likely to be provided to or paid to the managing agent for the following 12 months be adopted.

12 Strata Committee

Resolved that:

(a) the following nominations for members of the strata committee were received:

<u>Name</u>	<u>Lot</u>	<u>Nominated by</u>	<u>Acceptance</u>
Gertrud Haessier	1	Self	Verbal
Rodney Wells	2	Self	Verbal

(b) the number of members of the strata committee be determined at TWO (2) and

(c) the strata committee was be elected as follows:

<u>Name</u>	<u>Lot</u>
Gertrud Haessier	1
Rodney Wells	2

13 Restricted matters

Resolved that in accordance with clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2015 the Owners Corporation decides that there be NO additional type of matters which must be determined at a general meeting.

14 Cladding

Resolved that the Owners Corporation engage a suitably qualified consultant to carry out an audit

and risk assessment to identify if any cladding has been installed in the building.

15 Motion to appoint Peter Clisdell Pty Ltd

Resolved that pursuant to section 49 of the Strata Schemes Management Act 2015, the Owners Corporation:

- (a) appoint Peter Clisdell Pty Ltd (agent) as the strata managing agent of the strata scheme;
 - (b) delegate to the agent all of the functions of:
 - (i) the Owners Corporation (other than those listed in section 52(2) of the Act); and
 - (ii) its chairperson, treasurer, secretary and Strata Committee; necessary to enable the agent to carry out the services defined in the strata management agency agreement (agreement), a copy of which is attached to the notice of this meeting;
 - (c) record that the delegation to the agent is to be subject to the conditions and limitations in the agreement;
 - (d) execute the agreement to give effect to this appointment and delegation; and
 - (e) give authority for the common seal of the Owners Corporation to be affixed to the agreement in the presence of two members of the Strata Committee.
-

There being no further business the meeting was closed.

MINUTES OF STRATA COMMITTEE MEETING *STRATA SCHEMES MANAGEMENT ACT 2015*

Strata Plan - 41781 108 Railway Crescent, JANNALI NSW 2226

A Strata Committee Meeting of the Owners of Strata Plan - 41781
108 Railway Crescent, JANNALI NSW 2226,
was held immediately following the Annual General Meeting.

Present :

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Haessler, Gertrud
2	2	Yes	Michelle Latham & Rodney Wells

In attendance: Belinda Hawes- Jim Eggleston (Clisdells Strata)

Chairperson: Belinda Hawes- Jim Eggleston

A quorum was declared and the meeting was opened.

Minutes of the meeting:

1 Confirmation of Previous Minutes

Resolved that the minutes of the last strata committee meeting be confirmed as a true and accurate record of the proceedings of that meeting.

2 Disclosure of pecuniary interest

Resolved that the Strata Committee members confirm that they have no conflict of interest of both a pecuniary and non-pecuniary nature relating to any motions being considered at this meeting and agreed to abstain from voting on any motions where they may have a conflict of interest.

3 Election of office bearers

Resolved that the following office bearers of the Strata Committee were appointed:

Chairman	Gertrud Haessler
Secretary	Rodney Wells
Treasurer	Rodney Wells

4 Contacts

Resolved that:

(a) Unit 2 Rodney Wells of the Strata Committee be nominated as a representative to liaise with the

strata managing agent and be the scheme's contact point; and
(b Unit 2 Michelle Wells be nominated as a substitute representative to liaise with the strata managing agent and be the scheme's substitute contact point.

5 ABN/GST

Resolved that the Strata Committee confirm current ABN and non-registration of GST

6 General discussion

Resolved the following items of general discussion were determined:

- That the managing agent investigate how the capital works fund can be consolidated with the Administration Fund as per SSMA 2015 Sect 74.5
- That a pest service by Drop Dead Pest Control be arranged for the beginning of May
- That Sydney Water be advised that the water meter to Unit 2 is leaking and requires repair.
- That Unit 2 be sent a scanned copy of the agency agreement by email.

There being no further business the meeting closed at 12:40 PM



Clisdell's Strata Management
Approved Levy Posting for
The Owners--Strata Plan 41781
ABN 98792598873

Peter Clisdell Pty Ltd
ABN 19050 133 899
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216
DX 25304 Rockdale

First instalment due date: 01/05/2019

Discount: Nil

Instalment frequency: Quarterly

Group: General

Number of instalments: 4

Entitlement set: Full

Description: Quarterly Admin/Capital
Works Levy

Levy determination date: 29/03/2019

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	50.00	100.00	2,700.00	2,800.00
2	2	50.00	100.00	2,700.00	2,800.00
Totals		100.00	\$200.00	\$5,400.00	\$5,600.00
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$2.00	\$54.00	\$56.00



Clisdell's Strata Management
Approved Levy Posting for
The Owners--Strata Plan 41781
ABN 98792598873

Peter Clisdell Pty Ltd
ABN 19000 133 899
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216
DX 25304 Rockdale

First instalment due date: 01/05/2019

Discount: Nil

Instalment frequency: Once-off

Group: General

Number of instalments: 1

Entitlement set: Full

Description: SPECIAL LEVY to repay
deficit in Capital Works Fund

Levy determination date: 29/03/2019

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	50.00	0.00	1,531.00	1,531.00
2	2	50.00	0.00	1,531.00	1,531.00
Totals		100.00	\$0.00	\$3,062.00	\$3,062.00
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$0.00	\$30.62	\$30.62

MINUTES OF ANNUAL GENERAL MEETING *STRATA SCHEMES MANAGEMENT ACT 2015*

Strata Plan - 41781 108 Railway Crescent, JANNALI NSW 2226

An Annual General Meeting of the Owners of Strata Plan - 41781 was held on 14/02/2020 at Villa 1.

The meeting commenced at 10:00 AM.

Present :

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Haessler, Gertrud
2	2	Yes	Michelle Latham & Rodney Wells

In attendance: Jim Eggleston (Clisdells Strata)

Chairperson: Jim Eggleston chaired the meeting with the agreement of those present

A quorum was declared and the meeting was opened.

Minutes of the meeting:

- 1 **Confirmation of Previous Minutes**
Resolved that the minutes of the last general meeting be confirmed as a true and accurate record of the proceedings of that meeting.

- 2 **Financial Statements**
Resolved that the last financial statements be adopted.

- 3 **Auditor**
Resolved that an auditor NOT be appointed to audit the accounts and financial statements of the Owners Corporation.

- 4 **Special Levy**
DEFEATED that pursuant to s 81(4) of the Strata Schemes Management Act 2015 the Owners Corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its capital works fund, it determined that:
 1. a contribution in the amount of money referred to in the Schedule be raised as an additional levy to meet those expenses;
 2. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot;
 3. the contribution in respect of each lot is payable by the instalments being due and payable on or before the dates referred to in the Schedule by being paid to the Owners Corporation care of

- the strata managing agent before or at those times; and
4. that pursuant to s83 of the Strata Schemes Management Act 2015, the strata managing agent serve one written notice of such contributions due in respect of each lot specifying:
- (a) the amount of each instalment; and
 - (b) the date of payment of each instalment.

SCHEDULE:

- | | | |
|-----|--|--------------------------------------|
| (a) | Expenses for which the contribution is raised: | Deficit in Capital Works Fund |
| (b) | Total contribution to be raised: | \$1,098.00 (inclusive of GST) |
| (c) | Date by when the contribution is payable: | 1 April 2020 |

The capital works fund was \$251 at the time of the meeting. The owners intend to close the capital works fund at the next annual general meeting and do not want to increase the level of funds now.

5 Levy Contributions

That:

(a) in accordance with Section 79(1) and 79 (2) of the *Strata Schemes Management Act 2015* the Owners Corporation estimates that in respect of the budgetary period it will need to credit to its administrative and capital works funds for actual and expected expenditure referred to in those subsections the amounts set out in the **amended budget**; and

(b) in accordance with Section 81 of the Act, the Owners Corporation determines that the following amounts are to be levied to raise the estimated contributions:

Administrative Fund, the sum of \$5,600.00 Including GST

Capital works Fund, the sum of \$0.00 Including GST

(c) those amounts are to be paid by regular equal Quarterly instalments on the 1/05/2020, 1/08/2020, 1/11/2020, 1/02/2021; and not being less than 30 days after the levy notice is given.

(d) the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

6 Capital Works Fund Plan

7 Recovery of overdue levies

Resolved that the Owners Corporation authorises the managing agent and/or the Strata Committee to take all necessary steps on its behalf to recover, from any person liable to pay a contribution:

- (a) any contribution that is not paid at the end of one month after it becomes due and payable,
 - (b) any interest payable on the contribution, and
 - (c) the reasonable expenses of the Owners Corporation incurred in recovering those amounts, including (without limitation) engaging and giving instructions to a debt collector or lawyer and:
 - (i) issuing letters of demand,
 - (ii) initiating and maintaining legal action,
 - (iii) entering judgment in the legal action, and
 - (iv) enforcing any judgment including through:
 - (A) the issue of a writ for the levy of property,
 - (B) a garnishee order, or
 - (C) initiating and maintaining bankruptcy or winding up proceedings.
-

- 8 **Payment Plans**
Resolved that the Owners Corporation will not enter into any payment plans for payment of overdue contributions over a period of up to 12 months in accordance with section 85(5) of the Act.
-
- 9 **Mandatory Insurance**
Resolved that the insurances as listed in the agenda of the meeting be confirmed and further that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to include further insurances.
-
- 10 **Insurance Quotations**
Resolved that three quotations for all items of insurance required under the Strata Schemes Management Act 2015 be sought and obtained and the function of accepting and executing an appropriate quotation be delegated to the strata managing agent on instruction of the Owners Corporation or Strata Committee.
-
- 11 **Insurance Valuation**
Resolved that the Managing Agent NOT obtain a full insurance valuation for the purposes of section 161 of the Strata Schemes Management Act 2015.
- 12 **Commissions and Training Services**
Resolved that the attached report by the Managing Agent as to whether, and what, commissions or training services have been provided or paid to the managing agent in the last 12 months and are likely to be provided to or paid to the managing agent for the following 12 months be adopted.
-
- 13 **Strata Committee**
Resolved that:
(a) the following nominations for members of the strata committee were received:
- | Nominee | Nominees
Lot | Nominated
by Lot | Method of
Nomination | Method of
Acceptance |
|------------------|-------------------------|-----------------------------|---------------------------------|---------------------------------|
| Gertrud Haessler | 1 | Self | Verbal | n/a |
| Rodney Wells | 2 | Self | Verbal | n/a |
- (b) the number of members of the strata committee be determined at TWO (2) and
(c) the strata committee was be elected as follows:
Gertrud Haessler, Rodney Wells
-
- 14 **Restricted matters**
Resolved that in accordance with clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2015 the Owners Corporation decides that there be NO additional type of matters which must be determined at a general meeting.
-
- 15 **Electronic Voting**
Resolved that the Owners Corporation permit any of the following means of voting on a matter to be determined by the Owners Corporation at any future general meeting:
(a) before the meeting at which the matter (not being an election) is to be determined by the Owners Corporation - voting by means of email or other electronic means; and
(b) while participating in a meeting from a remote location - voting by means of teleconference, videoconferencing, email or any voting website.
-

16 Tree Removal

Resolved that the owners accept the quotation supplied by Sutherland Shire Tree Service at \$3.850 for the removal of the tree in the rear of Lot 2.

The agreed allocation of costs is:

1. The Owners SP 41781	\$2,000.00
2. The Owners of Lot 2	\$1,350.00
3. Todd Calderwood of 11 Roberts St Jannali (rear neighbour)	\$500.00

17 Special Levy Tree Removal

Resolved that pursuant to s 81(4) of the Strata Schemes Management Act 2015 the Owners Corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its capital works fund, it determined that:

1. a contribution in the amount of money referred to in the Schedule be raised as an additional levy to meet those expenses;
2. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot;
3. the contribution in respect of each lot is payable by the instalments being due and payable on or before the dates referred to in the Schedule by being paid to the Owners Corporation care of the strata managing agent before or at those times; and
4. that pursuant to s83 of the Strata Schemes Management Act 2015, the strata managing agent serve one written notice of such contributions due in respect of each lot specifying:
 - (a) the amount of each instalment; and
 - (b) the date of payment of each instalment.

SCHEDULE:

(a) Expenses for which the contribution is raised:	Removal of tree in Lot 2
(b) Total contribution to be raised:	\$2,000.00 (inclusive of GST)
(c) Date by when the contribution is payable:	14 March 2020

There being no further business the meeting was closed.

MINUTES OF STRATA COMMITTEE MEETING *STRATA SCHEMES MANAGEMENT ACT 2015*

Strata Plan - 41781 108 Railway Crescent, JANNALI NSW 2226

A Strata Committee Meeting of the Owners of Strata Plan - 41781
108 Railway Crescent, JANNALI NSW 2226,
was held immediately following the Annual General Meeting.

Present :

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Haessler, Gertrud
2	2	Yes	Michelle Latham & Rodney Wells

In attendance: Jim Eggleston (Clisdell's Strata)

Chairperson: Jim Eggleston chaired the meeting with the agreement of those present

A quorum was declared and the meeting was opened.

Minutes of the meeting:

- 1 **Confirmation of Previous Minutes**
Resolved that the minutes of the last strata committee meeting be confirmed as a true and accurate record of the proceedings of that meeting.

- 2 **Disclosure of pecuniary interest**
Resolved that the Strata Committee members confirm that they have no conflict of interest of both a pecuniary and non-pecuniary nature relating to any motions being considered at this meeting and agreed to abstain from voting on any motions where they may have a conflict of interest.

- 3 **Election of office bearers**
Resolved that the following office bearers of the Strata Committee were appointed:

Chairman	Gertrud Haessler
Secretary	Rodney Wells
Treasurer	Rodney Wells

- 4 **Contacts**
Resolved that all members of the Strata Committee to liaise with the strata managing agent.

- 5 **ABN/GST**
Resolved that the Strata Committee confirm current ABN and non-registration of GST.

6 General discussion

The following items of general discussion were determined:

1. That the managing agent obtain a quotation for cleaning the gutters of Unit 1
 2. That the managing agent send a letter to 9 Roberts St regarding the flooding caused in Unit 2 by the water overflow from the unplumbed downpipes at the rear of 9 Roberts St.
-

There being no further business the meeting closed at 11:15 AM



Clisdell's Strata Management
Approved Levy Posting for
The Owners--Strata Plan 41781
ABN 98792598873

Peter Clisdell Pty Ltd
ABN 19000 133 899
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216
DX 25304 Rockdale

First instalment due date: 01/05/2020

Discount: Nil

Instalment frequency: Quarterly

Group: General

Number of instalments: 4

Entitlement set: Full

Description: Quarterly Admin Levy

Levy determination date: 14/02/2020

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	50.00	2,800.00	0.00	2,800.00
2	2	50.00	2,800.00	0.00	2,800.00
Totals		100.00	\$5,600.00	\$0.00	\$5,600.00
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$56.00	\$0.00	\$56.00



Clisdell's Strata Management
Approved Levy Posting for
The Owners--Strata Plan 41781
ABN 98792598873

Peter Clisdell Pty Ltd
ABN 19050 133 899
Tel: (02) 9556 5222
Fax: (02) 9556 5223
623 Princes Highway
Rockdale NSW 2216
Locked Bag 30
Rockdale DC NSW 2216
DX 25304 Rockdale

First instalment due date: 14/03/2020

Discount: Nil

Instalment frequency: Once-off

Group: General

Number of instalments: 1

Entitlement set: Full

Description: SPECIAL LEVY for removal of tree from Lot 2

Levy determination date: 14/02/2020

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	50.00	1,000.00	0.00	1,000.00
2	2	50.00	1,000.00	0.00	1,000.00
Totals		100.00	\$2,000.00	\$0.00	\$2,000.00
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$20.00	\$0.00	\$20.00

STRATA PLAN 41781

STRATA SCHEMES MANAGEMENT ACT

1 Noise

An owner or occupier of a lot must not create any noise on the parcel 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 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.

4 Damage to lawns and plants on common property

An owner or occupier of a lot must not:

- (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 without the approval in writing of the owners corporation.
- (2) An approval given by the owners corporation under subclause (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
 - (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.
- (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, the owner of a lot must maintain and keep in a state of good and serviceable repair any installation or structure referred to in subclause (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 likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using the common property.

10 Drying of laundry items

An owner or occupier of a lot must not, except with the consent in writing 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

An owner or occupier of a lot must keep clean all glass in windows and all doors on the boundary of the lot, including so much as is common property.

12 Storage of inflammable liquids and other substances and materials

(1) An owner or occupier of a lot must not, except with the approval in writing 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 Moving furniture and other objects on or through common property

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless sufficient notice has first been given to the executive committee so as to enable the executive committee to arrange for its nominee to be present at the time when the owner or occupier does so.

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

An owner or occupier of a lot:

(a) must maintain 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 adequately covered a receptacle for garbage, and

(b) must ensure that before refuse is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained, and

(c) for the purpose of having the garbage collected, must place the receptacle 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 is normally collected, and

(d) when the garbage has been collected, must promptly return the receptacle to the lot or other area referred to in paragraph (a),

(e) must not place any thing in the receptacle 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 collector may have spilled from the receptacle and must take such action as may be necessary to clean the area within which that thing was spilled.

16 Keeping of animals

(1) Subject to section 49 (4), an owner or occupier of a lot must not, without the approval in writing of the owners corporation, keep any animal 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.

17 Appearance of lot

(1) The owner or occupier of a lot must not, without the written consent 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 Notice-board

An owners corporation must cause a notice-board to be affixed to some part of the common property.

19 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).

JUNE 9, 2017



CAPITAL WORKS FUND PLAN

SP41781: 108 RAILWAY CRESCENT, JANNALI NSW 2226

W: NOVIION.COM.AU
E: ADMIN@NOVIION.COM.AU
T: 02 9635 5461
ABN: 63 607 716 772

Summary

Client	SP 41781
Client Address	108 Railway Crescent, Jannali
Attention	Clisdells c/- Amanda Kapsalis
Job #	1073

Revision History

Revision	Date
1	09/06/2017

Building Description

Property Type	Residential development
Date of Registration	15 th of July, 1992
Number of Lots	2
Levels	1
Basement levels	0
Exterior façade	Brick finish
Floors	Reinforced concrete slab

Building Classification:

The building is classified in accordance with Section A3.2 of the Building Code of Australia as:

Class 2: a building containing 2 or more sole-occupancy units each being a separate dwelling

Class 10a—a non-habitable building being a private garage, carport, shed, or the like;

Scope

The building's external, internal and general condition was inspected on the 17/06/2017 to assess the current condition.

Tools used

Surveymaster Moisture Meter- enables the user to distinguish surface moisture from sub-surface moisture, essential information when trying to establish the extent and cause of a moisture problem.

Report Conditions

This report has been prepared for the Client mentioned above in accordance with the terms and conditions of appointment for the inspection as per the fee proposal. Noviiion Engineering Pty Ltd (ABN 63 607716 772) cannot accept any responsibility for any use of or reliance on the contents of this report by any third party. All comments and recommendations mentioned in this report are based on our visual observations which are in line with our previous experience dealing similar issues. Unless noted otherwise, no destructive investigations were undertaken.

Contents

1	CAPITAL WORKS FUND PLAN	3
1.1	Information.....	3
1.2	Discussion.....	3
1.3	Recommendation	4
1.4	Financial Summary	5
1.5	Summary Chart of Proposed Levies	6
1.6	Capital Works Forecast Notes.....	7
1.6.1	General.....	7
1.6.2	Site Inspection.....	7
	REPORT CONDITIONS	8

1 Capital Works Fund Plan

1.1 Information

Our Capital Works Fund Plan (CWFP) is prepared from our experience and analysis of thousands of buildings over the past twenty years of experience. The below capital fund estimate identifies areas and specific factors affecting your building.

As part of the Strata Schemes Management Act section 79, the owner's corporation are required to first estimate a monetary amount and then set this amount aside each year to ensure the building can be maintained.

This levy is an easy to apply funding method which allows you and your manager to plan and pay for major maintenance and replacement expenses for the next 10 years and thereafter subject to periodic review.

In the writer's opinion, no major works should commence without a careful masterplan including design advice about the out of date appearance of this well-located building.

1.2 Discussion

The property is currently within a general maintenance cycle and the initial building defects are required to be addressed. The opportunity exists to make allowances for the inevitable expenses associated with necessary maintenance.

The identified issues have been listed in the table in Section 1.4. Each item has an associated maintenance/repair cost. The table includes an inflation rate of 3% over the next 10 years.

1.3 Recommendation

We recommend you increase your Capital Works Fund levy (CWFL) to meet your increasing maintenance costs as the building ages. As such it is recommended the owners start their CWFL to the calculated amount of **\$8,800 per annum (includes GST)** as shown below in Table 1.3. This will ensure that the items identified in section 1.4 as future maintenance issues will be addressed to ensure the buildings integrity and service life.

This report is intended to be set over a 10-year time frame, however given the buildings current state and requirement for major works, we suggest that the building be re-assessed over a five-year cycle, to ensure all information is up to date and provide the owners with more recent building issues.

Table 1.3: Project 10-year Capital Works Fund (proposed levies)

Year	Opening Balance	Expenditure	Contribution	Closing Balance
2018	\$7,246	\$5,200	\$8,800	\$10,846
2019	\$10,846	\$12,841	\$9,064	\$7,069
2020	\$7,069	\$14,486	\$9,336	\$1,919
2021	\$1,919	\$6,681	\$9,616	\$4,854
2022	\$4,854	\$7,350	\$9,904	\$7,409
2023	\$7,409	\$13,509	\$10,202	\$4,101
2024	\$4,101	\$6,142	\$10,508	\$8,466
2025	\$8,466	\$9,510	\$10,823	\$9,779
2026	\$9,779	\$10,954	\$11,148	\$9,973
2027	\$9,973	\$7,804	\$11,482	\$13,650

1.4 Financial Summary

The financial summary below does not allow for the following unless otherwise noted:

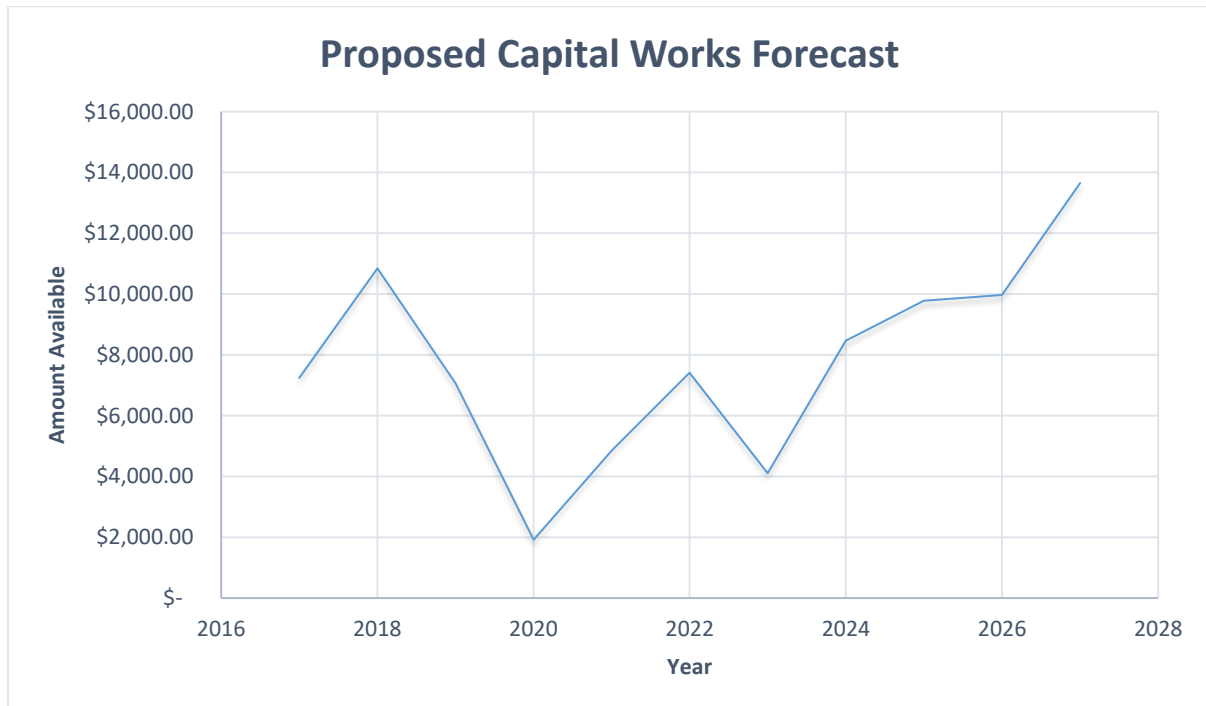
- Running costs of the building (strata fees, building management, or the like)
- Bank charges, accounting fees, taxes, etc
- Unforeseeable events
- Changes to the use of the building
- Building defects which have not been noted
- Pest control
- Cleaning of common areas
- Utility bills for common use areas
- Minor repairs and maintenance which have not been noted
- Insurance premiums and excesses
- Items covered by the Administration Fund
- Work to comply with new building standards

[illegible]

	Pump maintenance	Lifecycle	1	15	3%	N/A												
	Drainage upgrade	Lifecycle	25	1	3%	\$5,000	2026										\$5,000	
	garage doors	Maintenance	2	10	3%	N/A												
Recurring/General																		
	External facade/window cleaning	Maintenance	5	10	3%	\$500	2020				\$500						\$515	
	Drainage	Maintenance	1	10	3%	\$1,000	2018		\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,230	\$1,267	\$1,305
	Roof cleaning	Maintenance	1	10	3%	\$800	2018		\$800	\$824	\$849	\$874	\$900	\$927	\$955	\$984	\$1,013	\$1,044
	landscaping	Maintenance	1	10	3%	\$2,000	2018		\$2,000	\$2,060	\$2,122	\$2,185	\$2,251	\$2,319	\$2,388	\$2,460	\$2,534	\$2,610
Light and power																		
	Maintain lighting system	Maintenance	1	10	3%	\$900	2018		\$900	\$927	\$955	\$983	\$1,013	\$1,043	\$1,075	\$1,107	\$1,140	\$1,174
	Mechanical services	Maintenance	1	10	3%	N/A												
	Intercom	Lifecycle	10	10	3%	N/A												
Total								\$0	\$5,200	\$12,841	\$14,486	\$6,681	\$7,350	\$13,509	\$6,142	\$9,510	\$10,954	\$7,804
SINKING FUND ACCUMULATIVE							\$7,246	\$7,246	\$2,046	-\$10,795	-\$25,281	-\$31,962	-\$39,312	-\$52,821	-\$58,964	-\$68,474	-\$79,427	-\$87,232

1.5 Summary Chart of Proposed Levies

The following chart is a projected summary of the owner's corporation's capital works fund balance based on the suggested levies outlined in section 1.3 and the expected expenditure outlined in section 1.4. The capital works fund balance chart has been projected over the next ten (10) years, allowing the owners to visually monitor their expenditure.



1.6 Capital Works Forecast Notes

1.6.1 General

The figures used in the above forecast are strictly a guide only. It should be noted that predicting future costs associated with building repair and maintenance can be a very changeling task with a high level of unknowns.

Although we have experience in both consulting and contracting remedial works, our figures may vary from actual costs, which is caused by multiple factors. No investment rate has been applied to the capital works fund, given the current financial standing of the building.

The figures used in the above are standard for the above-mentioned building. The owners have discretion on when and how to implement the above. The sole purpose of the above is to forecast and ensure the owners have funds available for repairs based on the current time.

1.6.2 Site Inspection

An inspection of the accessible areas (those areas of common property that were directly accessible without requiring the removal or movement of building elements and clear from obstruction) were completed during the site visit only. The life expectancy and reinstatement cost of these items were then assessed and the costs were evaluated in line with current construction costs.

An evaluation was undertaken to areas where direct access was not provided or were deemed inaccessible, in line with the current condition of the building.

Report Conditions

1. The works are limited to those described above. This report has been prepared for “The Client”, and should not be relied upon by any third party.
2. No responsibility is undertaken to any third party in the use of this report.
3. No detailed calculations or quantitative assessments of the adequacy or compliance of the building to current design codes or the Building Code of Australia (BCA) were carried out as part of this survey, nor was any physical materials testing carried out or enquiries made of statutory authorities in connection with the building.
4. Note that while all reasonable effort was made to access all areas of concern, some areas were difficult to access.
5. Whilst this report is based on a reasonably detailed visual inspection of the building described in this report, we do not purport to have discovered or seen every hidden defect or structural condition in existence and as such, defects or structural conditions should not be inferred from the descriptions or photographs forming this report.
6. Our inspection was related to strictly the identified in the fee proposal and excludes defects, which are not reasonably detectable during a visual inspection.
7. We did not inspect drainage systems, hydraulic services, ventilation systems, fire protection systems, or other elements, which would require opening up of the structure fabric.
8. Our services do not extend to advising on asbestos and We shall have no liability for any claims arising out of or in connection with asbestos.
9. Noviion Engineering Pty Ltd provides no warranty for its contents to any client or third Party. We take no responsibility for any loss or damages due to any assumptions or comments made in this report.
10. Noviion Engineering Pty Ltd retains full copyright ownership in this Report. Once full payment for the completion of this Report is received, We provide a license to the Client to use this Report only for the purposes under which Noviion Engineering Pty Ltd was instructed to prepare it.
11. Identification of water ingress issues is a complex task. Our observations and comments are made based on our experience. These observations may or may not be the actual cause of the ingress. The water ingress may be the result of a combination of multiple sources. To address these issues, a cost effective option is to complete a non-invasive. Once a inspection or works are completed it is possible a new waters ingress source occurs.
12. Remedial engineering is a complex task, with multiple factors contributing which may cause a defect. As such no guarantee is given that the above information will solve the issues identified.

STRATA PLAN 41781

STRATA SCHEMES MANAGEMENT ACT

1 Noise

An owner or occupier of a lot must not create any noise on the parcel 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 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.

4 Damage to lawns and plants on common property

An owner or occupier of a lot must not:

- (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 without the approval in writing of the owners corporation.
- (2) An approval given by the owners corporation under subclause (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
 - (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.
- (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, the owner of a lot must maintain and keep in a state of good and serviceable repair any installation or structure referred to in subclause (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 likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using the common property.

10 Drying of laundry items

An owner or occupier of a lot must not, except with the consent in writing 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

An owner or occupier of a lot must keep clean all glass in windows and all doors on the boundary of the lot, including so much as is common property.

12 Storage of inflammable liquids and other substances and materials

(1) An owner or occupier of a lot must not, except with the approval in writing 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 Moving furniture and other objects on or through common property

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless sufficient notice has first been given to the executive committee so as to enable the executive committee to arrange for its nominee to be present at the time when the owner or occupier does so.

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

An owner or occupier of a lot:

(a) must maintain 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 adequately covered a receptacle for garbage, and

(b) must ensure that before refuse is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained, and

(c) for the purpose of having the garbage collected, must place the receptacle 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 is normally collected, and

(d) when the garbage has been collected, must promptly return the receptacle to the lot or other area referred to in paragraph (a),

(e) must not place any thing in the receptacle 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 collector may have spilled from the receptacle and must take such action as may be necessary to clean the area within which that thing was spilled.

16 Keeping of animals

(1) Subject to section 49 (4), an owner or occupier of a lot must not, without the approval in writing of the owners corporation, keep any animal 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.

17 Appearance of lot

(1) The owner or occupier of a lot must not, without the written consent 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 Notice-board

An owners corporation must cause a notice-board to be affixed to some part of the common property.

19 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).