

STRATA REPORT

ADDRESS: 12/610 Princes Highway,
Kirrawee

LOT: 12 SP: 60880



DATE OF ASSESSMENT: 25 NOVEMBER 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:

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- **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.

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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, as 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 the Owner's Corporation records may not have been made

available for inspection or, alternatively, that the records may not have contained all 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 2020, and will be in place for six months, or until further notice.

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

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

INTRODUCTION AND CONTENTS

Important information regarding this report

Thank you for purchasing the **ASI Strata Report**. This Report summarises information gathered during an inspection of the records of the body corporate by a trained inspector.

The Report represents the information made available to the inspector by the Strata Manager on the date of inspection. Some Strata Management companies scan the Strata Records onto a computer storage system. In these instances, inspectors are required to inspect computer systems as well as the loose copies provided by the Strata Management. Therefore, we cannot guarantee that what was sighted as part of this inspection is all that the Strata Management had in their possession.

CONTACT ADVANCED STRATA INSPECTIONS

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

Contact details:

Phone: 0450 007 450

Email: advancedstratainspections@gmail.com

The strata records were inspected by Tiana Georges on 25 November 2021

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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 checked="" type="checkbox"/>	No <input 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 (if applicable)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Cladding (if applicable)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Strata Plans By-laws (if applicable)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

CONTRIBUTIONS

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

Date of the last AGM held: 25 October 2021

Date of next expected AGM: October 2022

Administration Fund:

Total Building: \$59,200.00

The Subject Lot:

Annually: \$2,676.00

Per Quarter: \$669.00

Capital Works Fund:

Total Building: \$4,000.00

The Subject Lot:

Annually: \$500.00

Per Quarter: \$125.00

Effective from:

1 October 2021

Arrears:

The Subject Lot: \$0.00

PREVIOUS YEAR'S LEVIES DETERMINED AT THE AGM DATED 24 NOVEMBER 2020

Administration Fund:

Total Building: \$53,520.00

Capital Works Fund:

Total Building: \$10,000.00

SPECIAL LEVIES

CURRENT

According to the records inspected, there are a current special levy.

- At the 2021 AGM, it was resolved to raise a special levy in the amount of \$2,607 toward the admin fund, payable on 1/3/2022.
 - Refer to motion 11 of the 2021 AGM minutes, attached

POSSIBLE/PROPOSED SPECIAL LEVIES

According to the records inspected, there may be a proposed special levy to recover the admin fund deficit, as per the balance sheet attached.

PAST SPECIAL LEVIES

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

- At the 2020 AGM, it was resolved to raise a special levy in the amount of \$5,391 to recover the admin fund deficit, payable on 1/3/2021.
 - Refer to motion 9 of the 2020 AGM minutes, attached

CAPITAL WORKS FUND FORECAST

A Capital Works Fund forecast is attached.

STRATA ROLL

Owner:

Dane Fowler and Lauren Diver-Tuc

Address:

12/610 Princes Hwy, Kirrawee

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 5.00 of an aggregate of 100.00. Therefore, the subject lot carries rights and responsibilities equivalent to 5% 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:

20

Number of Units:

20

Lot and Unit number correspond:

Yes

Date Strata Plan registered:

2/9/1999

Original Owner:

Not ascertained

MANAGING AGENT / SECRETARY

Name:

Net Strata

Address:

298 Railway Pde, Carlton

Telephone Number:

1300 637 787

Assigned Manager:

Craig Clark

INSURANCES

Company:

CHU Insurance

Policy No:

HU0000008954

Due Date:

28/2/2022

Building:	\$7,750,000
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:	\$1,162,500
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Please Note: Coverage for situations where the building becomes uninhabitable.

Office Bearers Liability:	\$5,000,000
Fidelity Guarantee:	\$250,000
Machinery Breakdown:	Not Insured
Common Contents:	\$77,500
Building Catastrophe:	Not insured

Total Premium Cost:

\$11,858.18

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:

Property Logic.Com

Date:

10 November 2020

Building Replacement Cost:

\$7,750,000

OWNERS FUNDS

AS AT 23 NOVEMBER 2021 THE FINANCIAL POSITION OF THE OWNER'S CORPORATION (ASSETS MINUS LIABILITIES) WAS AS FOLLOWS:

Administration Fund: -(\$13,062.15)

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

Capital Works Fund: \$43,867.67

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

Combined:

Owners Funds: \$30,805.52

Cash at Bank: \$35,569.72

Total levies in arrears: \$0.00

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

BY-LAWS FOR THIS STRATA SCHEME

Is there any evidence of By-Laws passed during the past 6-Months, that have not been registered?

No

Did this Scheme commence prior to 1 July 1997?

No

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.

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.

LITIGATION

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

Yes ☒ No ☐

- Refer to notable matters with reference to NCAT proceedings.

TAXATION

TAX RETURNS

Corporation lodges income tax returns?	Yes <input checked="" type="checkbox"/>	No <input 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 checked="" type="checkbox"/>	No <input type="checkbox"/>

GST

The Owner's Corporation is registered for and collects GST. Yes ☐ No ☒

MINUTES AND RECORDS

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

Date of the last AGM:

25 October 2021

Last Minutes in Book:

2021 AGM

Date of the first AGM:

Not Ascertained

Missing Minutes:

Nil Apparent

Strata Committee Members:

Please refer to the 2021 AGM minutes, attached

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 at time of our inspection

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 section 16.

NOTABLE MATTERS

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

- **NOTE:** *Please be advised that due to the current COVID-19 Restrictions (October 2021), this strata management office (Net Strata) was not open to the public, for access to the records. A formal inspection of the records was not conducted. We obtained this information and attachments by way of portal access from the strata management company.*
- On 16 July 2021, Fair Trading NSW issued an invitation to mediation to the strata manager, with reference to Unit 1 water penetration and mould issues.
 - Refer to mediation invitation dated 16 July 2021, attached
 - Refer to NCAT adjournment notice dated 3 November 2021, attached
 - No further information was provided at time of our inspection
- At the 2021 AGM, it was noted that a quote would be obtained for LEG lighting upgrade works to commence.
 - Refer to general discussion item 3 of the 2021 AGM minutes, attached
 - No quote/outcome was made available at time of our inspection
- At the 2017 AGM, it was resolved to proceed with quotations provided by J & A Protecom Option 1 (Q#119 & 136) in the amount of \$3,762.00 Inc GST.
 - Refer to motion 15 of the 2017 AGM minutes, attached
 - No quotes were made available at time of our inspection

FIRE SAFETY CERTIFICATE

Was the current Fire Safety Certificate sighted?

Yes ☒ No ☐

PAST BUILDING WORK

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

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

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

DATE:

1/10/2021 – 23/11/2021

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. ANNUAL FIRE SAFETY STATEMENT
9. CAPITAL WORKS FUND FORECAST REPORT
10. DOCUMENTS RELATING TO – NCAT PROCEEDINGS
11. BY-LAWS

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 instalments (see *Levies*).

Certificate of Title

A title deed issued by the NSW Land and Property Information to prove ownership of a lot. The Owner's 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 neighbours, 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 three 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 share the ownership of common property with other lot owners. Common property generally includes things like gardens, external walls, roofs, driveways, and stairwells.

Strata Roll

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

T

Total Unit Entitlement

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

Tribunal

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

U

Unanimous Resolution

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

Unit Entitlement

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

W

WHS – Work Health & Safety

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

Strata Plan 60880**610 PRINCES HIGHWAY KIRRAWEE**

S/Plan 60880
Building Address 610 PRINCES HIGHWAY
Suburb KIRRAWEE

Units 20 **Lots** 20
State NSW **Post Code** 2232
ABN 31669729624
GST No
Manager Craig Clark

Original Proprietor:

Address:

Registered: 02/09/99

AGM Date: 28/10/22

Revaluation Date: 01/11/21

Services Date:

Financial Year: 01/10/21 - 30/09/22

1st Levy Due: 15/01/21

2nd Levy Due: 01/03/21

3rd Levy Due: 01/06/21

4th Levy Due: 01/09/21

Unit of Entitlement Breakdown by Lot

Lot	Unit	Name	Entitlement Units
1	1	Jayson Ginn & Wendy Black	5
2	2	Kenneth Lees	5
3	3	Lynne Bronner	5
4	4	Terry James & Susan Lee Skelsey	5
5	5	Allyce Gannon & Samuel Corry	5
6	6	Martin Mckinley	5
7	7	Jason Mark Stevens	5
8	8	Lynn Coubrough	5
9	9	Valerie Jean Egan	5
10	10	Matthew Wilson	5
11	11	Andrew & Brigitte Andrews	5
12	12	Dane Fowler & Lauren Diver-Tuc	5
13	13	Melanie Anderson	5
14	14	Anita Gaye Winley	5
15	15	David Helling & Alicia Salt	5
16	16	Brian Edward Redman	5
17	17	Graham & Narelle Rigby	5
18	18	Lijia Sang	5
19	19	Grace Chalmers	5

Strata Plan 60880**610 PRINCES HIGHWAY KIRRAWEE**

S/Plan 60880
Building Address 610 PRINCES HIGHWAY
Suburb KIRRAWEE

Units 20 **Lots** 20
State NSW **Post Code** 2232
ABN 31669729624
GST No
Manager Craig Clark

Unit of Entitlement Breakdown by Lot

Lot	Unit	Name	Entitlement Units
20	20	Patrick Webb	5
Aggregate Unit Entitlement			100
Building Aggregate			100

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE

S/Plan 60880
Building Address 610 PRINCES HIGHWAY
Suburb KIRRAWEE

Units 20 **Lots** 20
State NSW **Post Code** 2232
ABN 31669729624
GST No
Manager Craig Clark

Lot: 12 **Unit: 12**

Date of Dealing:

Unit Entitlement: 5 / 100

Owner Name: Dane Fowler & Lauren Diver-Tuc

Levy Address: 12/610 Princes Highway
KIRRAWEE NSW 2232

Notice Address: 12/610 Princes Highway
KIRRAWEE NSW 2232

Postal Address: 12/610 Princes Highway
KIRRAWEE NSW 2232

Tenant Name:

Managing Agent:

Agent Address:

Owner History

14/06/11 Owner - Investor Bradley & Naomi Witts
21/01/15 Owner - Occupier Dane Fowler & Lauren Diver-Tuc

Strata Plan 60880
Lot 12, 610 PRINCES HIGHWAY KIRRAWEE

Date	Fund	Details	Debit	Credit	Balance
15/01/21	Administrative	Levy 1/12/2020-28/2/2021	669.00		(669.00)
15/01/21	Capital Works	Levy 1/12/2020-28/2/2021	125.00		(794.00)
03/02/21	Administrative	BPay Payment: DEFT Bpay 0000002618		1,338.00	544.00
03/02/21	Capital Works	BPay Payment: DEFT Bpay 0000002618		125.00	669.00
03/02/21	Capital Works	BPay Payment: DEFT Bpay 0000002618		125.00	794.00
03/02/21	Administration Fund Deficit	BPay Payment: DEFT Bpay 0000002618		269.55	1,063.55
01/03/21	Administration Fund Deficit	Levy 1/12/2020-30/11/2021	269.55		794.00
01/03/21	Administrative	Levy 1/3/2021-31/5/2021	669.00		125.00
01/03/21	Capital Works	Levy 1/3/2021-31/5/2021	125.00		0.00
30/04/21	Administrative	BPay Payment: DEFT Bpay 0000002618		669.00	669.00
30/04/21	Capital Works	BPay Payment: DEFT Bpay 0000002618		125.00	794.00
01/06/21	Administrative	Levy 1/6/2021-31/8/2021	669.00		125.00
01/06/21	Capital Works	Levy 1/6/2021-31/8/2021	125.00		0.00
09/08/21	Administrative	BPay Payment: DEFT Bpay 0000002618		669.00	669.00
09/08/21	Capital Works	BPay Payment: DEFT Bpay 0000002618		125.00	794.00
01/09/21	Administrative	Levy 1/9/2021-30/11/2021	669.00		125.00
01/09/21	Capital Works	Levy 1/9/2021-30/11/2021	125.00		0.00
15/11/21	Administrative	BPay Payment: DEFT Bpay 0000002618		794.00	794.00
			3,445.55	4,239.55	794.00
				Interest Due:	\$0.00
				Total Due:	\$0.00

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(8,297.95)	43,867.67	35,569.72
Total Assets	(8,297.95)	43,867.67	35,569.72
LIABILITIES			
Levies Paid in Advance	4,764.20	0.00	4,764.20
Total Liabilities	4,764.20	0.00	4,764.20
Net Assets	(13,062.15)	43,867.67	30,805.52
OWNERS FUNDS			
Opening Balance	(2,606.26)	46,717.67	44,111.41
Surplus / Deficit for the period	(10,455.89)	(2,850.00)	(13,305.89)
Closing Balance	(13,062.15)	43,867.67	30,805.52
Total Owners Funds	(13,062.15)	43,867.67	30,805.52

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE
Administrative Fund

	Actual 01/10/21 - 23/11/21	Budget 01/10/21 - 30/09/22	Actual 01/10/20 - 30/09/21	Budget 01/10/20 - 30/09/21
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	\$0.00	(\$55.00)	\$0.00
Debt Collection Recoveries	\$0.00	\$0.00	\$175.00	\$0.00
Insurance Claim Income				
Insurance Claim Income	\$0.00	\$0.00	\$8,905.40	\$0.00
Interest				
Interest On Levy Arrears	\$0.00	\$0.00	\$19.25	\$0.00
Levy Income				
Contributions - General	\$0.00	\$59,520.00	\$53,520.00	\$53,520.00
Contributions - General (Administration Fund Deficit Fund)	\$0.00	\$2,607.00	\$5,391.00	\$0.00
Total Income	\$0.00	\$62,127.00	\$67,955.65	\$53,520.00
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$3.40	\$50.00	\$40.70	\$50.00
DEFT Process Fees	\$0.00	\$65.00	\$55.25	\$65.00
Audit Report	\$0.00	\$500.00	\$451.00	\$650.00
BAS & Tax Administration	\$0.00	\$400.00	\$375.21	\$400.00
Building General				
General Maintenance	\$434.50	\$1,450.00	\$1,796.30	\$850.00
Garage Security Gate / Shutter	\$595.00	\$600.00	\$380.00	\$1,000.00
Locks & Doors	\$192.50	\$300.00	\$242.00	\$600.00
Cleaning				
Cleaning - General	\$766.48	\$2,500.00	\$2,288.00	\$3,000.00
Electrical				
Electrical Repairs	\$0.00	\$1,000.00	\$1,027.40	\$1,000.00
Electricity				
Electricity Consumption	\$316.37	\$1,500.00	\$1,334.56	\$2,000.00
Fire Control				
Fire Services	\$278.66	\$5,000.00	\$6,406.02	\$3,500.00
Garden & Grounds				
Gardening	\$1,210.00	\$3,800.00	\$3,455.00	\$3,300.00
Lawn Mowing & Gardening	\$0.00	\$0.00	\$0.00	\$1,000.00
Insurance				
Insurance Premium	\$0.00	\$13,600.00	\$11,858.18	\$10,300.00
Insurance Claims	\$0.00	\$0.00	\$8,419.00	\$0.00
Insurance Valuation Report	\$0.00	\$350.00	\$308.00	\$350.00
Pest Control				
Pest Control - General	\$0.00	\$1,225.00	\$1,265.00	\$800.00
Plumbing				
Plumbing - General	\$0.00	\$1,270.00	\$1,947.00	\$1,100.00
Detention Pit & Pump Maintenance	\$385.00	\$800.00	\$770.00	\$800.00
Roofing & Gutters	\$0.00	\$1,800.00	\$847.00	\$1,350.00

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE
Administrative Fund

	Actual	Budget	Actual	Budget
	01/10/21 - 23/11/21	01/10/21 - 30/09/22	01/10/20 - 30/09/21	01/10/20 - 30/09/21
Rubbish Removal				
Routine Waste / Bin Collection	\$414.48	\$5,500.00	\$5,517.77	\$5,500.00
Waste Removal	\$0.00	\$0.00	\$440.00	\$0.00
Security & Intercom				
Intercom Repairs / Replacement	\$0.00	\$500.00	\$330.00	\$500.00
Security Services	\$660.00	\$0.00	\$0.00	\$0.00
Strata/Building Administration				
Debt Collection Fees	\$0.00	\$0.00	\$175.00	\$0.00
Inspection Fees	\$0.00	\$0.00	\$150.00	\$0.00
Management Services	\$1,742.50	\$6,970.00	\$6,640.20	\$6,640.00
Owner Refund	\$0.00	\$0.00	\$55.80	\$0.00
Printing, Postage & Stationery	\$176.08	\$1,300.00	\$1,365.03	\$1,200.00
Strata Administration	\$1,550.00	\$1,800.00	\$793.97	\$800.00
Legislative Compliance	\$630.00	\$400.00	\$385.00	\$400.00
Land Titles & By-Law Registration	\$0.00	\$750.00	\$0.00	\$1,000.00
Previous Year Deficit (Administration Fund Deficit Fund)	\$0.00	\$2,607.00	\$0.00	\$0.00
Telephone				
Lift Phone & Phone Charges	\$10.88	\$90.00	\$81.26	\$65.00
Water				
Water Consumption	\$1,090.04	\$6,000.00	\$5,971.46	\$5,300.00
Total Expenses	\$10,455.89	\$62,127.00	\$65,171.11	\$53,520.00
Surplus / Deficit	(\$10,455.89)	\$0.00	\$2,784.54	\$0.00

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE
Capital Works Fund

	Actual 01/10/21 - 23/11/21	Budget 01/10/21 - 30/09/22	Actual 01/10/20 - 30/09/21	Budget 01/10/20 - 30/09/21
Income				
Levy Income				
Contributions - Capital Works Fund	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Contributions - General	\$0.00	\$4,000.00	\$0.00	\$0.00
Total Income	\$0.00	\$4,000.00	\$10,000.00	\$10,000.00
Expenses				
Building General				
General Maintenance	\$2,850.00	\$0.00	\$1,164.90	\$0.00
Capital Works Fund Maintenance	\$0.00	\$4,000.00	\$4,908.20	\$10,000.00
Cleaning				
Cleaning - General	\$0.00	\$0.00	\$1,155.00	\$0.00
Electrical				
Electrical Repairs	\$0.00	\$0.00	\$890.00	\$0.00
Garden & Grounds				
Tree Lopping	\$0.00	\$0.00	\$3,740.00	\$0.00
Plumbing				
Roofing & Gutters	\$0.00	\$0.00	\$5,214.00	\$0.00
Total Expenses	\$2,850.00	\$4,000.00	\$17,072.10	\$10,000.00
Surplus / Deficit	(\$2,850.00)	\$0.00	(\$7,072.10)	\$0.00

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE

ADMINISTRATIVE FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Bank Fees					
29/10/21			Service Charge: Service Charge Fee	\$3.40	\$3.40
			Total Bank Fees	\$3.40	
Cleaning - General					
08/10/21	751783	STRATA WASTE & RECYCLING	Cleaning Consumable - September 2021	\$414.48	\$414.48
26/10/21	755882	STRATAWERX	Cleaning - September 2021	\$176.00	\$590.48
16/11/21	762984	STRATAWERX	Cleaning - October 2021	\$176.00	\$766.48
			Total Cleaning - General	\$766.48	
Detention Pit & Pump Maintenance					
20/10/21	754522	PJ MARTIN PLUMBING	Pit & Pump Maintenance - October 2021	\$385.00	\$385.00
			Total Detention Pit & Pump Maintenance	\$385.00	
Electricity Consumption					
15/11/21	762858	ENERGY LOCALS	Electricity Consumption - 14/08/21 - 11/11/21	\$316.37	\$316.37
			Total Electricity Consumption	\$316.37	
Fire Services					
01/11/21	757627	NETSTRATA	Fire Compliance - 01/08/21 - 31/10/21*	\$278.66	\$278.66
			Total Fire Services	\$278.66	
Garage Security Gate / Shutter					
06/10/21	751328	DOMINATOR DOOR	Replace Side Timber - 05/10/21	\$595.00	\$595.00
			Total Garage Security Gate / Shutter	\$595.00	
Gardening					
15/11/21	762850	DEBRA HAMANN	Gardening - May 2021	\$1,210.00	\$1,210.00
			Total Gardening	\$1,210.00	
General Maintenance					
28/10/21	757024	MAINTTECH	Adjust Door & Lock Latch - 28/10/21	\$434.50	\$434.50
			Total General Maintenance	\$434.50	
Legislative Compliance					

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE

01/11/21	757627	NETSTRATA	Update Tenant Details Lot 6*	\$630.00	\$630.00
			Total Legislative Compliance	\$630.00	
Lift Phone & Phone Charges					
01/11/21	757627	NETSTRATA	Phone Charges - 01/08/21 - 31/10/21	\$10.88	\$10.88
			Total Lift Phone & Phone Charges	\$10.88	
Locks & Doors					
27/10/21	756272	EXPERIENCE LOCKSMITHS	Install Radial Pin Cam Lock - 26/10/21	\$192.50	\$192.50
			Total Locks & Doors	\$192.50	
Management Services					
01/11/21	757627	NETSTRATA	Management Services - 01/11/2021 - 31/01/21	\$1,742.50	\$1,742.50
			Total Management Services	\$1,742.50	
Printing, Postage & Stationery					
01/11/21	757627	NETSTRATA	Printing & Postage - 01/08/21 - 31/10/21*	\$176.08	\$176.08
			Total Printing, Postage & Stationery	\$176.08	
Routine Waste / Bin Collection					
08/11/21	760910	STRATA WASTE & RECYCLING	Bin Service - October 2021	\$414.48	\$414.48
			Total Routine Waste / Bin Collection	\$414.48	
Security Services					
08/10/21	751936	PROTECOM	Rectify Intercom - 07/10/21	\$660.00	\$660.00
			Total Security Services	\$660.00	
Strata Administration					
01/10/21	750224	PRIME STRATA SUPPORT	Review Of Licenses & Insurances x 20 Contractors (September 2021)	\$550.00	\$550.00
01/11/21	757627	NETSTRATA	Mediation for Lot 1 Insurance Claim	\$520.00	\$1,070.00
01/11/21	757627	NETSTRATA	Annual Strata Administration	\$480.00	\$1,550.00
			Total Strata Administration	\$1,550.00	
Water Consumption					
08/11/21	761033	SYDNEY WATER	Water Consumption - 20/08/21 - 02/11/21	\$1,090.04	\$1,090.04
			Total Water Consumption	\$1,090.04	
			Total Administrative Expenses	\$10,455.89	

Strata Plan 60880**610 PRINCES HIGHWAY KIRRAWEE**

CAPITAL WORKS FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
General Maintenance					
02/11/21	759592	M B COMPLETE RENOVATIONS	U7 Rectify Shower Recess Leak - November 2021	\$2,850.00	\$2,850.00
			Total General Maintenance	\$2,850.00	
			Total Capital Works Expenses	\$2,850.00	



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

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	HU0000008954
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	28/02/2021 to 28/02/2022 at 4:00pm
The Insured	THE OWNERS - STRATA PLAN 60880
Situation	610 PRINCES HIGHWAY KIRRAWEE NSW 2232

Policies Selected

Policy 1 – Insured Property

Building: \$7,750,000

Common Area Contents: \$77,500

Loss of Rent & Temporary Accommodation (total payable): \$1,162,500

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: \$5,000,000

Policy 7 – Machinery Breakdown

Not Selected

Policy 8 – Catastrophe Insurance

Not Selected



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.

Date Printed

05/02/2021

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

Property Logic.Com

Registered Real

Estate Valuer &

Property Consultant

ABN 57159211186

INSURANCE VALUATION

610 PRINCES HIGHWAY, KIRRAWEE, NSW, 2232



Insurance Valuation W0: 60880-R.20

10 November 2020 (revaluation)

INSTRUCTED BY:

Owners Corporation SP60880

C/-Netstrata

298 Railway Parade, Carlton, NSW, 2218

Level 18, 25 Bligh St, Sydney, NSW, 2000

Mail: PO BOX 772 DRUMMOYNE NSW 1470

E: danny@propertylogicvaluers.com.au M: 0409 243 927

Property Logic.Com is owned by Zond Property Group Pty Ltd (ACN 159 211 186)

Liability limited by a scheme approved under Professional Standards Legislation

DISCLAIMERS:

- a) This valuation has been prepared under specific instructions from Netstrata on behalf of the Owners Corporation to adequately insure its buildings and comply with its obligations under Section 160 and 161 of the Strata Schemes Management Act 2015 and Strata Schemes Management Regulations 2016.
- b) The valuation is an amount that the building should be insured for on a reinstatement and replacement basis. The valuer has adopted the limited liability formulae as set out in the Strata Schemes Management Act 1996. The calculation has regard to current building cost estimates, removal of debris, professional fees and projected cost increases.
- c) The report is not to be relied upon by any other person or for any other purpose. We accept no liability to third parties nor do we contemplate that this report will be relied upon by third parties. We invite other parties who may come into possession of this report to seek our written consent to them relying on this report. We reserve the right to withhold our consent or to review the contents of this report in the event that our consent is sought.
- d) Property Logic.Com and the Valuer, confirm that it does not have any pecuniary interest that could conflict with the valuation of the property.
- e) Neither the whole nor any part of this report, nor any reference thereto, may be included in any published documents, circular or statement, nor published in part or in full in any way, without our written approval of the form and context in which it will appear.
- f) I note the property has been identified by reference to the Strata Plan at the time of my inspection with all dimensions and areas depicted therein assumed to be correct. Should any doubts arise, I recommend an independent surveyor be retained to report.
- g) While the land appears to be suitable for the existing development, no geological study or environmental report has been made available, and therefore this valuation assumes that no soil or geological conditions exist that would adversely affect building construction and that the land is free of toxic or hazardous waste and we assume no responsibility for any such conditions. If any doubts arise, an environmental consultant should be retained to report, the results of which should be forwarded to us for comment/review.
- h) In accordance with the conditions of our Professional Indemnity Insurance Policy we advise that this is a Valuation Report and not a Structural Survey. The valuation assumes there are no structural or building defects and full compliance with all statutory requirements. Should any doubts arise, an Engineer or similar professional should be consulted, the results of which should be referred to Property Logic.Com to assess any value implications.
- i) Floor areas stated above are sourced from either the floor plans provided, registered strata plan and/or physical measurements and are noted as being approximate only. Should more accurate measurements be required, a Surveyor or Architect should be retained, the results of which should be referred back to assess any value implications.
- j) Property Logic.Com has assumed there are no side agreements relating to the subject property that would have a detrimental effect on its value.
- k) It is noted that the investigations undertaken by Property Logic.Com are limited in scope and detail, however, we have advised further investigation be undertaken by the client where deemed appropriate. Property Logic.Com is not liable for any loss or diminution in value occasioned by any decision not to conduct further detailed investigations.

INSTRUCTIONS

I have been instructed to carry out an insurance valuation of the above aforementioned strata scheme and stratum lots on behalf of the Owners Corporation to adequately insure its buildings and comply with its obligations under Part 9 "Insurance (Division 1 - Owners corporation insurance obligations)" of the Strata Schemes Management Act 2015 and Strata Schemes Management Regulations 2016.

The valuation is an amount that the building should be insured for on a reinstatement and replacement basis. The valuer has adopted the limited liability formulae as set out in the Strata Schemes Management Act 2015. The calculation has regard to current building cost estimates, removal of debris, professional fees and projected cost increases.

VALUATION APPROACH

The Strata Schemes Management Act states:

- (1) The owners corporation for a strata scheme for the whole of a building must insure the building and keep the building insured under a contract of insurance, in accordance with this Division, that insures the building if it is destroyed or damaged by fire, lightning, explosion or any other occurrence specified in the policy (a "damage policy").
- (2) The owners corporation for each strata scheme for part of a building and any other person in whom is vested an estate in fee simple in part of the building that is not included in the parcel of the strata scheme must insure the building and keep the building insured under a damage policy.
- (3) This section does not apply to an owners corporation for a strata scheme comprising 2 lots if:
 - (a) the owners corporation so determines by unanimous resolution; and
 - (b) the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot; and
 - (c) no building of part of a building in the strata scheme is situated outside those lots.
- (4) An owners corporation that breaches subsection (1) is guilty of an offence.

BUILDING DEFINITION

"In this part, "building" includes:

- (a) owners' improvements and owners' fixtures forming part of the building other than paint, wallpaper and temporary wall, floor and ceiling coverings, and
- (b) a building consisting entirely of common property, and
- (c) anything prescribed by the regulations as forming part of a building for the purposes of this definition, but does not include:
- (d) fixtures removable by a lessee or sublessee at the expiration of a tenancy, or
- (e) anything prescribed by the regulations as not forming part of a building for the purposes of this definition.

PROPERTY/SITE DETAILS

YEAR CONSTRUCTED:

- Circa 1999. The Strata Plan 60880 was registered on 2 September 1999.

PROPERTY DESCRIPTION:

GENERAL:

- A face brick and concrete tile residential flat building development over a single basement car park, which is partly above ground. A total of 20 x residential units (two and three bedrooms), each with a balcony/terrace.

FITTINGS AND FIXTURES:

- Medium quality throughout commensurate with typical investment and owner occupies properties of this calibre within this locale.

EXTERNAL AREAS:

- All units are provided with external balcony areas. The common driveway area is pebble-creted.

ANCILLARY IMPROVEMENTS:

- Minimal.

PARENT SITE DESCRIPTION:

LOCATION:

- The land has frontage to Princes Highway although with vehicular access via a right of way off Flora Street and is situated within the southern Sydney suburb of Kirrawee.

- The development is within a short walking distance to local amenities and Kirrawee Railway Station.

PARENT LAND AREA:

- 2,030m² approximately.

TERRAIN:

- Rectangular shaped allotment.
- The site has a gently rising contour up to the rear boundary.
- Provides adequate local drainage.

CONSTRUCTION:

FOOTINGS:

- Reinforced concrete.

FLOORS:

- Reinforced concrete.

EXTERNAL WALLS:

- Face brick.

INTERNAL WALLS:

- Rendered and painted.

CEILINGS:

- Suspended painted plasterboard.

WINDOW FRAMES:

- Aluminium.

ROOF:

- Concrete tile.

OTHER FEATURES/SERVICES:

- Concreted common driveway.

INSURANCE REPLACEMENT

For the purposes of section 161 of the Act, the damage policy for a building must be with an approved insurer, be in the name of the owners corporation, and any other person required to insure under section 160. A damage policy is to be calculated by adding together the following amounts:

- (a) the building is to be insured for at least the amount determined in accordance with the regulations,
- (b) if the building is destroyed, the building is to be rebuilt or replaced so that the condition of every part of the rebuilt or replacement building is not worse or less extensive than that part when new,
- (c) if the building is damaged but not destroyed, the damaged part of the building is to be repaired or restored so that the condition of the repaired or restored part is not worse or less extensive than that part when new,
- (d) expenses incurred in removing debris are payable,
- (e) the remuneration of architects and other persons whose services are necessary as an incident to the rebuilding, replacement, repair or restoration is payable.

The estimated amount by which expenditure referred to in the preceding paragraphs may increase during the period of 24 months following the date of commencement of the damage policy.

This assessment should be taken as indicative only, and should a precise estimate be required this would need to be undertaken by a Quantity Surveyor and/or competent Architect.

We note however, the value of contents has not been assessed/included within our assessment and recommend that a minimum contents coverage of 30% of the building sum insured be taken out in addition.

CONSTRUCTION COST GUIDES

We advise we have relied on Rawlinsons Construction Handbook in relation to construction costs, fees and other estimates. This is updated quarterly and is produced by Rawlinsons Cost Consultants and Quantity Surveyors.

INSURANCE ASSESSMENT CALCULATIONS

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

Property:	2 and 3 storey brick and tile residential units over basement parking				
Address:	610 Princes Highway, Kirrawee				
Date:	10-November-2020				
Type	Area	No.	Rate/m²	Total	
units (internal approx)	1,634		\$2,800	\$4,575,200	
basement (partly underground)	744		\$1,250	\$930,000	
balconies/terraces	400		\$850	\$340,000	
ext landscaping/driveway		1.00	\$90,000	\$90,000	
TOTALS	2,778			\$5,935,200	
Estimated Building Value					\$5,935,200
Cost escalation			Months		
Design/Documentation			3		
Tenders/Appraisals			3		
Construction /fitout			12		
	Total Period		18		
18 Months escalation @	3%		0.28% per month	4.95%	\$293,792
					\$6,228,992
Professional Fees @	5.00%				\$311,450
			Area	Rate/m²	
Cost of Debris Removal			2,778	\$100	\$277,800
					\$6,818,242
Cost Escalation in Lapse Period between renewals					
Allow 12 months @	0.28%		Total	3.30%	\$225,002
				total	\$7,043,244
				add GST @10%	\$704,324
				Insured Value	\$7,747,568
				Adopt	\$7,750,000

CERTIFICATION AND GENERAL EXCLUSIONS

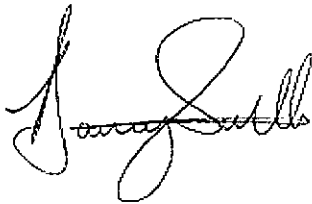
I certify that I have physically inspected the property described in this Report (this being on 4 December 2016 and this report being a revaluation) and I have no known interest in the real estate/property or with the proprietor, and that, in my opinion, the subject is suitable for insurance purposes.

VALUATION

Subject to any qualifications/recommendations made in the body of this report, I am of the opinion that a reasonable assessment of the total replacement and reinstatement cost is:

\$7,750,000 Including GST
(SEVEN MILLION SEVEN HUNDRED AND FIFTY THOUSAND DOLLARS)

PROPERTY LOGIC.COM



Danny Sukkar AAPI (No.68873)
Certified Practising Valuer
danny@propertylogicvaluers.com.au
0409 243 927

Valuation WO: 60880-R.20
610 Princes Highway, Kirrawee, NSW, 2232

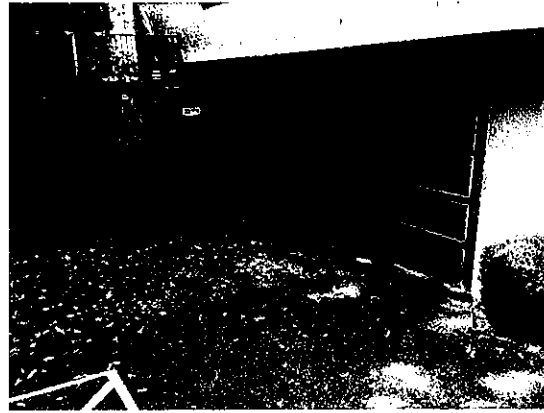
ANNEXURES

PHOTOGRAPHIC STUDY

PHOTOGRAPHIC STUDY



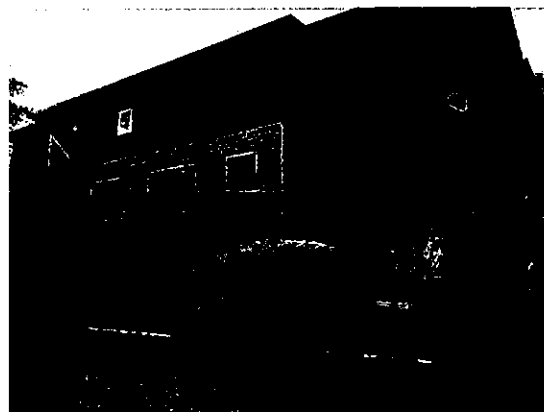
Subject complex



basement entry



basement



subject



subject



basement parking (partly above ground)



NETSTRATA

EST 1996

26 October 2021

To All Owners, Strata Plan No. 60880
610 PRINCES HIGHWAY, KIRRAWEE

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING | STRATA PLAN NO. 60880 AT
610 PRINCES HIGHWAY, KIRRAWEE**

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. The payment options for your levies are detailed on the back of the levy payment notice. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance, we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes and as a special offer to Netstrata clients, you'll receive an additional 20% discount.

For a quote and simply go to our website www.netstrata.com.au and follow the prompts.

2. YOUR OWNER PORTAL

You can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your lot
- The Insurance Certificate & P.D.S. for the scheme
- Maintenance Reports
- The Financial Records for your scheme
- The By-laws for your scheme
- R.P. Data Sales and Area Profile reports
- Update your personal information

3. BY-LAWS

You will note from the minutes that several new By-laws may have been passed for your strata scheme. The details of each of these new By-laws are specified in the minutes of the meeting and it is important that you read these By-laws so you are fully aware of how they affect your lot. All other By-Laws that were registered with the strata scheme remain unchanged. Should you have any questions regarding the By-Laws please don't hesitate to contact our office.

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

HEAD OFFICE
298 Railway Parade
Carlton NSW 2218

SYDNEY CBD SALES OFFICE
Level 26, 44 Market St
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P 1300 638 787
E admin@netstrata.com.au
W admin@netstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation

4. INSTALLATION OF SECURITY DEVICES

The security of the strata scheme and individual apartments is of paramount importance for all owners and residents at the scheme.

NSW legislation permits all owners to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual apartments, villas or townhouses. However, please note, any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to advise such regulations.

To further assist we have developed an information guide - 'Securing your Strata Title or Community Title Property'. This guide has been prepared in conjunction with our office and the NSW Police and provides owners with several useful tips surrounding communal security. For a copy go to the news and information pages at our website www.netstrata.com.au

5. WANT TO FIND OUT MORE...?

To assist owners with the increasing complexity of strata scheme living, we offer a variety of newsletters explaining your rights and obligations of owning a strata property, including;

- Building Security
 - Maintenance Responsibilities
 - Cleaning & Gardening Specifications
 - Strata Building Insurance – How am I Covered?
 - Strata Definitions
 - Frequently Asked Questions
-

6. 24HR TRADE EMERGENCY SERVICES

Our office provides all owners with access to 24 hour Emergency Trade Services, simply call 1300 663 760 to access;

- Plumbing, Gas and Hot Water
- Glazing
- Automated Garage Doors and Security Gates
- Electrical
- Locksmiths
- Lift Breakdowns

We hope this information about your strata scheme proves helpful and look forward to working with you and all owners for the common amenity of the property.

Should you have any questions or require further information regarding these or any other matters of your strata scheme please do not hesitate to contact our office.

Sincerely,
NETSTRATA

Craig Clark

Craig Clark | Direct Line: 02 8567 6409 | Email: craig.clark@netstrata.com.au

MINUTES OF ANNUAL GENERAL MEETING



Strata Plan	60880 - 610 PRINCES HIGHWAY, KIRRAWEE
Meeting date	25/10/2021
Commenced	6:00 PM
Apologies	Nil
Pre Meeting Voting	Nil
Owners in Attendance	Lot 11, Lot 12, Lot 19, Lot 20, Lot 4, Lot 5, Lot 6, Lot 7, Lot 8
Proxies	Lot 3 appointing Lot 8, Lot 9 appointing the Chairperson
Corporate Authorisation	Nil
Guests	Nil
Quorum	The required Units of Entitlement were present, a quorum was formed
Chairperson	Craig Clark

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

HEAD OFFICE
298 Railway Parade
Carlton NSW 2218

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

WOLLONGONG OFFICE
Suite 3.03, 3 Rawson Street
Wollongong NSW 2500

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

Liability limited by a scheme approved under Professional Standards Legislation

MOTION 1. Confirm Previous Minutes

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

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 2. Confirm Financials

RESOLVED that the Financial Statements as presented were adopted.

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 3. Appoint an Auditor

DEFEATED The Owners Corporation did not appoint an auditor at this time.

Vote: 0 Resolve, 0 Abstain, 11 Defeat

MOTION 4. Appoint Agent

RESOLVED to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of 3 Years as presented to the Owners Corporation dated 25/10/21, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation.

FURTHER RESOLVED that Jason Stevens of lot 7 and that Lauren Fowler of lot 12 be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

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

* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 25/10/2024 (being 3 years after the commencement of the term).

* The chairperson abstained from voting on the motion.

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 5.
To confirm the A.F.S.S.

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

It was further resolved that the current fire safety contractor, Winfire Pty Ltd was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017. The child safety window locks will not be inspected at this time.

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 6.
Consider Building Defects

RESOLVED the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and decided that there were no applicable and outstanding defects to consider at this point in time.

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 7.
Confirm Insurances

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

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 8.
Approve Maintenance

RESOLVED the Owners Corporation authorised Netstrata to proceed with the schedule of programmed maintenance as included in the Annual General Meeting (AGM) notice. The only item to be added to current schedule was annual gutter cleaning of both blocks.

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 9.
Adopt Capital Works Report

DEFEATED The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.

Vote: 0 Resolve, 0 Abstain, 11 Defeat

MOTION 10.
Confirm the Annual Budget

RESOLVED that the amended budget be accepted as Administration fund \$59,200 and Capital Works fund \$4000 for the year commencing 01/10/2021 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 15/12/21, 01/03/22, 01/06/22 & 01/09/22.

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 11. **RESOLVED** that the Owners Corporation shall raise a Special Levy of \$2,607.00 to Pass Special Levy repay the deficit in the Administrative Fund from the previous Financial Period. The Levy shall become due and payable in 1 installment on 01/03/22.

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 12. **DEFEATED** The Owners Corporation decided NOT to temporarily suspend levy To Suspend Levy Interest interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.

Vote: 0 Resolve, 0 Abstain, 11 Defeat

MOTION 13. **DEFEATED** That the Owners Corporation WILL NOT allow payment plans. Allow Payment Plans

Vote: 0 Resolve, 0 Abstain, 11 Defeat

MOTION 14. **DEFEATED** More than 25% of the Unit of Entitlement votes cast at the meeting Pass Fire Services By-Law **BY SPECIAL RESOLUTION** were against the motion. The Owners Corporation will not pass 'Fire Inspection Access & Administration By-Law' By-Law at this time.

Vote: 100 % against

MOTION 15. **RESOLVED** that the number of members be set at 4 and that the following Allow Committee Vote persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

1. Jason Stevens - Lot 7
2. Lynn Coubrough - Lot 8
3. Lauren Fowler - Lot 12
4. Grace Chalmers - Lot 19

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 16. **RESOLVED** that at this stage there be no changes to the matters that should only Restrict Committee be determined by the Owners Corporation in general meeting.

Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 17. Confirm Manager Report	RESOLVED	that the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.
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Vote: 11 Resolve, 0 Abstain, 0 Defeat

MOTION 18. Pass Communication By- Law	DEFEATED BY SPECIAL RESOLUTION	More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Communication & Dispute Resolution' By-Law at this time.
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Vote: 100 % against

MOTION 19. Safety Inspection	DEFEATED	The Owners Corporation will not engage suitably qualified experts to undertake a safety inspection of the common areas at this time.
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Vote: 0 Resolve, 0 Abstain, 11 Defeat

MOTION 20. Pass Stationery By- Law	DEFEATED BY SPECIAL RESOLUTION	More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Special By-Law - Recovery of Stationery Expenses' at this time.
--	--------------------------------------	---

Vote: 100 % against

CLOSURE:

The meeting closed at

7:15 PM

Craig Clark

Chairperson

PROPOSED DATE FOR NEXT MEETING:

October 2022

GENERAL DISCUSSION:

The strata manager will attend to the following matters.

1. To look at ongoing matter with faulty phone line for lot 14 and meet with electrician for options moving forward.

2. To get a new sign made for building showing address "610 Princes Highway" where turning bay is located.
3. Quote for LED light upgrade to be obtained and reviewed by strata committee.
4. Prior to next year's AGM, obtain quotes for external painting to be presented at the AGM.

25 November 2020

To All Owners, Strata Plan 60880
610 PRINCES HIGHWAY
KIRRAWEE NSW 2232

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING
AT 610 PRINCES HIGHWAY, KIRRAWEE NSW 2232**

Attached are the minutes of the recent Annual General Meeting (AGM) conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance (see 'What's Covered by Strata Building Insurance' overleaf), we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes and as a special offer to Netstrata clients, you'll receive an additional 20% discount.

For a quote and simply go to our website www.netstrata.com.au and follow the prompts.

2. YOUR OWNER PORTAL

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for the scheme
- R.P. Data Sales and Area Profile reports
- Maintenance Reports
- Update your personal information

As always we hope this information proves helpful. Should you have any questions or require further information regarding the AGM or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
NETSTRATA



Craig Clark | Direct Line: (02) 02 8567 6409 | Email: craig.clark@netstrata.com.au
Strata Manager



WHAT'S COVERED BY STRATA BUILDING INSURANCE?

WHAT IS BUILDING INSURANCE?

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Vandalism
- Glass Breakage
- Storm/Tempest
- Vehicular Impact
- Burst Pipes
- Lightening Strikes
- Burglary and Theft
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for routine maintenance items or building defects such as the repair of leaking shower trays, settlement or movement cracks in walls and ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison is your motor vehicle insurance. You can insure your vehicle against having an accident, however you can't insure your vehicle against a manufacturers defect or against wearing out. The same principal applies to Strata Building Insurance.

HOW IS THE OWNER OF A LOT PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the Building' against accidental or malicious damage – section 160(1), Strata Schemes Management Act 2015.

Lot space within a Strata Scheme is commonly defined as;

"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within their lot, such as;

- Internal Walls
- Internal doors
- Toilets, baths and basins
- Shower Screens
- Built-In Wardrobes
- Kitchen Sinks, cabinets benchtops
- Appliances such as wall and bench ovens, cook tops, rangehoods, hot water heaters and exhaust fans

For example, a leaking tap washer in the kitchen or a leak through the shower screen is the lot owners responsibility to maintain. However by virtue of the term 'the building' being included in section 160(1), many of the building components contained within an owners lot are protected by the mandatory Building Insurances that is effected by the Owners Corporation.

Simply speaking these items are the lot owners responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged by an insurable event.

ARE OWNERS CONTENTS COVERED BY STRATA BUILDING INSURANCE?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and Underlay
- Floating Floorboards
- Wallpaper
- Curtains and Blinds
- Light Fittings
- Paintwork on walls & ceilings
- Wall tiles on internal walls
- Ceiling Fans
- Any furnishings or personal items
- Electrical appliances that are not hardwired to the building, e.g. clothes dryers, dishwashers, microwaves & TV's

Owner occupiers may extend cover on their contents insurance to include items not covered by the Strata Building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-Resident or Owner investors owners may also take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot, however all owners should undertake their own inquiries with their insurer or broker to ensure their contents are adequately covered.

Minutes of Annual General Meeting



Strata Plan: 60880 - PRINCES HIGHWAY 610, KIRRAWEE

Meeting date: Tuesday, 24 November 2020

Commenced: 06:00 PM

Apologies: Nil

Pre Meeting Voting: Lot 17

Present: Lot 2, Lot 6, Lot 7, Lot 8, Lot 11, Lot 12, Lot 19

Proxies: Appointing the Chairperson Lot 9, Appointing the Chairperson Lot 20

Corporate Authorisation: Nil

In attendance: Craig Clark of Network Strata Services T/A Netstrata

Quorum: 10 of 19 lot owners were present, a quorum was formed.
Note: 1 owner was unfinancial

Chairperson: Craig Clark

Motion 1.

Confirmation of Previous General Meeting Minutes

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

Vote: All in favour

Motion 2.

Financial Statements

RESOLVED that the Financial Statements as presented were adopted.

Vote: All in favour

Notes: The owners would like the strata manager to review the following 2 points in the accounts.

1. To confirm when the last audit was carried out and invoice paid.
2. To confirm what insurance works and claims were done in past financial year.

All information will be provided to committee to review and any lot owner wanting copies of information can contact strata manager.

Motion 3.

Appointment of an Auditor

DEFEATED. The Owners Corporation did not appoint an auditor at this time.

Vote: 1 in favour, 9 against

Motion 4.**Annual Fire Safety & Window Lock Inspection****RESOLVED**

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

It was further resolved that the current fire safety contractor, Winfire Pty Ltd was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017 and that a child window safety device inspection will also be conducted by Winfire Pty Ltd, to occur during the inspection of the fire safety apparatus at the strata scheme.

Vote:

All in favour

Motion 5.**Building Defects and Rectification****DEFEATED.**

The Owners Corporation did not consider building defects and rectification at the meeting.

Vote:

1 in favour, 9 against

Motion 6.**The Strata Insurances****RESOLVED**

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

Vote:

All in favour

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

The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.

Vote:

1 in favour, 9 against

Motion 8.**The Proposed Budget & Strata Levies****RESOLVED**

that the revised budget be accepted as Administration fund \$53,520.00 and Capital Works fund \$10,000.00 for the year commencing 1 October 2020 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 15/01/21, 01/03/21, 01/06/21 & 01/09/21.

Vote:

All in favour

Motion 9.**Special Levy - Budget Deficit Installments****RESOLVED**

that the Owners Corporation shall raise a Special Levy of \$5,391.00 to repay the deficit in the Administrative Fund from the previous Financial Period. The Levy shall become due and payable on 1st March 2021.

Vote:

All in favour

Motion 10.**Schedule of Programmed Maintenance****RESOLVED**

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

Vote:

All in favour

Notes:

Window cleaning is to be included as a 1 off maintenance item.

Motion 11.**Levy Interest Suspension****DEFEATED.**

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

Vote:

1 in favour, 9 against

**Motion 12.
Overdue Levies &
Payment Plans**

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

**Motion 13.
Payment Plan By-
Law**

DEFEATED. More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Payment Plans' By-Law at this time.
Vote: 10% in favour, 90% against

**Motion 14.
Parking By-Law**

DEFEATED. More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass Parking By-Law at this time.
Vote: 10% in favour, 90% against

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

RESOLVED that the number of members be set at 3 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

1. Lynn Coubrough - Lot 8
2. Lauren Fowler - Lot 12
3. Grace Chalmers - Lot 19

Vote: All in favour

**Motion 16.
Restricted Matters**

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

**Motion 17.
Strata Managers
Report**

RESOLVED that the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.
Vote: All in favour

**Motion 18.
Asbestos Inspection**

DEFEATED. The Owners Corporation WILL NOT undertake a routine Asbestos Inspection of the common areas of the Strata Scheme at this time.
Vote: 1 in favour, 9 against

Closure:

The meeting closed at 07:00 PM



.....
Craig Clark
Chairperson

Proposed date for next Annual General Meeting: November 2021

General Discussion: The owners raised the following items:

1. The recycling bin roster for the building is to be forwarded to strata manager to save on file for the property.
2. To contact the agent of lot 11 about their tenants parking in visitors parking space and wash bay instead of their own garage.
3. To have an electrician attend to repair faulty timer on lights.

Minutes of Annual General Meeting



Strata Plan: 60880 - PRINCES HIGHWAY 610, KIRRAWEE

Meeting date: Tuesday, 26 November 2019

Commenced: 05:45 PM

Apologies: Nil

Pre Meeting Voting: Lot 12, Lot 17

Present: Lot 2, Lot 4, Lot 8, Lot 11, Lot 19, Lot 20

Proxies: Appointing the Chairperson Lot 9

Corporate Authorisation: Nil

In attendance: Melissa Elliott of Network Strata Services T/A Netstrata

Quorum: 9 of 20 lot owners were present, a quorum was formed.

Chairperson: Melissa Elliott

Motion 1.
Confirmation of Previous Minutes **RESOLVED** that the minutes of the last general meeting be confirmed.
Vote: All in favour

Motion 2.
The Financial Statements **RESOLVED** that the Financial Statements as presented be adopted.
Vote: All in favour

Motion 3.
Appointment of an Auditor **DEFEATED.** The Owners Corporation will not appoint an auditor at this time.
Vote: All against

Motion 4.
Annual Fire Safety Statement **RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

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

Motion 5.
The Strata Insurances **RESOLVED** that the Owners Corporation's insurances as presented be confirmed.
Vote: All in favour

**Motion 6.
Recovery of
Administrative
Costs By-Law**

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

Vote: 100% against

**Motion 7.
Recovery of
Stationery Expenses
By-Law**

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

Vote: 100% against

**Motion 8.
10 Year Capital
Works Plan**

DEFEATED. The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.

Vote: All against

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

RESOLVED that the proposed budget as presented be amended as Administration fund \$51,690.00 and Capital Works fund \$11,830.00 for the year commencing 1 October 2019 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 31/12/19, 01/03/20, 01/06/20 & 01/09/20.

Vote: All in favour

**Motion 10.
Overdue Levies**

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

Vote: All in favour

**Motion 11.
Call for Nominations
to Strata Committee
and Election**

RESOLVED that the number of members be set at 4 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

Lot 8 Lynn Coubrough
Lot 12 Lauren Diver-Tuck
Lot 19 Grace Chalmers
Lot 20 Patrick Webb

Vote: All in favour

**Motion 12.
Restricted Matters**

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

Vote: All in favour

**Motion 13.
Council Clean Up**

RESOLVED that the Bi-Annual Council clean-ups will be undertaken at the request of committee.

Vote: All in favour

Motion 14.

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

Vote: All against

Motion 15.**Strata Managers Report**

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

Vote: All in favour

Closure:

The meeting closed at 06:30 PM



.....
Melissa Elliott

Chairperson

Proposed date for next Annual General Meeting: November 2020

General Discussion: By general agreement of those owners present at the meeting, the Strata Manager will:
Arrange quotations for the bins to be cleaned.



strata

Contact Details

Tel: 1300 638 787
 Fax: 1300 644 402
 Email: admin@netstrata.com.au
 Web: www.netstrata.com.au

Thursday 1 November 2018

All Correspondence:
 P.O. Box 265
 HURSTVILLE BC NSW 1481

To All Owners, Strata Plan 60880
 610 PRINCES HIGHWAY
 KIRRAWEE NSW 2232

Head Office
 298 Railway Parade
 CARLTON NSW 2218

Wollongong Office
 Level 4, 63 Market Street
 WOLLONGONG NSW 2520

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING
 at 610 PRINCES HIGHWAY, KIRRAWEE NSW 2232**

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. Child Window Lock Safety Devices & Annual Fire Inspection

In December 2013 the NSW Parliament passed the Strata Schemes Management Amendment (Child Window Safety Devices) Act. The Bill was introduced to parliament in response to an alarming increase in the number of children seriously injured or killed after falling from windows in residential strata schemes. The legislation requires that locking or restricting devices be fitted to windows that are less than 1.7M in height, with a fall of greater than 2M. The deadline for compliance March 2018 and best practice suggests that all affected windows be inspected regularly to ensure ongoing compliance once the deadline passes.

For the convenience of all residents as well as to reduce administrative costs, it has been proposed to combine the Window Lock inspection with the Annual Fire Safety inspection that is required to be completed under the Environmental, Planning and Assessment Act.

For more information regarding the window lock legislation or fire safety, see the information pages at www.netstrata.com.au or search the NSW Fair Trading website.

2. Your Owner Portal

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for your scheme
- R.P. Data Sales and Area Profile reports
- Other important records for your scheme
- Update your personal information

Forgotten your user name and password? Don't worry go to the login in page at the portal for assistance.

As always we hope this information proves helpful. Should you have any questions or require further information regarding these or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
 NETSTRATA

Melissa Elliott | Direct Line: 8567 6414 | Email: melissa.elliott@netstrata.com.au
Strata Manager



Securing your Strata or Community Title Property

One of the attractions of living or working in a strata or community scheme is the additional security that can be provided to a building such as security intercoms, secured garage areas and the sense of 'community watch' within a development.

Regrettably however residents often don't become security conscious until after they have been robbed and no matter how many security devices may be fitted to the common areas of your building, the harsh reality is that a security building is only secure as the people that reside in it. Surveys have shown that over 90% of occupants living in a multi-dwelling property have 'buzzed' strangers into their building.

A main entry security door or shutter at the entry to a garage area provides both a visual and physical deterrent; however these areas are often secluded and are a common target for many would be thieves. Aside from this very few residents ever stop to check that a security garage door has closed after they've entered or exited the building and it's fairly easy for a thief to simply wander into the building whilst the door is opening or closing.

Thankfully legislators recognise the importance for owners of strata and community properties to be able to further secure their own premises. Pursuant to the by-laws, all owners of residential, commercial, retail and industrial strata and community schemes are at liberty to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual premises. If such devices are not already in place at your property, we highly recommend they be installed. However it should be understood that any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to offer advice on such regulations. Further, any additional security screens (not shutters) fitted to windows or doors must comply with any design and colour scheme that is already established at the property. If you are not certain of these protocols, simply contact your strata manager.

There are a variety of security strategies that you can initiate to further secure your property and it's not always necessary to spend a lot of money on home security. There are things you can do that cost nothing. Care, vigilance and common sense are free.

The following are 10 simple and cost effective ways that you can further secure your property.

Remember, thieves aren't brain surgeons on a day off; they are opportunists who will exploit easy targets. Making your building harder to break into than the one next door will go a long way to preventing a security breach at your property.

1. Make sure your locks work...

Ensure that the locks you do have installed on windows, front doors, balcony doors and garage doors are functioning properly and ensure all your doors and windows, including common property entries and exits are closed and locked whenever you enter or leave the property.

2. Get to know your neighbours...

Make an effort to get to know the other residents within your scheme. Conduct brainstorming sessions or make suggestions for security improvements for your building so they can be considered by all owners.

3. Don't leave notes...

On doors for couriers or friends advising that you're out or that you'll be back in ten minutes.

4. Dispose of rubbish properly...

Cut up boxes that contained expensive electrical equipment and dispose of them properly. Leaving large boxes on the nature strips for a council pick-up simply advertises the new appliances in your property. And ensure you tear up old bank statements or financial documents before placing them in the rubbish; Bank statements that are stolen from rubbish or recycling bins is a leading cause of identity theft!

5. Natural ladders are a risk...

Don't leave ladders, wheelie bins or pot plants in areas that can be used by thieves to scale the building.

6. Mark your property...

Mark or label all your electrical appliances by using an engraver or ultra-violet pen so they cannot be readily sold by thieves and keep a record of their serial numbers separately so they may be provided to police in the event the worst happens.

7. Lock your vehicle...

Always lock your vehicle and don't leave valuables like phones, GPS units, sunglasses or iPods visible.

8. Secure items in your garage...

Secure items such as bikes, tools and other valuables by chaining or locking them within your garage.

9. Make sure your valuables aren't visible...

Don't leave iPods, laptops, wallets and keys near doors and windows where they can be seen by thieves.

10. Program Emergency phone numbers...

Program the local Police Station's phone number in the speed dial of home and mobile phones so it's readily available in the event of an emergency.

This advice has been prepared with the assistance of security experts and the NSW police. For more information see the information pages at our website.



Minutes of Annual General Meeting

Strata Plan:	60880 - PRINCES HIGHWAY 610, KIRRAWEE
Meeting date:	Wednesday, 31 October 2018
Commenced:	05:30 PM
Apologies:	Nil
Pre Meeting Voting:	Lot 10, Lot 12
Present:	Lot 4, Lot 6, Lot 8, Lot 11, Lot 19
Proxies:	Appointing the Chairperson Lot 9, Appointing Grace Chalmers Lot 20
Corporate Authorisation:	Nil
In attendance:	Melissa Elliott of Network Strata Services T/A Netstrata
Quorum:	9 of 20 lot owners were present, a quorum was formed.
Chairperson:	Melissa Elliott

Motion 1.
Confirmation of Previous Minutes **RESOLVED** that the minutes of the last general meeting be confirmed.
Vote: All in favour

Motion 2.
The Financial Statements **RESOLVED** that the Financial Statements as presented be adopted.
Vote: All in favour

Motion 3.
Appointment of an Auditor **RESOLVED** that an auditor will be appointed for the coming year.
Vote: All in favour

Motion 4.
Annual Fire Safety Statement **RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

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

Vote: All in favour

Motion 5.
The Strata Insurances **RESOLVED** that the Owners Corporation's insurances as presented be confirmed.
Vote: All in favour

- Motion 6.
Floating Floor Board Insurance** **DEFEATED.** the Owners Corporation will not add Floating Floor Board cover to their building insurance cover at this time.
Vote: 1 in favour, 8 against
- Motion 7.
Building Catastrophe Insurance** **DEFEATED.** The Owners Corporation will not effect Building Catastrophe Insurance at this time.
Vote: All against
- Motion 8.
Flood Cover Insurance** **DEFEATED.** A quotation for Flood Cover Insurance will not be obtained at this time.
Vote: All against
- Motion 9.
Pre-Meeting & Electronic Voting By-law** **RESOLVED** by Special Resolution, the Owners Corporation to adopt and register the Pre-Meeting and Electronic Voting By-law as presented.
Vote: 100% in favour
- Motion 10.
Minor Renovations By-law** **RESOLVED** The Owners Corporation SPECIALLY RESOLVES pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law Minor Renovations on the terms set out below or which are attached to the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.
Vote: 100% in favour
- Motion 11.
10 Year Capital Works Plan** **RESOLVED** that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.
Vote: All in favour
Notes: It was noted at the meeting that the owners are ahead of the schedule and have decided to raise the difference (not the specified line amount) in order to stay on schedule for the next financial year.
- Motion 12.
The Proposed Budget & Strata Levies** **RESOLVED** that the proposed budget as presented be accepted as Administration fund \$44,536.00 and Capital Works fund \$15,000.00 for the year commencing 1 October 2018 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 07/12/18, 01/03/19, 01/06/19 & 01/09/19.
Vote: All in favour
- Motion 13.
Overdue Levies** **RESOLVED** that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.
Vote: All in favour

Motion 14.**Call for Nominations to Strata Committee and Election**

RESOLVED that the number of members be set at 4 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

Lot 8	Lynn Coubrough	Lot 12	Lauren Diver-Tuck
Lot 19	Grace Chalmers	Lot 20	Patrick Webb

Vote: All in favour

Motion 15.**Restricted Matters**

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

Vote: All in favour

Motion 16.**Strata Managers Report**

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

Vote: All in favour

Motion 17.**Management Agreement**

RESOLVED to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated **31/10/18**, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. **FURTHER RESOLVED** that **Martin Mckinley** of lot **6** and **Lynn Coubrough** of lot **8** be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

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

* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than **31/10/2021**.

Vote: All in favour

Motion 18.**Window Cleaning**

RESOLVED that the Owners Corporation shall appoint Knights Window Cleaning as per initial quotation sent to committee to clean all in-accessible external windows at the scheme.

Vote: All in favour

Closure:

The meeting closed at 06:25 PM



.....
Melissa Elliott

Chairperson

Proposed date for next Annual General Meeting: October 2019**General Discussion:**

The Strata manager will;

1. Review current cleaning scope of works
2. Seek quotes from a tree lopper to prune back some tree branches over hanging the property + review tree roots lifting up pathway near letterboxes
3. Seek quote for annual gutter cleaning
4. Arrange a handle to be installed on the back entrance door to block



strata

Contact Details

Tel: 1300 638 787
 Fax: 1300 644 402
 Email: admin@netstrata.com.au
 Web: www.netstrata.com.au

All Correspondence:
 P.O. Box 265
 HURSTVILLE BC NSW 1481

Head Office

298 Railway Parade
 CARLTON NSW 2218

Wollongong Office

Level 4, 63 Market Street
 WOLLONGONG NSW 2520

Thursday 23 November 2017

To All Owners, Strata Plan 60880
 610 PRINCES HIGHWAY
 KIRRAWEE NSW 2232

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING
 at 610 PRINCES HIGHWAY, KIRRAWEE NSW 2232**

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies.

We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. Reform to Strata Laws

The new Strata Schemes Management Act 2015 and Regulations came into force on 30 November 2016.

These two pieces of legislation represent the most significant reforms to Strata Title Law in NSW since 1973. In total there are around 90 changes to current legislation that will impact all stakeholders of strata title property including, owners, tenants, business operators and managing agents.

For further information and a complete listing of all the changes see the NSW Fair Trading Website www.fairtrading.nsw.gov.au and search 'Strata Reform'.

2. Your Owner Portal

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for your scheme
- R.P. Data Sales and Area Profile reports
- Other important records for your scheme
- Update your personal information

Forgotten your user name and password? Don't worry go to the login in page at the portal for assistance.

As always we hope this information proves helpful. Should you have any questions or require further information regarding these or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
 NETSTRATA

Melissa Elliott | Direct Line: 8567 6414 | Email: melissa.elliott@netstrata.com.au
Strata Manager



Securing your Strata or Community Title Property

One of the attractions of living or working in a strata or community scheme is the additional security that can be provided to a building such as security intercoms, secured garage areas and the sense of 'community watch' within a development.

Regrettably however residents often don't become security conscious until after they have been robbed and no matter how many security devices may be fitted to the common areas of your building, the harsh reality is that a security building is only secure as the people that reside in it. Surveys have shown that over 90% of occupants living in a multi-dwelling property have 'buzzed' strangers into their building.

A main entry security door or shutter at the entry to a garage area provides both a visual and physical deterrent; however these areas are often secluded and are a common target for many would be thieves. Aside from this very few residents ever stop to check that a security garage door has closed after they've entered or exited the building and it's fairly easy for a thief to simply wander into the building whilst the door is opening or closing.

Thankfully legislators recognise the importance for owners of strata and community properties to be able to further secure their own premises. Pursuant to the by-laws, all owners of residential, commercial, retail and industrial strata and community schemes are at liberty to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual premises. If such devices are not already in place at your property, we highly recommend they be installed. However it should be understood that any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to offer advice on such regulations. Further, any additional security screens (not shutters) fitted to windows or doors must comply with any design and colour scheme that is already established at the property. If you are not certain of these protocols, simply contact your strata manager.

There are a variety of security strategies that you can initiate to further secure your property and it's not always necessary to spend a lot of money on home security. There are things you can do that cost nothing. Care, vigilance and common sense are free.

The following are 10 simple and cost effective ways that you can further secure your property.

Remember, thieves aren't brain surgeons on a day off; they are opportunists who will exploit easy targets. Making your building harder to break into than the one next door will go a long way to preventing a security breach at your property.

1. Make sure your locks work...

Ensure that the locks you do have installed on windows, front doors, balcony doors and garage doors are functioning properly and ensure all your doors and windows, including common property entries and exits are closed and locked whenever you enter or leave the property.

2. Get to know your neighbours...

Make an effort to get to know the other residents within your scheme. Conduct brainstorming sessions or make suggestions for security improvements for your building so they can be considered by all owners.

3. Don't leave notes...

On doors for couriers or friends advising that you're out or that you'll be back in ten minutes.

4. Dispose of rubbish properly...

Cut up boxes that contained expensive electrical equipment and dispose of them properly. Leaving large boxes on the nature strips for a council pick-up simply advertises the new appliances in your property. And ensure you tear up old bank statements or financial documents before placing them in the rubbish; Bank statements that are stolen from rubbish or recycling bins is a leading cause of identity theft!

5. Natural ladders are a risk...

Don't leave ladders, wheelie bins or pot plants in areas that can be used by thieves to scale the building.

6. Mark your property...

Mark or label all your electrical appliances by using an engraver or ultra-violet pen so they cannot be readily sold by thieves and keep a record of their serial numbers separately so they may be provided to police in the event the worst happens.

7. Lock your vehicle...

Always lock your vehicle and don't leave valuables like phones, GPS units, sunglasses or iPods visible.

8. Secure items in your garage...

Secure items such as bikes, tools and other valuables by chaining or locking them within your garage.

9. Make sure your valuables aren't visible...

Don't leave iPods, laptops, wallets and keys near doors and windows where they can be seen by thieves.

10. Program Emergency phone numbers...

Program the local Police Station's phone number in the speed dial of home and mobile phones so it's readily available in the event of an emergency.

This advice has been prepared with the assistance of security experts and the NSW police. For more information see the information pages at our website.

Minutes of Annual General Meeting

Strata Plan:	60880 - PRINCES HIGHWAY 610, KIRRAWEE
Meeting date:	Wednesday, 22 November 2017
Commenced:	06:00 PM
Apologies:	Lot 4
Pre Meeting Voting:	The Owners of Lot 5, 9, 17 and 20
Present:	Lot 6, Lot 8, Lot 11, Lot 12, Lot 19
Proxies:	The Owner of Lot 10 in Favour of the Chairperson
Corporate Authorisation:	Nil
In attendance:	Melissa Elliott of Network Strata Services T/A Netstrata
Quorum:	10 of 19 lot owners were present, a quorum was formed.
Chairperson:	Melissa Elliott

Motion 1.
Confirmation of Previous Minutes **RESOLVED** that the minutes of the last general meeting be confirmed.
Vote: All in favour

Motion 2.
The Financial Statements **RESOLVED** that the Financial Statements as presented be adopted.
Vote: All in favour

Motion 3.
Appointment of an Auditor **RESOLVED** that an auditor will be appointed for the coming year.
Vote: All in favour

Motion 4.
Annual Fire Safety Statement **RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.
Vote: All in favour

Motion 5.
The Strata Insurances **RESOLVED** that the Owners Corporation's insurances as presented be confirmed.
Vote: All in favour

Motion 6.
Council Clean Up **RESOLVED** that the Bi-Annual Council clean-ups will be undertaken upon request to the Strata Committee.
Vote: All in favour

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

DEFEATED. The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.
Vote: 1 in favour, 9 against
Notes: the Capital Works Fund plan shall be updated in 2018 and provided to all owners at the next AGM.

**Motion 8.
The Proposed
Budget & Strata
Levies**

RESOLVED that the proposed budget as amended at the meeting be accepted as Administration fund \$47,370.00 and Capital Works fund \$12,166.00 for the year commencing 1 October 2017 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 28/12/17, 01/03/18, 01/06/18 and 01/09/18.
Vote: All in favour

**Motion 9.
Overdue Levies**

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

**Motion 10.
Review of Strata By-
Laws - Smoke
Penetration (Option
B)**

DEFEATED. by Special Resolution as more than 25% of the total Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass the Smoke Penetration By-law at this time.
Vote: 10% in favour, 90% against

**Motion 11.
Call for Nominations
to Strata Committee
and Election**

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

Lot 8 Lynn Coubrough Lot 12 Lauren Diver-Tuck
 Lot 19 Grace Chalmers Lot 20 Patrick Webb

Vote: All in favour

**Motion 12.
Restricted Matters**

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

**Motion 13.
Strata Managers
Report**

RESOLVED to confirm the Strata Manager's report into Training Services and 3rd Party Commissions.
Vote: All in favour

**Motion 14.
Management
Agreement**

RESOLVED to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated **22/11/2017**, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. **FURTHER RESOLVED** that **Lauren Fowler** of lot **12** and **Grace Chalmers** of lot **19** be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

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

* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than **22/11/2020**.

Vote: All In favour

**Motion 15.
Intercom**

RESOLVED that the owners corporation shall approve to upgrade the faulty intercom system and proceed with the quotations provided by J & A Protecom Option 1 (Q#119 & 136) in the amount of \$3,762.00 Inc GST. These works will be funded by the Capital Works Fund.

Vote: All in favour

Closure:

The meeting closed at 06:45 PM



.....
Melissa Elliott
Chairperson

Proposed date for next Annual General Meeting: November 2018



strata

Contact Details

Tel: 1300 638 787
Fax: 1300 644 402
Email: admin@netstrata.com.au
Web: www.netstrata.com.au

November 10, 2016

All Correspondence:
P.O. Box 265
HURSTVILLE BC NSW 1481

To All Owners, Strata Plan 60880
610 PRINCES HIGHWAY
KIRRAWEE NSW 2232

Head Office

298 Railway Parade
CARLTON NSW 2218

Wollongong Office

Level 1, 63 Market Street
WOLLONGONG NSW 2520

Dear Owners,

RE: MINUTES OF ANNUAL GENERAL MEETING at 610 PRINCES HIGHWAY, KIRRAWEE NSW 2232

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies.

We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. Reform to Strata Laws

On 27th October 2015 the NSW Government passed the Strata Schemes Management Bill 2015 and the Strata Schemes Development Bill 2015.

These two pieces of legislation represent the most significant reforms to Strata Title Law in NSW since 1973. In total there are around 90 changes to current legislation that will impact all stakeholders of strata title property including, owners, tenants, business operators and managing agents.

The new legislation will come into force on 30th November 2016. For further information and a complete listing of all the changes see the NSW Fair Trading Website www.fairtrading.nsw.gov.au and search 'Strata Reform'.

2. Your Owner Portal

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

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- The current Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for your scheme
- R.P. Data Sales and Area Profile reports
- Other important records for your scheme
- Update your personal information

Forgotten your user name and password? Don't worry go to the login in page at the portal for assistance.

We hope this information proves helpful. Should you have any questions or require further information regarding these or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
NETSTRATA

Melissa Elliott | Direct Line: 8567 6414 | Email: melissa.elliott@netstrata.com.au
Strata Manager



Securing your Strata or Community Title Property

One of the attractions of living or working in a strata or community scheme is the additional security that can be provided to a building such as security intercoms, secured garage areas and the sense of 'community watch' within a development.

Regrettably however residents often don't become security conscious until after they have been robbed and no matter how many security devices may be fitted to the common areas of your building, the harsh reality is that a security building is only secure as the people that reside in it. Surveys have shown that over 90% of occupants living in a multi-dwelling property have 'buzzed' strangers into their building.

A main entry security door or shutter at the entry to a garage area provides both a visual and physical deterrent; however these areas are often secluded and are a common target for many would be thieves. Aside from this very few residents ever stop to check that a security garage door has closed after they've entered or exited the building and it's fairly easy for a thief to simply wander into the building whilst the door is opening or closing.

Thankfully legislators recognise the importance for owners of strata and community properties to be able to further secure their own premises. Pursuant to the by-laws, all owners of residential, commercial, retail and industrial strata and community schemes are at liberty to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual premises. If such devices are not already in place at your property, we highly recommend they be installed. However it should be understood that any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to offer advice on such regulations. Further, any additional security screens (not shutters) fitted to windows or doors must comply with any design and colour scheme that is already established at the property. If you are not certain of these protocols, simply contact your strata manager.

There are a variety of security strategies that you can initiate to further secure your property and it's not always necessary to spend a lot of money on home security. There are things you can do that cost nothing. Care, vigilance and common sense are free.

The following are 10 simple and cost effective ways that you can further secure your property.

Remember, thieves aren't brain surgeons on a day off; they are opportunists who will exploit easy targets. Making your building harder to break into than the one next door will go a long way to preventing a security breach at your property.

1. Make sure your locks work...

Ensure that the locks you do have installed on windows, front doors, balcony doors and garage doors are functioning properly and ensure all your doors and windows, including common property entries and exits are closed and locked whenever you enter or leave the property.

2. Get to know your neighbours...

Make an effort to get to know the other residents within your scheme. Conduct brainstorming sessions or make suggestions for security improvements for your building so they can be considered by all owners.

3. Don't leave notes...

On doors for couriers or friends advising that you're out or that you'll be back in ten minutes.

4. Dispose of rubbish properly...

Cut up boxes that contained expensive electrical equipment and dispose of them properly. Leaving large boxes on the nature strips for a council pick-up simply advertises the new appliances in your property. And ensure you tear up old bank statements or financial documents before placing them in the rubbish; Bank statements that are stolen from rubbish or recycling bins is a leading cause of identity theft!

5. Natural ladders are a risk...

Don't leave ladders, wheelie bins or pot plants in areas that can be used by thieves to scale the building.

6. Mark your property...

Mark or label all your electrical appliances by using an engraver or ultra-violet pen so they cannot be readily sold by thieves and keep a record of their serial numbers separately so they may be provided to police in the event the worst happens.

7. Lock your vehicle...

Always lock your vehicle and don't leave valuables like phones, GPS units, sunglasses or iPods visible.

8. Secure items in your garage...

Secure items such as bikes, tools and other valuables by chaining or locking them within your garage.

9. Make sure your valuables aren't visible...

Don't leave iPods, laptops, wallets and keys near doors and windows where they can be seen by thieves.

10. Program Emergency phone numbers...

Program the local Police Station's phone number in the speed dial of home and mobile phones so it's readily available in the event of an emergency.

This advice has been prepared with the assistance of security experts and the NSW police. For more information see the information pages at our website.

Minutes of annual general meeting



Strata Plan:	60880 at 610 PRINCES HIGHWAY, KIRRAWEE NSW 2232
Meeting date:	Wednesday 9 th November 2016
Commenced:	6.00pm
Apologies:	Nil
Present:	The Owners of Lot 4, 6, 8, 11, 12 and 19
Proxies:	The Owners of Lot 5, 9, 10, 17 and 20 in Favour for the Chairperson
Corporate Authorisation:	Nil
In attendance:	Melissa Elliott of Netstrata
Quorum:	11 of 19* lot owners were present in person or represented by proxy, <u>a quorum was formed</u> . NOTE:* (1 lot owner was not financial at the time of the meeting)
Chairperson:	Melissa Elliott chaired the meeting.
Motion 1. Confirmation of Previous Minutes:	<u>RESOLVED</u> that the minutes of the last general meeting be confirmed. Vote: All in Favour
Motion 2. Financial Statements:	<u>RESOLVED</u> that the financial statement as presented for the period ending 30-SEP be confirmed. Vote: All in Favour
Motion 3. Appointment of Auditor:	<u>DEFEATED</u> that the appointment of an auditor shall not be undertaken at this time. Vote: 9 votes against, 2 votes in favour
Motion 4. Installation of Child Window Safety Devices:	<u>DEFEATED</u> pursuant to section 76(4) of the Strata Schemes Management Act 1996 that the Owners Corporation shall not raise a special levy of up to \$3,000.00 to fund the administration of and installation of window locking devices as per the requirements of the Strata Schemes Management Amendment (Child Window Safety Devices) Act 2013. Vote: 10 votes against, 1 vote in favour
Motion 5. Approved Budget & Strata Levies:	<u>RESOLVED</u> that the proposed budget as presented be confirmed as administration fund \$45,360.00 and sinking fund \$14,176.00 for the year commencing 01/10/16 and that the first contributions become due and payable for both the Administrative and Sinking Fund in quarterly instalments on 01/12/16, 01/03/17, 01/06/17 and 01/09/17. Vote: All in Favour <u>RESOLVED</u> the managing agent is directed to serve written notice of such contributions on each owner as required by the Act. Vote: All in Favour

Motion 6.

Strata Insurances:

RESOLVED that the Owners Corporation insurances as per the schedule presented be confirmed.

Vote: All in Favour

Motion 7.

Election of Executive Committee:

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

Lot 8 Lynn Coubrough

Lot 12 Lauren Diver-Tuck

Lot 19 Grace Chalmers

Lot 20 Patrick Webb

Vote: All in Favour

Motion 8.

Restricted Matters:

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

Vote: All in Favour

Motion 9.

Update Agency Agreement:

RESOLVED to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated 9/11/16, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of chairperson, secretary, treasurer and executive committee of the Owners Corporation. **FURTHER RESOLVED** that Lauren Diver-Tuck of lot 12 and Lynn Coubrough of lot 9 be authorised to sign the agreement on behalf of the Owners Corporation.

Vote: All in Favour

Note:

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

Motion 10.

Special By-Law - Levying of Debt

Collection Expenses:

RESOLVED by Special Resolution that the Owners Corporation will pass a By-Law in the following form:

Special By-Law – Levying of Debt Collection Expenses

PART 1 – Preamble

(i) The intention of this By-law is to provide a mechanism for the Owners Corporation to add any expenses incurred associated with the pursuit of Levy Arrears and/or Debt Recovery Action for outstanding levies onto an owner by adding the charges directly to the lot owners' notice of contributions or 'Levy Notice'.

(ii) The expenses shall include but will not be limited to expenses charged by the Strata Managing Agent, Debt Collection agents or Solicitors engaged by the Owners Corporation or the reasonable expenses of the executive committee that are incurred during the debt recovery process.

(iii) These expenses will include any expenses or levies issued by the Owners Corporation prior to the commencement of this By-law.

PART 2 – Definitions & Interpretation

2.1 In this by-law, unless the context otherwise requires or permits:

'Agent' means any person engaged by the Owners Corporation to pursue levy arrears of a lot owner, including but not limited to the Strata Managing Agent, Debt Collection Agents or Solicitors.

'Costs' includes any charge, fee or invoice imposed on the Owners Corporation by an agent engaged by the Owners Corporation or the reasonable expenses of executive committee for the pursuit of levy arrears or debt recovery against a lot owner.

'Levy Payment Notice' means a notice issued by the Owners Corporation to an owner of a lot as notification that a payment for a standard levy, special levy or charge upon the lot is due and payable to the Owners Corporation.

'Lot' means any lot in the strata plan.

'Owner' means the owner/s of the Lot.

'Owners Corporation' means the Owners Corporation created by the registration of strata plan for the scheme

'Owners Corporations Agents' means the Strata Managing Agent, Executive Committee or any contractor, legal counsel, debt recovery agent or other personnel engaged by the Owners Corporation for the pursuit of levy arrears.

'Reasonable expenses of the executive committee' means expenses that may approved by the executive committee at a properly convened executive committee meeting from time to time.

'The Act' means the Strata Schemes Management Act 2015.

2.2 Where any terms used in this by-law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.

2.3 In this by-law, unless the context otherwise requires:

- (a) the singular includes plural and vice versa;
- (b) any gender includes the other genders;
- (c) any terms in the by-law will have the same meaning as those defined in the Act; and
- (d) references to legislation includes references to amending and replacing legislation.

PART 3 - Powers, Duties and Obligations of the Owners Corporation

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

- (i) The Owners Corporation shall have the authority to add all costs associated with the recovery of levy arrears and/or Debt Recovery Action from a lot owner as a debt by way of a levy charged to the lot;
- (ii) Any Debt Recovery expenses may be added to an owners' Levy Payment Notice that is issued by the Owners Corporation from time to time;
- (iii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;
- (iv) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act;
- (v) The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act;
- (vi) All monies recovered by the Owners Corporation shall form part of the fund to which the relevant contribution belongs.

PART 4 - Owners Right of Appeal

(i) In the event that a lot owner believes the expenses levied upon them pursuant to this By-law are unreasonable, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.

(ii) In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause D)(i) above, all charges imposed by the Owners Corporation shall stand.

Vote: 55 of 95* Unit of Entitlement (UOE) votes were cast at the meeting, the breakdown of votes was as follows:

55 UOE votes in favour of the motion (100%)

Closure:

The meeting closed at 6.35pm



.....
Chairperson

Proposed date for the next annual general meeting:

November 2017

Disclosure and Privacy of information:

Owners should be aware that all correspondence, including letters, facsimile transmissions and emails are retained on the file of the Owners Corporation and may be subject to inspection by other owners within your scheme, as well as prospective purchasers for any lot that may be for sale within your scheme.

In regards to the privacy of your information; Netstrata is required by law to protect the privacy of your personal information under the National Privacy Principles. This statement is an abbreviated version of our Privacy Statement; the complete text is published on our website www.netstrata.com.au; go to the 'Privacy' page. Alternatively you can request a copy from us by email, post or fax.

Briefly we gather and maintain personal information about you on behalf of your strata corporation of which we are the appointed managers. The legislation from which the National Privacy Principles have been derived largely supersedes sections of the Strata Schemes Management Act 1996 that previously permitted access to this information by third parties. Notwithstanding this, some of your personal information may be still be accessed by certain third parties in particular circumstances, for example to tradespersons during an emergency situation.

Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent an unreasonable threat to safety, damage to property, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

Network Strata Services Pty Ltd (trading as Netstrata) discloses that it has Authorised Representative agreements with Austbrokers Sydney, CRM Insurance Brokers, OAMPS Wollongong, Honan Insurance Brokers and C.H.U. Agencies whereby the agent will receive commissions (of up to 20%) from those companies.

Netstrata also discloses that Strata Insurance Services Pty Ltd (A.C.N. 167 214 182) (A.F.S. Licence 457333) is a wholly owned subsidiary of the agent. All brokerage fees charged and commissions received are retained by the subsidiary, not the agent.

Netstrata may have commercial arrangements with suppliers to the scheme, including Macquarie Bank and Khoury Bros. & Co. Whilst the agent uses and recommends these suppliers to the scheme, the agent **DOES NOT** receive any discount, rebate or commission from these or any other suppliers to the scheme for providing a recommendation or referral on behalf of the scheme. The scheme is at liberty to utilise the services of any supplier or contractor of their choice.

Maintenance Responsibilities:

Briefly, generally each owner is responsible for the maintenance, repair and replacement of all those components of the building that are housed within the external walls of their unit/villa or townhouse or service only their lot (within the lot envelope), such as internal walls, bathroom & kitchen cabinets, tiles on internal walls, taps and light fittings.

Section 62 of the Strata Schemes Management Act places a mandatory duty on the Owners Corporation to repair and maintain all elements outside of this envelope or shared services that may pass through the unit, such as the building structure, waterproofing, external doors and windows, balcony doors, pipes and cabling as well as the general common property within the scheme.

When assessing the maintenance responsibilities for your scheme it is important that a detailed examination of your strata plan and by-laws be undertaken to determine the specific maintenance responsibilities associated with your property. Owners should also be familiar with the Building Insurance policy applicable to the scheme and the fixtures of their lot that are protected and NOT protected by the policy.

A copy of the Strata Plan, insurance information and By-laws applicable to your scheme are available via our website when you register as a WEblink owner. Simply go to www.netstrata.com.au and follow the links.

Owners should also be familiar with any statutory or manufacturer warranties that may be applicable to apparatus and building structure at the property as well as the limitations, period and application of these warranties. We recommend that the Owners Corporation engages the services of a professional building defect consultant or engineer to assess any building defect claim or warranty items that may be applicable to the common property.

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Please note:

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

Section 1: Type of statement

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

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

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

Address

610 Princes Highway, Kirrawee

Lot No. (if known)

DP/SP (if known)

Building name (if applicable)

SP60880

Provide a brief description of the building or part (building use, number of storeys, construction type etc)
2 and 3 Storey Brick Units (Parking under)

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

Name

The Owners Corporation of SP60880

Address

C/- Netstrata PO BOX 265 Hurstville BC 1481

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Automatic fire detection and alarm systems	AS1670	1/06/2021	MT
Emergency lighting	AS2293	1/06/2021	MT
Exit Signs	AS2293	1/06/2021	MT
Fire Collars	AS1530-4 & AS4072	1/06/2021	MT
Fire doors (fire resistant doorsets)	AS1905	1/06/2021	MT
Fire hydrant systems	AS2419	1/06/2021	MT
Hose reel systems	AS2441	1/06/2021	MT
Lightweight construction (fire rated ceiling)	Part C BCA	1/06/2021	MT
Self-contained smoke alarms	AS3786	1/06/2021	MT

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

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

Part of the building inspected	Date(s) inspected	APFS *
Path of Travel Clear	1/06/2021	MT

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



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

Full name	Phone	Email	Accreditation No.*	Signature
DAVID SALTER	02 8566 8155	DAVID.SALTER@WINFIRE.COM.AU	F048861A	
MATTHEW TRAUTMANN	0415 174 424	ALL-FLOWPROTECTION@OUTLOOK.COM	F051024A	

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

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

Full name

Katelyn Danielson

Organisation (if applicable)

Netstrata

Title/Position (if applicable)

Fire safety coordinator

Phone

8567 6456

Email

Katelyn.danielson@netstrata.com.au

The person issuing the statement must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, Katelyn Danielson on behalf of SP 60880 (insert full name) being the: ☐ owner ☒ owner's agent

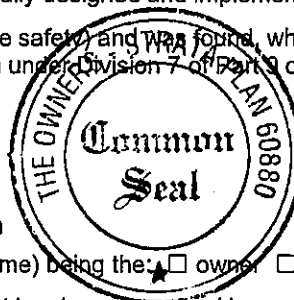
declare that:

- each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:
 - in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

Owner/Agent Signature

Date issued

28/08/2021



Section 9: Supplementary fire safety statement declaration

I, Click here

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

declare that each critical fire safety measure specified in the statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this statement is issued.

Owner/Agent Signature

Date issued

Note:

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

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



Fire Safety Measure	Minimum Standard of Performance
Automatic fire detection and alarm systems	AS1670
Emergency lighting	AS2293
Exit signs	AS2293
Fire collars	AS1530-4 & AS4072
Fire doors (fire resistant doorsets)	AS1905
Fire hydrant systems	AS2419
Hose reel systems	AS2441
Lightweight construction (fire rated ceiling)	Part C BCA
Self contained smoke alarms	AS3786

Building Details & Report Inputs

Supplied information

Building Address	610 Princes Highway Kirrawee NSW 2232
Strata Plan (SP) No	60880
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	Reg. 1999
Number of Unit Entitlements	100
Number of Units	20
Estimated Starting Capital Works Fund Balance	\$55,012
Starting date of Financial Year for Report	1/10/2018
GST Status	Registered for GST
Current Capital Works Fund Levy per Lot Entitlement (Inc. GST)	\$150.00

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	2.40%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on capital works fund balances over \$10,000.	1.68%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the plan looks out.	15 years

15 Year Levy Table

Year	Year To	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	30/09/2019	15,000.00	1,363.64	150.00	13.64	37.50	3.41
2	30/09/2020	20,999.99	1,909.09	210.00	19.09	52.50	4.77
3	30/09/2021	25,199.99	2,290.91	252.00	22.91	63.00	5.73
4	30/09/2022	25,981.19	2,361.93	259.81	23.62	64.95	5.90
5	30/09/2023	26,786.61	2,435.15	267.87	24.35	66.97	6.09
6	30/09/2024	27,617.00	2,510.64	276.17	25.11	69.04	6.28
7	30/09/2025	28,473.13	2,588.47	284.73	25.88	71.18	6.47
8	30/09/2026	29,355.79	2,668.71	293.56	26.69	73.39	6.67
9	30/09/2027	30,265.82	2,751.44	302.66	27.51	75.67	6.88
10	30/09/2028	31,204.06	2,836.73	312.04	28.37	78.01	7.09
11	30/09/2029	32,171.39	2,924.67	321.71	29.25	80.43	7.31
12	30/09/2030	33,168.71	3,015.34	331.69	30.15	82.92	7.54
13	30/09/2031	34,196.93	3,108.81	341.97	31.09	85.49	7.77
14	30/09/2032	35,257.04	3,205.19	352.57	32.05	88.14	8.01
15	30/09/2033	36,350.01	3,304.55	363.50	33.05	90.88	8.26

15 Year Cash Flow Tracking Sheet

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

Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/09/2019	55,012.00	13,636.36	1,002.50	4,314.55	65,336.31
2	30/09/2020	65,336.31	19,090.90	1,175.24	9,853.64	75,748.81
3	30/09/2021	75,748.81	22,909.08	1,376.60	10,525.45	89,509.04
4	30/09/2022	89,509.04	23,619.26	1,440.81	31,112.73	83,456.38
5	30/09/2023	83,456.38	24,351.46	1,024.88	69,254.55	39,578.17
6	30/09/2024	39,578.17	25,106.36	701.19	20,788.18	44,597.54
7	30/09/2025	44,597.54	25,884.66	908.11	6,970.91	64,419.40
8	30/09/2026	64,419.40	26,687.08	1,056.41	29,762.73	62,400.16
9	30/09/2027	62,400.16	27,514.38	996.87	33,640.00	57,271.41
10	30/09/2028	57,271.41	28,367.33	957.01	28,980.00	57,615.75
11	30/09/2029	57,615.75	29,246.72	1,121.48	10,969.09	77,014.86
12	30/09/2030	77,014.86	30,153.37	1,495.21	6,181.82	102,481.62
13	30/09/2031	102,481.62	31,088.12	1,846.29	16,254.55	119,161.48
14	30/09/2032	119,161.48	32,051.85	1,859.40	49,018.18	104,054.55
15	30/09/2033	104,054.55	33,045.46	1,302.42	86,104.55	52,297.88

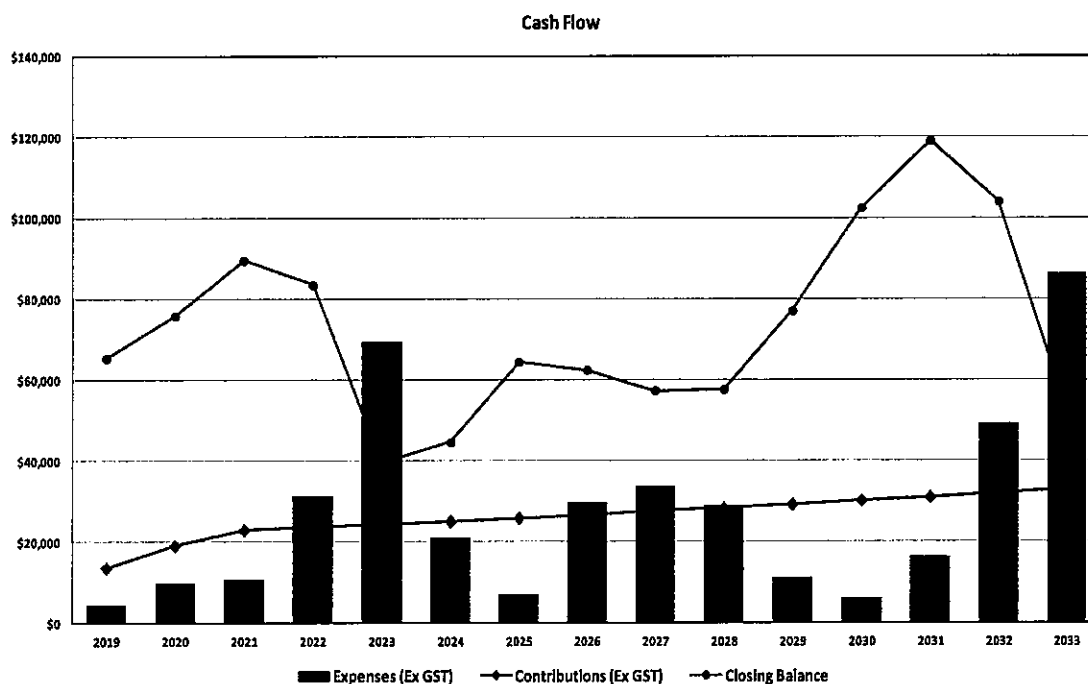
15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies); the projected 'Closing balance' of the capital works fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

Contributions line - Total capital works fund contributions per year.

Expenses line – Total anticipated expenses in each year.

Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.





**Fair
Trading**

Mediation Services, Strata and Community Living
PO Box 972
Parramatta NSW 2124
www.fairtrading.nsw.gov.au

16 July 2021

The Owners – SP60880
C/- Netstrata
Attn: Craig Clark
Email: craig.clark@netstrata.com.au

Dear Craig Clark

MEDIATION INVITATION. SP60880. File No: 00572665
610 PRINCES HWY, KIRRAWEE, NSW 2232

Mediation Services has received an application for mediation lodged by Jayson Ginn, the applicant, which names the above owners corporation as the respondent.

The application referred to above is about issues relating to the water penetration to unit 1, mould and request to repair associated damage, and compensation for rental loss.

Mediation Services offers mediation to assist people involved in strata schemes to resolve a wide range of disputes quickly and economically through a process of negotiated discussion.

Mediation has been set for **10:00 AM on 8 September 2021** via phone link. Please note that mediation may take approximately three hours.

In relation to this application, the owners corporation can:

1. Participate in the mediation. **Please note this will be confirmed by email once the owners corporation and the applicant have confirmed their attendance.**
2. Decline mediation. The applicant may then apply for a hearing at the NSW Civil and Administrative Tribunal (NCAT). NCAT does not require a respondent to have attempted mediation. If an application is lodged, the Tribunal will hear from both sides and then decide the matter.

Please convene a meeting of the owners corporation (either a strata committee meeting or a general meeting) to consider this application and contact me by 4 August 2021 quoting the above SP and File number to advise me of the owners



**Fair
Trading**

Mediation Services, Strata and Community Living

PO Box 972

Parramatta NSW 2124

www.fairtrading.nsw.gov.au

corporation's decision via return reply to this email
(stratamediation@customerservice.nsw.gov.au).

Please note if the owners corporation wishes to participate in mediation it is important you or a representative of the owners corporation responds to this invitation by the response date as no further follow up letter and/or email will be sent. If we do not receive a response it will be assumed that mediation has been declined. The applicant may then apply to the NSW Civil & Administrative Tribunal (NCAT) for an order/orders to resolve their issues and concerns.

Yours sincerely

Troy Reid

**Customer Service Officer | Strata and Community Living
NSW Fair Trading | Department of Customer Service**



NCAT
NSW Civil &
Administrative Tribunal
Consumer and Commercial Division

10 NOV 2021

The Owners - Strata Plan No 60880
298 Railway Parade
CARLTON NSW 2218

File No: SC 21/42842
Quote in all enquiries
eNumber: 310865RZ10

**Application to the Tribunal concerning 610 Princes Highway KIRRAWEE NSW 2232
Australia - SP60880**

The Tribunal hearing on Thursday 4th November 2021 11:45 AM has been adjourned.

Reasons: Tribunal Member is not available.

There is no need to attend on the above date.

Written confirmation of the new hearing date will be sent to you shortly.

NOTE: Any party seeking an adjournment should refer to NCAT Consumer and Commercial Division Guideline on 'Adjournments', which can be viewed at www.ncat.nsw.gov.au

K Rosser
Principal Member
03/11/21

BOX 573X
(AP99154)



NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE

CP/SP60880

EDITION

15

DATE OF ISSUE

4/3/2019

CERTIFICATE AUTHENTICATION CODE

KWVW-Q9-X46S

I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries as appear in the Second Schedule and to any additional entries in the Folio of the Register.

REGISTRAR GENERAL



LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 60880
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT KIRRAWEE.

LOCAL GOVERNMENT AREA: SUTHERLAND SHIRE.

PARISH OF SUTHERLAND COUNTY OF CUMBERLAND

TITLE DIAGRAM: SP60880

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 60880

ADDRESS FOR SERVICE OF NOTICES:

C/- NETWORK STRATA SERVICES PTY LIMITED

PO BOX 265

HURSTVILLE 1481

SECOND SCHEDULE

1. RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2. D464839 LAND EXCLUDES MINERALS AND IS SUBJECT TO RIGHTS TO MINE
3. DP619153 RIGHT OF CARRIAGEWAY APPURTENANT TO THE LAND ABOVE DESCRIBED AFFECTING THE PARTS OF LOTS B AND C IN DP355735, LOT X IN DP384483, LOTS 6 IN DP8004 AND LOT 100 IN DP615478 SHOWN SO BURDENED IN DP619153
4. 3851451 RIGHT OF CARRIAGEWAY 2.5 WIDE & VARIABLE WIDTH APPURTENANT TO THE LAND ABOVE DESCRIBED AFFECTING THE PART SHOWN SO BURDENED IN PLAN WITH 3851451
5. SP60880 POSITIVE COVENANT
6. SP60880 RESTRICTION(S) ON THE USE OF LAND
7. SP60880 RIGHT OF CARRIAGEWAY 6 METRE(S) WIDE, 2.5 METRES WIDE AND VARIABLE AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
8. AP99154 CONSOLIDATION OF REGISTERED BY-LAWS
9. AP99154 INITIAL PERIOD EXPIRED

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 100)

STRATA PLAN 60880

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 5	2	- 5	3	- 5	4	- 5
5	- 5	6	- 5	7	- 5	8	- 5
9	- 5	10	- 5	11	- 5	12	- 5

END OF PAGE 1 CONTINUED OVER

ANY ATTEMPT TO ALTER THIS CERTIFICATE COULD RESULT IN HEAVY FINES OR IMPRISONMENT (S.141 REAL PROPERTY ACT).

BOX 573X
(AP99154)

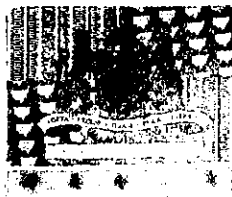
PAGE 2



NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE

CP/SP60880

EDITION

15

DATE OF ISSUE

4/3/2019

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KWWW-Q9-X46S

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REGISTRAR GENERAL



SCHEDULE OF UNIT ENTITLEMENT

(AGGREGATE: 100) (CONTINUED)

STRATA PLAN 60880 (CONTINUED)

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
13	- 5	14	- 5	15	- 5	16	- 5
17	- 5	18	- 5	19	- 5	20	- 5

**** END OF CERTIFICATE ****

ANY ATTEMPT TO ALTER THIS CERTIFICATE COULD RESULT IN HEAVY FINES OR IMPRISONMENT (S.141 REAL PROPERTY ACT)

Strata Plan 60880**610 PRINCES HIGHWAY KIRRAWEE**

The Following are the Standard By-laws registered with the scheme. Strata Plan registration Date: 02/09/1999

1 Noise

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

2 Vehicles

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

3 Obstruction of Common Property

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

4 Damage to Lawns and Plants on Common Property

An owner or occupier of a lot must not, except with the prior written approval of the Owners Corporation:
(a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated on common property; or
(b) use for his or her own purposes as a garden any portion of the common property.

5 Damage to Common Property

- (1) An owner or occupier of a lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property except with the prior written approval of the owners corporation.
- (2) An approval given by the Owners Corporation under 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 to improve safety within the owner's lot, or
 - (b) any screen or other device to prevent entry of animals or insects on the lot, or
 - (c) any structure or device to prevent harm to children, or
 - (d) any device used to affix decorative items to the internal surfaces of walls in the owner's lot.
- (4) Any such locking or safety device, screen or 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 rest of the building.
- (5) Despite Section 62, the owner of a lot must:
- (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in subclause (3) that forms part of the common property and that services the lot, and
 - (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in subclause (3) that forms part of the common property and that services the lot.

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE

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 etc. on Common Property

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

10 Drying of Laundry Items

An owner or occupier of a lot must not, except with the 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 exterior surfaces of glass in windows and doors on the boundary of the lot, including so much as is common property, unless:

- (a) the owners corporation resolves that it will keep the glass or specified part of the glass clean, or
- (b) that glass or part of the glass cannot be accessed by the owner or occupier of the lot safely or at all.

12 Storage of Inflammable Liquids and Other Substances and Materials

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

(2) This by-law does not apply to chemicals, liquids, gases or other material used or intended to be used for

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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

- (1) 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.
- (2) An owners corporation may resolve that furniture or large objects are to be transported through or on the common property (whether in the building or not) in a specified manner.
- (3) If the owners corporation has specified, by resolution, the manner in which furniture or large objects are to be transported, an owner or occupier of a lot must not transport any furniture or large object through or on common property except in accordance with that resolution.

14 Floor Coverings

- (1) An owner of a lot must ensure that all floor space within the lot is covered or otherwise treated to an extent sufficient to prevent the transmission from the floor space of noise likely to disturb the peaceful enjoyment of the owner or occupier of another lot.
- (2) This by-law does not apply to floor space comprising a kitchen, laundry, lavatory or bathroom.

15 Garbage Disposal

- (1) An owner or occupier of a lot in a strata scheme that does not have shared receptacles for garbage, recyclable material or waste:
 - (a) must maintain such receptacles within the lot, or on such part of the common property as may be authorised by the Owners Corporation, in clean and dry condition and (except in the case of receptacles for recyclable material) adequately covered, and
 - (b) must ensure that before refuse, recyclable material or waste is placed in the receptacles it is, in the case of refuse, securely wrapped or, in the case of tins or other containers, completely drained, or, in the case of recyclable material or waste separated and prepared in accordance with the applicable recycling guidelines, and
 - (c) for the purpose of having the garbage, recyclable material or waste collected, must place the receptacles within an area designated for that purpose by the Owners Corporation and at a time not more than 12 hours before the time at which garbage, recyclable material or waste is normally collected, and
 - (d) when the garbage, recyclable material or waste has been collected must promptly return the receptacles to the lot or other area referred to in paragraph (a);
 - (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 or recycling collector may have spilled from the receptacles and must take such action as may be necessary to clean the area within which that thing was spilled.
- (2) An owner or occupier of a lot in a strata scheme that has shared receptacles for garbage, recyclable material or waste:
 - (a) must ensure that before refuse, recyclable material or waste is placed in the receptacles it is, in the case of refuse, securely wrapped or, in the case of tins or other containers, completely drained, or, in the case of recyclable material or waste, separated and prepared in accordance with the applicable recycling guidelines, and
 - (b) must promptly remove any thing which the owner, occupier or garbage or recycling collector may have spilled in the area of the receptacles and must take such action as may be necessary to clean the area within which that

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thing was spilled.

16 Keeping of Animals

Standard By-Laws 16 was repealed by the Owners Corporation on 16/11/1999

17 Appearance of Lot

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

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

18 Change in Use of Lot to be Notified

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

19 Provision of Amenities or Services

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

- (a) window cleaning,
- (b) garbage disposal and recycling services
- (c) electricity, water or gas supply
- (d) telecommunication services (for example, cable television)

(2) If the owners corporation makes a resolution referred to in subclause (1) to provide an amenity or service to a lot or to the owner or occupier of a lot, it must indicate in the resolution the amount for which, or the conditions on which, it will provide the amenity or service.

Note: Section 111 of the Act provides that an owners corporation may enter into an agreement with an owner or occupier of a lot for the provision of amenities or services by it to the lot or to the owner or occupier.

The Following are the Special By-laws registered with the scheme.**1 Alterations and Additions to Fire Doors**

Registration Date: 10/12/1999

A) Definitions

(a) The following terms are defined to mean:

'Fire Door' means the common property entrance door/s to each lot in the strata scheme including all attached locks, door handles, door frames and other ancillary structures. 'Original Condition' means the condition at the date of registration of the strata scheme.

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(b) Where any terms used in this by-law are defined in the Strata Schemes Management Act 1996, they will then have the same meaning as those words are attributed under that Act,

B) Duties of Owners

(a) Notwithstanding by-law 5 of Schedule One of the Strata Schemes Management Act 1996, an owner or occupier of a lot must not;

(b) replace or make any alterations or additions to the Fire Door that gives access to the owner's or occupier's lot (including, but not limited to the replacement of locks) without first obtaining the written approval of the owners corporation; and

(c) make any alterations or additions to a Fire door that gives access to the owner's or occupier's lot that is in breach of the fire regulations under the Building Code of Australia.

C) Liability

1. An owner of a lot will be liable for any damage, alteration or addition made or caused to a Fire Door by the owner without the written approval of the owners corporation, and will reinstate the Fire Door to its original condition immediately after it has occurred.

2. An owner of a lot will also be liable for any damage, alteration or addition made or caused to a Fire Door by the occupier or lessee of that owner's lot without the written approval of the owners corporation, and will reinstate the Fire Door to its Original Condition immediately after it has occurred.

D) Indemnity

i) An owner of a lot must indemnify the owners corporation against any loss or damage the owners corporation suffers as a result of any damage, alteration or addition made or caused to a Fire Door by the owner or the occupier or lessee of the owner's lot including liability under section 65(6) in respect of any property of the owner.

E) Right to Remedy Default

If an owner or occupier of a lot fails to comply with this by-law, then the Owners Corporation may;

i) carry out all work necessary to perform the obligation;

ii) enter upon any part of the parcel to carry out that work; and

iii) recover the costs of carrying out that work as a debt from the owner of the lot.

2 Security Door**Registration Date: 20/07/2000**

The Owners Corporation, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 1996 (NSW) and the By-Laws applying to the strata scheme (and without limiting the generality thereof) shall have the power and authority to undertake and effect the following:

a) To purchase and install an electric remote control security shutter at the vehicle entranceway to the garage and pedestrian gate;

b) the maintenance, repair, renewal and replacement of the security shutter and pedestrian gate from time to time.

3 Intercom Panel**Registration Date: 20/07/2000**

The Owners Corporation, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 1996 (NSW) and the By-Laws applying to the strata scheme (and without limiting the generality thereof) shall have the power and authority to undertake and effect the following:

a) To purchase and install 2 additional intercom panels to the 2 entrances on the eastern side of the building;

b) the maintenance, repair, renewal and replacement of the intercom security from time to time.

4 Installation of Air Conditioners**Registration Date: 13/06/2001**

Each owner for the time being of each lot in the strata scheme is conferred with the right to install an air-conditioning system (hereinafter defined as including a self-contained or split-system air conditioning unit,

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compressor, filter, ducting, electrical wiring and all associated equipment wherever located) (hereinafter referred to as the "air-conditioner") to service the owners lot within the strata scheme subject to the following terms and conditions:

- (a) The owners of any lot proposing to undertake the installation of an air-conditioner must submit comprehensive plans and diagrams of the proposed installation to the secretary or strata managing agent of the strata scheme not less than fourteen (14) days before the air-conditioner is to be installed;
 - (b) the air-conditioner shall not be or become or in any way be construed to be common property and shall always remain the sole property of the owner for the time being of the lot which it services;
 - (c) the air-conditioner must be installed in a location and in such a way that it is not readily visible from the street front or any other public areas bounding the strata scheme;
 - (d) the owners of any lot undertaking the installation of an air-conditioner must obtain all necessary permits, licenses or consents required by local authority or other statutory or lawful authority for such installation;
 - (e) the installation of the air-conditioner must be effected in a workmanlike manner by licensed and insured tradespersons;
 - (f) the air-conditioner must not create any noise likely to interfere with the peaceful enjoyment of any owner or occupier of a lot in the strata scheme or any person lawfully using the common property;
 - (g) the air-conditioner must not expel any effluent or exhaust any air in such a way as to cause discomfort or inconvenience to an owner or occupier of a lot in the strata scheme or any person lawfully using the common property or to cause damage to the common property, including any plants, garden or lawn;
 - (h) any damage to common property that occurs during, or results from, the installation or subsequent removal or replacement of, or use of, the air-conditioner must be forthwith made good by the owners of the lot from which the damage results at no cost to the Owners Corporation;
 - (i) the air-conditioner must be maintained in good working order and condition by the owner without claim on the owners corporation in respect of such maintenance;
 - (j) the air-conditioner and all filters must be regularly cleaned by the owner;
 - (k) the owner shall inform the secretary or strata managing agent of the scheme not later fourteen (14) days before the air-conditioner is to be replaced or renewed;
- (2) In the event that an owner or occupier of a lot to which the air-conditioner is installed, after notice, fails to comply with any matters set out in conditions (a) to (k) hereof then the Owners Corporation may terminate the right of the owner or occupier to install the air-conditioner.

5 Rectification of Settlement Cracks**Registration Date: 29/10/2003**

1. Pursuant to section 62(3) of the Act, the owners corporation has resolved that it is inappropriate to maintain, renew, repair or replace any part of the common property walls or ceilings, including any decorative or finishing materials affixed to those surfaces, within any lot space in the strata scheme provided that;
 - (a) any damage or defect is limited to settlement or shrinkage cracks that do not effect the structural integrity of the building;
 - (b) damage has not been caused by an insurable event;
 - (c) damage has no material effect upon the utility of a lot.
2. Any dispute arising from a determination made by the owners corporation pursuant to subclause 1(a) must be referred to a qualified structural engineer as to whether the subject damage compromises the structural integrity of the building or otherwise.
3. Any professional costs arising from the appointment of a qualified structural engineer or other professional pursuant to clause 2 shall be borne by;
 - (a) the owners corporation where a structural defect is evidenced;
 - (b) by the owner of the lot with whom the dispute has arisen where no defect is evidenced

6 Absolution of Exhaust Fan Maintenance**Registration Date: 29/11/2004**

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Pursuant to section 62(3) of the Act, the Owners Corporation has deemed that it is inappropriate to maintain, renew, repair or replace any exhaust extraction fan located within the ceiling space of each lot provided that the damage to the fan has not been caused by an insurable event.

7 Access for Inspection of Fire Services

Registration Date: 23/01/2006

A) Definitions

(a) The following terms are defined to mean:

'Agents' means the Strata Managing Agent, Executive Committee or any Fire Safety Contractor or personnel engaged by the Owners Corporation.

'Fire Safety Equipment' means any Fire Safety Measure listed in clause 166 of the Environmental, Planning and Assessment Regulations 2000 (NSW) or any Fire Safety measure listed on the Fire Safety Certificate applicable to the strata scheme.

'Fines' or 'Re-Inspection Fees' includes any fine or charge imposed on the Owners Corporation by a local council or other statutory or lawful authority or penalty charges imposed by a contractor or agent engaged by the Owners Corporation.

'Reasonable Access' means between the hours of 7.00am and 7.00pm Monday to Friday, excluding public holidays.

(b) Where any terms used in this by-law are defined in the Strata Schemes Management Act 1996, they will have the same meaning as those terms are attributed under that Act.

B) Duties of Owners

In relation to the Owners Corporations responsibility to obtain Annual Fire Safety Statements pursuant to the Environmental, Planning and Assessment Act 1979 and section 65(1) of the Strata Schemes Management Act 1996 the owner of a lot is responsible for ensuring;

(a) that where necessary the Owners Corporation or its Agents have reasonable access to the owners lot for the purposes of conducting the required fire safety inspections, testing, replacement or maintenance of any fire safety equipment;

(b) the occupants of the lot do not deny, obstruct or unreasonably delay access by the Owners Corporation or their Agents for the purposes of conducting the required fire safety inspection, testing, replacement or maintenance of any fire safety equipment.

C) Duties of the Owners Corporation

The Owners Corporation or their Agents must provide the occupants of the lot with a minimum of seven (7) days notice that access to the lot is required for the purposes of carrying out any works described in sub-clause B).

D) Indemnity

ii) The owner of a lot indemnifies the Owners Corporation against any loss or damage that the Owners Corporation may suffer from Fines, Re-inspection Fees or any other costs that may be incurred by the Owners Corporation if access to the lot to conduct the necessary Fire Safety Inspections cannot be obtained by the cause or neglect of the occupant or the failure of the owner to fulfill their obligations as provided in sub-clause B);

iii) the owner of a lot indemnifies the Owners Corporation for any costs that may be incurred by the replacement of faulty fire safety equipment within the lot that is essential for the Annual Fire Safety Statement to issued.

E) Right to Remedy Default

If an owner or occupier of a lot fails to comply with this by-law, then the Owners Corporation may;

iv) Carry out all work necessary to perform the obligation;

v) enter upon any part of the parcel to carry out that work; and

vi) recover the costs of carrying out that work as a debt from the owner of the lot by way of a levy charged to the lot.

8 Compensation to Owners Corporation

Registration Date: 13/12/2007

A) Definitions

(i) The following terms are defined to mean:

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'Costs' includes any fine, charge, fee or invoice imposed on the Owners Corporation by a local council, other statutory or lawful authorities or any contractor or agent engaged by the Owners Corporation or lot owner.

'Lot' means any lot in the strata plan.

'Occupier' means the occupier of a Lot

'Owner' means the owner/s of the Lot.

'Owners Corporation' means the owners corporation created by the registration of strata plan

'Owners Corporations Agents' means the Strata Managing Agent, Executive Committee or any contractor, legal counsel or other personnel engaged by the Owners Corporation.

'Owners Agents' means any real estate agent, property manager or any contractor engaged by a lot owner or the occupant of the lot or visitors to the lot.

'the Act' means the Strata Schemes Management Act 1996.

'works' means any repair, maintenance, replacement or refurbishment undertaken at the strata scheme.

(ii) Where any terms used in this by-law are defined in the Strata Schemes Management Act 1996, they will have the same meaning as the terms attributed under that Act.

B) Rights and Obligation of Owners

(i) A lot owner shall be liable to compensate the Owners Corporation for the costs of any works performed on lot property that is charged to the Owners Corporation by the Owners Corporations agents or the lot owners agents;

(ii) A lot owner shall be liable to compensate the Owners Corporation for the costs of the Owners Corporation remedying a breach of a duty imposed by Chapter 4 of the Act.

(iii) A lot owner shall be liable to compensate the Owners Corporation for the costs of the Owners Corporation successfully defending an adjudication, tribunal or other legal application made by a lot owner or for the costs debt recovery action initiated by the Owners Corporation or the Owners Corporations agents.

(iv) Any costs imposed upon a lot owner in sub-clauses B)(i), (ii) & (iii) above shall be payable to the Owners Corporation whether the said items are arranged, caused or initiated by the owner, occupier, owners agent or the Owners Corporation's agent.

(v) In the event that a lot owner believes a charge imposed upon them pursuant to this By-law is unjust, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.

(vi) In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause B)(v) above, all charges imposed by this By-law shall stand.

C) Rights, Powers and Obligations of the Owners Corporation

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

(i) The Owners Corporation shall have the power to recover all costs outlined in clause B) above from a lot owner as a debt by way of a levy charged to the lot;

(ii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;

(iii) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 79 of the Act;

(iv) The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 80 of the Act;

(v) All monies recovered by the Owners Corporation shall form part of the fund to which the relevant contribution belongs.

9 Absolution of Garage Door Motor Maintenance

Registration Date: 13/12/2007

Pursuant to Section 62 (3), the Owners Corporation has deemed that it is inappropriate to repair, maintain or replace any garage door motor and all associated components attached to each individual garage door to each lot at the strata scheme.

10 Installation of Batts

Registration Date: 10/12/2009

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The owners of in the strata scheme are granted exclusive use and enjoyment of that part of the common property roof space above the lounge room, bathroom, bedroom, kitchen of Lots that is required to install Insulation Batts, no greater than 150mm in height, to service the lounge room, bathroom, bedroom, kitchen of Lots subject to the following terms and conditions:

- (a) The owners of Lots must obtain all necessary permits, licenses or consents required by local authority or other statutory or lawful authority for such installation;
 - (b) the installation must be undertaken and maintained so as to comply with all current and future fire safety regulations without claim on the Owners Corporation;
 - (c) the installation must be effected in a workmanlike manner by licensed, insured and appropriately trained Occupational Health & Safety tradespersons;
 - (d) any damage to common property that occurs during, or results from, the installation must be forthwith made good by the owners of Lots at no cost to the Owners Corporation;
 - (e) the owners of Lots shall alone be responsible for the proper maintenance and keeping in a state of good and serviceable repair of the installation herein referred to;
 - (f) it is acknowledged that any benefit and burden flowing from this approval shall flow to any future owners of Lots;
 - (g) all costs incidental to the conduct of a general meeting to consider this By-Law and, in the event of approval, to the preparation, lodgement and registration of the By-Law shall be met by the owner of lots in the strata scheme.
- (2) In the event that the owner lots, after notice, fails to comply with any matters set out in conditions (a) to (g) hereof then the Owners Corporation may terminate the right of the owner to install such devices.

11 Installation of Foxtel**Registration Date: 10/12/2009**

Pursuant to By-Law 19, the Owners Corporation, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 1996 (NSW) and the other By-Laws applying to the strata scheme (and without limiting the generality thereof) shall have the power and authority to undertake and effect the following:

- (a) To purchase and install Foxtel satellite or cable television to the strata scheme including all associated equipment such as cabling, amplifiers and wall plates at their discretion, and;
- (b) The maintenance, repair, renewal and replacement of the equipment referred to in subclause (a).

12 Service of Documents by Owners Corporation**Registration Date: 25/11/2010****PART 1 - Preamble**

- (i) The intention of this By-law is to provide the Owners Corporation with alternative means of serving notices, minutes, levies and other general correspondence on the owners within the strata scheme, other than those already specified in the Strata Schemes Management Act 1996 (NSW).
- (ii) The method of delivery of notices referred to in this By-law may be issued by the Owners Corporation, where appropriate by electronic means including email, facsimile transmission, via the internet, website/s, electronic noticeboards or mobile telephone short message service (SMS).

PART 2 - Definitions & Interpretation

2.1 In this by-law, unless the context otherwise requires or permits:

- (a) Act means the Strata Schemes Management Act 1996 (NSW) or any amendment
- (b) Email means the commonly recognised system for sending and receiving messages electronically over a computer network, as between personal computers, including any attachments to the email
- (c) Facsimile means any electronic communication device that transmits information in a form from which written material is capable of being reproduced
- (d) Lot means any lot in the strata plan
- (e) Notices means any correspondence issued by the Owners Corporation, including but not limited to notices and minutes of general meetings or executive committee meetings, levy contribution notices and levy contribution arrears notices, notices issued pursuant to section 45 of the Act (Notice to Comply) and all general correspondence

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(f) Non-Statutory Notice means any notice that the Owners Corporation is not obliged to issue under the Act, such as levy contribution reminder letters and levy contribution arrears notices, By-law warning letters, or general correspondence

(g) Owner means the owner of the Lot

(h) Owners Corporation means the owners corporation created by the registration of strata plan 60880

(i) SMS means Short Message Service, the common text messaging service available on mobile phones and other handheld devices

2.2 In this by-law, unless the context otherwise requires:

(a) the singular includes plural and vice versa;

(b) any gender includes the other genders;

(c) any terms in the by-law will have the same meaning as those defined in the Act; and

(d) references to legislation includes references to amending and replacing legislation.

PART 3 - Powers, Duties and Obligations of the Owners Corporation

3.1 Pursuant to section 236(4)(e) of the Act, the Owners Corporation, in addition to the functions conferred upon it by or under the Act and the other By-Laws applying to the strata scheme (and without limiting the generality thereof) shall have the power and authority to serve notices on the owners of the lots within the scheme by any of the following methods;

(a) The address for services of notices specified in the section 118 provided by the lot owner to the Owners Corporation, or;

(b) Where a lot owner has provided the secretary, strata managing agent or Owners Corporation with an Email address, via the Email address supplied, or;

(c) Where a lot owner has provided the secretary, strata managing agent or Owners Corporation with a Facsimile number, via the Facsimile number provided, or;

(d) In addition to subclauses 3.1(a) to (c), for levy contribution payment notice, levy contribution arrears notices and general reminder notices, where an owner has provided the secretary, strata managing agent or Owners Corporation with a mobile telephone number, the Owners Corporation may issue reminder and payment details via an SMS message via the mobile number supplied.

3.2 Where a notice is issued to the owner of a lot by Email or Facsimile transmission, the secretary, strata managing agent or Owners Corporation must ensure a confirmation receipt is received verifying delivery of the notice to the email address or facsimile number.

3.3 In the event the secretary, strata managing agent or Owners Corporation receives a delivery error message when attempting to issue a notice via Email or Facsimile to a lot owner, they must immediately cause the notice to be issued by post to the address specified for the lot notified under section 118 of the Act.

3.4 In the event an error message is received pursuant to clause 3.3 of this By-law, the secretary, strata managing agent or Owners Corporation must ensure that sufficient period of notice is provided, as required by the Act for the delivery of the notice/s by post.

PART 4 - Responsibilities and Obligations of Owners

4.1 Where an owner has supplied the Owners Corporation with an address or addresses for the delivery of service of notices, whether it be a postal address, email address, mobile telephone or facsimile number, the owner must within 14 days notify and supply the Owners Corporation with any changes to the information they have previously supplied;

4.2 Any information provided by a lot owner pursuant to this by-law shall be relied upon by the Owners Corporation and any errors or omissions in the information provided is at the responsibility of the respective lot owner providing the information.

4.3 Where the Owners Corporation has complied with the terms and conditions of this By-law and the owner of a lot fails to receive any notices due to a failure to supply the Owners Corporation with updated information pursuant to clause 4.1, then the Owners Corporation cannot be held liable for the failure to receive the notice.

4.4 In the event an owner of a lot receives a notice from the Owners Corporation via email or facsimile and is unable to open or read the attachments contained within the notice they must immediately contact the person or entity that supplied the notice so an alternative notice may be issued.

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Registration Date: 14/11/2013

The owners of Lot 20 in the strata scheme are granted exclusive use and enjoyment of that part of the common property roof space above the laundry of Lot 20 that is required to install a skylight, no greater than mm in diameter, to service the Laundry of Lot 20 subject to the following terms and conditions:

- (a) The owners of Lot 20 must obtain all necessary permits, licenses or consents required by local authority or other statutory or lawful authority for such installation;
 - (b) The installation must be undertaken and maintained so as to comply with all current and future fire safety regulations without claim on the Owners Corporation;
 - (c) The installation must be effected in a workmanlike manner by licensed, insured and appropriately trained Occupational Health & Safety tradespersons;
 - (d) Any damage to common property that occurs during, or results from, the installation must be forthwith made good by the owners of Lot 20 at no cost to the Owners Corporation;
 - (e) The owners of Lot 20 shall alone be responsible for the proper maintenance and keeping in a state of good and serviceable repair of the installation herein referred to;
 - (f) Where visible from outside of the building, the appearance of the installation must be, and must always remain, in keeping with the remainder of the building;
 - (g) It is acknowledged that any benefit and burden flowing from this approval shall flow to any future owners of Lot 20;
 - (h) All costs incidental to the conduct of a general meeting to consider this By-Law and, in the event of approval, to the preparation, lodgement and registration of the By-Law shall be met by the owner of lot 20 in the strata scheme.
- (2) In the event that the owner lot 20, after notice, fails to comply with any matters set out in conditions (a) to (h) hereof then the Owners Corporation may terminate the right of the owner to install such devices.

14 Installation of Child Window Safety Devices

Registration Date: 13/02/2015

PART 1 - Preamble

The intention of this By-law is to provide the Owners Corporation with a means of charging, passing and/or indemnifying the Owners Corporation against any additional costs associated with the obligations imposed by section 64A of the Strata Schemes Management Act 1996 (Strata Schemes Management Amendment (Child Window Safety Devices) Bill 2013) on to the owner of a lot in circumstances including but not limited to the circumstances outlined in Part 3 (Rights & Obligations of Owners) below;

PART 2 - Definitions

(i) The following terms are defined to mean:

'Costs' includes any fine, charge, fee or invoice imposed on the Owners Corporation by a statutory or lawful authority or any contractor or agent engaged by the Owners Corporation or lot owner.

'Lot' means any lot in the strata plan.

'Occupier' means the occupier of a Lot

'Owner' means the owner/s of the Lot.

'Owners Corporation' means the owners corporation created by the registration of strata plan.

'Owners Corporations Agents' means the Strata Managing Agent, Executive Committee or any contractor, legal counsel or other personnel engaged by the Owners Corporation.

'Owners Agents' means any real estate agent, property manager or any contractor engaged by a lot owner or the occupant of the lot or visitors to the lot.

'the Act' means the Strata Schemes Management Act 1996.

'Required Devices or Safety Devices' means a locking or other security device that must be installed pursuant to section 64A of the Act.

'works' means any repair, maintenance, replacement or refurbishment undertaken in relation to the required devices at the strata scheme.

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(ii) Where any terms used in this by-law are defined in the Strata Schemes Management Act 1996, they will have the same meaning as the terms attributed under that Act.

PART 3 - Rights and Obligations of Lot Owners

(i) A lot owner shall be liable to compensate or indemnify the Owners Corporation against any costs that arise as a result of any additional work or administrative charges that are imposed upon the Owners Corporation as a result of the section 64A of the Act, including but not limited to the following;

(a) An owner or occupier refusing access for the Owners Corporations agents to install the required devices;

(b) An owner or occupier refusing access for the Owners Corporations agents to certify that the correct devices have been installed;

(c) Where an owner elects to engage the Owners Corporations agent to fit a locking or safety device other than the device/s chosen by the Owners Corporation or the executive committee;

(d) Where an owner, occupier or owners agent removes or damages a safety device that has already been installed by the Owners Corporation or loses the key to said locks in accordance with section 64A;

(e) Where the owner of a lot undertakes the installation of a compliant safety device, the Owners Corporation shall not be obligated to reimburse the owner of the lot for the costs of the said device;

(f) Any additional administrative charges incurred by the Owners Corporation associated with items (i)(a) to (e) above;

(ii) Any costs imposed upon a lot owner pursuant to PART 3 (i)(a) to (f) of this Bylaw shall be payable to the Owners Corporation whether the said items are arranged, caused or initiated by the owner, occupier, owners agent or the Owners Corporation's agent.

(iii) In the event that a lot owner believes a charge imposed upon them pursuant to this By-law is unjust, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.

(iv) In the event the Owners Corporation rejects a request made by a lot owner pursuant to PART 3 (iii) of this By-law, all charges imposed by this By-law shall stand.

PART 4 - Rights, Powers and Obligations of the Owners Corporation

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

(i) The Owners Corporation shall have the power to recover all costs outlined in PART 3 above from a lot owner as a debt by way of a levy charged to the lot;

(ii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;

(iii) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 79 of the Act;

(iv) The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 80 of the Act;

All monies recovered by the Owners Corporation shall form part of the fund to which the relevant contribution belongs.

15 Absolution of Maintenance - Lot Fixtures and Fittings**Registration Date: 18/01/2016****PART 1 - Introduction and Intent**

(a) This By-law has been drafted from the NSW Land and Property Information memorandum AG600000 dated November 2011 which attempts to provide a guide to owners in determining the maintenance responsibilities for their scheme.

(b) The intent of the By-law is to provide definition of the maintenance responsibilities of the fixtures and fittings within a lot and any appliances that only service a single lot within the strata scheme.

The intent being that any fixture or fitting contained within the lot, whether specified in this By-law or not, or any appliance that only services one lot, whether specified in this By-law or not shall be deemed to be the maintenance responsibility of the lot owner by virtue of the Owners Corporation absolving its maintenance responsibilities for same pursuant to section 62(3) of the Act.

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(c) Any item specified in this By-law that is afforded cover for damage due to an insurable event by the Owners Corporations insurance policy shall still be protected by that insurance.

(d) At all times the Owners Corporation shall retain the maintenance responsibility for the structural elements, integrity and general safety of the building.

Waterproofing shall also remain the Owners Corporations responsibility, except where a lot owner has undertaken a renovation within their lot that affects a waterproofed area.

(e) This By-law does not confer any rights upon a lot owner to install any item listed in this By-law as a fixture or fitting of a lot.

PART 2 - Definitions

2.1 In this by-law, unless the context otherwise requires or permits:

(a) Act means the Strata Schemes Management Act 1996 (NSW) or any amendment

(b) Lot means any lot in the strata plan

(c) Owner means the owner of the Lot

(d) Owners Corporation means the owners corporation created by the registration of strata plan 60880

(e) Internal Area means any area within the envelope of a lot as defined by the Strata Plan

(f) Internal Pipe Work and Wiring means any pipe work or wiring that only services one lot, whether located on a common property or internal wall.

2.2 In this by-law, unless the context otherwise requires:

(a) the singular includes plural and vice versa;

(b) any gender includes the other genders;

(c) any terms in the by-law will have the same meaning as those defined in the Act; and

(d) references to legislation includes references to amending and replacing legislation.

PART 3 - Terms and Conditions

In accordance with section 62(3) of the Act, the Owners Corporation has deemed it inappropriate to repair, maintain, replace or renew any of the following items that are associated with the fixtures and fittings within an owners lot within the Strata Scheme;

3.1 Internal Areas

All decorative finishes within a lot, including but not limited to;

(a) All Cornices

(b) All Skirting Boards

(c) All Architraves and Internal Door Jams

(d) Wall tiles wherever located, including kitchen, bathroom and laundries

(e) Floor Tiles wherever located, including kitchen, bathroom and laundries

(f) False Ceilings

(g) Mezzanines, Stairs and Handrails

(h) All paintwork and wall paper

(i) The cleaning of mould throughout the lot where the causative factors are purely environmental

3.2 Bathroom, Ensuites and Laundry Areas

All Bathroom, Ensuite & Laundry fixtures and fittings, including but not limited to;

(a) All taps and internal pipe work

(b) Shower screens

(c) Bathtub, including internal floor waste and drainage pipes

(d) Sinks and hand basins including internal drainage pipes,

(e) Cabinets and mirrors

(f) Toilet pan, including cistern and internal waste pipes

(g) All lights, light fittings and exhaust fans that only service the lot, wherever located

3.3 Kitchen Areas

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All Kitchen fixtures and fittings, including but not limited to;

- (a) All taps and internal pipe work
- (b) All internal waste and drainage pipes, including connection to the common stack
- (c) Bench tops
- (d) Sinks and insinkers
- (e) Ovens, Stoves and Cook Tops
- (f) All lights, light fittings, exhaust fans and rangehood's that only service the lot, wherever located, including ducting and external ventilation points

3.4 Floor Coverings

- (a) All carpet within the lot
- (b) All floor tiles, wherever located, including kitchen, bathroom, laundry and balcony tiles
- (c) All Floor boards, whether floating or fixed
- (d) All parquet, linoleum, vinyl and cork tiles wherever located

3.5 Balcony/Courtyard Areas

- (a) All tiles, pavers and decking
- (b) All stairs and handrails within the balcony or courtyard area
- (c) All awnings, pergolas, privacy screens or louvers, whether originally or installed by the lot owner subsequent to the registration of the Strata Plan
- (d) All plants and grassed areas within the balcony or courtyard
- (e) The pruning, trimming or removal of a tree or trees, including damage caused by roots
- (f) Fences that divide two lots
- (g) All lights, switches, light fittings and wiring within the balcony or courtyard of the lot

3.6 Electrical Fittings & Appliances

- (a) All lights and light fittings, including switches that service only one lot, including down lights and transformers that may be recessed in the ceiling
- (b) All electrical sockets and wall plates
- (c) Electrical main and sub-main that services only one lot including fuses wherever located
- (d) Smoke Detectors that only service one lot
- (e) Alarm Systems that only service one lot
- (f) Individual Garage Door Motors
- (g) Telephone, Television, cable television and internet wall plates and cabling that only services one lot, wherever located
- (h) Split system and ducted Air-conditioning systems, including condenser units and all associated equipment wherever located that only service one lot;
- (i) Ceiling Fans
- (j) Electrical or Gas Hot Water Heaters and all associated equipment that only service one lot, wherever located.
- (k) Any general appliance, such as a dishwasher, microwave oven, clothes dryer or other that is designed to only service a single lot.

3.7 Front Door, Balcony Doors, Windows and Garage Area

- (a) All flyscreens and security screens/doors fitted to the windows, doors and balcony doors of the lot, whether installed originally or subsequently by the lot owner;
- (b) Automatic door closers
- (c) Any locking device or door furniture installed on the front and back doors, balcony doors or windows of the lot, whether installed originally or subsequently by the lot owner;
- (d) Supplying or replacing swipe tags, fobs, security passes, restricted keys or remote control units that operate common entry doors and garage doors at the scheme

16 Treatment of Mould

Strata Plan 60880
610 PRINCES HIGHWAY KIRRAWEE

Registration Date: 18/01/2016

1. Pursuant to section 62 (3) of the act the Owners corporation has determined that it is inappropriate to maintain, renew, replace or repair any part of the common property building structure or building appurtenances that may, by virtue of design, location or disposition, not be inimical to the accumulation of moisture in the accommodation areas of a lot in the strata scheme and where said moisture may be contributing to mould growth or other such malady's in any part of the lot, provided that:

- a) There is no fundamental flaws in the construction of the building or appurtenances that are the cause of direct transmission of moisture from an external source into any part of a lot in the strata scheme;
- b) no fundamental failure of the building structure or appurtenances has occurred that is contributing to the direct transmission of moisture from an external source into a lot envelope;
- c) the Owners Corporation has taken reasonable steps to ensure that the conditions referred to in subclauses a) and b) do not exist.

2. In the event that an owner of a lot in the strata scheme that has been effected by mould growth in their lot is able to mitigate the accumulation of moisture by the application of certain treatments or fitting of certain apparatus to the building structure or appurtenances, the Owners corporation may, at its absolute discretion, permit the application of such treatments or the fitting of apparatus provided that in all respects the principals of By-Law 5 (Damage to Common Property), subclauses 3,4, & 5 are complied with and that no claim is entered on the Owners Corporation in respect of the cost of any such applications or fitments.

17 Levying of Debt Collection Expenses**Registration Date: 29/11/2016****PART 1 - Preamble**

- (i) The intention of this By-law is to provide a mechanism for the Owners Corporation to add any expenses incurred associated with the pursuit of Levy Arrears and/or Debt Recovery Action for outstanding levies onto an owner by adding the charges directly to the lot owners' notice of contributions or 'Levy Notice'.
- (ii) The expenses shall include but will not be limited to expenses charged by the Strata Managing Agent, Debt Collection agents or Solicitors engaged by the Owners Corporation or the reasonable expenses of the executive committee that are incurred during the debt recovery process.
- (iii) These expenses will include any expenses or levies issued by the Owners Corporation prior to the commencement of this By-law.

PART 2 - Definitions & Interpretation

2.1 In this by-law, unless the context otherwise requires or permits:

'Agent' means any person engaged by the Owners Corporation to pursue levy arrears of a lot owner, including but not limited to the Strata Managing Agent, Debt Collection Agents or Solicitors.

'Costs' includes any charge, fee or invoice imposed on the Owners Corporation by an agent engaged by the Owners Corporation or the reasonable expenses of executive commit for the pursuit of levy arrears or debt recovery against a lot owner.

'Levy Payment Notice' means a notice issued by the Owners Corporation to an owner of a lot as notification that a payment for a standard levy, special levy or charge upon the lot is due and payable to the Owners Corporation.

'Lot' means any lot in the strata plan.

'Owner' means the owner/s of the Lot.

'Owners Corporation' means the Owners Corporation created by the registration of strata plan for the scheme

'Owners Corporations Agents' means the Strata Managing Agent, Executive Committee or any contractor, legal counsel, debt recovery agent or other personnel engaged by the Owners Corporation for the pursuit of levy arrears.

'Reasonable expenses of the executive committee' means expenses that may approved by the executive committee at a properly convened executive committee meeting from time to time.

'The Act' means the Strata Schemes Management Act 2015.

2.2 Where any terms used in this by-law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.

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2.3 In this by-law, unless the context otherwise requires:

- (a) the singular includes plural and vice versa;
- (b) any gender includes the other genders;
- (c) any terms in the by-law will have the same meaning as those defined in the Act; and
- (d) references to legislation includes references to amending and replacing legislation.

PART 3 - Powers, Duties and Obligations of the Owners Corporation

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

- (i) The Owners Corporation shall have the authority to add all costs associated with the recovery of levy arrears and/or Debt Recovery Action from a lot owner as a debt by way of a levy charged to the lot;
- (ii) Any Debt Recovery expenses may be added to an owners' Levy Payment Notice that is issued by the Owners Corporation from time to time;
- (iii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;
- (iv) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act;
- (v) The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act;
- (vi) All monies recovered by the Owners Corporation shall form part of the fund to which the relevant contribution belongs.

PART 4 - Owners Right of Appeal

- (i) In the event that a lot owner believes the expenses levied upon them pursuant to this By-law are unreasonable, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.
- (ii) In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause D)(i) above, all charges imposed by the Owners Corporation shall stand.

18 Pre-Meeting & Electronic Voting**Registration Date: 18/02/2019****A) Intention**

The intention of this By-law is to provide authorisation to both the Owners Corporation and Strata Committee to utilise pre-meeting electronic voting and electronic voting as a means of collecting and counting votes for a matter to be determined by either the Owners Corporation or Strata Committee.

B) Pre-Meeting Electronic Voting

- (i) The Owners Corporation, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 2015 (NSW) (and without limiting the generality thereof) shall have the power and authority to utilise pre-meeting electronic voting as provided by clause 15 of the Strata Schemes Management Regulation 2016.
- (ii) The Strata Committee, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 2015 (NSW) (and without limiting the generality thereof) shall have the power and authority to utilise pre-meeting electronic voting as provided by clause 15 of the Strata Schemes Management Regulation 2016.

C) Electronic Voting

The Owners Corporation and Strata Committee shall be authorised to utilise electronic means of voting including but not limited to, teleconferencing, video-conferencing, email (including scanned ballot papers), websites, mobile applications and other electronic means for the purpose of collecting and counting votes on any matter for determination by the Owners Corporation or Strata Committee prior and during the conduct of a meeting.

D) Compliance and Capability

Where the Owners Corporation or Strata Committee elects to use pre-meeting voting and/or electronic voting to

Strata Plan 60880**610 PRINCES HIGHWAY KIRRAWEE**

assist with the conduct of a meeting, the secretary or Strata Managing Agent must ensure that;

- (i) All rules surrounding the conduct of a meeting wholly or partially by pre-meeting and electronic voting are followed as specified by the Strata Schemes Management Act 2015, Strata Schemes Management Regulation 2016 as well as the terms of this By-law, and
- (ii) The venue and electronic means used have the appropriate capabilities that will enable the meeting to be conducted using those mediums.

19 Minor Renovations By-Law

Registration Date: 18/02/2019

1. Intention

The intention of this By-law is;

- i. To delegate the function of approving Minor Works to the Strata Committee of the Owners Corporation in accordance to section 110(6)(b) of the Strata Schemes Management Act,
- ii. Define what Minor Works may be approved by the committee,
- iii. Provide owners with an application process to have their Minor Works approved,
- iv. Provide Terms and Conditions that will apply to all Minor Works that are approved by the strata committee.

2. Definitions

- i. The terms and references used in this By-law have the same meaning as the terms and references found in the Strata Schemes Management Act 2015 (the Act) and Strata Schemes Management Regulation 2016 (the Regulations).
- ii. Minor Renovations means any work to the common property in the building in connection with a lot for the following purposes;
 - a. Renovating a kitchen, bathroom or laundry within a lot (not including waterproofing works)
 - b. Renovating any other room within a lot (not including structural works)
 - c. Changing or installing recessed light fittings,
 - d. Installing or replacing wood or other hard floors,
 - e. Installing or replacing wiring or cabling or power or access points,
 - f. Work involving reconfiguring walls,
 - g. Installing or replacing pipes and duct work,
 - h. Installing a rainwater tank,
 - i. Installing a clothesline,
 - j. Installing a reverse cycle split system or ducted air-conditioning system,
 - k. Installing double or triple glazed windows,
 - l. Installing a heat pump or hot water service,
 - m. Installing ceiling, wall or floor insulation,
 - n. Installing an antenna, an aerial or satellite dish (less than 1.5M in diameter),
 - o. Installing a skylight, rotary roof ventilator device or exhaust fan in the roof space directly above the owners lot,
 - p. Installing solar panels and/or an electric battery for the purposes of providing electricity supply to the owners lot
 - q. Any other installation or renovation deemed a 'Minor Renovation' by the strata committee that accords with section 110 of the Act.

3. Authority to approve Minor Renovations

- i. The Owners Corporation delegates to the Strata Committee under section 110(6)(b) of the Act, the authority to approve Minor Renovations as defined in this By-law to all lots within the strata scheme.
- ii. Upon receiving an application for Minor Works, the secretary or Strata Managing agent must convene a meeting of the Strata Committee within the timeframes and within provisions of the Act and Regulations.
- iii. The meeting may be convened and conducted by electronic means, if the Owners Corporation or Strata Committee has approved pre-meeting voting and electronic voting.
- iv. In the event there is no committee elected or the committee are unable to meet within the timeframes defined

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610 PRINCES HIGHWAY KIRRAWEE

by the Act, the application must be determined by the Owners Corporation at a general meeting.

v. The committee may, at its own discretion, decide that an application for Minor Renovations be determined by the Owners Corporation at a general meeting.

vi. The Strata Committee may not unreasonably withhold approval for a Minor Renovation, however where the committee does withhold approval, the owner may refer their application for Minor Renovations to Owners Corporation for determination at a general meeting.

vii. Where a general meeting is required pursuant to clause 3(vi) of this By-law, all costs associated with the production of that meeting will be borne by the owner of the lot to which the application applies, unless the application is to be determined at the next Annual General Meeting of the Owners Corporation or the strata committee agrees that the Owners Corporation will assume the expense.

viii. Pursuant to section 110 of the Act, the Strata Committee cannot approve Minor Renovations of a structural nature or renovations that require waterproofing works.

4. Application Process

An application for a Minor Renovation must be made in writing and sent to the secretary or Strata Managing Agent and be accompanied with all necessary documentation that will readily allow the strata committee to determine the application, including but not limited to;

- i. The name of the applicant, contact details and lot number to which the Minor Renovations will apply,
- ii. A description of the Minor Renovations proposed,
- iii. All plans, specifications, drawings, expert reports or other information that will assist the committee in processing the application, including;
 - a. For works that involve the installation of timber or hard floors within a lot, details of the acoustics to be used to ensure adequate sound proofing;
 - b. For works that involve installing recessed lighting, a copy of the fire proofing proposed to be used,
- iv. Details of how any rubbish and debris will be disposed of during the construction process,
- v. The estimated duration of the work,
- vi. Other information that the committee may require in order to process the application.

5. Terms and Conditions that will apply to all approvals

The following terms and conditions will apply to all Minor Renovations approved by the Strata Committee pursuant to this By-law.

- i. The owners must inform the secretary or Strata Managing Agent not less than fourteen (14) days before the Minor Renovations are to commence;
 - ii. Anything installed as a result of the Minor Renovation shall not be, or become, or in any way be construed to be common property and shall always remain the sole property of the owner of the lot which they service, including successors in title;
 - iii. the owners of any lot undertaking the Minor Renovations must obtain all necessary permits, licenses or consents required by local authority or other statutory or lawful authority for such installation;
 - iv. the installation of any devices must be effected in a workmanlike manner by licensed and insured tradespersons;
 - v. any damage to common property that occurs during, or results from, the installation or subsequent removal or replacement of, or use of, the Minor Renovations must be forthwith made good by the owners of the lot from which the damage results at no cost to the Owners Corporation;
 - vi. the Minor Renovations must be maintained in good working order and condition by the owner without claim on the owners corporation in respect of such maintenance;
 - vii. the owner shall inform the secretary or strata managing agent of the scheme not later fourteen (14) days before the Minor Renovations are to be replaced or renewed;
- (2) In the event that an owner or occupier of a lot to which the Minor Renovations have been completed, after notice, fails to comply with any matters set out in conditions (i) to (vii) hereof then the Owners Corporation may terminate the right of the owner or occupier to install such devices.
- (3) The Strata Committee or Owners Corporation may impose additional terms and conditions to the granting of approval for Minor Renovations, including but not limited to;

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- i. The supply of a Dilapidation Report prior to the commencement of the works,
- ii. The supply of additional expert reports relevant to the proposed works,
- iii. Payment of a Bond before commencement of the works,
- iv. Conditions surrounding noise and proposed times of work,
- v. Provisions for cleaning and removal of debris,
- vi. Conditions surrounding access to common property for trades, equipment and vehicles.
- vii. Any other matter relevant to the application.

BL-16 Keeping of Animals**Registration Date: 10/12/1999**

- (1) Subject to section 49 (4), an owner or occupier of a lot must not, without the prior written approval of the owners corporation, keep any animal (except a cat, a small dog or a small caged bird, or fish kept in a secure aquarium on the lot) on the lot or the common property.
- (2) If an owner or occupier of a lot keeps a cat, small dog or small caged bird on the lot then the owner or occupier must:
 - (a) notify the owners corporation that the animal is being kept on the lot,
 - (b) keep the animal within the lot,
 - (c) carry the animal when it is on the common property,
 - (d) take such action as may be necessary to clean all areas of the lot or the common property that are soiled by the animal,
 - (e) take all reasonable steps to ensure that the animal does not interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property.
- (3) If the Owners Corporation consents to the keeping of an animal on the lot or the common property, the Owners Corporation may grant its consent on such conditions that it may think reasonable in its absolute discretion and in all events the provisions of By-Law 16(2) and 16(4) hereunder shall apply.
- (4) In the event that an owner or occupier of a lot upon which an animal is kept, after notice, consistently fails to comply with any matters set out in By-Law 16(2)(a) to (e) hereof or any conditions imposed by the Owners Corporation pursuant to By-Law 16(3) then the Owners Corporation may terminate the right of the owner or occupier to keep an animal.

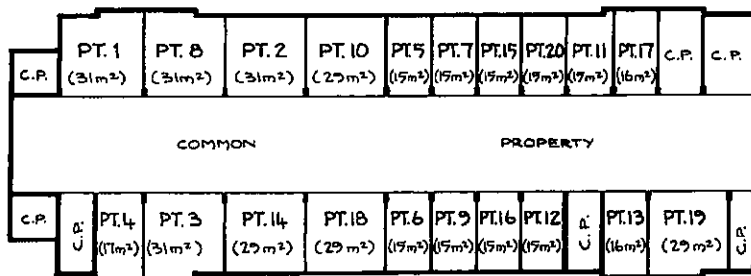
FORM 1

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

ONLY

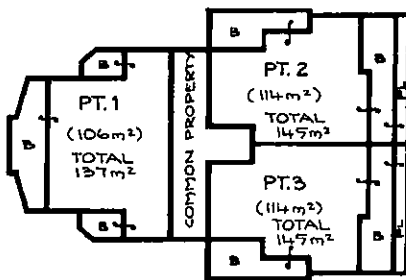
<p>COUNCIL'S CERTIFICATE</p> <p>The Council of Sutherland Shire</p> <p>Having examined the plan and the requirements of the Strata Titles Act, 1973, and the requirements for the registration of the plan, the Council is satisfied that the plan complies with the provisions of the Act.</p> <p>3/8/99</p> <p>Signature: <i>[Signature]</i></p> <p>Council File No. PR11015</p>	<p>SURVEYOR'S CERTIFICATE</p> <p>GREGORY VAUGHAN HULL</p> <p>of G.V. HULL & ASSOC. ph. 9732 2888</p> <p>P.O. BOX 308 PADSTOW 2211</p> <p>I, the Surveyor, registered under the Surveyors Act 1988, hereby certify that:</p> <p>(1) each application requirement of Schedule 1A to the Strata Titles Act 1973 has been met;</p> <p>(2) the building, measuring on a public space, and the building, measuring on a public space, in respect of which the application is made, has been constructed in accordance with the requirements of the Act;</p> <p>(3) the survey information recorded in any accompanying location plan is accurate.</p> <p>Signature: <i>[Signature]</i></p> <p>Date: 18 MAY 99</p> <p>This is sheet 1 of my Plan in 3 sheets.</p>	<p>PLAN OF SUBDIVISION OF LOT A IN D.P. 355735</p> <p>LGA SUTHERLAND SHIRE Suburb/Locality: KIRRAWEE</p> <p>Parish: SUTHERLAND County: CUMBERLAND</p> <p>Reduction Ratio 1: 500 Lengths are in metres</p> <p>Name of, and address for service of notices on, the body corporate:</p> <p>THE OWNERS, STRATA PLAN No 60880</p> <p>No 610 PRINCES HIGHWAY</p> <p>KIRRAWEE 2232</p>	<p>SP60880</p> <p>Registered 2-9-1999</p> <p>C.A. No 12/2000 OF 3.8.1999</p> <p>Purpose: SUBDIVISION</p> <p>Ref. Map: U0030-63*</p> <p>Last Plan: D.P. 355735</p>
<p>PURSUANT TO SEC. 88B OF THE CONVEYANCING ACT 1919, AS AMENDED & SEC. 7 (3) OF THE STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973, IT IS INTENDED TO CREATE:</p> <p>1/ POSITIVE COVENANT</p> <p>2/ RESTRICTION AS TO USER</p> <p>3/ RIGHT OF CARRIAGEWAY 6 WIDE, 2.5 WIDE AND VARIABLE WIDTH.</p> <p><i>[Handwritten notes and signatures]</i></p> <p>RESIDENTIAL MODEL BY-LAWS ADOPTED FOR THIS SCHEME</p> <p>GARBAGE DISPOSAL</p> <p>SCHEDULE OF BY-LAWS IN SHEETS FILED WITH PLAN</p> <p>NO BY-LAWS APPLY.</p>		<p>Plan Drawing only to appear in this space</p> <p>Plan Drawing only to appear in this space</p>	

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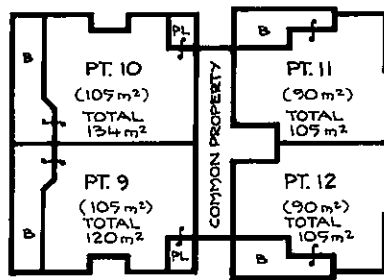


BASEMENT

SCHEDULE OF UNIT ENTITLEMENT			
LOT N°	U.E.	LOT N°	U.E.
1	5	11	5
2	5	12	5
3	5	13	5
4	5	14	5
5	5	15	5
6	5	16	5
7	5	17	5
8	5	18	5
9	5	19	5
10	5	20	5
AGG.		100	



LEVEL 1



BALCONIES & PLANTERS, WHERE UNCOVERED, ARE LIMITED IN STRATUM TO 2.4 METRES ABOVE THE TOP OF THEIR RESPECTIVE CONCRETE SLAB.

B - BALCONY
PL - PLANTER
C.P. - COMMON PROPERTY.

Reduction Ratio 1: 250

Lengths are in metres

Surveyor Registered under Surveyors Act 1929

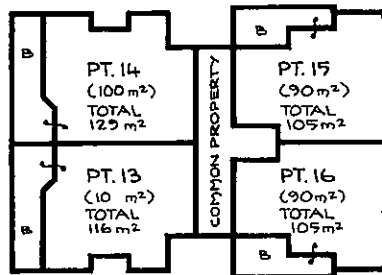
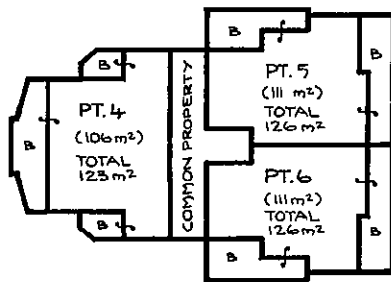
SCALE 1:2000

General Manager/Authorized Person

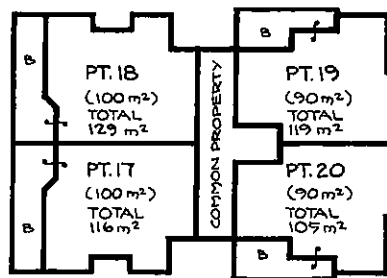
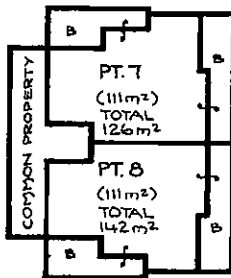
SURVEYOR'S REFERENCE: 97462

OFFICE USE ONLY

SP60880



LEVEL 2



LEVEL 3

BALCONIES & PLANTERS, WHERE UNCOVERED, ARE LIMITED IN STRATUM TO 2.4 METRES ABOVE THE TOP OF THEIR RESPECTIVE CONCRETE SLAB.

B - BALCONY

Reduction Ratio 1: 250

Lengths are in metres

[Signature]
Surveyor Registered under Surveyors Act 1929

STA 12/2000
[Signature]
General Manager/Assessed Person

SURVEYOR'S REFERENCE: 97462

OFFICE USE ONLY