

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Infinity Property Agents
Address of property	Unit 9/94-96 Yorktown Place, Maroubra, NSW.
Lot	9
Strata Plan	SP 73388
Name of Strata Management Co.	Stratamark
Telephone Number of Strata Agent	9387 6052
Report Date	10 May 2023

General Information

Owner's Name	Sunshen Holdings Pty Ltd
Unit Entitlement.	5
Total Unit Entitlement.	100

Levy Contributions

Administration Fund contribution.	\$562.51
Capital Works Fund contribution.	\$202.14
Are There any Special Levies?	Yes, possibly, stormwater works needed at a cost of \$373,949.76 is shown in the Partridge Report with the cheapest tender recommended and 2 special levies Unit 9 would have to pay if the Extraordinary General Meeting goes ahead and is approved, Unit 9 2 instalments would be \$8,625.00 each. This is shown at the bottom of this report.
Admin. Fund Balance Approx.	\$11,855.91
Capital Works Fund Balance.	\$69,244.25

Insurances

Building Insurance	Yes
Sum Insured	\$6,013,984.00
Insurance Company	Axis Insurance
Due Date	21 September 2023
Fire Safety Report ?	Yes
Certificate Date.	2022
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 13 February 2019	Administration Fund set at \$36,000.00 p.a. Capital Works Fund set at \$15,000.00 p.a. Building insurance continued, Some work on planter box waterproofing is recorded to be needed. All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.
Annual General Meeting 5 March 2020	Administration Fund set at \$39,500.00 p.a. Capital Works Fund set at \$15,000.00 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.
Annual General Meeting 16 February 2021	Administration Fund set at \$43,339.00 p.a. Capital Works Fund set at \$15,000.00 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.
Annual General Meeting 9 February 2022	Administration Fund set at \$45,000.00 p.a. Capital Works Fund set at \$15,000.00 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.
Annual General Meeting 16 February 2023	Administration Fund set at \$45,000.00 p.a. Capital Works Fund set at \$16,171.00 p.a. Building insurance continued, All other matters were meeting formalities and general

<p>Extraordinary General Meeting 2023, date TBA.</p>	<p>maintenance as per the scan below, Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.</p> <p>Stormwater drain works next to Lot 8 to be undertaken, a special levy will be needed, Unit 9 will have 2 instalments of \$8,625.00 but as this meeting has not been held this information can change or the owners could reject the motion altogether. The Partridge Report (building engineers) on this work showing tenders with the cheapest recommended is attached at the bottom of this report with the special levy table.</p>
<p>Other comments.</p>	<p>This report is to be taken in context and in conjunction with the scans below.</p>

STRATAMARK PTY LTD

OWNER TRANSACTION SUMMARY from 15/02/10 to 17/05/23

Contribution Schedule

Liability limited by a scheme approved under Professional Standards Legislation

S/Plan: 73388
Building Address: 94-96 Yorktown Parade
 :
Suburb: MAROUBRA
Building Name: 94-96 Yorktown Parade
GST?: No

Units: 14 **Lots:** 14
State: NSW **Post Code:** 2035
ABN: 26257907641
Manager: George Kminiak

Lot#: 9 **Unit#:** 9
Owner Name: Sunchen Holdings Pty Ltd

Units of Entitlement: 5
Contribution Schedule: 5
Paid To: 31/05/23

Levies									
Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/12/16	49	Standard Levy from 01/12/2016 to 28/02/2017	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		FULLY PAID							
		Admin	\$175.00	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$462.50	\$462.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13/03/17	102	Standard Levy Contribution Schedule from	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		01/03/2017 to 31/05/2017							
		FULLY PAID							
		Admin	\$437.50	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/06/17	103	Standard Levy Contribution Schedule from	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		01/06/2017 to 31/08/2017							
		FULLY PAID							
		Admin	\$437.50	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16/08/17	113	Credit Interest due to incorrect notice address	\$-13.27	\$-13.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		FULLY PAID							
		Admin	\$-9.11	\$-9.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$-4.16	\$-4.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/09/17	104	Standard Levy Contribution Schedule from	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		01/09/2017 to 30/11/2017							
		FULLY PAID							
		Admin	\$437.50	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/12/17	105	Standard Levy Contribution Schedule from	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		01/12/2017 to 28/02/2018							
		FULLY PAID							
		Admin	\$437.50	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

STRATAMARK PTY LTD

OWNER TRANSACTION SUMMARY from 15/02/10 to 17/05/23

Contribution Schedule

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S/Plan: 73388
Lot#: 9 **Unit#:** 9
Owner Name: Sunchen Holdings Pty Ltd

Units of Entitlement: 5
Contribution Schedule: 5

Paid To: 31/05/23
Interest: \$0.00
Total Due: \$0.00 as at 17/05/23

Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/03/18	167	Standard Levy Contribution Schedule from 01/03/2018 to 31/05/2018 FULLY PAID	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$437.50	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/06/18	168	Standard Levy Contribution Schedule from 01/06/2018 to 31/08/2018 FULLY PAID	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$437.50	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/09/18	169	Standard Levy Contribution Schedule from 01/09/2018 to 30/11/2018 FULLY PAID	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$437.50	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/12/18	170	Standard Levy Contribution Schedule from 01/12/2018 to 28/02/2019 FULLY PAID	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$437.50	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19/12/18	181	Garage Remote Re-programming FULLY PAID	\$66.00	\$66.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$66.00	\$66.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/03/19	238	Standard Levy Contribution Schedule from 01/03/2019 to 31/05/2019 FULLY PAID	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/06/19	239	Standard Levy Contribution Schedule from 01/06/2019 to 31/08/2019 FULLY PAID	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/09/19	240	Standard Levy Contribution Schedule from 01/09/2019 to 30/11/2019 FULLY PAID	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/12/19	241	Standard Levy Contribution Schedule from 01/12/2019 to 29/02/2020 FULLY PAID	\$637.50	\$637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

STRATAMARK PTY LTD

OWNER TRANSACTION SUMMARY from 15/02/10 to 17/05/23

Contribution Schedule

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S/Plan: 73388
Lot#: 9 **Unit#:** 9
Owner Name: Sunchen Holdings Pty Ltd

Units of Entitlement: 5
Contribution Schedule: 5

Paid To: 31/05/23
Interest: \$0.00
Total Due: \$0.00 as at 17/05/23

Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
31/03/20	303	Standard Levy Contribution Schedule from 01/03/2020 to 31/05/2020 FULLY PAID	\$681.25	\$681.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$493.75	\$493.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/06/20	304	Standard Levy Contribution Schedule from 01/06/2020 to 31/08/2020 FULLY PAID	\$681.25	\$681.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$493.75	\$493.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/09/20	305	Standard Levy Contribution Schedule from 01/09/2020 to 30/11/2020 FULLY PAID	\$681.25	\$681.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$493.75	\$493.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/12/20	306	Standard Levy Contribution Schedule from 01/12/2020 to 28/02/2021 FULLY PAID	\$681.25	\$681.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$493.75	\$493.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/03/21	370	Standard Levy Contribution Schedule from 01/03/2021 to 31/05/2021 FULLY PAID	\$729.25	\$729.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$541.75	\$541.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/06/21	371	Standard Levy Contribution Schedule from 01/06/2021 to 31/08/2021 FULLY PAID	\$729.25	\$729.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$541.75	\$541.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/09/21	372	Standard Levy Contribution Schedule from 01/09/2021 to 30/11/2021 FULLY PAID	\$729.25	\$729.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$541.75	\$541.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/12/21	373	Standard Levy Contribution Schedule from 01/12/2021 to 28/02/2022 FULLY PAID	\$729.25	\$729.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$541.75	\$541.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

STRATAMARK PTY LTD

OWNER TRANSACTION SUMMARY from 15/02/10 to 17/05/23

Contribution Schedule

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S/Plan: 73388
Lot#: 9 **Unit#:** 9
Owner Name: Sunchen Holdings Pty Ltd

Units of Entitlement: 5
Contribution Schedule: 5

Paid To: 31/05/23
Interest: \$0.00
Total Due: \$0.00 as at 17/05/23

Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/03/22	437	Standard Levy Contribution Schedule from 01/03/2022 to 31/05/2022 FULLY PAID	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$562.50	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/06/22	438	Standard Levy Contribution Schedule from 01/06/2022 to 31/08/2022 FULLY PAID	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$562.50	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/09/22	439	Standard Levy Contribution Schedule from 01/09/2022 to 30/11/2022 FULLY PAID	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$562.50	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/12/22	440	Standard Levy Contribution Schedule from 01/12/2022 to 28/02/2023 FULLY PAID	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$562.50	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$187.50	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15/03/23	502	Standard Levy Contribution Schedule from 01/03/2023 to 31/05/2023 FULLY PAID	\$764.65	\$764.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$562.51	\$562.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$202.14	\$202.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Totals for the Period 15/02/10 to 17/05/23			\$17,746.88	\$17,746.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Receipts

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
30/11/16	12	Standard Levy for 01/12/2016 to 28/02/2017 Receipt; bpay-payment - DEFT Bpay 0000000909	\$175.00	\$462.50	\$637.50	\$0.00	\$0.00	\$0.00
01/03/17	32	Standard Levy Contribution Schedule for 01/03/2017 to 31/05/2017 Receipt; bpay-payment - DEFT Bpay 0000000909	\$437.50	\$200.00	\$637.50	\$0.00	\$0.00	\$0.00
16/08/17	73	Standard Levy Contribution Schedule for 01/06/2017 to 31/08/2017 Receipt; bpay-payment - DEFT Bpay 0000000909	\$437.50	\$200.00	\$637.50	\$0.00	\$13.27	\$0.00

STRATAMARK PTY LTD

OWNER TRANSACTION SUMMARY from 15/02/10 to 17/05/23

Contribution Schedule

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S/Plan: 73388
Lot#: 9 **Unit#:** 9
Owner Name: Sunchen Holdings Pty Ltd

Units of Entitlement: 5
Contribution Schedule: 5

Paid To: 31/05/23
Interest: \$0.00
Total Due: \$0.00 as at 17/05/23

Receipts(Continued)

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
16/08/17	74	Standard Levy Contribution Schedule for 01/09/2017 to 30/11/2017 Receipt; bpay-payment - DEFT Bpay 0000000909	\$437.50	\$186.73	\$624.23	\$0.00	\$0.00	\$0.00
02/09/17	84	TRF: Standard Levy Contribution Schedule for 01/09/2017 to 30/11/2017 Transfer; - Transfer to credit	\$0.00	\$13.27	\$13.27	\$0.00	\$0.00	\$0.00
02/09/17	85	TRF: Credit Interest due to incorrect notice address Transfer; - Transfer to credit	\$-9.11	\$-4.16	\$-13.27	\$0.00	\$0.00	\$0.00
15/11/17	102	Standard Levy Contribution Schedule for 01/12/2017 to 28/02/2018 Receipt; bpay-payment - DEFT Bpay 0000000909	\$437.50	\$200.00	\$637.50	\$0.00	\$0.00	\$0.00
28/02/18	121	Standard Levy Contribution Schedule for 01/03/2018 to 31/05/2018 Receipt; bpay-payment - DEFT Bpay 0000000909	\$437.50	\$200.00	\$637.50	\$0.00	\$0.00	\$0.00
31/05/18	140	Standard Levy Contribution Schedule for 01/06/2018 to 31/08/2018 Receipt; bpay-payment - DEFT Bpay 0000000909	\$437.50	\$200.00	\$637.50	\$0.00	\$0.00	\$0.00
31/08/18	168	Standard Levy Contribution Schedule for 01/09/2018 to 30/11/2018 Receipt; bpay-payment - DEFT Bpay 0000000909	\$437.50	\$200.00	\$637.50	\$0.00	\$0.00	\$0.00
28/11/18	184	Standard Levy Contribution Schedule for 01/12/2018 to 28/02/2019 Receipt; bpay-payment - DEFT Bpay 0000000909	\$437.50	\$200.00	\$637.50	\$0.00	\$0.00	\$0.00
27/02/19	209	Garage Remote Re-programming Receipt; bpay-payment - DEFT Bpay 0000000909	\$66.00	\$0.00	\$66.00	\$0.00	\$0.00	\$0.00
27/02/19	210	Standard Levy Contribution Schedule for 01/03/2019 to 31/05/2019 Receipt; bpay-payment - DEFT Bpay 0000000909	\$450.00	\$187.50	\$637.50	\$0.00	\$0.00	\$0.00
23/07/19	258	Standard Levy Contribution Schedule for 01/06/2019 to 31/08/2019 Receipt; bpay-payment - DEFT Bpay 0000000909	\$450.00	\$185.76	\$635.76	\$0.00	\$9.08	\$0.00
16/09/19	275	Standard Levy Contribution Schedule for 01/06/2019 to 31/08/2019 Receipt; bpay-payment - DEFT Bpay 0000000909	\$0.00	\$1.74	\$1.74	\$0.00	\$0.00	\$0.00
16/09/19	276	Standard Levy Contribution Schedule for 01/09/2019 to 30/11/2019 Receipt; bpay-payment - DEFT Bpay 0000000909	\$450.00	\$187.50	\$637.50	\$0.00	\$0.00	\$0.00
16/09/19	277	Standard Levy Contribution Schedule for 01/12/2019 to 29/02/2020 Receipt; bpay-payment - DEFT Bpay 0000000909	\$0.26	\$0.00	\$0.26	\$0.00	\$0.00	\$0.00

STRATAMARK PTY LTD

OWNER TRANSACTION SUMMARY from 15/02/10 to 17/05/23

Contribution Schedule

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S/Plan: 73388
Lot#: 9 **Unit#:** 9
Owner Name: Sunchen Holdings Pty Ltd

Units of Entitlement: 5
Contribution Schedule: 5

Paid To: 31/05/23
Interest: \$0.00
Total Due: \$0.00 as at 17/05/23

Receipts(Continued)

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
03/12/19	297	Standard Levy Contribution Schedule for 01/12/2019 to 29/02/2020 Receipt; bpay-payment - DEFT Bpay 0000000909	\$449.74	\$187.50	\$637.24	\$0.00	\$0.00	\$0.00
31/03/20	316	Standard Levy Contribution Schedule for 01/03/2020 to 31/05/2020 Receipt; bpay-payment - DEFT Bpay 0000000909	\$493.75	\$187.50	\$681.25	\$0.00	\$0.00	\$0.00
26/05/20	329	Standard Levy Contribution Schedule for 01/06/2020 to 31/08/2020 Receipt; bpay-payment - DEFT Bpay 0000000909	\$493.75	\$187.50	\$681.25	\$0.00	\$0.00	\$0.00
31/08/20	358	Standard Levy Contribution Schedule for 01/09/2020 to 30/11/2020 Receipt; bpay-payment - DEFT Bpay 0000000909	\$493.75	\$187.50	\$681.25	\$0.00	\$0.00	\$0.00
01/12/20	384	Standard Levy Contribution Schedule for 01/12/2020 to 28/02/2021 Receipt; bpay-payment - DEFT Bpay 0000000909	\$493.75	\$187.50	\$681.25	\$0.00	\$0.00	\$0.00
26/02/21	406	Standard Levy Contribution Schedule for 01/03/2021 to 31/05/2021 Receipt; bpay-payment - DEFT Bpay 0000000909	\$541.75	\$187.50	\$729.25	\$0.00	\$0.00	\$0.00
31/05/21	425	Standard Levy Contribution Schedule for 01/06/2021 to 31/08/2021 Receipt; bpay-payment - DEFT Bpay 0000000909	\$541.75	\$187.50	\$729.25	\$0.00	\$0.00	\$0.00
21/09/21	458	Standard Levy Contribution Schedule for 01/09/2021 to 30/11/2021 Receipt; bpay-payment - DEFT Bpay 0000000909	\$541.75	\$187.50	\$729.25	\$0.00	\$0.00	\$0.00
29/11/21	469	Standard Levy Contribution Schedule for 01/12/2021 to 28/02/2022 Receipt; bpay-payment - DEFT Bpay 0000000909	\$541.75	\$187.50	\$729.25	\$0.00	\$0.00	\$0.00
25/02/22	492	Standard Levy Contribution Schedule for 01/03/2022 to 31/05/2022 Receipt; bpay-payment - DEFT Bpay 0000000909	\$562.50	\$187.50	\$750.00	\$0.00	\$0.00	\$0.00
20/05/22	515	Standard Levy Contribution Schedule for 01/06/2022 to 31/08/2022 Receipt; bpay-payment - DEFT Bpay 0000000909	\$562.50	\$187.50	\$750.00	\$0.00	\$0.00	\$0.00
12/08/22	534	Standard Levy Contribution Schedule for 01/09/2022 to 30/11/2022 Receipt; bpay-payment - DEFT Bpay 0000000909	\$562.50	\$187.50	\$750.00	\$0.00	\$0.00	\$0.00
15/11/22	559	Standard Levy Contribution Schedule for 01/12/2022 to 28/02/2023 Receipt; bpay-payment - DEFT Bpay 0000000909	\$562.50	\$187.50	\$750.00	\$0.00	\$0.00	\$0.00
28/02/23	584	Standard Levy Contribution Schedule for 01/03/2023 to 31/05/2023 Receipt; bpay-payment - DEFT Bpay 0000000909	\$562.51	\$202.14	\$764.65	\$0.00	\$0.00	\$0.00
Receipt Totals for the Period 15/02/10 to 17/05/23			\$12,486.40	\$5,260.48	\$17,746.88	\$0.00	\$22.35	\$0.00

Stratamark Pty Ltd

401/410 Elizabeth Street SURRY HILLS NSW 2010 ABN: 49 135 633 233

Ph: +61 2 9387 6052 Email: info@stratamark.com.au

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Page 1

Balance Sheet - S/Plan 73388 94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035 For the Financial Period 01/12/2022 to 17/05/2023

	Administrative	Capital Works	TOTAL THIS YEAR
Assets			
Cash At Bank			
STRATA PLAN 73388	\$14,324.42	\$70,173.19	\$84,497.61
<i>Macquarie Bank BSB: 182-222 Acc No: 304163116</i>			
Accounts Receivable	\$31.00	\$0.00	\$31.00
Levies Receivable	\$88.00	\$0.90	\$88.90
Total Assets	\$14,443.42	\$70,174.09	\$84,617.51
Liabilities			
Paid in Advance	\$2,587.51	\$929.84	\$3,517.35
Total Liabilities	\$2,587.51	\$929.84	\$3,517.35
Net Assets	\$11,855.91	\$69,244.25	\$81,100.16
Owners Funds			
Opening Balance	\$4,045.51	\$67,241.65	\$71,287.16
Net Income For The Period	\$7,810.40	\$2,002.60	\$9,813.00
Total Owners Funds	\$11,855.91	\$69,244.25	\$81,100.16

Income and Expenditure Statement - S/Plan 73388

94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2022 to 17/05/2023

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Arrears Fees	\$0.00	\$0.00	\$88.00
Inspection Fee	\$31.00	\$0.00	\$31.00
Interest on Overdues	\$29.77	\$0.00	\$198.35
Legal Costs	\$96.80	\$0.00	\$0.00
Levy Income	\$22,500.00	\$45,000.00	\$44,584.90
Locks, Keys & Remote Deposit	\$0.00	\$0.00	\$0.00
S184 Certificate Fee	\$0.00	\$0.00	\$119.90
Swipe Cards, Keys & Remotes	\$88.00	\$0.00	\$292.00
Total Administrative Fund Income	\$22,745.57	\$45,000.00	\$45,314.15

Expenses

Cleaning - Contract	\$1,980.00	\$3,960.00	\$4,060.00
Fees & Charges - Taxation Return	\$0.00	\$143.00	\$143.00
Fees & Charges - Trades Monitor	\$94.60	\$95.00	\$93.50
Fire - Contract Fee	\$138.60	\$731.00	\$730.95
Fire - Repairs & Maintenance	\$176.00	\$1,500.00	\$2,220.36
Grounds & Gardens - Gardening & Lawns	\$1,050.00	\$2,000.00	\$1,650.00
Insurance - Premium	\$0.00	\$10,900.00	\$9,982.17
Legal - General	\$96.80	\$0.00	\$1,010.60
Management - Inspection Fee	\$0.00	\$0.00	\$31.00
Management - Levy Arrears	\$61.71	\$0.00	\$88.00
Management - Schedule B	\$517.99	\$1,500.00	\$800.25
Management - Schedule D	\$132.00	\$0.00	\$241.66
Management Fee	\$2,646.87	\$5,512.00	\$4,783.15
Pump - Maintenance	\$0.00	\$176.00	\$176.00
Pump - Service & Clean Pits	\$0.00	\$0.00	\$462.00
Repairs & Maintenance - Doors/Windows/Locks	\$258.50	\$0.00	\$0.00
Repairs & Maintenance - Electrical	\$0.00	\$0.00	\$1,023.83
Repairs & Maintenance - Garage Door(s)	\$0.00	\$0.00	\$165.00
Repairs & Maintenance - General Repairs	\$2,819.18	\$9,500.00	\$4,167.28
Repairs & Maintenance - Locks/Keys/Remotes	\$0.00	\$0.00	\$148.50
Repairs & Maintenance - Pest Treatment	\$781.00	\$1,221.00	\$1,067.00
Repairs & Maintenance - Plumbing	\$1,650.00	\$0.00	\$0.00
Report - Insurance Valuation	\$0.00	\$0.00	\$385.00
Roof - Cleaning	\$0.00	\$880.00	\$0.00
Utilities - Electricity	\$1,036.92	\$2,500.00	\$1,708.76

Stratamark Pty Ltd

401/410 Elizabeth Street SURRY HILLS NSW 2010 ABN: 49 135 633 233

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Income and Expenditure Statement - S/Plan 73388

94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2022 to 17/05/2023

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Utilities - Water Usage	\$1,495.00	\$4,000.00	\$3,540.12
Total Administrative Fund Expenses	\$14,935.17	\$44,618.00	\$38,678.13
Administrative Fund Surplus/Deficit	\$7,810.40	\$382.00	\$6,636.02

Stratamark Pty Ltd

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Income and Expenditure Statement - S/Plan 73388

94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2022 to 17/05/2023

Capital Works Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest - Investment	\$379.12	\$0.00	\$539.40
Interest on Overdues	\$12.68	\$0.00	\$68.33
Levy Income	\$7,792.80	\$16,171.00	\$15,000.00
Total Capital Works Fund Income	\$8,184.60	\$16,171.00	\$15,607.73
Expenses			
Repairs & Maintenance - General	\$0.00	\$50,000.00	\$0.00
Report - Consultant/Engineer	\$6,182.00	\$5,000.00	\$3,806.00
Total Capital Works Fund Expenses	\$6,182.00	\$55,000.00	\$3,806.00
Capital Works Fund Surplus/Deficit	\$2,002.60	\$(38,829.00)	\$11,801.73

Stratamark Pty Ltd

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Lot Positions Report - S/Plan 73388 94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035 For the Financial Period 01/12/2022 to 17/05/2023

Administrative Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	1	Vega Ivan & Daniella	\$675.00 CR	\$1,349.98	\$88.00	\$674.98	\$88.00	\$0.00
2	2	Daphne Maureen Nordin	\$675.00 CR	\$1,349.98	\$0.00	\$674.98	\$0.00	\$0.00
3	3	Anna Joy Swain	\$675.00 CR	\$1,349.98	\$0.00	\$674.98	\$0.00	\$0.00
4	4	Luis Alberto Andreoni	\$675.00 CR	\$1,349.98	\$0.00	\$674.98	\$0.00	\$8.88
5	5	K Veitch & A Moody	\$675.00 CR	\$1,349.98	\$0.00	\$674.98	\$0.00	\$0.00
6	6	Miss Terewai M K Mckay	\$562.50 CR	\$1,125.01	\$0.00	\$562.51	\$0.00	\$0.00
7	7	Veronica Tseng-Donald	\$0.00	\$1,125.01	\$0.00	\$1,125.01	\$0.00	\$0.00
8	8	Susan Helen Williams	\$562.50 CR	\$1,125.01	\$0.00	\$562.51	\$0.00	\$7.71
9	9	Sunchen Holdings Pty Ltd	\$562.50 CR	\$1,125.01	\$0.00	\$562.51	\$0.00	\$0.00
10	10	Luis Alberto Andreoni	\$562.50 CR	\$1,125.01	\$0.00	\$562.51	\$0.00	\$0.00
11	11	Monika Browning	\$0.00	\$2,700.02	\$0.00	\$2,700.02	\$0.00	\$0.00
12	12	Thomas Henry Knight	\$1,171.16 CR	\$2,250.02	\$96.80	\$2,300.68	\$1,125.02 CR	\$0.00
13	13	Briohny Yvette Doyle	\$0.00	\$2,250.02	\$0.00	\$2,250.02	\$0.00	\$0.00
14	14	Wakefield Scott & Julia	\$0.00	\$2,924.99	\$0.00	\$4,387.48	\$1,462.49 CR	\$13.18
Administrative Fund Totals			\$-6,796.16	\$22,500.00	\$184.80	\$18,388.15	\$-2,499.51	\$29.77
					Administrative Fund Arrears		\$88.00	
					Administrative Fund Advances		\$2,587.51	

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid		
1	1	Vega Ivan & Daniella	\$225.00	CR	\$467.57	\$0.00	\$242.57	\$0.00	\$0.00	
2	2	Daphne Maureen Nordin	\$225.00	CR	\$467.57	\$0.00	\$242.57	\$0.00	\$0.00	
3	3	Anna Joy Swain	\$225.00	CR	\$467.57	\$0.00	\$242.57	\$0.00	\$0.00	
4	4	Luis Alberto Andreoni	\$225.00	CR	\$467.57	\$0.00	\$242.31	\$0.26	\$3.19	
5	5	K Veitch & A Moody	\$225.00	CR	\$467.57	\$0.00	\$242.57	\$0.00	\$0.00	
6	6	Miss Terewai M K Mckay	\$187.50	CR	\$389.64	\$0.00	\$202.14	\$0.00	\$0.00	
7	7	Veronica Tseng-Donald	\$0.00		\$389.64	\$0.00	\$389.64	\$0.00	\$0.00	
8	8	Susan Helen Williams	\$187.50	CR	\$389.64	\$0.00	\$201.50	\$0.64	\$2.77	
9	9	Sunchen Holdings Pty Ltd	\$187.50	CR	\$389.64	\$0.00	\$202.14	\$0.00	\$0.00	
10	10	Luis Alberto Andreoni	\$187.50	CR	\$389.64	\$0.00	\$202.14	\$0.00	\$0.00	
11	11	Monika Browning	\$0.00		\$935.13	\$0.00	\$935.13	\$0.00	\$0.00	
12	12	Thomas Henry Knight	\$375.00	CR	\$779.28	\$0.00	\$808.56	\$404.28	CR	\$0.00
13	13	Briohny Yvette Doyle	\$25.93		\$779.28	\$0.00	\$805.21	\$0.00	CR	\$0.23
14	14	Wakefield Scott & Julia	\$66.00		\$1,013.06	\$0.00	\$1,604.62	\$525.56	CR	\$6.49
Capital Works Fund Totals			\$-2,158.07		\$7,792.80	\$0.00	\$6,563.67	\$-928.94		\$12.68
Capital Works Fund Arrears								\$0.90		
Capital Works Fund Advances								\$929.84		

CERTIFICATE OF CURRENCY

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

Policy Number: P-014125

Policy Class: Axis Residential Strata Insurance Policy

Insured: SP 73388

Interested Party:

Interest Insured:

Location: 94-96 York Town Parade

MAROUBRA

State: NSW

Postcode: 2035

Inception Date: 4:00pm on 21st September 2022

Expiry Date: 4:00pm on 21st September 2023

Sums Insured:	1. Buildings	\$	6,013,984
	Common Contents	\$	60,140
	Loss of Rent	\$	902,098
	Option Cover: Floating Floors		Insured
	Option Cover: Loss of Lot/Unit Market Value		Not Insured
	Option Cover: Catastrophe Cover	15%	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: 10 October 2022



Axis Underwriting Services Pty Ltd
as Agents of the Insurers



ACCREDITED PRACTITIONER (FIRE SAFETY) CERTIFICATE
ESSENTIAL FIRE OR OTHER SAFETY MEASURES

Site Details



Customer: The Owner c/-
Stratamark Pty Ltd

Building Address: 94-96 Yorktown Parade
Maroubra NSW 2035

Minutes of Annual General Meeting

The Owners – Strata Plan 73388

94-96 Yorktown Parade, MAROUBRA

HELD: 94-96 Yorktown Parade, Maroubra

ON: 13 February 2019

MEETING COMMENCED: 6:00pm

CHAIRPERSON: George Kminiak

PRESENT: Daphne Maureen Nordin – Lot 2
Susan Helen Williams – Lot 8
Marko Vlakic – Lot 13

PROXIES: George Kminiak for Anna Jay Swain – Lot 3
George Kminiak for K Veitch & A Moody – Lot 5
Daphne Nordin for Ned & Laura Tieppo – Lot 6
Susan Williams for Veronica Tseng-Donald – Lot 8

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: There were no apologies received

The motions that were considered are as follows:

1. **MINUTES**
RESOLVED THAT the minutes of the last general meeting held on 8 February 2018 be adopted as a true and accurate record of the proceedings of that meeting.
2. **KEY FINANCIAL STATEMENTS**
RESOLVED THAT the key financial statements for the administrative fund, the capital works funds and any other fund prepared by the Owners Corporation be adopted.
3. **AUDITOR**
THAT an auditor be appointed.

THIS MOTION WAS DEFEATED
4. **COMMISSIONS AND TRAINING SERVICES**
RESOLVED THAT the following report was received from Stratamark Pty Ltd on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months as follows:

Commissions
\$1,050.78 Incl GST in commissions in the past 12 months, and an amount of \$1,103.32 Incl GST in commissions is expected to be received in the next 12 months.

Training
The equivalent of \$0.00 in training services in the past 12 months, and an amount of \$0.00 in training services is expected to be received in the next 12 months.

5. STRATA COMMITTEE

RESOLVED THAT the number of Strata Committee members be 5

RESOLVED THAT the members of the Strata Committee be:

- Anna Swain
- Susan Williams
- Daphne Nordin
- Veronica Tseng-Donald
- Alexandra Moody

6. RESTRICTED MATTERS

RESOLVED THAT the Owners Corporation determines that no restrictions will be imposed on the decision-making powers of the Strata Committee apart from those outlined in The Act.

7. INSURANCE

RESOLVED THAT the Owners Corporation adopts the insurance coverage currently in place, including other insurance in accordance with Section 165(2) of *The Act*, if not already taken out.

8. CAPITAL WORKS FUND

RESOLVED THAT pursuant to Schedule 1, Clause 6 of The Strata Schemes Management Act 2015, the Owners Corporation resolved to do the following:

- (a) Review the attached current 10-year Capital Works Fund Analysis report; ~~or~~
- ~~(b) Prepare a new 10-year Capital Works Fund analysis;~~
- (c) And that should any unexpected works be required the Strata Committee is delegated the function to amend the Capital Works Fund Analysis report.

9. PERMISSION FOR INSTALLATION OF SHOWER SCREEN & FLYSCREENS – LOT 11

RESOLVED THAT pursuant to Schedule 110 of The Strata Schemes Management Act 2015, the Owners Corporation approve the installation of a shower screen in the bathroom & flyscreens in the windows and balcony of lot 11.

10. PERMISSION TO KEEP AN ANIMAL – LOT 11

AMENDED AND RESOLVED THAT the Owners Corporation permit the owner(s), Monika Browning of lot 11 to keep a small dog within their lot subject to:

- 1) the animal is not to relieve itself on the common property, if it does the owner must immediately clean the area; and
- 2) The animal must be restrained on a leash whenever it is on the common property
- 3) Should the Owners Corporation receive 3 complaints within six (6) months about noise associated with the animal, the Owner will be asked to remove the animal from the premises.

This approval does not prevent the Owners Corporation seeking a remedy under any other by-law applicable to Strata Plan 73388.

11. BUDGET

RESOLVED THAT following consideration of the key financial statements, the estimated receipts and payments and the capital works fund plan the Owners Corporation determines that:

- (a) total contributions to the administrative fund are determined in accordance with Section 79 and 81 of the Strata Schemes Management Act 2015 for the period 1 March 2019 to 29 February 2020 for the amount of \$36,000.00;
- (b) total contributions to the capital works fund are determined in accordance with Section 79 and 81 of the Strata Schemes Management Act 2015 for the period 1 March 2019 to 29 February 2020 for the amount of \$15,000.00;
- (c) the contributions of each owner be payable by instalments in advance, the first such instalment to be made on or before 1 March 2019 and thereafter on or before 1 June 2019, 1 September 2019 and 1 December 2019;
- (d) pursuant to Section 83 of the Strata Schemes Management Act 2015, the treasurer will provide written notice of the contribution payable;
- (e) pursuant to Section 85 of the Strata Schemes Management Act 2015 a contribution, if not paid within one month after it becomes due and payable, bears until paid simple interest at an annual rate of 10% or, if the regulations provide for another rate. For the avoidance of doubt, a payment will not be considered to have been made (regardless of the transaction or transfer date) until such time as the owners corporation has received cleared funds into its account. For the purposes of calculating interest (if any), a payment is considered to be made on the date that the owners corporation receives cleared funds into its account, and not on the date that the transaction or transfer in respect of that payment was made.

12. MANAGING AGENT

RESOLVED THAT The Owners – Strata Plan No. 73388 RESOLVES by ordinary resolution to re-appoint Stratamark Pty Ltd (Agent) as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement), a copy attached to the notice for this meeting, to be tabled at the meeting or available by contacting the Owners Corporation's strata committee (Strata Committee) or the office of Stratamark Pty Ltd and that the following be delegated to the Agent:

- (a) All of the functions of the Owners Corporation (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and
- (b) The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Agreed Services' and the 'Additional Services' as defined in the Agreement;

with effect from the date determined for that purpose by the Strata Committee, provided that:

- (c) the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
- (d) the Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and
- (e) authority is given to two members of the Strata Committee to affix the common seal of the Owners Corporation to the Agreement;

subject to the re-appointment and execution of the Agreement the Owners Corporation mutually agree to terminate, any previous agreement if that agreement has a term which extends beyond the commencement date of the new Agreement.

CLOSURE:

The chairperson declared the meeting closed at 6.45pm

General Business

Stair Treads

The Strata Manager to obtain quotations for luminous stair treads to a minimum BCA nonslip rating of ASP4 or R11.

Planter box - Waterproofing

The planter boxes are showing signs of leaks which may be due to failure of the waterproofing membrane. The Strata Manager to provide the Strata Committee with information on past planter box waterproofing works. The Strata Committee to review and instruct the Strata Manager.

Minutes of Strata Committee Meeting

The Owners – Strata Plan 73388 94-96 Yorktown Parade, MAROUBRA

held immediately following the Annual General Meeting

HELD: 94-96 Yorktown Parade, Maroubra

ON: 13 February 2019

CHAIRPERSON: George Kminiak

PRESENT: Susan Williams
Daphne Maureen Nordin

IN ATTENDANCE: Marko Vlakic
George Kminiak from Stratamark Pty Ltd

APOLOGIES: There were no apologies received

The motions that were considered are as follows:

1. MINUTES

RESOLVED THAT the minutes of the last Strata Committee meeting held on 8 February 2018 be confirmed as a true record of the proceedings at that meeting.

2. STRATA COMMITTEE PECUNIARY INTERESTS

RESOLVED THAT the committee members disclosed no direct or indirect pecuniary interest in a matter being considered or about to be considered at a meeting and the interest appears to raise a conflict with the property performance of the member's duties in relation to the consideration of a matter and that the disclosure be recorded in the committee minutes which will be available for inspection.

3. OFFICE BEARERS

RESOLVED that the strata committee members hold the following positions:

Chairperson –	Daphne Nordin
Secretary –	Susan Williams
Treasurer –	Alexandra Moody
Members –	Veronica Tseng-Donald Anna Swain

4. INVOICE APPROVAL

RESOLVED THAT the Strata Committee determined that the following committee members will approve future non-routine invoices in the following order:

1. Daphne Nordin
2. Susan Williams
3. Alexandra Moody

CLOSURE: The chairperson declared the meeting closed at 6:50pm

Minutes of Annual General Meeting

The Owners – Strata Plan 73388

94-96 Yorktown Parade, MAROUBRA

HELD: 94-96 Yorktown Parade, Maroubra

ON: 5 March 2020

MEETING COMMENCED: 6:00pm

CHAIRPERSON: George Kminiak

PRESENT: Daphne Maureen Nordin – Lot 2
Susan Helen Williams – Lot 8
Monika Browning – Lot 11

**PRESENT BY
TELECONFERENCE:** Anna Joy Swain – Lot 3

PROXIES: George Kminiak for K Veitch & A Moody – Lot 5
Anna Swain for Wakefield Scott & Julia – Lot 14

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: There were no apologies received

The motions that were considered are as follows:

The motions to be considered are as follows:

1. **MINUTES**
RESOLVED THAT the minutes of the last general meeting held on 13 February 2019 be adopted as a true and accurate record of the proceedings of that meeting.
2. **KEY FINANCIAL STATEMENTS**
RESOLVED THAT the key financial statements for the administrative fund, the capital works funds and any other fund prepared by the Owners Corporation be adopted.
3. **AUDITOR**
THAT an auditor be appointed.

THIS MOTION WAS DEFEATED
4. **COMMISSIONS AND TRAINING SERVICES**
THAT the following report was received from Stratamark Pty Ltd on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months as follows:

Commissions
\$948.44 Incl GST in commissions in the past 12 months, and an amount of \$995.86 Incl GST in commissions is expected to be received in the next 12 months.

Training
The equivalent of \$0.00 in training services in the past 12 months, and an amount of \$0.00 in training services is expected to be received in the next 12 months.

5. STRATA COMMITTEE

RESOLVED THAT the number of Strata Committee members be 6.

RESOLVED THAT the members of the Strata Committee be:

- Anna Swain
- Susan Williams
- Monika Browning
- Daphne Nordin
- Veronica Tseng-Donald
- Alexandra Moody

6. RESTRICTED MATTERS

RESOLVED THAT the Owners Corporation determines that no restrictions will be imposed on the decision-making powers of the Strata Committee apart from those outlined in The Act.

7. INSURANCE

RESOLVED THAT the Owners Corporation adopts the insurance coverage currently in place, including other insurance in accordance with Section 165(2) of *The Act*, if not already taken out.

8. ANNUAL FIRE SAFETY STATEMENTS

RESOLVED THAT the Owners Corporation resolves to do the following:

- (a) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Act 1979 as amended; and
- (b) To submit any corrective actions report to the Strata Committee to determine what action is required, if any; and
- (c) To delegate to the strata manager the following functions pursuant to the Agency Agreement additional duties schedule:
 - i. Undertake the seeking of quotations and engaging the contractor to prepare the statement; and
 - ii. Sign the statement on behalf of the scheme (if required) and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner; and
 - iii. Provide a copy to the Secretary or another member of the Strata Committee if the Secretary is not available who will be responsible for placing a copy on the notice board.

Garage pedestrian fire door to be adjusted due to sticking.

9. CAPITAL WORKS FUND

RESOLVED THAT pursuant to Schedule 1, Clause 6 of The Strata Schemes Management Act 2015, the Owners Corporation resolved to do the following:

- (a) Review the current 10-year Capital Works Fund Analysis report (available upon request); ~~or~~
- ~~(b) Prepare a new 10-year Capital Works Fund analysis;~~
- (c) And that should any unexpected works be required the Strata Committee is delegated the function to amend the Capital Works Fund Analysis report.

Internal Garage door to be repainted.

10. BUDGET

RESOLVED THAT following consideration of the key financial statements, the estimated receipts and payments and the capital works fund plan the Owners Corporation determines that:

- (a) total contributions to the administrative fund are determined in accordance with Section 79 and 81 of the Strata Schemes Management Act 2015 for the period 1 March 2020 to 28 February 2021 for the amount of \$39,500.00;
- (b) total contributions to the capital works fund are determined in accordance with Section 79 and 81 of the Strata Schemes Management Act 2015 for the period 1 March 2020 to 28 February 2021 for the amount of \$15,000.00;
- (c) the contributions of each owner be payable by instalments in advance, the first such instalment to be made on or before 1 March 2020 (due and payable on 31 March 2020) and thereafter on or before 1 June 2020, 1 September 2020 and 1 December 2020;
- (d) pursuant to Section 83 of the Strata Schemes Management Act 2015, the treasurer will provide written notice of the contribution payable;
- (e) pursuant to Section 85 of the Strata Schemes Management Act 2015 a contribution, if not paid within one month after it becomes due and payable, bears until paid simple interest at an annual rate of 10% or, if the regulations provide for another rate. For the avoidance of doubt, a payment will not be considered to have been made (regardless of the transaction or transfer date) until such time as the owners corporation has received cleared funds into its account. For the purposes of calculating interest (if any), a payment is considered to be made on the date that the owners corporation receives cleared funds into its account, and not on the date that the transaction or transfer in respect of that payment was made.

11. MANAGING AGENT

RESOLVED THAT The Owners – Strata Plan No. 73388 RESOLVES by ordinary resolution to re-appoint Stratamark Pty Ltd (Agent) as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement), a copy attached to the notice for this meeting, to be tabled at the meeting or available by contacting the Owners Corporation's strata committee (Strata Committee) or the office of Stratamark Pty Ltd and that the following be delegated to the Agent:

(a) All of the functions of the Owners Corporation (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and

(b) The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Agreed Services' and the 'Additional Services' as defined in the Agreement;

with effect from the date determined for that purpose by the Strata Committee, provided that:

(c) the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;

(d) the Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and

(e) authority is given to two members of the Strata Committee to affix the common seal of the Owners Corporation to the Agreement;

subject to the re-appointment and execution of the Agreement the Owners Corporation mutually agree to terminate, any previous agreement if that agreement has a term which extends beyond the commencement date of the new Agreement.

CLOSURE:

The chairperson declared the meeting closed at 6:25pm

General Business

Pest Management

The Strata Manager to appoint Pestige Solutions (current pest controller) to continue routine 6 monthly pest treatments.

Pavers

The loose pavers on the pathway leading from the main entrance gate to be permanently secured.

Dividing Fences

The dividing fences backing on lot 11 and the dividing fence between 94-96 and 98 Yorktown Parade, Maroubra, to be replaced.

Guttering

The guttering and downpipe above lot 8 and along the main entrance pathway to be inspected due to the gutters overflowing during moderate rains. It was noticed that the gutters along the rear of the front block (above lot 8) have only one down pipe which may not be sufficient to cope draining rainwater from the roof causing overflow into lot 8.

Minutes of Strata Committee Meeting

The Owners – Strata Plan 73388 94-96 Yorktown Parade, MAROUBRA

held immediately following the Annual General Meeting

HELD: 94-96 Yorktown Parade, Maroubra

ON: 5 March 2020

CHAIRPERSON: George Kminiak

PRESENT: Anna Swain
Susan Williams
Monika Browning
Daphne Nordin
Veronica Tseng-Donald
Alexandra Moody

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: There were no apologies received

The motions that were considered are as follows:

1. **MINUTES**
RESOLVED THAT the minutes of the last Strata Committee meeting held on 13 February 2019 be confirmed as a true record of the proceedings at that meeting.
2. **STRATA COMMITTEE PECUNIARY INTERESTS**
RESOLVED THAT the committee members disclosed Choose an item. direct or indirect pecuniary interest in a matter being considered or about to be considered at a meeting and the interest appears to raise a conflict with the property performance of the member's duties in relation to the consideration of a matter and that the disclosure be recorded in the committee minutes which will be available for inspection.
3. **OFFICE BEARERS**
RESOLVED that the strata committee members hold the following positions:
Chairperson – Daphne Nordin
Secretary – Susan Williams
Treasurer – Anna Swain
Members – Alexandra Moody
Monika Browning
Veronica Tseng-Donald
4. **INVOICE APPROVAL**
THAT the Strata Committee determine that the Treasurer approves future non-standard invoices.

CLOSURE: The chairperson declared the meeting closed at 6:30pm

Minutes of Annual General Meeting

The Owners – Strata Plan 73388

94-96 Yorktown Parade, MAROUBRA

HELD: 503/282-290 Oxford Street, Bondi Junction

ON: 16 February 2021

MEETING COMMENCED: 05:00 PM

CHAIRPERSON: George Kminiak

**PRESENT VIA VIDEO
CONFERENCE:**

Daphne Maureen Nordin	-	Lot 2
Anna Joy Swain	-	Lot 3
K Veitch & A Moody	-	Lot 5
Miss Terewai M K Mckay	-	Lot 6
Veronica Tseng-Donald	-	Lot 7
Susan Helen Williams	-	Lot 8

**EMAIL VOTE RECEIVED PRIOR
TO MEETING:** There were no email votes received

PROXIES: There were no proxies received

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: There were no apologies received

The motions that were considered are as follows:

1. Other Means of Voting

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to adopt the following alternate means of voting at meetings of the owners corporation:

1. Voting by means of teleconference while participating in a meeting from a remote location;
2. Voting by means of video-conferencing while participating in a meeting from a remote location;
3. Voting by means of email while participating in a meeting from a remote location;
4. Voting by means of other electronic means while participating in a meeting from a remote location;
5. Voting by means of email before the meeting;
6. Voting by means of other electronic means before the meeting.

Motion CARRIED

2. Minutes

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to confirm the minutes of the owners corporation held on 5th of March 2020.

Motion CARRIED

3. Key Financial Statements

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to adopt the key financial statements for the administrative fund, the capital works fund and any other fund prepared by the Owners Corporation.

Motion CARRIED

4. Auditor

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation.

Motion DEFEATED

5. Insurance

THAT the Owners - Strata Plan No. 73388 resolves by ordinary resolution to adopt the insurance coverage currently in place, including other insurance in accordance with Section 165(2) of the *Strata Schemes Management Act 2015*.

Motion CARRIED

6. Insurance Valuation

THAT the Owners – Strata Plan No. 73388 by ordinary resolution resolves to engage a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the *Strata Schemes Management Act 2015* and that the Strata Manager be delegated the function to increase the sum insured, if the existing policy is less than the valuation.

Motion DEFEATED

7. Insurance Commissions

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to consider the following report 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.

Stratamark Report on Commissions and Training Services

Commissions for the preceding 12 months and estimates anticipated for the next 12 months

From	Actual Amount	Estimated Amount	Reason
BAC Insurance Brokers	\$1,045.26	\$1,097.52	Insurance Commission

Training Services for the preceding 12 months and estimates anticipated for the next 12 months

There are no training services received by Stratamark Pty Ltd which are providing to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent or functions of the scheme during the preceding 12 months, nor do we anticipate there will be any for the next 12 months.

Motion CARRIED

8. Restricted Matters

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* that no restrictions will be imposed on the decision-making powers of the Strata Committee apart from those outlined in The Act.

Motion CARRIED

9. 10-Year Capital Works Fund Plan

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution pursuant to Schedule 1, Clause 6 of The *Strata Schemes Management Act 2015*, the Owners Corporation to:

1. Adopt the existing 10-Year Capital Works Fund analysis;
2. And that should any unexpected works be required the Strata Committee is delegated the function to amend the Capital Works Fund Analysis report.

Motion CARRIED

10. Budget

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution following consideration of the key financial statements, the estimated receipts and payments and the capital works fund plan the Owners Corporation determines that:

1. total contributions to the administrative fund are determined in accordance with Section 79 and 81 of the *Strata Schemes Management Act 2015* for the period **1/3/21** to **28/2/22** for the amount of **\$43,339.00**;
2. total contributions to the capital works fund are determined in accordance with Section 79 and 81 of the *Strata Schemes Management Act 2015* for the period **1/3/21** to **28/2/22** for the amount of **\$15,000.00**;
3. the contributions of each owner be payable by instalments in advance, the first such instalment to be made on or before **1/3/21** and thereafter on or before **1/6/21**, **1/9/21** and **1/12/21**;
4. pursuant to Section 83 of the *Strata Schemes Management Act 2015*, the treasurer will provide written notice of the contribution payable;
5. pursuant to Section 85 of the *Strata Schemes Management Act 2015* a contribution, if not paid within one month after it becomes due and payable, bears until paid simple interest at an annual rate of 10% or, if the regulations provide for another rate. For the avoidance of doubt, a payment will not be considered to have been made (regardless of the transaction or transfer date) until such time as the owners corporation has received cleared funds into its account. For the purposes of calculating interest (if any), a payment is considered to be made on the date that the owners corporation receives cleared funds into its account, and not on the date that the transaction or transfer in respect of that payment was made.

Motion CARRIED

11. Payment Plans for Overdue Levy Contributions

THAT the Owners – Strata Plan No. 73388 resolves pursuant to section 85(5) of the *Strata Schemes Management Act 2015* to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases.

Motion CARRIED

12. Overdue Levy Contributions

THAT the Owners – Strata Plan No. 73388 resolves that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter, and a subsequent letter giving notice of the owners corporation's intention to commence legal action;
- If the owner, mortgagee in possession or former owner has not made payment in accordance with any reminder letter, the Strata Manager engages Monti Lawyers to:
 - a. Provide advice regarding recovering outstanding contributions;
 - b. Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot; and
 - c. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including by way of levy of property or garnishee orders.

Motion CARRIED

13. Managing Agent

THAT The Owners – Strata Plan No. 73388 resolves by ordinary resolution to re-appoint Stratamark Pty Ltd (Agent) as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement), a copy attached to the notice for this meeting, to be tabled at the meeting or available by contacting the Owners Corporation's strata committee (Strata Committee) or the office of Stratamark Pty Ltd and that the following be delegated to the Agent:

- a. All of the functions of the Owners Corporation (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and
- b. The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Agreed Services' and the 'Additional Services' as defined in the Agreement; with effect from the date determined for that purpose by the Strata Committee, provided that:
- c. the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
- d. the Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and
- e. authority is given to two members of the Strata Committee to affix the common seal of the Owners Corporation to the Agreement;
OR
- f. authority is given to two members of the Strata Committee to sign (either digitally or in writing) the Agreement on behalf of the Owners Corporation; subject to the re-appointment and execution of the Agreement the Owners Corporation mutually agree to terminate, any previous agreement if that agreement has a term which extends beyond the commencement date of the new Agreement.

Motion CARRIED

14. Election of Committee

THAT the number of Strata Committee members be 7.

THAT the members of the Strata Committee be:

- Susan Williams
- Terewai McKay
- Alexandra Moody
- Veronica Tseng-Donald
- Daphne Nordin
- Anna Swain
- Monika Browning

CLOSURE:

The chairperson declared the meeting closed at 06:03 PM

Minutes of Committee Meeting

The Owners – Strata Plan 73388

94-96 Yorktown Parade, MAROUBRA

HELD: 503/282-290 Oxford Street, Bondi Junction

ON: 16 February 2021

MEETING COMMENCED: 06:05 PM

CHAIRPERSON: George Kminiak

PRESENT BY VIDEOCONFERENCE:

Daphne Nordin	-	Lot 2
Anna Swain	-	Lot 3
Alexandra Moody	-	Lot 5
Terewai Mckay	-	Lot 6
Veronica Tseng-Donald	-	Lot 7
Susan Williams	-	Lot 8

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: There were no apologies received

The motions that were considered are as follows:

1. Other Means of Voting

The strata committee resolves to adopt the following alternate means of voting for meetings of the strata committee:

3. Voting by means of teleconference while participating in a meeting from a remote location;
4. Voting by means of video-conferencing while participating in a meeting from a remote location;
5. Voting by means of email while participating in a meeting from a remote location;
6. Voting by means of other electronic means while participating in a meeting from a remote location;
7. Voting by means of email before the meeting;
8. Voting by means of other electronic means before the meeting.

Motion CARRIED

2. Minutes

THAT the strata committee resolved to confirm the minutes of the owners corporation held on 5th of March 2020.

Motion CARRIED

3. Strata Committee Pecuniary Interests

THAT the strata committee resolves to:

- a. receive any disclosures under clause 18 of Schedule 2 of the Strata Schemes Management Act 2015 regarding pecuniary interests;
- b. record any such disclosures in a book kept for that purpose;
- c. determine a fee for payment for inspection of the disclosure book; and
- d. if there are any disclosures made, make a determination as to whether or not that member can be present during any deliberation of the strata committee with respect to the matter or to take part in any decision of the strata committee with respect to the matter.

Motion CARRIED

4. Office Bearers

THAT the office bearers be:

- Daphne Nordin – Chairperson
- Susan Williams – Secretary
- Anna Swain – Treasurer
- Veronica Tseng-Donald – Member
- Terewai Mckay – Member
- Alexandra Moody – Member
- Monika Browning – Member

Motion CARRIED

5. Non-Routine Invoice Approval

THAT the Strata Committee resolves that the Treasurer approves all future non-routine invoices.

Motion CARRIED

6. Next Meeting

THAT the next Strata Committee will be held after the Annual General Meeting unless called sooner.

Motion CARRIED

CLOSURE:

The chairperson declared the meeting closed at 06:10 PM

Minutes of Annual General Meeting

The Owners – Strata Plan 73388

94-96 Yorktown Parade, MAROUBRA, NSW, 2035

HELD: Zoom Videoconference

ON: 9 February 2022

MEETING COMMENCED: 05:30 PM

CHAIRPERSON: George Kminiak

PRESENT:

Daphne Maureen Nordin	-	Lot 2
Anna Joy Swain	-	Lot 3
A Moody	-	Lot 5
Miss Terewai M K Mckay	-	Lot 6
Veronica Tseng-Donald	-	Lot 7
Monika Browning	-	Lot 11

PROXIES: There were no proxies received

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: Susan Williams

The motions that were considered are as follows:

- 1. Minutes**

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to confirm the minutes of the owners corporation held on 16th of February 2021.

Motion CARRIED.
- 2. Key Financial Statements**

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to adopt the key financial statements for the administrative fund, the capital works fund and any other fund prepared by the Owners Corporation.

Motion CARRIED.
- 3. Auditor**

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation.

Motion DEFEATED.
- 4. Insurance**

THAT the Owners - Strata Plan No. 73388 resolves by ordinary resolution to adopt the insurance coverage currently in place, including other insurance in accordance with Section 165(2) of the *Strata Schemes Management Act 2015*.

Motion CARRIED.

5. Insurance Valuation

THAT the Owners – Strata Plan No. 73388 by ordinary resolution resolves to engage a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the Strata Schemes Management Act 2015 and that the Strata Manager be delegated the function to increase the sum insured, if the existing policy is less than the valuation.

Motion CARRIED.

6. Insurance Commissions

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to consider the following report 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.

Stratamark Report on Commissions and Training Services

Commissions for the preceding 12 months and estimates anticipated for the next 12 months

From	Actual Amount	Estimated Amount	Reason
BAC Brokers	\$1,174.89	\$1,233.63	Insurance Commission

Training Services for the preceding 12 months and estimates anticipated for the next 12 months

There are no training services received by Stratamark Pty Ltd which are providing to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent or functions of the scheme during the preceding 12 months, nor do we anticipate there will be any for the next 12 months.

Motion CARRIED.

7. Restricted Matters

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* that no restrictions will be imposed on the decision-making powers of the Strata Committee apart from those outlined in The Act.

Motion CARRIED.

8. 10-Year Capital Works Fund Plan

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution pursuant to Schedule 1, Clause 6 of The Strata Schemes Management Act 2015, the Owners Corporation to:

1. Adopt the existing 10-Year Capital Works Fund analysis;
2. And that should any unexpected works be required the Strata Committee is delegated the function to amend the Capital Works Fund Analysis report.

The owners present raised building maintenance items requiring investigation by an engineer (further discussed during the subsequent strata committee meeting). The 10-Year Capital Works Fund Plan will be reviewed in conjunction with the engineering report.

Motion CARRIED.

9. Budget

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution following consideration of the key financial statements, the estimated receipts and payments and the capital works fund plan the Owners Corporation determines that:

1. total contributions to the administrative fund are determined in accordance with Section 79 and 81 of the *Strata Schemes Management Act 2015* for the period **1/3/22** to **28/2/23** for the amount of **\$45,000.00**;
2. total contributions to the capital works fund are determined in accordance with Section 79 and 81 of the *Strata Schemes Management Act 2015* for the period **1/3/22** to **28/2/23** for the amount of **\$15,000.00**;
3. the contributions of each owner be payable by instalments in advance, the first such instalment to be made on or before **1/3/22** and thereafter on or before **1/6/22**, **1/9/22** and **1/12/22**;
4. if the next annual general meeting cannot be held prior to **1/3/23**, that the Strata Manager issues an advance levy due and payable on **1/3/23**, being equal to the last quarterly levy amount;
5. pursuant to Section 83 of the *Strata Schemes Management Act 2015*, the treasurer will provide written notice of the contribution payable;
6. pursuant to Section 85 of the *Strata Schemes Management Act 2015* a contribution, if not paid within one month after it becomes due and payable, bears until paid simple interest at an annual rate of 10% or, if the regulations provide for another rate. For the avoidance of doubt, a payment will not be considered to have been made (regardless of the transaction or transfer date) until such time as the owners corporation has received cleared funds into its account. For the purposes of calculating interest (if any), a payment is considered to be made on the date that the owners corporation receives cleared funds into its account, and not on the date that the transaction or transfer in respect of that payment was made.

Motion CARRIED.

10. Payment Plans for Overdue Levy Contributions

THAT the Owners – Strata Plan No. 73388 resolves pursuant to section 85(5) of the *Strata Schemes Management Act 2015* to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases.

Motion CARRIED.

11. Overdue Levy Contributions

THAT the Owners – Strata Plan No. 73388 resolves that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter, and a subsequent letter giving notice of the owners corporation's intention to commence legal action;
- If the owner, mortgagee in possession or former owner has not made payment in accordance with any reminder letter, the Strata Manager engages Monti Lawyers to:
 - a. Provide advice regarding recovering outstanding contributions;
 - b. Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot; and
 - c. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including by way of levy of property or garnishee orders.

Motion CARRIED.

12. Managing Agent

THAT The Owners – Strata Plan No. 73388 resolves by ordinary resolution to re-appoint Stratamark Pty Ltd (Agent) as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement), a copy attached to the notice for this meeting, to be tabled at the meeting or available by contacting the Owners Corporation's strata committee (Strata Committee) or the office of Stratamark Pty Ltd and that the following be delegated to the Agent:

- a. All of the functions of the Owners Corporation (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and
- b. The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Agreed Services' and the 'Additional Services' as defined in the Agreement; with effect from the date determined for that purpose by the Strata Committee, provided that:
- c. the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
- d. the Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and
- e. authority is given to two members of the Strata Committee to affix the common seal of the Owners Corporation to the Agreement;
- f. or if the Strata Committee is unable to affix the common seal in person, authority is given to two members of the Strata Committee to sign (either digitally or in writing) the Agreement on behalf of the Owners Corporation;

And that subject to the re-appointment and execution of this agreement, that Stratamark and the Owners Corporation mutually agree to terminate any existing agreement which may extended beyond the commencement of the agreement subject to this motion.

Motion CARRIED.

13. Election of Committee

The number of ordinary members be 7.

Daphne Nordin, Anna Swain, Alexandra Moody, Terewai Mckay, Veronica Tseng-Donald, Susan Williams and Monika Browning have been elected to the committee.

CLOSURE:

The chairperson declared the meeting closed at 06:39 PM

Minutes of Strata Committee Meeting

The Owners – Strata Plan 73388

94-96 Yorktown Parade, MAROUBRA, NSW, 2035

HELD: Zoom Videoconference

ON: 9 February 2022

MEETING COMMENCED: 06:39 PM

CHAIRPERSON: George Kminiak

PRESENT: Daphne Nordin
Anna Swain
Alexandra Moody
Terewai Mckay
Veronica Tseng-Donald
Monika Browning

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: Susan Williams

The motions that were considered are as follows:

1. Minutes

THAT the strata committee resolved to confirm the minutes of the owners corporation held on 16th of February 2021.

Motion CARRIED.

2. Strata Committee Pecuniary Interests

THAT the strata committee resolves to:

1. receive any disclosures under clause 18 of Schedule 2 of the Strata Schemes Management Act 2015 regarding pecuniary interests;
2. record any such disclosures in a book kept for that purpose;
3. determine a fee for payment for inspection of the disclosure book; and
4. if there are any disclosures made, make a determination as to whether or not that member can be present during any deliberation of the strata committee with respect to the matter or to take part in any decision of the strata committee with respect to the matter.

Motion CARRIED.

3. Office Bearers

THAT strata committee resolves to elect Daphne Nordin as Chairperson, Monika Browning as Secretary and Anna Swain as Treasurer.

Motion CARRIED.

4. Non-Routine Invoice Approval

THAT the Strata Committee resolves that the Treasurer approves all future non-routine invoices.

Motion CARRIED.

General Business

Building Maintenance

Cost estimates to be obtained from engineering firms to investigate the cause of calcium deposits on basement ceiling slab, and other maintenance items – list to be supplied by the strata committee.

- Sutech
- Partridge Partners
- Northwood Consulting Engineers

Water Usage

Given the increased water usage costs, the strata manager will review historical water bills to ascertain if reasonable or if a plumber is required to investigate a potential water leak.

CLOSURE:

The chairperson declared the meeting closed at 07:30 PM

Minutes of Annual General Meeting

The Owners – Strata Plan 73388

94-96 Yorktown Parade, MAROUBRA, NSW, 2035

HELD: Zoom Videoconference

ON: 16 February 2023

MEETING COMMENCED: 5:30 PM

CHAIRPERSON: George Kminiak

PRESENT: Miss Terewai M K Mckay - Lot 6
Veronica Tseng-Donald - Lot 7
Monika Browning - Lot 11

PRE-ELECTRONIC VOTES: Daphne Maureen Nordin - Lot 2

PROXIES: George Kminiak for Anna Joy Swain - Lot 3
Monika Browning for Susan Helen Williams - Lot 8

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: K Veitch & A Moody - Lot 5

The motions that were considered are as follows:

- 1. Minutes**
THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to confirm the minutes of the owners corporation held on 9th of February 2022.

Motion CARRIED.
- 2. Key Financial Statements**
THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to adopt the key financial statements for the administrative fund, the capital works fund and any other fund prepared by the Owners Corporation.

Motion CARRIED.
- 3. Auditor**
THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation.

Motion DEFEATED.
- 4. Insurance**
THAT the Owners - Strata Plan No. 73388 resolves by ordinary resolution to adopt the insurance coverage currently in place, including other insurance in accordance with Section 165(2) of the *Strata Schemes Management Act 2015*.

Motion CARRIED.

5. Insurance Commissions

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to consider the following report 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.

Stratamark Report on Commissions and Training Services

Commissions for the preceding 12 months and estimates anticipated for the next 12 months

From	Actual Amount	Estimated Amount	Reason
BAC Brokers	\$1,249.98	\$1,374.88	Insurance Commission

Training Services for the preceding 12 months and estimates anticipated for the next 12 months

There are no training services received by Stratamark Pty Ltd which are providing to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent or functions of the scheme during the preceding 12 months, nor do we anticipate there will be any for the next 12 months.

Motion CARRIED.

6. 10-Year Capital Works Fund Plan

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution pursuant to Schedule 1, Clause 6 of The Strata Schemes Management Act 2015, the Owners Corporation to:

1. Adopt the existing 10-Year Capital Works Fund analysis;
2. And that should any unexpected works be required the Strata Committee is delegated the function to amend the Capital Works Fund Analysis report.

Motion CARRIED.

7. Budget

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution following consideration of the key financial statements, the estimated receipts and payments and the capital works fund plan the Owners Corporation determines that:

1. total contributions to the administrative fund are determined in accordance with Section 79 and 81 of the *Strata Schemes Management Act 2015* for the period **1/3/23** to **29/2/24** for the amount of **\$45,000.00**;
2. total contributions to the capital works fund are determined in accordance with Section 79 and 81 of the *Strata Schemes Management Act 2015* for the period **1/3/23** to **29/2/24** for the amount of **\$16,171.00**;
3. the contributions of each owner be payable by instalments in advance, the first such instalment to be made on or before **1/3/23** and thereafter on or before **1/6/23**, **1/9/23** and **1/12/23**;
4. pursuant to Section 83 of the Strata Schemes Management Act 2015, the treasurer will provide written notice of the contribution payable;
5. pursuant to Section 85 of the Strata Schemes Management Act 2015 a contribution, if not paid within one month after it becomes due and payable, bears until paid simple interest at an annual rate of 10% or, if the regulations provide for another rate. For the avoidance of doubt, a payment will not be considered to have been made (regardless of the transaction or transfer date) until such time as the owners corporation has received cleared funds into its account. For the purposes of calculating interest (if any), a payment is considered to be made on the date that the owners corporation receives cleared funds into its account, and not on the date that the transaction or transfer in respect of that payment was made.

Motion CARRIED.

8. Payment Plans for Overdue Levy Contributions

THAT the Owners – Strata Plan No. 73388 resolves pursuant to section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases.

Motion CARRIED.

9. Overdue Levy Contributions

THAT the Owners – Strata Plan No. 73388 resolves that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter, and a subsequent letter giving notice of the owners corporation's intention to commence legal action;
- If the owner, mortgagee in possession or former owner has not made payment in accordance with any reminder letter, the Strata Manager engages Monti Lawyers to:
 - a. Provide advice regarding recovering outstanding contributions;
 - b. Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot; and
 - c. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including by way of levy of property or garnishee orders.

Motion CARRIED.

10. Managing Agent

THAT The Owners – Strata Plan No. 73388 resolves by ordinary resolution to re-appoint Stratamark Pty Ltd (Agent) as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement), a copy attached to the notice for this meeting, to be tabled at the meeting or available by contacting the Owners Corporation's strata committee (Strata Committee) or the office of Stratamark Pty Ltd and that the following be delegated to the Agent:

- a. All of the functions of the Owners Corporation (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and
- b. The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Agreed Services' and the 'Additional Services' as defined in the Agreement; with effect from the date determined for that purpose by the Strata Committee, provided that:
- c. the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
- d. the Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and
- e. authority is given to two members of the Strata Committee to affix the common seal of the Owners Corporation to the Agreement;
- f. or if the Strata Committee is unable to affix the common seal in person, authority is given to two members of the Strata Committee to sign (either digitally or in writing) the Agreement on behalf of the Owners Corporation;

And that subject to the re-appointment and execution of this agreement, that Stratamark and the Owners Corporation mutually agree to terminate any existing agreement which may extend beyond the commencement of the agreement subject to this motion.

Motion CARRIED.

11. Strata Hub

The Owners – Strata Plan No Plan No 73388 Resolve to do the following:

- Delegate to the strata manager the function of uploading all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading “strata hub”.
- Approve the payment of the strata managers fees "Any other duties delegated by the Strata Committee and/or Owners Corporation" subject to the Schedule B & D fees outlined in the Agency Agreement.

Motion CARRIED.

12. Restricted Matters

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* that no restrictions will be imposed on the decision-making powers of the Strata Committee apart from those outlined in The Act.

Motion CARRIED.

13. Election of Committee

Number of ordinary members: 7

Daphne Nordin, Anna Swain, Alexandra Moody, Terewai Mckay, Veronica Tseng-Donald, Susan Williams, Monika Browning have been elected to the committee.

CLOSURE:

The chairperson declared the meeting closed at 6:05 PM

Minutes of Strata Committee Meeting

The Owners – Strata Plan 73388

94-96 Yorktown Parade, MAROUBRA, NSW, 2035

HELD: Zoom Videoconference

ON: 16 February 2023

MEETING COMMENCED: Immediately after the annual general meeting

CHAIRPERSON: George Kminiak

PRESENT: Terewai Mckay - Lot 6
Veronica Tseng-Donald - Lot 7
Monika Browning - Lot 11

IN ATTENDANCE: George Kminiak from Stratamark Pty Ltd

APOLOGIES: There were no apologies received

The motions that were considered are as follows:

1. Minutes

THAT the strata committee resolved to confirm the minutes of the Strata Committee held on 9th of February 2022.

Motion CARRIED.

2. Strata Committee Pecuniary Interests

THAT the strata committee resolves to:

1. receive any disclosures under clause 18 of Schedule 2 of the Strata Schemes Management Act 2015 regarding pecuniary interests;
2. record any such disclosures in a book kept for that purpose;
3. determine a fee for payment for inspection of the disclosure book; and
4. if there are any disclosures made, make a determination as to whether or not that member can be present during any deliberation of the strata committee with respect to the matter or to take part in any decision of the strata committee with respect to the matter.

Motion CARRIED.

3. Office Bearers

THAT strata committee resolves to elect Daphne Nordin - Chairperson, Susan Williams - Secretary and Veronica Tseng-Donald - Treasurer.

Motion CARRIED.

CLOSURE: The chairperson declared the meeting closed at 6:07 PM

General Business:

- Electrician to replace faulty light fittings
- Gardener to prune plants overhanging driveway

21 April 2023



The Owners Corporation - Strata Plan No. 73388
C/- Stratamark Pty Ltd
401/410 Elizabeth Street
Surry Hills NSW 2010

Attention: Mr George Kminiak

Dear Owners

RE: TENDER SUMMARY FOR REMEDIAL WORKS at
94-96 YORKTOWN PARADE
MAROUBRA NSW 2035
STRATA PLAN 73388

1.0 INTRODUCTION

- 1.1 Further to your instructions, we have prepared the Tender Documentation including Technical Specification and Scope of Works for the remedial building works at the above property.

Further, we have issued the works out to Tender to three contractors:

1. Preservation Technologies Pty Ltd (**PresTech**)
2. DeltaCorp Remedial Pty Ltd (**DeltaCorp**)
3. LOKA Building Pty Ltd (**LOKA**)

- 1.2 Each contractor has submitted a conforming tender and is eligible for review.
- 1.3 Following the receipt of each of the tender submissions, Partridge Remedial requested a number of clarifications, and in some cases revisions to the tender submissions. As a part of this process, contractors revised their submissions as per the queries.
- 1.4 Copies of the Contractor's Tender Submission documents provided are attached in the Annexure A of this document for the Owners records.

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21 April 2023

2.0 SUMMARY OF THE TENDER SUBMISSIONS

2.1 We confirm the scope of work packages as follows:

- Preliminaries
- HBCF Insurance
- External Balcony Waterproofing
- Balcony Door Replacement
- Bathroom Waterproofing
- Cavity Flashing Works
- External Façade and Walkway Cleaning
- Crack Injection Works
- Internal Repair Works
- Concrete Spalling Repairs

2.2 We provide a summary of the tenders received as follows: (GST exclusive)

Works Breakdown		Contractor		
		PresTech	DeltaCorp	LOKA
Item No.	Lump Sum Items			
1.0	Preliminaries	\$55,100.00	\$11,849.11	\$17,200.00
3.0	External Balcony Waterproofing			
3.1	Unit 1	\$30,600.00	\$36,597.51	\$47,250.00
3.2	Unit 6	\$20,100.00	\$12,950.70	\$19,250.00
3.3	Unit 7	\$20,100.00	\$12,950.70	\$19,250.00
3.4	Unit 11	\$17,300.00	\$5,749.67	\$12,580.00
3.5	Unit 12	\$17,300.00	\$5,749.67	\$12,580.00
4.0	Balcony Door Replacement			
4.1	Unit 1	\$7,300.00	\$9,188.40	\$10,670.00
4.2	Unit 6	\$7,300.00	\$9,188.40	\$11,140.00
4.3	Unit 7	\$7,300.00	\$9,188.40	\$11,140.00
4.4	Unit 11	\$7,100.00	\$7,077.40	\$2,740.00
4.5	Unit 12	\$7,100.00	\$7,077.40	\$2,740.00
5.0	Bathroom Waterproofing			
5.1	Unit 6	\$28,900.00	\$14,549.50	\$26,400.00
5.2	Unit 7	\$28,900.00	\$14,549.50	\$26,400.00
6.0	Cavity Flashing Works	\$1,900.00	\$2,250.00	\$4,400.00
7.0	External Façade and Walkway Cleaning	\$8,500.00	\$7,156.80	\$2,100.00
9.0	Internal Repair Works			
9.1	Replacement of all timber flooring to Unit 6 living room and bedroom	\$14,600.00	\$5,600.00	\$31,200.00
9.2	Replacement of all timber flooring to Unit 7 living room	\$10,300.00	\$5,600.00	\$24,180.00
Item No.	Provisional Sum Items			
2.0	HBCF Insurance	\$35,550.00	\$25,754.12	\$38,022.00
3.0	External Balcony Waterproofing			

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3.6	Plumbing repairs for new drainage outlet to Unit 1 courtyard	\$5,000.00	\$5,000.00	\$5,000.00
3.7	Relocation or protection of services to balcony walls	\$5,000.00	\$5,000.00	\$5,000.00
5.0	Bathroom Waterproofing			
5.3	Plumbing Repairs (2 Bathrooms)	\$4,000.00	\$4,000.00	\$4,000.00
5.4	Replacement of Bathroom Fittings and Fixtures (2 Bathrooms)	\$15,000.00	\$15,000.00	\$15,000.00
8.0	Crack Injection Works (Provisional Qty of 50Lm)	\$9,500.00	\$14,000.00	\$25,000.00
9.0	Internal Repair Works			
9.3	Internal Render Repairs (Provisional Qty of 20m2)	\$4,400.00	\$2,968.00	\$2,000.00
9.4	Internal Painting (Provisional Qty of 60m2)	\$4,500.00	\$6,300.00	\$4,800.00
9.5	Skirting Replacement (Provisional Qty of 20m2)	\$1,900.00	\$1,400.00	\$1,400.00
9.6	Timber Flooring Replacement (Provisional Qty of 40m2) Where replacing timber flooring allow to sand and polish	\$12,000.00	\$5,600.00	\$32,800.00
10.0	Concrete Spalling Repairs (Provisional Qty of 100 Litres)	\$4,500.00	\$21,000.00	\$4,000.00
TOTAL TENDER PRICE (excl. GST)		\$391,050.00	\$283,295.28	\$418,242.00
GST		\$39,105.00	\$28,329.53	\$41,824.20
TOTAL TENDER PRICE (incl. GST)		\$430,155.00	\$311,624.80	\$460,066.20

2.3 The contractor's 'Additional Rates' schedule for labour and materials are provided in the below table.

Schedule of rates Items:

Additional Works	Unit	PresTech	DeltaCorp	LOKA
Project Manager	(per hour + GST)	\$200.00	\$200.00	\$110.00
Supervisor	(per hour + GST)	\$130.00	\$170.00	\$90.00
Skilled Labourer	(per hour + GST)	\$100.00	\$150.00	\$75.00
Unskilled Labourer	(per hour + GST)	\$70.00	\$140.00	\$55.00
Material	(cost + %)	20%	20%	20%
Concrete Spalling Repairs	(per Litre + GST)	\$45.00	\$154.00	\$40.00
Magnesite Removal	(per m2 + GST)	N/A	N/A	\$110.00
Masonry Crack Repairs	(per Lm + GST)	\$185.00	\$280.00	\$500.00
Cavity Flashing Installation	(per Lm + GST)	\$700.00	\$480.00	\$1,100.00
Internal Render Repairs	(per m2 + GST)	\$220.00	\$148.40	\$190.00
Internal Painting	(per m2 + GST)	\$75.00	\$105.00	\$70.00
External Render Repairs	(per m2 + GST)	\$220.00	\$148.40	\$190.00
External Painting	(per m2 + GST)	\$85.00	\$105.00	\$80.00
Internal Timber Floor Replacement	(per m2 + GST)	\$300.00	\$140.00	\$820.00

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2.4 All tenders have been submitted based on the following technical specifications/scope of works:

- 2022R0037.002- Technical Specification – krah- DRAFT – Dated 24th February 2023
- 2022R0037.004 - Tender Addendum #1-kr – Dated 13th March 2023

2.5 Partridge has prepared a tender matrix analysis that compares all submitted tenderers based on:

- Price (70%)
- Project Length (20%)
- Past Performance (5%)
- QA Abilities (5%)

A final score is then given to each submitted tender allowing for comparison.

Description	Tenderer					
	PresTech		DeltaCorp		LOKA	
	Score	Weighted Mark	Score	Weighted Mark	Score	Weighted Mark
Price 70%	0.62	43.37	1.00	70.00	0.52	36.66
Project Length 20%	1.00	20.00	0.80	16.00	1.00	20.00
Past Performance 5%	4 out of 5	4	4 out of 5	4	4 out of 5	4
QA Abilities 5%	4.5 out of 5	4.5	4 out of 5	4	4 out of 5	4
Total 100%		71.87		94.00		64.66

2.6 Ratings given to PresTech, DeltaCorp, LOKA, and are based on Partridge's experience with them on similar previous remedial building work projects.

3.0 PARTICULAR COMMENTS

3.1 PresTech

- PresTech have submitted the second most competitive tender submission.
- PresTech have anticipated a project duration of 10 weeks.
- PresTech have anticipated a June/July 2023 start date.
- PresTech have assumed free access to electricity, water, parking and site storage.

3.2 DeltaCorp

- DeltaCorp have submitted the most competitive tender submission.
- DeltaCorp have anticipated a project duration of 12 weeks.
- DeltaCorp have not provided an estimated start date.
- DeltaCorp have assumed free access to electricity, water, parking and site storage.

3.3 LOKA

- LOKA have submitted the least competitive tender submission.
- LOKA have anticipated a project duration of 10 weeks.
- LOKA have anticipated a June/July 2023 start date.
- LOKA have assumed free access to electricity, water, parking and site storage.

4.0 CONTINGENCY SUM

- 4.1 Determining the exact extent of the works required in this type of project is difficult as latent conditions may exist when undertaking the remedial works.
- 4.2 If it is found during the course of the project that additional rectification works outside of the tender allowance are required, the Contractor will be required to provide a variation quotation to carry out the works in accordance with the *Additional Work Rates* supplied with their tender submission. The Superintendent will then submit the quotation to the client with recommendations on the cost and scope for the client's consideration.
- 4.3 We suggest the client allocate a 20% contingency sum to allow for additional works arising from latent conditions throughout the duration of works.
- 4.4 We note that to address existing unknown conditions and quantities of repair methods, we have allowed 'provisional quantities' in the scope allowance. These quantities will be assessed during the course of the works and varied, positive or negative, as required depending on the extent of works deemed necessary under the contract.

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5.0 SUMMARY TABLE

5.1 We provide the following summary tables which includes the subtotal of all lump sum and provisional sum items, optional sum items and contingency sum items.

Project Summary	PresTech	DeltaCorp	LOKA
Tender Total (Excl GST)	\$391,050.00	\$283,295.28	\$418,242.00
GST (10%)	\$39,105.00	\$28,329.53	\$41,824.20
Tender Total (Incl GST)	\$430,155.00	\$311,624.80	\$460,066.20
Recommended Contingency Sum (20% - Incl GST)	\$86,031.00	\$62,324.96	\$92,013.24
Total (Including GST + Contingency)	\$516,186.00	\$373,949.76	\$552,079.44

5.2 Once the contracts are determined, Partridge will be able to provide the Owners with a competitive Superintendent rate for the remedial works.

6.0 RECOMMENDATIONS

When selecting the contractor, we recommend the client determine the following:

- Their budget
- The extent of works they wish to be carried out
- The end product they wish to achieve.


Following the tender evaluation, we recommend considering **DeltaCorp Remedial Pty Ltd** tender submission for acceptance. We believe their tender submission is conforming and that they are capable of completing the specified works.

Should you have any queries or wish to discuss any particular item please do not hesitate to contact us.

Yours faithfully,

Partridge Remedial Pty Ltd

Prepared by:



Daniel Alderton
BEng (Civil)
Remedial Engineer

Reviewed by:



Kiran Roche
BEng (Hons 1) BDesArch, GradIEAust
Project Manager

APPENDIX A

Contractor's Tender Submissions

Contractor No. 1 Tender Submission

Preservation Technologies Pty. Ltd.

Contractor No. 2 Tender Submission

DeltaCorp Remedial Pty Ltd

Contractor No. 3 Tender Submission

LOKA Building Pty Ltd

Owners Corporation Strata Plan 73388 - Contribution Shedule \$345,000.00

First Instalment					Final Instalment		
\$ 172,500.00 Due: 1 July 2023					\$ 172,500.00 Due: 1 September 2023		
Lot No	Unit No	UE	Total Special Contribution Per Lot		Total Special Contribution Per Lot		
1	1	6	\$ 10,350.00		\$ 10,350.00		
2	2	6	\$ 10,350.00		\$ 10,350.00		
3	3	6	\$ 10,350.00		\$ 10,350.00		
4	4	6	\$ 10,350.00		\$ 10,350.00		
5	5	6	\$ 10,350.00		\$ 10,350.00		
6	6	5	\$ 8,625.00		\$ 8,625.00		
7	7	5	\$ 8,625.00		\$ 8,625.00		
8	8	5	\$ 8,625.00		\$ 8,625.00		
9	9	5	\$ 8,625.00		\$ 8,625.00		
10	10	5	\$ 8,625.00		\$ 8,625.00		
11	11	12	\$ 20,700.00		\$ 20,700.00		
12	12	10	\$ 17,250.00		\$ 17,250.00		
13	13	10	\$ 17,250.00		\$ 17,250.00		
14	14	13	\$ 22,425.00		\$ 22,425.00		
		100	\$ 172,500.00		\$ 172,500.00		

Notice of Annual General Meeting

The Owners – Strata Plan 73388 94-96 Yorktown Parade, MAROUBRA, NSW, 2035

Strata Schemes Management Act 2015 'The Act'
Strata Schemes Management Regulations 2016 'The Regulation'

Meeting Venue: Zoom Videoconference
Meeting Date: 16 February 2023 at 05:30 PM

Casting your vote has never been easier. Your vote can now be cast by:

- Zoom videoconference - <https://us02web.zoom.us/j/82759810346>;
- Teleconference, via Zoom - Phone No: 02 8015 6011; Meeting ID: 827 5981 0346;
- Pre-Electronic Meeting Vote;
- Proxy.

Should you decide to cast your vote as a Pre-Electronic Meeting Vote, we are required to notify you that if the motions are amended at the meeting your pre-meeting vote may have no effect.

Pre-Electronic Meeting Votes must be received 24 hours prior to the commencement of the meeting and must be emailed to **info@stratamark.com.au**.

You must be financial to vote at the meeting or to be elected to a position on the strata committee, that is all levies and any other amounts recoverable must be paid before the meeting commences. If you would like to determine if you are financial to cast your vote details can be found via the portal at <https://portal.propertyiq.com.au> or by contacting our office on 9387 6052.

In order to avoid disappointment, please address any questions regarding the key financial statements to our office prior to the commencement of the meeting.

Date of Meeting Notice: 27/1/23
Strata Manager: George Kminiak



Liability limited by a scheme approved under the Professional Standards Legislation

Agenda

Record commencement time;
Record chairperson;
Record persons present to vote;
Record proxies and company nominees;
Record persons in attendance;
Record apologies;
Motions;

1. Minutes
2. Key Financial Statements
3. Auditor
4. Insurance
5. Insurance Commissions
6. 10-Year Capital Works Fund Plan
7. Budget
8. Payment Plans for Overdue Levy Contributions
9. Overdue Levy Contributions
10. Managing Agent
11. Strata Hub
12. Restricted Matters
13. Election of Committee

If you are accessing this meeting notice via the StrataVote online platform, all motions are listed under the 'Voting Paper' tab, where you will also cast your votes.

1. Minutes

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to confirm the minutes of the owners corporation held on 9th of February 2022.

Explanatory Note: *This is a required motion under section 8(1)(a) of Schedule 1 of the Strata Schemes Management Act 2015*

☐ YES

☐ NO

☐ ABSTAIN

2. Key Financial Statements

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to adopt the key financial statements for the administrative fund, the capital works fund and any other fund prepared by the Owners Corporation.

Explanatory Note: *Clause 9(b) of Schedule 1 of the Strata Schemes Management Act 2015 requires a form of motion to adopt the financial statements.*

☐ YES

☐ NO

☐ ABSTAIN

3. Auditor

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation.

Explanatory Note: *The owners corporation for a large strata scheme, or a strata scheme for which the annual budget exceeds \$250,000 (as determined by clause 21 of the Strata Schemes Management Regulations 2016) must ensure that the accounts and financial statements of the owners corporation are audited before presentation to the annual general meeting in accordance with section 95 of the Strata Schemes Management Act 2015. It is optional for any other strata scheme.*

☐ YES

☐ NO

☐ ABSTAIN

4. Insurance

THAT the Owners - Strata Plan No. 73388 resolves by ordinary resolution to adopt the insurance coverage currently in place, including other insurance in accordance with Section 165(2) of the *Strata Schemes Management Act 2015*.

Explanatory Note: *The owners corporation is required to maintain mandatory insurance and can take out additional insurance. This motion is a requirement of clause 9(d) of Schedule 1 of the Strata Schemes Management Act 2015. Additional insurance under Section 165(2) of Strata Schemes Management Act 2015 for Office Bearers Liability and Fidelity Insurance must also be considered. A copy of the insurance policy is annexed.*

☐ YES

☐ NO

☐ ABSTAIN

5. Insurance Commissions

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution to consider the following report 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.

Stratamark Report on Commissions and Training Services

Commissions for the preceding 12 months and estimates anticipated for the next 12 months

From	Actual Amount	Estimated Amount	Reason
BAC Brokers	\$1,249.98	\$1,374.88	Insurance Commission

Training Services for the preceding 12 months and estimates anticipated for the next 12 months

There are no training services received by Stratamark Pty Ltd which are providing to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent or functions of the scheme during the preceding 12 months, nor do we anticipate there will be any for the next 12 months.

Explanatory Note: *The strata managing agent may receive commissions and/or training services in connection with the exercise of the agents function for the scheme. It is a requirement under section 60 of the Strata Schemes Management Act 2015 that the agent provide a report on the details and amounts of the commissions received for the preceding 12 months and anticipated details and amount of commissions and training services for the following 12 months.*

☐ YES

☐ NO

☐ ABSTAIN

6. 10-Year Capital Works Fund Plan

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution pursuant to Schedule 1, Clause 6 of The Strata Schemes Management Act 2015, the Owners Corporation to:

1. Adopt the existing 10-Year Capital Works Fund analysis;
2. And that should any unexpected works be required the Strata Committee is delegated the function to amend the Capital Works Fund Analysis report.

Explanatory Note: *The owners corporation is required to have a 10-year capital works fund plan under section 80 of the Strata Schemes Management Act 2015 which must be finalised by the end of the next annual general meeting of the owners corporation after the annual general meeting for which the plan is prepared. Clause 6 of Schedule 1 of the Strata Schemes Management Act 2015 provides a mandatory motion to prepare or review the 10-year plan for the capital works. Section 80(3) of the Strata Schemes Management Act 2015 provides that an owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared and must review the plan at least once every 5 years. Further, section 80(7) of the Strata Schemes Management Act 2015 provides that the owners corporation is, so far as practicable (and subject to any adjustments), to implement the 10 year capital works fund plan.*

The requirements under the Strata Schemes Management Act 2015 require much greater particularity in the 10-Year Capital Works Fund Plan including what works will be required, when they will take place and how they will be paid for. This level of particularity was not specified under the Strata Schemes Management Act 1996, however due to the transitional provisions this may not affect the validity of a 10-Year Plan adopted prior to 30 November 2016. Nonetheless, it would be prudent for any motion to amend a 10-Year Plan after 29 November 2016 under section 80(3) to result in a compliant plan under section 80 of the Strata Schemes Management Act 2015.

☐ YES

☐ NO

☐ ABSTAIN

7. Budget

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution following consideration of the key financial statements, the estimated receipts and payments and the capital works fund plan the Owners Corporation determines that:

1. total contributions to the administrative fund are determined in accordance with Section 79 and 81 of the *Strata Schemes Management Act 2015* for the period **1/3/23** to **29/2/24** for the amount of **\$45,000.00**;
2. total contributions to the capital works fund are determined in accordance with Section 79 and 81 of the *Strata Schemes Management Act 2015* for the period **1/3/23** to **29/2/24** for the amount of **\$16,171.00**;
3. the contributions of each owner be payable by instalments in advance, the first such instalment to be made on or before **1/3/23** and thereafter on or before **1/6/23**, **1/9/23** and **1/12/23**;
4. pursuant to Section 83 of the Strata Schemes Management Act 2015, the treasurer will provide written notice of the contribution payable;
5. pursuant to Section 85 of the Strata Schemes Management Act 2015 a contribution, if not paid within one month after it becomes due and payable, bears until paid simple interest at an annual rate of 10% or, if the regulations provide for another rate. For the avoidance of doubt, a payment will not be considered to have been made (regardless of the transaction or transfer date) until such time as the owners corporation has received cleared funds into its account. For the purposes of calculating interest (if any), a payment is considered to be made on the date that the owners corporation receives cleared funds into its account, and not on the date that the transaction or transfer in respect of that payment was made.

Explanatory Note: *Under sections 79(2) and 81(1) of the Strata Schemes Management Act 2015 there are requirements to determine the amounts required to credit to the capital works fund and to levy those amounts at each Annual General Meeting. Please note that section 83 of the Strata Schemes Management Act 2015 requires that any contribution levied by an owners corporation becomes due and payable to the owners corporation on the date set out in the notice of contribution.*

☐ YES

☐ NO

☐ ABSTAIN

8. Payment Plans for Overdue Levy Contributions

THAT the Owners – Strata Plan No. 73388 resolves pursuant to section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases.

Explanatory Note: *Section 85(5) of the Strata Schemes Management Act 2015 provides that the owners corporation may by resolution at a general meeting agree to enter into payment plans, either generally or in particular cases, for the payment of overdue contributions.*

☐ YES

☐ NO

☐ ABSTAIN

9. Overdue Levy Contributions

THAT the Owners – Strata Plan No. 73388 resolves that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter, and a subsequent letter giving notice of the owners corporation's intention to commence legal action;
- If the owner, mortgagee in possession or former owner has not made payment in accordance with any reminder letter, the Strata Manager engages Monti Lawyers to:
 - a. Provide advice regarding recovering outstanding contributions;
 - b. Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot; and
 - c. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including by way of levy of property or garnishee orders.

Explanatory Note:

- a. *Section 86 of the Strata Schemes Management Act 2015 states that an owners corporation must not take debt recovery action unless it has given notice to the person against whom the action is to be taken at least 21 days' notice of the action.*
- b. *Section 12 of the Strata Schemes Management Act 2015 provides that the owners corporation for a strata scheme may employ such persons as it thinks fit to assist it in the exercise of any of its functions. Further, the owners corporation must ensure that any person so employed has the qualifications if any required by the Act or any other law for the exercise of that function.*

☐ YES

☐ NO

☐ ABSTAIN

10. Managing Agent

THAT The Owners – Strata Plan No. 73388 resolves by ordinary resolution to re-appoint Stratamark Pty Ltd (Agent) as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement), a copy attached to the notice for this meeting, to be tabled at the meeting or available by contacting the Owners Corporation's strata committee (Strata Committee) or the office of Stratamark Pty Ltd and that the following be delegated to the Agent:

- a. All of the functions of the Owners Corporation (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and
- b. The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Agreed Services' and the 'Additional Services' as defined in the Agreement; with effect from the date determined for that purpose by the Strata Committee, provided that:
- c. the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
- d. the Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and
- e. authority is given to two members of the Strata Committee to affix the common seal of the Owners Corporation to the Agreement;
- f. or if the Strata Committee is unable to affix the common seal in person, authority is given to two members of the Strata Committee to sign (either digitally or in writing) the Agreement on behalf of the Owners Corporation;

And that subject to the re-appointment and execution of this agreement, that Stratamark and the Owners Corporation mutually agree to terminate any existing agreement which may extended beyond the commencement of the agreement subject to this motion.

Explanatory Note: *This motion allows the Owners Corporation to enter or re-enter into a new agreement with Stratamark Pty Ltd in accordance with the agency agreement, a copy of which is attached to this agenda.*

☐ YES

☐ NO

☐ ABSTAIN

11. Strata Hub

The Owners – Strata Plan No Plan No 73388 Resolve to do the following:

- Delegate to the strata manager the function of uploading all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading "strata hub".
- Approve the payment of the strata managers fees "Any other duties delegated by the Strata Committee and/or Owners Corporation" subject to the Schedule B & D fees outlined in the Agency Agreement.

Explanatory Note: *From 30 June 2022 an Owners Corporation will be required to place a range of information (and documents) on the Office of Fair Trading "strata Hub" which is designed to capture information relating to a strata scheme (some of which is for public distribution). The following motion is for the strata managing agent to be delegated the authority to undertake such work (uploading the information/documents and keeping records current) and the associated payment of the strata managers fees (as additional services under the Agency Agreement).*

☐ YES

☐ NO

☐ ABSTAIN

12. Restricted Matters

THAT the Owners – Strata Plan No. 73388 resolves by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* that no restrictions will be imposed on the decision-making powers of the Strata Committee apart from those outlined in The Act.

Explanatory Note: *The owners corporation can place restrictions on the strata committee and determine that certain matters or types of matters cannot be decided by the strata committee but must be decided by the owners corporation at a general meeting. This motion is required to be on the agenda for each annual general meeting.*

☐ YES

☐ NO

☐ ABSTAIN

13. Election of Committee

Ordinary Member

Nominations will be called for at the meeting as no nominations were received.

Pre-Meeting Electronic Voting Instructions

Please note that if the above motions are to be determined partly by pre-meeting electronic voting, the above motions may be amended by further motions given at the meeting after the pre-meeting electronic voting takes place and consequently the pre-meeting vote may have no effect.

If you intend to vote electronically, pre-meeting electronic vote, a proxy form is not required. Please also include the information below or complete and return the form with your vote to info@stratamark.com.au. **Your vote must be received at least 24 hours prior to the commencement of the meeting.**

Signature: _____

Capacity: Owner / Mortgagee / Covenant Chargee / Proxy / Company Nominee (***select one**)

Name: _____

Name of Owner:
(if different than
above) _____

Strata Plan: _____

Unit Number: _____

Unit entitlement: _____

Date: _____ / _____ / _____

If you are submitting a pre-meeting electronic vote, please include the above details or complete this page and return it with your votes.

**A Proxy Form is not required
for a Pre-Meeting electronic vote**

Pre-Electronic votes must be returned 24 hours prior to the commencement of the meeting, otherwise they cannot be considered.

Proxy Appointment

Strata Schemes Management Act 2015

Approved form under: Strata Schemes Management Act 2015 (Clause 26 (1) of Schedule 1)

Date

I/We [name(s)]

the owners of lot [address]

In Strata Plan No. Appoint [name of first appointee]

Of [first appointee's address]

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/We appoint [second appointee's name]

Of [second appointee's address]

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

Period or number of meetings for which appointment of proxy has effect [Tick OR tick and complete whichever applies below]:

- ☐ 1 meeting ☐ [please insert number] meetings
- ☐ 1 month ☐ [please insert number] months
- ☐ 12 months ☐ 2 consecutive annual general meetings

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

[Tick and complete whichever applies below]:

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

OR

- ☐ **2. This form authorises the proxy to vote on my/our behalf on the following matters only:**
[Specify the matters and any limitations on the manner in which you want the proxy to vote.]

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

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

Signature of owner/s

<div>X</div>	
Name [print]:	<input type="text"/>

<div>X</div>	
Name [print]:	<input type="text"/>

Proxy Appointment

Strata Schemes Management Act 2015

NOTES ON APPOINTMENT OF PROXIES

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This proxy is valid for any general meetings held during the period (if any) specified on page 1 of this form. If no period is specified then this proxy ends after 12 months or two annual general meetings, whichever occurs later.
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one,
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

NOTES ON RIGHTS OF PROXIES TO VOTE

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

Notes:

1. Call for nominations for members of the strata committee

The owners corporation calls for nominations for members of the strata committee in accordance with the requirements of the *Strata Schemes Management Act 2015*.

Relevant provisions of the *Strata Schemes Management Act 2015* and *Strata Schemes Management Regulation 2016* include as follows:

Clause 5 of Schedule 1 of the *Strata Schemes Management Act 2015*:

5 Nomination of candidates for election prior to meeting

- (1) The written notice of an annual general meeting is to include a call for nominations for members of the strata committee at least 7 days before the annual general meeting of an owners corporation.
- (2) Any owner, or any person entitled to vote at a general meeting of an owners corporation, may nominate a person for election as a member of the strata committee.
- (3) The nomination is to be made by written notice given to the secretary of the owners corporation or, in the case of the first annual general meeting, to the convenor of the meeting, that states the name of:
 - (a) the person nominated, and
 - (b) the person making the nomination and that the person nominated consents to the nomination.
- (4) The secretary must include the nomination in the notice of the meeting at which the election is to take place. Notice of any subsequent nomination is to be given by the secretary at the meeting.
- (5) A nomination may be made at any time before the election is held and may be made at the meeting.
- (6) An owner or a person may make a nomination even if the owner or person cannot vote because the owner is an unfinancial owner.

Section 30 of the *Strata Schemes Management Act 2015*:

30 Members of strata committee

- (1) The strata committee of an owners corporation is to consist of the number of persons determined by the owners corporation (not being more than 9).
- (2) The strata committee of a large strata scheme must consist of at least 3 members.
- (3) A strata committee for a strata scheme comprising 2 lots is to consist of the following persons:
 - (a) the owner of each lot who is a sole owner or the company nominee of a lot if the sole owner is a corporation,
 - (b) for each lot that is owned by co-owners, the co-owner nominated by the other co-owners or (if the co-owner nominated is a corporation) the company nominee of that co-owner, or if there is no such nomination, the co-owner first named on the strata roll.
- (4) The elected members of a strata committee must be elected at each annual general meeting of the owners corporation.
- (5) Nomination for election as a member of a strata committee (other than a tenant representative) may be made before or at the meeting at which the election is held.
- (6) The regulations may provide for the procedures for nomination of members of the strata committee.

Section 31 of the *Strata Schemes Management Act 2015*:

31 Persons who are eligible to be appointed or elected to strata committee

- (1) The following persons are eligible for appointment or election to the strata committee of an owners corporation:
 - (a) an individual who is a sole owner of a lot in the strata scheme,
 - (b) a company nominee of a corporation that is a sole owner of a lot in the strata scheme,
 - (c) an individual who is a co-owner of a lot or a company nominee of a corporation that is a co-owner of a lot in the strata scheme, if the person is nominated for election by an owner who is not a co-owner of the lot or by a co-owner of the lot who is not a candidate for election as a member,
 - (d) an individual who is not an owner of a lot in the strata scheme, if the person is nominated for election by an owner of a lot who is not a member, or is not seeking election as a member, of the strata committee.
- (2) To avoid doubt, an individual who is a sole owner of a lot may nominate himself or herself, and an owner that is a corporation may nominate the corporation's company nominee, for election as a member of the strata committee.
- (3) A sole owner of a lot in a strata scheme may not nominate more than one person for election as a member of the strata committee, except as provided by subsection (5).
- (4) Only one co-owner (including a company nominee of a co-owner) of the same lot may be a member of a strata committee at the same time, except as provided by subsection (5).
- (5) A person who is an owner of more than one lot in the strata scheme may nominate one person for election as a member of the strata committee for each lot for which the person is an owner.

Section 32 of the Strata Schemes Management Act 2015:

32 Persons who are not eligible to be appointed or elected to strata committee

- (1) *The following persons are not eligible for appointment or election to a strata committee or to act as members of a strata committee unless they are also the owners of lots in the strata scheme:*
 - (a) *the building manager for the strata scheme,*
 - (b) *a person who acts as an agent for the leasing of a lot or lots in the strata scheme to tenants,*
 - (c) *a person who is connected with the original owner of the strata scheme or the building manager for the scheme, unless the person discloses that connection at the meeting at which the election is held and before the election is held or before the person is appointed to act as a member,*
 - (d) *any other person prescribed by the regulations for the purposes of this section.*
- (2) *An owner of a lot in a strata scheme who was an unfinancial owner at the date notice was given of the meeting at which the election of a strata committee is to be held and who did not pay the amounts owing by the owner before the meeting is not eligible for appointment or election to the strata committee.*
- (3) *A person who becomes ineligible for appointment or election to a strata committee after being appointed or elected to the strata committee must disclose that fact to the secretary or chairperson of the owners corporation as soon as possible after becoming aware of that fact.*
- (4) *A disclosure by a person under this section, other than a disclosure that is made at a meeting of an owners corporation or strata committee, is to be made by written notice given to the secretary or chairperson.*

Strata Schemes Management Regulation 2016

9 Election of strata committee

- (1) *At a meeting of an owners corporation at which the strata committee is to be elected, the chairperson must:*
 - (a) *announce the names of the candidates already nominated in writing for election to the strata committee, and*
 - (b) *call for any oral nominations of candidates eligible for election to the strata committee.*
- (2) *A written or oral nomination made for the purposes of the election is ineffective if it is made by a person other than the nominee unless it is supported by the consent of the nominee given:*
 - (a) *in writing, if the nominee is not present at the meeting, or*
 - (b) *orally, if the nominee is present at the meeting.*
- (3) *After the chairperson declares that nominations have closed, the owners corporation is to decide, in accordance with the Act, the number of members of the strata committee.*
- (4) *If the number of candidates:*
 - (a) *is the same as, or fewer than, the number of members of the strata committee decided on—those candidates are to be declared by the chairperson to be, and are taken to have been, elected as the strata committee, or*
 - (b) *is greater than the number so decided on—a ballot is to be held.*

2. Priority Votes (Required by clause 8(1)(e) of Schedule 1 of the Strata Schemes Management Act 2015)

Priority votes: A vote by an owner does not count if a priority vote is cast for the lot in relation to the same matter.

A “**priority vote**” is defined in clause 24 of Schedule 1 of the Strata Schemes Management Act 2015. It essentially means an owner’s vote does not count if a vote is cast on the same motion by:

- The mortgagee shown on the strata roll for the lot;
- The covenant charge shown on the strata roll for the lot; or
- In the case of multiple mortgagees or covenant charges, the priority mortgage or charge shown on the strata roll for the lot,

but only applies to limited classes of motions, and only if prescribed conditions are met.

3. Voting by unfinancial owners, mortgagees or covenant chargees (Required by clause 8(1)(f) of Schedule 2 of the Strata Schemes Management Act 2015)

An unfinancial owner, mortgagee or covenant chargee cannot vote at a meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot.

Clause 23(8) of Schedule 1 of the *Strata Schemes Management Act 2015* provides:

23(8) Voting rights cannot be exercised if contributions not paid

A vote at a general meeting (other than a vote on a motion requiring a unanimous resolution) by an owner of a lot or a person with a priority vote in respect of the lot does not count if the owner of the lot was an unfinancial owner at the date notice of the meeting was given and did not pay the amounts owing before the meeting.

Please note:

- (1) Cheques will be accepted on the basis that they are subject to clearance and on the basis that payment will not be considered made until the cheque clears.
- (2) Votes will not be counted, where there is an arrears, if the relevant owner has provided a cheque for the arrears and the cheque has not cleared prior to the commencement of the meeting.

4. Voting – (Required by clause 8(1)(g) of Schedule 1 of the Strata Schemes Management Act 2015)

Voting or other rights may be exercised in person (if the addressee is an individual) or by a company nominee (if the addressee is a corporation), or by a proxy appointed by the addressee.

Proxy delivery: The instrument is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation:

- (a) at least 24 hours before the first meeting in relation to which the instrument is to operate (in the case of a large corporation); or
- (b) at or before the first meeting in relation to which the instrument is to operate (in any other case).

5. Quorum – Clause 17, Schedule 1 – (Required by clause 8(1)(h) of Schedule 1 of the Strata Schemes Management Act 2015)

17 Quorum

(1) Quorum required for motion or election

A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.

(2) When quorum exists

A quorum is present at a meeting only in the following circumstances:

- (a) *if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,*
 - (b) *if not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election,*
 - (c) *if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.*
- (3) *A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.*

(4) Procedure if no quorum

If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:

- (a) *adjourn the meeting for at least 7 days, or*
- (b) *declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.*

(5) Quorum for adjourned meeting

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

6. Pre meeting electronic meeting voting Required by Clause 14 – Strata Schemes Management Regulation Act 2016)

14 Other means of voting—owners corporation and strata committee

- (1) An owners corporation or strata committee may, by resolution, adopt any of the following means of voting on a matter to be determined by the corporation or committee—
 - (a) voting by means of teleconference, video-conferencing, email or other electronic means while participating in a meeting from a remote location,
 - (b) voting by means of email or other electronic means before the meeting at which the matter (not being an election) is to be determined by the corporation or committee (pre-meeting electronic voting).
- (2) Without limiting subclause (1) (b), the other electronic means of voting may include requiring voters to access a voting website and to vote in accordance with directions contained on that website.
- (3) If a matter may be determined partly by pre-meeting electronic voting, the notice of the meeting must include a statement that the relevant motion may be amended by a further motion given at the meeting after the pre-meeting electronic voting takes place and that consequently the pre-meeting vote may have no effect.
- (4) A motion that is to be determined wholly by pre-meeting electronic voting may not be amended at the meeting for which the pre-meeting electronic voting is conducted.
- (5) A motion that is to be determined partly by pre-meeting electronic voting must not be amended at the meeting for which the pre-meeting electronic voting is conducted if the effect of the amendment is to change the subject matter of the original motion.
- (6) If a motion that is to be determined wholly or partly by pre-meeting electronic voting is amended at the meeting for which the pre-meeting electronic voting is conducted, the minutes of the meeting distributed to owners must be accompanied by notice of the change and a statement setting out the power to make a qualified request for a further meeting under section 19 of the Act.

Stratamark Pty Ltd

401/410 Elizabeth Street SURRY HILLS NSW 2010 ABN: 49 135 633 233

Ph: +61 2 9387 6052 Email: info@stratamark.com.au

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Balance Sheet - S/Plan 73388 94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2021 to 30/11/2022

FINAL

	Administrative	Capital Works	TOTAL THIS YEAR
Assets			
Cash At Bank			
STRATA PLAN 73388	\$11,394.35	\$18,711.61	\$30,105.96
Macquarie Bank BSB: 182-222 Acc No: 304163116			
STRATA PLAN 73388 - 3 MONTH TERM - MATURES 27/02/23	\$0.00	\$50,688.11	\$50,688.11
Macquarie Bank BSB: 182-222 Acc No: 238375604			
Levies Receivable	\$0.00	\$91.93	\$91.93
Total Assets	\$11,394.35	\$69,491.65	\$80,886.00
Liabilities			
Accounts Payable (GST Free)	\$552.68	\$0.00	\$552.68
Paid in Advance	\$6,796.16	\$2,250.00	\$9,046.16
Total Liabilities	\$7,348.84	\$2,250.00	\$9,598.84
Net Assets	\$4,045.51	\$67,241.65	\$71,287.16
Owners Funds			
Opening Balance	\$(2,590.51)	\$55,439.92	\$52,849.41
Net Income For The Period	\$6,636.02	\$11,801.73	\$18,437.75
Total Owners Funds	\$4,045.51	\$67,241.65	\$71,287.16

Income and Expenditure Statement - S/Plan 73388

94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2021 to 30/11/2022

FINAL

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Arrears Fees	\$88.00	\$0.00	\$308.00
Inspection Fee	\$31.00	\$0.00	\$0.00
Interest on Overdues	\$198.35	\$0.00	\$225.50
Levy Income	\$44,584.90	\$45,000.00	\$42,379.70
Locks, Keys & Remote Deposit	\$0.00	\$0.00	\$176.00
S184 Certificate Fee	\$119.90	\$0.00	\$0.00
Swipe Cards, Keys & Remotes	\$292.00	\$0.00	\$(445.50)
Total Administrative Fund Income	\$45,314.15	\$45,000.00	\$42,643.70

Expenses

Cleaning - Contract	\$4,060.00	\$3,960.00	\$3,630.00
Fees & Charges - Taxation Return	\$143.00	\$143.00	\$143.00
Fees & Charges - Trades Monitor	\$93.50	\$95.00	\$92.40
Fire - Contract Fee	\$730.95	\$945.00	\$944.35
Fire - Repairs & Maintenance	\$2,220.36	\$1,500.00	\$1,288.13
Grounds & Gardens - Gardening & Lawns	\$1,650.00	\$2,000.00	\$1,500.00
Insurance - Premium	\$9,982.17	\$9,000.00	\$8,457.15
Legal - General	\$1,010.60	\$0.00	\$0.00
Management - Inspection Fee	\$31.00	\$0.00	\$0.00
Management - Levy Arrears	\$88.00	\$0.00	\$66.00
Management - Schedule B	\$800.25	\$500.00	\$686.95
Management - Schedule D	\$241.66	\$0.00	\$204.63
Management Fee	\$4,783.15	\$5,250.00	\$5,499.91
Pump - Maintenance	\$176.00	\$0.00	\$0.00
Pump - Service	\$0.00	\$176.00	\$176.00
Pump - Service & Clean Pits	\$462.00	\$0.00	\$0.00
Repairs & Maintenance - Electrical	\$1,023.83	\$0.00	\$2,929.30
Repairs & Maintenance - Garage Door(s)	\$165.00	\$0.00	\$165.00
Repairs & Maintenance - General Repairs	\$4,167.28	\$9,500.00	\$9,293.95
Repairs & Maintenance - Locks/Keys/Remotes	\$148.50	\$0.00	\$0.00
Repairs & Maintenance - Pest Treatment	\$1,067.00	\$1,221.00	\$1,221.00
Report - Insurance Valuation	\$385.00	\$0.00	\$0.00
Roof - Cleaning	\$0.00	\$880.00	\$0.00
Utilities - Electricity	\$1,708.76	\$2,500.00	\$2,161.63
Utilities - Water Usage	\$3,540.12	\$4,000.00	\$4,190.24

Stratamark Pty Ltd

401/410 Elizabeth Street SURRY HILLS NSW 2010 ABN: 49 135 633 233

Ph: +61 2 9387 6052 Email: info@stratamark.com.au

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Income and Expenditure Statement - S/Plan 73388 94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2021 to 30/11/2022

FINAL

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Total Administrative Fund Expenses	\$38,678.13	\$41,670.00	\$42,649.64
Administrative Fund Surplus/Deficit	\$6,636.02	\$3,330.00	\$(5.94)

Income and Expenditure Statement - S/Plan 73388
94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2021 to 30/11/2022

FINAL**Capital Works Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest - Investment	\$539.40	\$0.00	\$148.71
Interest on Overdues	\$68.33	\$0.00	\$83.71
Levy Income	\$15,000.00	\$15,000.00	\$15,000.00
Owner Repair Reimbursement	\$0.00	\$0.00	\$2,560.25
Total Capital Works Fund Income	\$15,607.73	\$15,000.00	\$17,792.67
Expenses			
Repairs & Maintenance - Intercom	\$0.00	\$15,000.00	\$0.00
Repairs & Maintenance - Waterproofing	\$0.00	\$0.00	\$12,270.00
Report - Building Consultant/Engineer	\$3,806.00	\$0.00	\$0.00
Total Capital Works Fund Expenses	\$3,806.00	\$15,000.00	\$12,270.00
Capital Works Fund Surplus/Deficit	\$11,801.73	\$0.00	\$5,522.67

Lot Positions Report - S/Plan 73388

94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2021 to 30/11/2022

FINAL

Administrative Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	1	Vega Ivan & Daniella	\$683.10	\$2,675.10	\$55.00	\$4,088.20	\$675.00 CR	\$30.91
2	2	Daphne Maureen Nordin	\$650.19 CR	\$2,675.10	\$0.00	\$2,699.91	\$675.00 CR	\$9.06
3	3	Anna Joy Swain	\$0.00	\$2,675.10	\$0.00	\$3,350.10	\$675.00 CR	\$0.00
4	4	Luis Alberto Andreoni	\$650.10 CR	\$2,675.10	\$0.00	\$2,700.00	\$675.00 CR	\$0.00
5	5	K Veitch & A Moody	\$650.10 CR	\$2,675.10	\$88.00	\$2,788.00	\$675.00 CR	\$0.00
6	6	Miss Terewai M K Mckay	\$541.75 CR	\$2,229.25	\$0.00	\$2,250.00	\$562.50 CR	\$0.00
7	7	Veronica Tseng-Donald	\$0.00	\$2,229.25	\$0.00	\$2,229.25	\$0.00	\$0.00
8	8	Susan Helen Williams	\$541.75 CR	\$2,229.25	\$0.00	\$2,250.00	\$562.50 CR	\$0.00
9	9	Sunchen Holdings Pty Ltd	\$541.75 CR	\$2,229.25	\$0.00	\$2,250.00	\$562.50 CR	\$0.00
10	10	Luis Alberto Andreoni	\$541.75 CR	\$2,229.25	\$138.00	\$2,388.00	\$562.50 CR	\$0.00
11	11	Monika Browning	\$0.00	\$5,350.15	\$0.00	\$5,350.15	\$0.00	\$0.00
12	12	Thomas Henry Knight	\$1,171.50	\$4,458.50	\$0.00	\$6,801.16	\$1,171.16 CR	\$96.43
13	13	Briohny Yvette Doyle	\$0.00	\$4,458.50	\$33.00	\$4,491.50	\$0.00	\$61.95
14	14	Wakefield Scott & Julia	\$1,408.50 CR	\$5,796.00	\$66.00	\$4,453.50	\$0.00	\$0.00
Administrative Fund Totals			\$-3,671.29	\$44,584.90	\$380.00	\$48,089.77	\$-6,796.16	\$198.35
							Administrative Fund Arrears	\$0.00
							Administrative Fund Advances	\$6,796.16

Stratamark Pty Ltd

401/410 Elizabeth Street SURRY HILLS NSW 2010 ABN: 49 135 633 233

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Lot Positions Report - S/Plan 73388 94-96 YORKTOWN PARADE, MAROUBRA, NSW 2035

For the Financial Period 01/12/2021 to 30/11/2022

FINAL

Capital Works Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	1	Vega Ivan & Daniella	\$229.33	\$900.00	\$0.00	\$1,354.33	\$225.00 CR	\$10.71
2	2	Daphne Maureen Nordin	\$225.00 CR	\$900.00	\$0.00	\$900.00	\$225.00 CR	\$3.02
3	3	Anna Joy Swain	\$0.00	\$900.00	\$0.00	\$1,125.00	\$225.00 CR	\$0.00
4	4	Luis Alberto Andreoni	\$225.00 CR	\$900.00	\$0.00	\$900.00	\$225.00 CR	\$0.00
5	5	K Veitch & A Moody	\$225.00 CR	\$900.00	\$0.00	\$900.00	\$225.00 CR	\$0.00
6	6	Miss Terewai M K Mckay	\$187.50 CR	\$750.00	\$0.00	\$750.00	\$187.50 CR	\$0.00
7	7	Veronica Tseng-Donald	\$0.00	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00
8	8	Susan Helen Williams	\$187.50 CR	\$750.00	\$0.00	\$750.00	\$187.50 CR	\$0.00
9	9	Sunchen Holdings Pty Ltd	\$187.50 CR	\$750.00	\$0.00	\$750.00	\$187.50 CR	\$0.00
10	10	Luis Alberto Andreoni	\$187.50 CR	\$750.00	\$0.00	\$750.00	\$187.50 CR	\$0.00
11	11	Monika Browning	\$0.00	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00
12	12	Thomas Henry Knight	\$1,372.01	\$1,500.00	\$0.00	\$3,247.01	\$375.00 CR	\$33.56
13	13	Briohny Yvette Doyle	\$6.38	\$1,500.00	\$0.00	\$1,480.45	\$25.93	\$21.04
14	14	Wakefield Scott & Julia	\$487.50 CR	\$1,950.00	\$0.00	\$1,396.50	\$66.00	\$0.00
Capital Works Fund Totals			\$-304.78	\$15,000.00	\$0.00	\$16,853.29	\$-2,158.07	\$68.33
Capital Works Fund Arrears							\$91.93	
Capital Works Fund Advances							\$2,250.00	

BAC Insurance Brokers Pty Ltd

ABN 92 003 043 294

ACN 003 043 294

AFS Licence Number 240348

The Connaught Offices
Level 3, 185 Liverpool Street
SYDNEY NSW 2000

PO Box 84
DARLINGHURST NSW 1300

Tel: (02) 9360 2244
Fax: (02) 9360 9850

Email: reception@bacbrokers.com.au

You are reminded that the policy mentioned below falls due for renewal on 21/09/2022. To ensure your continued protection, payment must be received by this due date. This is an invitation to renew, and not a demand for payment.

Page 1 of 3

TAX INVOICE

This document will be a tax invoice for GST when you make payment

Invoice Date: 21/09/2022

Invoice No: 83899

Our Reference: SP 73388

Should you have any queries in relation to this account, please contact your Account Manager

Priya Bax

The Owners - Strata Plan No 73388
C/- Stratamark Pty Ltd
P O Box 1824
BONDI JUNCTION NSW 1355

Class of Policy: Residential Strata Insurance
Insurer: XL Insurance Company SE Australia Branch
Level 28, 123 Pitt Street, SYDNEY NSW 2000
ABN: 36083570
The Insured: The Owners - Strata Plan No 73388

RENEWAL

Policy No: P-014125

Period of Cover:

From 21/09/2022

to 21/09/2023 at 4:00 pm

Details: See attached schedule for a description of the risk(s) insured

YOUR DUTY OF DISCLOSURE

PLEASE READ IMPORTANT
NOTICE OVERLEAF

NON-DISCLOSURE

If you fail to comply with your duty of disclosure, the Insurer may be entitled to reduce the liability under the Contract in respect of a claim or may cancel the Contract. If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the Contract from its beginning.

Clients who are not fully satisfied with our services should contact our customer relations/complaints officer.

BAC Insurance Brokers Pty Ltd

also subscribe to the Australian Financial Complaints Authority (AFCA), a free customer service and the General Insurance Brokers Code of Practice. Further information is available from this office, or contact AFCA on 1800 931 678.

Your Premium:

Premium	UW Levy	Fire/ESL	GST	Stamp Duty	Broker Fee
\$6,249.90	\$150.00	\$848.46	\$843.59	\$702.74	\$1,187.48
TOTAL					\$9,982.17



Acct Name: BAC Insurance Brokers Pty Ltd
BSB: 182222 Account: 303186969
Reference: SP 73388 83899

Our Reference: SP 73388

Invoice No: 83899

Acct Man: Priya Bax



Mail this portion with your cheque payable to:
BAC Insurance Brokers Pty Ltd
Level 3/185 Liverpool St, Sydney NSW 2000
PO Box 84, Darlinghurst NSW 2000

AMOUNT DUE

\$9,982.17

Schedule of Insurance

Class of Policy:	Residential Strata Insurance	Policy No:	P-014125
The Insured:	The Owners - Strata Plan No 73388	Invoice No:	83899
		Our Ref:	SP 73388

This policy has been placed through

Axis Underwriting Services Pty Ltd
ABN 51 090 508 142
Level 5, 90 Collins Street, MELBOURNE, VIC, 3000

Axis Underwriting Services Pty Ltd is an underwriting agency who has placed the policy with

XL Insurance Company SE Australia Branch
ABN 36083570
Level 28, 123 Pitt Street, SYDNEY NSW 2000

RESIDENTIAL STRATA INSURANCE

Insured: The Owners - Strata Plan No 73388
Situation: 94 - 96 York Town Parade, MAROUBRA, NSW 2034

Section 1:	Buildings	\$6,013,984
	Common Area Contents	\$60,140
	Loss of Rent/Temporary Accommodation	\$902,098
	Floating Floor Boards	Insured
	Loss of Lot/Unit Market Value	Not Insured
	Catastrophe Cover	\$902,098
Section 2:	Public or Legal Liability	\$30,000,000
Section 3:	Personal Accident	\$200,000
Section 4:	Fidelity Guarantee	\$100,000
Section 5:	Machinery Breakdown	Not Insured
Section 6:	Office Bearers Liability	\$1,000,000
Section 7:	Government Audit Costs / Fees	\$25,000
	Appeal Expenses	\$100,000
	Legal Defence Expenses	\$50,000

EXCESS:

Standard \$1,000 Each & Every Claim
Personal Accident 7 Day Waiting Period

Note
Any change in occupation or relevant material facts must be advised in writing to our office.

This coverage summary has been prepared for general reference only. Nothing obtained herein prevails over the terms and conditions and exclusions of the policy.

Cancellation Clause
If a cover is cancelled before the expiry of the period of Insurance, we will refund to you only the net return premium which

Schedule of Insurance

Class of Policy:	Residential Strata Insurance	Policy No:	P-014125
The Insured:	The Owners - Strata Plan No 73388	Invoice No:	83899
		Our Ref:	SP 73388

we received from the Insurer. We will not refund any part of the brokerage/commission we receive for arranging the cover.

General Advice Warning

We have provided you with general advice and not personal advice about this policy. In doing so we have not taken into consideration your personal circumstances, specific objectives, financial situation or needs. You should therefore immediately review the advice together with your policy documentation to determine if they are appropriate for your personal circumstances and requirements.

e.& o.e. This invoice/memorandum is prepared as a summary of the insurance policy. It is not a complete description of all the policy's terms, conditions and/or exclusions. In determining a claim, the provisions of the policy will prevail.

The income payable to your strata manager for the placement of this insurance product is \$1,249.98 (excl GST), in accordance with your strata management agreement.

CAPITAL WORKS PLAN

94-96 YORKTOWN PARADE

at

94-96 YORKTOWN PARADE MAROUBRA

Plan No. SP 73388

L&P Job No. 15013/61395

Prepared by L&P Quantity Surveyor
William Wang BUrbDev(ConstMgt)

Printed: 16 February 2021



LEARY & PARTNERS PTY LTD

ABN 010 134 148

Quantity Surveyors

Asset Management Consultants

Taxation Depreciation Consultants

Registered Tax Agent 53798007

Telephone 1800 808 991

www.leary.com.au

enquiries@leary.com.au

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SUMMARY OF CONTRIBUTIONS

15 YEAR PLAN 15 YEAR FORECAST: Starting December 2017
for

94-96 YORKTOWN PARADE SP 73388

Prepared by Leary & Partners Pty Ltd - Job No. 15013

Dated : 14 July 2017

Fund Balance @ December 2017: \$34,000.00

For the 12 month period ending	Total Contributions	Expected Requirements	Fund Balance*	Interest less Tax
30/11/2018	\$13,291	\$1,401	\$46,589	\$699
30/11/2019	\$13,823	\$1,849	\$59,482	\$920
30/11/2020	\$14,376	\$3,553	\$71,440	\$1,136
30/11/2021	\$14,951	\$7,568	\$80,138	\$1,315
30/11/2022	\$15,549	\$16,250	\$80,832	\$1,396
30/11/2023	\$16,171	\$6,016	\$92,490	\$1,503
30/11/2024	\$16,818	\$33,411	\$77,370	\$1,473
30/11/2025	\$17,490	\$24,721	\$71,429	\$1,291
30/11/2026	\$18,190	\$47,291	\$43,323	\$995
30/11/2027	\$18,917	\$19,615	\$43,378	\$752
30/11/2028	\$19,674	\$27,489	\$36,253	\$691
30/11/2029	\$20,461	\$38,985	\$18,202	\$472
30/11/2030	\$21,280	\$11,900	\$27,982	\$401
30/11/2031	\$22,131	\$18,435	\$32,200	\$522
30/11/2032	\$23,016	\$13,632	\$42,230	\$646

*This balance includes interest earned on the fund balance and tax payable on these earnings.
We were advised that this scheme is not registered for GST.

Expected Inflation 4.00%
Contingency 10.00%
Interest 2.50%
Taxation 30.00%

PREAMBLE CLAUSES

1.00 PURPOSE OF CAPITAL WORKS PLAN

The purpose of this report is to enable the owners corporation to make adequate monetary provision for future common property replacements and major repair items, in accordance with the requirements of the relevant legislation.

2.00 LEGISLATION

This survey has been prepared with reference to the Strata Schemes Management Act 2015. It does not take into account the impact of future changes to this legislation or to other relevant legislation (eg. The Work Place Health and Safety Legislation).

3.00 THE GOODS AND SERVICES TAX

All cost estimates contained in of this report include an allowance for GST.

If the owners corporation is a registered entity for GST puposes, allowance has been made for the fact that the OC will be entitled to claim GST tax credits.

The contributions displayed in this report do not include the GST payable by the owners corporation on all levies. A 10% allowance for GST should be added to the contributions displayed before levying lot owners.

4.00 BASIS OF COST FORECASTS

Expenses have been forecast in line with the standard requirements for a building of this nature and assume a typical level of usage and maintenance.

The cost allowances in this report are our best estimate of the likely future costs, based on the information available to us at this date. These cost estimates may be impacted by factors that cannot be reasonably foreseen at this time. Common examples of such factors include unusual market conditions at the time of the works, associated remedial works being required, special access or scaffolding being required or the owners corporation choosing to vary the repaired or replaced infrastructure. Further, when competitive quotes are sought, there is normally a variation between the quoted prices.

For these reasons we recommend that the owners corporation obtain competitive quotes for major work items (including the external painting) at least twelve months in advance of the forecast work date.

5.00 STRUCTURAL DEFECTS AND REFURBISHMENTS

This is not a structural report and does not cover expenditure that occurs either directly or indirectly as a result of structural defects. It does not cover expenditure as a result of accidental damage. An asbestos detection survey has not been undertaken and no allowance has been made for removal of asbestos.

Refurbishments undertaken for reasons other than physical obsolescence have not been included apart from where the owners corporation has provided us with budgeted costs. Physical obsolescence is the basis by which the remaining and overall lives have been investigated. No allowance has been made for economic, functional, technological, social, and legal obsolescence.

6.00 ADMINISTRATIVE BUDGET ITEMS NOT INCLUDED

The cost of maintenance contract items normally included in the Administrative budget have not been included in this forecast.

7.00 CONTRIBUTION SCHEDULE

The "Contributions Optimisation Chart" graphs how the contribution scheme relates to the expected requirements and the capital works fund balances over the full forecast period. When calculating the contributions we :

- ensure that there are always sufficient funds to meet the forecast requirements,
- try to achieve a steadily increasing contribution scheme,
- ensure that the owners corporation is not unduly contributing funds,

- investigate the expected requirements over the full forecast period, not just the first ten years.

The contributions shown in italics in the "Variable Contributions for 10 Year Plan" are draft figures only which should be reviewed on an annual basis to take into consideration actual expenses incurred, the actual capital works fund balance and additions or changes to the building.

8.00 OPENING CAPITAL WORKS FUND BALANCE

The capital works fund balance used in the forecast is the last known balance shown in the owners corporation records.

9.00 CONTINGENCY

The contingency sum has been included to allow for unforeseen expenses that may occur during the life of this forecast.

10.00 FORECAST PERIOD

This report is calculated to run from the date stated on the cover page, in twelve-month periods.

11.00 EXPLANATION OF ABBREVIATIONS

The capital works fund forecast uses the following abbreviations :

FR: First Replacement

RC: Replacement Cycle

12.00 PLAN AND FORECAST PERIOD

12.01 The term 'plan', shown on the first page of this report, refers to the period for which levies have been calculated.

12.02 The term 'forecast', shown on the first page of this report, refers to the period of time over which maintenance and repair costs are assessed.

12.03 This report includes only work items that are expected to occur during the report forecast period. Items of work expected to occur at a date further into the future will be added at a later date as part of the ongoing forecast update process.

13.00 INSPECTION INFORMATION

Please note the following information relating to this report.

13.01 Our report is based on the following :

- data collected on site at the date of inspection

13.02 The survey has been prepared with reference to the plan .

Supplementary architectural drawings were not provided during the survey preparation.

13.03 The recommendations in this report are based on a visual inspection of the development undertaken from the ground level and accessible building areas. No physically destructive or intrusive testing was carried out.

13.04 The allowance for painting does not include for special hoarding or other special safety provision that may be a requirement of the local council.

13.05 If your building has a lift it has been assumed that the lift plant and equipment is covered by a comprehensive service agreement. Please inform our office if this is not the case.

13.06 The item included in the forecast for the replacement of underground pipework is a contingency allowance only. The location of the pipework and its condition were unable to be determined.

13.07 Assuming materials and workmanship were of a reasonable standard during construction, some infrastructure items should only require partial ongoing replacement or repair during the plan period. For these items, an estimated percentage of the total quantity/cost has been used to allow for the partial replacement or repair of these items. (This allowance may change in future forecasts to reflect a greater maintenance requirement during those future periods.)

For some other items we may have allowed to repair/replace a percentage of an item or items on a progressive basis (for example, light fittings) if it is reasonable to assume that all of the item or

items will not be repaired or replaced at the same time.

- replacing stormwater pump
- replacing exposed internal ductwork
- replacing door hardware
- replacing building mounted wall and ceiling lights
- replacing aluminium window hardware
- replacing membrane to planter boxes
- replacing external tiles
- replacing timber fence
- replacing underground pipework
- replacing membrane to podium slab
- replacing timber logs
- replacing concrete kerb
- replacing concrete roof tiles
- replacing eaves gutters
- replacing downpipes

We recommend the status of these items be reviewed at regular intervals.

EXPECTED REQUIREMENTS																	
Item	Area	Description	Unit	Qty.	Rate	FR	RC	12 mths ending 30/11/18	12 mths ending 30/11/19	12 mths ending 30/11/20	12 mths ending 30/11/21	12 mths ending 30/11/22	12 mths ending 30/11/23	12 mths ending 30/11/24	12 mths ending 30/11/25	12 mths ending 30/11/26	12 mths ending 30/11/27
								1	2	3	4	5	6	7	8	9	10
#1	Basement	Repaint carpark line markings	m	154	6	3	5			1,086					1,321		
#2	Basement	Replace emergency light fittings	No.	3	283	3	5			951					1,157		
#3	Basement	Replace stormwater pump (approx. 50%)	No.	1	1,980	4	7				2,306						
#4	Basement	Replace automatic basement door opening gear	No.	1	1,877	4	9				2,186						
#5	Basement	Paint basement doors	No.	7	132	4	10				1,076						
#6	Basement	Replace fire hose reel and nozzle	No.	1	534	7	20						699				
#7	Basement	Replace basement door	No.	1	5,137	10	14										7,569
#8	Basement	Replace ventilation fans and motors	No.	1	3,575	10	20										5,268
#9	Basement	Replace exposed internal ductwork (approx. 15%)	m2	6	193	10	12										1,703
#10	Basement	Replace light fittings	No.	17	242	11	15										
#11	Basement	Replace WC and basin	Item		1,801	14	20										
#12	Building	Replace door hardware (approx. 5%)	No.	1	364	2	2		392		424		458		496		536
#13	Building	Replace intercom system	Item		12,064	5	12					14,611					
#14	Building	Replace building mounted wall and ceiling lights (approx. 20%)	No.	9	192	6	4						2,175				2,545
#15	Building	Replace aluminium window hardware (approx. 20%)	No.	15	89	6	5						1,678				
#16	Building	Paint external facade of building	Item		27,500	9	10									38,962	
#17	Building	Maintain balustrades and handrails	m	9	447	11	12										
#18	Building	Maintain balcony pergolas	m2	25	55	11	12										
#19	External	Replace membrane to planter boxes (approx. 25%)	m2	19	383	7	5							9,544			
#20	External	Replace external tiles (approx. 50%)	m2	52	276	8	10								19,543		
#21	External	Replace external signs and lettering	Item		264	8	15								360		
#22	External	Replace timber fence (approx. 25%)	m	37	122	9	5									6,411	
#23	External	Replace underground pipework (approx. 20%)	Item		3,750	11	15										
#24	External	Replace membrane to podium slab (approx. 20%)	m2	36	393	12	5										
#25	External	Replace timber logs (approx. 50%)	m2	6	220	12	10										
#26	External	Maintain concrete paving	m2	98	17	13	10										
#27	External	Replace concrete kerb (approx. 20%)	m	10	51	13	10										
#28	Roof	Replace pointing to roof tiles	m	90	96	7	16							11,292			
#29	Roof	Replace concrete roof tiles (approx. 10%)	m2	51	71	7	8							4,768			
#30	Roof	Replace television aerial	No.	2	731	7	16							1,916			
#31	Roof	Replace eaves gutters (approx. 20%)	m	25	58	7	8							1,905			
#32	Roof	Replace downpipes (approx. 20%)	m	15	77	7	8							1,515			
		Contingency						1,401	1,458	1,516	1,576	1,640	1,705	1,773	1,844	1,918	1,995
	Total							1,401	1,849	3,553	7,568	16,250	6,016	33,411	24,721	47,291	19,615

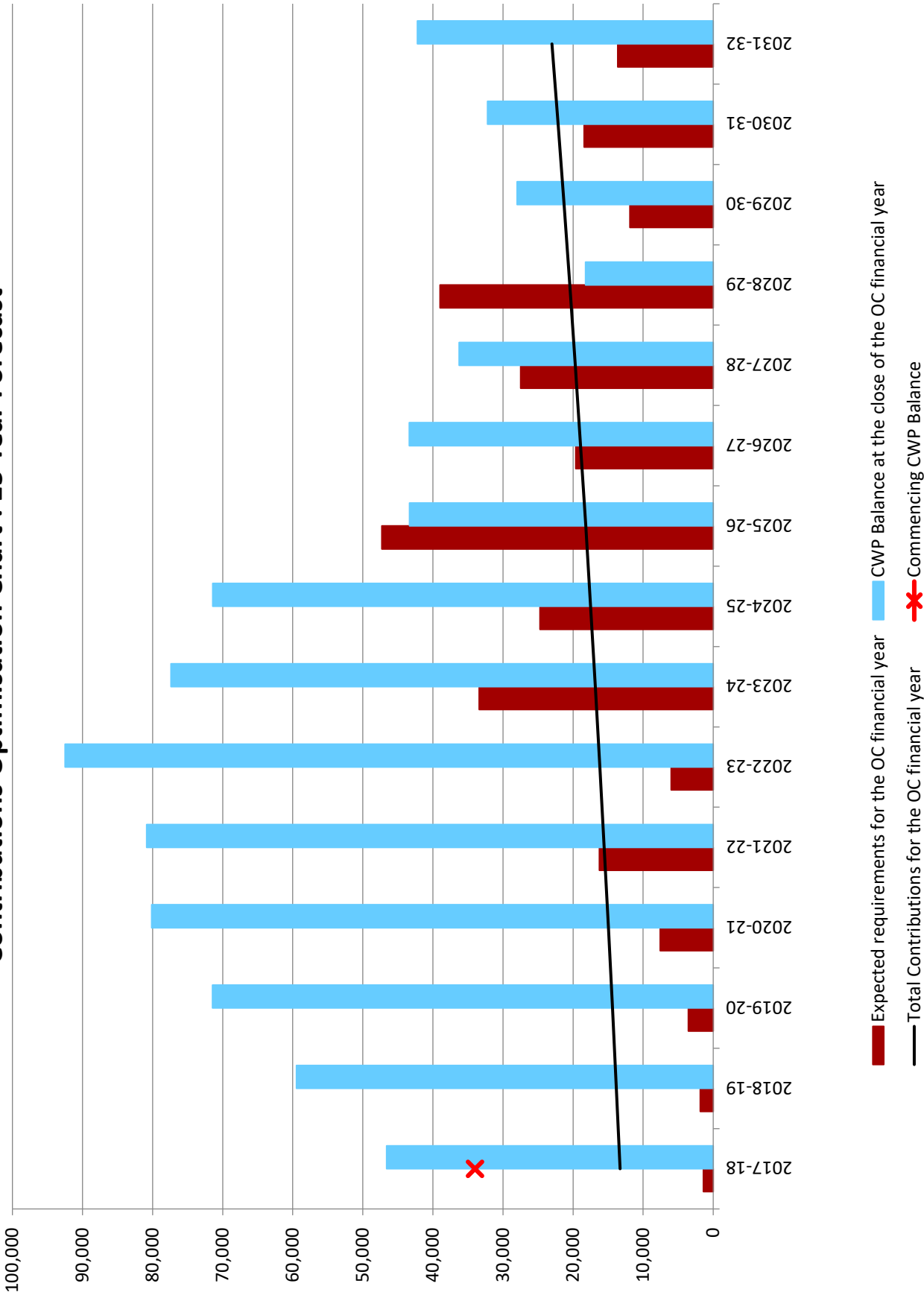
EXPECTED REQUIREMENTS							
Item	Area	Description	12 mths ending 30/11/28	12 mths ending 30/11/29	12 mths ending 30/11/30	12 mths ending 30/11/31	12 mths ending 30/11/32
			11	12	13	14	15
#1	Basement	Repaint carpark line markings			1,607		
#2	Basement	Replace emergency light fittings			1,408		
#3	Basement	Replace stormwater pump (approx. 50%)	3,034				
#4	Basement	Replace automatic basement door opening gear			3,112		
#5	Basement	Paint basement doors				1,593	
#6	Basement	Replace fire hose reel and nozzle					
#7	Basement	Replace basement door					
#8	Basement	Replace ventilation fans and motors					
#9	Basement	Replace exposed internal ductwork (approx. 15%)					
#10	Basement	Replace light fittings	6,315				
#11	Basement	Replace WC and basin				3,105	
#12	Building	Replace door hardware (approx. 5%)		580		627	
#13	Building	Replace intercom system					
#14	Building	Replace building mounted wall and ceiling lights (approx. 20%)				2,977	
#15	Building	Replace aluminium window hardware (approx. 20%)	2,041				
#16	Building	Paint external facade of building					
#17	Building	Maintain balustrades and handrails	6,171				
#18	Building	Maintain balcony pergolas	2,107				
#19	External	Replace membrane to planter boxes (approx. 25%)		11,611			
#20	External	Replace external tiles (approx. 50%)					
#21	External	Replace external signs and lettering					
#22	External	Replace timber fence (approx. 25%)				7,800	
#23	External	Replace underground pipework (approx. 20%)	5,746				
#24	External	Replace membrane to podium slab (approx. 20%)		22,532			
#25	External	Replace timber logs (approx. 50%)		2,104			
#26	External	Maintain concrete paving			2,680		
#27	External	Replace concrete kerb (approx. 20%)			849		
#28	Roof	Replace pointing to roof tiles					
#29	Roof	Replace concrete roof tiles (approx. 10%)					6,525
#30	Roof	Replace television aerial					
#31	Roof	Replace eaves gutters (approx. 20%)					2,607
#32	Roof	Replace downpipes (approx. 20%)					2,073
		Contingency	2,075	2,157	2,244	2,334	2,427
	Total		27,489	38,985	11,900	18,435	13,632

Variable Contributions for 10 Year Plan

Lot No.	Entitl.	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
L1	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L2	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L3	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L4	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L5	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L6	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L7	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L8	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L9	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L10	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L11	12	1,594.94	1,658.74	1,725.08	1,794.09	1,865.85	1,940.49	2,018.10	2,098.83	2,182.78	2,270.09
L12	10	1,329.11	1,382.28	1,437.57	1,495.07	1,554.88	1,617.07	1,681.75	1,749.02	1,818.99	1,891.74
L13	10	1,329.11	1,382.28	1,437.57	1,495.07	1,554.88	1,617.07	1,681.75	1,749.02	1,818.99	1,891.74
L14	13	1,727.85	1,796.96	1,868.84	1,943.60	2,021.34	2,102.19	2,186.28	2,273.73	2,364.68	2,459.27
Totals	100	\$13,291.15	\$13,822.79	\$14,375.71	\$14,950.73	\$15,548.76	\$16,170.71	\$16,817.54	\$17,490.24	\$18,189.85	\$18,917.45

*The contributions shown in italics should be reviewed on an annual basis.

Contributions Optimisation Chart : 15 Year Forecast



Site Photographs



Stratamark Pty Ltd

Proposed Budget for Strata Plan 73388

94-96 Yorktown Parade MAROUBRA

Prepared by Stratamark Pty Ltd (ABN 49 135 633 233)
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Administrative Fund

Proposed Budget (01/03/2023-29/02/2024)	Current Actual (01/03/2022-28/02/2023)	Current Budget (01/03/2022-28/02/2023)
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Income

Arrears Fees	\$0.00	\$88.00	\$0.00
Inspection Fee	\$0.00	\$31.00	\$0.00
Interest on Overdues	\$0.00	\$198.35	\$0.00
Levy Income	\$45,000.00	\$44,584.90	\$45,000.00
Locks, Keys & Remote Deposit	\$0.00	\$0.00	\$0.00
S184 Certificate Fee	\$0.00	\$119.90	\$0.00
Swipe Cards, Keys & Remotes	\$0.00	\$292.00	\$0.00

Total Admin Fund Income

\$45,000.00	\$45,314.15	\$45,000.00
--------------------	--------------------	--------------------

Expense

Cleaning - Contract	\$3,960.00	\$4,060.00	\$3,960.00
Fees & Charges - Taxation Return	\$143.00	\$143.00	\$143.00
Fees & Charges - Trades Monitor	\$95.00	\$93.50	\$95.00
Fire - Contract Fee	\$731.00	\$730.95	\$945.00
Fire - Repairs & Maintenance	\$1,500.00	\$2,220.36	\$1,500.00
Grounds & Gardens - Gardening & Lawns	\$2,000.00	\$1,650.00	\$2,000.00
Insurance - Premium	\$10,900.00	\$9,982.17	\$9,000.00
Legal - General	\$0.00	\$1,010.60	\$0.00
Management - Inspection Fee	\$0.00	\$31.00	\$0.00
Management - Levy Arrears	\$0.00	\$88.00	\$0.00
Management - Schedule B	\$1,500.00	\$800.25	\$500.00
Management - Schedule D	\$0.00	\$241.66	\$0.00
Management Fee	\$5,512.00	\$4,783.15	\$5,250.00
Pump - Maintenance	\$176.00	\$176.00	\$176.00
Pump - Service	\$0.00	\$0.00	\$0.00
Pump - Service & Clean Pits	\$0.00	\$462.00	\$0.00
Repairs & Maintenance - Electrical	\$0.00	\$1,023.83	\$0.00
Repairs & Maintenance - Garage Door(s)	\$0.00	\$165.00	\$0.00
Repairs & Maintenance - General Repairs	\$9,500.00	\$4,167.28	\$9,500.00
Repairs & Maintenance - Locks/Keys/Remotes	\$0.00	\$148.50	\$0.00
Repairs & Maintenance - Pest Treatment	\$1,221.00	\$1,067.00	\$1,221.00
Repairs & Maintenance - Plumbing	\$0.00	\$0.00	\$0.00
Report - Insurance Valuation	\$0.00	\$385.00	\$0.00
Roof - Cleaning	\$880.00	\$0.00	\$880.00
Utilities - Electricity	\$2,500.00	\$1,708.76	\$2,500.00
Utilities - Water Usage	\$4,000.00	\$3,540.12	\$4,000.00

Total Admin Fund Expense

\$44,618.00	\$38,678.13	\$41,670.00
--------------------	--------------------	--------------------

Stratamark Pty Ltd
Proposed Budget for Strata Plan 73388

94-96 Yorktown Parade MAROUBRA

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Administrative Fund

	Proposed Budget (01/03/2023-29/02/2024)	Current Actual (01/03/2022-28/02/2023)	Current Budget (01/03/2022-28/02/2023)
TOTAL ADMIN LEVY INCOME	\$45,000.00	\$44,584.90	\$45,000.00
TOTAL ADMIN BUDGET	\$45,000.00		\$45,000.00

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Capital Works Fund

Proposed Budget	Current Actual	Current Budget
(01/03/2023-29/02/2024)	(01/03/2022-28/02/2023)	(01/03/2022-28/02/2023)

Income

Interest - Investment	\$0.00	\$539.40	\$0.00
Interest on Overdues	\$0.00	\$68.33	\$0.00
Levy Income	\$16,171.00	\$15,000.00	\$15,000.00
Owner Repair Reimbursement	\$0.00	\$0.00	\$0.00

Total Cap. Works Fund Income

\$16,171.00	\$15,607.73	\$15,000.00
--------------------	--------------------	--------------------

Expense

Repairs & Maintenance - General	\$50,000.00	\$0.00	\$0.00
Repairs & Maintenance - Intercom	\$0.00	\$0.00	\$15,000.00
Repairs & Maintenance - Waterproofing	\$0.00	\$0.00	\$0.00
Report - Building Consultant/Engineer	\$5,000.00	\$3,806.00	\$0.00

Total Cap. Works Fund Expense

\$55,000.00	\$3,806.00	\$15,000.00
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TOTAL CAP. WORKS LEVY INCOME

\$16,171.00	\$15,000.00	\$15,000.00
--------------------	--------------------	--------------------

TOTAL CAP. WORKS BUDGET

\$16,171.00		\$15,000.00
--------------------	--	--------------------

Stratamark Pty Ltd

Proposed Budget for Strata Plan 73388

94-96 Yorktown Parade MAROUBRA

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Owner Summary (01/03/2023-29/02/2024) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/03/2023	2nd Instalment 01/06/2023	3rd Instalment 01/09/2023	4th Instalment 01/12/2023	TOTAL (01/03/2023-29/02/2024)
1*	1*	6	Vega Ivan & Daniella	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$2,699.92 \$970.28 \$3,670.20
2*	2*	6	Daphne Maureen Nordin	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$2,699.92 \$970.28 \$3,670.20
3*	3*	6	Anna Joy Swain	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$2,699.92 \$970.28 \$3,670.20
4*	4*	6	Luis Alberto Andreoni	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$2,699.92 \$970.28 \$3,670.20
5*	5*	6	K Veitch & A Moody	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$674.98 \$242.57 \$917.55	\$2,699.92 \$970.28 \$3,670.20
6*	6*	5	Miss Terewai M K Mckay	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$2,250.04 \$808.56 \$3,058.60

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Proposed Budget for Strata Plan 73388
94-96 Yorktown Parade MAROUBRA

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Owner Summary (01/03/2023-29/02/2024) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/03/2023	2nd Instalment 01/06/2023	3rd Instalment 01/09/2023	4th Instalment 01/12/2023	TOTAL (01/03/2023-29/02/2024)
7*	7*	5	Veronica Tseng-Donald	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$2,250.04 \$808.56 \$3,058.60
8*	8*	5	Susan Helen Williams	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$2,250.04 \$808.56 \$3,058.60
9*	9*	5	Sunchen Holdings Pty Ltd	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$2,250.04 \$808.56 \$3,058.60
10*	10*	5	Luis Alberto Andreoni	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$562.51 \$202.14 \$764.65	\$2,250.04 \$808.56 \$3,058.60
11*	11*	12	Monika Browning	\$1,350.02 \$485.13 \$1,835.15	\$1,350.02 \$485.13 \$1,835.15	\$1,350.02 \$485.13 \$1,835.15	\$1,350.02 \$485.13 \$1,835.15	\$5,400.08 \$1,940.52 \$7,340.60
12*	12*	10	Thomas Henry Knight	\$1,125.02 \$404.28 \$1,529.30	\$1,125.02 \$404.28 \$1,529.30	\$1,125.02 \$404.28 \$1,529.30	\$1,125.02 \$404.28 \$1,529.30	\$4,500.08 \$1,617.12 \$6,117.20

Stratamark Pty Ltd

Proposed Budget for Strata Plan 73388

94-96 Yorktown Parade MAROUBRA

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Owner Summary (01/03/2023-29/02/2024) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/03/2023	2nd Instalment 01/06/2023	3rd Instalment 01/09/2023	4th Instalment 01/12/2023	TOTAL (01/03/2023-29/02/2024)
13*	13*	10	Briohny Yvette Doyle	\$1,125.02 \$404.28 \$1,529.30	\$1,125.02 \$404.28 \$1,529.30	\$1,125.02 \$404.28 \$1,529.30	\$1,125.02 \$404.28 \$1,529.30	\$4,500.08 \$1,617.12 \$6,117.20
14*	14*	13	Wakefield Scott & Julia	\$1,462.49 \$525.56 \$1,988.05	\$1,462.49 \$525.56 \$1,988.05	\$1,462.49 \$525.56 \$1,988.05	\$1,462.49 \$525.56 \$1,988.05	\$5,849.96 \$2,102.24 \$7,952.20
Total aggregate of UOE 100								

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

Date 30 January 2023		
The Owners – Strata Plan 73388		
“Owners Corporation”		
Attention:	The Secretary	
Address:	94-96 Yorktown Pde Maroubra NSW 2035	
Phone:	ABN: 26 257 907 641	
Facsimile:		
Email:		
The Agent - Stratamark Pty Ltd		
“Agent”		
Attention:	The Licensee - Mark Humphreys	
Address:	401/410 Elizabeth Street, Surry Hills NSW 2010	
Phone:	02 9387 6052	
Facsimile:	02 9475 5332	
Email:	info@stratamark.com.au	
ABN: 49 135 633 233		
SCA (NSW) Membership No: 12898		
Licence No: 1561582		
Particulars		
Item 1	Professional indemnity	In accordance with Section 22 of the Agents Act
Item 2	Commencement date	4 April 2023
Item 3	Term	18 Months
Item 4	Review date	In relation to agreed services – 12 Months from the Commencement date In relation to additional services rates – 1 st January 2024 In relation to charges – 1 st January 2024
Item 5	Percentage increase p.a	5%
Item 6	Agreed services fee p.a	(complete one of the below options) This agreement has been issued based on the charges outlined in the Fee Method outlined on pages 10 to 15 Inclusive. Option 1 - \$5,512.50 plus rebates, discounts and commissions in Disclosure Schedule C1 and C2 – Agent retains all commissions (refer to clause 3.3(a)) or Option 2 - \$_____ plus rebates, discounts and commissions in Disclosure Schedule C2 – Agent retains some commissions (refer to clause 3.3(b)) or

STRATA MANAGEMENT AGENCY AGREEMENT

Agreement

1. Warranties and acknowledgment

- 1.1 The owners corporation warrants that it has resolved and has authority to enter into the agreement.
- 1.2 The agent warrants that the agent holds:
 - (a) a strata managing agent's licence under the Agents Act and that such licence will be maintained while the agreement is in force; and
 - (b) professional indemnity insurance as indicated in item 1.

2. Appointment of and delegation to agent

2.1 The owners corporation:

- (a) appoints the agent as the strata managing agent for the strata scheme; and
- (b) subject to clause 2.2 and 2.3, delegates the agreed services and additional services to the agent, from the commencement date for the agreed services fee and the additional services fee, until the agreement is terminated in accordance with clause 5 or at the end of the term whichever is the earlier.

The extent of authority for agreed services and additional services that has been delegated is stated in schedule A1, being either:

- (a) full authority with no limitations;
- (b) full authority subject to limitations as disclosed in schedule A2; or
- (c) no authority, in which case there is no delegation.

Where a selection has not been indicated on schedule A1 of either (a), (b) or (c), then the extent of authority that has been delegated is FULL AUTHORITY WITH NO LIMITATIONS.

2.3 The parties acknowledge that:

- (a) the delegation to the agent in clause 2.1 does not:
 - (i) constitute a delegation by the owners corporation of its power to make:
 - (A) a delegation under section 52 of the Act; or
 - (B) a decision on a matter required by the Act to be decided by the owners corporation; or
 - (C) a determination relating to the levying or payment of contributions; or
 - (ii) prevent the owners corporation or the strata committee from performing all or any of the agreed services or additional services (if any); and
- (b) the agent does not have and may not exercise any of the powers, authorities, duties or functions of the owners corporation that are conferred on another strata managing agent appointed for the owners corporation under section 237 of the Act once being notified of any such appointment by the Tribunal or the owners corporation.

3. Fees and charges

3.1 The owners corporation must pay to the agent in accordance with the fee payment method:

- (a) the agreed services fee; and
- (b) the additional services fee for any additional services performed by the agent; and
- (c) the charges associated with the performance of the agreed services and any additional services.

3.2 The owners corporation authorises the agent to retain any fees paid to the agent for supplying to third parties information that the owners corporation must supply under the Act and retain any fees paid to the agent for supplying to third parties information that is not required under the Act, provided that such fees are charged in accordance with those set out in schedule B.

3.3 In addition to the fees and charges in clause 3.1 and 3.2, the agent is entitled to remuneration for its services in the form of rebates, discounts and commissions disclosed in schedule C1 and schedule C2 as follows:

- (a) If the first option in item 6 is selected, the agent may retain rebates, discounts and commissions paid to it by the providers of goods and services to the owners corporation described in the disclosure schedule C1 or schedule C2 or as otherwise notified in writing to the owners corporation from time to time and agreed in writing by the owners corporation.
- (b) If the second option in item 6 is selected, the agent must pay to the owners corporation any rebates, discounts and commissions paid to it by providers of goods and services to the owners corporation within 30 days of receipt except for any rebates, discounts and commissions described in the disclosure schedule C2 which may be retained by the agent.
- (c) If the third option in item 6 is selected, the agent must pay to the owners corporation any rebates, discounts and commissions paid to it by providers of goods and services to the owners corporation within 30 days of receipt.
- (d) If the owners corporation:
 - (i) delegates the agent to arrange insurance cover;
 - (ii) selects the first or second option in item 6; and
 - (iii) later takes steps to arrange its own insurance or directs, instructs or passes a resolution that has the effect that the agent does not receive a commission or rebate for the placement of insurance,then the agreed services fee shall be increased by an amount equivalent to the commission the agent would have received had the agent arranged the insurance cover.

STRATA MANAGEMENT AGENCY AGREEMENT

Signatures	
Owners Corporation	
The common seal of the owners corporation was affixed on Click or tap to enter a date. in the presence of.	
Signature	Signature
Name	Name
Designation	Designation
Being the person(s) authorised by section 272 of the Act to attest the affixing of the seal.	
Agent	
Executed by the agent in accordance with Section 126 or 127 of the Corporations Act 2001 (Cth) in the presence of:	
Signature of Authorised Person	Signature of Authorised Person
Mark Humphreys	George Kminiak
Name of Authorised Person	Name of Authorised Person
Service	
The owners corporation acknowledges receipt of a copy of this agreement within 48 hours of execution by the owners corporation (refer to page 9 for IMPORTANT NOTES to the parties when executing this agreement).	
Name of Signatory	Signature

3.4 The *agent* must account to the *owners corporation* for money received by the *agent* on behalf of the *owners corporation* in the manner and with the frequency set out in *Item 8*

3.5 At any time, by written *agreement* between the parties, *Items* may be added to or deleted from the *additional services rates* and/or charges.

4. Review of fees and charges

4.1 The *agreed services fee*, the *additional services rates* and the *charges* will be reviewed on the review date by the *agent*.

4.2 Unless otherwise agreed before the review date, the *agreed services fee*, the *additional services rates* and the *charges* payable on and from the review date will be increased in accordance with *Item 5*.

4.3 The *agent* will notify the *owners corporation* of the new *agreed services fee*, the *additional services rates* and the *charges* as soon as practicable after the review date.

5. Terminating the agreement

5.1 After the expiry of the term, the *agreement* will automatically end unless the *owners corporation* extends the *agreement* in accordance with section 50(4) of the Act.

5.2 The *agreement* may be terminated at any time with the mutual consent of the parties.

5.3 Any notice to terminate under this *agreement* can only be given by the *owners corporation* if authorised by a resolution of the *owners corporation* at *general meeting*.

5.4 Despite this clause 5 and without affecting any of its other rights, the *agreement* may be terminated with immediate effect by written notice given by:

- (a) the *owners corporation*:
 - (i) if the *agent* is in breach of the *agreement* and fails to remedy that breach within 28 days after the *owners corporation* serves a written notice on the *agent* providing particulars of the breach; or
 - (ii) where the *agent* is an individual, the *agent* is declared bankrupt; or
 - (iii) where the *agent* is a corporation, the *agent* is wound up or placed in administration or liquidation; or
 - (iv) if the *agent* ceases to hold a strata managing *agent's* licence; or
- (b) the *agent* if:
 - (i) the *owners corporation* is in breach of the *agreement* and fails to remedy that breach within 28 days after the *agent* serves a written notice on the *owners corporation* providing particulars of the breach; or
 - (ii) an order by a Court is made for the variation or termination of the *strata scheme* under Part 9 or 10 of the *Development Act*; or
 - (iii) the *owners corporation* fails to pay any moneys owed under this *agreement* after the *agent* serves a written notice on the *owners corporation* providing particulars of the amount outstanding; or
 - (iv) the *owners corporation* fails to comply with any law or fails to provide adequate instructions or prevents the *agent* from carrying out its obligations under this *agreement* after the *Agent* serves a written notice on the *owners corporation* providing particulars of the breach.

5.5 The *agreement* is terminated on the appointment of a strata managing *agent* under section 237 of the Act to exercise or perform all the functions of the *owners corporation* and, if so terminated, the *agent* will not be entitled to:

- (a) any remuneration by way of commission, *agreed services fee*, *additional services fee*, *charges* or otherwise in respect of any period after the termination; or
- (b) any payment (in the nature of a penalty or otherwise) by reason of the early termination.

5.6 In the event of termination, the *agent* must provide all books, records, accounts, funds and property of the *owners corporation* in the *agent's* possession to the secretary of the *owners corporation*, or persons nominated by the secretary of the *owners corporation*, within seven (7) business days.

6. Liability of the agent and exclusions

6.1 The *agent* is liable to the *owners corporation*:

- (a) only for *services* actually supplied or that should have been supplied under this *agreement*; and
- (b) on the terms of this clause 6.

6.2 The *agent* is excluded from all liability for any claim, liability or loss arising directly or indirectly out of the *services* or *additional services* or arising from any cause of action whatsoever except to the extent that the claim, liability or loss is caused or contributed to by the *agent's* willful breach of this *agreement*, gross negligence, dishonesty or fraud. The *owners corporation* agrees that it will at all times indemnify the *agent* against all actions, suits, proceedings, costs, claims, expenses or demands which may arise in the course of or as a result of the *agent's* management of the scheme, including all legal expenses incurred by the *agent* in defence or initiation of any legal proceedings as well as any excess payable under the *agent's* professional indemnity insurance;

- (a) by third parties against the *agent*;
- (b) by the *owners corporation* against the *agent* arising before, during or after this *agreement*.

6.3 The *agent's* maximum liability to the *owners corporation* for any breach of this *agreement*, or arising out of the provision or non provision of the *agreed services* or the *additional services* or by taking steps contrary to this agreement, whether under law of contract, tort or otherwise, is limited to the amount of the *agreed services fees* for the year in which the liability arose.

6.4 The *agent* is deemed to be discharged from all liability in respect of the *agreed services* and the *additional services*, whether under the law of contract, tort or otherwise, at the expiration of two years from the date of the act or omission giving rise to the liability, and the *owners corporation* (and persons claiming through or under the *owners corporation*) shall not be entitled to commence any action or claim against the *agent* in respect of that act or omission after that date.

6.5 Clauses 6.1, 6.2, 6.3, 6.4 and 6.5 apply to the extent permitted by law.

6.6 The *owners corporation* must indemnify the *agent* immediately on demand against any matter for which the *agent* has no liability to the *owners corporation* including in respect of the matters referred to in clause 6.2 and 6.3.

7. Transfer of the agreement

7.1 The *agent* cannot transfer the *agreement* without the written consent of the *owners corporation*, which consent shall not be unreasonably withheld if the *agent* satisfies the *owners corporation* that the proposed transferee and related persons are fit and proper persons and have the qualifications, competence and experience to perform the *agreed services* and *additional services* at an *agreed services fee* and an *additional services fee* not greater than the current *agreed services fee* and *additional services fee*.

7.2 The *owners corporation* must advise the *agent* of its decision whether to approve a proposed transfer within 28 days after receiving from the *agent* the information reasonably necessary to make the decision. If the *owners corporation* approves the transfer, the *owners corporation*, the *agent* and the transferee must enter into a transfer *agreement*, or alternatively, if the *agent* elects to enter into a new agency *agreement* then clause 7.4 will apply.

7.3 After the transfer *agreement* has been entered into or, if an election has been made by the *agent* under clause 7.3, the new *agent* must request that the *owners corporation* enter into a new agency *agreement* and the *owners corporation* must advise the new *agent* of its decision to enter into a new agency *agreement* within 28 days after such request, such approval not to be unreasonably withheld if the new agency *agreement* is on the same terms as this *agreement*, or on terms not less favourable to the *owners corporation* as this *agreement*. The new *agent* must pay the reasonable cost of preparing the new agency *agreement*, preparing and holding the meetings of the *strata committee* and the general meeting of the *owners corporation*, however if the meeting relates to more than approval of the minutes of the last meeting and the resolution relating to the new agency *agreement*, then the new *agent* must pay the proportionate share of the total cost relating to approval of the new agency *agreement*.

7.4 After the transfer *agreement* has been entered into or, if an election has been made by the *agent* under clause 7.3, the new *agent* must request that the *owners corporation* enter into a new agency *agreement* and the *owners corporation* must advise the new *agent* of its decision to enter into a new agency *agreement* within 28 days after such request, such approval not to be unreasonably withheld if the new agency *agreement* is on the same terms as this *agreement*, or on terms not less favourable to the *owners corporation* as this *agreement*. The new *agent* must pay the reasonable cost of preparing the new agency *agreement*, preparing and holding the meetings of the *strata committee* and the general meeting of the *owners corporation*, however if the meeting relates to more than approval of the minutes of the last meeting and the resolution relating to the new agency *agreement*, then the new *agent* must pay the proportionate share of the total cost relating to approval of the new agency *agreement*.

8. Service of notices

8.1 Any notice to be served under the *agreement*:

- (a) must be served either personally, by post, facsimile or e-mail using the details provided on the front page of this *agreement*, or other notice details subsequently notified from time to time by a party in writing to the other party; and
- (b) is served the first time it is served if it is served more than once.

9. GST

9.1 Words or expressions used in this clause 9 or elsewhere in the *agreement* that are defined in the GST Act have the same meaning in the *agreement*.

9.2 The parties acknowledge that:

- (a) the *agreed services fee*, the *additional services rates* and the charges are inclusive of GST and are based on a GST rate of 10%; and
- (b) if the rate of GST increases or decreases, the *agreed services fee*, the *additional services rates* and the charges will simultaneously increase or decrease so that the *agent* receives the same GST exclusive payment as it received before the change in the rate of GST.

10. Work, health and safety

10.1 The parties mutually covenant and agree that they will each comply with their respective obligations under the *Work Health & Safety Act 2011* (NSW) and the *Work Health & Safety Regulation 2011* (NSW) (*WHS Act 2011* and *WHS Regulation 2011*), as amended from time to time.

10.2 Subject to the provisions of the *WHS Act 2011* and *WHS Regulation 2011*, the *owners corporation's* appointment of the *agent* under this *agreement* does not constitute the appointment of the *agent* as a principal contractor within the meaning of regulation 283 of the *WHS Regulation 2011* (as amended from time to time).

11. Definitions

The following words have these meanings in the *agreement* unless the contrary intention appears:

<i>Act</i>	<i>Strata Schemes Management Act 2015</i> (NSW).
<i>additional services</i>	the functions and duties of the <i>owners corporation</i> set out in schedule A1 or schedule A2.
<i>additional services fee</i>	the fee for the supply by the <i>agent</i> of the <i>additional services</i> calculated according to the <i>additional services rates</i> , as varied under the <i>agreement</i> .

agent	the person described on the front page of the <i>agreement</i> and, where appropriate, includes the <i>agent's</i> employees and contractors or any transferee under clause 7.
Agents Act	<i>Property, Stock and Business Agents Act 2002</i> (NSW).
agreed services	the functions and duties of the <i>owners corporation</i> set out in: <ol style="list-style-type: none"> schedule A1 other than those marked "No authority"; and schedule A2.
agreed services fee	the fee in <i>item 6</i> for the supply of the <i>agreed services</i> , as varied under the <i>agreement</i> .
agreement	this <i>agreement</i> including the particulars, schedules and attachments.
charges	the costs and associated fees set out in schedule B and/or schedule D, as varied under the <i>agreement</i> .
CPI	the All Groups consumer price index published by the Australian Bureau of Statistics for Sydney, or if that bureau stops publishing the CPI, then the index recommended by the Property Council of Australia as the index that most appropriately replaces the CPI.
Development Act	in relation to a freehold strata scheme, the <i>Strata Schemes Development Act 2015</i> (NSW).
disclosure schedule	schedules C1 and C2.
strata committee	the <i>strata committee</i> of the strata scheme.
GST Act	A <i>New Tax System (Goods and Services Tax) Act 1999</i> (Cth).
item	an item in the Particulars.
loss	any damage or damages, loss, costs (including, without limitation, the costs of complying with any verdict, award or settlement of any dispute and legal costs on a solicitor and own client costs basis), expense, charge, payment of liability, in any case, whether accrued or paid but not indirect, incidental or consequential loss or damages.
minimum term	the period or event in <i>item 3</i> : <ol style="list-style-type: none"> commencing on the commencement date; and expiring at the duration of the period identified or event in <i>item 3</i>.
non-standard work	means any work not defined as <i>standard work</i> .
owners corporation	the <i>owners corporation</i> described on the front page of the <i>agreement</i> and, where appropriate, includes the <i>employees, agents</i> (other than the <i>agent</i>), contractors and invitees of the <i>owners corporation</i> .
Regulation	<i>Property, Stock and Business Agents Regulation 2014</i> (NSW).
related persons	in relation to a proposed transferee which is a: <ol style="list-style-type: none"> corporation — a 'related entity' of the corporation within the meaning of section 9 of the Corporations Act 2011 (Cth); or partnership, — the partners and principal staff of the partnership.
SCA (NSW)	means Strata Community Australia (NSW).
services	the <i>agreed services</i> and <i>additional services</i>
standard work	Means: <ol style="list-style-type: none"> construction work where there is no requirement to work above three (3) meters, including but not limited to, replacement of roofing, guttering; general maintenance works, including but not limited to, lawn mowing, gardening, window cleaning (below three (3) meters), painting; minor maintenance repairs, including but not limited to, repair/replacement of leaking pipes, replacing tiles/pavers, lock replacement/repairs; maintenance of essential fire safety equipment; annual inspection and notifications required for essential fire safety equipment; pest management treatments (excluding fumigation); lift, traveller or escalator maintenance; or renewal of plant registrations in accordance with the requirements of the <i>WHS Act 2011</i> and <i>WHS Regulation 2011</i>; provided however: <ol style="list-style-type: none"> if any of these works require a principal contractor (as defined under the <i>WHS Act 2011</i> and <i>WHS Regulation 2011</i>) to be appointed then the works will be considered <i>Non-Standard Work</i>; or if there is any inconsistency between <i>Standard Work</i> and <i>Non-Standard Work</i>, the work will be interpreted as <i>Non-Standard Work</i>.
strata scheme	the scheme described on the front page of the <i>agreement</i> .
Tribunal	means the NSW Civil and Administrative Tribunal.

12. Interpretation

In the *agreement*, unless the contrary intention appears:

- a reference to:
 - a thing includes the whole or each part of it;
 - a document includes any variation or replacement of it;
 - a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them; and
 - a person includes that person's executors, administrators, successors, substitutes (including but not limited to, person taking by novation) and assigns;
- the singular includes the plural and vice versa;
- headings do not affect interpretation; and
- despite clause 11, the words defined in clause 11 are defined words whether or not these words are in italics.

Important notes for the parties when executing the agreement:

- The *agent* may not be entitled to any fee for services performed unless the *agent* serves a copy of the *agreement* signed by the *agent* on the *owners corporation* within 48 hours after the *agreement* is signed by or on behalf of the *owners corporation*.
- Once the terms of the *agreement* have been agreed, the *agent* should sign the *agreement* in duplicate and submit the *agreement* in duplicate to the *owners corporation* for signing. The *owners corporation* should sign, date and acknowledge receipt of the *agreement* on both counterparts.
- The *agent* should retain a copy of the signed *agreement*.
- A copy should be given to the secretary of the *owners corporation*.
- The *agent* should provide a copy of the proposed *agreement* to all parties required to be given notice of the meeting at which the *agreement* is proposed to be approved.
- If the *owners corporation* does not nominate two (2) persons to witness the affixing of the seal then the seal must be affixed in the presence of the secretary and any other member of the *strata committee*.

Schedule A1

NOTE: Where this schedule A1 provides for choices and no choice is selected, "Full authority with no limitations" applies.

Duties and Functions as described in the Property Stock & Business Agents Regulations (Schedule 6 Clause 6).	FULL AUTHORITY WITH NO LIMITATIONS	No Authority	Full Authority Subject to Limitations as Disclosed in Schedule A2	Regulation Schedule 6 Clause 6 Ref
Undertaking the financial management of funds and books of account.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(a)
Holding documents and maintaining records relating to the <i>scheme</i> (for example, the strata roll, notices, and minutes of meetings).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(b)
Arranging building inspections and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(c)
Effecting repairs to and maintaining common property or engaging appropriately qualified tradespersons to do <i>Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the approval of the person on behalf of whom the <i>agent</i> is acting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(d)
Engaging appropriately qualified tradespersons to do <i>Non-Standard Work</i> , and the appointment on behalf of the <i>owner's corporation</i> of a <i>principal contractor</i> within the meaning of regulation 293 of the WHS Regulation 2017 for such <i>Non-Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the principal's approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Paying disbursements and expenses incurred in connection with the <i>agent's</i> management of the <i>scheme</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(e)
Arranging insurance cover for the <i>scheme</i> . NOTE: Where the <i>owners corporation</i> arranges for placement of the insurance cover or engages a third party (i.e. an insurance broker, the <i>agent</i> is indemnified by the <i>owners corporation</i> to the extent of liability contributed by an act, omission or negligence on behalf of the <i>owners corporation</i> or third party in placing the insurance cover.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(f)
Serving notices to comply with a by-law.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6(g)
Managing the sinking fund/capital works fund and the administrative fund.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(h)
Undertaking steps necessary to recover any money owing in relation to levies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(i)
Representing the <i>owners corporation</i> or association in tribunal or court proceedings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(j)
Paying accounts in relation to the <i>scheme</i> (for example, accounts for water charges, council rates and maintenance).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(k)
Arranging and undertaking administrative duties in relation to annual general meetings and other general meetings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(l)
Duties and Functions in addition to those described in the Property Stock & Business Agents Regulations (Schedule 6 Clause 6).				
The agent has the delegated functions of Chairperson, Secretary and Treasurer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The agent has the delegation as the Treasurer to be able to open and close bank accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Schedule A2 *

NOTE: Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.

Duties and functions	Limitations on Authority (if nothing stated, then no limitations apply)	Fee Method Subject to additional charges
Financial Management		
Undertaking the financial management of funds and books of account, excludes detailed financial review		Agreed Services fee
Detailed financial review		Schedule B
Managing the sinking fund and the administrative fund		Agreed Services fee
Paying disbursements and expenses incurred in connection with the agent's management of the scheme		Agreed Services fee
Cheque Fee applies where Electronic Funds Transfer or BPay details are not provided.		Schedule D
Paying routine accounts in relation to the scheme (for example, accounts for water charges, council rates and maintenance).		Agreed Services fee
Paying non-routine accounts in relation to the scheme (for example, accounts where the total value of the work exceeds \$5,000.00).		Schedule B
Opening of investment accounts (including initial transfer of funds) and transferring subsequent funds – per transaction		Schedule D
Preparation of documents for all Income Tax Returns		Agreed Services fee
Lodgement of Income Tax Return with Australian Taxation Office (ATO), by a suitably qualified tax agent		At Cost
Preparation of documents for Business Activity Statement lodgement		Schedule B
Lodgement of Business Activity with Australian Taxation Office (ATO), by a suitably qualified tax agent		At Cost
Preparation of documents for independent audit		Schedule B
Audit of the Owners Corporations accounts by a suitably qualified auditor		At Cost
Preparation of employee Payment Summary (Group Certificate)		Schedule D
Annual levy statement/Ledger		Schedule D
Correspondence / Record Keeping		
Attending to phone calls / correspondence – limited to 10 minutes per phone call / correspondence		Agreed Services fee
Attending to phone calls / correspondence – in excess of 10 minutes per phone call / correspondence		Schedule B
Holding documents and maintaining records relating to the scheme (for example, the strata roll, notices, and minutes of meetings)		Agreed Services fee
Changes/amendments to the strata roll		Schedule D

* These fees have been negotiated between the parties to the agreement

Schedule A2 * Continued

NOTE: Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.

Duties and functions	Limitations on Authority (if nothing stated, then no limitations apply)	Fee Method Subject to additional charges
Repairs & Maintenance / Inspections		
Effecting repairs to and maintaining common property or engaging appropriately qualified tradespersons to do Standard Work , with limitations on expenditure that may be incurred by the agent without approval from either the Strata Committee or the Owners Corporation. This excludes emergency works <i>Effecting repairs does not include supervision or building management duties and is limited to obtaining quotations and issuing work orders.</i>	A limitation of \$2,000.00 or \$500.00 times the number of lots, whichever the greater applies without approval from either the Strata Committee or the Owners Corporation. This excludes emergency works	
All works where the total value is under \$5,000.00, excludes Annual Fire Safety Statements, Lift Compliance and other compliance matters. Limited to obtaining 2 quotations.		Agreed Services fee
All works where the total value exceeds \$5,000.00 or where it relates to Annual Fire Safety Statements, Lift Certification and other compliance matters. Limited to obtaining 3 quotations.		Schedule B
Obtaining Quotations in excess of those outlined above.		Schedule B & D
Engaging appropriately qualified tradespersons to do Non-Standard Work , and the appointment on behalf of the owners corporation of a Principal Contractor for such Non-Standard Work, with limitations on expenditure that may be incurred by the agent without obtaining the principal's approval. <i>Effecting repairs does not include supervision or building management duties and is limited to obtaining quotations and issuing work orders</i>	The strata manager is unable to undertake Non-Standard Work unless instructed by the Strata Committee or the Owners Corporation. This excludes emergency works	
All works where the total value is under \$5,000.00, excludes Annual Fire Safety Statements, Lift Certification and other compliance matters. Limited to obtaining 2 quotations.		Agreed Services fee
All works where the total value exceeds \$5,000.00 or where it relates to Annual Fire Safety Statements, Lift Certification and other compliance matters. Limited to obtaining 3 quotations.		Schedule B
Obtaining Quotations in excess of those outlined above.		Schedule B & D
Supervision or building management duties Arranging building inspections and reports; limited to Sinking Fund Forecast, Occupational Health & Safety Report and Building Insurance Valuations Arranging building inspections and reports, all other reports apart from those outlined above Signing a works/building contract	Approval from the Strata Committee must be obtained or following a general meeting of the owners corporation Approval from the Strata Committee must be obtained	Schedule B Agreed Services fee Schedule B & D

* These fees have been negotiated between the parties to the agreement

Schedule A2 * Continued

NOTE: Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.

Duties and functions	Limitations on Authority (if nothing stated, then no limitations apply)	Fee Method Subject to additional charges
Keys & Security		
Issuing Security Keys, Fobs, remotes or other device(s).		Schedule D
Meetings		
Arranging the following meetings: - One Annual General Meeting and subsequent Strata Committee Meeting - Limited to a maximum of 50 single sided pages (25 double sided) - One Extraordinary General Meeting - Limited to a maximum of 40 single sided pages (20 double sided) - One Strata Committee Meeting - Limited to a maximum of 20 single sided pages (10 double sided) Including preparation and dispatch of minutes Excludes preparation of tenant representative meetings and dispatch of agendas for tenants		Agreed Services fee
Attending the following meetings which have a scheduled commencement time during office hours (9:00am and 6:30pm Monday to Friday): - One Annual General Meeting and subsequent Strata Committee Meeting (limited to 60 minutes) - One Extraordinary General Meeting (limited to 60 minutes) - One Strata Committee Meeting (limited to 30 minutes) Excludes any adjournment of an Owners Corporations Meeting Excludes preparation of tenant representative meetings and dispatch of agendas for tenants		Agreed Services fee
Arranging and holding tenant representative meeting and preparation and dispatch of agenda/documents to tenants Attending meetings which have a scheduled commencement time outside office hours (9:00am and 6:30pm Monday to Friday) or in excess of the time limits listed above or for an adjournment of an Owners Corporations meeting Arranging and attending meetings which are in excess of those meetings provided for within the Agreed Services Fee, including preparation and dispatch of minutes		Schedule B & D Schedule B
Printing & postage of meeting agendas in excess of the limits outlined under 'Arranging the following meetings' Arranging a meeting room if required		Schedule D At Cost
Insurance		
Arranging insurance cover for the scheme where the agent has received commission from the insurer		Agreed Services fee
Arranging insurance cover for the scheme where the agent has not received commission from the insurer		Schedule B
Preparation and lodgement of insurance claims, including additional duties such as, but not limited to, liaising with loss adjusters and obtaining repair quotations where the agent has received commission from the insurer		
Where the claim value is under \$5,000.00 and the agent has received insurance commission from the insurer		Agreed Services fee
Where the claim value exceeds \$5,000.00 or for any claim where the agent has not received insurance commission from the insurer		Schedule B

* These fees have been negotiated between the parties to the agreement

Schedule A2 * Continued

NOTE: Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.

Duties and functions	Limitations on Authority e.g. on expenditure (if nothing stated, then no limitations apply)	Fee Method Subject to additional charges
Insurance Continued		
Preparation and lodgement of insurance claims, including additional duties such as, but not limited to, liaising with loss adjusters and obtaining repair quotations where the agent has not received commission from the insurer		Schedule B & D
Fire / Lift Compliance		
All work related to the fire safety aspects including entering into contracts		Schedule B
All work related to lift maintenance, annual certification and upgrades		Schedule B
Prepare and issue Annual Fire Safety Statement as per Regulations		Schedule B
By-Laws / Legal		
Issuing and serving notices to comply with a by-law / by-law enforcement notice	Approval from the Owners Corporation or Strata Committee is required	Schedule B & D
Drafting, amending and registration of by-laws, including consultation with solicitor(s)	Approval from the Owners Corporation or Strata Committee is required	Schedule B plus legal costs
Representing the owners corporation or association in any form of mediation, tribunal or court proceedings, including all time involved to review documents, preparation for hearing and subsequent attendance; travel time is chargeable		Schedule B & D
Undertaking steps necessary to recover any money owing in relation to levies, these charges are invoiced and payable by the lot owner subject to the collection action		Schedule B 'Levy Recovery'
Undertaking steps necessary to recover any money owing in relation to a debtor or third party		Schedule B Debtor (Third Party) Recovery
Other		
Involvement in building defects and defect claims	Approval from the Owners Corporation or Strata Committee is required	Schedule B & D
Any other duties delegated by the Strata Committee a nd/ or owners corporation	Approval from the Owners Corporation or Strata Committee is required	Schedule B & D
Section 184 Certificate	Full Authority – the fee is payable by the requesting party	Schedule B Section 184 Certificate
Strata Inspection	Full Authority – the fee is payable by the requesting party	Schedule B Strata Inspection
New Client Fee		Schedule D
Termination Fee		Schedule D

* These fees have been negotiated between the parties to the agreement

Schedule A2 * Continued

NOTE: Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.

Duties and functions	Limitations on Authority e.g. on expenditure (if nothing stated, then no limitations apply)	Fee Method Subject to additional charges
Applying the common seal to a document		Schedule D
New Owner Welcome Letters		Schedule D
Storage of records		Schedule D
Employee Payment Summary (Group Certificate)		Schedule D
Retrieval of records from storage		Schedule D

Schedule B – Fees

NOTE: 'Schedule B' fees only apply where apply to a task outlined in Schedule A2

Item	Charge – GST Inclusive	Unit
Hourly Rates - Office hours mean the hours between 9:00am and 6:30pm Monday to Friday		
Rate for strata manager and accounting staff during office hours	\$187.00	Per hour
Rate for administrative staff during office hours	\$121.00	
Rate for strata manager and accounting staff outside office hours	\$374.00	
Rate for administrative staff outside office hours	\$242.00	
Levy Recovery - will be recovered from the lot owner and will form part the outstanding debt		
Stage 1 - Reminder Notice (issued month following due date)	Free	Per notice
Stage 2 – Final Reminder (issued approximately 1 month after Reminder Notice)	\$33.00	
Stage 3 – Instruct Solicitor (issued approximately 1 month after Final Reminder)	\$55.00	
Arrears monitoring fee (to review payment plans; both internal and external)	\$55.00	
Debtor (Third Party) Recovery		
Stage 1 - Reminder Notice (issued month following due date)	\$33.00	Per notice
Stage 2 – Final Reminder (issued approximately 1 month after Reminder Notice)	\$55.00	
Stage 3 – Instruct Solicitor (issued approximately 1 month after Final Reminder)	\$55.00	Per instruction
Section 184 Certificate – payable by the party requesting the documentation and not the Owners Corporation		
Preparation of a section 184 certificate	Statutory Cost	Per certificate (payable to the agent under clause 3.2)
Preparation of an urgent section 184 certificate (initial or update)	Statutory Cost Plus \$55.00	
Preparation of an updated section 184 certificate	Statutory Cost	
Strata Search / Inspection of Records - payable by the party requesting the documentation and not the owners corporation		
This is regulated by the Strata Schemes Management Regulation, see Schedule 1A of this Act for more details		This fee is a statutory fee payable to the agent under clause 3.2 of this agreement

* These fees have been negotiated between the parties to the agreement

Schedule C - Disclosure schedule

Schedule C1 - The following providers pay a rebate, discount or commission to the agent:

Name of company/person	Amount/percentage of rebate, discount or commission	Other information relating to the disclosure
Strata Unit Underwriters	Up to 20% of the base premium	
CHU Underwriting Agencies	Up to 20% of the base premium	
Body Corporate Brokers	Up to 20% of the base premium	
BAC Insurance Brokers	Up to 20% of the base premium	

Schedule C2 - The following providers pay a rebate, discount or commission to the agent:

Name of company / person	Amount / percentage of rebate, discount or commission	Other information relating to the disclosure
Nil	Nil	Nil

Schedule D - Charges and associated fees*

NOTE: *Schedule D' fees only apply to a task outlined in Schedule A2

Item	Charge (inclusive of GST)	Unit
1. Postage – Per Letter/Item	\$1.10	Plus Australia Post Charges
2. Photocopying or printing (black and white)	\$0.55	Per page
3. Photocopying or printing (colour)	\$3.30	Per page
4. Printing and postage via external supplier	At Cost + 20%	Per Charge
5. Telephone calls (Local)	\$1.10	Per call
6. Telephone calls (STD or Mobile)	\$2.75	Per call
7. Telephone calls (International)	\$11.00	Per call
8. Sending Emails	\$1.10	Per email
9. Hand deliver mail	Refer to hourly rates	Incl travel, per document
10. Signing a works/building contract	\$77.00	Per contract
11. Applying the common seal to a document	\$44.00	Per document
12. Cheque Fee	\$11.00	Per Cheque
13. Creditor Approval – at request by strata committee / owners corporation	\$110.00	Per month
14. Sending or receiving a fax	\$1.10	Per fax (plus printing)
15. Courier	At cost	Per item
16. Issuing of Keys, Fobs and Remotes	\$22.00	Per key, fob and remote
17. Postage charge excluding standard post (i.e. registered post)	At cost	Per item
18. Providing a minute book	At cost	Per book
19. New owner orientation package	\$33.00	Per owner
20. Storage of archive boxes, where the total number of boxes exceeds 1	\$22.00	Per box, per month
21. Investment Transactions for new account and subsequent transfers	\$11.00	Per transaction
22. Issue Annual Fire Safety Statement as per Regulation	\$110.00	Per Submission
23. Employee Payment Summary (Group Certificate)	\$220.00	Per Employee Certificate
24. Annual fee statement/ledger	\$33.00	Per statement/ledger
25. Changes/Alterations to the strata roll	\$22.00	Per update request
26. Retrieval of records from storage	\$33.00	Per retrieval
27. New Building Fee – Self Managed Fee	\$330.00	Once Off
28. Termination Fee	\$330.00	Once Off
The following fees are not charged by Stratamark Pty Ltd but form part of our management conditions, they are included for disclosure purposes and are subject change.		
29. Bank fees in relation to operating the clients trust account	At cost	Per item
30. Trades Monitor Fee	At Cost	Per annum

* These fees have been negotiated between the parties to the agreement

Notice of Strata Committee Meeting

The Owners – Strata Plan 73388
94-96 Yorktown Parade, MAROUBRA, NSW, 2035

Strata Schemes Management Act 2015 'The Act'
Strata Schemes Management Regulations 2016 'The Regulation'

Meeting Venue: Zoom Videoconference
Meeting Date: Immediately after the Annual General Meeting

Casting your vote has never been easier. Your vote can now be cast by:

- Zoom videoconference - <https://us02web.zoom.us/j/82759810346>;
- Teleconference, via Zoom - Phone No: 02 8015 6011; Meeting ID: 827 5981 0346.

This meeting will be held immediately after the Annual General Meeting.

You must be financial to participate/vote at this meeting, that is all levies and any other amounts recoverable must be paid before the meeting commences.

Date of Meeting Notice: 27/1/23
Strata Manager: George Kminiak



Liability limited by a scheme approved under the Professional Standards Legislation

Agenda

Record commencement time;
Record chairperson;
Record persons present to vote;
Record persons in attendance;
Record apologies;
Summary of Motions;

1. Minutes
2. Strata Committee Pecuniary Interests
3. Office Bearers
4. Owner Rights under Clause 9(3)

If you are accessing this meeting notice via the StrataVote online platform, all motions are listed under the 'Voting Paper' tab, where you will also cast your votes.

1. Minutes

THAT the strata committee resolved to confirm the minutes of the Strata Committee held on 9th of February 2022.

2. Strata Committee Pecuniary Interests

THAT the strata committee resolves to:

- a. receive any disclosures under clause 18 of Schedule 2 of the Strata Schemes Management Act 2015 regarding pecuniary interests;
- b. record any such disclosures in a book kept for that purpose;
- c. determine a fee for payment for inspection of the disclosure book; and
- d. if there are any disclosures made, make a determination as to whether or not that member can be present during any deliberation of the strata committee with respect to the matter or to take part in any decision of the strata committee with respect to the matter.

3. Office Bearers

THAT strata committee resolves to elect the Chairperson, Secretary and Treasurer.

4. Owner Rights under Clause 9(3)

Notice to all owners: Owners should note their rights under Clause 9(3), Schedule 2 of the Strata Schemes Management Act 2015 in respect of the matters proposed to be considered at the meeting.

CAPITAL WORKS PLAN

94-96 YORKTOWN PARADE

at

94-96 YORKTOWN PARADE MAROUBRA

Plan No. SP 73388

L&P Job No. 15013/61395

Prepared by L&P Quantity Surveyor
William Wang BUrbDev(ConstMgt)

Printed: 16 February 2021



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SUMMARY OF CONTRIBUTIONS

15 YEAR PLAN 15 YEAR FORECAST: Starting December 2017
for

94-96 YORKTOWN PARADE SP 73388

Prepared by Leary & Partners Pty Ltd - Job No. 15013

Dated : 14 July 2017

Fund Balance @ December 2017: \$34,000.00

For the 12 month period ending	Total Contributions	Expected Requirements	Fund Balance*	Interest less Tax
30/11/2018	\$13,291	\$1,401	\$46,589	\$699
30/11/2019	\$13,823	\$1,849	\$59,482	\$920
30/11/2020	\$14,376	\$3,553	\$71,440	\$1,136
30/11/2021	\$14,951	\$7,568	\$80,138	\$1,315
30/11/2022	\$15,549	\$16,250	\$80,832	\$1,396
30/11/2023	\$16,171	\$6,016	\$92,490	\$1,503
30/11/2024	\$16,818	\$33,411	\$77,370	\$1,473
30/11/2025	\$17,490	\$24,721	\$71,429	\$1,291
30/11/2026	\$18,190	\$47,291	\$43,323	\$995
30/11/2027	\$18,917	\$19,615	\$43,378	\$752
30/11/2028	\$19,674	\$27,489	\$36,253	\$691
30/11/2029	\$20,461	\$38,985	\$18,202	\$472
30/11/2030	\$21,280	\$11,900	\$27,982	\$401
30/11/2031	\$22,131	\$18,435	\$32,200	\$522
30/11/2032	\$23,016	\$13,632	\$42,230	\$646

*This balance includes interest earned on the fund balance and tax payable on these earnings.
We were advised that this scheme is not registered for GST.

Expected Inflation 4.00%
Contingency 10.00%
Interest 2.50%
Taxation 30.00%

PREAMBLE CLAUSES

1.00 PURPOSE OF CAPITAL WORKS PLAN

The purpose of this report is to enable the owners corporation to make adequate monetary provision for future common property replacements and major repair items, in accordance with the requirements of the relevant legislation.

2.00 LEGISLATION

This survey has been prepared with reference to the Strata Schemes Management Act 2015. It does not take into account the impact of future changes to this legislation or to other relevant legislation (eg. The Work Place Health and Safety Legislation).

3.00 THE GOODS AND SERVICES TAX

All cost estimates contained in of this report include an allowance for GST.

If the owners corporation is a registered entity for GST puposes, allowance has been made for the fact that the OC will be entitled to claim GST tax credits.

The contributions displayed in this report do not include the GST payable by the owners corporation on all levies. A 10% allowance for GST should be added to the contributions displayed before levying lot owners.

4.00 BASIS OF COST FORECASTS

Expenses have been forecast in line with the standard requirements for a building of this nature and assume a typical level of usage and maintenance.

The cost allowances in this report are our best estimate of the likely future costs, based on the information available to us at this date. These cost estimates may be impacted by factors that cannot be reasonably foreseen at this time. Common examples of such factors include unusual market conditions at the time of the works, associated remedial works being required, special access or scaffolding being required or the owners corporation choosing to vary the repaired or replaced infrastructure. Further, when competitive quotes are sought, there is normally a variation between the quoted prices.

For these reasons we recommend that the owners corporation obtain competitive quotes for major work items (including the external painting) at least twelve months in advance of the forecast work date.

5.00 STRUCTURAL DEFECTS AND REFURBISHMENTS

This is not a structural report and does not cover expenditure that occurs either directly or indirectly as a result of structural defects. It does not cover expenditure as a result of accidental damage. An asbestos detection survey has not been undertaken and no allowance has been made for removal of asbestos.

Refurbishments undertaken for reasons other than physical obsolescence have not been included apart from where the owners corporation has provided us with budgeted costs. Physical obsolescence is the basis by which the remaining and overall lives have been investigated. No allowance has been made for economic, functional, technological, social, and legal obsolescence.

6.00 ADMINISTRATIVE BUDGET ITEMS NOT INCLUDED

The cost of maintenance contract items normally included in the Administrative budget have not been included in this forecast.

7.00 CONTRIBUTION SCHEDULE

The "Contributions Optimisation Chart" graphs how the contribution scheme relates to the expected requirements and the capital works fund balances over the full forecast period. When calculating the contributions we :

- ensure that there are always sufficient funds to meet the forecast requirements,
- try to achieve a steadily increasing contribution scheme,
- ensure that the owners corporation is not unduly contributing funds,

- investigate the expected requirements over the full forecast period, not just the first ten years.

The contributions shown in italics in the "Variable Contributions for 10 Year Plan" are draft figures only which should be reviewed on an annual basis to take into consideration actual expenses incurred, the actual capital works fund balance and additions or changes to the building.

8.00 OPENING CAPITAL WORKS FUND BALANCE

The capital works fund balance used in the forecast is the last known balance shown in the owners corporation records.

9.00 CONTINGENCY

The contingency sum has been included to allow for unforeseen expenses that may occur during the life of this forecast.

10.00 FORECAST PERIOD

This report is calculated to run from the date stated on the cover page, in twelve-month periods.

11.00 EXPLANATION OF ABBREVIATIONS

The capital works fund forecast uses the following abbreviations :

FR: First Replacement

RC: Replacement Cycle

12.00 PLAN AND FORECAST PERIOD

12.01 The term 'plan', shown on the first page of this report, refers to the period for which levies have been calculated.

12.02 The term 'forecast', shown on the first page of this report, refers to the period of time over which maintenance and repair costs are assessed.

12.03 This report includes only work items that are expected to occur during the report forecast period. Items of work expected to occur at a date further into the future will be added at a later date as part of the ongoing forecast update process.

13.00 INSPECTION INFORMATION

Please note the following information relating to this report.

13.01 Our report is based on the following :

- data collected on site at the date of inspection

13.02 The survey has been prepared with reference to the plan .

Supplementary architectural drawings were not provided during the survey preparation.

13.03 The recommendations in this report are based on a visual inspection of the development undertaken from the ground level and accessible building areas. No physically destructive or intrusive testing was carried out.

13.04 The allowance for painting does not include for special hoarding or other special safety provision that may be a requirement of the local council.

13.05 If your building has a lift it has been assumed that the lift plant and equipment is covered by a comprehensive service agreement. Please inform our office if this is not the case.

13.06 The item included in the forecast for the replacement of underground pipework is a contingency allowance only. The location of the pipework and its condition were unable to be determined.

13.07 Assuming materials and workmanship were of a reasonable standard during construction, some infrastructure items should only require partial ongoing replacement or repair during the plan period. For these items, an estimated percentage of the total quantity/cost has been used to allow for the partial replacement or repair of these items. (This allowance may change in future forecasts to reflect a greater maintenance requirement during those future periods.)

For some other items we may have allowed to repair/replace a percentage of an item or items on a progressive basis (for example, light fittings) if it is reasonable to assume that all of the item or

items will not be repaired or replaced at the same time.

- replacing stormwater pump
- replacing exposed internal ductwork
- replacing door hardware
- replacing building mounted wall and ceiling lights
- replacing aluminium window hardware
- replacing membrane to planter boxes
- replacing external tiles
- replacing timber fence
- replacing underground pipework
- replacing membrane to podium slab
- replacing timber logs
- replacing concrete kerb
- replacing concrete roof tiles
- replacing eaves gutters
- replacing downpipes

We recommend the status of these items be reviewed at regular intervals.

EXPECTED REQUIREMENTS																	
Item	Area	Description	Unit	Qty.	Rate	FR	RC	12 mths ending 30/11/18	12 mths ending 30/11/19	12 mths ending 30/11/20	12 mths ending 30/11/21	12 mths ending 30/11/22	12 mths ending 30/11/23	12 mths ending 30/11/24	12 mths ending 30/11/25	12 mths ending 30/11/26	12 mths ending 30/11/27
								1	2	3	4	5	6	7	8	9	10
#1	Basement	Repaint carpark line markings	m	154	6	3	5			1,086					1,321		
#2	Basement	Replace emergency light fittings	No.	3	283	3	5			951					1,157		
#3	Basement	Replace stormwater pump (approx. 50%)	No.	1	1,980	4	7				2,306						
#4	Basement	Replace automatic basement door opening gear	No.	1	1,877	4	9				2,186						
#5	Basement	Paint basement doors	No.	7	132	4	10				1,076						
#6	Basement	Replace fire hose reel and nozzle	No.	1	534	7	20						699				
#7	Basement	Replace basement door	No.	1	5,137	10	14										7,569
#8	Basement	Replace ventilation fans and motors	No.	1	3,575	10	20										5,268
#9	Basement	Replace exposed internal ductwork (approx. 15%)	m2	6	193	10	12										1,703
#10	Basement	Replace light fittings	No.	17	242	11	15										
#11	Basement	Replace WC and basin	Item		1,801	14	20										
#12	Building	Replace door hardware (approx. 5%)	No.	1	364	2	2		392		424		458		496		536
#13	Building	Replace intercom system	Item		12,064	5	12					14,611					
#14	Building	Replace building mounted wall and ceiling lights (approx. 20%)	No.	9	192	6	4						2,175				2,545
#15	Building	Replace aluminium window hardware (approx. 20%)	No.	15	89	6	5						1,678				
#16	Building	Paint external facade of building	Item		27,500	9	10									38,962	
#17	Building	Maintain balustrades and handrails	m	9	447	11	12										
#18	Building	Maintain balcony pergolas	m2	25	55	11	12										
#19	External	Replace membrane to planter boxes (approx. 25%)	m2	19	383	7	5							9,544			
#20	External	Replace external tiles (approx. 50%)	m2	52	276	8	10								19,543		
#21	External	Replace external signs and lettering	Item		264	8	15								360		
#22	External	Replace timber fence (approx. 25%)	m	37	122	9	5									6,411	
#23	External	Replace underground pipework (approx. 20%)	Item		3,750	11	15										
#24	External	Replace membrane to podium slab (approx. 20%)	m2	36	393	12	5										
#25	External	Replace timber logs (approx. 50%)	m2	6	220	12	10										
#26	External	Maintain concrete paving	m2	98	17	13	10										
#27	External	Replace concrete kerb (approx. 20%)	m	10	51	13	10										
#28	Roof	Replace pointing to roof tiles	m	90	96	7	16							11,292			
#29	Roof	Replace concrete roof tiles (approx. 10%)	m2	51	71	7	8							4,768			
#30	Roof	Replace television aerial	No.	2	731	7	16							1,916			
#31	Roof	Replace eaves gutters (approx. 20%)	m	25	58	7	8							1,905			
#32	Roof	Replace downpipes (approx. 20%)	m	15	77	7	8							1,515			
		Contingency						1,401	1,458	1,516	1,576	1,640	1,705	1,773	1,844	1,918	1,995
	Total							1,401	1,849	3,553	7,568	16,250	6,016	33,411	24,721	47,291	19,615

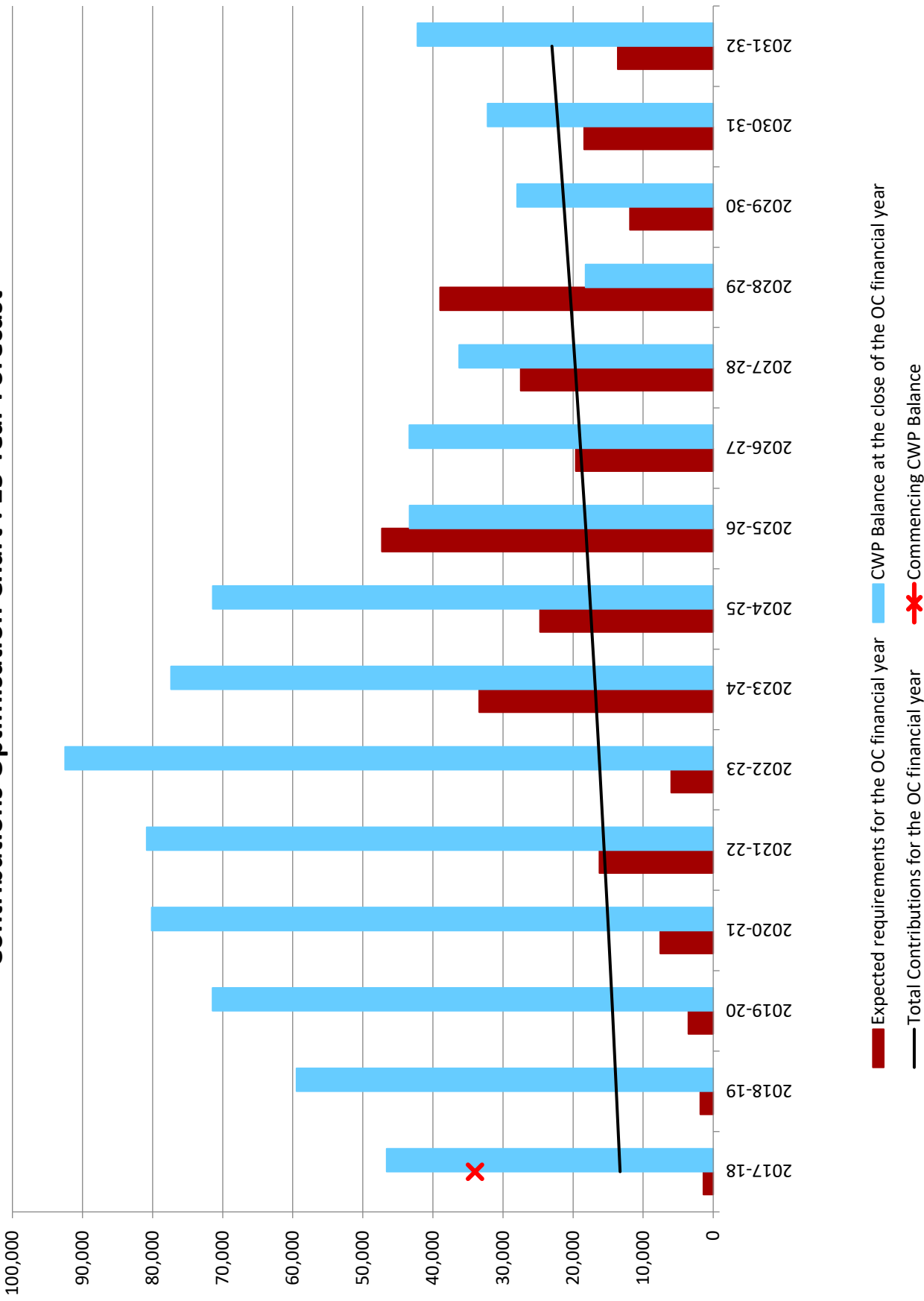
EXPECTED REQUIREMENTS									
Item	Area	Description	12 mths ending 30/11/28	12 mths ending 30/11/29	12 mths ending 30/11/30	12 mths ending 30/11/31	12 mths ending 30/11/32		
			11	12	13	14	15		
#1	Basement	Repaint carpark line markings			1,607				
#2	Basement	Replace emergency light fittings			1,408				
#3	Basement	Replace stormwater pump (approx. 50%)	3,034						
#4	Basement	Replace automatic basement door opening gear			3,112				
#5	Basement	Paint basement doors				1,593			
#6	Basement	Replace fire hose reel and nozzle							
#7	Basement	Replace basement door							
#8	Basement	Replace ventilation fans and motors							
#9	Basement	Replace exposed internal ductwork (approx. 15%)							
#10	Basement	Replace light fittings	6,315						
#11	Basement	Replace WC and basin				3,105			
#12	Building	Replace door hardware (approx. 5%)		580		627			
#13	Building	Replace intercom system							
#14	Building	Replace building mounted wall and ceiling lights (approx. 20%)				2,977			
#15	Building	Replace aluminium window hardware (approx. 20%)	2,041						
#16	Building	Paint external facade of building							
#17	Building	Maintain balustrades and handrails	6,171						
#18	Building	Maintain balcony pergolas	2,107						
#19	External	Replace membrane to planter boxes (approx. 25%)		11,611					
#20	External	Replace external tiles (approx. 50%)							
#21	External	Replace external signs and lettering							
#22	External	Replace timber fence (approx. 25%)				7,800			
#23	External	Replace underground pipework (approx. 20%)	5,746						
#24	External	Replace membrane to podium slab (approx. 20%)		22,532					
#25	External	Replace timber logs (approx. 50%)		2,104					
#26	External	Maintain concrete paving			2,680				
#27	External	Replace concrete kerb (approx. 20%)			849				
#28	Roof	Replace pointing to roof tiles							
#29	Roof	Replace concrete roof tiles (approx. 10%)					6,525		
#30	Roof	Replace television aerial							
#31	Roof	Replace eaves gutters (approx. 20%)					2,607		
#32	Roof	Replace downpipes (approx. 20%)					2,073		
		Contingency	2,075	2,157	2,244	2,334	2,427		
	Total		27,489	38,985	11,900	18,435	13,632		

Variable Contributions for 10 Year Plan

Lot No.	Entitl.	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
L1	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L2	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L3	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L4	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L5	6	797.47	829.37	862.54	897.04	932.93	970.24	1,009.05	1,049.41	1,091.39	1,135.05
L6	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L7	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L8	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L9	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L10	5	664.56	691.14	718.79	747.54	777.44	808.54	840.88	874.51	909.49	945.87
L11	12	1,594.94	1,658.74	1,725.08	1,794.09	1,865.85	1,940.49	2,018.10	2,098.83	2,182.78	2,270.09
L12	10	1,329.11	1,382.28	1,437.57	1,495.07	1,554.88	1,617.07	1,681.75	1,749.02	1,818.99	1,891.74
L13	10	1,329.11	1,382.28	1,437.57	1,495.07	1,554.88	1,617.07	1,681.75	1,749.02	1,818.99	1,891.74
L14	13	1,727.85	1,796.96	1,868.84	1,943.60	2,021.34	2,102.19	2,186.28	2,273.73	2,364.68	2,459.27
Totals	100	\$13,291.15	\$13,822.79	\$14,375.71	\$14,950.73	\$15,548.76	\$16,170.71	\$16,817.54	\$17,490.24	\$18,189.85	\$18,917.45

*The contributions shown in italics should be reviewed on an annual basis.

Contributions Optimisation Chart : 15 Year Forecast



Site Photographs



Owners Corporation Strata Plan 73388 - Contribution Shedule \$345,000.00

First Instalment					Final Instalment		
\$ 172,500.00 Due: 1 July 2023					\$ 172,500.00 Due: 1 September 2023		
Lot No	Unit No	UE	Total Special Contribution Per Lot		Total Special Contribution Per Lot		
1	1	6	\$ 10,350.00		\$ 10,350.00		
2	2	6	\$ 10,350.00		\$ 10,350.00		
3	3	6	\$ 10,350.00		\$ 10,350.00		
4	4	6	\$ 10,350.00		\$ 10,350.00		
5	5	6	\$ 10,350.00		\$ 10,350.00		
6	6	5	\$ 8,625.00		\$ 8,625.00		
7	7	5	\$ 8,625.00		\$ 8,625.00		
8	8	5	\$ 8,625.00		\$ 8,625.00		
9	9	5	\$ 8,625.00		\$ 8,625.00		
10	10	5	\$ 8,625.00		\$ 8,625.00		
11	11	12	\$ 20,700.00		\$ 20,700.00		
12	12	10	\$ 17,250.00		\$ 17,250.00		
13	13	10	\$ 17,250.00		\$ 17,250.00		
14	14	13	\$ 22,425.00		\$ 22,425.00		
		100	\$ 172,500.00		\$ 172,500.00		