

Strata Inspection Report

Prepared For:	Scott William Franks
Matter Of:	Franks Sale
C/-:	Sanders Property Agents Andrew Mills
Address:	11/16 Oakwood Street Sutherland
Lot No:	11
Strata Plan No:	37304 incl 39020
Date of Inspection:	19 Feb 2024

COVID-19

Key changes started on 30 September 2022 include:

- Strata and community schemes can meet and vote in person, or by using electronic means specified in the meeting notice without the need for a prior resolution. The exception is for pre-meeting electronic voting, which still needs a prior resolution.
- If using electronic voting at a meeting, reasonable steps must be taken to ensure eligible voters can participate in and vote at the meeting.
- Updated procedures for nominating and electing strata and association committee members and office holders.
- Schemes can keep and use an electronic form of their seal for the execution of documents.

For more information

Visit the strata and community scheme webpages to find out more about what the changes mean for you:

- [Community schemes](#)
- Strata schemes: [meeting and voting](#) and [executing documents](#)
- Or call NSW Fair Trading on 13 32 20.

Access details on the changes to the laws online:

- [COVID-19 and Other Legislation Amendment \(Regulatory Reforms\) Act 2022](#) - Schedule 1.3[3]-[10] and Schedule 1.17[3]-[10]
- [Strata Schemes Management Amendment \(COVID-19\) Regulation \(No 2\) 2022](#)
- [Community Land Management Amendment \(COVID-19\) Regulation \(No 2\) 2022](#).

Preface

Your attention is drawn to the information in the 'Significant Building Issues' section of this report.

Result Strata Management took over management in approximately Dec 2022. The only documents presented for inspection comprised of:

- Current Balance Sheet
- Current Income & Expenditure Statement
- Current Strata Roll
- Current Owner Ledger.
- A Filesmart database containing 30 documents including the current Insurance Certificate of Currency, Minutes & Notice of the Annual General Meeting held on 25 Oct 2023 and handover documents from the previous Strata Manager.

The documents provided are not consistent with a complex of this nature.

Also provided was all historical documentation held by the previous Strata Manager. The previous documents do appear to be in keeping with a complex of this nature.

M&W Legals subsequently requested all documents relating to the period of management of Result Strata Management. The Strata Manager advised all documents had been provided.

It is evident that not all documentation has been provided. This is NOT in accord with the provisions of the Strata Schemes Management Act 2015.

This report was obtained at the Vendors request, therefore details contained within this report are accurate as at 19 Feb 2024 the date on which the inspection was conducted.

Should you wish to obtain an updated search and report on any records which may have been added in an intervening period, please do not hesitate to contact the strata search company M & W Legals on 02 9527 3019.

Should you require clarification on the information contained in this report, please contact our office on 0410 636 442.

Building

Original Construction Defects

No matters for concern were noted.

Home Owners Warranty Insurance

Home Owners Warranty Insurance was not sighted.

Occupation Certificate

An Occupation Certificate was not sighted.

This section of your report summarises building defect claims lodged against the original Builder / Developer or Home Building Compensation / Home Owners Warranty Funds.

Major defects are defined as defective works that are a major element of the building AND prevent all or part of the building from being lived in or used for its intended purpose OR threaten the collapse or destruction of the building or part of it. These are covered by a 6 year warranty. General defects that don't meet the 'major defect test' are covered by the standard 2 year warranty.

Annual Fire Safety Statements

A current Annual Fire Safety Statement was not sighted. There is no evidence of Council requesting an Annual Fire Safety Statement in the limited records provided.

Fire Safety Orders

There is no evidence that the Owners Corporation has been issued with a Fire Safety / Upgrade Order.

Councils determine which buildings are required to be inspected annually. Any non-compliances must be rectified prior to the issuing of an Annual Fire Safety Statement.

A Fire Order can be issued by Council requiring upgrade of fire safety equipment to ensure compliance with current standards. It is recommended that enquiries are made with Council to determine any Outstanding Orders that may be in effect on the scheme.

Termite Inspections

There is no evidence that a Visual Termite Inspection has been carried out.

Significant Building Issues

We are unable to comment as no general documentation was presented for inspection, including correspondences, quotes, work orders emails etc.

25 Oct 2023 Annual General Meeting
• Resolved to obtain multiple quotes for gutter replacement at a cost not to exceed \$50,000.
No quotes sighted provided for inspection.

Completed Works

Underpinning

20 Mar 2012 Leigh Bachmann Structural Engineer Report on Settlement and Cracking to Unit No 4 Front Patio. Copy attached. We note that Metrocorp carried out works in May 2013 at a cost of \$9,020.

Building Defects / Home Owners Warranty (not original construction)

We are unable to comment as no general documentation was presented for inspection, including correspondences, quotes, work orders emails etc.

This section of your report details significant or major repair, refurbishment or upgrade works other than original construction defects or warranty issues.

Financial Information

Current Budget

Administrative Fund Budget: \$36,040.00
 Capital Works Fund Budget: \$7,560.00
 Financial Year Commencing: 1 Sep 2023
Raised in arrears and in unequal instalments.

21 Nov 2023

Annual General Meeting :

- **The Owners SP37304 approved to amend the Administrative Fund budget from \$26,040 to \$36,040 in order to absorb the deficit being forwarded from previous financial years and if there is need the next annual general meeting The Owners SP37304 will reconsider for the same amount of Administrative Fund to be raised**

The Owners Corporation must determine a budget for the Administrative Fund and Capital Works Fund to raise enough money to carry out its duties. These budgets must be set at each Annual General Meeting and must be approved by a majority vote. Lot owners are then levied in proportion to the unit entitlement of each lot.

Past Budgets

Financial Year	Administrative Fund Budget	Capital Works Fund Budget
2022/23	\$26,040.00	\$74,560.00
2021/22	<i>Minutes not sighted.</i>	
2020/21	\$24,800.00	\$7,200.00
2019/20	\$24,800.00	\$7,200.00
2018/19	\$30,000.00	\$7,200.00
2017/18	\$20,800.00	\$6,200.00
2016/17	\$20,800.00	\$6,200.00

To determine levies, the budget is divided by the aggregate unit entitlement, then multiplied by the lot's allocated number of entitlements.

Levies

	Amount	Frequency	Paid To
Administrative Fund	\$551.25	Qtrly	28 Feb 2024
Capital Works Fund	\$105.85	Qtrly	28 Feb 2024

Levies are due on the first day of March, June, September and December of each year.
 Interest of 10% is payable on overdue levies.

It was not possible to ascertain if levies have been determined in accordance with the budget and unit entitlements.

A copy of the Owner Ledger is attached.

To determine levies, the budget is divided by the aggregate unit entitlement, then multiplied by the lot's allocated number of entitlements.

Bank Accounts

Fund	Balance Date	Balance
Administrative Fund	19 Feb 2024	\$-14,266.22
Capital Works Fund	19 Feb 2024	\$78,115.24

A copy of the balance sheet is attached.

Your attention is drawn to the current deficit balance and the requirement of the Act to raise special levies.

21 Nov 2023

Annual General Meeting :

- The Owners SP37304 approved to amend the Administrative Fund budget from \$26,040 to \$36,040 in order to absorb the deficit being forwarded from previous financial years and if there is need the next annual general meeting The Owners SP37304 will reconsider for the same amount of Administrative Fund to be raised

The figures above represent actual cash held rather than assets as cash assets may include levies either not yet collected or in arrears. Your attention is drawn to the Balance Sheet or Statement of Financial Position attached.

Special Levies

Date	Amount	Purpose	Payable
Nil Recorded			

The amounts listed above are the total amount of the levy struck at a General Meeting to meet unbudgeted expenses. The amount is then divided amongst lot owners in proportion to the unit entitlement of each lot.

Expenditure

Financial reports detailing expenditure for the following financial years are attached:

2023/24 Part Year Only
 2022/23
 2021/22
 2020/21
 2019/20
 2018/19

We note varying financial year periods. We sighted no resolutions in this regard.

*The **Administrative Fund** is for day-to-day recurrent expenses. The amount in the Administrative Fund must be enough for the Owners Corporation to pay its expenses for items such as insurance premiums, common property maintenance (cleaning / grounds maintenance) and services (water / electricity)*

*The **Capital Works Fund** is to cover present and future capital expenses. The amount in the Capital Works Fund must be enough for the Owners Corporation to pay its expenses for items such as:*

*Painting of common property.
 Replacing, repairing, renewing or upgrading the common property.
 Any debts, other than amounts covered by the Administrative Fund.
 Other capital expenses.*

Capital Works Analysis

A Capital Works Fund Analysis was not available for inspection.

An Owners Corporation is required to prepare a plan of anticipated major expenditure to be met from the Capital Works Fund over the 10 year period commencing from the first Annual General Meeting of the Owners Corporation. The initial plan is to be finalised by the end of the second Annual General Meeting. The plan is to be reviewed and (if necessary) adjusted no later than at the fifth Annual General Meeting of the Owners Corporation.

Owners Corporation Meetings

Minutes

Date Minutes Inspected Since: 26 Aug 2018

Date Last Annual General Meeting: 25 Oct 2023

We sighted no Minutes nor an Agenda for an Annual General Meeting during 2021.

Upcoming Meetings

We sighted no Notice to indicate any further meeting has been scheduled.

Last Annual General Meeting - 25 Oct 2023

A copy of the Minutes is attached for your perusal.

Strata Committee Meeting - 25 Oct 2023

A copy of the Minutes is attached for your perusal.

Resolutions

30 Aug 2019	Annual General Meeting
	<ul style="list-style-type: none">Confirmed that an owner should not have any work done to the common property of their unit if they are not financial.

This section of your report will detail resolutions made at Meetings which are not recorded as being for registration as a By-Law.

Insurance

Insurance

Insured: The Proprietors Strata Plan 37304 incl 39020
Insurer: Axis Underwriting
Policy No: P-020322
Current to: 9 Sep 2024

Copy attached.

The Owners Corporation must insure the building for an amount at least equal to that specified in the most recent valuation obtained. Purchasers are reminded that insurance to cover items such as carpet, light fittings, painting, wallpaper, blinds, curtains and public liability insurance, in respect of their own lot, is their personal responsibility. Owners who lease their units should seek independent advice regarding landlord insurance.

Valuation

An insurance valuation was not available for inspection.

A building valuation must be obtained at least once every 5 years.

Insurance Claims

An insurance claims history was not sighted.

Matters Pending Resolution

Recent / Current

We are unable to comment as no general documentation was presented for inspection, including correspondences, quotes, work orders emails etc.

Historical

We are unable to comment as no general documentation was presented for inspection, including correspondences, quotes, work orders emails etc.

This section of your report will provide information regarding past matters for which no clear resolution was evident and may include items such as quotations that were obtained for which there is no evidence of expenditure.

Correspondence

General

We are unable to comment as no general documentation was presented for inspection, including correspondences, quotes, work orders emails etc.

18 May 2022 Linden Street Upgrade - Pre-Condition Survey. *Copy attached.*

Most Strata Managers provide a correspondence file which may include quotations, emails, repair requests, reports of disputes etc. Not all correspondence sighted will be referred to in this section, rather indicative items of interest / concern will be noted.

Approvals

We are unable to comment on recent or current matters as no general documentation was presented for inspection, including correspondences, quotes, work orders emails etc.

18 Oct 2021 Lot 11 - permission to instal lattice on backyard fence with an approximate height of 400mm.

9 Sep 2021 Lot 4 - permission to renovate kitchen, bathroom, laundry, toilet and replace down lights.

5 N1ov 2012 Lot 12 - permission to install skylight / erect greenhouse in backyard.

This section provides information on the types of approvals or denials sighted for matters such as alterations to lots etc. The above list is not exhaustive but is indicative of previous approvals or denials.

Keeping of Animals

Details of the 2021 Strata Schemes Management Amended (Pets) Regulation, which prescribes the circumstances in which the keeping of an animal unreasonably interferes with another occupant's use and enjoyment of the occupant's lot or the common property of a strata scheme can be found at:

[Strata Schemes Management Amendment \(Pets\) Regulation 2021](#)

We note that By-Law 16 pertains to the Keeping of Animals. *Refer to the attached By-Laws.*

We are unable to comment on recent or current matters as no general documentation was presented for inspection, including correspondences, quotes, work orders emails etc.

9 Sep 2021 Lot 4 permission to keep two dogs.

29 Jul 2016 Lot 4 - Notice to comply issued - keeping an animal without permission. Notice states that permission must be requested in writing to keep the cat, immediately.

2 Jun 2016 Strata Committee Meeting
• Keeping of animals without permission.

History of Disputes

We are unable to comment on recent or current matters as no general documentation was presented for inspection, including correspondences, quotes, work orders emails etc.

10 Mar 2021 Lot 13 - overdue levies (extended period).

2 Jun 2016 Strata Committee Meeting
• Parking on common property.

Each strata scheme has its own By-Laws, a set of rules that govern matters such as behaviour of residents and the use of common property.

By-Laws can vary significantly from scheme to scheme and a copy of the applicable By-Laws should be contained in the contract for sale and you should make yourself familiar with these By-Laws. The above list is not exhaustive but is indicative of the matters noted.

Statutory Documentation

Strata Management

This complex was managed by SPMG prior to the appointment of Result Strata Management in approximately Dec 2022.

Professionally or Self Managed:	Professionally
Manager:	Result Strata Management
Address:	Suite 1002, 97-99 Bathurst Street, Sydney
Telephone:	9033 9159
Agency Agreement Date:	Not sighted

Combustible Cladding

We note no reference to combustible cladding in the records provided.

"Project Remediate is a three-year program to help remove combustible cladding on an estimated 225 buildings known to the Cladding Taskforce. Eligible building owners will be helped through:

- interest free loans over a 10-year period with repayments to commence upon completion of the work*
- assurance and project management services to provide technical and practical support to owners corporations and strata managing agents*

Project Remediate is a voluntary program."

"Owners corporations can now register their interest in a program to remove high-risk combustible cladding on Class 2 residential apartment buildings in NSW."

Further information is available at:

<https://www.nsw.gov.au/departments/customer-service/customer-service---projects-and-initiatives/project-remediate-0>

Under the Regulation, owners of certain buildings with external combustible cladding are required to register their building with the NSW Government. For buildings occupied before 22 Oct 2018, the deadline for registration is 22 Feb 2019. Owners of new buildings will be required to register their building within four months of the building first being occupied.

Workplace Health & Safety

A Workplace Health & Safety Report was not available for inspection.

An Owners Corporation has an obligation to repair and maintain the common property in order to protect the safety of any persons on common property. The Owners Corporation should employ strategies to identify any risks and highlight any item in disrepair. Actions should then be taken to ensure common property safety is maintained.

Window Safety

4 Sep 2017

Annual General Meeting

- Resolved NOT to proceed with the installation of window safety devices.

An Owners Corporation must ensure that there are complying window safety devices for windows which are more than 2 metres above the ground level and are less than 1.7 metres above the inside floor.

Pool Compliance

We sighted no evidence that a pool is installed on the common property.

It is recommended that enquiries are made with Council to determine any Outstanding Orders that may be in effect on the scheme.

Asbestos Register

There is no evidence that the Owners Corporation has conducted an inspection of the complex to determine whether or not asbestos materials are contained within the building.

Strata Roll

An excerpt of the Strata Roll pertaining to the subject lot was presented for inspection.

The owner as listed corresponds with the vendor name provided.

Name:	Scott Franks
Address:	11/16 Oakwood Street Sutherland
Occupancy:	Owner Occupied
No. Owner Occupied Units:	Unable to ascertain.
No. Tenanted Units:	Unable to ascertain.
Original Owner:	Unable to ascertain.
Original Builder:	Unable to ascertain.
Original Developer:	Unable to ascertain.

Common Property Certificate of Title*Title Search only sighted*

CP/SP or Vol & Folio: CP/SP37304 incl 39020

Dated: 28 Jun 2021

Edition Issued: 9

Copy attached.

With the implementation of the Strata Schemes Management Regulation 2016 (NSW), all Owners Corporations are required to review their existing By-Laws prior to 30 Nov 2017.

Schemes may chose to either:

- Keep the existing By-Laws in place;
- Amend the By-Laws using the Schedule 3 Model By-Laws as a guide.
- Create new By-Laws.

We note that the By-Laws have now been consolidated.

A copy of the By-Laws filed with the records is attached.

Your attention is drawn to

- Special By-Law 1 pertaining to Lot 17.
- Special By-Law 3 pertaining to Lot 16.
- Special By-Law 4 pertaining to Lot 17.
- Special By-Law 5 pertaining to Lots 5 & 6.
- Special By-Law 6 pertaining to Lot 7.
- Special By-Law 7 pertaining to Lot 7.

We sighted the following resolutions regarding By-Laws but were unable to ascertain if these have been registered:

29 Oct 2023	Annual General Meeting <ul style="list-style-type: none">• Resolved - Special By-Law Minor & Major Renovation <i>Draft By-Law not sighted.</i>
18 Oct 2021	Extraordinary General Meeting <ul style="list-style-type: none">• Resolved Special By-Law 9 - Lot 11 Gate. <i>Copy minutes attached (from previous Strata Manager)..</i>
9 Sep 2021	Extraordinary General Meeting <ul style="list-style-type: none">• Resolved Special By-Law 8 - Lot 4 Renovations. <i>Copy minutes attached (from previous Strata Manager)..</i>

By-Law additions or amendments are required to be registered not more than two years from the date of passing of the resolution.

Strata Plan

Date of Registration: 7 Aug 1990
 No. Of Lots: 10
 Unit Entitlement Subject Lot: 56
 Aggregate Unit Entitlement: 1,000
 Corresponding Unit & Lot No: Yes

The Strata Plan shows which parts of the scheme are lots and which are common property. The Strata Plan states the allocated unit entitlements and the aggregate unit entitlement. If there has been any amendment to unit entitlements or the aggregate entitlement, these would be reflected on the Certificate of Title.

Dated: 16 Feb 2024



M & W Legals Cronulla Pty Ltd
Cheryl Blinman
Director
Justice of the Peace

This report is prepared for the named client and if that person is a Solicitor or Conveyancer, the client of that Solicitor or Conveyancer.

If this report has been prepared for a vendor it is strictly in relation to the sale of the specified Lot by the named vendor.

This report must not be disseminated to any other party other than the named client or their Solicitor and Conveyancer, or to the bonafide purchasers in relation to the named vendor and lot.

If you have obtained this report by any means then the copy you hold is void. You must immediately contact M & W Legals on 9527 3019, as it has been disseminated without authority.

M & W Legals Cronulla Pty Ltd 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.

M & W Legals Cronulla Pty Ltd do not undertake any physical inspection of the building.

All reasonable care has been exercised whilst compiling this Report. No warranty or representation is made as to the accuracy of the information provided by the Owners Corporation or its representatives including the Strata Managing Agent and/or Officers of the Strata Committee of the Owners Corporation and no responsibility will be taken by M & W Legals Cronulla Pty Ltd for any loss or damage due to any cause whatsoever, including negligence whether in connection with information supplied by the Owners Corporation or its representatives including the Strata Managing Agent and/or Officers of the Strata Committee of the Owners Corporation.

This report was compiled from information obtained from a search of the records of the subject Strata Plan made available on the date of this inspection.

Strata Managers utilise computer systems to maintain and manage the records of the Owners Corporations. Usually a hybrid system and / or hard copy records are made available for the purpose of a search. As there is no prescribed method for filing or naming conventions these vary greatly. Not all documents can always be perused.

You are notified that not all records may have been presented for inspection. Where evident that documentation was not presented it was requested, however, that is usually fruitless as M & W Legals Cronulla Pty Ltd have no authority over the Owners Corporation or its representatives including Strata Managing Agents.

Your report contains information paraphrased from:

*Strata Schemes Management Act 2015 (NSW)
 Strata Schemes Management Regulation 2016 (NSW)
http://www.fairtrading.nsw.gov.au/ftw/Tenants_and_home_owners/Strata_schemes.page
 Strata Schemes Management Amendment (Child Window Safety Devices) Regulation 2013
www.fairtrading.nsw.gov.au/Tradespeople/Home_warranty_insurance
www.planning.nsw.gov.au/Policy-and-Legislation/Buildings/Combustible-cladding*

LEIGH BACHMANN STRUCTURAL ENGINEER PTY. LTD. ABN 50 002 082 019
Dalton Road, Mosman, NSW 2088
phone / fax 02 99681767 mobile 0414 681 767 e-mail lbachman@bigpond.net.au

20th March 2012

Owners Corporation, SP 37304,
C/- Absolute Strata Management,
P.O. Box 478,
Kogarah N.S.W. 1485.

Attention Ms. Carreen Claus,

To whom it may concern

Re:- Townhouses at 16 Oakwood Street, Sutherland, SP37304.
Inspection - Unit No. 4 Front Patio - Settlement and Cracking.

At the request of the managing agents, an inspection was carried out at the above property to examine the reported settlement and cracking in the front patio walls, look at the possible causes and make recommendations for repairs or rectification.

The patio comprises a brick foundation wall built on a concrete footing and supporting a reinforced concrete slab deck over. Settlement has occurred in the north - west corner causing the brickwork to crack on either side and rotate outwards. Refer attached photographs. A rainwater downpipe is located on this corner and possible past damage to this outlet with water getting into the foundations would be a likely cause of the observed settlement.

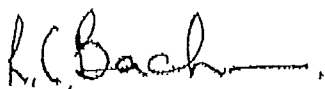
The owner of the property reported that previous repairs had been carried out filling, patching the cracks and replacing some bricks. As the settlement has continued and the cracking returned, the footing in the proximity of this corner now must be underpinned. In conjunction with the underpinning the downpipe and its outlet must be fully sealed, repaired as necessary to ensure no water escapes into the foundations.

The following is a brief scope of works required to rectify the settlement. Refer also attached sketch

- Excavate and install mass concrete underpinning pier P1 to a depth of 600mm below the footing, or until a sound and competent bearing material is found.
- Allow a minimum of one day and then repeat for P2.
- Repeat for P3.
- Remove brickwork on one side beyond the diagonal crack and reinstate. Slab may need temporary support or propping while this is being done.
- Repeat for the other side.
- Inspect repair and reinstate downpipe and connections.

Should you have any questions or require further information or investigation for the above, please don't hesitate to contact the undersigned.

Yours faithfully,



Leigh Bachmann.

Leigh Bachmann B Eng MEngSc MIEAust CPEng NPER-3 Registered, Membership No 164355

Owner Ledger

Start Date: 01/02/2022

End Date: 28/02/2026

Owners: One only

T: 02 9033 9159
F: 02 9071 9161
W: www.resultstrata.com.au
E: info@resultstrata.com.au
A: Suite 1002, 97-99 Bathurst Street
SYDNEY NSW 2000

THE OWNERS SP37304

16 Oakwood Street, Sutherland NSW 2232

Lot 11 Unit 11 Scott Franks

UE / AE: 56.00 / 1,000.00

Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			Balance brought forward	0.00		0.00						
1	15/12/2022	Once-off	Opening balance arrears	364.60	364.60	105.85	105.85	0.00	0.00%	Standard	Normal	None
2	13/02/2023	Once-off	Lot 11: Debt recovery Stage 1	15.00	15.00	0.00	0.00	0.00		Owner Invoice	Normal	None
3	01/03/2023	Quarterly	Quarterly Admin/Capital Works Levy	364.60	364.60	105.85	105.85	0.00	0.00%	Standard	Normal	None
4	01/06/2023	Quarterly	Quarterly Admin/Capital Works Levy	364.60	364.60	105.90	105.90	4.39	0.00%	Standard	Normal	None
5	04/07/2023	Once-off	Lot 11: Debt recovery Stage 1	15.00	15.00	0.00	0.00	0.00		Owner Invoice	Normal	None
6	01/09/2023	Quarterly	Quarterly Admin/Capital Works Levy	364.60	364.60	105.90	105.90	0.00	0.00%	Standard	Normal	None
7	06/11/2023	Once-off	Lot 11: Debt recovery Stage 2	44.00	44.00	0.00	0.00	0.00		Owner Invoice	Normal	None
8	01/12/2023	Quarterly	Quarterly Admin/Capital Works Levy	551.25	551.25	105.85	105.85	0.00	0.00%	Standard	Normal	None
9	01/03/2024	Quarterly	Quarterly Admin/Capital Works Levy	551.25	16.27	105.85	3.12	0.00	0.00%	Standard	Normal	None
10	01/06/2024	Quarterly	Quarterly Admin/Capital Works Levy	551.25	0.00	105.85	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid				
13/03/2023	20	Credit	Posted		15.00	0.00	0.00	0.00	0.00		15.00		2
14/03/2023	21	Receipt	Banked		729.20	0.00	211.70	0.00	0.00		940.90		1, 3
05/07/2023	47	Receipt	Banked		364.57	3.40	101.54	0.99	0.00		470.50		4, 5



Statement of Financial Position

As at 19/02/2024

THE OWNERS SP37304

16 Oakwood Street, Sutherland NSW 2232

Current period

Owners' funds

Administrative Fund

Operating Surplus/Deficit--Admin	8,547.46
Owners Equity--Admin	(25,185.09)
	<u>(16,637.63)</u>

Capital Works Fund

Operating Surplus/Deficit--Capital Works	3,783.21
Owners Equity--Capital Works	73,870.57
	<u>77,653.78</u>

Net owners' funds	<u>\$61,016.15</u>
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Represented by:

Assets

Administrative Fund

Cash at Bank--Admin	(14,266.22)
Receivable--Levies--Admin	948.21
Receivable--Owners--Admin	59.00
	<u>(13,259.01)</u>

Capital Works Fund

Cash at Bank--Capital Works	78,115.24
Receivable--Levies--Capital Works	187.32
	<u>78,302.56</u>

Unallocated Money

0.00

<i>Total assets</i>	<u>65,043.55</u>
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Less liabilities

Administrative Fund

Prepaid Levies--Admin	3,378.62
	<u>3,378.62</u>

Capital Works Fund

Prepaid Levies--Capital Works	648.78
	<u>648.78</u>

Unallocated Money

0.00

<i>Total liabilities</i>	<u>4,027.40</u>
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Net assets	<u>\$61,016.15</u>
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RESULT STRATA MANAGEMENT
CREATE SMART COMMUNITY LIVING

Statement of Financial Performance for the financial year-to-date 01/09/2023 to 19/02/2024

T: 02 9033 9159
F: 02 9071 9161
W: www.resultstrata.com.au
E: info@resultstrata.com.au
A: Suite 1002, 97-99 Bathurst Street
SYDNEY NSW 2000

THE OWNERS SP37304

16 Oakwood Street, Sutherland NSW 2232

Administrative Fund

Current period

01/09/2023-19/02/2024

Revenue

Interest on Arrears--Admin 13.33

Levies Due--Admin 16,355.05

Total revenue 16,368.38

Less expenses

Admin--Agent Disbursements 1,277.21

Admin--Agent Disburst--Other 832.00

Admin--Bank Charges--Account Fees 54.50

Admin--Legal & Debt Collection Fees 133.00

Admin--Management Fees--Additional 832.00

Admin--Management Fees--Standard 2,623.50

Maint Bldg--Cleaning & Lawns 1,500.00

Maint Bldg--Pest/Vermin Control 300.00

Utility--Electricity 268.71

Total expenses 7,820.92

Surplus/Deficit 8,547.46

Opening balance (25,185.09)

Closing balance -\$16,637.63

Capital Works Fund

Current period

01/09/2023-19/02/2024

Revenue

Interest on Arrears--Capital Works 1.91

Levies Due--Capital Works 3,781.30

Total revenue 3,783.21

Less expenses

Total expenses 0.00

Surplus/Deficit 3,783.21

Opening balance 73,870.57

Closing balance \$77,653.78



Statement of Financial Performance for the financial year to 31/08/2023

THE OWNERS SP37304

16 Oakwood Street, Sutherland NSW 2232

Administrative Fund

Current period

01/09/2022-31/08/2023

Revenue

Interest on Arrears--Admin	50.28
Levies Due--Admin	19,531.50
Total revenue	19,581.78

Less expenses

Admin--Agent Disbursements	1,484.00
Admin--Agent Disburst--Other	1,724.00
Admin--Bank Charges	20.00
Admin--Bank Charges--Account Fees	99.35
Admin--Executive Committee Petty Cash	500.00
Admin--Legal & Debt Collection Fees	15.00
Admin--Management Fees--Additional	350.00
Admin--Management Fees--Standard	4,285.50
Insurance--Premiums	9,820.35
Maint Bldg--Building Materials	919.30
Maint Bldg--Cleaning & Lawns	960.00
Maint Bldg--Cleaning--Contracts	1,350.00
Maint Bldg--General Repairs	6,705.24
Maint Bldg--Pest/Vermin Control	550.00
Maint Bldg--Plumbing--Burst Pipes	660.00
Maint Bldg--Roof	550.00
Maint Grounds--Lawns & Gardening	2,100.00
Utility--Electricity	240.17
Total expenses	32,332.91

Surplus/Deficit (12,751.13)

Opening balance (12,433.96)

Closing balance -\$25,185.09

Capital Works Fund

Current period

01/09/2022-31/08/2023

Revenue

Interest on Arrears--Capital Works 14.59

Levies Due--Capital Works 5,671.75

Total revenue 5,686.34

Less expenses

Total expenses 0.00

Surplus/Deficit 5,686.34

Opening balance 68,184.23

Closing balance \$73,870.57

Income & Expenditure Statement for the financial year to 31/08/2022

Strata Plan 37304

16 Oakwood Street, Sutherland NSW 2232

Administrative Fund

	Current period 01/09/2021-31/08/2022	Previous year 01/09/2020-31/08/2021
Revenue		
Interest on Arrears--Admin	38.04	107.41
Levies Due--Admin	24,800.00	24,800.00
Total revenue	24,838.04	24,907.41
Less expenses		
Admin--Accounting	0.00	300.00
Admin--Agent Disburst--Postage	0.00	62.40
Admin--Auditors--Audit Services	704.64	253.00
Admin--Bank Charges--Account Fees	110.00	120.00
Admin--Executive Committee Petty Cash	0.00	545.00
Admin--Management Fees--Standard	3,150.00	3,150.00
Admin--Registration/License/Permit Fees	0.00	292.80
Insurance--Premiums	0.00	18,624.68
Maint Bldg--Ceiling	0.00	900.00
Maint Bldg--Cleaning	4,950.00	0.00
Maint Bldg--Cleaning & Lawns	4,200.00	5,190.00
Maint Bldg--Cleaning--Contracts	0.00	510.00
Maint Bldg--Electrical	538.64	170.50
Maint Bldg--Garage Doors	0.00	902.00
Maint Bldg--General Repairs	0.00	250.00
Maint Bldg--Gutters & Downpipes	1,760.00	0.00
Maint Bldg--Pest/Vermin Control	660.00	165.00
Maint Bldg--Plumbing--Burst Pipes	5,357.00	0.00
Maint Bldg--Plumbing--Water Penetration	0.00	3,545.00
Maint Bldg--Roof	2,706.00	2,200.00
Maint Bldg--TV Antenna & Cables	1,012.00	0.00
Maint Bldg--Walls	0.00	625.00
Maint Grounds--Fencing--Boundary	0.00	2,466.20
Maint Grounds--Gates	0.00	470.00
Maint Grounds--Landscaping	199.00	0.00
Utility--Electricity	377.27	477.27
Utility--Water & Sewerage	2.38	2.35
Total expenses	25,726.93	41,221.20
Surplus/Deficit	(888.89)	(16,313.79)
Opening balance	(7,284.63)	14,812.40
Closing balance	-\$8,173.52	-\$1,501.39

Capital Works Fund

	Current period 01/09/2021-31/08/2022	Previous year 01/09/2020-31/08/2021
Revenue		
Interest on Arrears--Capital Works	11.04	31.18
Levies Due--Capital Works	7,200.00	7,200.00
Total revenue	<u>7,211.04</u>	<u>7,231.18</u>
Less expenses		
Maint Bldg--Painting & Surface Finishes	0.00	5,038.00
Maint Bldg--Roof	3,290.40	6,952.00
Total expenses	<u>3,290.40</u>	<u>11,990.00</u>
Surplus/Deficit	<u>3,920.64</u>	<u>(4,758.82)</u>
Opening balance	63,955.56	74,433.53
Closing balance	<u><u>\$67,876.20</u></u>	<u><u>\$69,674.71</u></u>

Strata Plan 37304

16 Oakwood Street, Sutherland NSW 2232

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

Capital Works Fund

Maint Bldg--Roof 272800

22/09/2021 DEPOSIT OF QUOTE 2428

Ideal Metal Roofing

General

300.00

Paid

DE

000289

15/11/2021 Ideal Metal Roofing

Ideal Metal Roofing

General

290.40

Paid

DE

104995

000315

17/11/2021 Ideal Metal Roofing

Ideal Metal Roofing

General

2,700.00

Paid

DE

105009

000315

\$3,290.40

Total expenses

\$3,290.40

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

Income & Expenditure Statement for the financial year to 31/07/2020

Strata Plan 37304		16 Oakwood Street, Sutherland NSW 2232	
Administrative Fund			
	Current period	Previous year	
	01/08/2019-31/07/2020	01/08/2018-31/07/2019	
Revenue			
Interest on Arrears--Admin	46.98	48.43	
Levies Due--Admin	24,800.00	24,050.00	
Miscellaneous Income--Admin	34.10	0.00	
Total revenue	24,881.08	24,098.43	
Less expenses			
Admin--Accounting	0.00	250.00	
Admin--Auditors--Audit Services	282.86	178.75	
Admin--Bank Charges	10.00	0.00	
Admin--Bank Charges--Account Fees	102.00	120.00	
Admin--Executive Committee Petty Cash	50.00	0.00	
Admin--Management Fees--Standard	3,150.00	3,150.00	
Admin--Other Expenses--Admin	(1.82)	0.00	
Admin--Petty Cash Expenses	100.00	0.00	
Admin--Postage	0.00	83.00	
Admin--Registration/License/Permit Fees	143.50	0.00	
Insurance--Premiums	9,458.00	8,950.00	
Maint Bldg--Car Park	333.30	0.00	
Maint Bldg--Ceiling	715.00	0.00	
Maint Bldg--Cleaning & Lawns	2,610.00	5,980.00	
Maint Bldg--Electrical	170.50	0.00	
Maint Bldg--Pest/Vermin Control	0.00	160.00	
Maint Bldg--Plumbing--Water & Gas	1,560.00	0.00	
Maint Bldg--Roof	0.00	82.50	
Maint Grounds--Driveway & Paths	1,000.00	0.00	
Maint Grounds--Gates	847.00	1,754.50	
Maint Grounds--Tree Lopping/Removal	330.00	0.00	
Utility--Electricity	495.05	410.39	
Utility--Water & Sewerage	0.00	2.08	
Total expenses	21,355.39	21,121.22	
Surplus/Deficit	3,525.69	2,977.21	
Opening balance	7,883.84	4,906.63	
Closing balance	\$11,409.53	\$7,883.84	

Capital Works Fund

	Current period 01/08/2019-31/07/2020	Previous year 01/08/2018-31/07/2019
Revenue		
Interest on Arrears--Capital Works	13.62	16.02
Levies Due (Special)--Capital Works	0.00	500.00
Levies Due--Capital Works	7,200.00	6,950.00
Total revenue	<u>7,213.62</u>	<u>7,466.02</u>
Less expenses		
Total expenses	<u>0.00</u>	<u>0.00</u>
Surplus/Deficit	<u>7,213.62</u>	<u>7,466.02</u>
Opening balance	60,008.79	52,542.77
Closing balance	<u><u>\$67,222.41</u></u>	<u><u>\$60,008.79</u></u>

**THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS AND TENANTS IN STRATA PLAN 37304
16 OAKWOOD STREET SURTHERLAND NSW 2232**

MINUTES OF AN ANNUAL GENERAL MEETING OF THE OWNERS - STRATA PLAN NO. 37304	
Meeting Title	Annual General Meeting
Strata Plan Number	37304
Date & Venue	Wednesday, 25th October 2023 Onsite 16 OAKWOOD STREET SURTHERLAND NSW 2232
Start Time	7:30PM *There has been a quorum and The Chairperson declared the meeting to open from 7:30PM
Finish Time	8:37 PM
Present (in person or via proxy)	Lot/s: 1,2,4,6,7,9,11,13,14,15,16,17,18
In Attendance	Michael Lee of Result Strata Management
Chairperson	Michael Lee (Acting Chairperson)

A. MEETING ADMINISTRATION

Attendance, Apologies, Proxies and Voting Rights.

1.0 PREVIOUS MINUTES

RESOLVED: That the Minutes of the last General Meeting of the Owners Corporation be confirmed as a true record and account of the proceedings of that Meeting.

2.0 KEY FINANCIAL INFORMATION

RESOLVED: That the statement of key financial information and the financial statements of accounts for the financial year ending to **31/08/2023** being considered

3.0 APPOINTMENT OF AN AUDITOR

NOT RESOLVED: That the Owners Corporation appoint an Auditor for the financial period ending the **31/08/2024**

4.0 BUDGET AND LEVIES

4.1 Administrative and Capital Work Funds

RESOLVED: That pursuant to section 79(2) and 81 of the “*Strata Schemes Management Act 2015*” the Owners Corporation estimates the expected expenditure in both the Administration Fund and Capital Works Fund as per set out in the budget circulated with the agenda.



4.2 Levy Contributions

AMENDED & RESOLVED: That pursuant to section 81 of the Strata Schemes Management Act 2015, the owner corporation determines the following amounts to be levied in 4 equal instalments, being 1st September 2023, 1st December 2023, 1st March 2024, 1st June 2024:

■ Administrative Fund	\$ 36,040.00 per annum
■ Capital Works Fund	\$ 7,560.00 per annum

*This strata scheme is NOT registered for GST.

Number	Levy Period	Year	Issued	Administration	Capital Work	Total
1	September	2023	Yes	\$6,510.00	\$1,890.00	\$8,400.00
2	December	2023	No	\$9,844.00	\$1,890.00	\$11,734.00
3	March	2024	No	\$9,843.00	\$1,890.00	\$11,733.00
4	June	2024	No	\$9,843.00	\$1,890.00	\$11,733.00
				\$36,040.00	\$7,560.00	\$43,600.00

4.3 Levy Contributions – Administration/Capital Works

AMENDED & RESOLVED: That the first levy instalment due in the next financial year 01/09/2024 be struck pursuant to section 81 of the Strata Schemes Management Act 2015 as follows:

■ Administrative Fund	\$ 9,010.00 per quarter
■ Capital Works Fund	\$ 1,890.00 per quarter

4.4 Levy Notices

RESOLVED: That both contributions be levied by notice from Result Strata Management as the delegated Treasurer of the Owners Corporation pursuant with the Strata Managing Agency Agreement.

Note: The Owners SP37304 approved to amend the Administrative Fund budget from 26040 to 36040 in order to absorb the deficit being forwarded from previous financial years and if there is need the next annual general meeting The Owners SP37304 will reconsider for the same amount of Administrative Fund to be raised

5.0 OVERDUE LEVY COLLECTION

RESOLVED: That the Owners Corporation resolves for the purpose of collecting unpaid levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to pursue unpaid levies as the followings:



- a) to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs and arrange and monitor payment plans;
- b) to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners- Strata Plan No 103559
- c) to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

6.0 PAYMENT PLANS

NOT RESOLVED: That pursuant to section 85(5) of the *Strata Schemes Management Act 2015*, the Owners Corporation authorises the Strata Managing Agent and/or Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months and that all future levies are paid as and when they are due.

7.0 REPORT ON COMMISSIONS

RESOLVED: That the Owners Corporation resolves by ordinary resolution to consider thereport from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

Note: Result Strata Management has received **1367.31** commission from the insurer in the next 12 month

8.0 INSURANCE CONFIRMATION

RESOLVED: That the Owners Corporation insurances as circulated with this agenda be confirmed and that the Strata Committee be delegated the function of increasing, altering or adding insurances

9.0 BUILDING VALUATION

NOT RESOLVED: That the Owners Corporation resolves to obtain a building valuation for insurance purposes and adjust the sum insured to reflect the valuation.



10.0 RENEWAL OF INSURANCES

RESOLVED: That the Result Strata Management is authorised to renew the insurance policy in the absence of instructions from the Strata Committee as at the date of renewal.

11.0 STRATA COMMITTEE ELECTION

RESOLVED That the Owners Corporation determined the number of the strata committee be set at **FOUR** and the following persons be appointed to the strata committee

Lot 4	Paul John Madirazza
Lot 11	Scott Franks
Lot 16	Erim Kirman
Lot 17	Harry Theodore

12.0 CAPITAL WORKS FUND FORECAST/WHS REPORT

NOT RESOLVED That the Owners Corporation resolves to authorise and instruct The Strata Agent to further obtain the following:

(a) Capital Works Fund Forecast/ Update

That the Owners Corporation Reviews a Capital Works Fund 10 year plan.

(b) Work Health & Safety Report

That "*Work Health and Safety Act*" requires the Owners Corporation to ensure the common areas provide a safe environment for all contractors, owners, occupiers and visitors passing through common property.

13.0 RESTRICTED MATTERS

RESOLVED: That the Owners Corporation decide to follow the Act in terms of restricted matters

14.0 ANNUAL FIRE SAFETY STATEMENT

RESOLVED: That the Owners Corporation resolves to consider the Annual Fire Safety Statement (if one is required for the building) under the Environmental Planning and Assessment act 1979 and authorises the Strata Managing Agent to make arrangements for obtaining the next Annual Fire Safety Statement.

15.0 GENERAL BUSINESS

RESOLVED: That the Owners Corporation resolves the followings:

- 1) To prepare and adop 2 special bylaw: Minor and Major Renovation Special Bylaw via forthcoming general meeting
- 2) Obtain multiple quotes in relation to the gutter replacement for entire complex and The Owners SP37304 has delegate the decision making power to the strata committee to engage the contractor for gutter replacement
- 3) The total cost for gutter replacement must not exceed \$50000



**THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS AND TENANTS IN STRATA PLAN 37304
16 OAKWOOD STREET SURTHERLAND NSW 2232**

MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS - STRATA PLAN NO. 37304	
Meeting Title	STRATA COMMITTEE Meeting
Strata Plan Number	37304
Date & Venue	Wednesday, 25th October 2023 Onsite 16 OAKWOOD STREET SURTHERLAND NSW 2232
Start Time	Straight after the Annual General Meeting
Finish Time	8:40 PM
Present (in person or via proxy)	Paul John Madirazza Scott Franks Erim Kirman Harry Theodore
In Attendance	Michael Lee of Result Strata Management
Chairperson	Michael Lee (Acting Chairperson)

A. MEETING ADMINISTRATION

Attendance, Apologies, Proxies and Voting Rights.

PREVIOUS MINUTES

RESOLVED: That the Minutes of the last Strata Committee Meeting be confirmed as true record and account of the proceedings of that meeting.

OFFICE BEARERS

RESOLVED: That the Secretary, Treasurer and Chairperson of the Strata Committee be appointed as the followings.

Lot 4	Paul John Madirazza	Member
Lot 11	Scott Franks	Chairman
Lot 16	Erim Kirman	Secretary
Lot 17	Harry Theodore	Treasurer



RESULT STRATA MANAGEMENT
CREATE SMART COMMUNITY LIVING

T : 02 9033 9159
F : 02 9071 9161
W : www.resultstrata.com.au
E : info@resultstrata.com.au
A : Suite 1002, 97-99 Bathurst
Street, Sydney NSW 2000

MEETING CLOSURE

The Chairperson declared the meeting closed with no further business at 8:40PM.

DATE

Date of this notice:

30.10.2023

CERTIFICATE OF CURRENCY

This policy described below is current until 4:00pm on the Expiry Date shown unless cancelled.

Policy Number: P-020322

Policy Class: Axis Residential Strata Insurance Policy

Insured: SP 37304

Interested Party:

Interest Insured:

Location: 16 Oakwood Crescent

SUTHERLAND

State: NSW

Postcode: 2232

Inception Date: 4:00pm on 9th September 2023

Expiry Date: 4:00pm on 9th September 2024

Sums Insured:	1. Buildings	\$	6,061,545
	Common Contents	\$	60,615
	Loss of Rent	\$	909,232
	Option Cover: Floating Floors		Insured
	Option Cover: Loss of Lot/Unit Market Value		Not Insured
	Option Cover: Catastrophe Cover	30%	Insured
	2. Public or Legal Liability	\$	30,000,000
	3. Personal Accident	\$	200,000/2000
	4. Fidelity Guarantee	\$	100,000
	5. Machinery Breakdown	\$	
	6. Office Bearers Legal Liability	\$	1,000,000
	7. Government Audit Costs & Legal Expenses		
	Appeal Expenses	\$	100,000
	Audit Fees	\$	25,000
	Legal Defence Expenses	\$	50,000

Conditions: As Per Quotation, Policy Wording and Endorsements

Underwriters: XL INSURANCE COMPANY SE (AUSTRALIA BRANCH)

Date: 8 September 2023



Axis Underwriting Services Pty Ltd
as Agents of the Insurers

Pre-Condition Survey

16 Oakwood Street, Sutherland, NSW 2236



Contact Details

Address	16 Oakwood Street, Sutherland, NSW 2236
Name	Body Corporate Committee
Ref No	FHLSU-PRE-025
Rev No	00

Inspection Details

Inspected	Bao Trung Nguyen - 18-05-22
Reviewed	Luis Quispe - 19-05-22
Weather	Fine
Internal	Full - Fair
External	Full - Fair

Report Criteria

- This condition report has been prepared by WSP Australia Pty Ltd, Level 27, 680 George Street, Sydney, NSW, 2000. Phone: 1800 875 048.
- The inspection and subsequent report have been undertaken in accordance with Australian Standards AS 4349.0 Inspection of Buildings - General Requirements. The information contained in this report should not be used for any other purpose.
- This is not a structural report and will not provide comment on the structural integrity or design of the inspected property; however it does include a photographic record of defects visible at the time of the inspection. The report is intended to be used to determine if change has occurred post-construction and if so, to what extent.
- The inspection will be carried out visually, non-destructively, and unobtrusively from above ground trafficable areas only in the presence of the owner / occupier / or authorised representative. Accessible areas are regarded as generally trafficable areas and do not include confined spaces, sub-floor, roof space, lifts, lift shafts or any areas requiring the use of a portable ladder or elevated work platform. Building exteriors including rooftops and tunnels will be viewed from ground level only. Physical or electrical testing is excluded. There will be no attempt to move temporary objects and in particular private property or possessions, such as furniture within the properties, which may obscure defects.
- This report is made solely for the use and benefit of the client named on the front of the report. No liability or responsibility whatsoever, in contract or tort, is accepted to any third part who may rely on the report wholly or in part. Any third party acting or relying on this report, in whole or in part does so at their own risk.
- This report does not and cannot make comment upon:
 - The assessment or detection of defect which may be subject to the prevailing weather conditions.
 - Whether or not services have been used for some time prior to the inspection and whether this will affect the detection of leaks or other defects.
 - The presence or absence of timber pests, gas-fittings, common property areas, environmental concerns, the proximity of the property to flight paths, railways or busy traffic.
 - Noise levels, health and safety issues, heritage concerns, security concerns or systems, fire protection, site drainage.
 - Detection and identification of illegal building work, illegal plumbing work, durability of exposed finished, neighbourhood problems, electrical installation, cables or reception systems, any matters that are solely regulated by statute.
 - Accordingly, this report does not guarantee that defects and/or damages do not exist in any inaccessible or partly inaccessible areas or sections of the property.
- The areas in this report are a broad indication of the areas inspected. Damage and/or defects may be present and not detected in areas where the inspection was limited, obstructed, or access was not gained. Within these areas, some further restriction may have been present restricting or preventing our inspection.

- No attempt has been made to comment on the cause of defects including defects within the footing system.
- All sketches in the report provide an indicative layout to reference photo location and are not to scale.
- Rooms/sections that were not inspected are labelled 'N/I' on floor plans.
- Any defects marked (TYPICAL) indicate that that defect is an example of the typical condition of the room.
- The following subjective assessment indices are applied to the general building/structure condition:

Good	Building/Structure appears to be well maintained. No/few defects were identified within the building/structure.
Fair	Building/Structure shows evidence of slight to moderate defects over a significant area of the building/ structure. Defects are typical for age of the structure and form of construction. Defects have been repaired in the past or are currently in evidence.
Poor	Building/Structure shows evidence of severe defects over a significant area of the building/structure. Defects typically exceed the expectations of a building/structure of the age and form of construction.
Severe	Building/Structure is deteriorated to a point that it does not meet commonly accepted functional or safety criteria.
Not Inspected (N/I)	Section of the building/structure was not able to be inspected.

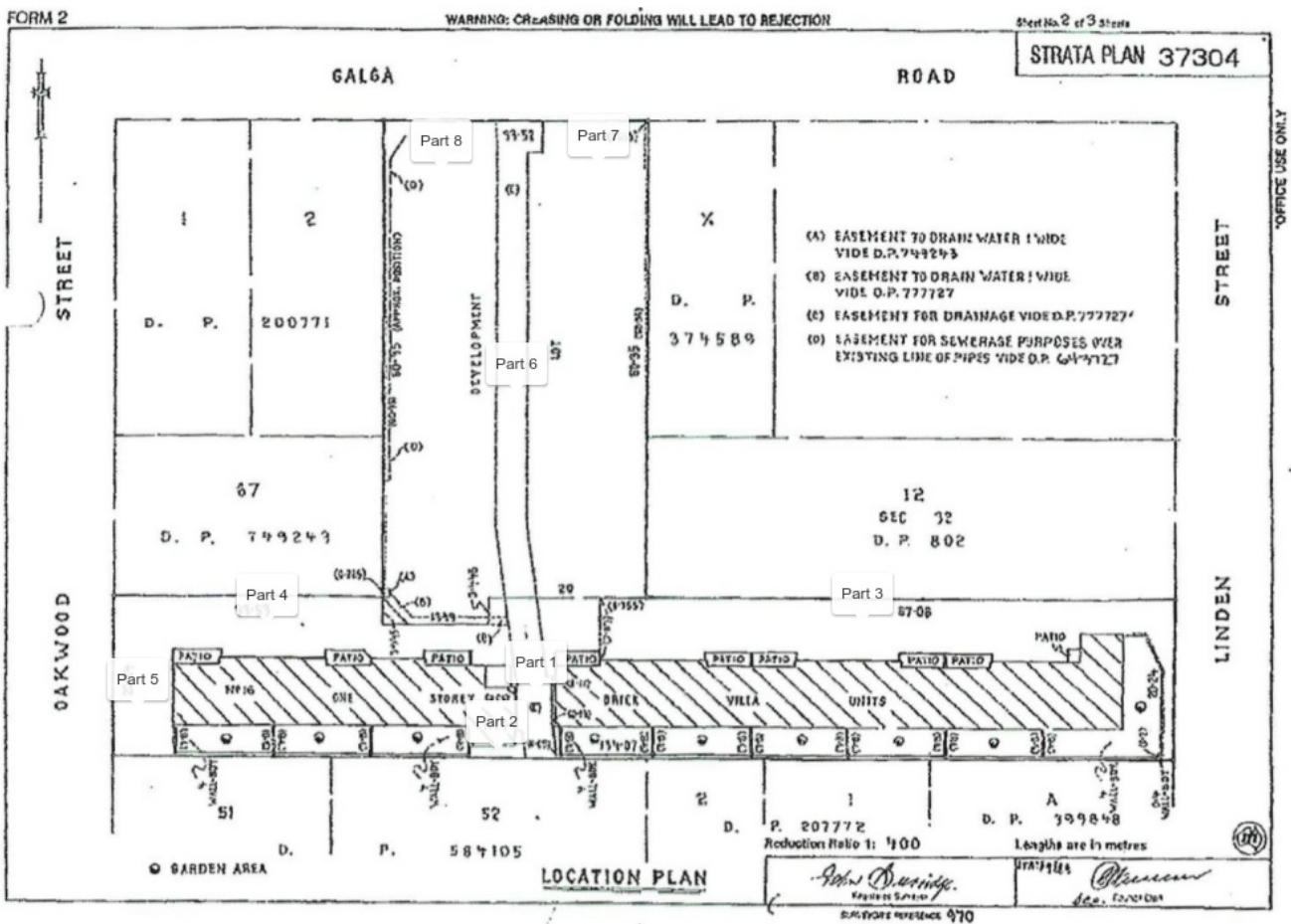
Building Type/Notes

Residential Common Area which is of Double Brick construction.



Table of Contents

External	5
Ground	38



General Photo



Wall



■ Ceiling



Floor

External - Part 1



External - Part 1

Marker Number	1
Type	General View
Photo Number	2570020
Photo Date	18-05-2022



Marker Number	2
Type	General View
Photo Number	2570021
Photo Date	18-05-2022



Marker Number	3
Type	General View
Photo Number	2570038
Photo Date	18-05-2022



External - Part 1

Marker Number	4
Type	General View
Photo Number	2570097
Photo Date	18-05-2022



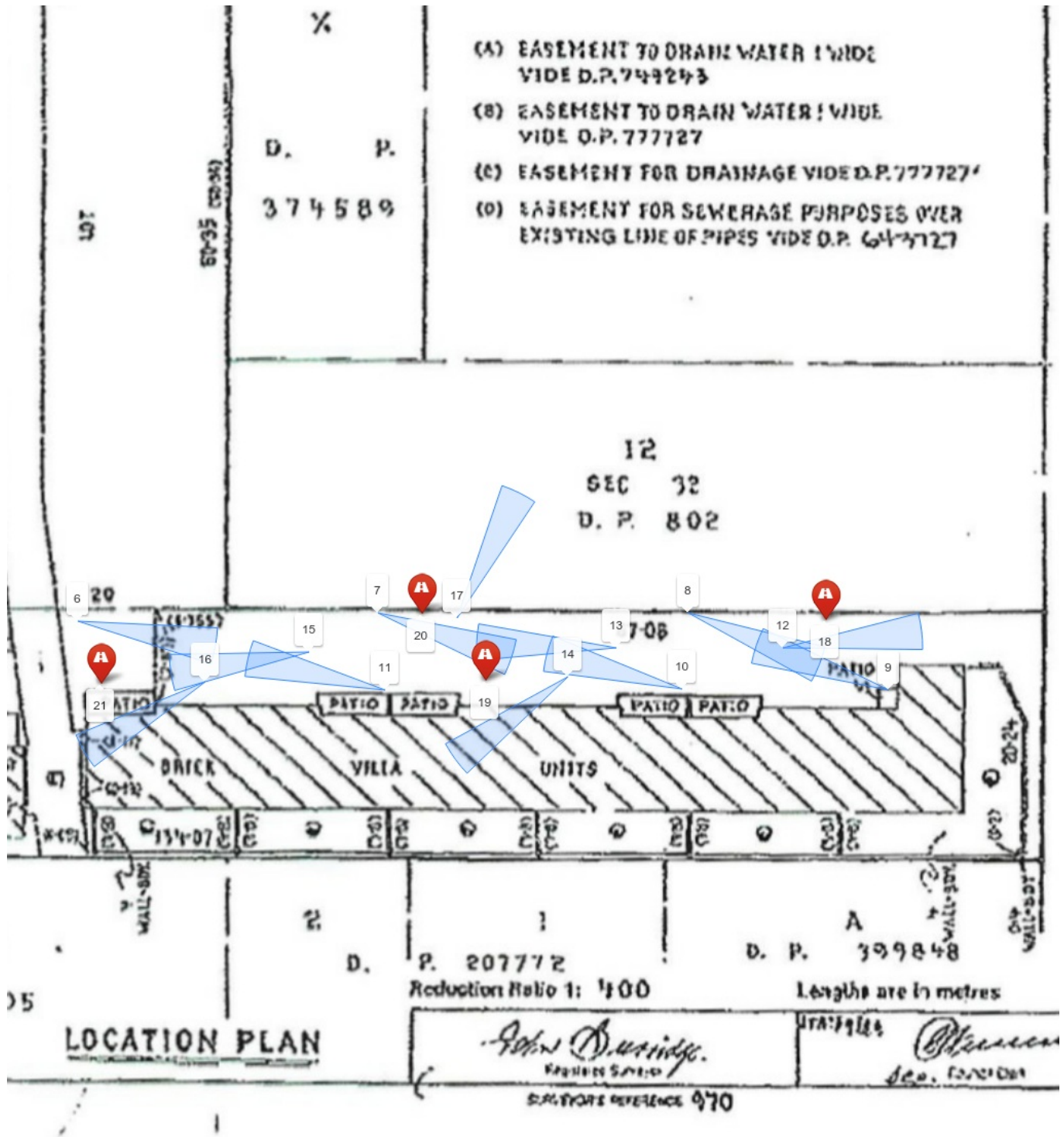
External - Part 2



External - Part 2

Marker Number	5
Type	General View
Photo Number	2570022
Photo Date	18-05-2022





General Photo

Wall

Ceiling

Floor

External - Part 3

Marker Number	6
Type	General View
Photo Number	2570023
Photo Date	18-05-2022



Marker Number	7
Type	General View
Photo Number	2570024
Photo Date	18-05-2022



Marker Number	8
Type	General View
Photo Number	2570025
Photo Date	18-05-2022



External - Part 3

Marker Number	9
Type	General View
Photo Number	2570026
Photo Date	18-05-2022



Marker Number	10
Type	General View
Photo Number	2570027
Photo Date	18-05-2022

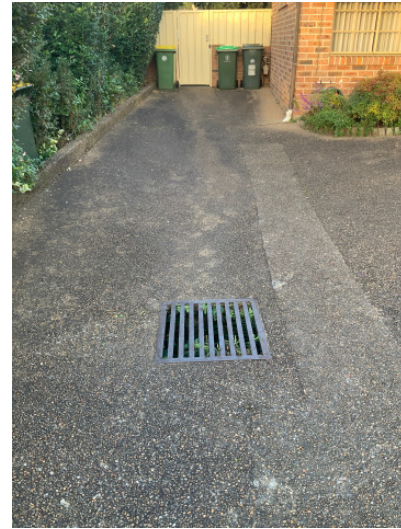


Marker Number	11
Type	General View
Photo Number	2570028
Photo Date	18-05-2022



External - Part 3

Marker Number	12
Type	General View
Photo Number	2570029
Photo Date	18-05-2022



Marker Number	13
Type	General View
Photo Number	2570030
Photo Date	18-05-2022



Marker Number	14
Type	General View
Photo Number	2570032
Photo Date	18-05-2022



External - Part 3

Marker Number	15
Type	General View
Photo Number	2570034
Photo Date	18-05-2022



Marker Number	16
Type	General View
Photo Number	2570035
Photo Date	18-05-2022



Marker Number	17
Type	General View
Photo Number	2570036
Photo Date	18-05-2022



External - Part 3

Marker Number	18
Observation Type	Floor
Type	Crack/Separation
Length	1500 mm
Width	2-3 mm
Photo Number	665863
Photo Date	18-05-2022



Marker Number	19
Observation Type	Floor
Type	Crack/Separation
Length	2000 mm
Width	2-4 mm
Photo Number	665864
Photo Date	18-05-2022



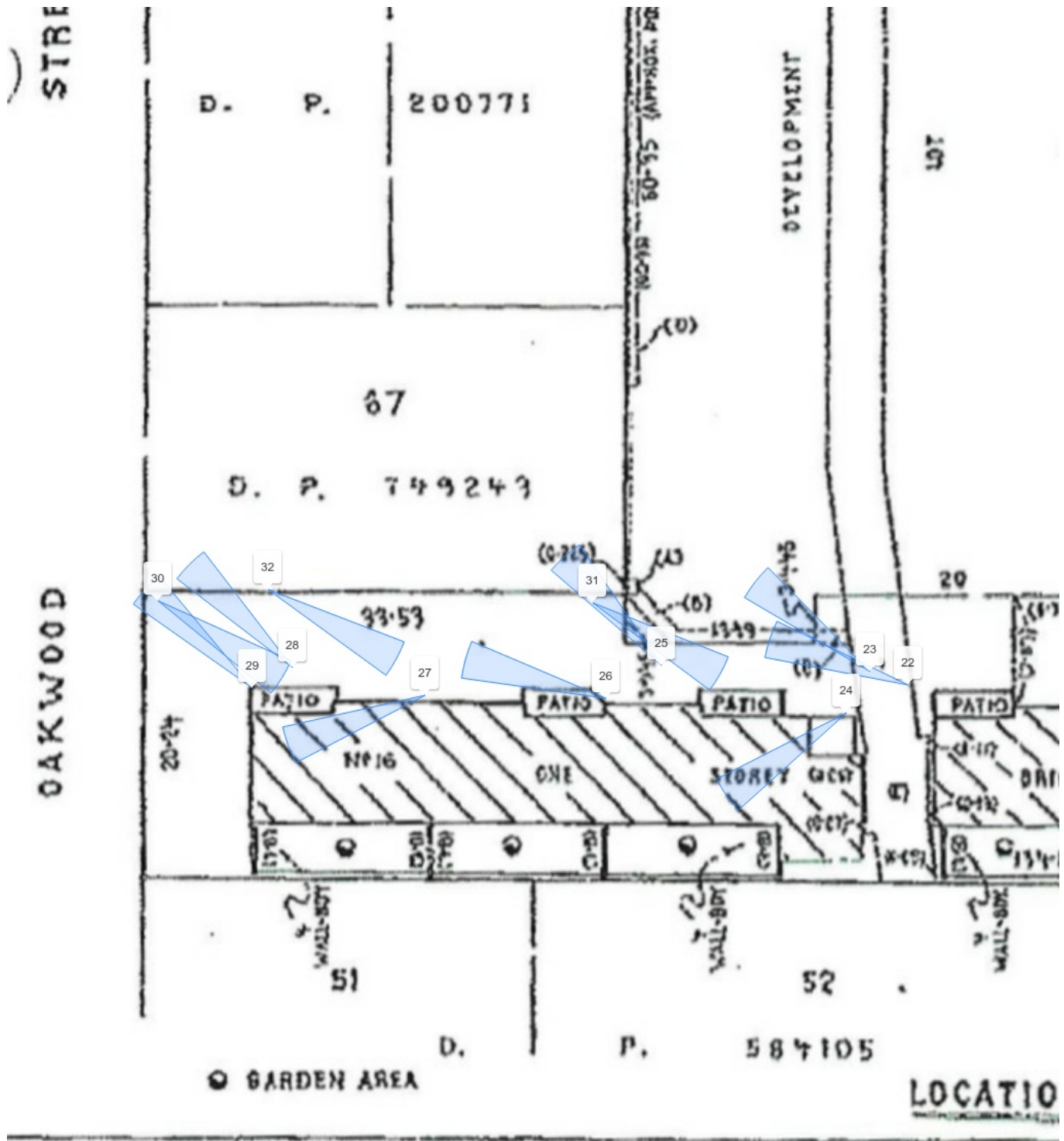
Marker Number	20
Observation Type	Floor
Type	Crack/Separation
Length	200 mm
Width	2-3 mm
Photo Number	665865
Photo Date	18-05-2022



External - Part 3

Marker Number	21
Observation Type	Floor
Type	Crack/Separation
Length	300 mm
Width	12-18 mm
Photo Number	665866
Photo Date	18-05-2022





General Photo



Wall



Ceiling



Floor

External - Part 4

Marker Number	22
Type	General View
Photo Number	2570040
Photo Date	18-05-2022



Marker Number	23
Type	General View
Photo Number	2570041
Photo Date	18-05-2022



Marker Number	24
Type	General View
Photo Number	2570042
Photo Date	18-05-2022



External - Part 4

Marker Number	25
Type	General View
Photo Number	2570043
Photo Date	18-05-2022



Marker Number	26
Type	General View
Photo Number	2570044
Photo Date	18-05-2022



Marker Number	27
Type	General View
Photo Number	2570045
Photo Date	18-05-2022



External - Part 4

Marker Number	28
Type	General View
Photo Number	2570046
Photo Date	18-05-2022



Marker Number	29
Type	General View
Photo Number	2570047
Photo Date	18-05-2022



Marker Number	30
Type	General View
Photo Number	2570048
Photo Date	18-05-2022



External - Part 4

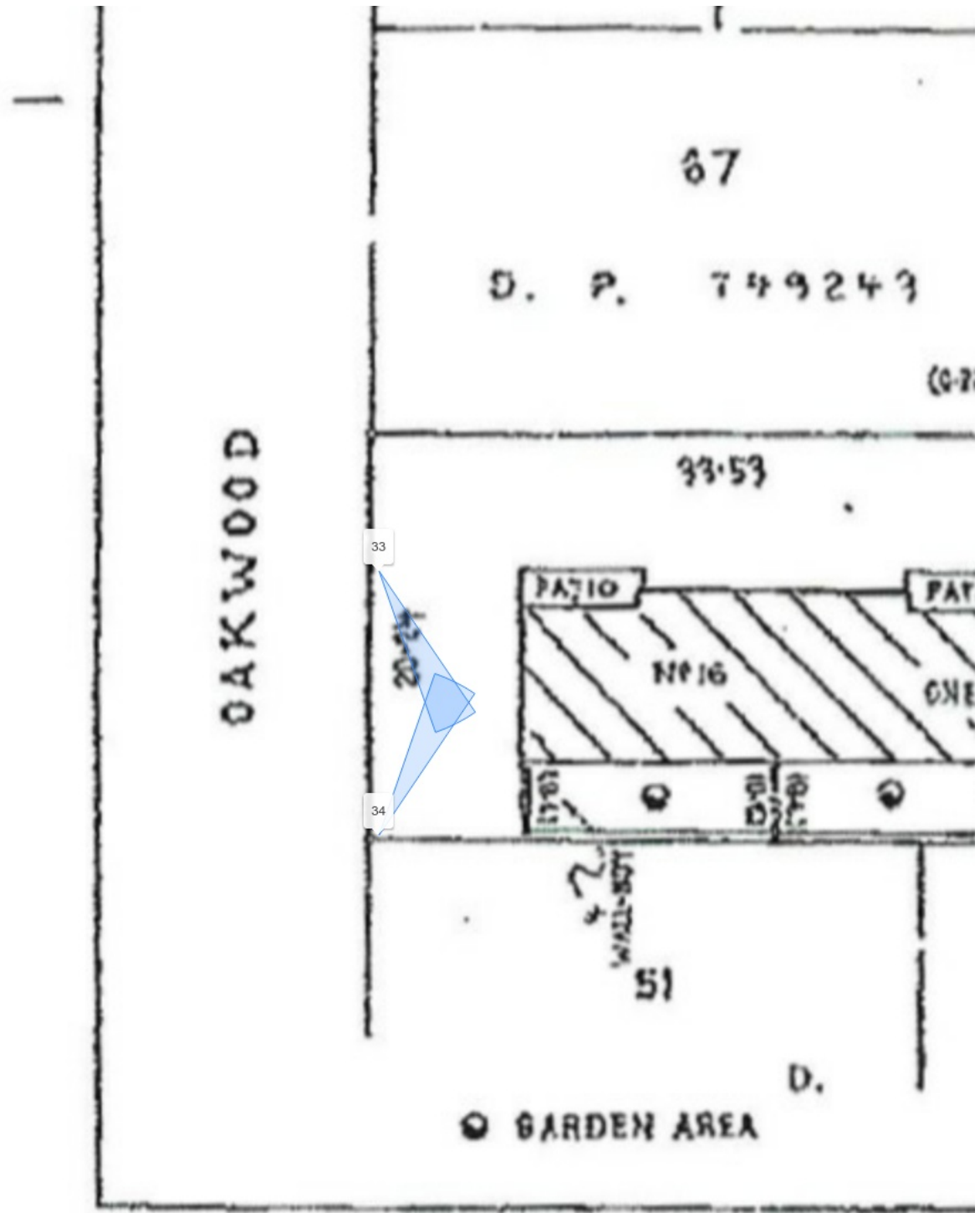
Marker Number	31
Type	General View
Photo Number	2570051
Photo Date	18-05-2022



Marker Number	32
Type	General View
Photo Number	2570052
Photo Date	18-05-2022



External - Part 5



General Photo



Wall



Ceiling



Floor

External - Part 5

Marker Number	33
Type	General View
Photo Number	2570049
Photo Date	18-05-2022



Marker Number	34
Type	General View
Photo Number	2570050
Photo Date	18-05-2022





External - Part 6

Marker Number	35
Type	General View
Photo Number	2570053
Photo Date	18-05-2022



Marker Number	36
Type	General View
Photo Number	2570054
Photo Date	18-05-2022



Marker Number	37
Type	General View
Photo Number	2570055
Photo Date	18-05-2022



External - Part 6

Marker Number	38
Type	General View
Photo Number	2570056
Photo Date	18-05-2022



Marker Number	39
Type	General View
Photo Number	2570070
Photo Date	18-05-2022



Marker Number	40
Type	General View
Photo Number	2570071
Photo Date	18-05-2022



External - Part 6

Marker Number	41
Type	General View
Photo Number	2570072
Photo Date	18-05-2022



Marker Number	42
Type	General View
Photo Number	2570073
Photo Date	18-05-2022



Marker Number	43
Type	General View
Photo Number	2570074
Photo Date	18-05-2022



External - Part 6

Marker Number	44
Type	General View
Photo Number	2570075
Photo Date	18-05-2022



Marker Number	45
Type	General View
Photo Number	2570076
Photo Date	18-05-2022



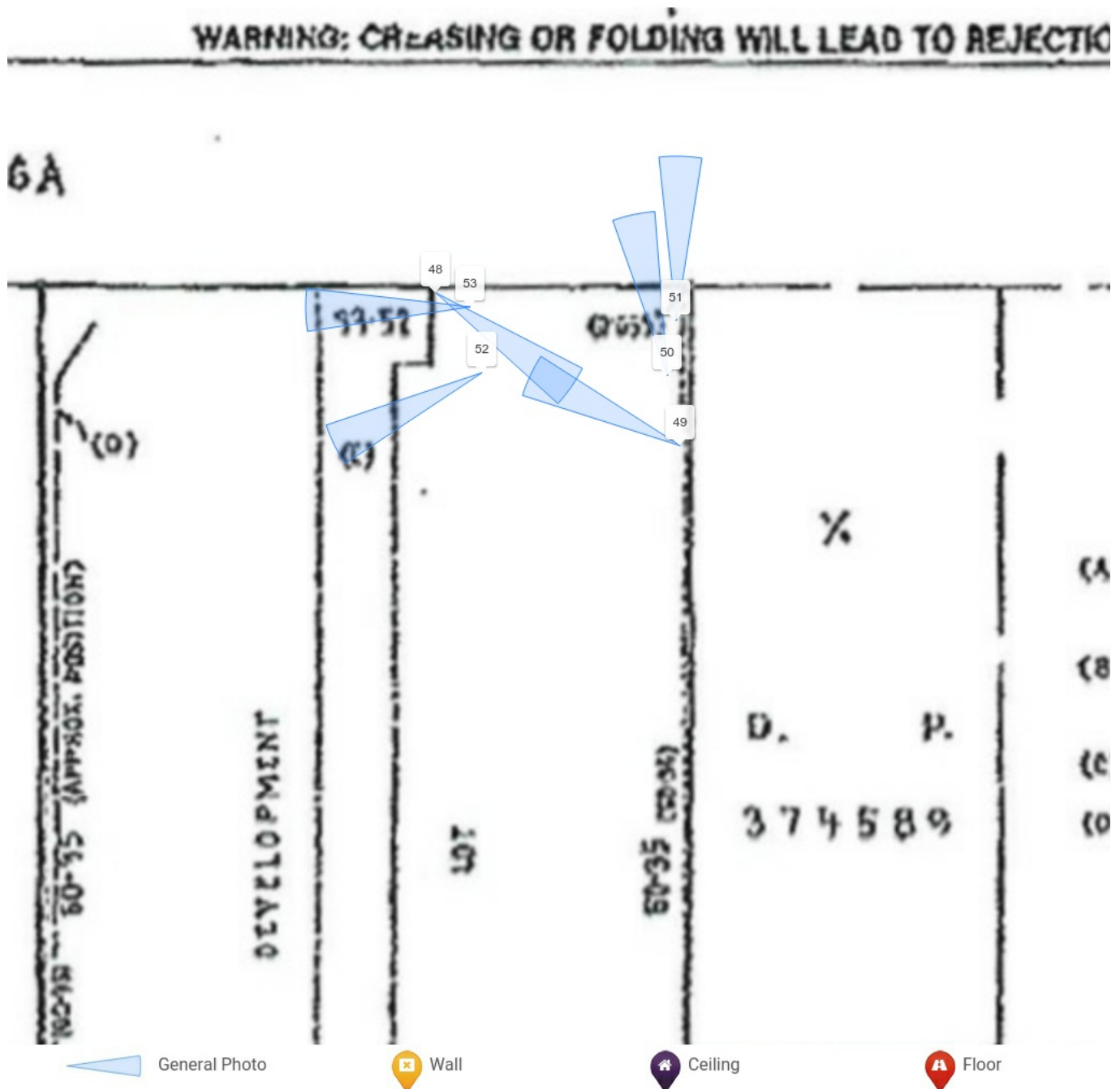
Marker Number	46
Type	General View
Photo Number	2570077
Photo Date	18-05-2022



External - Part 6

Marker Number	47
Type	General View
Photo Number	2570078
Photo Date	18-05-2022





External - Part 7

Marker Number	48
Type	General View
Photo Number	2570057
Photo Date	18-05-2022



Marker Number	49
Type	General View
Photo Number	2570058
Photo Date	18-05-2022



Marker Number	50
Type	General View
Photo Number	2570059
Photo Date	18-05-2022



External - Part 7

Marker Number	51
Type	General View
Photo Number	2570060
Photo Date	18-05-2022

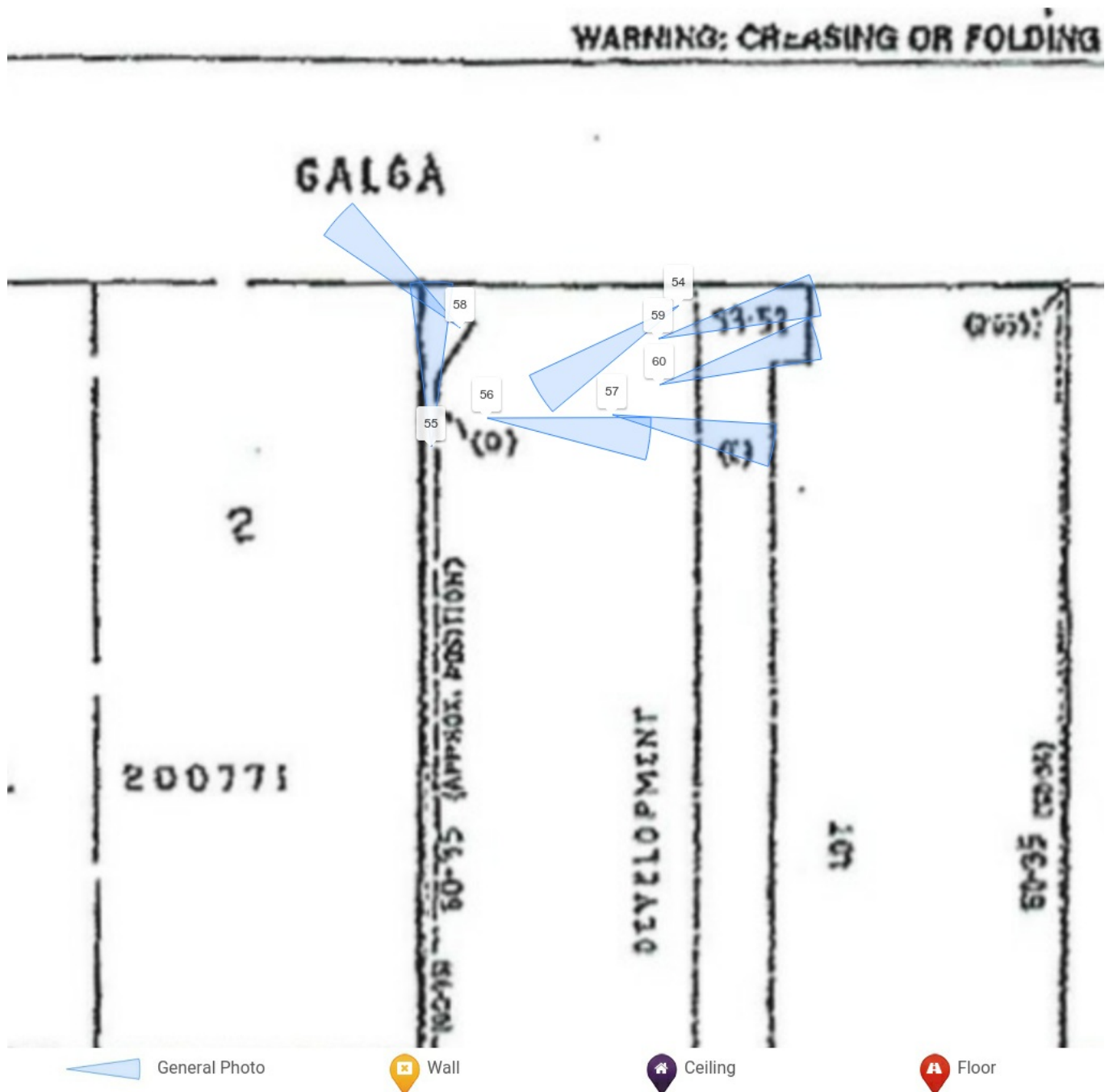


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Type	General View
Photo Number	2570061
Photo Date	18-05-2022



Marker Number	53
Type	General View
Photo Number	2570062
Photo Date	18-05-2022





External - Part 8

Marker Number	54
Type	General View
Photo Number	2570063
Photo Date	18-05-2022



Marker Number	55
Type	General View
Photo Number	2570064
Photo Date	18-05-2022



Marker Number	56
Type	General View
Photo Number	2570065
Photo Date	18-05-2022



External - Part 8

Marker Number	57
Type	General View
Photo Number	2570066
Photo Date	18-05-2022



Marker Number	58
Type	General View
Photo Number	2570067
Photo Date	18-05-2022



Marker Number	59
Type	General View
Photo Number	2570068
Photo Date	18-05-2022

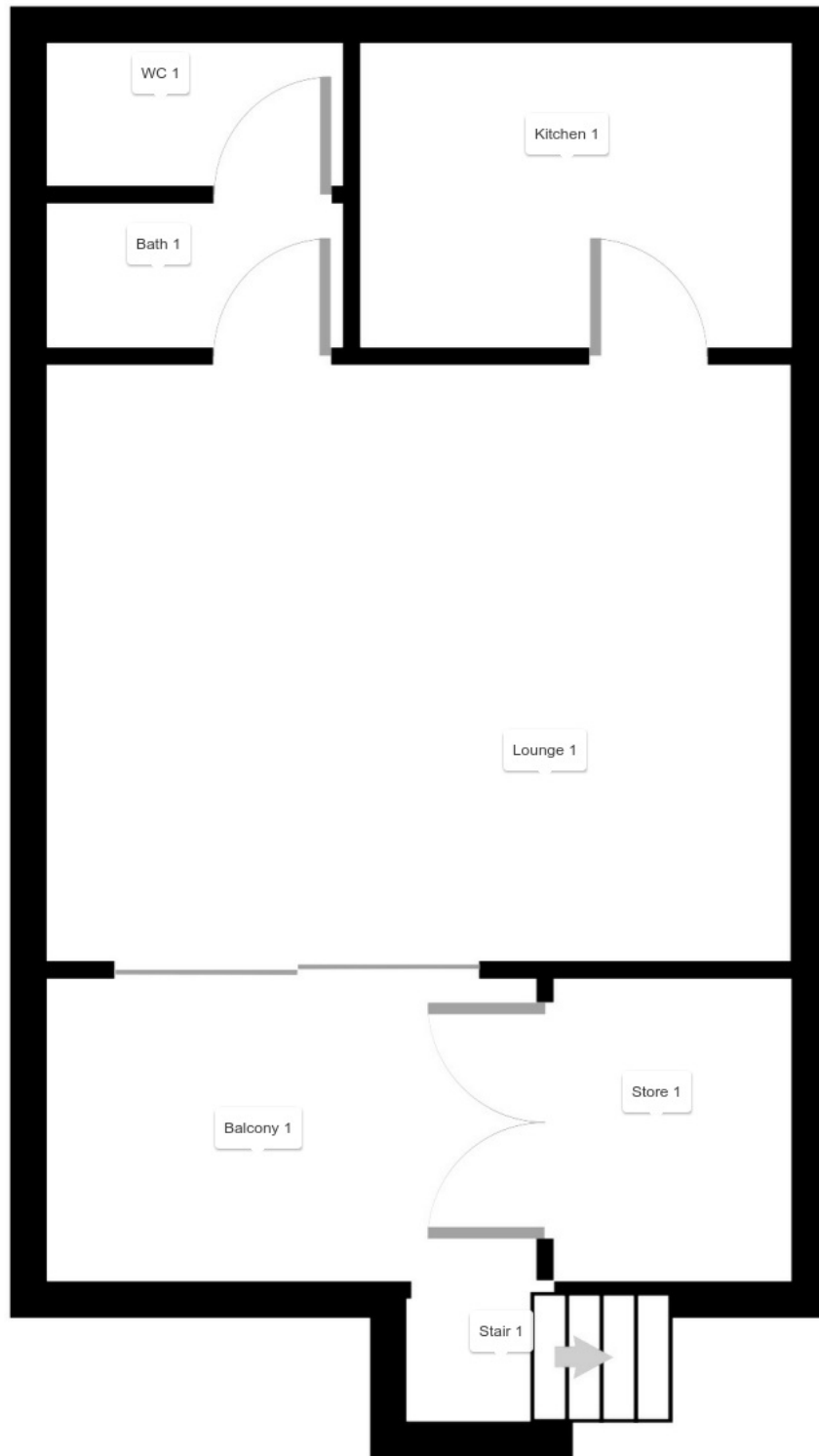


External - Part 8

Marker Number	60
Type	General View
Photo Number	2570069
Photo Date	18-05-2022



Ground



General Photo



Wall

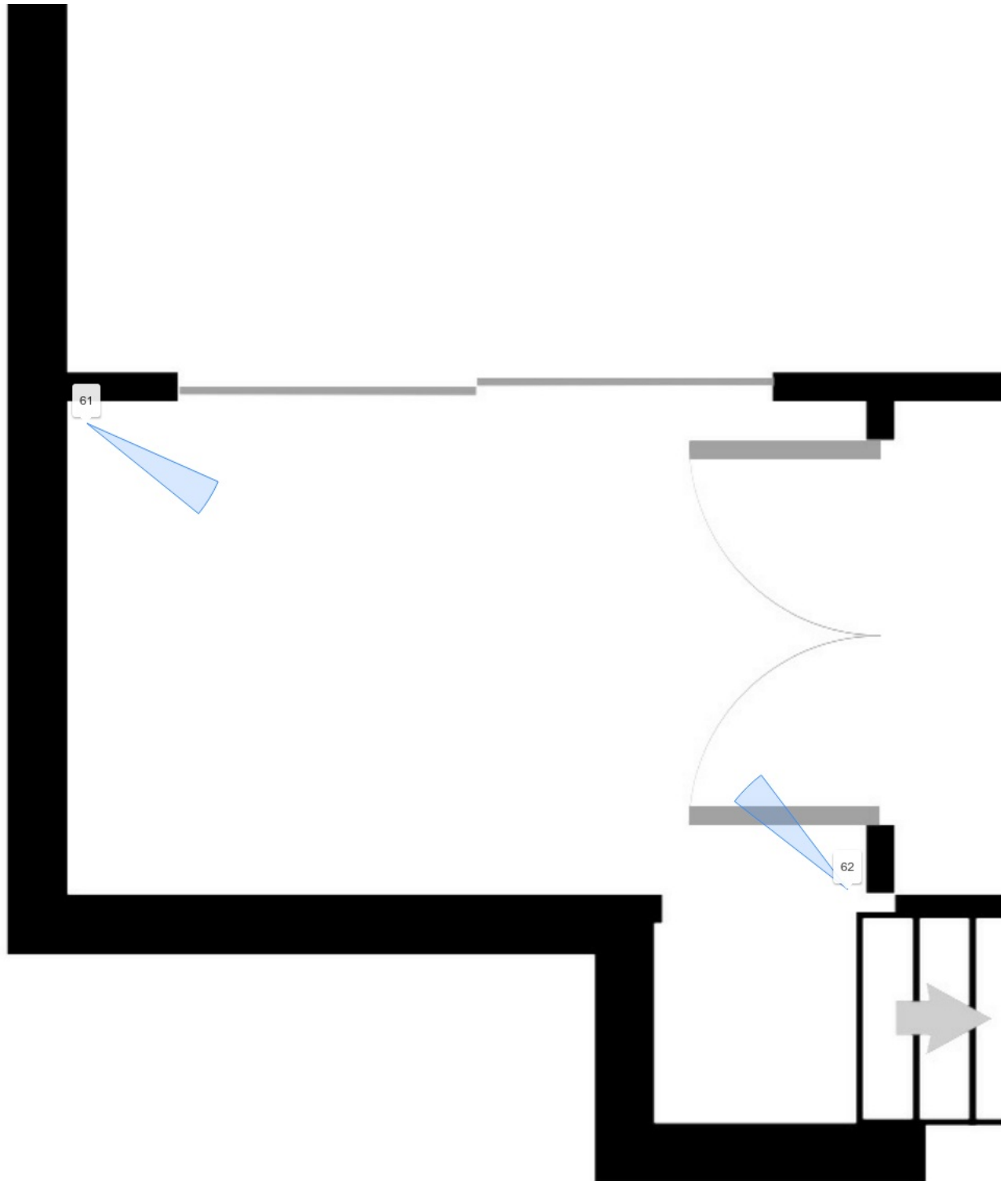


Ceiling



Floor

Ground - Balcony 1



General Photo



Wall



Ceiling



Floor

Ground - Balcony 1

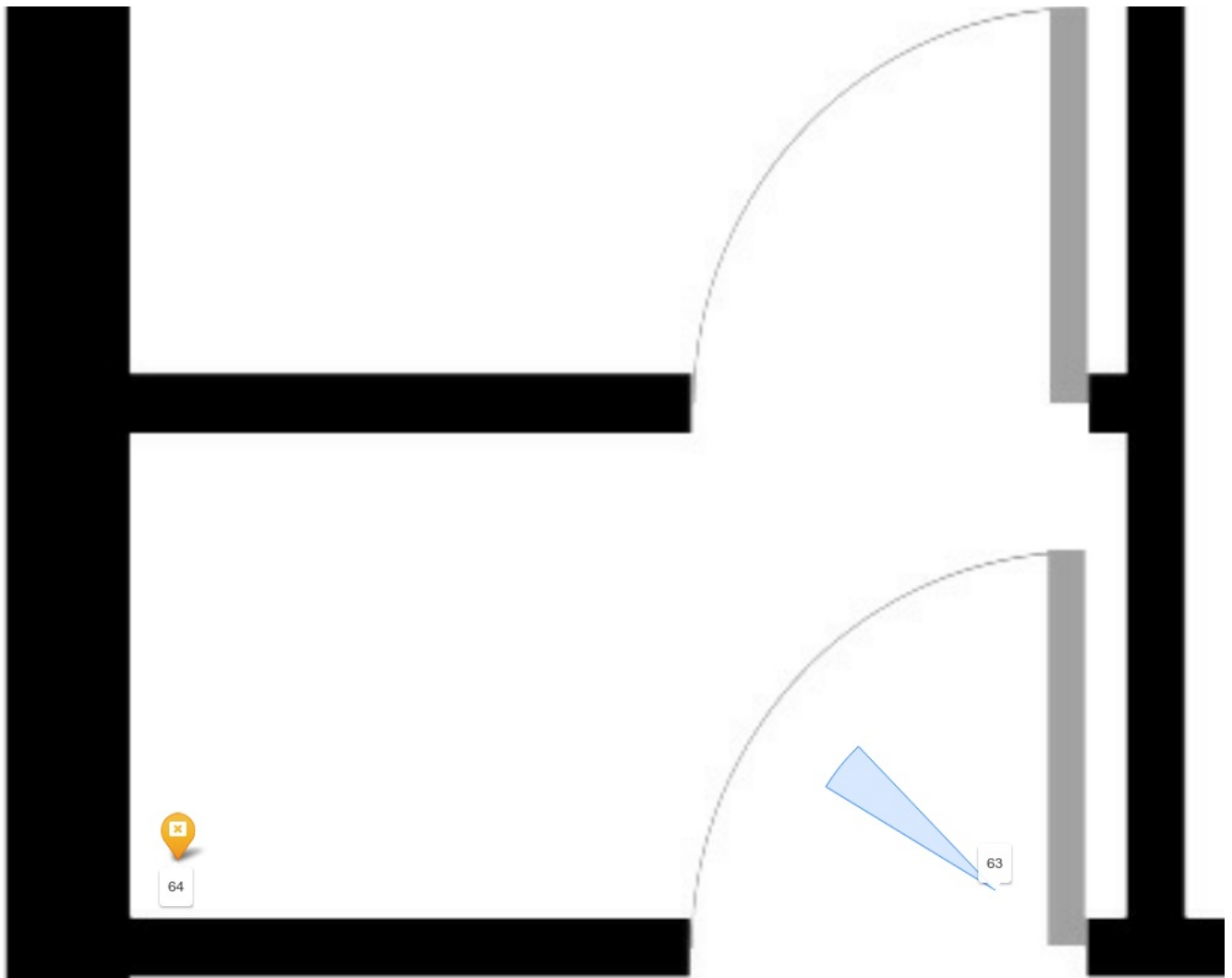
Marker Number	61
Type	General View
Photo Number	2570090
Photo Date	18-05-2022



Marker Number	62
Type	General View
Photo Number	2570091
Photo Date	18-05-2022



Ground - Bath 1



General Photo



Wall



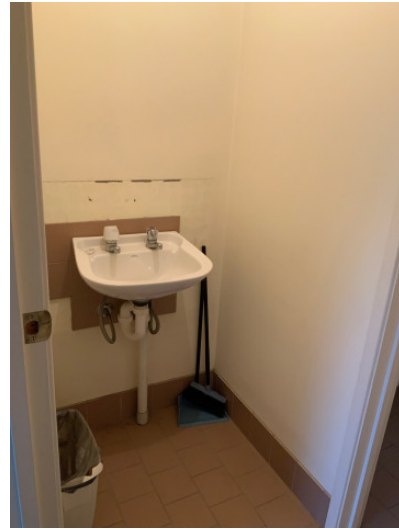
Ceiling



Floor

Ground - Bath 1

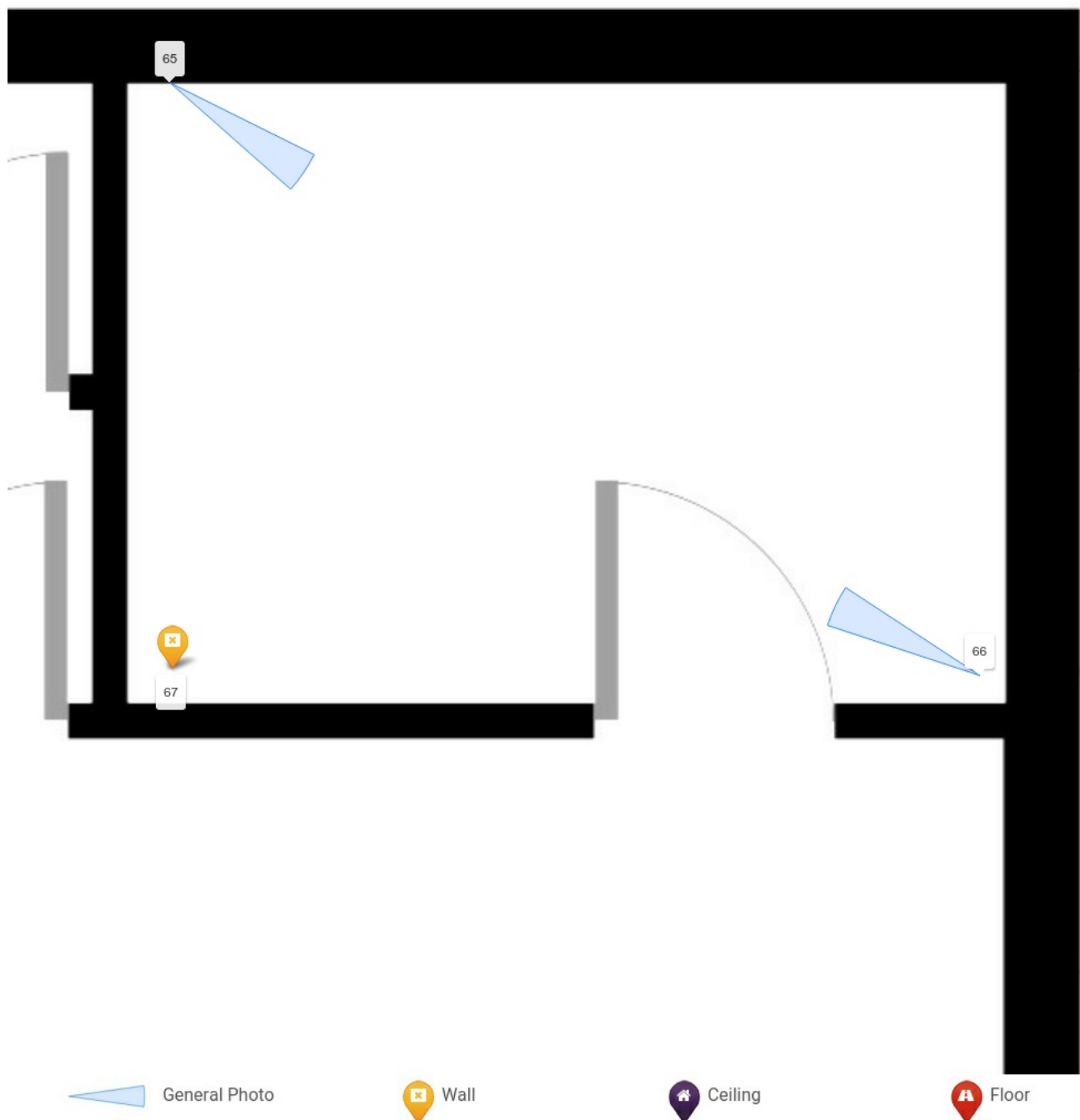
Marker Number	63
Type	General View
Photo Number	2570082
Photo Date	18-05-2022



Marker Number	64
Observation Type	Wall
Type	Damage
Length	250 mm
Width	10 mm
Photo Number	665868
Photo Date	18-05-2022



Ground - Kitchen 1



Ground - Kitchen 1

Marker Number	65
Type	General View
Photo Number	2570087
Photo Date	18-05-2022



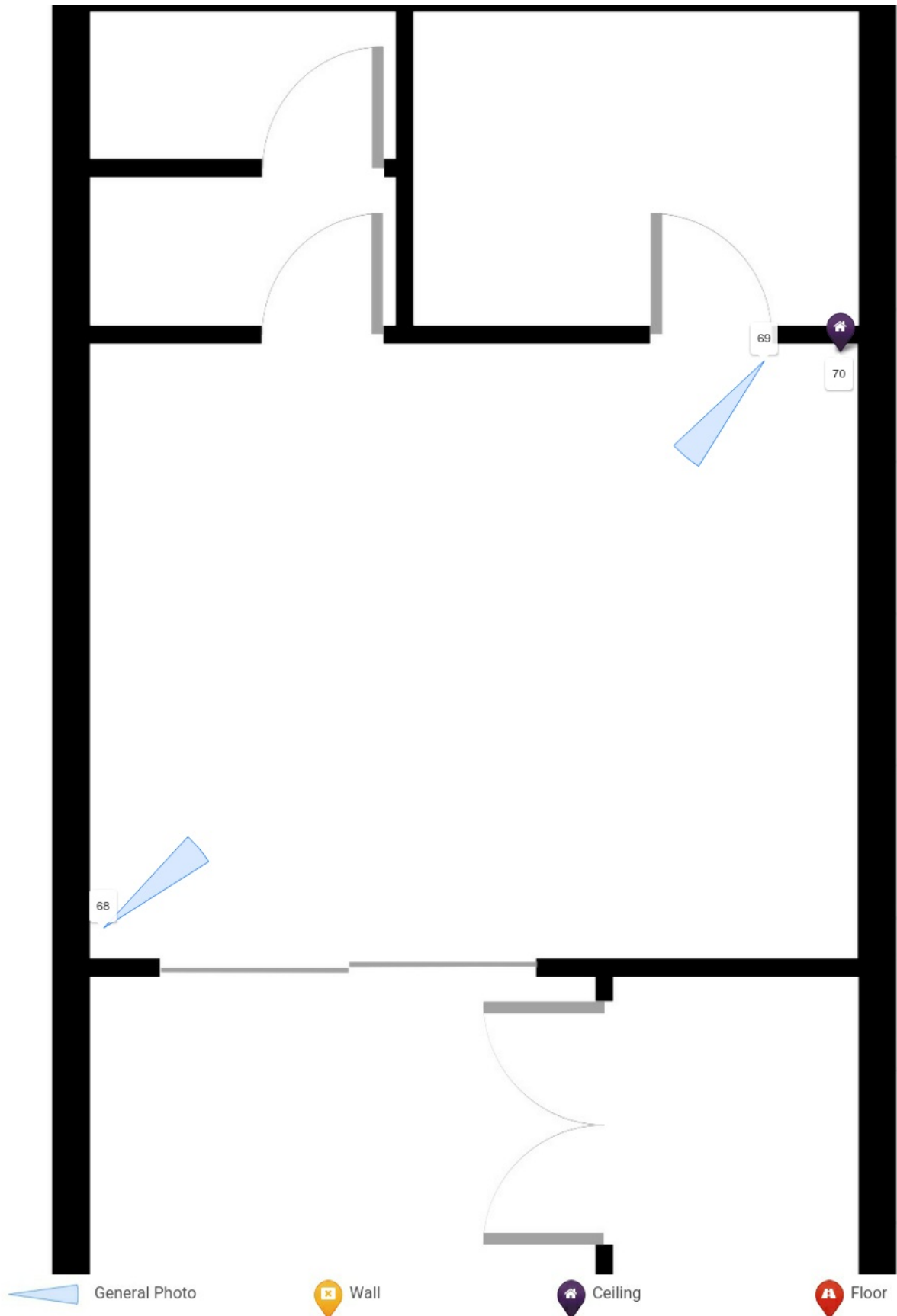
Marker Number	66
Type	General View
Photo Number	2570088
Photo Date	18-05-2022



Marker Number	67
Observation Type	Wall
Type	Crack/Separation
Length	100 mm
Width	0-1 mm
Photo Number	665870
Photo Date	18-05-2022



Ground - Lounge 1



Ground - Lounge 1

Marker Number	68
Type	General View
Photo Number	2570084
Photo Date	18-05-2022



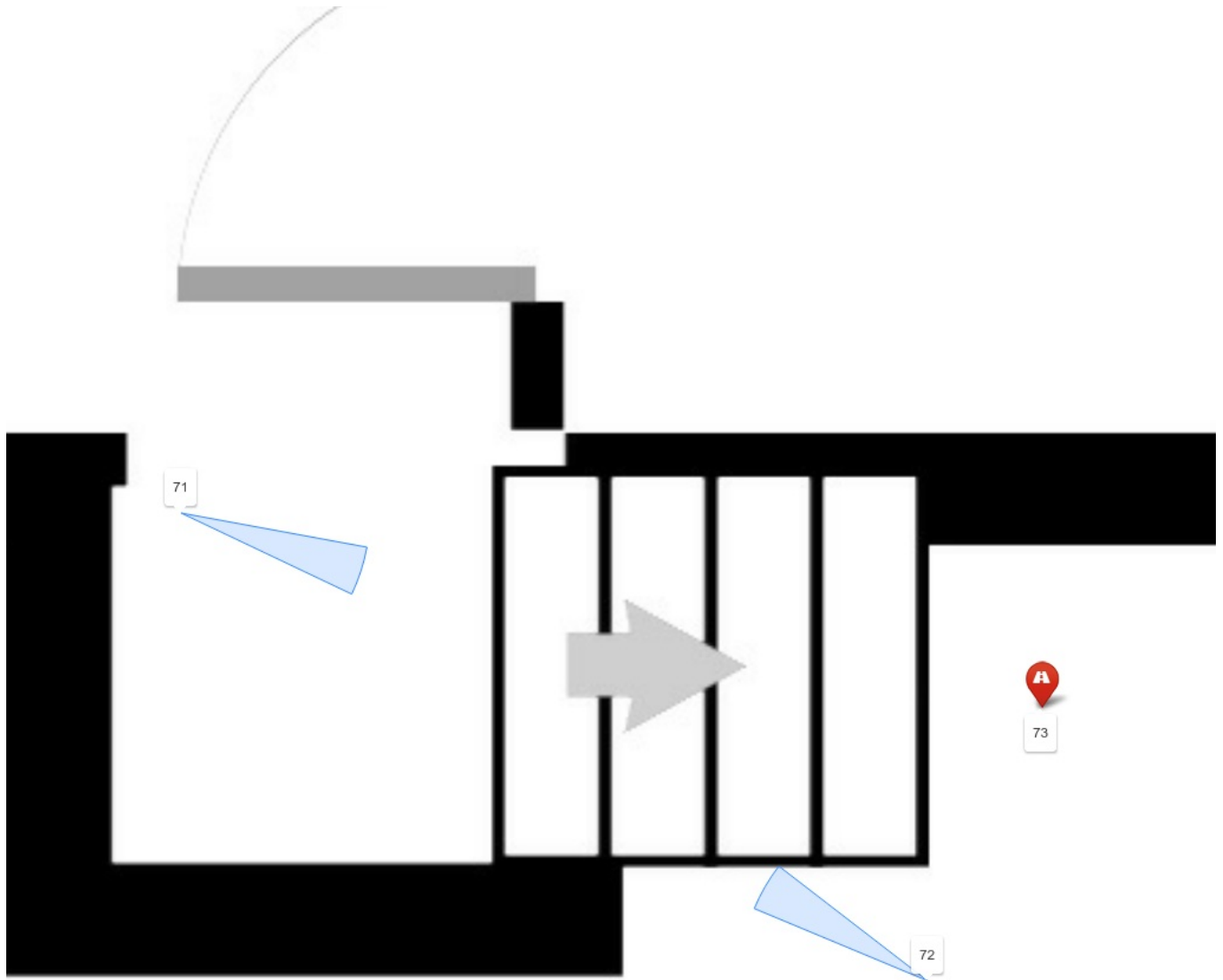
Marker Number	69
Type	General View
Photo Number	2570085
Photo Date	18-05-2022



Marker Number	70
Observation Type	Ceiling
Type	Crack/Separation
Length	150 mm
Width	0-1 mm
Photo Number	665869
Photo Date	18-05-2022



Ground - Stair 1



General Photo



Wall



Ceiling



Floor

Ground - Stair 1

Marker Number	71
Type	General View
Photo Number	2570092
Photo Date	18-05-2022



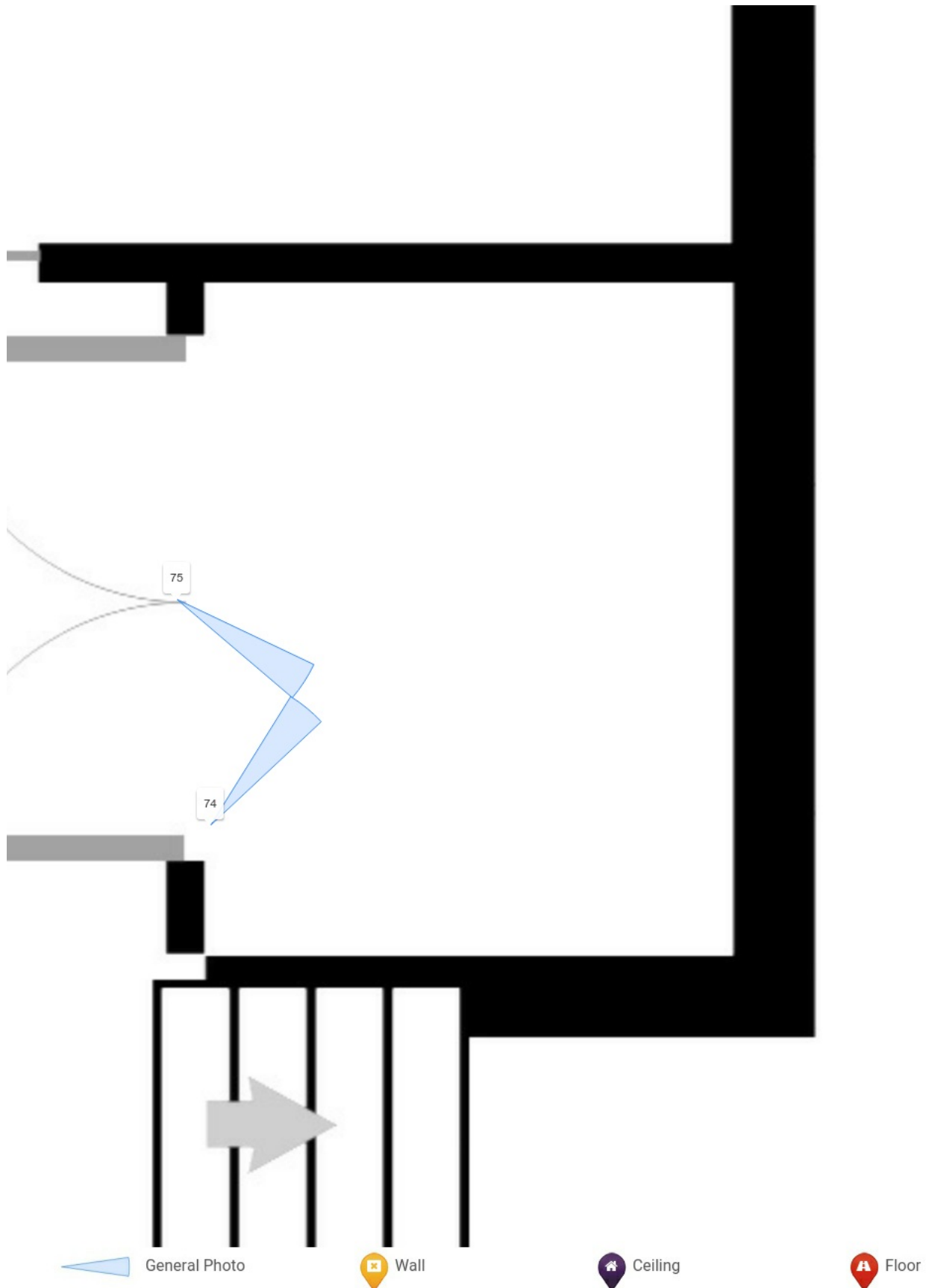
Marker Number	72
Type	General View
Photo Number	2570093
Photo Date	18-05-2022



Marker Number	73
Observation Type	Floor
Type	Typical, Crack/Separation
Length	180 mm
Width	0-1 mm
Photo Number	665871
Photo Date	18-05-2022



Ground - Store 1

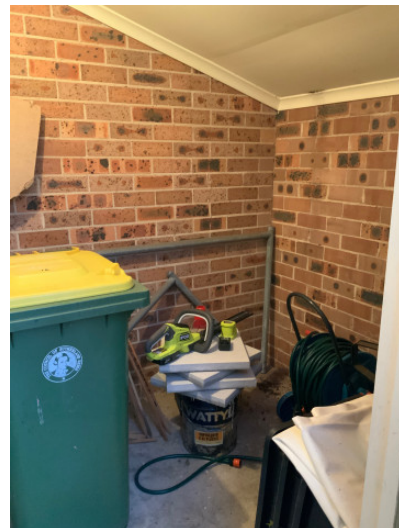


Ground - Store 1

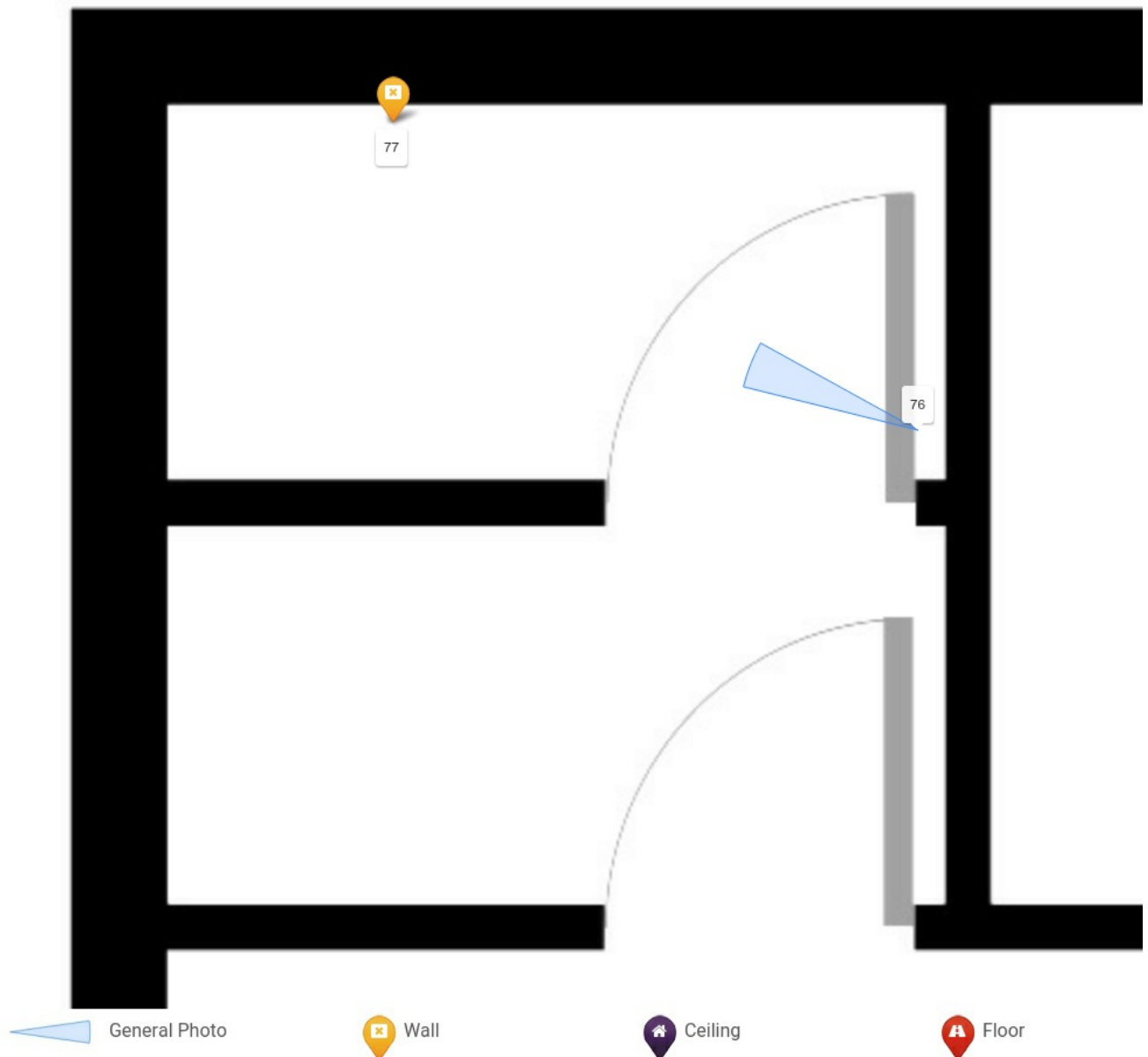
Marker Number	74
Type	General View
Photo Number	2570095
Photo Date	18-05-2022



Marker Number	75
Type	General View
Photo Number	2570096
Photo Date	18-05-2022



Ground - WC1



Ground - WC1

Marker Number	76
Type	General View
Photo Number	2570080
Photo Date	18-05-2022



Marker Number	77
Observation Type	Wall
Type	Damage
Length	150 mm
Width	300 mm
Photo Number	665867
Photo Date	18-05-2022





FOLIO: CP/SP37304

SEARCH DATE	TIME	EDITION NO	DATE
-----	----	-----	----
13/2/2024	9:47 AM	9	28/6/2021

LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 37304
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT SUTHERLAND
LOCAL GOVERNMENT AREA SUTHERLAND SHIRE
PARISH OF SUTHERLAND COUNTY OF CUMBERLAND
TITLE DIAGRAM SHEET 2 SP37304

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 37304
ADDRESS FOR SERVICE OF DOCUMENTS:
16 OAKWOOD ST
SUTHERLAND 2232

SECOND SCHEDULE (9 NOTIFICATIONS)

- 1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
- 2 THE STRATA SCHEME UNINCORPORATES DEVELOPMENT LOT (10) AND A
DEVELOPMENT STATEMENT IN TERMS OF SECTION 8(1)(G) STRATA TITLES
ACT, 1973
- 3 A957401 LAND EXCLUDES MINES AND MINERALS AND IS SUBJECT TO
RIGHTS TO MINE
- 4 B924486 LAND EXCLUDES MINES AND MINERALS AS REGARDS THE
PART FORMERLY IN 66/749243
- 5 DP749243 RESTRICTION(S) ON THE USE OF LAND
- 6 EASEMENT(S) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE
DIAGRAM CREATED BY:
DP749243 TO DRAIN WATER 1 WIDE
DP777727 FOR DRAINAGE VARIABLE WIDTH
DP777727 TO DRAIN WATER 1 WIDE
DP643727 FOR SEWERAGE PURPOSES OVER EXISTING LINE OF PIPES
- 7 DP643727 RESTRICTION(S) ON THE USE OF LAND
- 8 AP697303 INITIAL PERIOD EXPIRED
- 9 AR135817 CONSOLIDATION OF REGISTERED BY-LAWS

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 1000)

END OF PAGE 1 - CONTINUED OVER

Pending

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FOLIO: CP/SP37304

PAGE 2

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 1000) (CONTINUED)

STRATA PLAN 37304

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 59	2	- 59	3	- 59	4	- 59
5	- 59	6	- 59	7	- 59	8	- 59
9	- 62	10	- SP39020				

STRATA PLAN 39020

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
11	- 56	12	- 56	13	- 43	14	- 66
15	- 66	16	- 57	17	- 57	18	- 65

NOTATIONS

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

Pending

PRINTED ON 13/2/2024

* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

Form: 15CH
Release: 2.3

**CONSOLIDATION/
CHANGE OF BY-LAWS**
New South Wales

AR135817R

Strata Schemes Management Act 2015
Real Property Act 1900

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

(A) **TORRENS TITLE**

For the common property
CP/SP 37304

(B) **LODGED BY**

Document
Collection
Box

Name DAVID GUO
Company STRATA PROPERTY & MANAGEMENT GROUP
Address 1311/87-89 LIVERPOOL STREET, SYDNEY NSW 2000
E-mail info@spmgproperty.com.au Contact Number 02 9261 3391
Customer Account Number (IF APPLICABLE) Reference

CODE

CH

- (C) The Owner-Strata Plan No. 37304 certify that a special resolution was passed on 21/4/2021
- (D) pursuant to the requirements of section 141 of the Strata Schemes Management Act 2015, by which the by-laws were changed as follows -
- (E) Repealed by-law No. NOT APPLICABLE
Added by-law No. NOT APPLICABLE
Amended by-law No. SPECIAL BY-LAW NO. 7
as fully set out below :

At an Extraordinary General Meeting held on 8th February 2021 and an Extraordinary General Meeting on 21st April 2021 the present owners of Villa 7 Mr. & Mrs. Jackson and any future owners were granted full ownership of the bathroom and laundry. The bathroom and laundry have been completely renovated ie. all originals fittings have been removed and replaced. The Owners Corporation is no longer responsible for anything within the bathroom or laundry or any damage that may occur as a result of the renovation work relating to the bathroom and laundry.

- (F) A consolidated list of by-laws affecting the above mentioned strata scheme and incorporating the change referred to at Note (E) is annexed hereto and marked as Annexure .
- (G) The seal of The Owners-Strata Plan No. 37304 was affixed on 16/6/2021 in the presence of the following person(s) authorised by section 273 Strata Schemes Management Act 2015 to attest the affixing of the seal:

Signature :

Name : DAVID GUO

Authority : STRATA MANAGER

Signature :

Name :

Authority :



Annexure

STRATA SCHEMES MANAGEMENT ACT 1996

BYLAWS

FOR Strata Plan 37304

The following by laws have been created or amended for Strata Plan 37304, 16 Oakwood Street SUTHERLAND NSW 2232.

Special By-Law 1-2004

- a) That the owner of lot 17 or successors in title will be responsible for the future maintenance and replacement of the garage door fixed to the garage of lot 17.
- b) That in the event the owner of 17 or successors in title defaults in the performance of this by-law and such default continues for a period of fourteen days after notice thereof is served on the owner of lot 17 by the secretary strata managing agent the owners corporation or executive committee may without prejudice to other rights carry out the works and recover any moneys from the owner of lot 17 whereby the owners corporation shall not be responsible for performance of its duty under S 62 of the Act in respect of that part of the common property.

Special By-Law 2-22 April 2014

Each owner of a lot for the time being is conferred with the right to install a skylight solar panels exhaust fan ceiling insulation satellite dishes air-conditioning and ducting whirly birds and any other structure or device not originally installed on the common property (hereinafter referred to as "the device") subject to the following terms and conditions:

- (1) The owner of a lot must not attach any device to the common property without approval in writing from the owners corporation.
- (2) The owner of a lot must submit all relevant plans and details to the owners corporation regarding the proposed device and its installation not later than 14 days before commencement of the proposed installation.
- (3) The owner of a lot must not without the written consent of the owners corporation attach any such device which is not in the view of the owners corporation in keeping with the rest of the building.
- (4) The responsibility of obtaining all relevant permits and consents remains the responsibility of the lot owner undertaking the installation of the device.
- (5) Installation of any devices must be undertaken by fully licensed and insured tradesmen comply with relevant building and fire codes and must be carried out in a workmanlike manner.

- (6) The devices shall in no way become common property and will remain the property of the lot owner.
- (7) The owner of a lot must maintain and keep in a state of good and serviceable repair any such device.
- (8) Any damage to common property in the installation maintenance the repair or removal of such device is the responsibility of the lot owner and the repair to common property should be made immediately by the lot owner to prevent further damage to common property.
- (9) Any costs whatsoever associated with the installation of the device will solely be borne by the lot owner.
- (10) Any owner of a lot is responsible for the maintenance and repair of common property which is adjoining any structure or device erected by them or previous owners where such structure or device inhibits normal maintenance and repair.
- (11) This By-Law covers all pre-existing and future roof and other devices.

Special By-Law 3 - 31 May 2017

The present owners, Richard J. Ayers & Marnie L. Robinson, and any future owners of unit No.16, were granted full ownership of their bathroom. The Owners Corporation is no longer responsible for anything within the bathroom or any damage that may occur as a result of anything relating to the bathroom.

Special By-Law 4 - 30 August 2019

As a result of the un-authorized removal of the common property garage door, belonging to Unit 17, owner by Mr Harry Theodore, there was a "Notice of Order" issued on 5th July 2004 by the "Consumer, Trader & Tenancy Tribunal". Among other things, "Parties agreed that the future maintenance and repair of garage door of Lot 17 is to be the responsibility of the owner". This order applies to the present and any future owners of Lot 17.

Special By-Law 5 - 30 August 2019

Approximately June/July 2019, Unit 5 and Unit 6, each had a large pergola erected in their courtyard, without permission from the Strata. They are attached to the back walls of their villas, which is Strata Property. This contravenes our Strata By-Law No.3, "Damage to common property," also Special By-Law No.1. The Strata will no longer be responsible for the maintenance of the gutters or any painting required adjacent to these pergolas. This applies to the present and all future owners of these units.

Special By-Law 6 - 30 August 2019

In May 2019 Unit 7, after moving in they removed all existing "Down lights". These, with exception of the globes, belong to the Strata. They did not seek permission to do this and have contravened our By-Law No.3. Owner will be responsible for the future maintenance of the lights.

Special By-Law 7 – 21 April 2021

At an Extraordinary General Meeting held on 8th February 2021 and an Extraordinary General Meeting on 21st April 2021 the present owners of Villa 7 Mr. & Mrs. Jackson and any future owners were granted full ownership of the bathroom and laundry. The bathroom and laundry have been completely renovated ie. all originals fittings have been removed and replaced. The Owners Corporation is no longer responsible for anything within the bathroom or laundry or any damage that may occur as a result of the renovation work relating to the bathroom and laundry”.

126

01/06/2021

Schedule 1 By-laws

(Section 42)

Note. The matters that were previously contained in By-laws 1–11 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986 have been included as provisions of this Act and are therefore no longer by-laws.

1 Noise

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

Note. This by-law was previously by-law 12 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 13 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

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.

Note. This by-law was previously by-law 13 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 14 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

3 Obstruction of common property

An owner or occupier of a lot must not obstruct lawful use of common property by any person.

Note. This by-law was previously by-law 14 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 15 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

4 Damage to lawns and plants on common property

An owner or occupier of a lot must not:

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

Note. This by-law was previously by-law 15 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 16 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

5 Damage to common property

- (1) An owner or occupier of a lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property without the approval in writing of the owners corporation.

176

01/06/2021

- (2) An approval given by the owners corporation under subclause (1) cannot authorise any additions to the common property.
- (3) This by-law does not prevent an owner or person authorised by an owner from installing:
 - (a) any locking or other safety device for protection of the owner's lot against intruders, or
 - (b) any screen or other device to prevent entry of animals or insects on the lot, or
 - (c) any structure or device to prevent harm to children.
- (4) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.
- (5) Despite section 62, the owner of a lot must maintain and keep in a state of good and serviceable repair any installation or structure referred to in subclause (3) that forms part of the common property and that services the lot.

Note. This by-law was previously by-law 16 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 17 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

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.

Note. This by-law was previously by-law 17 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 18 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

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.

Note. This by-law was previously by-law 18 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 19 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

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.

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01/06/2021

Note. This by-law was previously by-law 19 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 20 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

9 Depositing rubbish and other material on common property

An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using the common property.

Note. This by-law was previously by-law 20 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 21 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

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.

Note. This by-law was previously by-law 21 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 22 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

11 Cleaning windows and doors

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

Note. This by-law was previously by-law 22 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 23 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

12 Storage of inflammable liquids and other substances and materials

- (1) An owner or occupier of a lot must not, except with the approval in writing of the owners corporation, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material.
- (2) This by-law does not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

Note. This by-law was previously by-law 23 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 24 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

13 Moving furniture and other objects on or through common property

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

DG
01/06/2021

Note. This by-law was previously by-law 24 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 25 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

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.

Note. This by-law was previously by-law 25 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 26 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

15 Garbage disposal

An owner or occupier of a lot:

- (a) must maintain within the lot, or on such part of the common property as may be authorised by the owners corporation, in clean and dry condition and adequately covered a receptacle for garbage, and
- (b) must ensure that before refuse is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained, and
- (c) for the purpose of having the garbage collected, must place the receptacle within an area designated for that purpose by the owners corporation and at a time not more than 12 hours before the time at which garbage is normally collected, and
- (d) when the garbage has been collected, must promptly return the receptacle to the lot or other area referred to in paragraph (a),
- (e) must not place any thing in the receptacle of the owner or occupier of any other lot except with the permission of that owner or occupier, and
- (f) must promptly remove any thing which the owner, occupier or garbage collector may have spilled from the receptacle and must take such action as may be necessary to clean the area within which that thing was spilled.

Note. This by-law was previously by-law 26 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 27 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

16 Keeping of animals

- (1) Subject to section 49 (4), an owner or occupier of a lot must not, without the approval in writing of the owners corporation, keep any animal on the lot or the common property.
- (2) The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

Note. This by-law was previously by-law 27 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 28 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

17 Appearance of lot

- (1) The owner or occupier of a lot must not, without the written consent of the owners corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.
- (2) This by-law does not apply to the hanging of any washing, towel, bedding, clothing or other article as referred to in By-law 10.

Note. This by-law was previously by-law 29 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 30 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.


18 Notice-board

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

Note. This by-law was previously by-law 3 in Schedule 1 to the Strata Schemes (Freehold Development) Act 1973 and by-law 3 in Schedule 3 to the Strata Schemes (Leasehold Development) Act 1986.

19 Change in use of lot to be notified

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



01/06/2021

**Oakwood Villas
16 Oakwood St Sutherland
SP37304
Monday 18th October 2021**

**Minutes of electronic Extraordinary General Meeting
held on Monday 18th October 2021**

Electronic replies: Lorraine Redwood 2, Paul Madirazza 4, Janet Fenwick 15, Kelly Smith 8, Sue Stone 18, Sarah Keep 13, Harry Theodore 17

Paper reply: Elizabeth Torr 14, May Jones 1

Reply by Proxy: Bill and Doris Jackson 7, Mavis Fraser 6

Motions:

1. Minutes of the last EGM held on 9th September 2021 confirmed
2. The owners of Villa 11 have been granted permission to install a lattice on their backyard fence with an approx. height of 400mm. The lattice will match the height of shared fencing lattice of Villa 12.
3. Special By-Law no.9 – October 2021
The owners of Villa 11 have been granted permission to install a colourbond gate in the existing fence (Strata fence). Gate installation costs will be at the expense of the owners of Villa 11. The owners corporation is no longer responsible for anything related to the installation and completed works of the gate and associated fencing. The gate and related fencing will now be the responsibility of the owners of Villa 11, and all future owners.

Erim Kirman
Secretary Strata Committee
Email: erimk6@gmail.com

OAKWOOD VILLAS
16 OAKWOOD STREET SUTHERLAND
SP37304
9th September 2021

MINUTES OF ELECTRONIC EXTRAORDINARY GENERAL MEETING
HELD ON 9th SEPTEMBER 2021

ELECTRONIC REPLIES: Janet Fenwick 15, Scott & Emily Franks 11, Harry Theodore 17, Lorraine Redwood 2, Erim Kirman 16, Sue Stone 18.

PAPER REPLY: Elizabeth Torr 14.

REPLY BY PROXY: Mavis Fraser 6, Margarita Mockett 9, Bill & Doris Jackson 7, Betty McMillen 5.

MOTIONS

1. The Minutes of the EGM 8th February 2021 confirmed.
2. Permission has been granted to Paul Madirazza Villa 4 to keep two dogs on his property. Our Strata has the documents required including a signed declaration. There were eleven votes in favour and none against.
3. Approval has been granted to Paul Madirazza Villa 4 to completely renovate the following rooms:-
Kitchen, Bathroom, Laundry and Toilet and replace down lights.
He also intends to remove a section of an internal kitchen wall. A load bearing timber will be used if necessary - as per engineering requirements.
These are major renovations and requires a new special By-Law to be registered relating to responsibility and ownership of these rooms and down lights.
Our Strata Manager will arrange registration of the By-Law. The new By-Law to read as follows:-

"Special By-Law No. 8 - September 2021

At an Extraordinary General Meeting held on 9th September 2021 the present owner Paul Madirazza and any future owner of Villa 4, was granted full ownership of the kitchen, bathroom, laundry and toilet. These rooms will have been completely renovated. The Owners Corporation is no longer responsible for anything within these rooms or any damage that may occur as a result of the renovation work relating to the above rooms. This includes the altered kitchen wall. The down lights are also the owners responsibility."

Sue Stone, Secretary Strata Committee