

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Infinity Property Agents
Address of property	Unit 607/1 Bruce Bennetts Place, Maroubra, NSW.
Lot	74790
Strata Plan	SP 74790
Name of Strata Management Co.	Strata Plus
Address of Strata agent	Surry Hills
Telephone Number of Strata Agent	9319 1899
Report Date	22 February 2022

General Information

Owner's Name	S Tanuwidjojo & J. Juwana
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Levy Contributions

Admin Fund per Quarter	\$1,796.99
Sinking Fund per Quarter	\$287.97
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$259,688.15
Sinking Fund Balance.	\$1,292,368.56

Insurances

Building Insurance	Yes
Sum Insured	Insured with the BMC.
Insurance Company	Co-Insurance Underwriters
Due Date	28 February 2023
Fire Safety Report Issuing Body	Held with the BMC
Certificate Date.	N/A
Pet Friendly?	Owners Corporation permission needed.

Meetings

Annual General Meeting 16 July 2012	Building insurance continued, Administration Fund set at \$411,007.00 p.a. Sinking Fund set at \$178,872.80 p.a.
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<p>Annual General Meeting 2 July 2013</p>	<p>All other matters were meeting formalities, Executive Committee Meeting: No maintenance tabled. Meeting closed.</p> <p>Building insurance continued, Administration Fund set at \$557,150.00 p.a. Sinking Fund set at \$55,000.00 p.a. All other matters were meeting formalities other than a dispute with lot 26 which was resolved later in the year, No other maintenance was tabled. Meeting closed.</p>
<p>Annual General Meeting 30 June 2014</p> <p>Annual General Meeting 15 June 2015</p>	<p>Building insurance continued, Administration Fund set at \$576,400.00 p.a. Sinking Fund set at \$57,200.00 p.a. All other matters were meeting formalities, no maintenance tabled at this or the Executive Committee Meeting that followed it. Meeting closed.</p> <p>Building insurance continued, Administration Fund set at \$576,400.00 p.a. Sinking Fund set at \$77,000.00 p.a. All other matters were meeting formalities as per the attachment. Executive Committee Meeting: No maintenance tabled. Meeting closed.</p>
<p>Annual General Meeting 16 June 2016</p>	<p>Building insurance continued, A window safety audit is to be done to ensure compliance with legislation on window child safety devices, Sinking Fund to be obtained, Administration Fund set at \$605,565.41 p.a. Sinking Fund set at \$110,000.00 p.a. Bylaw restricting short term leasing (specifically AIR BNB) to 3 month terms minimum, conditions are as per the attachment of this meeting, All other matters were meeting formalities as per the attachment, Executive Committee Meeting: No maintenance tabled. Meeting closed.</p>

Annual General Meeting 28 June 2017	Building insurance continued, Administration Fund set at \$782,072.00 p.a. Sinking Fund set at \$30,102.69 p.a. All other matters were meeting formalities as per the attachment. Strata Committee Meeting: General matters recorded only. Meeting closed.
Extraordinary General Meeting 7 March 2018 Annual General Meeting 14 August 2018	Resolved to approve a Deed of Settlement with the builders Lend Lease (attached with the defect report). Meeting closed. Building insurance continued, Administration Fund set at \$724,365.00 p.a. Sinking Fund set at \$87,057.50 p.a. All other matters were meeting formalities as per the attachment. Strata Committee Meeting: Meeting formalities recorded only as per the attachment below. Other general maintenance is as per the attachment. No maintenance tabled. Meeting closed.
Extraordinary General Meeting 20 June 2019 Annual General Meeting 4 July 2019 Continued below.	Basement hydraulic rectification works are to commence at a cost of \$1,773,216.00 A settlement is recorded to have been reached in the March 2018 meeting of \$2,382,680.00 Other general matters are as per the attachment below. Meeting closed. Building insurance continued, Administration Fund set at \$709,691.88 p.a. Sinking Fund set at \$116,925.00 p.a. All other matters were meeting formalities as per the attachment. Executive Committee Meeting: Meeting formalities recorded only as per the attachment of this meeting below. Other general maintenance is as per the attachment. No maintenance tabled. Meeting closed.

Annual General Meeting 29 July 2020	Administration Fund set at \$708,691.50 p.a. Sinking Fund set at \$120,550.41 p.a. Building insurance continued, All other matters were meeting formalities as per the attachment. Strata Committee Meeting: General matters recorded only. Meeting closed.
Strata Committee Meeting 27 April 2021 Strata Committee Meeting 22 September 2021 Annual General Meeting 27 October 2021	Motion 5: An upgrade of the lifts is planned at a cost of \$900,000.00. To fund the remedial work it was decided to increase the Capital Works contributions by 25% in 2021 and then increase it by 3.1% over the next 9 years to account for inflation during the gradual refurbishment of the lifts. Funding this way will avoid the need for special levies. Other general matters are as per the attachment of this meeting below. Meeting formalities recorded only. Administration Fund set at \$763,825.70 p.a. Sinking Fund set at \$124,287.25 p.a. Building insurance continued, All other matters were meeting formalities as per the attachment below, Strata Committee Meeting: General matters recorded only. Meeting closed.
Strata Committee Meeting 12 January 2022 Extraordinary General Meeting 14 March 2022 Strata Committee Meeting 17 June 2022	General maintenance recorded only as per the attachment below. A project manager was appointed to manage the façade remediation works and to finalise the scope of works, Motion for a special levy of \$131,000.00 to fund these works was defeated, Other matters are as per the attachment below. Options for funding of the façade remedial works and painting of the building was considered in motion 10, Other general matters are as per the attachment below, Meeting closed.

<p>Annual General Meeting 10 August 2022</p>	<p>Administration Fund set at \$724,258.00 p.a. Capital Works Fund set at \$116,492.25 p.a. Building insurance continued, BMC representatives elected, All other matters were meeting formalities as per the attachment below, Strata Committee Meeting: General matters recorded only. Meeting closed.</p>
<p>Strata Committee Meeting 7 September 2022</p>	<p>Resolved to accept fee proposals for design of the remedial works, Resolved to accept the fee proposal for certification of the work once completed and resolved to accept the fee proposal from Leo & Associates to prepare the scope for remedial works and painting of the building (see comments below).</p>
	<p>This strata report is to be taken in context with the scans below. The Defects Deed of Settlement is separately attached and dated 2019 but defect were mostly remediated in the 2012-2016 period. All buildings must be repainted every 8 to 12 years, undertaking façade repairs is a normal part of good building maintenance. A strata loan is all that is mentioned, this can raise levies a little in order to make the repayments but repainted buildings are an investment as apart from looking better repainting re-waterproofs the areas covered. All records are searched but we cannot claim to have sighted every file related to each search.</p>

PANORAMA - SP74790
1 Bruce Bennetts Place MAROUBRA NSW 2035

Member Statement

ABN: 80 351 183 859

01/12/2020 through 01/11/2022

S Tanuwidjojo & J Juwana
 PO Box 184
 KILLARA NSW 2071

Statement Date	01-Nov-2022
Plan Ref.	74790
Property Address	Apartment 607 Lot 84 1 Bruce Bennetts Place MAROUBRA NSW 2035
Enquiries (9am-5pm Mon-Fri)	02 8198 8500
Mail	PO Box H181 AUSTRALIA SQUARE NSW 1215
Email	levies@strataplus.com.au
Website	www.strataplus.com.au

<u>Date</u>	<u>Due Date</u>	<u>Details</u>	<u>Debit (\$)</u>	<u>Credit (\$)</u>	<u>Balance (\$)</u>
30/11/2020		Members Transaction Balance at: 30/11/2020			0.00
21/12/2020	01/02/2021	Administration Fund (01/02/21 - 30/04/21)	1,571.35		1,571.35
21/12/2020	01/02/2021	Capital Works Fund (01/02/21 - 30/04/21)	270.04		1,841.39
01/02/2021		Deposit BPAY		(1,841.39)	0.00
25/03/2021	01/05/2021	Administration Fund (01/05/21 - 31/07/21)	1,571.35		1,571.35
25/03/2021	01/05/2021	Capital Works Fund (01/05/21 - 31/07/21)	270.04		1,841.39
03/05/2021		Deposit BPAY		(1,841.39)	0.00
09/07/2021	09/08/2021	Administration Fund (01/08/21 - 31/10/21)	1,571.35		1,571.35
09/07/2021	09/08/2021	Capital Works Fund (01/08/21 - 31/10/21)	270.04		1,841.39
10/08/2021		Deposit BPAY		(1,841.39)	0.00
28/10/2021	29/11/2021	Administration Fund (01/11/21 - 31/01/22)	1,827.68		1,827.68
28/10/2021	29/11/2021	Capital Works Fund (01/11/21 - 31/01/22)	283.03		2,110.71
01/12/2021		Deposit BPAY		(2,110.71)	0.00
23/12/2021	01/02/2022	Administration Fund (01/02/22 - 30/04/22)	1,827.68		1,827.68
23/12/2021	01/02/2022	Capital Works Fund (01/02/22 - 30/04/22)	283.03		2,110.71
11/03/2022	18/03/2022	Debt Recovery Fee Stage 1	33.00		2,143.71
11/03/2022	11/03/2022	Interest on Overdue Levies at 10.00 % pa (Calculated 11/03/2022)	21.98		2,165.69
21/03/2022	31/03/2022	Debt Recovery Fee Stage 2	66.00		2,231.69
21/03/2022	21/03/2022	Interest on Overdue Levies at 10.00 % pa (Calculated 21/03/2022)	5.79		2,237.48
27/03/2022	01/05/2022	Administration Fund (01/05/22 - 31/07/22)	1,699.51		3,936.99
27/03/2022	01/05/2022	Capital Works Fund (01/05/22 - 31/07/22)	276.54		4,213.53
27/03/2022	27/03/2022	Interest on Overdue Levies at 10.00 % pa (Calculated 27/03/2022)	3.47		4,217.00
01/04/2022		Deposit BPAY		(2,110.71)	2,106.29
01/04/2022	01/04/2022	Interest on Overdue Levies at 10.00 % pa (Calculated 01/04/2022)	2.89		2,109.18
17/08/2022	17/09/2022	Administration Fund (01/08/22 - 31/10/22)	1,796.99		3,906.17
17/08/2022	17/09/2022	Capital Works Fund (01/08/22 - 31/10/22)	287.97		4,194.14
17/08/2022	17/08/2022	Interest on Overdue Levies at 10.00 % pa (Calculated 17/08/2022)	58.47		4,252.61
31/08/2022		Deposit BPAY		(2,106.29)	2,146.32
31/08/2022	31/08/2022	Interest on Overdue Levies at 10.00 % pa (Calculated 31/08/2022)	7.58		2,153.90
29/09/2022		Deposit BPAY		(2,146.32)	7.58
29/09/2022	01/11/2022	Administration Fund (01/11/22 - 31/01/23)	1,796.99		1,804.57
29/09/2022	01/11/2022	Capital Works Fund (01/11/22 - 31/01/23)	287.97		2,092.54
29/09/2022	29/09/2022	Interest on Overdue Levies at 10.00 % pa (Calculated 29/09/2022)	0.02		2,092.56

PANORAMA - SP74790
1 Bruce Bennetts Place MAROUBRA NSW 2035

Member Statement
ABN: 80 351 183 859

01/12/2020 through 01/11/2022

31/10/2022		Deposit BPAY	(2,092.56)	0.00
31/10/2022	31/10/2022	Interest on Overdue Levies at 10.00 % pa (Calculated 31/10/2022)	0.09	0.09
			16,090.85	(16,090.76) 0.09

Statement Summary 01/12/2020 through 01/11/2022

General Admin Levies	13,761.90	Capital Works Fund Levies	2,228.66
General Admin Interest	86.46	Capital Works Fund Interest	13.83



Payment Slip

Strata Plus

* Register at deft.com.au or by calling 1800 672 162. Your Reference Number: 2671 7807 7100 5087 7



Post this payment slip with your cheque made payable to:
Strata Plus ITF SP 74790
Receipts will not be issued for mailed payments.
Do not include correspondence with your payment.

Post: DEFT Payment Systems
GPO Box 4690
SYDNEY NSW 2001

S Tanuwidjojo & J Juwana
Plan: 74790
Apartment 607
Lot 84



Contact your bank or financial institution to make this payment
from your cheque, savings, debit or transaction account. More
info: www.bpay.com.au

Biller Code: 96503

Ref: 2671 7807 7100 5087 7



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www.deft.com.au or phone **1300 30 10 90**. Payments by
credit card may attract a surcharge.

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PANORAMA - SP74790
1 Bruce Bennetts Place MAROUBRA NSW 2035

Member Statement
ABN: 80 351 183 859

01/12/2020 through 01/11/2022

Access Your Account Online

You can access your account transaction history via My Property portal . Simply click on Owners Login on the Strata+ website.

If you have misplaced your login details simply click on Request Owners Login on the Strata+ website.

FREQUENTLY ASKED QUESTIONS

We have 60 second videos to help you find the answer to your strata levy question.

Simply select Strata FAQ in the Resource menu on the Strata+ website, then select Strata Levies to see the different questions .

*Opening Balance (unpaid amount from previously issued invoice) is payable by the due date specified on that invoice. Please check your invoice details and, if required, pay the opening balance immediately.

**The Owners - Strata Plan No. 74790**

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Balance Sheet Detail

as at 01/11/2022

Registered for GST

(\$)

Assets

810 - Levies in Arrears/(Advance) - Total	83,911.50
825 - Cash At Bank	
825.10 - Cheque Account	
825.10.1 - Administrative Fund	192,951.40
825.10.2 - Capital Works/Sinking Fund	349,591.98
825.20 - Investments	
825.20.1 - Investment #1	261,980.60
825.20.2 - Investment #2	134,988.21
825.20.3 - Investment #3	141,392.21
825.20.4 - Investment #4	186,569.97
825.20.5 - Investment #5	107,775.21
825.20.6 - Investment #6	104,448.59
825 - Cash At Bank - Total	1,479,698.17
845 - Other Debtors - Total	1,703.00

Total Assets 1,565,312.67**Less Liabilities**

925 - Trade Creditors - Total	1,633.50
940 - GST Clearing - Total	11,622.46
Total Liabilities	13,255.96

Net Assets 1,552,056.71**Represented by:**

610 - Administrative Fund as at 01/05/2022	159,236.96
Surplus - Administration Fund	100,451.19
	Administration Fund Reserve 259,688.15
650 - Capital Works/Sinking Fund as at 01/05/2022	1,203,049.89
Surplus - Capital Works Fund	89,318.67
	Capital Works Fund Reserve 1,292,368.56
	Total Equity 1,552,056.71

**The Owners - Strata Plan No. 74790**

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Revenue & Expense Level 3

01/05/2021 through 22/02/2022

Registered for GST

(\$)

Detail - Administration**Revenue**

110 - Administrative Fund Levy - Total	694,387.24
130 - Interest Received	
130.20 - Interest on Arrears (from Levies)	1,453.98
130 - Interest Received - Total	1,453.98
195 - Other	
195.60 - Schedule B/D Reimbursement	
195.60.6 - Status Certificate (s184/26) Set Up	109.00
195.60.7 - Status Certificate (s184/s26)	218.00
195.60.8 - Strata Inspection Fees (s183)	124.00
195 - Other - Total	451.00
Total Revenue	696,292.22

Expense

301 - Accounting	
301.10 - Audit Fees	1,560.00
301 - Accounting - Total	1,560.00
320 - Consultancy/Inspections	
320.26 - Defects Inspection	10,523.50
320.50 - Legal Fees/Debt Collection	120.00
320.95 - Other Fees	1,770.91
320 - Consultancy/Inspections - Total	12,414.41
342 - Levies	
342.10 - Building Management Committee	
342.10.3 - Levies	204,206.58
342 - Levies - Total	204,206.58
345 - Management Costs	
345.10 - Agreed Fee (Schedule A)	19,151.34
345.20 - Additional Fees (Schedule B)	2,795.16
345.31 - Itemised Disbursements	
345.31.1 - Admin - Agent Disburst - Archiving	114.57
345.31.3 - Admin - Agent Disburst - Accounting/BAS	818.19
345.31.8 - Admin - Agent Disburst - Levy Notices	751.99
345.32 - Itemised Disbursements	
345.32.3 - Admin - Agent Disburst - Payment to Creditor	286.00
345.32.5 - Admin - Agent Disburst - Photocopying	1,599.29
345.32.6 - Admin - Agent Disburst - Postage	627.05
345.35 - Itemised Disbursement	
345.35.1 - Admin Agent Disburs - Electronic data storage fee	423.15
345.80 - Charges for Debt Collection	180.00
345 - Management Costs - Total	26,746.74
350 - Maintenance, Service & Repairs	
350.10 - Air Conditioning	
350.10.1 - Maintenance Contract	1,169.37

Registered for GST

350.10.2 - Non-Routine	3,510.22
350.13 - Building Repair & Maintenance (General)	21,588.93
350.17 - Cleaning	
350.17.1 - Contract	109,654.00
350.17.2 - Additional/Non-Routine	7,307.50
350.17.3 - Materials/Consumables	316.38
350.17.9 - Other	85.00
350.20 - Communications	
350.20.6 - Telephone	551.77
350.20.7 - Television - Antenna	815.00
350.22 - Doors & Windows	6,283.63
350.25 - Electrical/Lighting	
350.25.1 - Repairs	5,685.00
350.27 - Fire Services	
350.27.2 - Non-Routine	2,002.00
350.35 - Lifts	
350.35.1 - Maintenance Contract	16,751.94
350.35.2 - Non-Routine	3,338.39
350.35.5 - Registration Fees	80.00
350.35.7 - Telephone	148.57
350.40 - Pest Control	440.00
350.50 - Plumbing	
350.50.1 - Routine	680.00
350.50.2 - Non-Routine	7,962.50
350.55 - Pumps & Related	85.00
350.60 - Security & Monitoring	
350.60.4 - Intercoms	1,246.82
350.65 - Waste Services	
350.65.1 - Cardboard/Recycling	1,591.20
350.65.5 - Sanitary Disposal	37.44
350.65.7 - Garbage Bins - Cleaning	2,478.06
350 - Maintenance, Service & Repairs - Total	193,808.72
367 - Reimbursement of Regulation Fees	
367.60 - Status Certificate Set Up	109.00
367.70 - Status Certificate	545.00
367.80 - Strata Inspection	62.00
367 - Reimbursement of Regulation Fees - Total	716.00
375 - Site Services (Non-Employee)	
375.20 - Building Manager	58,917.00
375 - Site Services (Non-Employee) - Total	58,917.00
390 - Utilities/Rates	
390.20 - Electricity	28,151.50
390.40 - Water & Sewerage	70,364.95
390 - Utilities/Rates - Total	98,516.45
Total Expense	596,885.90
Surplus	99,406.32

Detail - Capital Works Fund

Revenue

210 - Capital Works/Sinking Fund Levy - Total	112,988.52
230 - Capital Works/Sinking Fund Interest Received	
230.10 - Interest on Arrears (from Levies)	224.70
230.20 - Interest on Investments - Capital Works/Sink Fund	3,883.33

Registered for GST

230 - Capital Works/Sinking Fund Interest Received - Total	4,108.03	
232 - Income Tax Refund - Total	2,771.70	
		Total Revenue
		<u>119,868.25</u>
Expense		
401 - Accounting		
401.10 - Tax Payments	4,360.70	
401.20 - Tax Preparation	120.00	
401 - Accounting - Total	4,480.70	
		Total Expense
		<u>4,480.70</u>
		Surplus
		<u>115,387.55</u>

Certificate of Currency

Insured:	The Owners - Strata Plan No 74550, SP 74405, SP 74378, SP 74790, SP 79763, SP 80217, SP 81311 and Stratum lots in DP 1071735 and the BMC.
Policy Number:	01GS543982
Policy Period:	From: 4PM on 28/02/2022 To: 4PM on 28/02/2023
Particulars Of Insurance:	Residential Strata Insurance
Location:	"Pacific Square" 717 Anzac Parade, Maroubra NSW 2035
Sum Insured:	
Building & Common property	\$336,190,620
Temporary Accommodation and Loss of Rent	\$99,858,600
General Liability	Insured Separately As Per BMC Ancillary
Crime Insurance	Insured Separately As Per BMC Ancillary
Machinery Breakdown	Insured Separately
Management Committee Liability	Insured Separately As Per BMC Ancillary
Voluntary Workers (in the aggregate any one period)	Insured Separately As Per BMC Ancillary
Voluntary Workers (per volunteer)	Insured Separately As Per BMC Ancillary
Professional Expenses (in the aggregate any one period)	Insured Separately As Per BMC Ancillary
Appeal Expenses (in the aggregate any one period)	Insured Separately As Per BMC Ancillary
Chubb Proportion:	100%
Date:	02 March 2022

All the values on this Certificate of Currency are correct as at 02 March 2022 and may only be subject to change within the Policy Period by written agreement between the Insurer and the Insured.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made.

The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.



Curtis Bye | **Chubb Insurance Australia Limited**
Strata Underwriter, NSW/ACT

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Please note:

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

Section 1: Type of statement

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

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

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

Address

707-751 Anzac Parade, MAROUBRA NSW 2035

Lot No. (if known)

DP/SP (if known)

Building name (if applicable)

Pacific Square and Residential – ESS/80/2007

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

Building use – Residential - Five residential towers and part of carpark, Retail - retail and commercial use with carpark

Rise in stories – Residential – 10 Retail - 2

Stories below - Residential – 2 Retail - 2

Type of construction – A

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

Name

The Owners - Strata Plan No. 74790, The Owners - Strata Plan No. 74405,
The Owners - Strata Plan No. 81311, The Owners - Strata Plan No. 79763,
The Owners - Strata Plan No. 80217, The Owners - Strata Plan No. 74378,
Alpine Hotels Pty Ltd, Clycut Pty Ltd, The Owners - Strata Plan No. 74550 and
The Trust Company (Australia) Limited C/- Strata Plus Pty Ltd

Address

PO Box H181 AUSTRALIA SQUARE NSW 1215

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Automatic failsafe devices	BCA Part C3 & D2.21	04/05/2021	F053382A
Access Panels, doors and hoppers to fire resisting shaft	AS 1905.1 – 1997	28.05.2021	F029934A
Automatic Fire Alarm Communication Link to Fire & Rescue NSW	BCA Spec E2.2a, AS 4428.6 – 1997, AS 1670.3 – 2004, AS 3013 – 2005	14/06/2021	F020912A
Automatic smoke/fire detection and alarm systems (residential buildings not specifically addressed by alternative solution requirements)	AS 1670.1 – 2004, AS 3786 – 1993	28.05.2021	F029934A

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Automatic smoke/fire detection and alarm systems (residential buildings not specifically addressed by alternative solution requirements)	AS 1670.1 – 2015, Suite 102. Level 1	28.05.2021	F029934A										
Plant room smoke detection	The plant room on level 8 of block I and level 10 of block G must be provided with an AS1670.1-2004 smoke detection system connected to the building occupant warning system and the activation of a smoke detector within blocks G or I must cause an immediate activation of the building warning system within the plant room of the respective residential block as per the recommendations contained with Section 5 of alternative solution 20030155 R1.15 dated 11.10.07 prepared by Defire Pty Ltd.	28.05.2021	F029934A										
Smoke detection system (loading dock)	An extended grid spacing smoke detection system in accordance with AS 1670.1- 1995 spaced in accordance with Clause 5(b) (iii) (A) of Specification E2.2a of the BCA must be installed within the retail loading dock area. The smoke detection system within the loading dock area 'should' be selected to avoid spurious alarms such as a smart smoke detection as per recommendations contained within Section 6 of alternative solution 2002/019 - R3.4 dated 28.10.03 prepared by Defire Pty Ltd	28.05.2021	F029934A										
Additional smoke detection in residential A, B, D, F, H and I	<div>In addition to spacing of smoke detectors in the common areas of the residential building in accordance with Clauses 3 or 4 of Specification E2.2a of the BCA, smoke detectors must be positioned within 1.5 meters of doorways in the areas of the buildings identified within Table 6-1 which provide access to: <div>i) a public corridor, public lobby or the like; or ii) a room not within a SOU; or iii) the landing of an internal non fire-isolated stairway that serves as a required exit; or iv) Another sole occupancy unit.</div></div> <table><tr><td>Building</td><td>Level</td></tr><tr><td>A & B</td><td>Levels 2 to 7</td></tr><tr><td>D</td><td>Levels 3 to 9</td></tr><tr><td>F</td><td>Levels 2 & 4</td></tr><tr><td>H & I</td><td>Levels 1 to 6</td></tr></table> <div>As per recommendations contained within Section 6 of alternative solution 2002/019 - R3.4 dated 28.10.03 prepared by Defire Pty Ltd.</div>	Building	Level	A & B	Levels 2 to 7	D	Levels 3 to 9	F	Levels 2 & 4	H & I	Levels 1 to 6	28.05.2021	F029934A
Building	Level												
A & B	Levels 2 to 7												
D	Levels 3 to 9												
F	Levels 2 & 4												
H & I	Levels 1 to 6												

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Smoke detection on level 7 of building 5	A type A (white dot) heat detector with a maximum activation temperature of 58°C complying with AS 1603.1-1997 must be provided within each sole-occupancy unit on level 7 of building 5 north. The heat detector must be located inside the residential unit within 1.5m of the entry door. The heat detector must operate the building occupant warning system when it is activated as per the recommendations contained with Section 5 of alternative solution 20030155 R1.15 dated 11.10.07.	28.05.2021	F029934A
Automatic fire detection and alarm system (Fitness first tenancy. Level 1 of Block G)	AS/NZS 1668.1 – 1998	Awaiting contractor certification	
Sprinkler system	<p>Provided throughout the basement car park & retail levels & within blocks D, G and I in accordance with the requirements of Clause E1.5 of the BCA, and</p> <ul style="list-style-type: none"> - Fast response sprinkler heads are to be provided throughout the retail level with an RTI of 50m $\frac{1}{2}$ s $\frac{1}{2}$ or less and an activation temperature of 680C. - Sprinkler valves (including subsidiary valves) shall be monitored. - Sprinkler valves should be provided to permit each part of the building (major store, group of specialty shops, car park, mall etc.) to be isolated separately and at each level. (The intent of this requirement is to provide large areas of a single floor being unprotected at any one time) - Records shall be maintained such that there shall be no confusion as to which sprinkler head belongs to which sprinkler valve. - Sprinkler booster connections shall be provided and located to allow ready access for the fire brigade (i.e. in close proximity to the Fire Control Room). - The sprinkler system is to be provided with a Grade 1 water supply as set-out in AS2118.1-1999 for buildings D, G & I and arcade 3 throughout the remainder of the sprinkler protected parts of the building. As per the recommendations contained with Section 7 the alternative solution 2002/019 R2.2 dated 22.06.03, R1.8 dated 24.02.05 & Section 5 of alternative 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd. 	28.05.2021	F029934A

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A sprinkler system (Coles tenancy)	<p>Fast response sprinkler heads are to be provided throughout the Retail level with an RTI of 50m^{1/2} s^{1/2} or less with an activation temperature of 68°C with the exemption of the sprinkler heads in the ceiling space are proposed</p> <p>To have an RTI of 100m^{1/2} s^{1/2} or less.</p> <p>Sprinkler valves (including subsidiary valves) shall be monitored.</p> <p>Sprinkler valves shall be provided to permit the Coles tenancy to be Isolated separately.</p> <p>Records shall be maintained such that there shall be no confusion as to which sprinkler head belongs to which sprinkler valve.</p> <p>Sprinkler booster connections shall be provided and located to allow ready access for the fire brigade (i.e. in close proximity to The Fire Control Room).</p> <p>The sprinkler system is to be provided with a Grade 3 water supply as set-out is AS2118.1-1999.</p> <p>As per the recommendations contained within the Section 8 of report 02019.1 R1.3 dated 22.10.04 prepared by Defire Pty Ltd.</p>	Awaiting contractor certification	
Sprinkler system (Remainder of Building)	AS2118.1-1999 (Building with an effective height less than 25m)	28.05.2021	F029934A
Lift serving childcare in building H	<p>The new lift serving the child care centre on level 1 must be provided with localized smoke detectors located not more than 1.5m away from the lift openings on all levels below the podium and at the top of the lift shaft. Activation of these detectors must automatically activate deployment of the Smoke Guard system on the level of fire origin. Activation of the sprinkler system within the retail and basement carpark levels must automatically deploy the Smoke Guard system provided to protect the child care lift openings on the level of the fire origin as per the recommendations contained with Section 5 of alternative solution 20030155 R1.15 dated 11.10.07 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A
Emergency Lift	<p>At least one Emergency lift must be installed within Blocks D, G, I, in accordance with the requirements of Clause E3.4 of the BCA & AS1735.2-1997 as per the recommendations contained with Section 5 of alternative solution 20030155 R1.15 dated 11.10.07 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A

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Emergency warning and Intercommunication system	An Emergency Warning and Intercommunication System (EWIS) is to be provided within Blocks D, G, I in accordance with Clause E4.9 of the BCA, AS1670.4-2004 & AS4428.4-2004. The Emergency warning and EWIS within blocks G and I must be Intercommunication System extended to provide coverage to the respective plant rooms. As per the recommendations contained within Section 7 of alternative solution 2002/019 - R1.8 dated 11.10.07 prepared by Defire Pty Ltd.	28.05.2021	F029934A
Emergency Lighting (Shopping centre)	AS/NZS 2293.1 – 1998, AS 2293.1 –2005	28.05.2021	F029934A
Emergency lighting (All residential building common areas, BMC carparks, Service retail (North and West))	BCA CLAUSE E4.2 & 4.4, AS/NZS 2293.1-1998	21/05/2021	F054275A
Exit Signs (Shopping centre)	AS/NZS 2293.1 – 1998, AS 2293.1 – 2005	28.05.2021	F029934A
Exit Signs (All residential building common areas, BMC carparks, Service retail (North and West))	BCA CLAUSE E4.5, NSW E4.6, E4.8, AS/NZS 2293.1-1998	21/05/2021	F054275A
Fire Control Centre and Room	Clauses E1.8 & Spec E1.8. In accordance with the requirements of Clause E1.8 of the BCA except that access Fire Control centre and is provided from the Piccadilly Place and to the podium level as per the 2020 Fire recommendations contained with Section 7 of alternative solution 2002/019 R2.2 dated 22.06.03 and 2002/019 R1.8 dated 24.2.5 prepared by Defire Pty Ltd.	28.05.2021	F029934A
Fire Dampers (Shopping Centre only)	BCA C3.12 & C3.15, AS/NZS 1668.1-1998, AS 1668.2-1991 & AS 1682.1-1990 & AS 1682.2-1990	31/05/2021	F054228A
Fire Dampers (Residential)	BCA C3.12 & C3.15, AS/NZS 1668.1-1998, AS 1668.2-1991 & AS 1682.1-1990 & AS 1682.2-1990	Rectification works are underway, council extension granted until 30 Sep 2021	
Fire Doors	BCA Spec C3.4, AS 1905.1-1997	28.05.2021	F029934A
Mechanical air handling systems	AS/NZS 1668.1 – 1998	26/07/21	F055809A
Mechanical air handling systems (automatic smoke exhaust system) (Shopping Centre only)	As per the recommendations contained within Section 7 of the alternative solution 2002/019 R2.2 dated 22/06/03 or superseded by recommendation contained within Section 5 of alternative solution 20030155 R2.8 dated 09/07/2007 prepared by Defire Pty Ltd	31/05/2021	F054228A

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Fire Hydrant System	The fire hydrant system to be provided in blocks D, G and I must be in accordance with the requirements of Clause E1.3 of the BCA and AS 2419.1-1994 for buildings with an effective height of more than 25m. The fire hydrant system to be provided in the remainder of the building is to comply with the requirements of Clause E1.3 of the BCA and AS 2419.1- 1994 for buildings with an effective height of less than 25m as per the recommendations contained with Section 5 of alternative solution 20030155 R1.15 dated 11.10.17 prepared by Defire Pty Ltd.	28.05.2021	F029934A
Fire Stopping	Penetrations through the podium slab above the ground floor retail level must be protected in accordance with the requirements of Clauses C3.12 and C3.15 of the BCA. All doors which open in the service shafts and compartments on the retail and basement levels that could potentially allow smoke to flow to the upper residential levels must be fitted with self-closing fire doors and smoke seals to all four edges. The fire doors. Fire must achieve the required FRL under part C of the BCA. The smoke seals must be suitable for smoke temperatures of up to 200°C and tested in accordance with AS/NZS 1530.7 as per the recommendations obtained with Section 5 of the alternative solution 20030155 R1.15 dated 11.10.07 & Section 5 of alternative solution 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd.	28.05.2021	F029934A
Smoke Seals	All doorways opening onto the public corridor of level 7 of building 5 north must be fitted with medium temperature smoke seals suitable for smoke temperatures of up to 200°C and tested in accordance with AS 1530.7-1998 as per the recommendations contained with Section 5 of the alternative solution 20030155 R1.15 dated 11.10.07 prepared by Defire Pty Ltd.	28.05.2021	F029934A
Fire Shutters	BCA C3.4 & Spec C3.4. AS1905.2	28.05.2021	F029934A
Hose Reel System	BCA E1.4 & AS2441-1988	28.05.2021	F029934A
Lightweight Construction	BCA E1.8 & Spec C1.8	28.05.2021	F029934A
Portable fire extinguishers	BCA E1.6 & AS 2444 – 1995	28.05.2021	F029934A
Smoke detectors and heat detectors	BCA E2.2 & Spec E2.2a, AS 1670.1-2004, AS 3786-1993	28.05.2021	F029934A
Smoke Doors	BCA Spec C3.4	28.05.2021	F029934A
Wall Wetting Sprinklers	BCA C3.4 & AS2118.2-1995	28.05.2021	F029934A
Warning and operational signs	EPA Regulation (reg 183) BCA E3.3 (lifts), D2.23 Signs on exit doors	28.05.2021	F029934A

<p>Smoke Hazard Management System</p> <p>(Shopping Centre only)</p>	<ul style="list-style-type: none"> - Smoke detection system in accordance with Clause 5 of specification E2.2a of the BCA within the retail mall areas. (Detection not required within the individual retail tenancies with a floor area less than 1000m²). - Smoke detection within concealed spaces required as per AS1670.1- 2004. - The mall should be provided with a total of 60m³/s of exhaust located at high level. This should be divided up into a minimum of four separate inlet points located approximately at the following approximate grid positions: <ul style="list-style-type: none"> - 15m³/s at Grid Positions U15 (stage 2) - 15m³/s at Grid Position Q-R/13-14 (Stage 2) - 15m³/s at Grid Position Q-R/9 9Stage 1) - 8m³/s at Grid Position Q/5 and 8m³/s at Grid Position L-M/5 (stage 1) - The major Tenancy 1 (Cole's tenancy) should be provided with a total 36m³/s of exhaust located at high level. This should be divided up into a minimum of four separate inlet points located approximately at the following grid positions: <ul style="list-style-type: none"> - 9m³/s at Grid Positions D-E/4 - 9m³/s at Grid Position J/4 - 9m³/s at Grid Position F/8 - 9m³/s at Grid Position J/7-8 - The Major Tenancy 2 (Aldi tenancy) must be provided with a smoke exhaust system in accordance with table E2.2b and specification E2.2b of the BCA. The roller shutter to the entrance of the Aldi tenancy must be perforated (minimum opening area of 50%) to provide make-un air for the smoke exhaust system when the store is closed. - Make up air for the mall must be provided in accordance with Clause 6 of Specification E2. 2b of the BCA. - Physical separation between smoke zones with smoke baffles/curtains is not necessary including the Coles tenancy. - The smoke exhaust system is to discharge at podium level. The discharge points should achieve the following criteria: The discharge on the residential podium should be bound by walls achieving an FRL of 60/60/60 to a height of 3 metres or greater above the level of the podium. Any doorways into these shafts provided for the maintenance access should be protected by self-closing -/60/30 fire doors. - Located at least six metres from any building or required exit on the podium level. 	<p>31/05/2021</p>	<p>F054228A</p>
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	<ul style="list-style-type: none">- The smoke exhaust discharge airstreams should be designed to clear the majority of residential buildings during still air conditions.- The smoke exhaust discharge airstreams should be designed to dilute the discharge to the highest practical degree possible. <p>As per the recommendations contained with Section 7 of alternative solution 2002/019 R2.2 dated 22.06.03, Section 8 of report 02019.1 R1.3 dated 22.10.04 & Section 5 of alternative 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd.</p>		
Smoke hazard Management (stair pressurisation)	The fire-isolated stair located at the town square which serves all three basement car park levels must be provided with Stair pressurization in accordance with Table E2.2a and AS1668.1-1998 as per recommendations contained within Section 5 of alternative 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd.	28/5/21	F053425A

Egress travel distances (Mall)	<p>1. The mall should be regarded as a safe place such that an entrance into the mall can be considered as a required exit.</p> <p>2. The mall egress system has been designed to achieve the following criteria:</p> <ul style="list-style-type: none"> - A minimum of three exits - The exits should be provided within 20 metres of each end of the mall. - The exits are to have a minimum clear width of 1.5 metres each. - All points within the mall areas are within 20m of a point of choice to two or more exits as defined by Clause D1.4 of the BCA. - If the egress route requires the use of break outdoors that they comply with Clause D2.19. - Deviations away from the exit scheme detailed below and shown in APPENDIX D will require a reassessment of the modelling performed. <p>3. The retail level is proposed to be provided with exits located approximately at grid positions in the following table.</p> <p>Deviations away from the exit scheme detailed below and shown in Appendix H will require a reassessment of the modelling performed.</p> <table border="1"> <thead> <tr> <th>No.</th><th>Exit location</th><th>Door width in (m) – i.e. path leading to door</th><th>Unobstructed width of path in (m) – i.e. Exit door</th></tr> </thead> <tbody> <tr> <td>1</td><td>V/18</td><td>2</td><td>1.75</td></tr> <tr> <td>2</td><td>L-4</td><td>2</td><td>1.75</td></tr> <tr> <td>3</td><td>S-T/10-11</td><td>4.25</td><td>4.25</td></tr> <tr> <td>4</td><td>F/1</td><td>2</td><td>1.45</td></tr> <tr> <td>5</td><td>B/4</td><td>2</td><td>1.45</td></tr> <tr> <td>6</td><td>C/9</td><td>2</td><td>1.45</td></tr> <tr> <td>7</td><td>N/18</td><td>1</td><td>0.75</td></tr> <tr> <td>8</td><td>L-M/15</td><td>1</td><td>0.75</td></tr> </tbody> </table> <p>It is noted that the exits described above do not include the exits from each tenancy discharging into the mall area. The exits from each tenancy are considered exits that discharge to a safe place for the building.</p> <p>As per the recommendations contained with Section 7 of alternative solution 2002/019 & R2.2 dated 22.06.03 or superseded by recommendations contained with Section 5 of alternative 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd.</p>	No.	Exit location	Door width in (m) – i.e. path leading to door	Unobstructed width of path in (m) – i.e. Exit door	1	V/18	2	1.75	2	L-4	2	1.75	3	S-T/10-11	4.25	4.25	4	F/1	2	1.45	5	B/4	2	1.45	6	C/9	2	1.45	7	N/18	1	0.75	8	L-M/15	1	0.75	28.05.2021	F029934A
No.	Exit location	Door width in (m) – i.e. path leading to door	Unobstructed width of path in (m) – i.e. Exit door																																				
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3	S-T/10-11	4.25	4.25																																				
4	F/1	2	1.45																																				
5	B/4	2	1.45																																				
6	C/9	2	1.45																																				
7	N/18	1	0.75																																				
8	L-M/15	1	0.75																																				

Egress travel distances (Coles tenancy)	<p>1. The Coles tenancy egress system must be designed to achieve the following criteria:</p> <ul style="list-style-type: none">- The number and location of exits in accordance with item 8.- All points within the Coles tenancy are within 20m of a point of choice to two or more exits as specified by Clause D1.4 of the BCA.- If the egress route requires the use of break out doors, then they must comply with Clause D2.19 of the BCA.- Deviations away from the exit scheme detailed below will require a reassessment of the modelling performed. <p>3. The design of the Coles tenancy achieves the above criteria with nominated exits located approximately at Grid Positions:</p> <table><tr><th>Exit Location</th><th>Unobstructed width in the path of travel to the exit (m)</th><th>Unobstructed width of exit (m) i.e. at doorway.</th></tr><tr><td>F/1</td><td>2.0</td><td>1.45</td></tr><tr><td>B/4</td><td>2.0</td><td>1.45</td></tr><tr><td>C/9</td><td>1.65</td><td>1.45</td></tr><tr><td>F/9</td><td>1</td><td>0.60 doorway and 0.83 at stairs</td></tr><tr><td>L6 (used outside of trading hours)</td><td>1</td><td>0.75</td></tr><tr><td>Main entrance (used during trading hours)</td><td>7.0</td><td>7.0</td></tr></table> <p>As per the recommendations outlined in Section 8 of alternative solution 02019.1 R1.3 dated 22.10.04 prepared by Defire Pty Ltd</p>	Exit Location	Unobstructed width in the path of travel to the exit (m)	Unobstructed width of exit (m) i.e. at doorway.	F/1	2.0	1.45	B/4	2.0	1.45	C/9	1.65	1.45	F/9	1	0.60 doorway and 0.83 at stairs	L6 (used outside of trading hours)	1	0.75	Main entrance (used during trading hours)	7.0	7.0	28.05.2021	F029934A
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L6 (used outside of trading hours)	1	0.75																						
Main entrance (used during trading hours)	7.0	7.0																						

Egress travel distances (basement car park)	<p>The basement car park egress system is proposed to be provided with exits located approximately at grid positions in the following table. Deviations from the exit locations as detailed below and shown in Appendix H will require a reassessment of the modelling performed.</p> <p>Basement 3</p> <table> <tr> <th>No.</th><th>Exit location</th><th>Door width in (m)</th><th>Unob width (m)</th></tr> <tr> <td>1</td><td>N-P/18</td><td>0.75</td><td>1.0</td></tr> <tr> <td>2</td><td>W/13- 14</td><td>0.75</td><td>1.0</td></tr> <tr> <td>3</td><td>K/14- 15</td><td>0.75</td><td>1.0</td></tr> </table> <p>Basement 2</p> <table> <tr> <th>No.</th><th>Exit location</th><th>Door width in (m)</th><th>Unob width (m)</th></tr> <tr> <td>1</td><td>M-N/18</td><td>0.75</td><td>1.0</td></tr> <tr> <td>2</td><td>W/31- 32</td><td>0.75</td><td>1.0</td></tr> <tr> <td>3</td><td>M-11</td><td>0.75</td><td>1.0</td></tr> <tr> <td>4</td><td>U/25- 26</td><td>0.75</td><td>1.0</td></tr> <tr> <td>5</td><td>8/7</td><td>0.75</td><td>1.0</td></tr> <tr> <td>6</td><td>L-M/3</td><td>0.75</td><td>1.0</td></tr> </table> <p>Basement 1</p> <table> <tr> <th>No.</th><th>Exit location</th><th>Door width in (m)</th><th>Unob width (m)</th></tr> <tr> <td>1</td><td>N-P/18</td><td>0.75</td><td>1.0</td></tr> <tr> <td>2</td><td>W/31- 32</td><td>0.75</td><td>1.0</td></tr> <tr> <td>3</td><td>M/11</td><td>0.75</td><td>1.0</td></tr> <tr> <td>4</td><td>U/25- 26</td><td>0.75</td><td>1.0</td></tr> <tr> <td>5</td><td>C/7</td><td>0.75</td><td>1.0</td></tr> <tr> <td>6</td><td>L-M/2</td><td>0.75</td><td>1.0</td></tr> </table> <p>As per the recommendations outlined in Section 5 of alternative solution 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd</p>	No.	Exit location	Door width in (m)	Unob width (m)	1	N-P/18	0.75	1.0	2	W/13- 14	0.75	1.0	3	K/14- 15	0.75	1.0	No.	Exit location	Door width in (m)	Unob width (m)	1	M-N/18	0.75	1.0	2	W/31- 32	0.75	1.0	3	M-11	0.75	1.0	4	U/25- 26	0.75	1.0	5	8/7	0.75	1.0	6	L-M/3	0.75	1.0	No.	Exit location	Door width in (m)	Unob width (m)	1	N-P/18	0.75	1.0	2	W/31- 32	0.75	1.0	3	M/11	0.75	1.0	4	U/25- 26	0.75	1.0	5	C/7	0.75	1.0	6	L-M/2	0.75	1.0	28.05.2021	F029934A
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Egress from Building A	Performance Solution (Fire Engineering by Stephen Grubits & Associated Report No. 2019/160 R1.2 dated 1/11/2019 Relating to Egress From Building A	28.05.2021	F029934A																																																																								
Required automatic exit doors	BCA C3.4, C3.5, C3.7 & C3.8, D2.19, D2.21 & AS1670-2004	04.05.2021	F053382A																																																																								

Smoke Lobbies	<p>Lift openings in shafts that penetrate the podium slab & connect any story above the podium must be protected with smoke lobbies designed in accordance with Clause D2.6 of the BCA with the exception of the new lift which connects basement levels 1 & 2, mezzanine retail & the child care centre on level 1. The openings to the new child care lift on the basement & retail levels must be protected with Smoke Guard System or equivalent. In lieu of fire rated construction bounding the smoke lobbies in accordance with Clause D2.6 of the BCA, the walls may be constructed of non-combustible and non-shatterable construction. Toughened or wired glass is considered to achieve these requirements provided they are protected with an external wall-wetting sprinkler system in accordance with AS 2118.2- 1995. The Smoke Guard System protecting the lift openings must automatically deploy upon sprinkler activation within the level of fire origin or activation of the local smoke detectors outside of the lift openings on all levels below the podium and at the top of the lift shaft.</p> <p>As per the recommendations contained with Section 5 of alternative solution 20030155 R1.15 dated 11.10.07 and Section 5 of alternative 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A
Carpark egress	<p>All points within the carpark levels should be within the 20 metres of a point of choice to two or more exits as defined by Clause D1.4 of the BCA.</p> <p>The basement carpark egress system is to be provided with exits as per the recommendations contained with Section 7 of alternative solution 2002/019 & R2.2 dated 22.06.03 prepared by Defire Pty Ltd</p>	04/05/2021	F042320A

Retail smoke separation	<p>The inter-tenancy walls shall be constructed of imperforate non-combustible materials. The walls should be constructed to achieve the following requirements:</p> <ul style="list-style-type: none"> - Extend to the underside of the floor above, to the underside of a non-combustible roof covering or to the underside of a ceiling lined with standard grade plasterboard or equivalent; - Not incorporate any glazed areas unless the glass is Safety glass as defined in AS1288; - All openings around penetrations and the junctions of the imperforate non-combustible inter-tenancy walls and the remainder of the building must be stopped to prevent the free passage of smoke between tenancies. <p>As per the recommendations contained with Section 7 of alternative solution 2002/019 & R2.2 dated 22.06.03 & Section 5 of alternative solution 20030155 R2.8 dated 9.07.07 prepared By Defire Pty Ltd.</p>	28.05.2021	F029934A
Car park and retail separation	<p>The walls separating the car park from retail portion of the building should be non-combustible & non-shatterable construction. Toughened (tempered) or wired glass is considered to achieve these requirements provided it is protected with an external wall wetting sprinkler system in accordance with AS 2118.2 on the car park side of the glazing. The external wall-wetting sprinklers shall run off the retail portion of the sprinkler system. The intent is to ensure that they are operating even when the sprinklers in the car park are isolated.</p> <p>The doors associated with the glass enclosure from the car park to the retail level are to be self or automatically closing. Automatically closing doors are to be activated by a smoke detector located outside the smoke lobby in accordance with the relevant provisions of AS1670.1 not more than 1.5 metre horizontal distance from the opening.</p> <p>Wheel stops shall be provided around the walls separating the car park from the retail portion of the building where vehicle could potentially be parked against the glass walls. The wheel stops should prevent the closest point of the vehicle from being parked within 300mm of the walls.</p> <p>As per the recommendations contained with Section 7 of alternative solution 2002/019 & R2.2 dated 22.06.03 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A

Fire Safety Statement

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Management Procedures	<p>Excel Building Management at Pacific Square, 717 Anzac Parade has adopted Australian Standard AS3745:2010 for the implementation and maintenance of emergency procedures, therefore meeting their obligations in providing for the safety of occupants and visitors in this facility.</p> <p>Excel Building Management at Pacific Square, 717 Anzac Parade has complied with the above Division 4 of the Work Health and Safety Regulation 2011, 43 "Duty to prepare, maintain and implement an Emergency Plan", therefore meeting their obligations in providing for the safety of occupants and visitors in this Facility.</p> <p>Division 4 of the Work Health and Safety Regulation 2011 states that:</p> <p>43 Duty to prepare, maintain and implement an Emergency Plan</p> <p>(1) A person conducting a business or undertaking at a workplace must ensure that an Emergency Plan is prepared for the workplace that provides for the following:</p> <p>(a) emergency procedures, including:</p> <p>(i) an effective response to an emergency, and</p> <p>(ii) evacuation procedures, and</p> <p>(iii) notifying emergency service organisations at the earliest opportunity, and</p> <p>(iv) medical treatment and assistance, and</p> <p>(v) effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace,</p> <p>(b) testing of the emergency procedures, including the frequency of testing,</p> <p>Information, training and instruction to relevant workers in relation to implementing the emergency procedures. Fire Services Australia have prepared the Emergency Procedures and Emergency Plan for Excel Building Management. Fire Services Australia certifies that these items were prepared and developed in accordance with AS3745-2010 and the "Work Health and Safety Regulation 2011".</p> <p>Dated 29.05.17 prepared by FSA</p>	<p>Awaiting contractor certification</p> <p>(Residential)</p>	
Rationalisation of mechanical exhaust requirements for the basement car park / stairs 21	<p>Recommendations contained within alternative solution 03155 MR1.3 dated 14.03.05 prepared by Defire Pty Ltd.</p>	<p>Awaiting contractor certification</p> <p>(Residential)</p>	
Stairs 501 - Non-fire isolated stair connecting sprinkler protected and non- sprinkler protected building & non-fire isolated stair connecting four consecutive store's	<p>Recommendation contained within alternative solution 02019.3 R1.2 dated 03.05.05 prepared by Defire Pty Ltd.</p>	<p>28.05.2021</p>	<p>F029934A</p>

Fire Safety Statement

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Make up air for Coles tenancy	In accordance with Clause 6 of Specification E2.2b of the BCA and the recommendations contained within Section 8 of report 02019.1 R1.3 dated 22.10.04 prepared by Defire Pty Ltd.	Awaiting contractor certification (MT Coles)	
Hose reel system (Coles CDC/19/2018)	AS 2441 – 2005	Awaiting contractor certification (MT Coles)	
Push Button operated automatic roller doors to Coles tenancy	Fire engineering report by Defire (NSW) Pty Ltd Report No: SY120075 Rev 1.6 dated 24/07/2012.	Awaiting contractor certification (MT Coles)	
Fire Engineering Report CDC/257/2017	Alternative Solution Report, Report No. SY170320 Rev.1.0 dated from Defire dated 15.12.17 to permit roller shutter over the Coles main entry provided with a push button and battery back-up Report No.020199.1 R1.4 dated August 2017 from Defire Pty Ltd to permit relocation of Liquorland tenancy.	Awaiting contractor certification (MT Coles)	
Alternative Solution CDC/294/2017	Report Ref 17089F, Rev FSER FR1 prepared by Code Performance dated 22 September 2017 permitting a roller shutter at the entry to the amenities block and requiring the roller to remain open during trade and fail open during fire systems trip and be provided with battery back-up Report No.020199.1 R1.4 dated August 2017 from Defire Pty Ltd to permit relocation of Liquorland tenancy.	28.05.2021	F029934A
General recommendations contained within Section 5 of the alternative solution 20030155 – R1.15 dated 11.10.07, Section 7 of alternative solution 2002/019 – R1.8 dated 24.02.05 & Section 5 of alternative 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd	Blocks D, G and I are to be treated as separate buildings for the purposes of Sections C, D and E of the BCA. Blocks F, H, retail and basement car park levels are to be designed in accordance with the DTS provisions for buildings with an effective height (as defined by the BCA) of less than 25m.	04/05/2021	F042320A
General recommendations contained within Section 7 of alternative solution 2002/019 – R1.8 dated 24.02.05 prepared by Defire Pty Ltd.	Block D is to be designed in accordance with the DTS provisions for the buildings with an effective height of more than 25 metres with the following exceptions: A single stair is to provide to serve the top four stories of the western end of Block D. An air-pressurization system need not be provided within the exit stairs serving each of the Blocks.	04/05/2021	F042320A
General recommendations contained within Section 5 of alternative solution 20030155 – R1.15 dated 11.10.07 and Section 7 of alternative solution 2002/019 – R1.8 dated 24.02.05 prepared by Defire Pty Ltd.	The Podium is designed to comply with the requirements for Open space under Clause D2.12 of the BCA. The egress system for each residential tower is to be designed to discharge onto the Podium Level 'Open space' (as defined by the BCA), with the exemption of the stair at the south-eastern end of block G which discharges onto Anzac Parade. The podium Slab above the Ground Floor Retail Level Must achieve an FRL 180/180/180.	04/05/2021	F042320A

Block D stair pressurization	<p>The single stair serving the top four stories of the western end of Block D is to be provided with a Stair-pressurization system in accordance with Table E2.2 of the BCA.</p> <p>The Stair-pressurization system within the stair should consist of two 50% capacity fans which are wired separately. Each of the 50% capacity should be capable of achieving the minimum air flow required for the Stair-pressurization system. The stair pressurization system should be operated by both activation of smoke detectors in the common lobbies and the sprinkler system within the building.</p> <p>As per the recommendations contained within Section 7 of alternative solution 2002/019 – R1.8 dated 24.02.05 prepared by Defire Pty Ltd.</p>	<p>Awaiting contractor certification</p> <p>(Residential)</p>	
Buildings with an effective height of less than 25m	<p>Blocks G and I are to be designed in accordance with the DTS provisions for buildings with an 'effective height' (as defined in the BCA) of more than 25m with the exception that an air pressurization system is not provided within an exit stairs with an effective height of 25m or less and a zone smoke control system is not provided within commercial level 1 of block G. The residential building must be designed so their effective height does not exceed 25m when measured from the podium.</p> <p>As per the recommendations contained within Section 5 of alternative solution 20030155 R1.15 dated 11.10.07 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A
Fire separation	<p>Blocks F and G and H and I are proposed to be separated with a firewalling accordance with Clause C2.7 of the BCA and AS 2419.1-1994 for buildings with an effective height of more than 25m. The fire hydrant system to be provided in the remainder of the building is to comply with the requirements of Clause E1.3 of the BCA and AS 2419.1-1994 for buildings with an effective height of less than 25m as per the recommendations contained within Section 5 of alternative solution 20030155 R1.15 dated 11.10.07 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A
Egress (block I level 8 and block G level 10)	<p>Re-entry to the residential level immediately below level 8 of block I and level 10 of block G must be provided where an alternative exit is available as per the recommendations contained within Section 5 of alternative solution 20030155 R1.15 dated 11.10.07 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A

Retail Loading Dock fire rating and separation	The retail loading dock on the Ground Floor should achieve an FRL of 180 minutes and the loading dock should be fire separated from the retail area of the building by construction achieving an FRL of 180 minutes in accordance with the requirements of Clause C2.8 of the BCA as per the recommendations contained with Section 6 of the alternative solution 2002/019 - R3.4 dated 28.10.03 prepared by Defire Pty Ltd.	28.05.2021	F029934A
Egress from loading dock	An exit is to be provided from the loading dock area back into the retail shopping centre within 20 metres of the discharge location from the fire isolated stair from the Centre Management Office. The exit doors are to be protected in accordance with Clause C3.7 of the BCA as per the recommendations contained within Section 6 of the alternative solution 2002/019 - R3.4 dated 28.10.03 prepared by Defire Pty Ltd.	28.05.2021	F029934A
Reinforced concreted blade wall	The reinforced concrete balustrade (Figure 6-1), located along the northern and western ground floor SOU terraces, which shields the fire escape footpath from Building D should achieve the following requirements for a minimum height of 2 metres above the footpath level: have an FRL of not less than 30/-/-; and Be neither transparent nor translucent. As per recommendations contained within Section 6 of alternative solution 2002/019 - R3.4 dated 28.10.03 prepared by Defire Pty Ltd	28.05.2021	F029934A
Openings within 6m of an exit identified in figure 6.2 of alternative solution 2002/019 - R3.4 dated 28.10.03 are not required to be protected in accordance with Clause C3.4 or D1.7 of the BCA.	Recommendations contained within Section 6 of the alternative solution 2002/019 - R3.4 dated 28.10.03 prepared by Defire Pty Ltd.	28.05.2021	F029934A

Fire Stair Glazing	<p>The stair serving the three basement car park levels & discharging into the town square must be fire isolated in accordance with Part D of the BCA with the exception of toughened glazing in the locations as shown in Figure 5-1. The glazing & wall- wetting sprinklers used to protect the glazing must comply with the following requirements:</p> <p>Toughened/tempered safety glazing with a minimum thickness of 6mm must be used. The glass must have polished edges.</p> <p>The glazing must be protected by quick response Central model WSTM 5.6 K- factor pendant vertical or horizontal sidewall sprinkler heads. The wall wetting sprinklers and the design of the glass must fully comply with all the requirements of the data sheet for Model WSTM - 5.6 K-factor. The data sheet is attached within of this report.</p> <p>No transoms or mullions in the glazing. The wall wetting sprinklers must be on a separate valve set from the sprinkler system.</p> <p>Any doors within the glazed separation must be automatic or self-closing in the event of the activation of either a smoke detector or sprinkler head protecting the glazing.</p> <p>A smoke detector must be provided within 1.5m of each automatically opening door to the fire isolated stair on both sides of the glazing. Upon activation of either the smoke detection system or sprinkler system within the building, any automatic opening device fitted to the doors within the glazed separation must be deactivated to fail safe in the closed position.</p> <p>Bollards or wheel stops must be provided around the glazed separation to prevent the vehicles from being parked closed to the glass walls. The bollards or wheel stops must prevent the closest point of the vehicle from being parked within 300mm of the glazing to reduce the risk of direct flame impingement.</p> <p>As per recommendations contained within Section 5 of the alternative 20030155 R2.8 dated 09.07.07 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A
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Residential Units 710 & 711	<p>The stair serving units 710 and 711 as shown in Figure 5-1 must be fire separation from the corridor on level 7 and the doorway protected with a self- closing -/60/30 fire rated door fitted with medium temperature smoke seals tested to AS 1530.7. The fire rated door must be held open with a hold open device which releases the door upon smoke detector, heat detector (within the units) or sprinkler activation within level 7 of building 5. The maximum travel distance from entry door of units 710 and 711 within building 5 to the nearest fire isolated stair must not exceed 9m. Additional low level emergency lighting must be provided on both sides of the stair serving units 710 and 711 in building 5. These lights are intended to provide improved visual guidance for occupants in these units to reach the nearest fire isolated exit on level 7 as per the recommendations contained with Section 5 of the alternative solution 20030155</p> <p>R1.15 dated 11.10.07, prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A
Serviced retail on levels 1 (building 5)	<p>The service/retail areas on level 1 of building 5 must be provided with sprinkler protected in accordance with specification E1.5 of the BCA and AS 2118.1-1999. And the common residential areas of building 5 must be provided with an automatic smoke detection system in accordance with Specification E2.2a of the BCA and AS 1670.1-2004. The maximum travel distance from the furthest point within service/retail tenancy 22 on level 1 of building 5 must not exceed 30m including fit out as per the recommendations Contained with Section 5 of the alternative solution 20030155 R1.15</p> <p>dated 11.10.07, prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A
Basement 1 & 2 trolley ramp landing lengths	<p>Landings on the trolley ramp are required to achieve a length of 1100mm as per the recommendations contained within the alternative solution prepared by Morris-Goding Accessibility Consulting dated 8th August 2007.</p>	28.05.2021	F029934A
Stair Pressurisation Shaft	<p>The stair pressurization shaft adjacent to fire isolated stair 4 of building is required to achieve an FRL of not less than -/90/90 from the outside only as per the recommendations contained within alternative solution 20030155 revision R3.1 dated 20.11.2007, prepared by Defire Pty Ltd</p>	28.05.2021	F029934A
Vertical Separation	<p>Blocks A, B, C, E, F, G, H & I are to be provided with vertical separation in accordance with Clause 2.6 of the BCA as per the recommendations contained within Section 7 of alternative solution 2002/019 R1.8 dated 24.02.05 and Section 5 of alternate solution 20030155 R1.5 dated 11.10.07 prepared by Defire Pty Ltd.</p>	28.05.2021	F029934A

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Fire Indicator subpanels	A main Fire Indicator Panel (FIP) is to be provided within the Fire Control Room. Sub-FIP's are to be provided at the entry from Podium level to each of the Residential Blocks. The Sub-FIP for building 5 is located on the fire isolated passageway as per the recommendations contained within Section 7 of alternative solution 2002/019 – R1.8 dated 24.02.05 and Section 5 of report 20030155 R1.15 dated 11.10.07, prepared by Defire Pty Ltd	28.05.2021	F029934A
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**Excluding Major tenant – Coles

**MT Fitness First – Mechanical sign off pending

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

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

Part of the building inspected	Date(s) inspected	APFS *
Whole of Building	04/05/2021	F042320A

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

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

Full name	Phone	Email	Accreditation No.*	Signature
Matt Lang	0414 918 957	mlang@aesc.com.au	F042320A	
Alan Meredith	0413 661 172	Alan.meredith@recorddoors.com.au	F053382A	
Jake Hardy	0408373848	jhardy@airmaster.com.au	F054228A	
Baiden Rigby	0408625823	Baiden.rigby@alland.com.au	F054275A	
Fadi Marroun	02 93363255	Aces.service@acesair.net.au	F053425A	
Ross Millar	0402223706	rmillar@acesair.net.au	F055809A	
Killian Jordan	9638 1662	killian@flamesafe.com.au	F029934A	
Sean Eric Joseph	0296661555	sjoseph@romteckgrid.com.au	F020912A	

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

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



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

Full name

Michelle Flanagan

Organisation (if applicable)

Pacific Square Building Management Committee

Title/Position (if applicable)

Secretary

Phone

0403391115

Email

reactionhq@gmail.com

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

Section 8: Annual fire safety statement declaration

I, Michelle Flanagan

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

declare that:

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

Owner/Agent Signature

M. Flanagan

Date issued

30 July 2021

Section 9: Supplementary fire safety statement declaration

I, Click here

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

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

Owner/Agent Signature

Date issued

Note:

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

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



Please note:

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

General

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment Regulation 2000*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in clause 3 of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

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

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

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

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

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

Section 4: Fire safety measures

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

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

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

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

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

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The first industry accreditation scheme for APFS has been approved by the NSW Government.
- From July 1 2020, a building owner must select an APFS from a register of accredited practitioners. The accreditation number of each relevant CFSP must be listed on the form.
- If the building owner has determined the competence of the APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

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

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement on behalf of the owner(s) (as the owner's agent), this person must have the appropriate authority from the building owner(s) to undertake this function.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation. The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with clause 182 of the Regulation. An agent cannot be made responsible for these requirements.

Section 8: Annual fire safety statement declaration

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

Section 9: Supplementary fire safety declaration

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

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MINUTES OF ANNUAL GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Wednesday 28 June 2017

at Building Managers Office, Pacific Square

PRESENT:	J & J Bowen	Lot 4
	R Dozdowski	Lot 8
	M Vera	Lot 17
	T Bornstein	Lot 21
	P Leonard	Lot 54
	H Nguyen	Lot 71
	R Tuwera & C Tjahja	Lot 82
	S P Johnson	Lot 98
	J Sherwin	Lot 102
	P & P Samios	Lot 117
	A Spella-Barberet	Lot 122

PRESENT BY PROXY:	P Monaghan (Lot 106) proxy to M Monaghan
	P Garamy (Lot 118) proxy to J Bowen (Lot 4)

APOLOGIES:	H Outhred	Lot 56
	F Ramirez	Lot 128

IN ATTENDANCE:	J Lesundak	Excel Building Management
	R Fisher	Strata Plus

Those present determined that Rebecca Fisher chair the meeting.

Half-hour after 6:00pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 6:30pm

MINUTES

CONFIRMATION OF RECORDS			
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED That the minutes of the last extraordinary general meeting of the owners corporation held 8 March 2017 be confirmed as a true and accurate record of that meeting.	Clause 8 (1) of Schedule 1 of the Act
MOTION 2	ADOPTION OF FINANCIAL STATEMENTS	<p>RESOLVED That the financial reports for the financial year ending 30 April 2017 be adopted.</p> <p>Notes to motion: <i>The financial reports include accounting records and statements of financial information as prescribed by the Act. This includes additional items compared with the previous legislation.</i></p> <p><i>To save time at the meeting and to allow us to properly address your queries, please direct any queries you have regarding the trust accounts to our office prior to the meeting.</i></p>	<p>Section 92 and clause 9 (a) & (b) of Schedule 1 of the Act</p> <p>Forms 2 & 3 in Schedule 1 of the Regulations</p>
CONTRACTS OF THE OWNERS CORPORATION			
MOTION 3	STRATA MANAGING AGENT	A RESOLVED That the Owners Corporation of Strata Plan No. 74790,	Sections 15(h), 49 & 50 of the Act

	TERMINATION OF CURRENT AGREEMENT & RE-APPOINTMENT	<p>(a) subject to entering into a new agreement, terminate its current agency agreement by the mutual consent with Strata Plus Pty Limited in accordance with clause 5.2 of the current agency agreement; and</p> <p>(b) continues to appoint Strata Plus Pty Ltd ABN 30 096 175 709 as Strata Managing Agent (Agent); and</p> <p>(c) delegate to the Agent all of the functions of:</p> <p>(i) the Owners Corporation (other than those listed in section 28(3) of the Act); and</p> <p>(ii) its Chairperson, Treasurer, Secretary and Executive Committee,</p> <p>necessary to enable the Agent to carry out the '<i>agreed services</i>' and the '<i>additional services</i>' as defined in the written agreement, a copy of which is attached to this notice (Agreement);</p> <p>(d) the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and</p> <p>(e) the Owners Corporation execute the Agreement to give effect to this appointment and delegation; and</p> <p>(f) authority be given for the common seal of the Owners Corporation to be affixed to the Agreement by the secretary and any other member of the strata committee <i>OR</i> two members of the strata committee.</p> <p>B That the delegations in this motion supersede all previous delegations.</p>	
COMMON PROPERTY RISK MANAGEMENT			
MOTION 4	CONFIRMATION OF CURRENT INSURANCES	RESOLVED That the owners corporation's current insurance policies as detailed in the attached schedule be confirmed.	Sections 164 & 165 and clause 9(c)&(d) of Schedule 1 of the Act
MOTION 5	INSURANCE COMMISSION	RESOLVED That the owners corporation NOTE Strata Plus confirms that no commission or broker fee was received at the time this premium was paid.	Section 60 and clause 9(g) of Schedule 1 of the Act
MOTION 6	INSURANCE RENEWAL	<p>a) RESOLVED That the owners corporation provides authorisation to the Building Management Committee (BMC) representatives to make decisions regarding the renewal of the insurances and that a standing authority be given to Strata Plus Pty Limited to renew the insurances for the scheme.</p> <p>b) RESOLVED That discussion take place around the increase of \$690.00 in premium to increase to office bearers insurance from \$10mil to \$20mil and that the owners corporation provide instruction to the strata manager.</p> <p>Notes to motion: <i>This motion authorises the managing agent to place insurance, however our standard practise is to only use this authority if there is no feedback from the committee about the broker's recommendation. The use of an insurance broker satisfies the 3 quotation requirement.</i></p>	Sections 164, 165(1) & (2) & 166 and clause 9 (c) & (d) of Schedule 1 of the Act
MOTION 7	BUILDING VALUATION	<p>That the owners corporation instructs the Building Management Committee (BMC) representatives to vote in favour of arranging a valuation for insurance purposes prior to the expiration of the current policy period and instruct the managing agent to alter the sum insured to that figure.</p> <p style="text-align: right;">Last obtained: 21 February 2014 MOTION DEFEATED</p>	

MOTION 8	WORKERS COMPENSATION INSURANCE	RESOLVED That the owners corporation confirmed that it does not employ workers, including sole traders, with annual wages exceeding \$7,500, and therefore will not require workers compensation insurance.																	
MOTION 9	WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT	THAT the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and: (a) instruct the managing agent to organise for an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011, noting the last report undertaken on 21 October 2014; and (b) convene a strata committee meeting to consider the recommendations of the report upon receipt. MOTION DEFERRED																	
FINANCIAL MATTERS																			
MOTION 10	TERM DEPOSITS	RESOLVED That the treasurer of the owners corporation be authorised by standing authority to advise the Strata Managing Agent of those amounts which may be placed on term deposit with the trust account bank. Note: Strata Manager to arrange for \$100,000.00 to be invested at the highest possible rate that is locked in for less than 12 months	Sections 75(1) and 78(1) of the Act.																
MOTION 11	APPOINTMENT OF AUDITOR	RESOLVED That an auditor be appointed by the owners corporation for the financial year ending 30 April 2018. Notes to motion: <i>The role of the auditor is to provide an independent professional assessment that the financial records are being maintained in accordance with the Act and Regulations.</i> <i>For large strata schemes and schemes with an annual budget of more than \$250,000 it is mandatory audited financials to be presented.</i>	Sections 95 and clause 9(c) of Schedule 1 of the Act Clause 21 of the Regulations																
BUDGET AND LEVY CONTRIBUTIONS																			
MOTION 12	ADMINISTRATIVE FUND BUDGET & LEVIES	(a) RESOLVED That the Administrative Fund Budget for the financial year commencing 1 May 2017 be adopted and that levies \$773,335.50 incl. GST (\$703,050.45 plus GST) be determined as detailed in the table below: <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2017 (already issued as per resolution of last year’s AGM)</td><td>\$153,548.98</td></tr><tr><td>1 August 2017</td><td>\$206,595.50</td></tr><tr><td>1 November 2017</td><td>\$206,595.50</td></tr><tr><td>1 February 2017</td><td>\$206,595.50</td></tr><tr><td>Total</td><td>\$773,335.50</td></tr></table> (b) RESOLVED That the first levy for the 1 May 2018 financial year be due and payable to the Administrative Fund in accordance with below and that this amount continues to fall due and payable on a quarterly basis until re-determined at next year’s annual general meeting: <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2018</td><td>\$206,595.50</td></tr></table> Notes to motion: <i>The attached proposed administrative fund budget determines the contributions by the lots (admin fund levies).</i>	Due Date	Admin Incl. GST	1 May 2017 (already issued as per resolution of last year’s AGM)	\$153,548.98	1 August 2017	\$206,595.50	1 November 2017	\$206,595.50	1 February 2017	\$206,595.50	Total	\$773,335.50	Due Date	Admin Incl. GST	1 May 2018	\$206,595.50	Section 79(1) & 81(1) of the Act.
Due Date	Admin Incl. GST																		
1 May 2017 (already issued as per resolution of last year’s AGM)	\$153,548.98																		
1 August 2017	\$206,595.50																		
1 November 2017	\$206,595.50																		
1 February 2017	\$206,595.50																		
Total	\$773,335.50																		
Due Date	Admin Incl. GST																		
1 May 2018	\$206,595.50																		

		<p>Owners can calculate the individual portion of the levies by multiplying the rate per unit entitlement which appears at the bottom of the budget, by the unit entitlement for the lot.</p> <p>The quarterly cycle period must allow all levy contributions to be raised fully within the financial year period.</p>																	
MOTION 13	RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT	<p>RESOLVED That the recommendations of the last Capital Works (or Sinking) Fund Forecast Report prepared by Solutions in Engineering be acknowledged, noting the attached summary from that report which details the forecasted expenditure and recommended contributions.</p> <p>Notes to motion: A full copy of the report can be obtained by using your client login or contacting the managing agent prior to the meeting.</p>	Clause 6(b) of Schedule 1 of the Act																
MOTION 14	CAPITAL WORKS FUND BUDGET & LEVIES	<p>(a) RESOLVED That the Capital Works Fund Budget for the financial year commencing 1 May 2017 be adopted and that levies 30,102.69 incl. GST (\$27,366.08 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2017 (already issued as per resolution of last year’s AGM)</td><td>\$30,102.69</td></tr><tr><td>1 August 2017</td><td>\$0.00</td></tr><tr><td>1 November 2017</td><td>\$0.00</td></tr><tr><td>1 February 2017</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$30,102.69</td></tr></table> <p>(b) RESOLVED That the first levy for the 1 May 2018 financial year be due and payable to the Capital Works Fund in accordance with below and that this amount continues to fall due and payable on a quarterly basis until re-determined at next year’s annual general meeting:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2017</td><td>\$0.00</td></tr></table> <p>Notes to motion: The attached proposed capital works fund budget determines the contributions by the lots (capital works fund levies). The recommendations of the latest Capital Works (Sinking) Fund Report, including the anticipated major expenditure, has been considered as part of the budget review process. Larges schemes are required to define specific amounts and note differences between the budget estimate and the amounts in the report.</p>	Due Date	Capital Works Incl. GST	1 May 2017 (already issued as per resolution of last year’s AGM)	\$30,102.69	1 August 2017	\$0.00	1 November 2017	\$0.00	1 February 2017	\$0.00	Total	\$30,102.69	Due Date	Capital Works Incl. GST	1 May 2017	\$0.00	Section 79(2), (5) & (6) and 81(1) of the Act.
Due Date	Capital Works Incl. GST																		
1 May 2017 (already issued as per resolution of last year’s AGM)	\$30,102.69																		
1 August 2017	\$0.00																		
1 November 2017	\$0.00																		
1 February 2017	\$0.00																		
Total	\$30,102.69																		
Due Date	Capital Works Incl. GST																		
1 May 2017	\$0.00																		
MOTION 15	DEFICIT	<p>That the owners corporation discuss the deficit of \$87,167.10 in the administrative account and instruct the strata manager on how they wish to deal with this.</p> <p>MOTION DEFEATED</p>																	
MOTION 16	RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET	<p>RESOLVED That the 10% per item limitation of budget to actual expenditure be removed.</p> <p>Notes to motion: If this is not resolved then a general meeting is to be convened to authorise any expenditure which exceeds the 10% limit. The section recognises the difficulty this can cause and allows owners corporations to remove or limit</p>	Section 102(3) of the Act																

		<i>the restriction. This motion is intended to remove the restriction for your scheme in its entirety.</i>													
MOTION 17	MANAGEMENT OF OUTSTANDING LEVIES	<p>RESOLVED That the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:</p> <p>(a) the managing agent to issue reminder notices</p> <p>(b) the managing agent to seek legal advice, the provision of legal services or the taking of legal action on behalf of the owners corporation for the purpose of recovering outstanding contributions and interest;</p> <p>(c) the strata committee to provide consent for payment plans;</p> <p>(d) the engagement of Le Page Lawyers and/or counsel for the purposes of payment plans and proceedings; and</p> <p>(e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action.</p> <p>Notes to motion: <i>This motion authorises the managing agent to act as required and without delay to minimise impact on the cash-flow of the owners corporation.</i> <i>LePage Lawyers are engaged with authority from the strata committee to manage payment plans given their expertise in achieving the desired outcome for the owners corporation at the least possible expense to the owner.</i></p>	Clause 9(h) of Schedule 1 of the Act And clauses 18 & 19 of the Regulations												
OWNERS CORPORATION GOVERNANCE															
MOTION 18	STRATA COMMITTEE NOMINATION AND NUMBERS	<p>RESOLVED That:</p> <p>(a) the nominations for the strata committee be declared, received and recorded;</p> <p>(b) the nominations be closed by the chairperson; and</p> <p>(c) the number of members of the strata committee was determined to be 6, as below;</p> <table><tr><td>T Bornstein</td><td>Lot 212</td></tr><tr><td>J Bowen</td><td>Lot 4</td></tr><tr><td>C Tjahja</td><td>Lot 605</td></tr><tr><td>J Sherwin</td><td>Lot 102</td></tr><tr><td>A Spella-Barberet</td><td>Lot 122</td></tr><tr><td>P Jackson</td><td>Lot 98</td></tr></table>	T Bornstein	Lot 212	J Bowen	Lot 4	C Tjahja	Lot 605	J Sherwin	Lot 102	A Spella-Barberet	Lot 122	P Jackson	Lot 98	Sections 29 to 32 and Clauses 5 , 8(1)(b), 9(e) of Schedule 1 of the Act) Clause 9 of the Regulations
T Bornstein	Lot 212														
J Bowen	Lot 4														
C Tjahja	Lot 605														
J Sherwin	Lot 102														
A Spella-Barberet	Lot 122														
P Jackson	Lot 98														
MOTION 19	STRATA COMMITTEE ELECTION	<p>THAT:</p> <p>(a) if the number of nominations exceeds the number of members decided upon, a ballot be held to determine the successful members <u>OR</u></p> <p>(b) if the number of nominations equals the number of members decided upon, then those members be duly elected.</p> <p>Notes to motion: <i>If there are more nominations received than the number of members determined, a ballot election will be held in order to determine the successful members.</i> <i>In the event that the number of nominations equals the number of members decided upon, then those members are duly elected.</i></p> <p>MOTION WITHDRAWN</p>	Sections 29 to 32 and Clauses 5 , 8(1)(b), 9(e) of Schedule 1 of the Act) Clauses 9 & 10 of the Regulations												
MOTION 20	RESTRICTIONS OVER THE STRATA COMMITTEE	<p>RESOLVED That the owners corporation decided that no matter or any matter or class of matter, other than those imposed by the Act, is to be determined by the owners corporation in general meeting.</p> <p>Notes to motion: <i>The Act provides various restrictions to the types of matters that may be determined by the strata committee on behalf of the owners corporation.</i></p>	Section 36(3)(b) and Clause 6(a) & 9(i) of Schedule 1 of the Act												

		<i>The owners corporation must decide whether further restrictions be imposed upon the strata committee.</i>	
MOTION 21	BMC REPRESENTATIVES	<p>THAT the owners corporation <i>specialy resolved</i> to appoint a representative and substitute representative to the building management committee as below.</p> <p>A Spella-Barberet – Representative Lot 122 J Bowen – Sub Representative Lot 4</p>	<p>clause 2(4) of Schedule 1C to the Strata Schemes (Freehold Development) Act 1973 (checked and still current) and clause XX of the Strata Management Statement and is required where the scheme is a subsidiary of a BMC.</p>

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held immediately after the Annual General Meeting
on Wednesday 28 June 2017
at Building Managers Office, Pacific Square

PRESENT:	T Bornstein	Lot 212
	J Bowen	Lot 4
	C Tjahja	Lot 605
	J Sherwin	Lot 102
	A Spella-Barberet	Lot 122
	P Jackson	Lot 98

IN ATTENDANCE:	R Fisher	Strata Plus
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Those present determined that Rebecca Fisher chair the meeting.
The chairperson declared a quorum.

MINUTES

MOTION 1	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last strata committee meeting held 25 May 2015 be confirmed as a true and accurate record of that meeting.
MOTION 2	ELECTION OF OFFICE BEARERS	RESOLVED that the following office bearers be appointed. Chairperson: John Bowen Secretary: Alban Spella-Barberet Treasurer: Cindy Tjahja
MOTION 3	ELECTRONIC MEANS OF ATTENDANCE	RESOLVED that attendance at strata committee meetings may be by the following additional means: <ul style="list-style-type: none">(a) telephone conference; or(b) video-conferencing;(c) email from the email address provided for service of notices. It was NOTED that the meeting notice will specify + means and method of accessing the facility for that purpose for that particular strata committee meeting and + that any strata committee member attending a strata committee meeting by these means and eligible to vote on a matter may cast a vote as if they were physically present at the meeting.
MOTION 4	ELECTRONIC SERVICE OF INSURANCE INFORMATION	RESOLVED that the strata committee would accept all insurance and product disclosure information via email.
MOTION 5	TERM DEPOSITS	RESOLVED that the treasurer be authorised by standing authority to advise the managing agent of those amounts which may be placed on term deposit with the trust account bank.
MOTION 6	BY-LAW NON-COMPLIANCE	RESOLVED that the strata manager can issue a notice of the owners corporation on an owner or occupier requiring them to comply with a

		<p>specific by-law. The instruction is to be given by either the building manager or the secretary and one other member of the committee.</p> <p>It was NOTED that separate resolutions at committee meetings are required to issue the Notice to Comply with a specific by-law.</p>
MOTION 7	FORMATION OF BY-LAW SUB-COMMITTEE	RESOLVED that the by-law sub committee provided updates to the strata committee and that the strata manager compile all of the current by-laws and those recently passed and email same to the sub committee for final approval before sending to the solicitor.
MOTION 8	WINDOW LOCKS – QUOTATION AND CONTRACT	<p>RESOLVED that:</p> <p>(a) the attached quotation from D Tech for window locks be accepted; and</p> <p>(b) the managing agent be authorised to enter into the attached contract with D Tech for the installation of window locks including affixing of the common seal to the paperwork.</p>
MOTION 9	PAINTING	<p>That the painting for the building and allocation of funds be deferred until after major defect rectification at Pacific Square is finalised.</p> <p style="text-align: right;">MOTION DEFERRED</p>
MOTION 10	NEXT MEETING	RESOLVED That the next meeting be held Tuesday 26 September 2017 at 6pm in the building managers office.
CLOSURE		There being no further business the chairperson declared the meeting closed at 8:16pm

Further Notes:

- + Building Manager presented Report;
 - Storage tank is leaking and to be replaced by Rheem.
 - Service for the HWS is to be switched to Rheem. Jan to ask them to sharpen their pencil.
- + Building manager to gain quotes for energy efficiency re: globes.
- + 901 Notice to Comply to be sent to the resident re: parking where he pleases.

MINUTES OF EXTRAORDINARY GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Wednesday 7 March 2018
at the Building Managers office at Pacific Square

PRESENT: M Vera Lot 17
J Sherwin Lot 102

PRESENT BY PROXY: L J S Harris (Lot 93) Proxy to Chairperson
S W Chen (Lot 64) proxy to Chairperson

IN ATTENDANCE: R Fisher Strata Plus Pty Ltd
M Wickey Strata Plus Pty Ltd
J Lesundak Excel Building Manager
C Pan Lot 45 (relative)

Those present determined that Rebecca Fisher chair the meeting.

After half an hour the chairperson declared that those present constituted a quorum.

The meeting commenced at 6:30pm

MINUTES

CONFIRMATION OF RECORDS			
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED That the minutes of the last general meeting of the owners corporation held 16 January 2018 be confirmed as a true and accurate record of that meeting.	Clause 8 (1) of Schedule 1 of the Act
DEFECTS SETTLEMENT			
MOTION 2	DEFECTS UPDATE	RESOLVED That the Owners Corporation received an update on the progress of the claim against the builder and developer with respect to defects including the basement defects (Defects Claim), the recent settlement meeting and the proposed terms of settlement relating to the Defects Claim.	
MOTION 3	SETTLEMENT OF DEFECTS CLAIM	THAT the Owners Corporation RESOLVED to approve the settlement of the Defects Claim.	
MOTION 4	NEGOTIATE TERMS OF DEED OF RELEASE	THAT the Owners Corporation RESOLVED to authorise the Strata Committee to negotiate and finalise the terms of a deed of release to give effect to the settlement of the Defects Claim. <i>Note: The deed of release will be tabled at the meeting.</i>	
MOTION 5	AFFIX COMMON SEAL TO DEED	THAT the Owners Corporation RESOLVED to authorise the managing agent to sign and affix the common seal to the deed of release and any other documents necessary to give effect to the settlement of the Defects Claim.	

MINUTES OF ANNUAL GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Tuesday 14 August 2018
at the building managers office pacific square

PRESENT:

N Ly	Lot 3
J & J Bowen	Lot 4
C Flanagan	Lot 7
R Drozdowski	Lot 8
M Vera	Lot 17
M Li	Lot 32
S Kristianto	Lot 43
Juswadi	Lot 69
C Tjahja	Lot 82
S P Johnson	Lot 98
J Sherwin	Lot 102
P & P Samios	Lot 117
A Ridgley	Lot 132

PRESENT BY PROXY:

K Lo (Lot 109) proxy to Anita Ng (Boulevard)
W Harris (Lot 93) proxy to Chairperson
S Chen (Lot 64) proxy to Chairperson

IN ATTENDANCE:

Briar Ridgley	Lot 132 daughter
Robert Tuwtwera	Lot 82 partner
M Monaghan	Lot 106 Mother
R Fisher	Strata Plus
J Lesundak	Excel Building Management

Those present determined that Rebecca Fisher chair the meeting.

Half-hour after 6:00pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 6:30pm

MINUTES

CONFIRMATION OF RECORDS			
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED That the minutes of the last extraordinary general meeting of the owners corporation held 20 March 2018 be confirmed as a true and accurate record of that meeting.	Clause 8 (1) of Schedule 1 of the Act
MOTION 2	ADOPTION OF FINANCIAL STATEMENTS	<p>RESOLVED That the audited financial reports for the financial year ending 30 April 2018 be adopted.</p> <p>Notes to motion: <i>The financial reports include accounting records and statements of financial information as prescribed by the Act. This includes additional items compared with the previous legislation.</i></p> <p><i>To save time at the meeting and to allow us to properly address your queries, please direct any queries you have regarding the trust accounts to our office prior to the meeting.</i></p>	<p>Section 92 and clause 9 (a) & (b) of Schedule 1 of the Act</p> <p>Forms 2 & 3 in Schedule 1 of the Regulations</p>
COMMON PROPERTY RISK MANAGEMENT			

MOTION 3	CONFIRMATION OF CURRENT INSURANCES	RESOLVED That the owners corporation's current insurance policies as detailed in the attached schedule be confirmed.	Sections 164 & 165 and clause 9(c)&(d) of Schedule 1 of the Act
MOTION 4	INSURANCE COMMISSION	RESOLVED That the owners corporation NOTE Strata Plus confirms that no commission or broker fee was received at the time this premium was paid.	Section 60 and clause 9(g) of Schedule 1 of the Act
MOTION 5	INSURANCE RENEWAL	RESOLVED That the owners corporation provides authorisation to the Building Management Committee (BMC) representatives to make decisions regarding the renewal of the insurances and that a standing authority be given to Strata Plus Pty Limited to renew the insurances for the scheme. Notes to motion: <i>This motion authorises the managing agent to place insurance, however our standard practise is to only use this authority if there is no feedback from the committee about the broker's recommendation.</i> <i>The use of an insurance broker satisfies the 3 quotation requirement.</i>	Sections 164, 165(1) & (2) & 166 and clause 9 (c) & (d) of Schedule 1 of the Act
MOTION 6	BUILDING VALUATION	THAT the owners corporation instructs the Building Management Committee (BMC) representatives to vote in favour of arranging a valuation for insurance purposes prior to the expiration of the current policy period and instruct the managing agent to alter the sum insured to that figure. Last obtained: 21 February 2014 MOTION DEFERRED	
MOTION 7	WORKERS COMPENSATION INSURANCE	RESOLVED That the owners corporation resolves to confirm that it does not employ workers, including sole traders, with annual wages exceeding \$7,500, and therefore will not require workers compensation insurance.	
MOTION 8	WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT	THAT the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and RESOLVE to: (a) instruct the managing agent to organise an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011, noting the last report undertaken on 21 October 2014; and (b) convene a strata committee meeting to consider the recommendations of the report upon receipt. Notes to motion: <i>Undertaking a Work, Health & Safety Report may outline areas of the property which require maintenance to avoid risk.</i> MOTION DEFEATED	
FINANCIAL MATTERS			
MOTION 9	TERM DEPOSITS	RESOLVED That the treasurer of the Owners Corporation be authorised by standing authority to advise the Strata Managing Agent of those amounts which may be placed on term deposit with the trust account bank.	Sections 75(1) and 78(1) of the Act.
MOTION 10	APPOINTMENT OF AUDITOR	RESOLVED That an auditor be appointed by the owners corporation for the financial year ending 30 April 2019. Notes to motion: <i>The role of the auditor is to provide an independent professional assessment that the financial records are being maintained in accordance with the Act and Regulations.</i> <i>For large strata schemes and schemes with an annual budget of more than \$250,000 it is mandatory audited financials to be presented.</i>	Sections 95 and clause 9(c) of Schedule 1 of the Act Clause 21 of the Regulations
BUDGET AND LEVY CONTRIBUTIONS			

MOTION 11	ADMINISTRATIVE FUND BUDGET & LEVIES	<p>RESOLVED That the Administrative Fund Budget for the financial year commencing 1 May 2018 be adopted and that levies of \$724,365.01 incl. GST (\$658,513.65 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2018 (already issued as per resolution of last year’s AGM)</td><td>\$209,507.73</td></tr><tr><td>1 August 2018</td><td>\$171,619.09</td></tr><tr><td>1 November 2018</td><td>\$171,619.09</td></tr><tr><td>1 February 2019</td><td>\$171,619.09</td></tr><tr><td>Total</td><td>\$724,365.01</td></tr></table> <p>RESOLVED That the first levy for the 1 May 2019 financial year be due and payable to the Administrative Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>Long Date</td><td>\$171,619.09</td></tr></table> <p>Notes to motion: <i>The attached proposed administrative fund budget determines the contributions by the lots (admin fund levies).</i> <i>Owners can calculate the individual portion of the levies by multiplying the rate per unit entitlement which appears at the bottom of the budget, by the unit entitlement for the lot.</i> <i>The quarterly cycle period must allow all levy contributions to be raised fully within the financial year period.</i></p>	Due Date	Admin Incl. GST	1 May 2018 (already issued as per resolution of last year’s AGM)	\$209,507.73	1 August 2018	\$171,619.09	1 November 2018	\$171,619.09	1 February 2019	\$171,619.09	Total	\$724,365.01	Due Date	Admin Incl. GST	Long Date	\$171,619.09	Section 79(1) & 81(1) of the Act.
Due Date	Admin Incl. GST																		
1 May 2018 (already issued as per resolution of last year’s AGM)	\$209,507.73																		
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1 February 2019	\$171,619.09																		
Total	\$724,365.01																		
Due Date	Admin Incl. GST																		
Long Date	\$171,619.09																		
MOTION 12	RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT	<p>RESOLVED That the recommendations of the last Capital Works (or Sinking) Fund Forecast Report prepared by Solutions in engineering be acknowledged, noting the attached summary from that report which details the forecasted expenditure and recommended contributions.</p> <p>Notes to motion: <i>A full copy of the report can be obtained by using your client login or contacting the managing agent prior to the meeting.</i></p>	Clause 6(b) of Schedule 1 of the Act																
MOTION 13	CAPITAL WORKS FUND FORECAST REPORT	<p>THAT the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.</p> <p style="text-align: right;">Last Updated: 7 October 2016</p> <p>Notes to motion: <i>It is a requirement that an updated report be undertaken once every five years.</i></p> <p style="text-align: right;">MOTION DEFEATED</p>	Clause 6(b) of Schedule 1 of the Act																
MOTION 14	CAPITAL WORKS FUND BUDGET & LEVIES	<p>RESOLVED That the Capital Works Fund Budget for the financial year commencing 1 May 2018 be adopted and that levies of \$85,057.50 incl. GST (\$77,325.00 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2018 (already issued as per resolution of last year’s AGM)</td><td>\$0.00</td></tr></table>	Due Date	Capital Works Incl. GST	1 May 2018 (already issued as per resolution of last year’s AGM)	\$0.00	Section 79(2), (5) & (6) and 81(1) of the Act.												
Due Date	Capital Works Incl. GST																		
1 May 2018 (already issued as per resolution of last year’s AGM)	\$0.00																		

		<table><tr><td>1 August 2018</td><td>\$28,352.50</td></tr><tr><td>1 November 2018</td><td>\$28,352.50</td></tr><tr><td>1 February 2019</td><td>\$28,352.50</td></tr><tr><td>Total</td><td>\$87,057.50</td></tr></table> <p>RESOLVED That the first levy for the 1 May 2019 financial year be due and payable to the Capital Works Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2019</td><td>\$28,352.50</td></tr></table> <p>Notes to motion: <i>The attached proposed capital works fund budget determines the contributions by the lots (capital works fund levies).</i> <i>The recommendations of the latest Capital Works (Sinking) Fund Report, including the anticipated major expenditure, has been considered as part of the budget review process.</i> <i>Larges schemes are required to define specific amounts and note differences between the budget estimate and the amounts in the report.</i></p>	1 August 2018	\$28,352.50	1 November 2018	\$28,352.50	1 February 2019	\$28,352.50	Total	\$87,057.50	Due Date	Capital Works Incl. GST	1 May 2019	\$28,352.50	
1 August 2018	\$28,352.50														
1 November 2018	\$28,352.50														
1 February 2019	\$28,352.50														
Total	\$87,057.50														
Due Date	Capital Works Incl. GST														
1 May 2019	\$28,352.50														
MOTION 15	RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET	<p>RESOLVED That the 10% per item limitation of budget to actual expenditure be removed.</p> <p>Notes to motion: <i>If this is not resolved then a general meeting is to be convened to authorise any expenditure which exceeds the 10% limit. The section recognises the difficulty this can cause and allows owners corporations to remove or limit the restriction. This motion is intended to remove the restriction for your scheme in its entirety.</i></p>	Section 102(3) of the Act												
MOTION 16	MANAGEMENT OF OUTSTANDING LEVIES	<p>RESOLVED That the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:</p> <ul style="list-style-type: none">(a) the managing agent to issue reminder notices(b) the managing agent to seek legal advice, the provision of legal services or the taking of legal action on behalf of the owners corporation for the purpose of recovering outstanding contributions and interest;(c) the strata committee to provide consent for payment plans;(d) the engagement of Le Page Lawyers and/or counsel for the purposes of payment plans and proceedings; and(e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action. <p>Notes to motion: <i>This motion authorises the managing agent to act as required and without delay to minimise impact on the cash-flow of the owners corporation.</i> <i>LePage Lawyers are engaged with authority from the strata committee to manage payment plans given their expertise in achieving the desired outcome for the owners corporation at the least possible expense to the owner.</i></p>	Clause 9(h) of Schedule 1 of the Act And clauses 18 & 19 of the Regulations												
OWNERS CORPORATION GOVERNANCE															
MOTION 17	STRATA COMMITTEE NOMINATION AND NUMBERS	<p>RESOLVED That:</p> <ul style="list-style-type: none">(a) the nominations for the strata committee be declared, received and recorded;(b) the nominations be closed by the chairperson; and(c) the number of members of the strata committee be determined as 5 for the ensuing year as below:	Sections 29 to 32 and Clauses 5 , 8(1)(b), 9(e) of Schedule 1 of the Act) Clause 9 of the Regulations												

		J Sherwin Lot 102 P Samios Lot 117 C Tjahja Lot 82 R Drozdowski Lot 8 J Bowen Lot 4	
MOTION 18	STRATA COMMITTEE ELECTION	RESOLVED That: The number of nominations equals the number of members decided upon and that these members be duly elected.	Sections 29 to 32 and Clauses 5 , 8(1)(b), 9(e) of Schedule 1 of the Act) Clauses 9 & 10 of the Regulations
MOTION 19	RESTRICTIONS OVER THE STRATA COMMITTEE	RESOLVED That the owners corporation have no restrictions on any matter or class of matter, other than those imposed by the Act.	Section 36(3)(b) and Clause 6(a) & 9(i) of Schedule 1 of the Act
MOTION 20	BMC REPRESENTATIVES	THAT the owners corporation SPECIALLY RESOLVED to appoint a representative and substitute representative to the building management committee as below; Representative – P Samios Sub Representative – C Tjahja	clause 2(4) of Schedule 1C to the Strata Schemes (Freehold Development) Act 1973 and clause 52 of the Strata Management Statement and is required where the scheme is a subsidiary of a BMC.
MOTION 21	SOLAR POWER	THAT the owners corporation discuss solar power and instruct the building manager and the BMC Representative on how they wish to proceed. <p style="text-align: right;">MOTION DEFEATED</p> Note: The strata committee are investigating further	
MOTION 22	ELECTRIC CAR CHARGING	the owners corporation discuss electric car charging and instruct the building manager and the BMC Representative on how they wish to proceed. <p style="text-align: right;">MOTION DEFEATED</p>	

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held immediately after the Annual General Meeting
on Tuesday 14 August 2018
at building managers office Pacific Square

PRESENT:	J Sherwin	Lot 102
	P Samios	Lot 117
	C Tjahja	Lot 82
	R Drozdowski	Lot 8
	J Bowen	Lot 4

Those present determined that Rebecca Fisher chair the meeting.

The chairperson declared a quorum.

MINUTES

MOTION 1	CONFIRMATION OF MINUTES	RESOLVED That the minutes of the last executive committee meeting held 26 September 2017 be confirmed as a true and accurate record of that meeting.	
MOTION 2	ELECTION OF OFFICE BEARERS	RESOLVED That the secretary, treasurer and chairperson of the strata committee be elected as below; Secretary – J Sherwin Treasurer – C Tjahja Chairperson – P Samios	Section 41 of the Act and Clause 11 of the Regulations
MOTION 3	TERM DEPOSITS	RESOLVED That the treasurer be authorised by standing authority to advise the managing agent of those amounts which may be placed on term deposit with the trust account bank.	
MOTION 4	BUILDING MANAGERS REPORT	THAT the Building Managers report be received, and that the strata committee provide and instructions necessary. MOTION WITHDRAWN	
MOTION 5	NEXT MEETING	RESOLVED That the next meeting be held Monday 12 November at 6pm in the building managers office.	

Further Notes:

- + Lighting to be installed in podium level fire egress. Sydney Electrical are to undertake these works.
- + Carpet on Level 1 to be replaced. Quotes are to be obtained by the building manager.
- + The building manager is to follow up in regards to louvres.

MINUTES OF GENERAL MEETING

Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Avenue, Maroubra

The meeting was held on Thursday 20 June 2019

at Botanica Building (old gym), 140 Maroubra Road, Maroubra

PRESENT: J Bowen Lot 4
P & P Samios Lot 117
A Wood Lot 16
M Vera Lot 17

PRESENT BY PROXY: Ba Thai Vo (Lot 15) proxy to M Vera (Lot 17)
W J S Harris (Lot 93) proxy to Chairperson
S W Chen (Lot 64) proxy to Chairperson

APOLOGIES: C Fiskstrand Lot 100

IN ATTENDANCE: R Fisher Strata Plus
C Arrand Excel Building Management
S Chew Icon Project Management
B Destani Icon Project Management
L Forrester Forrester & Johnson

Those present determined that Rebecca Fisher chair the meeting.

Half-hour after 6:00pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 6:30pm.

MINUTES

CONFIRMATION OF RECORDS

MOTION 1	CONFIRMATION OF MINUTES	RESOLVED THAT the minutes of the last general meeting of the owners corporation held 29 November 2018 be confirmed as a true and accurate record of that meeting.	Clause 8 (1) of Schedule 1 of the Act
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CONTRACTS OF THE OWNERS CORPORATION

MOTION 2	CONTRACT FOR BASEMENT HYDRAULIC RECTIFICATION WORKS	<p>RESOLVED THAT the Owners Corporation of Strata Plan No. 74790 instruct the strata manager to affix the seal to and sign the contract for the hydraulic works in the basement with Forrester & Johnson.</p> <p>These works will be undertaken by Forrester & Johnston and will cost \$1,773,216.00 ex GST.</p> <p>Note: Settlement amount reached with Lendlease was \$2,382,680.00 ex GST. This was resolved at the EGM 7 March 2018.</p> <p>The complete contract will be available for review at the meeting, and you can also view the complete contract with all annexures at the following link</p>	Sections 15(h), 49 & 50 of the Act
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		https://www.dropbox.com/sh/dzzw486jf2wxyzh/AAC5FSNX6v0Y8rUC7G9klGMIa?dl=0	
MOTION 3	CDC APPLICATION	RESOLVED THAT the Owners Corporation of Strata Plan No. 74790 instructs the strata manager to affix the seal and sign the Complying Development Certificate Application for the basement hydraulic works referred to in motion 2.	
MOTION 4	LEVY PAYMENT	RESOLVED THAT the Owners Corporation of Strata Plan No. 74790 instructs the strata manager to sign the levy payment form so that the correct payment method can be set up. Further that once this is done that the strata manager be instructed to pay the LSL levy of \$5,980.71 to Randwick City Council as per the basement hydraulic works referred to in motion 2.	
MOTION 5	QUESTIONS FOR PROJECT MANAGER & CONTRACTOR	RESOLVED THAT the Owners Corporation took the opportunity to ask any questions relating to the works of the project manager and the contractor Forrester & Johnson.	
MOTION 6	CLOSURE	There being no further business, the chairperson closed the meeting at 7:45pm.	

Further Notes;

- + That the Owners Corporation agreed to sign the novation deed for the solicitor so that the contractor can take on the works and that this be ratified at their next meeting.
- + A copy of the Development program is to be sent with the minutes.

PACIFIC SQUARE
Development Programme
v1 18/06/2019

ID	Task Name	Duration	Start	Finish	2019	June	July	August	September	October	November	December	January
1	Basement Hydraulic Rectification Works	145 days	Thu 20/06/19	Thu 5/12/19	Basement Hydraulic Rectification Works								
2	Contract Execution	1 day	Thu 20/06/19	Thu 20/06/19	Contract Execution								
3	Stage One Works Notification (as per F&J construction program)	0 days	Mon 1/07/19	Mon 1/07/19	1/07 ♦ Stage One Works Notification (as per F&J construction program)								
4	Pre Construction (Contractor Design Workshop)	21 days	Fri 21/06/19	Mon 15/07/19	Pre Construction (Contractor Design Workshop)								
5	CDC Application Obtained	21 days	Fri 21/06/19	Mon 15/07/19	CDC Application Obtained								
6	Stage One Commence	0 days	Mon 15/07/19	Mon 15/07/19	15/07 ♦ Stage One Commence								
7	Construction of Stages One - Twelve (as per F&J construction program)	123 days	Tue 16/07/19	Thu 5/12/19	Construction of Stages One - Twelve (as per F&J construction program)								
8	Handover Expected PC Date	0 days	Thu 5/12/19	Thu 5/12/19	Handover Expected PC Date ♦ 5/12								

Date Printed: Wed 19/06/19
Revision: 1
Drafted/Checked: BD/SC



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MINUTES OF ANNUAL GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Thursday 4 July 2019

at Building Managers Office, Pacific Square

PRESENT:

J & J Bowen	Lot 4
R Drozdowski	Lot 8
A Wood	Lot 16
M Vera	Lot 17
J Sherwin	Lot 102
P & P Samios	Lot 117
A Ridgley	Lot 132

PRESENT BY PROXY:

S Sutarjo (Lot 12 & 14) proxy to S Kristianto (Lot 43)
 S Chen (Lot 64) proxy to P & P Samios (Lot 117)
 K Lo (Lot 109) proxy to A Ng

IN ATTENDANCE:

R Fisher	Strata Plus
C Arrand	Excel Building Management
B Shaoni	(Lot 132 daughter)

Those present determined that Rebecca Fisher chair the meeting.

Half-hour after 6:00pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 6:30pm

MINUTES

CONFIRMATION OF RECORDS			
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED That the minutes of the last annual general meeting of the owners corporation held 25 June 2019 be confirmed as a true and accurate record of that meeting.	Clause 8 (1) of Schedule 1 of the Act
MOTION 2	ADOPTION OF FINANCIAL STATEMENTS	<p>RESOLVED That the audited financial reports for the financial year ending 30 April 2019 be adopted.</p> <p>Notes to motion: <i>The financial reports include accounting records and statements of financial information as prescribed by the Act. This includes additional items compared with the previous legislation.</i></p> <p><i>To save time at the meeting and to allow us to properly address your queries, please direct any queries you have regarding the trust accounts to our office prior to the meeting.</i></p>	<p>Section 92 and clause 9 (a) & (b) of Schedule 1 of the Act</p> <p>Forms 2 & 3 in Schedule 1 of the Regulations</p>
COMMON PROPERTY RISK MANAGEMENT			
MOTION 3	CONFIRMATION OF CURRENT INSURANCES	RESOLVED That the owners corporation's current insurance policies as detailed in the attached schedule be confirmed.	Sections 164 & 165 and clause 9(c)&(d) of Schedule 1 of the Act
MOTION 4	INSURANCE COMMISSION	RESOLVED That the owners corporation NOTE Strata Plus confirms that no commission or broker fee was received at the time this premium was paid.	Section 60 and clause 9(g) of Schedule 1 of the Act
MOTION 5	INSURANCE RENEWAL	RESOLVED That the owners corporation provides authorisation to the Building Management Committee (BMC) representatives to	Sections 164, 165(1) & (2) & 166 and clause 9

		<p>make decisions regarding the renewal of the insurances and that a standing authority be given to Strata Plus Pty Limited to renew the insurances for the scheme.</p> <p>Notes to motion: <i>This motion authorises the managing agent to place insurance, however our standard practise is to only use this authority if there is no feedback from the committee about the broker's recommendation.</i> <i>The use of an insurance broker satisfies the 3 quotation requirement.</i></p>	(c) & (d) of Schedule 1 of the Act								
MOTION 6	BUILDING VALUATION	<p>RESOLVED That the owners corporation instructs the Building Management Committee (BMC) representatives to vote in favour of arranging a valuation for insurance purposes prior to the expiration of the current policy period and instruct the managing agent to alter the sum insured to that figure.</p> <p>Last obtained: 21 February 2014</p>									
MOTION 7	WORKERS COMPENSATION INSURANCE	<p>RESOLVED That the owners corporation to confirmed that it does not employ workers, including sole traders, with annual wages exceeding \$7,500.00 and therefore will not require workers compensation insurance.</p>									
MOTION 8	WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT	<p>RESOLVED That the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and RESOLVE to:</p> <p>(a) instruct the managing agent to organise for an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011, noting the last report undertaken on 21 October 2014; and</p> <p>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.</p> <p>Notes to motion: <i>Undertaking a Work, Health & Safety Report may outline areas of the property which require maintenance to avoid risk.</i></p>									
FINANCIAL MATTERS											
MOTION 9	TERM DEPOSITS	<p>RESOLVED That the treasurer of the Owners Corporation be authorised by standing authority to advise the Strata Managing Agent of those amounts which may be placed on term deposit with the trust account bank.</p>	Sections 75(1) and 78(1) of the Act.								
MOTION 10	APPOINTMENT OF AUDITOR	<p>RESOLVED That an auditor be appointed by the owners corporation for the financial year ending 30 April 2020.</p> <p>Notes to motion: <i>The role of the auditor is to provide an independent professional assessment that the financial records are being maintained in accordance with the Act and Regulations.</i> <i>For large strata schemes and schemes with an annual budget of more than \$250,000 it is mandatory audited financials to be presented.</i></p>	Sections 95 and clause 9(c) of Schedule 1 of the Act Clause 21 of the Regulations								
BUDGET AND LEVY CONTRIBUTIONS											
MOTION 11	ADMINISTRATIVE FUND BUDGET & LEVIES	<p>RESOLVED That the Administrative Fund Budget for the financial year commencing 1 May 2019 be adopted and that levies of \$708,691.88 insert amount] incl. GST (\$644,265.35 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2019 (already issued as per resolution of last year's AGM)</td><td>\$171,619.09</td></tr><tr><td>1 August 2019</td><td>\$179,024.26</td></tr><tr><td>1 November 2019</td><td>\$179,024.26</td></tr></table>	Due Date	Admin Incl. GST	1 May 2019 (already issued as per resolution of last year's AGM)	\$171,619.09	1 August 2019	\$179,024.26	1 November 2019	\$179,024.26	Section 79(1) & 81(1) of the Act.
Due Date	Admin Incl. GST										
1 May 2019 (already issued as per resolution of last year's AGM)	\$171,619.09										
1 August 2019	\$179,024.26										
1 November 2019	\$179,024.26										

		<table><tr><td>1 February 2020</td><td>\$179,024.26</td></tr><tr><td>Total</td><td>\$708,691.88</td></tr></table> <p>RESOLVED That the first levy for the 1 May 2020 financial year be due and payable to the Administrative Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2020</td><td>\$179,024.26</td></tr></table> <p>Notes to motion: <i>The attached proposed administrative fund budget determines the contributions by the lots (admin fund levies).</i> <i>Owners can calculate the individual portion of the levies by multiplying the rate per unit entitlement which appears at the bottom of the budget, by the unit entitlement for the lot.</i> <i>The quarterly cycle period must allow all levy contributions to be raised fully within the financial year period.</i></p>	1 February 2020	\$179,024.26	Total	\$708,691.88	Due Date	Admin Incl. GST	1 May 2020	\$179,024.26					
1 February 2020	\$179,024.26														
Total	\$708,691.88														
Due Date	Admin Incl. GST														
1 May 2020	\$179,024.26														
MOTION 12	RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT	<p>RESOLVED That the recommendations of the last Capital Works (or Sinking) Fund Forecast Report prepared by Solutions in Engineering be acknowledged, noting the attached summary from that report which details the forecasted expenditure and recommended contributions.</p> <p>Notes to motion: <i>A full copy of the report can be obtained by using your client login or contacting the managing agent prior to the meeting.</i></p>	Clause 6(b) of Schedule 1 of the Act												
MOTION 13	CAPITAL WORKS FUND FORECAST REPORT	<p>THAT the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.</p> <p style="text-align: right;">Last Updated: 7 October 2016</p> <p>Notes to motion: <i>It is a requirement that an updated report be undertaken once every five years.</i></p> <p style="text-align: right;">MOTION DEFERRED</p>	Clause 6(b) of Schedule 1 of the Act												
MOTION 14	CAPITAL WORKS FUND BUDGET & LEVIES	<p>RESOLVED That the Capital Works Fund Budget for the financial year commencing 1 May 2019 be adopted and that levies of \$116,925.71 incl. GST (\$106,296.10 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2019 (already issued as per resolution of last year’s AGM)</td><td>\$28,352.50</td></tr><tr><td>1 August 2019</td><td>\$29,524.40</td></tr><tr><td>1 November 2019</td><td>\$29,524.40</td></tr><tr><td>1 February 2020</td><td>\$29,524.40</td></tr><tr><td>Total</td><td>\$116,925.71</td></tr></table> <p>RESOLVED That the first levy for the 1 May 2020 financial year be due and payable to the Capital Works Fund in accordance with the table below and that these amounts continue to fall due and payable</p>	Due Date	Capital Works Incl. GST	1 May 2019 (already issued as per resolution of last year’s AGM)	\$28,352.50	1 August 2019	\$29,524.40	1 November 2019	\$29,524.40	1 February 2020	\$29,524.40	Total	\$116,925.71	Section 79(2), (5) & (6) and 81(1) of the Act.
Due Date	Capital Works Incl. GST														
1 May 2019 (already issued as per resolution of last year’s AGM)	\$28,352.50														
1 August 2019	\$29,524.40														
1 November 2019	\$29,524.40														
1 February 2020	\$29,524.40														
Total	\$116,925.71														

		<p>on a quarterly basis until redetermined at next year’s annual general meeting:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2020</td><td>\$29,524.40</td></tr></table> <p>Notes to motion: <i>The attached proposed capital works fund budget determines the contributions by the lots (capital works fund levies).</i> <i>The recommendations of the latest Capital Works (Sinking) Fund Report, including the anticipated major expenditure, has been considered as part of the budget review process.</i> <i>Larges schemes are required to define specific amounts and note differences between the budget estimate and the amounts in the report.</i></p>	Due Date	Capital Works Incl. GST	1 May 2020	\$29,524.40	
Due Date	Capital Works Incl. GST						
1 May 2020	\$29,524.40						
MOTION 15	RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET	<p>RESOLVED That the 10% per item limitation of budget to actual expenditure be removed.</p> <p>Notes to motion: <i>If this is not resolved then a general meeting is to be convened to authorise any expenditure which exceeds the 10% limit. The section recognises the difficulty this can cause and allows owners corporations to remove or limit the restriction. This motion is intended to remove the restriction for your scheme in its entirety.</i></p>	Section 102(3) of the Act				
MOTION 16	MANAGEMENT OF OUTSTANDING LEVIES	<p>RESOLVED That the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:</p> <ul style="list-style-type: none">(a) the managing agent to issue reminder notices(b) the managing agent to seek legal advice, the provision of legal services or the taking of legal action on behalf of the owners corporation for the purpose of recovering outstanding contributions and interest;(c) the strata committee to provide consent for payment plans;(d) the engagement of Le Page Lawyers and/or counsel for the purposes of payment plans and proceedings; and(e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action. <p>Notes to motion: <i>This motion authorises the managing agent to act as required and without delay to minimise impact on the cash-flow of the owners corporation.</i> <i>LePage Lawyers are engaged with authority from the strata committee to manage payment plans given their expertise in achieving the desired outcome for the owners corporation at the least possible expense to the owner.</i></p>	Clause 9(h) of Schedule 1 of the Act And clauses 18 & 19 of the Regulations				
OWNERS CORPORATION GOVERNANCE							
MOTION 17	STRATA COMMITTEE NOMINATION AND NUMBERS	<p>RESOLVED That:</p> <ul style="list-style-type: none">(a) the nominations for the strata committee be declared, received and recorded;(b) the nominations be closed by the chairperson; and(c) the number of members of the strata committee be determined at 5 for the ensuing year as below;<ul style="list-style-type: none">+ Julie Sherwin – Lot 102+ Cindy Tjahja – Lot 82+ Rob Drozdowski – Lot 8+ Jo Bowen – Lot 4+ Peter Samios – Lot 117	Sections 29 to 32 and Clauses 5 , 8(1)(b), 9(e) of Schedule 1 of the Act) Clause 9 of the Regulations				
MOTION 18	STRATA COMMITTEE ELECTION	<p>RESOLVED That if the number of nominations equals the number of members decided upon, then those members be duly elected.</p>	Sections 29 to 32 and Clauses 5 , 8(1)(b), 9(e) of Schedule 1 of the Act) Clauses 9 & 10 of the Regulations				

MOTION 19	RESTRICTIONS OVER THE STRATA COMMITTEE	<p>RESOLVED That the owners corporation not have any restrictions, other than those imposed by the Act over the strata committee.</p> <p>Notes to motion: <i>The Act provides various restrictions to the types of matters that may be determined by the strata committee on behalf of the owners corporation. The owners corporation must decide whether further restrictions be imposed upon the strata committee.</i></p>	Section 36(3)(b) and Clause 6(a) & 9(i) of Schedule 1 of the Act
MOTION 20	BMC REPRESENTATIVES	<p>THAT the owners corporation SPECIALY RESOLVED to appoint a representative and substitute representative to the building management committee as below;</p> <p>Representative: Peter Samios</p> <p>Sub Representative: Cindy Tjahaja</p>	clause 2(4) of Schedule 1C to the Strata Schemes (Freehold Development) Act 1973 and clause 52 of the Strata Management Statement and is required where the scheme is a subsidiary of a BMC.
MOTION 21	REMOVAL OF INTEREST AND LATE FEE	<p>THAT the owners corporation consider removal of the late fee and interest for Lot 103.</p> <p>MOTION DEFEATED</p>	

Further Notes:

- + A brief update was provided on the basement works that will be starting later this month.
- + The Core quotation for the preparation of the fascade was approved by the owners corporation.
- + Replacement of the gym equipment was discussed. Leasing and servicing is being looked at. The costs will be around \$800 per month for the Pacific Square site. The owners corporation have agreed for this to go ahead.
- + The pool tiles were discussed as there were some that were delaminating. The building manager arranged for the repairs of these.
- + The spa overflowing was discussed also. The spa was maintained, and the buttons were replaced and the issues have now been fixed.

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held immediately after the Annual General Meeting

on Thursday 4 July 2019

at Building Managers Office, Pacific Square

PRESENT: J Bowen Lot 4
R Drozdowski Lot 8
J Sherwin Lot 102
P Samios Lot 117

IN ATTENDANCE: R Fisher Strata Plus
C Arrand Excel Building Management
J Bowen Lot 4
A Wood Lot 16
M Vera Lot 17
P Samios Lot 117
A Ridgley Lot 132
B Shaoni (Lot 132 daughter)

Those present determined that Rebecca Fisher chair the meeting.

The chairperson declared a quorum.

MINUTES

MOTION 1	CONFIRMATION OF MINUTES	RESOLVED That the minutes of the last executive committee meeting held 21 May 2019 be confirmed as a true and accurate record of that meeting.	
MOTION 2	ELECTION OF OFFICE BEARERS	THAT the secretary, treasurer and chairperson of the strata committee be elected. Secretary: Julie Sherwin – Lot 102 Treasurer: Cindy Tjahja – Lot 82 Chairperson: Peter Samios – Lot 4	Section 41 of the Act and Clause 11 of the Regulations
MOTION 3	ELECTRONIC SERVICE OF INSURANCE INFORMATION	RESOLVED That the strata committee resolve to accept all insurance and product disclosure information via email, and that the nominated email address of the owners corporation be determined.	
MOTION 4	TERM DEPOSITS	RESOLVED That the treasurer be authorised by standing authority to advise the managing agent of those amounts which may be placed on term deposit with the trust account bank.	
MOTION 5	CODE OF CONDUCT	RESOLVED That the attached Code of Conduct be accepted by all members.	
MOTION 6	NEXT MEETING	THAT the date, time and location of the next meeting on Thursday 10 October 2019 at 6pm in the building managers office.	

MOTION 7	CLOSURE	There being no further business the chairperson closed the meeting at 7:05pm.	
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Further Notes:

- + The building manager will be looking at the issues with the howling dogs in Unit 106 and will advised the strata manager and strata committee of any progress.

MINUTES OF ANNUAL GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Wednesday, 29 July 2020

at Gym Room of Botanica, Ground Floor, 140 Maroubra Rd, Maroubra

PRESENT:

J & J Bowen	Lot 4
R Drozdowski	Lot 8
M Vera	Lot 17
H Nguyen	Lot 71
SP & DC Johnson	Lot 98
J Sherwin	Lot 102
P & P Samios	Lot 117
A Ridgley	Lot 121
A Spella-Barberet	Lot 122

APOLOGY: A Wood Lot 16

PRESENT BY PROXY: Defence Housing Australia (Lot 37) proxy to chairperson
W Harris (Lot 93) proxy to chairperson

IN ATTENDANCE: J Liu Strata Plus
R O'Connor Excel Building Management

Those present determined that Jack Liu chair the meeting.

Half-hour after 6:00pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 6:30pm

MINUTES

CONFIRMATION OF RECORDS		
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last general meeting of the owners corporation held 04 July 2019 be confirmed as a true record and account of the proceedings at that meeting.
MOTION 2	ADOPTION OF FINANCIAL STATEMENTS	(a) RESOLVED that the audited financial reports for the period ended 30 April 2020 be adopted. (b) RESOLVED that the accounting records and statements of financial information for the period ended 30 April 2020 be adopted.
MOTION 3	STRATA MANAGING AGENT RE-APPOINTMENT	<p>A The owners corporation of Strata Plan No. 74790,</p> <p>(a) subject to entering into a new agreement with Strata Plus Pty Limited RESOLVED to terminate its current agency agreement by the mutual consent in accordance with clause 5.2 of the current agency agreement; and</p> <p>(b) RESOLVED to continue to appoint Strata Plus Pty Limited ABN 30096175709 as strata managing agent (Agent); and</p> <p>(c) RESOLVED to delegate to the Agent all of the functions of:</p> <p>(i) the owners corporation (other than those listed in section 52(2) of the Act); and</p> <p>(ii) its chairperson, treasurer, secretary and strata committee,</p>

		<p>necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in the written agreement, a copy of which is attached to this notice (Agreement);</p> <p>(d) RESOLVED that the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and</p> <p>(e) RESOLVED that the owners corporation execute the Agreement to give effect to this appointment and delegation; and</p> <p>(f) RESOLVED that authority be given for the common seal of the owners corporation to be affixed to the Agreement by Jo Bowen and Rob Drozdowski.</p> <p>B RESOLVED that the delegations in this motion supersede all previous delegations.</p> <p>Notes to motion:</p> <p><i>The expiry date of this new agency agreement is 29 July 2021.</i></p>
COMMON PROPERTY RISK MANAGEMENT		
MOTION 4	CONFIRMATION OF CURRENT INSURANCES	RESOLVED that the owners corporation's current insurances as detailed in the attachment to the Notice were confirmed.
MOTION 5	INSURANCE COMMISSION	The owners corporation NOTED that Strata Plus confirmed that no commission or broker fee was received at the time the premium was paid.
MOTION 6	INSURANCE RENEWAL	RESOLVED that the owners corporation provided authorisation to the Building Management Committee (BMC) representatives to make decisions regarding the renewal of the insurances and that a standing authority be given to Strata Plus to renew the insurances for the scheme.
MOTION 7	BUILDING VALUATION	<p>That the owners corporation instructs the Building Management Committee (BMC) representatives to vote in favour of arranging a valuation for insurance purposes prior to the expiration of the current policy period and instruct the managing agent to alter the sum insured to that figure.</p> <p style="text-align: right;">MOTION DEFERRED</p>
MOTION 8	WORKERS COMPENSATION INSURANCE	RESOLVED that the owners corporation confirmed that it does not employ workers, including sole traders, with annual wages exceeding \$7,500, and therefore will not require workers compensation insurance.
MOTION 9	ANNUAL FIRE SAFETY STATEMENT	<p>(a) RESOLVED that the owners corporation considered the status of the Annual Fire Safety Statement (AFSS) (if one is required for the building) and authorised the managing agent and building manager with the strata committee to make the arrangements for obtaining the next AFSS.</p> <p>(b) RESOLVED that the owners corporation authorized the following people to execute the AFSS on their behalf, in the following order:</p> <ol style="list-style-type: none"> The secretary of the scheme, then The Treasurer then The Chairperson, then The managing agent <p>(c) Acknowledged that a fee of one hour of the directors time will be payable by the owners corporation to the managing agent should they instruct the managing agent to sign the AFSS on their behalf.</p>
MOTION 10	WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT	<p>That the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and RESOLVE to:</p> <p>(a) instruct the managing agent to organise for an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011, noting the last report undertaken on 21 October 2014; and</p> <p>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.</p> <p style="text-align: right;">MOTION DEFERRED</p>
FINANCIAL MATTERS		

MOTION 11	TERM DEPOSITS	RESOLVED that the treasurer of the owners corporation be authorised by standing authority to advise the strata managing agent of those amounts which may be placed on term deposit with the trust account bank.																
MOTION 12	APPOINTMENT OF AUDITOR	<p>RESOLVED that an auditor be appointed for the owners corporation for the financial year ending 30 April 2021.</p> <p>Notes to motion: <i>The strata manager shall obtain quotes from auditors for the strata committee to consider and approve before the end of the current financial year.</i></p>																
BUDGET AND LEVY CONTRIBUTIONS																		
MOTION 13	ADMINISTRATIVE FUND BUDGET & LEVIES	<p>RESOLVED that the Administrative Fund Budget for the financial year commencing 1 May 2020 be adopted and that levies of \$708,691.50 incl. GST (\$644,265.00 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>01 May 2020 (already issued as per resolution of last year’s AGM)</td><td>\$179,024.26</td></tr><tr><td>01 September 2020</td><td>\$176,555.75</td></tr><tr><td>01 November 2020</td><td>\$176,555.75</td></tr><tr><td>01 February 2021</td><td>\$176,555.75</td></tr><tr><td>Total</td><td>\$708,691.50</td></tr></table> <p>RESOLVED that the first levy for the 01 May 2021 financial year be due and payable to the Administrative Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>01 May 2021</td><td>\$176,555.75</td></tr></table>	Due Date	Admin Incl. GST	01 May 2020 (already issued as per resolution of last year’s AGM)	\$179,024.26	01 September 2020	\$176,555.75	01 November 2020	\$176,555.75	01 February 2021	\$176,555.75	Total	\$708,691.50	Due Date	Admin Incl. GST	01 May 2021	\$176,555.75
Due Date	Admin Incl. GST																	
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01 February 2021	\$176,555.75																	
Total	\$708,691.50																	
Due Date	Admin Incl. GST																	
01 May 2021	\$176,555.75																	
MOTION 14	RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT	RESOLVED that the recommendations of the Capital Works Plan (or last Sinking Fund Forecast Report) prepared by Solutions IE were acknowledged, noting the details of the forecasted expenditure and recommended contributions.																
MOTION 15	CAPITAL WORKS FUND FORECAST REPORT	THAT the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report. <div>MOTION DEFERRED</div>																
MOTION 16	CAPITAL WORKS FUND BUDGET & LEVIES	<p>RESOLVED that the Capital Works Fund Budget for the financial year commencing 01 May 2020 be adopted and that levies of \$120,550.41 incl. GST (\$109,591.28 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>01 May 2020 (already issued as per resolution of last year’s AGM)</td><td>\$29,524.40</td></tr><tr><td>01 September 2020</td><td>\$30,342.01</td></tr><tr><td>01 November 2020</td><td>\$30,342.00</td></tr><tr><td>01 February 2021</td><td>\$30,342.00</td></tr><tr><td>Total</td><td>\$120,550.41</td></tr></table>	Due Date	Capital Works Incl. GST	01 May 2020 (already issued as per resolution of last year’s AGM)	\$29,524.40	01 September 2020	\$30,342.01	01 November 2020	\$30,342.00	01 February 2021	\$30,342.00	Total	\$120,550.41				
Due Date	Capital Works Incl. GST																	
01 May 2020 (already issued as per resolution of last year’s AGM)	\$29,524.40																	
01 September 2020	\$30,342.01																	
01 November 2020	\$30,342.00																	
01 February 2021	\$30,342.00																	
Total	\$120,550.41																	

		<p>RESOLVED that the first levy for the 1 May 2021 financial year be due and payable to the Capital Works Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2021</td><td>\$30,342.00</td></tr></table>	Due Date	Capital Works Incl. GST	1 May 2021	\$30,342.00
Due Date	Capital Works Incl. GST					
1 May 2021	\$30,342.00					
MOTION 17	WAIVING OF INTEREST	RESOLVED that interest is waived on late payment for contributions due 01 May 2020 up to 01 November 2020.				
MOTION 18	RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET	RESOLVED that the owners corporation removed the 10% per item limitation of budget to actual expenditure.				
MOTION 19	MANAGEMENT OF OUTSTANDING LEVIES	<p>RESOLVED that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:</p> <ul style="list-style-type: none">(a) the managing agent to issue reminder notices;(b) the managing agent to seek legal advice, the provision of legal services or the taking of legal action on behalf of the owners corporation for the purpose of recovering outstanding contributions and interest;(c) the strata committee to provide consent for payment plans;(d) the engagement of Le Page Lawyers and/or counsel for the purposes of payment plans and proceedings; and(e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action.				
OWNERS CORPORATION GOVERNANCE						
MOTION 20	GENERAL MEETING PRE-MEETING ELECTRONIC VOTING	<p>THAT the owners corporation resolves that persons entitled to vote on a matter may vote prior to a general meeting by the following means:</p> <ul style="list-style-type: none">(a) an email to the strata managing agent attaching a completed voting paper from the email address provided by that lot owner for service of notices; or(b) via a website voting system provided by the strata managing agent for that purpose. and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting. <p>MOTION DEFEATED</p>				
MOTION 21	STRATA COMMITTEE NOMINATION AND NUMBERS	<p>(a) RESOLVED that the following nominations were received given that consent was confirmed:</p> <ul style="list-style-type: none">• Jo Bowen – Lot 4• Rob Drozdowski – Lot 8• Julie Sherwin – Lot 102• Peter Samios – Lot 117 <p>volunteered to stand for election to the strata committee</p> <p>(b) RESOLVED that the chairperson closed the nominations</p> <p>(c) RESOLVED that the number of strata committee members be determined at 4.</p>				
MOTION 22	STRATA COMMITTEE ELECTION	<p>RESOLVED that given the number of nominations equals the number of members decided upon, then those members were duly elected, as follows;</p> <ul style="list-style-type: none">• Jo Bowen – Lot 4• Rob Drozdowski – Lot 8• Julie Sherwin – Lot 102• Peter Samios – Lot 117				

MOTION 23	RESTRICTIONS OVER THE STRATA COMMITTEE	RESOLVED that no matters are to be restricted matters. All matters relative to the management of the strata scheme are to be in accordance with the current provisions of the <i>Strata Schemes Management Act 2015 (NSW)</i> and/or future amendments.
MOTION 24	MINOR RENOVATION ANNUAL AUTHORITY	RESOLVED that, subject to the registration of the by-law, the functions of the owners corporation under Section 110 of the <i>Strata Schemes Management Act 2015</i> be delegated to the strata committee.
MOTION 25	BMC REPRESENTATIVES	<p>The owners corporation SPECIALLY RESOLVED to appoint a representative and substitute representative to the building management committee;</p> <p>(a) RESOLVED to appoint Rob Drozdowski of Lot 8 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</p> <p>(b) RESOLVED to appoint Julie Sherwin of Lot 102 as substitute representative from the strata committee to represent the interests of the owners corporation in the representative's absence.</p> <p style="text-align: right;">Total unit of entitlements voting: 990 In favour: 990 unit of entitlements (100%) Against: 0 unit of entitlements (0%)</p>
CLOSURE		There being no further business the meeting closed at 7.25pm

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held immediately after the Annual General Meeting

on Wednesday, 29 July 2020

at Gym room of Botanica, 140 Maroubra Road, Maroubra NSW 2035

PRESENT:	J Bowen	Lot 4
	R Drozdowski	Lot 8
	J Sherwin	Lot 102
	P Samios	Lot 117
IN ATTENDANCE:	J Liu	Strata Plus
	R O'Connor	Excel Building Management
	M Vera	Lot 17
	SP & DC Johnson	Lot 98
	A Ridgley	Lot 121
	A Spella-Barberet	Lot 122

Those present determined that Jack Liu chair the meeting.

The chairperson declared a quorum. The meeting was declared open at 7:25pm

MINUTES

MOTION 1	ACTING MEMBERS	It was NOTED the strata committee did not receive any appointment of acting member for the purpose of this meeting of the strata committee.
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last executive committee meeting held 22 April 2020 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
MOTION 4	ELECTION OF OFFICE BEARERS	RESOLVED that the following office bearers be appointed. Chairperson: Rob Drozdowski Secretary: Jo Bowen Treasurer: Julie Sherwin
MOTION 5	ELECTRONIC SERVICE OF INSURANCE INFORMATION	RESOLVED that the strata committee would accept all insurance and product disclosure information via email, and that the nominated email address of the owners corporation was determined to be that of the Secretary's.
MOTION 6	TERM DEPOSITS	RESOLVED that the treasurer be authorised by standing authority to advise the managing agent of those amounts which may be placed on term deposit with the trust account bank.
MOTION 7	FINANCIAL REPORTS	RESOLVED that the treasurer be nominated to receive the monthly financial reports.
MOTION 8	NEXT MEETING	RESOLVED that the next committee meeting will be held at 6pm on Wednesday 21 October 2020 via teleconferencing (via Zoom or another platform).
MOTION 9	CLOSURE	There being no further business the chairperson closed the meeting at 8:15pm

The following general business issues were raised and discussed at the meeting;

- That a building managers report tabled at the meeting by Excel Building Management was adopted and discussed; and that committee resolved to approve ACES Air Conditioning's quote to the amount of \$13,953.00 plus GST for works to reduce noise emission from the level 9 rooftop ventilation; the committee resolved to implement Building Link at a yearly cost of \$3,1912.00 plus GST; the full report is attached to the minutes of this meeting;
- An issue of the lifts occasionally not opening the doors were discussed; the building manager has been tasked to investigate this further in coordination with the lift service provider;
- The needs of replacing the common carpets were discussed; it was agreed that the building manager shall obtain quotes for the committee to consider;
- The issue of overgrown trees between the two building towers was discussed and that building manager shall investigate this issue and provide further advice to the committee;
- An issue of black scale infestation of the common gardens was discussed and a gardener will be engaged to address this issue.



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Building Managers Report

Strata Committee Meeting Panorama SP 74790 – 29th July 2020

Logged Date 17th July 2020

Authors Ryan O'Connor – Senior Building Manager – Excel Building Management
Peter Ng – Building Manager – Excel Building Management
Kerry Wilson – Assistant Building Manager – Excel Building Management

Client Distribution Strata Committee Members: Peter Samios Joanne Bowen
Julie Sherwin Robert Drozdowski
Cindy Tjahja

Strata Manager: Jack Liu

Internal Distribution: headoffice@excelbm.com.au

No.	Key Words	Item Description	Action	Comments						
DECISION ITEM										
1.	Noise from Roof Top Ventilation impacting residents	Level 9	<p>Consideration from the committee to rotate roof fan and duct west, away from the noise affected building and internally lag the ducting to reduce noise emission as per the recommendation from our acoustic consultant report completed by <i>Wilkinson Murray</i>.</p> <table><tr><th>Contractor</th><th>Cost + GST</th></tr><tr><td><i>ACES Air Conditioning</i></td><td>\$13,953.00 Plus GST</td></tr><tr><td><i>Premier HVAC Services</i></td><td>\$25,200.00 Plus GST</td></tr></table> <p>Building Management recommend choosing <i>ACES Air-Conditioning</i> to perform these works due to the great price and their experience on-site.</p> <p>Will the committee approval the total expenditure of \$13,953.00 Plus GST for <i>ACES Air-Conditioning</i> to perform ductwork relocation?</p>	Contractor	Cost + GST	<i>ACES Air Conditioning</i>	\$13,953.00 Plus GST	<i>Premier HVAC Services</i>	\$25,200.00 Plus GST	
Contractor	Cost + GST									
<i>ACES Air Conditioning</i>	\$13,953.00 Plus GST									
<i>Premier HVAC Services</i>	\$25,200.00 Plus GST									



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No.	Key Words	Item Description	Action	Comments
2.	Building Management System	Building Link	<p>Consideration by the committee to implement <i>BuildingLink</i>.</p> <p><i>BuildingLink</i> is a management system for apartment buildings and complexes.</p> <p>It is a great way to monitor maintenance requests, keep asset records accurate and importantly provide Building Management with a direct way of communicating with residents.</p> <p><i>BuildingLink</i>'s subscription is a yearly cost that would be divided by all five strata plans.</p> <p>Building Management have secured a great rate of \$2 per apartment, per month.</p> <p>The annual cost for building link in Panorama is: \$3,192.00 Plus GST.</p> <p>Will the Committee approve of the implementation of <i>BuildingLink</i> at a yearly cost of \$3,192.00 Plus GST?</p>	
UPDATES				
3.	Apt 111	Noise in Apartment	<p>The Residents advised that they are experiencing noise within their apartment that can be described mechanical buzzing sound.</p> <p>The Residents confirmed with Building Management they had experienced similar noises from the Coles tenancy below their location (loading dock and plant rooms).</p> <p>Building Management have not heard from this resident. This issue is being monitored.</p>	
4.	Window Cleaning	Windows	<p>At the recent BMC meeting the window cleaning quote was approved.</p> <p>The window cleaning is scheduled to take place in Panorama from 29th July – 31st July (Weather Permitting)</p> <p><u>Panorama Cost = \$4,515.00 Plus GST</u></p>	




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No.	Key Words	Item Description	Action	Comments										
5.	Automated Fire System	Fire Panel Upgrade	<p>During 12th March BMC AGM the committee approved the installation of updated Fire Indicator Panels & detectors.</p> <p>The residential part of these works is complete, with detectors installed across common property successfully.</p> <p>The Fire Indication Panels and Emergency Warning Indication System have been upgraded and tested.</p>											
6.	Façade and Painting Report	Painting of Pacific Square	<p><i>Diagnostech</i> have provided a proposal for project & tender management and scoping of works required at Pacific Square.</p> <p>BMC Committee approved <i>Diagnostech</i> Stage's 1 & 2.</p> <table><tr><th><i>Diagnostech Remedial Consultant</i></th><th><i>Cost Plus GST</i></th></tr><tr><td><i>Stage 3 – Tender Process</i></td><td>\$5,500.00 Plus GST</td></tr><tr><td><i>Stage 4 – Contracts</i></td><td>\$3,250.00 Plus GST</td></tr><tr><td><i>Stage 5 – Project Management</i></td><td>9.5% of contract</td></tr><tr><td><i>Stage 6 – Defects Liability Period</i></td><td>Hourly Rates</td></tr></table> <p><i>Diagnostech</i> have completed Stages 1 & 2 of their proposal.</p> <p>Technical specification document shared with BMC committee.</p> <p>Building Management recommend arranging a separate stand-alone meeting for discussions regarding the façade and painting project.</p> <p>Committee members will be contacted to arrange a time and date that suits.</p> <p>BMC Committee approved <i>Diagnostech</i> to proceed to Stage 3 – Tender Process.</p> <p><u>Panorama Cost Stage 3 = \$650.00 Plus GST</u></p>	<i>Diagnostech Remedial Consultant</i>	<i>Cost Plus GST</i>	<i>Stage 3 – Tender Process</i>	\$5,500.00 Plus GST	<i>Stage 4 – Contracts</i>	\$3,250.00 Plus GST	<i>Stage 5 – Project Management</i>	9.5% of contract	<i>Stage 6 – Defects Liability Period</i>	Hourly Rates	
<i>Diagnostech Remedial Consultant</i>	<i>Cost Plus GST</i>													
<i>Stage 3 – Tender Process</i>	\$5,500.00 Plus GST													
<i>Stage 4 – Contracts</i>	\$3,250.00 Plus GST													
<i>Stage 5 – Project Management</i>	9.5% of contract													
<i>Stage 6 – Defects Liability Period</i>	Hourly Rates													



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No.	Key Words	Item Description	Action	Comments
7.	Fire Doors	Waste Management	<p>The BMC Committee have approved the 660 L bin change to proceed at Pacific Square.</p> <p>Both garbage doors for Panorama required slight alterations to fit the 660 L bins.</p> <p>Committee approval provided for garbage door rectification. Works to take place on Tuesday 16th June 2020.</p> <p>Garbage room doors have been altered and re-fitted. Works complete.</p>	
COMPLETED ITEMS				
8.	Gym Upgrade	Replacement of equipment	<p>Building Management are happy to announce the gymnasium upgrades are complete.</p> <p>The gym upgrade was completed on 22nd March 2020.</p>	
9.	Access Control Upgrade	Security	<p>Access control upgrade was completed on 20th April 2020.</p> <p>The access control contractor <i>Tesnik</i> advised that Panorama required additional panels to be installed to keep up with the new system due.</p> <p>These panels were very old and could not be used, this was an additional variation of \$4,380.00 Plus GST to supply, install test and commission on the same day to ensure no unsecured downtime.</p>	
10.	Levels B2, B3	Storage Cages	<p>Reflective signage has been installed on all storage cages in Residential Carpark B2 and B3.</p>  <p>All cage signage installed and completed by 2020 building.</p>	



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No.	Key Words	Item Description	Action	Comments
11.	Hydraulic Rectification Works	Works to B3 and B2 Car parks	<p>B2 Works are complete B3 works Compete Testing and commissioning successful</p> <p>Building Management to inspect site with Icon Project Management</p> <p>15/10 - Inspection completed with directions issued to Project Manager and Contractor.</p> <p>24/01 - Onsite meeting with ICON, F&J and City Plan for final inspection to certify works.</p> <p>27/01 – Defects Liability Period has begun – Ends on 27/01/2020.</p>	



MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Pl Maroubra NSW 2035

The meeting was held on Tuesday 27th April 2021
at the Centre Management Office, Pacific Square

PRESENT:

J Bowen	Lot 4
R Drozdowski	Lot 8
J Sherwin	Lot 102
P Samios	Lot 117

IN ATTENDANCE:

C Arrand	Excel Building Management
R O'Connor	Excel Building Management
F Mak	Strata Plus

Those present determined that Fiona Mak chair the meeting.

The chairperson declared a quorum, and the meeting was opened at 4:00pm

MINUTES

STATUTORY MATTERS		
MOTION 1	ACTING MEMBERS	WITHDRAWN that pursuant to section 34 of the Strata Schemes Management Act 2015, the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last committee meeting held 20 January 2021 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
MOTION 4	FINANCIAL STATEMENTS	RESOLVED that the financial statements as presented by Strata Plus for the period ending 31 March 2021 be adopted.
MOTION 5	DRAFT BUDGET 2021/22	RESOLVED that the draft budget prepared by the Treasurer be reviewed by the strata committee and any adjustments be made. It was discussed that the Owners Corporation will need to replace 4x lifts in 10 years in accordance with the advice received from the Lift Consultants. The total cost of the lift upgrade is \$900,000.00 (not taking into consideration inflation in 10 years' time) The committee considered multiple options for raising money (raising levies gradually over the years or special levies) and it was determined to increase the capital works fund levy by 25% for next year and then increase by 3.1% over the following 9 years. This increase will be proposed at the upcoming AGM.





BY- LAW COMPLIANCE		
MOTION 6	BY-LAW NON-COMPLIANCE	RESOLVED that the strata manager can issue a notice of the owners corporation on an owner or occupier requiring them to comply with a specific by-law. The instruction is to be given by either the building manager or the secretary and one other member of the committee as follows: (a) Unit 704 (Lot 95) – Red Commodore is leaking all over the concrete of their car space. Strata Manager to write a breach letter and request clean.
MOTION 7	BUILDING MANAGERS REPORT	RESOLVED that the building managers report be tabled and received, and that the strata committee issue instructions as follows: <ul style="list-style-type: none">- Unit 914 balcony leaks - water ingress due to small screws that have been left over in the parapet walls. Frazer Access will be attending to this work- Unit 903 window leaks – source of the ingress had been difficult to find but Partridge Consultants have been engaged to find the source of the leaks.
MOTION 8	BUILDING MANAGEMENT COMMITTEE UPDATE	RESOLVED that an update be provided regarding matters within the Building Management Committee and that instructions be provided as follows: <ul style="list-style-type: none">- Painting and Façade Tender – Various BMC members had a meeting with Diagnostech and they are to come back to the BMC with a more realistic tender costing that is more suited to our needs.- SMS Amendment is still ongoing. Various members are meeting on a weekly basis.
MOTION 9	WORK HEALTH & SAFETY	WITHDRAWN that the strata committee discuss current Work, Health and Safety issues, resolved to make any decisions necessary in that regard, and provided instructions to the managing agent / building manager accordingly.
MOTION 10	CORRESPONDENCE	WITHDRAWN that the strata committee table and discuss items of correspondence, and resolved to make the following decisions necessary in that regard;
MOTION 11	APPLICATIONS	WITHDRAWN that any applications submitted be considered and approved.
NEXT MEETING		
MOTION 12	NEXT MEETING	RESOLVED that the next strata committee meeting will be held after the AGM at 5:30pm on Wednesday, 14 July 2021 in Centre Management Office. Motion to be added to the AGM agenda to consider an Honorarium to the Treasurer of \$4,000.00
CLOSURE		There being no further business the chairperson declared the meeting closed at 5:25pm



MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners– Strata Plan No 74790

Panorama

1 Bruce Bennetts Pl Maroubra NSW 2035

The meeting was held on Wednesday 22 September 2021

Via Zoom

PRESENT:	J Bowen	Lot 4
	R Drozdowski	Lot 8
	J Sherwin	Lot 102
APOLOGIES:	P Samios	Lot 117
IN ATTENDANCE:	R O'Connor	Excel Building Management
	F Mak	Strata Plus

Those present determined that Fiona Mak chair the meeting.

The chairperson declared a quorum, and the meeting was opened at 3:33 pm

MINUTES

MOTION 1	ACTING MEMBERS	WITHDRAWN that pursuant to section 34 of the Strata Schemes Management Act 2015, the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED the minutes of the last committee meeting held 28 July 2021 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	WITHDRAWN that the strata committee: <ul style="list-style-type: none"> (a) receive any disclosures regarding pecuniary interests; (b) record the details of these interests in the disclosure book; (c) for each disclosure made, determine whether that member can <ul style="list-style-type: none"> i. be present during the deliberations for that matter, or ii. take any part in the decision of that matter.
MOTION 4	FINANCIAL STATEMENTS	RESOLVED that the financial statements as presented by Strata Plus for the period ending 31 August 2021 be adopted. Note: Lot 88 arrears – Strata Manager to update committee on status of debt recovery Lot 121 – Strata Manager to reach out to them to follow up on payment of levies.
MOTION 5	DRAFT BUDGET 2021/22	RESOLVED that the amended budget prepared by the Treasurer be reviewed by the strata committee and any adjustments be made. Note:

		The committee agreed to a minimal increase of levies at this moment as there will be significant special levy next year for painting façade project. They accept the draft budget as presented.
MOTION 6	NEXT MEETING	<p>RESOLVED that the date, time and location of the next meeting of the strata committee will be after the AGM on 20th October 2021 commencing at 5:30pm via Zoom.</p> <p>Add motion on the AGM agenda to advise people of the special levy next year for the painting façade project</p>
	CLOSURE	The chairperson declared the meeting closed at 4:02pm

MINUTES OF ANNUAL GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra NSW 2035

The meeting was held on Wednesday, 27 October 2021

via Microsoft Teams

PRESENT:	C McMahon & N Ly	Lot 3
	J Bowen & J Bowen	Lot 4
	S Kristianto	Lot 43
	P Leonard	Lot 54
	C Tjahja	Lot 82
	S Johnson & D Johnson	Lot 98
	J Sherwin	Lot 102
	P Samios & P Samios	Lot 117
	A Spella-Barberet	Lot 122
	B Ridgley	Lot 132

PRESENT BY PROXY:	M Vera (Lot 17) proxy to C Tjahja
	S Chen (Lot 64) proxy to Chairperson
	S Susanti (Lot 96) proxy to C Tjahja

PRESENT BY COMPANY NOMINEE:	R & M Drozdowski Pty Ltd (Lot 8) to R Drozdowski
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IN ATTENDANCE:	R O'Connor	Excel Building Management
	M Wickey	Strata Plus

Those present determined that Maxine Wickey chair the meeting.

Half-hour after 5:30pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 6:00pm.

CONFIRMATION OF RECORDS		
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last general meeting of the owners corporation held 29 July 2021 be confirmed as a true record and account of the proceedings at that meeting.
MOTION 2	ADOPTION OF FINANCIAL STATEMENTS	(a) RESOLVED that the audited financial reports for the period ended 30 April 2021 be adopted. (b) RESOLVED that the accounting records and statements of financial information for the period ended 30 April 2021 be adopted.
CONTRACTS OF OWNERS CORPORATION		
MOTION 3	STRATA MANAGING AGENT RE-APPOINTMENT	A. The owners corporation of Strata Plan No. 74790, (a) subject to entering into a new agreement with Strata Plus Pty Limited RESOLVED to terminate its current agency agreement by the mutual consent in accordance with clause 5.2 of the current agency agreement; and

		<p>(b) RESOLVED to continue to appoint Strata Plus Pty Limited ABN 30096175709 as strata managing agent (Agent); and</p> <p>(c) RESOLVED to delegate to the Agent all of the functions of:</p> <ul style="list-style-type: none"> (i) the owners corporation (other than those listed in section 52(2) of the Act); and (ii) its chairperson, treasurer, secretary and strata committee, necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in the written agreement, a copy of which is attached to this notice (Agreement); <p>(d) RESOLVED that the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and</p> <p>(e) RESOLVED that the owners corporation execute the Agreement to give effect to this appointment and delegation; and</p> <p>(f) RESOLVED that authority be given for the common seal of the owners corporation to be affixed to the Agreement by the secretary and any other member of the strata committee.</p> <p>B. RESOLVED that the delegations in this motion supersede all previous delegations.</p>
COMMON PROPERTY RISK MANAGEMENT		
MOTION 4	CONFIRMATION OF CURRENT INSURANCES	RESOLVED that the owners corporation's current insurances as detailed in the attachment to the Notice were confirmed.
MOTION 5	INSURANCE COMMISSION & TRAINING SERVICES	The owners corporation NOTED that Strata Plus confirmed that no commission or broker fee was received at the time the premium was paid.
MOTION 6	INSURANCE RENEWAL	RESOLVED that the owners corporation provides authorisation to the Building Management Committee (BMC) representatives to make decisions regarding the renewal of the insurances and that a standing authority be given to Strata Plus to renew the insurances for the scheme.
MOTION 7	BUILDING VALUATION	<p>THAT the owners corporation instructs the Building Management Committee (BMC) representatives to vote in favour of arranging a valuation for insurance purposes prior to the expiration of the current policy period and instruct the managing agent to alter the sum insured to that figure.</p> <p style="text-align: right;">MOTION DEFEATED</p>
MOTION 8	WORKERS COMPENSATION INSURANCE	RESOLVED that the owners corporation confirmed that it does not employ workers, including sole traders, with annual wages exceeding \$7,500, and therefore will not require workers compensation insurance.
MOTION 9	RECTIFICATION WORK TO COMMON PROPERTY	<p>THAT the owners corporation consider possible defect and rectification works required to common property. If required, authorize the strata manager to engage relevant building experts to inspect the property and provide a report.</p> <p style="text-align: right;">MOTION WITHDRAWN</p>
MOTION 10	ANNUAL FIRE SAFETY STATEMENT	<p>(a) RESOLVED that the owners corporation considered the status of the Annual Fire Safety Statement (AFSS) (if one is required for the building) and authorised the managing agent and building manager with the strata committee to make the arrangements for obtaining the next AFSS.</p> <p>(b) RESOLVED that the owners corporation authorized the following people to execute the AFSS on their behalf, in the following order:</p> <ul style="list-style-type: none"> a. The secretary of the scheme, then b. chairperson, then c. treasurer, then d. The managing agent.

		(c) Acknowledged that a fee of one hour of the directors' time will be payable by the owners corporation to the managing agent should they instruct the managing agent to sign the AFSS on their behalf.																
MOTION 11	WORK, HEALTH & SAFETY – RISK & SAFETY REPORT	<p>THAT the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and RESOLVE to:</p> <p>(a) instruct the managing agent to organise for an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011, noting the last report undertaken on 23 August 2019; and</p> <p>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.</p> <p>MOTION DEFEATED</p>																
FINANCIAL MATTERS																		
MOTION 12	TERM DEPOSITS	RESOLVED that the treasurer of the owners corporation be authorised by standing authority to advise the strata managing agent of those amounts which may be placed on term deposit with the trust account bank.																
MOTION 13	APPOINTMENT OF AUDITOR	RESOLVED that an auditor be appointed for the owners corporation for the financial year ending 30 April 2022.																
MOTION 14	HONORARIUM PAYMENT	<p>THAT a payment by the owners corporation of \$4,000.00 to Julie Sherwin, owner of Lot 102, be made in appreciation and recognition of her services as Treasurer performed up until the end of financial year ending 30 April 2021.</p> <p>MOTION WITHDRAWN</p> <p><i>Note: J Sherwin requested that the motion be withdrawn as she did not feel it was fair to be paid the honorarium when the owners corporation has major works that require attending to. Those owners present at the meeting wanted to acknowledge and thank J Sherwin for all of the work that she has undertaken to the benefit of the owners corporation.</i></p>																
BUDGET & LEVY CONTRIBUTIONS																		
MOTION 15	ADMINISTRATIVE FUND BUDGET & LEVIES	<p>An amendment to the motion as per the agenda was moved by C Tjahja, owner of Lot 82 that the Administrative Fund Budget for the financial year commencing 1 May 2021 be adopted and that levies of \$708,680.50 incl. GST (\$644,255.00 plus GST).</p> <p>On being put to the vote the amendment was lost.</p> <p>RESOLVED that the Administrative Fund Budget for the financial year commencing 1 May 2021 be adopted and that levies of \$763,825.70 incl. GST (\$694,387.00 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2021 (already issued as per resolution of last year's AGM)</td><td>\$176,555.80</td></tr><tr><td>1 August 2021 (already issued as per resolution of last year's AGM)</td><td>\$176,555.80</td></tr><tr><td>1 November 2021</td><td>\$205,357.05</td></tr><tr><td>1 February 2022</td><td>\$205,357.05</td></tr><tr><td>Total</td><td>\$763,825.70</td></tr></table> <p>RESOLVED that the first levy for the 1 May 2022 financial year be due and payable to the Administrative Fund in accordance with below and that this amount continues to fall due and payable on a quarterly basis until re-determined at next year's annual general meeting:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2022</td><td>\$190,956.43</td></tr></table>	Due Date	Admin Incl. GST	1 May 2021 (already issued as per resolution of last year's AGM)	\$176,555.80	1 August 2021 (already issued as per resolution of last year's AGM)	\$176,555.80	1 November 2021	\$205,357.05	1 February 2022	\$205,357.05	Total	\$763,825.70	Due Date	Admin Incl. GST	1 May 2022	\$190,956.43
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1 February 2022	\$205,357.05																	
Total	\$763,825.70																	
Due Date	Admin Incl. GST																	
1 May 2022	\$190,956.43																	

MOTION 16	RECOMMENDATIONS OF CAPITAL WORKS PLAN	RESOLVED that the recommendations of the Capital Works Plan (or last Sinking Fund Forecast Report) prepared by Solutions in Engineering were acknowledged, noting the details of the forecasted expenditure and recommended contributions.																
MOTION 17	CAPITAL WORKS FUND FORECAST REPORT	RESOLVED that the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report. <i>Note: Solutions in Engineering is to be engaged to prepare the report.</i>																
MOTION 18	CAPITAL WORKS FUND BUDGET & LEVIES	<p>RESOLVED that the Capital Works Fund Budget for the financial year commencing 1 May 2021 be adopted and that levies of \$124,287.25 incl. GST (\$112,988.41 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Capital works Incl. GST</th></tr><tr><td>1 May 2021 (already issued as per resolution of last year’s AGM)</td><td>\$30,342.05</td></tr><tr><td>1 August 2021 (already issued as per resolution of last year’s AGM)</td><td>\$30,342.05</td></tr><tr><td>1 November 2021</td><td>\$31,801.58</td></tr><tr><td>1 February 2022</td><td>\$31,801.57</td></tr><tr><td>Total</td><td>\$124,287.25</td></tr></table> <p>RESOLVED that the first levy for the 1 May 2022 financial year be due and payable to the Capital Works Fund in accordance with below and that this amount continues to fall due and payable on a quarterly basis until re-determined at next year’s annual general meeting:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2022</td><td>\$31,071.81</td></tr></table>	Due Date	Capital works Incl. GST	1 May 2021 (already issued as per resolution of last year’s AGM)	\$30,342.05	1 August 2021 (already issued as per resolution of last year’s AGM)	\$30,342.05	1 November 2021	\$31,801.58	1 February 2022	\$31,801.57	Total	\$124,287.25	Due Date	Capital Works Incl. GST	1 May 2022	\$31,071.81
Due Date	Capital works Incl. GST																	
1 May 2021 (already issued as per resolution of last year’s AGM)	\$30,342.05																	
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1 November 2021	\$31,801.58																	
1 February 2022	\$31,801.57																	
Total	\$124,287.25																	
Due Date	Capital Works Incl. GST																	
1 May 2022	\$31,071.81																	
MOTION 19	WAIVING OF INTEREST	RESOLVED that interest is waived on late payment for contributions due 1 February 2021 up to 31 July 2021 for Lot 121. <i>Note: It was agreed that the interest be removed this time only and it is the lot owner’s responsibility to ensure they are receiving their levy notices.</i>																
MOTION 20	BUDGETING FOR UPCOMING PROJECTS	RESOLVED that the owners corporation acknowledged that there are a few projects that are upcoming which the owners will need to fund as following: (a) Painting and façade project (b) Fire dampers (c) Lift refurbishment																
MOTION 21	RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET	RESOLVED that the owners corporation removed the 10% per item limitation of budget to actual expenditure.																
MOTION 22	MANAGEMENT OF OUTSTANDING LEVIES	RESOLVED that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs: (a) the managing agent to issue reminder notices; (b) the managing agent to seek legal advice, the provision of legal services or the taking of legal action on behalf of the owners corporation for the purpose of recovering outstanding contributions and interest; (c) the strata committee to provide consent for payment plans; (d) the engagement of Bugden Allen Graham Lawyers and/or counsel for the purposes of payment plans and proceedings; and (e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action.																

MOTION 23	PAYMENT PLANS FOR OUTSTANDING LEVY CONTRIBUTIONS	<p>RESOLVED that the Owners Corporation, by ordinary resolution in accordance with section 85 (5) of the Strata Schemes Management Act 2015 to authorise the Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months, and that all future levies are paid as and when they fall due.</p> <p>Further RESOLVED that should a payment plan be approved, failure by the lot owner to pay future strata levies as and when they fall due, during the approved payment plan period, will deem the payment plan arrangements cancelled by the owners corporation, and all outstanding levy amounts will be due and payable with immediate effect.</p> <p>Further RESOLVED that any lot owner request for a payment plan is to be supported by the completion of a Statement of Financial Position, and a statement outlining the reasons for the request, which is to include the \$ amount of the payment plan, as well as the payment plan term being requested.</p>
OWNERS CORPORATION GOVERNANCE		
MOTION 24	GENERAL MEETING ATTENDANCE BY ELECTRONIC MEANS	<p>RESOLVED that the owners corporation allow attendance at general meetings by the following additional means:</p> <ul style="list-style-type: none"> (a) telephone conference; or (b) video-conferencing; <p>NOTED that the facility and method of access will be specified in the meeting notice by the strata managing agent for the particular meeting. Any person attending a general meeting by the alternative means specified in the meeting notice and eligible to vote on a matter may cast a vote as if they were physically present at the meeting.</p>
MOTION 25	GENERAL MEETING PRE-MEETING ELECTRONIC VOTING	<p>RESOLVED that persons entitled to vote on a matter may vote prior to a general meeting by the following means:</p> <ul style="list-style-type: none"> (a) an email to the strata managing agent attaching a completed voting paper from the email address provided by that lot owner for service of notices; or (b) via a website voting system provided by the strata managing agent for that purpose. <p>and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting.</p> <p>NOTED that if the pre-meeting voting resolves a motion, then the motion cannot be amended at the meeting, and that if a motion is amended at general meeting, then the pre-meeting vote may have no effect.</p>
MOTION 26	STRATA COMMITTEE	<ul style="list-style-type: none"> (a) RESOLVED that the following nominations were received given that consent was confirmed: <ul style="list-style-type: none"> + The lot owner of 4 nominate Joanne Bowen of Lot 4 to stand for election to the strata committee + Robert Drozdowski of Lot 8 volunteered to stand for election to the strata committee + The lot owner of 82 nominate Cindy Tjahja of Lot 82 to stand for election to the strata committee + Julie Sherwin of Lot 102 volunteered to stand for election to the strata committee + The lot owner of 117 nominate Peter Samios of Lot 117 to stand for election to the strata committee + The lot owner of 122 nominate Alban Spella-Barberet of Lot 122 to stand for election to the strata committee (b) RESOLVED that the chairperson closed the nominations (c) RESOLVED that the number of strata committee members be determined at six (6).

MOTION 27	STRATA COMMITTEE ELECTION	RESOLVED that given the number of nominations equals the number of members decided upon, then those members were duly elected.
MOTION 28	RESTRICTED MATTERS	RESOLVED that no matters are to be restricted matters. All matters relative to the management of the strata scheme are to be in accordance with the current provisions of the <i>Strata Schemes Management Act 2015 (NSW)</i> and/or future amendments.
MOTION 29	BMC REPRESENTATIVES	<p>The owners corporation SPECIALLY RESOLVED to appoint a representative and substitute representative to the building management committee;</p> <p>(a) RESOLVED to appoint Robert Drozdowski of Lot 8 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</p> <p>(b) RESOLVED to appoint Julie Sherwin of Lot 102 as substitute representative from the executive committee to represent the interests of the owners corporation in the representative's absence.</p> <p style="text-align: right;">Total unit entitlements voting: 1123 In favour: 1123 unit entitlements (100%) Against: 0 unit entitlements (0%)</p>
CLOSURE		There being no further business the chairperson declared the meeting closed at 6:58pm.

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place. Maroubra NSW 2035

The meeting was held immediately after the Annual General Meeting
on Wednesday, 27 October 2021
via Microsoft Teams

PRESENT:	J Bowen	Lot 4
	R Drozdowski	Lot 8
	C Tjahja	Lot 82
	J Sherwin	Lot 102
	P Samios	Lot 117
	A Spella-Barberet	Lot 122

IN ATTENDANCE:	C McMahon & N Ly	Lot 3
	J Bowen	Lot 4
	P Leonard	Lot 54
	S Johnson & D Johnson	Lot 98
	B Ridgley	Lot 132
	R O'Connor	Excel Building Management
	M Wickey	Strata Plus

Those present determined that Maxine Wickey chair the meeting.

The chairperson declared a quorum.

STATUTORY MATTERS		
MOTION 1	ACTING MEMBERS	<p>THAT pursuant to section 34 of the Strata Schemes Management Act 2015, the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.</p> <p>MOTION WITHDRAWN</p> <p><i>Note: As no acting members were appointed the motion was withdrawn.</i></p>
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last committee meeting held 22 September 2021 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
MOTION 4	ELECTION OF OFFICE BEARERS	<p>RESOLVED that the following office bearers be appointed.</p> <p>Chairperson: Robert Drozdowski</p> <p>Secretary: Joanne Bowen</p> <p>Treasurer: Julie Sherwin</p>
STRATA COMMITTEE GOVERNANCE		
MOTION 5	ELECTRONIC SERVICE OF INSURANCE INFORMATION	RESOLVED that the strata committee would accept all insurance and product disclosure information via email, and that the nominated email addresses of the owners corporation was determined to be those of the strata committee members.

MOTION 6	TERM DEPOSITS	RESOLVED that the treasurer be authorised by standing authority to advise the managing agent of those amounts which may be placed on term deposit with the trust account bank.
MOTION 7	FINANCIAL REPORTS & INVOICE APPROVALS	<p>THAT:</p> <p>(a) RESOLVED that the strata committee confirm that the treasurer be nominated to receive the monthly financial reports.</p> <p>(b) MOTION DEFEATED that the treasurer be added as an external approver to approve:</p> <ul style="list-style-type: none"> i. All invoices excluding utilities ii. All invoices including utilities iii. Invoices over \$X only <p><i>Note: It was agreed that the current invoice approval process remain the same.</i></p>
MOTION 8	CODE OF CONDUCT	RESOLVED that the Code of Conduct was accepted and signed by all members.
NEXT MEETING		
MOTION 9	NEXT MEETING	<p>RESOLVED that the next strata committee meeting will be determined at a later date.</p> <p><i>Note: The strata managing agent is to contact the strata committee to determine a meeting date.</i></p>
CLOSURE		There being no further business the chairperson declared the meeting closed at 7:12pm.

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

TO The Owners– Strata Plan No 74790
 PANORAMA
 1 Bruce Bennetts Place MAROUBRA 2035
 The meeting was held on Wednesday, 12 January 2022
 Via Zoom Meeting

PRESENT: J Bowen Lot 4 Joined at 5:09pm
 R Drozdowski Lot 8
 J Sherwin Lot 102
 P Samios Lot 117
 A Spella-Barberet Lot 122

IN ATTENDANCE: F Mak Strata Plus
 S Chinnakalapagari Strata Plus
 R O' Connor Excel Building Management

Those present determined that Fiona Mak chair the meeting.

The chairperson declared a quorum, and the meeting was opened at 5:04pm

STATUTORY MATTERS		
MOTION 1	ACTING MEMBERS	WITHDRAWN that the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last committee meeting held 27 October 2021 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
MOTION 4	FINANCIAL STATEMENTS	RESOLVED that the financial statements as presented by Strata Plus for the period ending 30 November 2021 be adopted. Notes: <ol style="list-style-type: none"> COVID-19 Cleaning – Currently paying \$3,000 a month to clean all levels. It was decided that the cleaning will revert back to touch point cleaning of Levels B2, Ground and 1. Building manager to advise Trubite. Lot 88 arrears. Strata manager to instruct Le Page to proceed debt collection Lot 53 – Strata Manager to contact owner to follow up payments Cindy Suggested to put surplus in admin fund into a term deposit but after consideration by Treasurer, it's not commercial to do so. Capital Works Forecast – Strata manager to raise list of concerns from treasurer as there are a lot of discrepancies with the report. Circular notice to be sent to all owners who are on paper to ask them to elect for email correspondence. Strata manager to advise Alban how many owners are on email vs paper.
BY- LAW COMPLIANCE		

MOTION 5	BY-LAW NON-COMPLIANCE	<p>RESOLVED that the strata manager is to issue a notice of the owners corporation on an owner or occupier requiring them to comply with a specific by-law upon instruction from either the building manager, or the secretary and one other member of the committee.</p> <ol style="list-style-type: none"> 1. Short term leasing unit – Current bylaws contradict Fair Trading rules. No further action to be taken. 2. No storing of items in car space. Strata manager to obtain fee proposal from lawyers to draft and register by-law.
BUILDING MANAGEMENT & MAINTENANCE		
MOTION 6	BUILDING MANAGERS REPORT	<p>RESOLVED to receive the building manager's report be tabled and received, and that the strata committee issue instructions as follows:</p> <ol style="list-style-type: none"> a) Façade and painting works – Building manager to obtain revised fee proposal from The Project Studio then Strata manager will arrange EGM to approve costs.
NEXT MEETING		
MOTION 7	NEXT MEETING	<p>RESOLVED that the next strata committee meeting will be held at 5:00pm on Tuesday 12 April 2022.</p>
	CLOSURE	The chairperson declared the meeting closed at 6:10pm

MINUTES OF GENERAL MEETING

Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Monday, 14 March 2022

Via Zoom

PRESENT: R Drozdowski Lot 8
J Sherwin Lot 102
P Samios Lot 117

PRESENT BY PROXY: Mr & Mrs J Bowen (Lot 4) proxy to J Sherwin (Lot 102)
C Flanagan (Lot 7) proxy to R Drozdowski (Lot 8)
Mrs P B Leonard (Lot 54) proxy to J Sherwin (Lot 102)
S W Chen (Lot 64) proxy to R Drozdowski (8)

IN ATTENDANCE: F Mak Strata Plus
R O' Connor Excel Building Management
S Henn The Project Studio

Those present determined that Fiona Mak chair the meeting.

The chairperson declared a quorum half-hour after 4:30pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 5:00pm

MINUTES

CONFIRMATION OF RECORDS		
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last general meeting of the owners corporation held 27 October 2021 be confirmed as a true record and account of the proceedings at that meeting.
MOTION 2	ADOPTION OF FINANCIAL STATEMENTS	RESOLVED that the accounting records and statements of financial information for the period ended 31 January 2022 be adopted.
OWNERS CORPORATION GOVERNANCE		
MOTION 3	APPOINTMENT OF PROJECT MANAGER	RESOLVED that the Owners Corporation appoint The Project Studio to project manage the painting and façade project for the works outlined in the fee proposal attached. The estimate of fees for Stage 1 (finalise the scope/contracts) and Stage 2 (project manage construction) is \$119,717.00 ex GST.
MOTION 4	SPECIAL LEVY	(a) DEFEATED that a special Administrative Fund levy be struck pursuant to Section 81(4) of the Strata Schemes Management Act 2015 for the sum of \$131,688.70 (amount inclusive of GST) being for the payment for the Project Studios Project management fee. (b) DEFEATED that the contribution is to be levied by notice from the treasurer of the owners corporation in accordance with Section 83 of the Strata Schemes Management Act 2015 by unit of entitlement in one instalment due and payable on 1 April 2022.

MOTION 5	MOTION TO APPROVE INSTALLATION OF BOLLARDS	<p>DEFEATED that that the owners corporation SPECIALLY RESOLVES pursuant to section 108 of the Strata Schemes Management Act 2015 THAT all owners be authorised to alter and add to the common property in connection with their lots by undertaking the bollard works described in Special By-Law – Installation of Bollards for Car Spaces – the terms of which by-law are set out or referred to in the next motion, on the conditions of that by-law, including the condition that the owners are responsible for the ongoing maintenance, repair, renewal and replacement of the bollard works and the common property occupied by the bollard works.</p> <p>Total unit entitlements voting: 625 In favour: 0 unit entitlements (0 %) Against: 625 unit entitlements (100 %)</p>
MOTION 6	MOTION TO APPROVE BY-LAW FOR INSTALLATION OF BOLLARDS	<p>DEFEATED that that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law – Installation of Bollards for Car Spaces – on the terms set out below or which are attached to the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.</p> <p>Total unit entitlements voting: 625 In favour: 0 unit entitlements (0 %) Against: 625 unit entitlements (100 %)</p>
MOTION 7	MOTION FOR OWNERS CORPORATION TO DETERMINE NOT TO REPAIR BOLLARDS	<p>DEFEATED that that the owners corporation SPECIALLY RESOLVES pursuant to section 106(3) of the Strata Schemes Management Act 2015 THAT:</p> <p>(a) it is inappropriate for the owners corporation to maintain, renew, replace or repair any bollard works carried out in accordance with Special By-Law – Installation of Bollards for Car Spaces; and</p> <p>(b) in the light of the obligations imposed on owners in that by-law to maintain, renew, replace or repair any bollard works done by them, its decision will not affect the safety of any building, structure or common area in the strata scheme or detract from the appearance of any property in the strata scheme.</p> <p>Total unit entitlements voting: 625 In favour: 0 unit entitlements (0 %) Against: 625 unit entitlements (100 %)</p>
MOTION 8	BY-LAW TO PROHIBIT STORAGE OF ITEMS IN CAR SPACE	<p>SPECIALLY RESOLVED that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the Strata Schemes Management Act 2015 to make a new by-law, Special By-Law – Prohibiting Storage of Items in Car Spaces, on the terms set out below or attached to the notice of this meeting and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services.</p> <p>Total unit entitlements voting: 625 In favour: 625 unit entitlements (100 %) Against: 0 unit entitlements (0 %)</p>
MOTION 9	BY-LAW CONSOLIDATION	<p>SPECIALLY RESOLVED that subject to motion 5-8 inclusive being approved, the owners corporation SPECIALLY RESOLVE to make by laws pursuant to section 141 of the Strata Schemes Management Act 2015 as per the attached consolidated set, and further, to authorise the managing agent to sign and affix the common seal to any documents as necessary to register the new by laws.</p> <p>Total unit entitlements voting: 625</p>

		<p>In favour: 625 unit entitlements (100 %)</p> <p>Against: 0 unit entitlements (0 %)</p>
CLOSURE		<p>There being no further business the chairperson declared the meeting closed at 5:05pm.</p>

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

TO The Owners– Strata Plan No 74790
Panorama
 1 Bruce Bennetts Place Maroubra 2035

The meeting was held on Friday, 17 June 2022
 at Building Managers Office

PRESENT: J Bowen Lot 4
 R Drozdowski Lot 8
 J Sherwin Lot 102
 A S Barberet Lot 122 (arrived 5:30)

APOLOGIES: P Samios Lot 117

IN ATTENDANCE: F Mak Strata Plus

Those present determined that Fiona Mak chair the meeting.

The chairperson declared a quorum, and the meeting was opened at 5:12pm

STATUTORY MATTERS		
MOTION 1	ACTING MEMBERS	WITHDRAWN that the strata committee receive and accept the appointment any acting members of the strata committee for the purpose of this meeting of the strata committee.
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last committee meeting held 12 April 2022 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
MOTION 4	FINANCIAL STATEMENTS	RESOLVED that the financial statements as presented by Strata Plus for the period ending 31 May 2022 be adopted.
MOTION 5	DRAFT BUDGET & LEVIES 2022/23	RESOLVED that the strata committee review the draft budget prepared by the Treasurer and to discuss any amendments as follows: a) Legal fees increase to \$7,500.00 – for legal to review building works contract b) The committee discussed the date for the AGM to accommodate the strata manager going on leave. It was decided that the AGM will be held once the strata manager returns from leave however, the August levies will be issued late, after the AGM on the 10 th August 2022.
BY- LAW COMPLIANCE		
MOTION 6	BY-LAW NON-COMPLIANCE	DEFEATED that the strata manager is to issue a notice of the owners corporation on an owner or occupier requiring them to comply with a specific by-law upon instruction from either the building manager, or the secretary and one other member of the committee. Note: Strata Manger to get advice from lawyers regarding removal of air conditioners from balconies to accommodate the painting and façade project (by-law 7.2)
BUILDING MANAGEMENT & MAINTENANCE		

MOTION 7	CAPITAL WORKS REPORT	<p>RESOLVED that the strata committee review the Capital Works Forecast Report to identify items to be removed, items to be included and if any BMC items need to be included so funds are available when BMC items are due to be replaced.</p> <p>Note: committee members to review report and provide comments to Treasurer over the weekend.</p>
MOTION 8	BUILDING MANAGERS REPORT	<p>RESOLVED to receive the building manager's report be tabled and received.</p> <p>The strata committee issued the following instructions:</p> <ul style="list-style-type: none"> (a) The Project Studio has advised that Panorama will need a regulated design for the remedial works and will send through costs of engineer and additional project management fees once received. (b) Garbage room ducting – Ducting in the Panorama garbage room needs replacing. It is a BMC cost despite it being for Panorama. (c) Unit 812 Incident – tenant caused sprinkler head to burst which flooded the unit. NSW Fire attended and replaced the sprinkler head and drying machines were left to dry out carpet.
MOTION 9	BUILDING MANAGEMENT COMMITTEE UPDATE	<p>RESOLVED that an update be provided regarding matters within the Building Management Committee and that instructions be provided accordingly.</p> <ul style="list-style-type: none"> i. Painting done in the retail area by Charter Hall is of poor quality. Building Management have reported to Charter Hall.
MOTION 10	PAINTING & FAÇADE PROJECT PREPERATION	<p>RESOLVED that the strata committee discuss items to prepare Owners for the Painting and Façade project including but not limited to:</p> <ul style="list-style-type: none"> (a) Strata Loan Options – Preference are Macquarie or Austrata. Strata Manager to follow up with Austrata with the legality regarding notifying incoming owners of the loan. (b) Information sessions with Owners – dates to be determined at a later date as we are waiting for more information from The Project Studio.
NEXT MEETING		
MOTION 11	NEXT MEETING	<p>RESOLVED that that the next strata committee meeting will be held after the AGM at Centre Management Office on Wednesday, 10 August 2022 at 5:00pm.</p>
	CLOSURE	<p>The chairperson declared the meeting closed at 7:00pm</p>

MINUTES OF ANNUAL GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

PANORAMA

1 Bruce Bennetts Place MAROUBRA NSW 2035

The meeting was held on Wednesday, 10 August 2022
at Centre Management Office

PRESENT:	R Drozdowski	Lot 8
	BT Vo	Lot 15
	M Vera	Lot 17
	P Leonard	Lot 54
	H Nguyen	Lot 71
	SP & DC Johnson	Lot 98
	J Sherwin	Lot 102
	P & P Samios	Lot 117

PRESENT BY PROXY: J Bowen (Lot 4) proxy to J Sherwin (Lot 102)
S Chen (Lot 64) proxy to R Drozdowski (Lot 8)
C Halil (Lot 119) proxy to R Drozdowski (Lot 8)

IN ATTENDANCE:	F Mak	Strata Plus
	R O'Connor	Excel Building Management

Those present determined that Fiona Mak chair the meeting.

Half-hour after 5:00pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 5:30pm

MINUTES

CONFIRMATION OF RECORDS		
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last general meeting of the owners corporation held 27 October 2021 be confirmed as a true record and account of the proceedings at that meeting.
MOTION 2	ADOPTION OF FINANCIAL STATEMENTS	(a) RESOLVED that the audited financial reports for the period ended 30 April 2022 be adopted. (b) RESOLVED that the accounting records and statements of financial information for the period ended 30 June 2022 be adopted.
COMMON PROPERTY RISK MANAGEMENT		
MOTION 3	CONFIRMATION OF CURRENT INSURANCES	RESOLVED that the owners corporation's current insurances as detailed in the attachment to the Notice were confirmed.
MOTION 4	INSURANCE COMMISSION & TRAINING SERVICES	The owners corporation NOTED that Strata Plus confirmed that no commission or broker fee was received at the time the premium was paid.
MOTION 5	INSURANCE RENEWAL	RESOLVED that a standing authority be given to Strata Plus Surry Hills to renew the insurances for the scheme in accordance with current valuation (subject to the decision to the next motion).

MOTION 6	BUILDING VALUATION	RESOLVED that a valuation be obtained for insurance purposes prior to the expiration of the current policy period and that the managing agent be authorised to alter the sum insured in accordance with the updated valuation.
MOTION 7	WORKERS COMPENSATION INSURANCE	RESOLVED that the owners corporation confirmed that it does not employ workers, including sole traders, with annual wages exceeding \$7,500, and therefore will not require workers compensation insurance.
MOTION 8	BUILDING DEFECTS	RESOLVED that the owners corporation instructed the strata committee to immediately obtain legal advice regarding building defects to: <ul style="list-style-type: none"> (a) ascertain the owners corporations time limitations with regards to notification and the lodgment of a building defects claim; and (b) ascertain the appropriate steps necessary for the owners corporation to pursue a building defects claim and preserve its rights; and (c) ascertain the parties in which the owners corporation must pursue a claim against.
MOTION 9	RECTIFICATION WORK TO COMMON PROPERTY	RESOLVED that the owners corporation consider the following as possible defect and rectification works required to common property, and authorised the strata manager to engage relevant building experts to inspect the property and provide a report. <ul style="list-style-type: none"> (i) Replacement of Fire door.
MOTION 10	ANNUAL FIRE SAFETY STATEMENT	<ul style="list-style-type: none"> (a) RESOLVED that the owners corporation considered the status of the Annual Fire Safety Statement (AFSS) (if one is required for the building) and authorised the managing agent and building manager with the strata committee to make the arrangements for obtaining the next AFSS. (b) RESOLVED that the owners corporation authorized the following people to execute the AFSS on their behalf, in the following order: <ul style="list-style-type: none"> a. The secretary of the scheme, then b. committee member name then c. committee member 2 name, then d. The managing agent (c) Acknowledged that a fee of one hour of the directors time will be payable by the owners corporation to the managing agent should they instruct the managing agent to sign the AFSS on their behalf.
MOTION 11	WORK, HEALTH & SAFETY – RISK & SAFETY REPORT	DEFEATED that the owners corporation acknowledged the <i>Work Health and Safety Act 2011 and Regulations</i> and RESOLVED to: <ul style="list-style-type: none"> (a) instruct the managing agent to organise for an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011, noting the last report undertaken on 23 August 2019; and (b) convene a strata committee meeting to consider the recommendations of the report upon receipt.
FINANCIAL MATTERS		
MOTION 12	TERM DEPOSITS	RESOLVED that the treasurer of the owners corporation be authorised by standing authority to advise the strata managing agent of those amounts which may be placed on term deposit with the trust account bank.
MOTION 13	APPOINTMENT OF AUDITOR	RESOLVED that an auditor be appointed for the owners corporation for the financial year ending 30/04/2023
BUDGET & LEVY CONTRIBUTIONS		

MOTION 14	ADMINISTRATIVE FUND BUDGET & LEVIES	<p>RESOLVED that the Administrative Fund Budget for the financial year commencing 01 May 2022 be adopted and that levies of \$724,258.00 (ex. GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Admin ex. GST</th></tr><tr><td>01 May 2022 (already issued as per resolution of last year's AGM)</td><td>\$173,596.75</td></tr><tr><td>01 Aug 2022</td><td>\$183,553.75</td></tr><tr><td>01 Nov 2022</td><td>\$183,553.75</td></tr><tr><td>01 Feb 2023</td><td>\$183,553.75</td></tr><tr><td>Total</td><td>\$724,258.00</td></tr></table> <p>RESOLVED that the first levy for the 01 May 2023 financial year be due and payable to the Administrative Fund in accordance with below and that this amount continues to fall due and payable on a quarterly basis until re-determined at next year's annual general meeting:</p> <table><tr><th>Due Date</th><th>Admin ex. GST</th></tr><tr><td>1 May 2023</td><td>\$183,553.75</td></tr></table>	Due Date	Admin ex. GST	01 May 2022 (already issued as per resolution of last year's AGM)	\$173,596.75	01 Aug 2022	\$183,553.75	01 Nov 2022	\$183,553.75	01 Feb 2023	\$183,553.75	Total	\$724,258.00	Due Date	Admin ex. GST	1 May 2023	\$183,553.75
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Total	\$724,258.00																	
Due Date	Admin ex. GST																	
1 May 2023	\$183,553.75																	
MOTION 15	RECOMMENDATIONS OF CAPITAL WORKS PLAN	<p>RESOLVED that the recommendations of the Capital Works Plan (or last Sinking Fund Forecast Report) prepared by Solution in Engineering were acknowledged, noting the details of the forecasted expenditure and recommended contributions.</p>																
MOTION 16	CAPITAL WORKS FUND FORECAST REPORT	<p>DEFEATED that the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.</p>																
MOTION 17	CAPITAL WORKS FUND BUDGET & LEVIES	<p>RESOLVED that the Capital Works Fund Budget for the financial year commencing 01 May 2022 be adopted and that levies of \$116,492.25 (ex GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Capital works ex. GST</th></tr><tr><td>01 May 2022 (already issued as per resolution of last year's AGM)</td><td>\$28,247.10</td></tr><tr><td>01 Aug 2022</td><td>\$29,415.05</td></tr><tr><td>01 Nov 2022</td><td>\$29,415.05</td></tr><tr><td>01 Feb 2023</td><td>\$29,415.05</td></tr><tr><td>Total</td><td>\$116,492.25</td></tr></table> <p>RESOLVED that the first levy for the 01 May 2023 financial year be due and payable to the Capital Works Fund in accordance with below and that this amount continues to fall due and payable on a quarterly basis until re-determined at next year's annual general meeting:</p> <table><tr><th>Due Date</th><th>Capital Works ex. GST</th></tr><tr><td>1 May 2023</td><td>\$29,415.05</td></tr></table>	Due Date	Capital works ex. GST	01 May 2022 (already issued as per resolution of last year's AGM)	\$28,247.10	01 Aug 2022	\$29,415.05	01 Nov 2022	\$29,415.05	01 Feb 2023	\$29,415.05	Total	\$116,492.25	Due Date	Capital Works ex. GST	1 May 2023	\$29,415.05
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01 Feb 2023	\$29,415.05																	
Total	\$116,492.25																	
Due Date	Capital Works ex. GST																	
1 May 2023	\$29,415.05																	
MOTION 18	WAIVING OF INTEREST	<p>DEFEATED that interest is waived on late payment for contributions due 1 November 2021 up to 30 January 2022 – Lot 16.</p> <p>DEFEATED that interest is waived on late payment for contributions due 1 November 2021 up to 30 January 2022 – Lot 124.</p>																
MOTION 19	RESTRICTIONS ON SPENDING	<p>RESOLVED that the owners corporation removed the 10% per item limitation of budget to actual expenditure.</p>																

MOTION 20	MANAGEMENT OF OUTSTANDING LEVIES	<p>RESOLVED that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:</p> <ul style="list-style-type: none"> (a) the managing agent to issue a reminder levy notice 30 days after the levy due date (Levy Recovery Step 1) (b) the managing agent to issue 1st levy recovery letter 45 days after the levy due date (Levy Recovery Step 2) (c) the managing agent to issue 2nd levy recovery letter 90 days after the levy due date (Levy Recovery Step 3) and where the debt is in excess of \$500.00 appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners – Strata Plan No 74790 to issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs; (d) the strata committee to provide consent for payment plans generally or for specific lot owners; (e) the enforcement of any judgement obtained for the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings; and (f) filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions
MOTION 21	PAYMENT PLANS FOR OUTSTANDING LEVY CONTRIBUTIONS	<p>RESOLVED that the Owners Corporation, by ordinary resolution in accordance with section 85 (5) of the Strata Schemes Management Act 2015 to authorise the Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months, and that all future levies are paid as and when they fall due.</p> <p>Further RESOLVED that should a payment plan be approved, failure by the lot owner to pay future strata levies as and when they fall due, during the approved payment plan period, will deem the payment plan arrangements cancelled by the owners corporation, and all outstanding levy amounts will be due and payable with immediate effect.</p> <p>Further RESOLVED that any lot owner request for a payment plan is to be supported by the completion of a Statement of Financial Position, and a statement outlining the reasons for the request, which is to include the \$ amount of the payment plan, as well as the payment plan term being requested.</p>
OWNERS CORPORATION GOVERNANCE		
MOTION 22	GENERAL MEETING ATTENDANCE BY ELECTRONIC MEANS	<p>RESOLVED that the owners corporation allow attendance at general meetings by the following additional means:</p> <ul style="list-style-type: none"> (a) telephone conference; or (b) video-conferencing; <p>NOTED that the facility and method of access will be specified in the meeting notice by the strata managing agent for the particular meeting. Any person attending a general meeting by the alternative means specified in the meeting notice and eligible to vote on a matter may cast a vote as if they were physically present at the meeting.</p>
MOTION 23	GENERAL MEETING PRE MEETING ELECTRONIC VOTING	<p>RESOLVED that persons entitled to vote on a matter may vote prior to a general meeting by the following means:</p> <ul style="list-style-type: none"> (a) an email to the strata managing agent attaching a completed voting paper from the email address provided by that lot owner for service of notices; or (b) via a website voting system provided by the strata managing agent for that purpose.

		<p>and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting.</p> <p>NOTED that if the pre-meeting voting resolves a motion, then the motion cannot be amended at the meeting, and that if a motion is amended at general meeting then the pre-meeting vote may have no effect.</p>
MOTION 24	STRATA COMMITTEE NOMINATION AND NUMBERS	<p>(a) RESOLVED that the following nominations were received given that consent was confirmed:</p> <ul style="list-style-type: none"> + Joanee Bowen of Lot 4 volunteered to stand for election to the strata committee + Rob Drozdowski of Lot 8 volunteered to stand for election to the strata committee + Ha Hong Chi Nguyen of Lot 71 volunteered to stand for election to the strata committee + Julie Sherwin of Lot 102 volunteered to stand for election to the strata committee + Peter Samios of Lot 117 volunteered to stand for election to the strata committee <p>(b) RESOLVED that the chairperson closed the nominations</p> <p>(c) RESOLVED that the number of strata committee members be determined at 5.</p>
MOTION 25	STRATA COMMITTEE ELECTION	RESOLVED that given the number of nominations equals the number of members decided upon, then those members were duly elected.
MOTION 26	RESTRICTED MATTERS	RESOLVED that no matters are to be restricted matters. All matters relative to the management of the strata scheme are to be in accordance with the current provisions of the <i>Strata Schemes Management Act 2015 (NSW)</i> and/or future amendments.
MOTION 27	BY-LAW COST RECOVERY	<p>RESOLVED that the owners corporation SPECIALLY RESOLVED pursuant to section 141 of the strata schemes Management Act 2015 to make an additional by-law – Special By-Law – Rules & Recovery of costs by Owners corporation, in the terms set out below or which are attached to the notice of this meeting and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services.</p> <p style="text-align: right;">Total unit entitlements voting: 924.00 In favour: 924.00 unit entitlements (100.00 %) Against: 0.00 unit entitlements (0.00 %)</p>
MOTION 28	BY LAW CONSOLIDATION	<p>SPECIALLY RESOLVED that subject to motion 5.6 being approved, the owners corporation make by laws pursuant to section 141 of the Strata Schemes Management Act 2015 as per the attached consolidated set, and authorised the managing agent to sign and affix the common seal to any documents as necessary to register the new by laws.</p> <p style="text-align: right;">Total unit entitlements voting: 924.00 In favour: 924.00 unit entitlements (100.00 %) Against: 0.00 unit entitlements (0.00 %)</p> <p>Note: Resolved as not more than 25% of owners voted against the motion.</p>
MOTION 29	BMC REPRESENTATIVES	<p>The owners corporation SPECIALLY RESOLVED to appoint a representative and substitute representative to the building management committee.</p> <p>(a) RESOLVED to appoint Robert Drozdowski of lot 8 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</p> <p>(b) RESOLVED to appoint Julie Sherwin of lot 102 as Substitute representative from the executive committee to represent the interests of the owners corporation in the representative's absence</p>

		<p>Note the building management committee consists of a representative of the following:</p> <ul style="list-style-type: none"> • Lot 3 -SP 74550 -Allan Hass • Lot 5 -SP 74405 -Michelle Flanagan • Lot 5 -SP 74405 –Erika Balance(Sub Rep) • Lot 6 -SP 74378 –Toni Wade (Rep) • Lot 6 -SP 74378 –Maria Lee (Sub Rep) • Lot 7 -SP 74790 –Rob Drozdowski (Rep) • Lot 7 -SP 74790 –Julie Sherwin (Sub Rep) • Lot 9 -SP 79763 -Peter Samios (Rep) • Lot 9 -SP 79763 –Geoff Rossiter (Sub Rep) • Lot10-SP-81311-Santhirasegaram Balasubramaniam(Rep) • Lot 10 -SP 81311 –Aadil Lakdawalla(Sub Rep) • Lot 12 -Retail Carpark -Brett Worne (Rep) • Lot 13 -Service Retail South -Brett Worne (Rep) • Lot 14 -Anzac Retail –Brett Worne (Rep) • Lot 15 -SP 80217 -Farrell Lazarus (Rep) • Lot 16 -Maroubra Road Mezzanine -Joe Ingrati (Rep) • Lot 17 -Main Retail -Brett Worne (Rep) <p style="text-align: right;">Total unit entitlements voting: 924.00 In favour: 924.00 unit entitlements (100.00 %) Against: 0.00 unit entitlements (0.00 %)</p>
MOTION 30	NSW STRATA HUB	<p>RESOLVED that the owners corporation authorise the managing agent to undertake all functions in complying with the owners' corporations obligations under the Strata Schemes Management Amendment (Information) Regulation 2021, this year and on an ongoing basis in accordance with the fees and terms included in the agency agreement</p>
CLOSURE		<p>There being no further business the chairperson declared the meeting closed at 6:07pm.</p>

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panormana

1 Bruce Bennetts Place MAROUBRA NSW 2035

The meeting was held immediately after the Annual General Meeting
on Wednesday, 10 August 2022
at Centre Management Office

PRESENT:	R Drozdowski	Lot 8
	H Nguyen	Lot 71
	J Sherwin	Lot 102
	P Samios	Lot 117
IN ATTENDANCE:	P Samios	Lot 117
	F Mak	Strata Plus
	R O'Connor	Excel Building Management

Those present determined that Fiona Mak chair the meeting.

The chairperson declared a quorum.

MINUTES

STATUTORY MATTERS		
MOTION 1	ACTING MEMBERS	DEFEATED that pursuant to section 34 of the Strata Schemes Management Act 2015, the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last committee meeting held 17 June 2022 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
MOTION 4	ELECTION OF OFFICE BEARERS	RESOLVED that the following office bearers be appointed. Chairperson: Rob Drozdowski Secretary: Joanne Bowen Treasurer: Julie Sherwin
STRATA COMMITTEE GOVERNANCE		
MOTION 5	ELECTRONIC SERVICE OF INSURANCE INFORMATION	RESOLVED that the strata committee would accept all insurance and product disclosure information via email, and that the nominated email address of the owners corporation was determined to be that of Rob Drozdowski.
MOTION 6	FINANCIAL REPORTS & INVOICE APPROVALS	RESOLVED (a) RESOLVED the strata committee confirm that the treasurer be nominated to receive the monthly financial reports. (b) DEFEATED that the treasurer be added as an external approver to approve i. All invoices excluding utilities ii. All invoices including utilities

		iii. Invoices over \$X only
MOTION 7	CODE OF CONDUCT	RESOLVED that the Code of Conduct was accepted and signed by all members.
NEXT MEETING		
MOTION 8	NEXT MEETING	RESOLVED that the next strata committee meeting will be held at Centre Management Office on Monday, 7 November 2022 at 4:00pm
CLOSURE		There being no further business the chairperson declared the meeting closed at 6:17pm

MINUTES OF STRATA COMMITTEE MEETING IN WRITING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

TO The Owners– Strata Plan No 74378
Boulevard
717 Anzac Parade Maroubra NSW 2035

The meeting was held on Thursday 15 September 2022

PRESENT: A Ng Lot 34
M Lee Lot 73
T Wade Lot 80

IN ATTENDANCE: F Mak Strata Plus

Those present determined that Fiona and Mak chair the meeting.

The chairperson declared a quorum, and the meeting was opened at 4:00 pm

MOTION 1	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last committee meeting held 17 June 2021 be confirmed as a true and accurate record of that meeting.
MOTION 2	APPOINTMENT OF WOODMAN ARCHITECTS	RESOLVED that the strata committee accept the fee proposal from Woodman Architects for \$1,960.00 ex GST, to provide a CDC for the remedial works inclusive of a 'regulated design' to comply with the Design & Building Practitioners Act.
MOTION 3	APPOINTMENT OF MCKENZIE GROUP - CERTIFIER	RESOLVED that the strata committee accept the fee proposal from McKenzie Group for \$18,000.00 ex GST, to certify the CDC for the remedial works.
MOTION 4	APPOINTMENT OF LEO & ASSOCIATES – REMEDIAL ENGINEER	RESOLVED that the strata committee accept the fee proposal from Leo & Associates Consulting Engineers for \$35,000.00 ex GST to prepare the detailed engineering scope of works in accordance with the Building and Design Practitioners Act.
	CLOSURE	The chairperson declared the meeting closed at 4:15pm

Deed of Settlement and Release

Pacific Square Stage 1

Lend Lease Engineering Pty Limited (formerly Abigroup
Contractors Pty Limited) (**LLE**)

Clycut Pty Limited (**Clycut**)

The Owners – Strata Plan No. 74378 (**Boulevardre**)

The Owners – Strata Plan No. 74405 (**Northerly**)

The Owners – Strata Plan No. 74790 (**Panorama**)

MinterEllison

L A W Y E R S

AURORA PLACE, 88 PHILLIP STREET, SYDNEY NSW 2000, DX 117 SYDNEY
TEL: +61 2 9921 8888 FAX: +61 2 9921 8123
www.minterellison.com

Deed of Settlement and Release

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Details

Date

July 2014

Parties

Name	Lend Lease Engineering Pty Limited (formerly Abigroup Contractors Pty Limited)
Short form name	LLE
ABN	40 000 201 516
Notice details	Level 20, The Zenith Tower B 821 Pacific Highway Chatswood NSW 2067
	Attention: Stephen Surjan
Name	The Owners – Strata Plan No. 74378
Short form name	Boulevard Owners
ABN	98 918 294 344
Notice details	c/o Strata Plus Pty Limited Level 2, 80 Cooper Street SURRY HILLS NSW 2010
	Attention: David Moore
Name	The Owners – Strata Plan No. 74405
Short form name	Northerly Owners
ABN	42 119 060 191
Notice details	c/o Strata Plus Pty Limited Level 2, 80 Cooper Street SURRY HILLS NSW 2010
	Attention: David Moore
Name	The Owners – Strata Plan No. 74790
Short form name	Panorama Owners
ABN	80 351 183 859
Notice details	c/o Strata Plus Pty Limited Level 2, 80 Cooper Street SURRY HILLS NSW 2010
	Attention: David Moore
Name	Clycut Pty. Limited
Short form name	Clycut

Notice details	Unit 304, 203 New South Head Road Edgecliff NSW 2027
	Attention: David Boyer

Background

- A On or about 26 June 2003, LLE entered into an agreement with Clycut to construct stage one of a mixed use development at Maroubra, New South Wales (**Contract**).
- B PS1 is comprised of 3 buildings, being Boulevarde, Northerly and Panorama.
- C Following completion of the works by LLE for each building, in or about:
 - (i) March 2005, a strata plan of subdivision was created and a freehold residential strata scheme registered for Boulevarde;
 - (ii) March 2005, a strata plan of subdivision was created and a freehold residential strata scheme registered for Northerly; and
 - (iii) May 2005, a strata plan of subdivision was created and a freehold residential strata scheme registered for Panorama.
- D In March 2012, the Owners commenced the Proceedings against Clycut and LLE, alleging various defects arising from the works performed by LLE to each of Boulevarde, Northerly and Panorama.
- E Without admission of liability, the Owners, Clycut and LLE have agreed to settle the dispute between them in respect of the Defects in accordance with the terms of this deed.

Agreed terms

1. Defined terms & interpretation

1.1 Defined terms

In this document:

Basement Car Park means the area identified in the plans at Schedule 1 of this deed.

Basement Car Park Rectified Defects the defects, omissions, shrinkages or faults in the Basement Car Park identified in Schedule 2 of this deed.

Boulevarde means the building containing 96 residential apartments (and associated car park and storage spaces) which is known as "*Boulevarde*" and is located at 717 Anzac Parade, Maroubra in the State of New South Wales, in deposited plan 1071735.

Claim means any claim, cross claim, counterclaim, demand, action, litigation, adjudication, arbitration, suit, cause of action, proceeding, application, appeal or otherwise whether arising at common law, in equity, under statute, or otherwise, whether present, immediate, future or contingent, whether based in contract, tort or statute and whether involving a third party or the Parties or otherwise.

Contract has the meaning given to it in the Background at paragraph A.

Hastie Services Report means the report of Brett Beatty of Hastie Services prepared for the Owners and dated 19 September 2011.

Demlakian Report means the report of Milivoj Vojdovic of Demlakian Strata & Remedial prepared for the Panorama Owners and dated September 2011.

GST has the meaning given to it in clause 5 of this deed.

Northerly means the building containing 70 residential apartments (and associated car park and storage spaces) which is known as "*Northerly*" and is located at 97 Boyce Road, Maroubra in the State of New South Wales, in deposited plan 1071735.

Owners means the Boulevarde Owners, Northerly Owners and Panorama Owners.

Panorama means the building containing 133 residential apartments (and associated car park and storage spaces) which is known as "*Panorama*" and is located at 1 Bruce Bennetts Place, Maroubra in the State of New South Wales, in deposited plan 1071735.

Proceedings means any or all of the Supreme Court of New South Wales proceedings numbered 2012/72243, 2012/72251 and 2012/72272.

Released Defects means any defect, omission, shrinkage or fault (including design defects) in Boulevarde, Northerly or Panorama known to the Owners but excludes any defect, omission, shrinkage or fault (including design defects) directly affecting the Basement Car Park other than the Basement Car Park Rectified Defects.

1.2 Interpretation

In this deed, unless the contrary intention appears:

- (a) a reference to this deed or another instrument (including the Contract) includes any variation or replacement of any of them and despite any change in the identity of the parties;

- (b) a reference to 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;
- (c) references to clauses and sub-clauses are reference to clauses and sub-clauses of this deed;
- (d) a reference to '\$' or 'dollars' is to Australian currency;
- (e) words denoting the singular includes the plural and vice versa;
- (f) 'person' includes individuals, partnerships, bodies corporate, associations, governments and governmental and local authorities and agencies;
- (g) a reference to a party or person includes a reference to the party or person's executors, administrators, successors, substitutes (including, without limitation, persons taking by novation) and assigns;
- (h) the meaning of general words is not limited by specific examples associated with 'including', 'for example' or similar expressions;
- (i) an agreement, representation or warranty in favour of two or more persons is for the benefit of them jointly and severally;
- (j) an agreement, representation or warranty on the part of two or more persons binds them jointly and severally;
- (k) a reference to any thing (including, without limitation, any amount) is a reference to the whole and each part of it and a reference to a group of persons is a reference to all of them collectively, to any two or more of them collectively and to each of them individually;
- (l) no provision of this deed will be interpreted adversely to a party on the ground that the party was responsible for preparation of this deed or that provision;
- (m) headings and any table of contents or index are for convenience only and do not affect the interpretation of this deed; and
- (n) a reference to time means Eastern Standard Time in New South Wales.

2. Releases

2.1 Releases

Upon entry into this deed:

- (a) the Owners fully and forever release and discharge Clycut and LLE from all Claims that the Owners have or may have against Clycut or LLE or, but for the execution of this deed, could, would or might have had against Clycut or LLE, arising out of or in connection with the Released Defects alleged in the Proceedings; and
- (b) Clycut and LLE fully and forever release and discharge each other from all Claims that either party has or may have against the other party or, but for the execution of this deed, could, would or might have had against that party, arising out of or in connection with the Released Defects alleged in the Proceedings.

2.2 Proceedings

In order to give effect to clause 2.1 of this deed, as soon as is reasonably practicable following entry into this deed, the Owners must, at their own expense, make such application(s) and/or prepare any document required to procure the making by the Court of orders which result in the Proceedings being limited to claims for defects, omissions, shrinkages or faults directly affecting the Basement Car Park (if any) excluding the Basement Car Park Rectified Defects.

2.3 Bar to proceedings

This deed may be pleaded as a full and complete defence by each party to any and all Claims which are the subject of the releases in this deed and which are commenced, continued or taken by any party in any jurisdiction.

3. Confidentiality

The parties must keep the terms of this deed confidential except:

- (a) to the parties' legal advisers, auditors, financial or taxation advisers and financiers;
- (b) to the extent required by law or by any regulatory body; and
- (c) for the purpose of enforcement of its terms.

4. GST

- (a) The parties acknowledge that in reliance on the principles set out in public ruling GSTR 2001/4 – GST Consequences of Court Orders and Out of Court Settlements, they have formed the view that there is no taxable supply resulting from this deed, nor does the release set out in clause 2 result in an increasing adjustment to a party for GST purposes.
- (b) Notwithstanding clause 4(a), if:
 - (i) LLE makes a supply under or in connection with this deed in respect of which GST is payable; or
 - (ii) a payment under this deed is consideration for a taxable supply (whether or not that supply is made under this agreement)then the payment for that supply, but for the application of this clause 4(b), is increased by an amount equal to the GST payable on the supply.

5. General

5.1 Binding effect of this deed

This deed binds each party and any transferee, assignee, administrator or liquidator appointed in respect of it.

5.2 Further assurance

Each party must promptly at its own cost do all things (including executing and if necessary delivering all documents) necessary or desirable to give full effect to this deed.

5.3 Counterparts

This deed may be executed in a number of counterparts, all of which together will be taken to constitute one and the same document.

5.4 Severability

Any provision of this deed which is unenforceable or partly unenforceable is, where possible, to be severed to the extent necessary to make this deed enforceable, unless this would materially change the intended effect of this deed.

5.5 Waiver

- (a) A party's failure or delay to exercise a power or right does not operate as a waiver of that power or right.

- (b) The exercise of a power or right does not preclude either its exercise in the future or the exercise of any other power or right.
- (c) A waiver is not effective unless it is in writing.
- (d) Waiver of a power or right is effective only in respect of the specific instance to which it relates and for the specific purpose for which it is given.

5.6 Variation

An amendment or variation to this deed is not effective unless it is in writing and signed by the parties.

5.7 Costs and outlays

Each party must pay its own costs and outlays connected with the negotiation, preparation and execution of this deed.

5.8 Governing law and jurisdiction

- (a) The laws of New South Wales govern this deed.
- (b) Each party unconditionally and irrevocably submits to the non-exclusive jurisdiction of the courts of New South Wales.

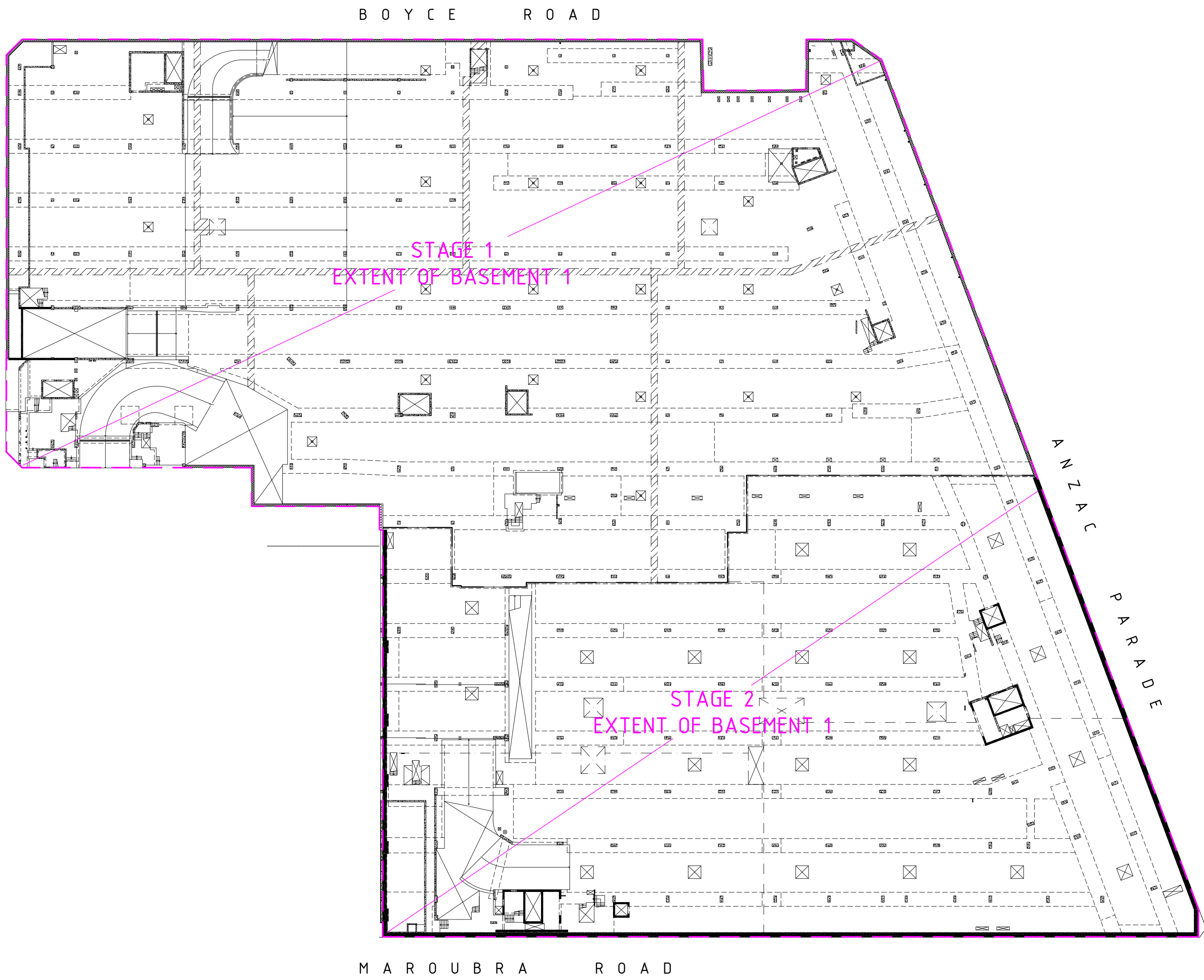
5.9 Entire agreement

This deed constitutes the entire agreement of the parties relating to the subject matter of this deed and supersedes all prior understandings, negotiations, agreements, written or oral, express or implied, in relation to that subject matter.

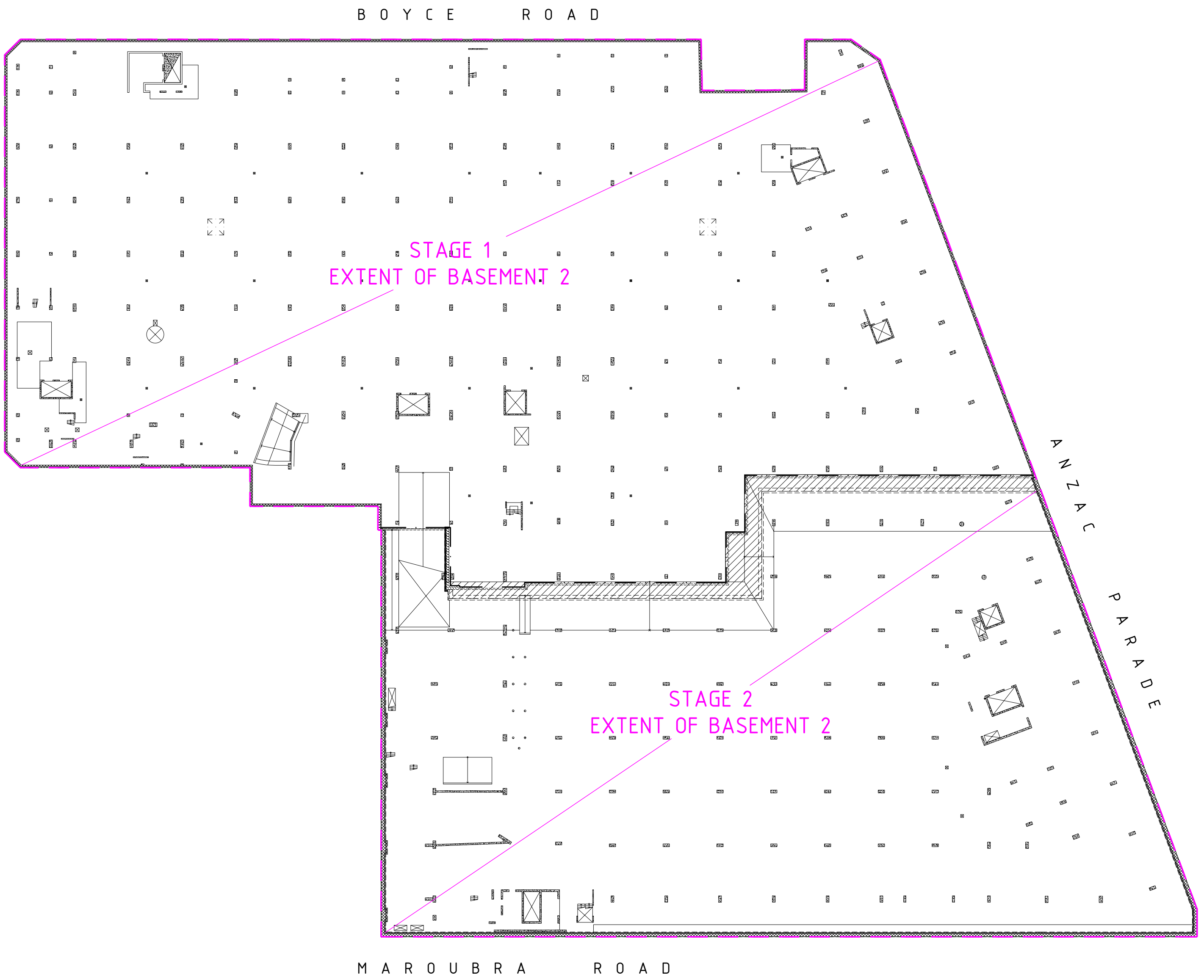
5.10 Authority to execute

Each party who executes this document declares that they have full authority to execute it and that they have obtained any necessary consents or approvals.

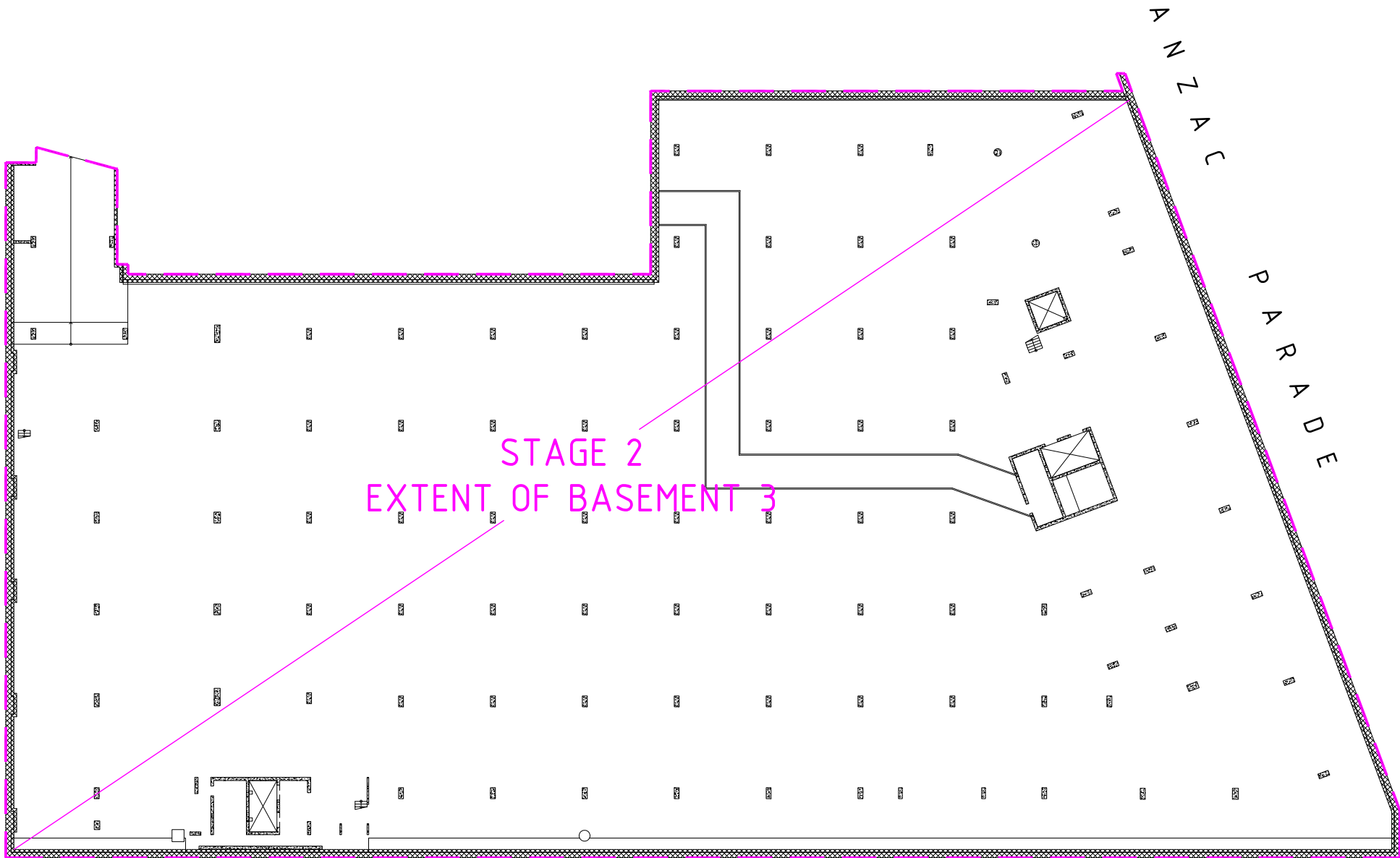
Schedule 1 - Basement Plans



BASEMENT 1 PROFILE PLAN

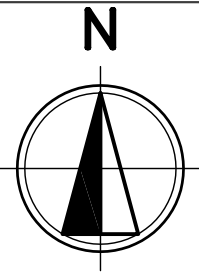


BASEMENT 2 PROFILE PLAN



BASEMENT 3 PROFILE PLAN

REV	DATE	DESCRIPTION	REVISIONS	RVD	REV	DATE	DESCRIPTION	REVISIONS	RVD
B	11.02.2014	ISSUED FOR COMMENT	RS						
A	31.01.2014	ISSUED FOR COMMENT	RS						



Sydney Office—
L2 8 Windmill St Sydney NSW 2000
P/+61 2 9770 3300
E/info@bgeeng.com
bgeeng.com—



PACIFIC SQUARE
707-745 ANZAC PARADE
MAROUBRA NSW 2035

STATUS			
ISSUED FOR INFORMATION			
NOT TO BE USED FOR CONSTRUCTION			
DRAWN	DESIGNED	CHECKED	APPROVED
RS	TB		
DATUM	GRID	SCALE	
		1:500	
		A1	A1 SIZE

TITLE			
LOCALITY PLAN			
PROJECT No.	DRAWING No.	REV.	
S11155	SK-0001	B	

Schedule 2- Basement Car Park Rectified Defects

	Area	Description	Owners' Expert Report Reference
1	Car park B2 - above car space PS1	Water staining observed in ceiling.	Demlakian Report Defect No. 656
2	Car park B2 - Above car space P205	Cracking and water staining were observed in the ceiling.	Demlakian Report Defect No. 663
3	Car park B2 - Adjacent to car space P203	Missing cap from the "slab pipe" and water staining were observed	Demlakian Report Defect No. 664
4	Car park B2 - Across P309	Cracking and staining were observed In the ceiling.	Demlakian Report Defect No. 666
5	Above car space P201	Cracking and staining were observed in the ceiling.	Demlakian Report Defect No. 668
6	Above car space P802	Cracking and staining were observed in the ceiling.	Demlakian Report Defect No. 669
7	Car space P903	Cracking and staining were observed in the ceiling.	Demlakian Report Defect No. 672
8	Car space P907	Cracking and staining were observed in the ceiling.	Demlakian Report Defect No. 673
9	East Stairwell Level 10	Staining and moisture were observed in walls.	Demlakian Report Defect No. 679
10	Car park - Basement 2 Garbage Room	Fire Damper is not correctly retained (it is loose) and the penetration size is incorrect. The gap is not completely fitted with the correct material. The damper is not sealed and there is no duct access.	Hastie Services Report Page 1-TMS Fire Damper No FD46; B2-08.
11	Car park - Basement 2 Wash Bay	The penetration size is not correct and the gap is not completely filled with the correct material - not sealed internally and wall needs repair.	Hastie Services Report Page 2 - TMS Fire Damper No FD47; B2-09.

Signing Page

EXECUTED as a deed.

Executed by Lend Lease Engineering Pty Limited (formerly Abigroup Contractors Pty Limited) in accordance with Section 127 of the *Corporations Act 2001*

Signature of director

Name of director (print)

← _____ ←
Signature of director/company secretary
(Please delete as applicable)

Name of director/company secretary (print)

Executed by The Owners – Strata Plan No. 74378 in accordance with Section 238 of the *Strata Schemes Management Act 1996* (NSW) by the affixing of the seal of The Owners – Strata Plan No. 74378 in the presence of:

Signature of the Secretary of The Owners – Strata Plan No. 74378

Name of secretary (print)

← _____ ←
Signature of member of the Executive Committee of
The Owners – Strata Plan No. 74378

Name of member (print)

Executed by The Owners – Strata Plan No. 74405 in accordance with Section 238 of the *Strata Schemes Management Act 1996* (NSW) by the affixing of the seal of The Owners – Strata Plan No. 74405 in the presence of:

Signature of the Secretary of The Owners – Strata Plan No. 74405

Name of secretary (print)

← _____ ←
Signature of member of the Executive Committee of
The Owners – Strata Plan No. 74405

Name of member (print)

Executed by The Owners – Strata Plan No. 74790 in accordance with Section 238 of the *Strata Schemes Management Act 1996* (NSW) by the affixing of the seal of The Owners – Strata Plan No. 74790 in the presence of:

Signature of the Secretary of The Owners – Strata Plan No. 74790

Name of secretary (print)

← _____
Signature of member of the Executive Committee of The Owners – Strata Plan No. 74790

Name of member (print)

Executed by Clycut Pty Limited in accordance with Section 127 of the *Corporations Act 2001*

Signature of director

Name of director (print)

← _____
Signature of director/company secretary
(Please delete as applicable)

Name of director/company secretary (print)

**CONSOLIDATION/
CHANGE OF BY-LAWS**

New South Wales

Strata Schemes Management Act 2015

Real Property Act 1900

Leave this space clear. Affix additional
pages to the top left-hand corner.

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

(A) **TORRENS TITLE**

For the common property
CP/SP74790

(B) **LODGED BY**

Document
Collection
Box

Name, Address or DX, Telephone, and Customer Account Number if any
DEA Lawyers - David Edwards (Ph. 02 9223 6344)
Suite 2, Level 2, 75 Elizabeth Street, Sydney NSW 2000
PO Box A2419, Sydney South NSW 1235

Reference: 180006

CODE

CH

- (C) The Owners-Strata Plan No. 74790 certify that a special resolution was passed on 20/3/2018
- (D) pursuant to the requirements of section 141 of the Strata Schemes Management Act 2015, by which the by-laws were changed as follows—
- (E) Repealed by-law No. NOT APPLICABLE
- Added by-law No. 35
- Amended by-law No. NOT APPLICABLE
- as fully set out below:
- See Annexure "A".

- (F) A consolidated list of by-laws affecting the above mentioned strata scheme and incorporating the change referred to at Note (E) is annexed hereto and marked as Annexure "A".
- (G) The seal of The Owners-Strata Plan No. 74790 was affixed on _____ in the presence of the following person(s) authorised by section 273 Strata Schemes Management Act 2015 to attest the affixing of the seal:

Signature: _____

Name: _____

Authority: _____

Signature: _____

Name: _____

Authority: _____

“A”

BY-LAWS

The Owners - Strata Plan No. 74790

“Panorama, Pacific Square”

The seal of The Owners – Strata Plan No. **74790** was affixed on in the presence of the following person(s) authorised by section 273 Strata Schemes Management Act 2015 to attest the affixing of the seal:

Signature:

Name:

Authority:

Signature:

Name:

Authority:

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1. ABOUT THE BY-LAWS

1.1 Purpose of the by-laws

The by-laws regulate the day-to-day management and operation of Panorama. They are an essential document for the Owners Corporation and everyone who owns or occupies a Lot in Panorama.

The by-laws are designed to maintain the quality of Panorama. They operate to enhance everyone's use and enjoyment of their Lot and the Common Property.

1.2 Who must comply with the by-laws?

Owners and Occupiers must comply with the by-laws. The Owners Corporation must comply with the by-laws.

2. EXCLUSIVE USE BY-LAWS

2.1 Purpose of the Exclusive Use By-Laws

To more fairly apportion the costs for maintaining, repairing and replacing Common Property, an Exclusive Use By-Laws make Owners responsible for the Common Property that they exclusively use or have the benefit of.

2.2 Interpreting this by-law

In this by-law, "you" means an Owner who has the benefit of an Exclusive Use By-Law.

2.3 How to change an Exclusive Use By-Law

The Owners Corporation may, by special resolution:

- (a) create, amend or cancel an Exclusive Use By-Law with the written consent of each Owner who benefits (or will benefit) from the Exclusive Use By-Law; and
- (b) amend or cancel this by-law only with the written consent of each Owner who benefits (or will benefit) from the Exclusive Use By-Law.

2.4 Occupiers may exercise rights

You may allow the Occupier of your Lot to exercise your rights under an Exclusive Use By-Law. However, you remain responsible to the Owners Corporation and, where appropriate, Government Agencies to comply with your obligations under the Exclusive Use By-Law.

2.5 Regular accounts for your costs

If you are required under an Exclusive Use By-Law to contribute towards the costs of the Owners Corporation, the Owners Corporation must give you regular accounts of the amounts you owe. The Owners Corporation may:

- (a) include those amounts in notices for your administrative fund or sinking fund contributions; and
- (b) require you to pay those amounts in advance and quarterly (or for other periods reasonably determined by the Owners Corporation).

2.6 Repairing damage

You must repair damage you (or someone acting on your behalf) cause to Common Property or the property of another Owner or Occupier when exercising your right or complying with your obligations under an Exclusive Use By-Law.

2.7 Indemnities

You indemnify the Owners Corporation against all claims and liability caused by exercising your rights or complying with your obligations under an Exclusive Use By-Law.

2.8 Additional insurances

In addition to your obligations under by-law 25 ("Insurance premiums"), you must reimburse the Owners Corporation for any increased premium for an insurance policy of the Owners Corporation caused as a result of exercising your rights or performing your obligations under an Exclusive Use By-Law.

3. STRATA MANAGEMENT STATEMENT

3.1 Purpose

The Strata Management Statement regulates the management and operational issues affecting Panorama and the various components in Pacific Square. It contains requirements (in addition to these by-laws) with which you and the Owners Corporation must comply including, but not limited to:

- (a) requirements for the use and operation of Shared Facilities including the Swimming Pool and Gym;
- (b) the apportionment of costs for Shared Facilities;
- (c) architectural standards and controls, which are generally contained in the Architectural Code in the Strata Management Statement;
- (d) insurance requirements for your and the Owners Corporation.

3.2 Who must comply with the Strata Management Statement?

You and the Owners Corporation must comply with the Strata Management Statement.

3.3 Copies of the Strata Management Statement

Contact the Strata Manager if you would like a copy of the Strata Management Statement (at your cost).

3.4 Building Management Committee

The Building Management Committee is established under the Strata Management Statement to administer issues affecting Panorama and the residential and other commercial components in Pacific Square. The Owners Corporation is a member of the Building Management Committee.

3.5 Appointing a Representative and Substitute Representative

The Executive Committee may:

- (a) appoint a Representative and Substitute Representative from one or more of the members of the Executive Committee; and

- (b) terminate the appointment of a Representative or Substitute Representative at any time.

3.6 Consents under the Strata Management Statement

Nothing in the by-laws gives you or the Owners Corporation, an Owner or an Occupier consent to do anything which is prohibited or regulated by the Strata Management Statement. A consent under the by-laws does not relieve the Owners Corporation, an Owner or an Occupier from obligations to obtain necessary consents under the Strata Management Statement.

3.7 Inconsistencies between the by-laws and the Strata Management Statement

If there is an inconsistency between a by-law and the Strata Management Statement, the Owners Corporation must amend the inconsistent by-law to make it consistent with the Strata Management Statement.

4. YOUR BEHAVIOUR

4.1 What are your general obligations?

You must not:

- (a) make noise or behave in a way that might unreasonably interfere with the use and enjoyment of a Lot or Common Property by another Owner or Occupier;
- (b) use language or behave in a way that might offend or embarrass another Owner or Occupier or their visitors;
- (c) smoke cigarettes, cigars or pipes while you are on Common Property or allow smoke from them to enter Common Property;
- (d) obstruct the legal use of Common Property by any person;
- (e) do anything in Panorama which is illegal;
- (f) do which might damage the good reputation of the Owners Corporation, Panorama or Pacific Square.

4.2 Complying with the law

You must comply on time and at your cost with all laws relating to:

- (a) your Lot;
- (b) the use of your Lot; and
- (c) Common Property to which you have a licence, lease or a right to use under an Exclusive Use By-Law.

The things with which you must comply include, but are not limited to, planning laws, development, building and other approvals, consents, requirements, notices and orders of Government Agencies.

4.3 Architectural Code

The Architectural Code for Pacific Square is in the Strata Management Statement. It applies to your Lot and to Panorama generally. You and the Owners Corporation must comply with the Architectural Code and obtain all necessary consents under the Architectural Code from

Government Agencies and the Building Management Committee before you carry out any Building Works or other works in your Lot. Your obligations under the Architectural Code apply in addition to your obligations under the by-laws.

4.4 Some examples of when you will need consent under the Architectural Code

You must have consent from the Building Management Committee under the Architectural Code if you propose to:

- (a) carry out Building Works which will affect Shared Facilities or the External Appearance of Pacific Square; or
- (b) install an Airconditioning Unit in your Lot; or
- (c) place solar film or similar treatments on the internal or external surfaces of glass windows and doors in your Lot; or
- (d) install curtains, blinds, louvres, shutters, sun shades or other window and door treatments on or in your Lot if they have an appearance from outside Pacific Square which does not conform with the Architectural Code; or
- (e) install security doors or windows, screens, grilles, alarms or locks or other safety devices on the interior or exterior of windows or doors in your Lot if they are visible from outside your Lot or Panorama; or
- (f) enclose a carspace in Panorama.

This is not a definitive list of when you will need to obtain consent from the Building Management Committee. Contact the Strata Manager if you want to confirm whether or not you will need consent.

4.5 Easements

You must not breach any Easement affecting Lots, Common Property or any part of Pacific Square.

5. YOU ARE RESPONSIBLE FOR OTHERS

5.1 What are your obligations?

You must:

- (a) take all reasonable actions to ensure your visitors comply with the by-laws and the Strata Management Statement; and
- (b) make your visitors leave Panorama if they do not comply with the by-laws or the Strata Management Statement;
- (c) take reasonable care about who you invite into Panorama or Pacific Square;
- (d) accompany your visitors at all times, except when they are entering or leaving Panorama or Pacific Square.

You must not allow another person to do anything which you cannot do under the by-laws or the Strata Management Statement.

5.2 Requirements if you lease your Lot

If you lease or licence your Lot, you must:

- (a) provide your tenant or licensee with an up-to-date copy of the by-laws and the Strata Management Statement; and
- (b) ensure that your tenant or licensee and their visitors comply with the by-laws and the Strata Management Statement; and
- (c) take all action available to you, including action under the lease or licence agreement, to make them comply or leave Panorama.

6. YOUR LOT

6.1 What are your general obligations?

You must:

- (a) keep your Lot clean and tidy and in good repair and condition;
- (b) properly maintain, repair and, where necessary, replace an installation or alteration made under the by-laws or the Strata Management Statement which services your Lot (whether or not you made the installation or alteration);
- (c) notify the Owners Corporation if you change the existing use of your Lot in a way which may affect insurance policies or premiums for insurances effected by the Owners Corporation. See by-law 25 ("Insurance premiums") for important information about increasing and paying for insurance premiums;
- (d) notify the Building Management Committee if you change the existing use of your Lot in a way which may affect its insurance policies or premiums. See by-law 25 ("Insurance premiums"); and
- (e) at your expense, comply with all laws about your Lot including, without limitation, requirements of Government Agencies.

6.2 When will you need consent from the Owners Corporation?

Subject to the by-laws and the Strata Management Statement, you must have consent from the Owners Corporation to:

- (a) carry out Building Works;
- (b) keep anything in your Lot which is visible from outside the Lot and is not in keeping with the appearance of Panorama;
- (c) attach or hang an aerial or wires outside your Lot or Panorama.

6.3 Floor coverings

If you are an Owner, you must keep the floors in your Apartment covered or treated to stop the transmission of noise which might unreasonably disturb another Owner or Occupier.

6.4 Changing floor coverings

You must have consent from the Owners Corporation to remove or interfere with floor coverings or treatments in your Apartment which assist to prevent the transmission of noise which might unreasonably disturb another Owner or Occupier.

6.5 Cleaning windows

Subject to by-law 6.6 ("Rights of the Owners Corporation to clean windows"), you must clean the glass in windows and doors of your Apartment (even if they are Common Property). However, you do not have to clean the glass in windows or doors that you cannot access safely.

6.6 Rights of the Owners Corporation to clean windows

The Owners Corporation may resolve to clean the glass in some or all of the windows and doors in Panorama. If the Owners Corporation resolves to clean glass in your Apartment, you are excused from your obligations under by-law 6.5 ("Cleaning windows") for the period the Owners Corporation resolves to clean the glass.

6.7 Drying your laundry

You must not hang laundry, bedding or other articles on the Balcony or courtyard of your Apartment or in an area that is visible from outside your Apartment.

6.8 Right of owners corporation to enter your Lot

In addition to its rights under by-law 29 ("Failure to comply with by-laws"), the Owners Corporation has the right to enter your Lot to operate, inspect, test, treat, use, maintain, repair or replace Common Property. The procedures with which the Owners Corporation must comply when it exercises this right are in the *Management Act*.

6.9 Right of the building management committee to enter your Lot

The Owners Corporation authorises the Building Management Committee to exercise its right to enter your Lot to operate, inspect, test, treat, use, maintain, repair or replace those items of Common Property in your Lot (or which are accessible through your Lot) which are Shared Facilities. The procedures with which the Building Management Committee must comply when it exercises this right are in the Strata Management Statement.

7. THE BALCONY OF YOUR APARTMENT

7.1 What may you keep on a Balcony?

You may keep planter boxes, pot plants, landscaping, occasional furniture and outdoor recreational equipment on the Balcony of your Apartment if:

- (a) it is a type approved by the Owners Corporation;
- (b) it is a standard commensurate with the standard of Panorama;
- (c) it will not (or is not likely to) cause damage;
- (d) it is not (or is not likely to become) dangerous.

You must not keep any other items on the Balcony of your Apartment except with the prior consent of the Owners Corporation.

7.2 Removing items from a Balcony

To enable the Owners Corporation to inspect, repair or replace Common Property, the Owners Corporation may require you, at your cost, to temporarily remove and store items from the Balcony of your Apartment that are not Common Property.

7.3 Enclosing a Balcony

Subject to the Strata Management Statement, you must have consent from the Owners Corporation and Government Agencies to enclose the Balcony of your Apartment.

8. STORING AND OPERATING A BARBEQUE

8.1 What are your rights and obligations?

You may store and operate a portable barbeque on the Balcony or Courtyard of your Apartment if:

- (a) it is a type approved under by-law 8.2 ("Types of portable barbeques");
- (b) it will not (or is not likely to) cause damage;
- (c) it is not (or is not likely to become) dangerous;
- (d) you keep it covered when you are not operating it;
- (e) you keep it clean and tidy; and
- (f) you comply with this by-law.

8.2 Types of portable barbeques

You may store and operate the following types of portable barbeques on the Balcony or Courtyard of your Apartment:

- (a) a covered kettle style portable barbeque;
- (b) a covered gas or electric portable barbeque; or
- (c) any other type approved by the Owners Corporation.

You may not store or operate a portable barbeque on the Balcony or Courtyard of your Apartment if that portable barbeque has no cover.

8.3 Operating a portable barbeque

You may only operate your barbeque during the hours of 9:00am and 9:00pm (or during other hours approved by the Owners Corporation).

8.4 What if your barbeque interferes with someone else?

When you use a barbeque, you must not create smoke, odours or noise which interferes unreasonably with another Owner or Occupier.

9. KEEPING AN ANIMAL

9.1 What animals may you keep?

Subject to by-law 9.2 ("Guide or hearing dogs or other animals for a disability"), you may keep an animal in your Apartment with the Owners Corporation's consent, which cannot unreasonably be withheld. The Owners Corporation impose conditions if it gives you consent to keep an animal according to this by-law.

9.2 Guide or hearing dogs or other animals for a disability

You may keep in your Apartment a guide dog or hearing dog or other animal trained to assist to alleviate the effect of a disability if you need the dog or other animal because of a visual disability, hearing disability or other disability.

9.3 How you must keep your animal

If you are permitted to keep an animal under by-law 9.1 ("What animals may you keep?"), you must:

- (a) control and restrain your animal (eg by keeping it on a leash, carrying or restraining in an appropriate pet cage) on Common Property;
- (b) clean and remove any mess left by your animal on Common Property;
- (c) ensure that your animal is registered as a "companion animal" under the *Companion Animals Act 1998 (NSW)* (if required) and comply with *Companion Animals Act 1998 (NSW)*;
- (d) ensure that your animal does not wander into another Apartment or Common Property;
- (e) comply with any conditions imposed by the Owners Corporation in giving consent; and
- (f) ensure that your animal does not disturb any other Owners and Occupiers.

9.4 Your visitors

You must not allow your visitors to bring animals into Panorama unless the animals are guide dogs or hearing dogs or other animal trained to assist to alleviate the effect of a disability if your visitors need the dog or other animal because of a visual disability, hearing disability or other disability.

9.5 Animal may be removed

The Owners Corporation may order the removal of an animal from Panorama if:

- (a) the animal is unreasonably disturbing other Owners and Occupiers;
- (b) you do not comply with this by-law 9, the *Companion Animals Act 1998 (NSW)* or a condition made by the Owners Corporation when it gave you consent to keep the animal;
- (c) the animal becomes offensive, vicious, aggressive, noisy or a nuisance; or
- (d) if you keep a dog, your dog is declared a "dangerous dog" under the *Companion Animals Act 1998 (NSW)*.

10. ERECTING A SIGN

10.1 Signs in Apartments

The Architectural Code prohibits an Owner or an Occupier of an Apartment from erecting a sign in your Apartment or on Common Property. In addition, you must not erect a sign in any other part of your Lot.

10.2 Obligations of the owners corporation

The Owners Corporation must comply with the Strata Management Statement if it proposes to erect a sign on Common Property.

10.3 The Developer

While the Developer is an Owner, the Developer does not need consent from the Owners Corporation or the Building Management Committee to erect and display "For Sale" or "For Lease" signs on Common Property or in a Lot which the Developer owns or leases.

11. FIRE CONTROL

11.1 What are your obligations?

You may keep flammable materials in your Apartment only if you:

- (a) use them in connection with the lawful use of your Apartment; and
- (b) keep them in reasonable quantities according to the guidelines of Government Agencies.

You and the Owners Corporation must comply with laws about fire control.

11.2 Restrictions about fire safety

You must not:

- (a) keep flammable materials on Common Property;
- (b) interfere with fire safety equipment;
- (c) obstruct fire stairs or fire escapes; or
- (d) keep flammable materials in the carspace of your Lot.

12. MOVING AND DELIVERING STOCK, FURNITURE AND GOODS

12.1 Moving in

You must make arrangements with the Owners Corporation and Facilities Manager at least 48 hours before you move in to or out of Panorama or move large articles (eg furniture) through Common Property. Shorter notice may be required if you need to use the Loading Dock (refer to clause 63 ("Using the Loading Dock Area") in the Strata Management Statement).

12.2 What are your obligations?

When you take deliveries or move furniture or goods through Panorama (including the delivery of stocks and goods), you must:

- (a) comply with the reasonable requirements of the Owners Corporation, including requirements to fit an apron cover to the Common Property lift;
- (b) only do so within the permitted hours as determined by the Owners Corporation from time to time;
- (c) comply with the Strata Management Statement if you need to use the Loading Dock;

- (d) repair any damage you (or the person making the delivery) cause to Common Property or Pacific Square; and
- (e) if you (or the person making the delivery) spill anything onto Common Property, immediately remove the item and clean that part of the Common Property or Pacific Square.

12.3 Role of the Caretaker

The Owners Corporation may appoint the Caretaker to assist it to perform its functions under this by-law. If this happens, you must:

- (a) make arrangements with the Caretaker when you move in or out of Panorama; and
- (b) comply with the reasonable requirements of the Caretaker when you take deliveries or move furniture or goods through Panorama.

12.4 Use of the Loading Dock

The Loading Dock at Pacific Square is a Shared Facility. Use of the Loading Dock is controlled by the Building Management Committee. You must comply with the Strata Management Statement if you propose to use the Loading Dock, including any requirement to:

- (a) make a reservation with the Building Management Committee (or the Facilities Manager if so directed by the Building Management Committee); and
- (b) comply with the reasonable requirements of the Facilities Manager; and
- (c) only use the Loading Dock within the permitted hours as determined by the Building Management Committee or within the timeslot reserved to you.

Your obligations in this by-law are in addition to your obligations in the Strata Management Statement.

13. PARKING ON COMMON PROPERTY

Subject to your rights under the Strata Management Statement, you must:

- (a) have consent from the Owners Corporation to park or stand a vehicle on Common Property;
- (b) not park or stand a vehicle on Shared Facility accessways within Pacific Square.

You must not permit your visitors to park or stand a vehicle on any areas within Pacific Square other than in the Retail Carpark.

14. CONTROLLING TRAFFIC IN COMMON PROPERTY

Subject to the Strata Management Statement, the Owners Corporation has the power to:

- (a) impose a speed limit for traffic in Common Property;
- (b) impose reasonable restrictions on the use of Common Property driveways and parking areas;
- (c) install speed humps and other traffic control devices in Common Property;
- (d) install signs about parking; and

- (e) install signs to control traffic in Common Property and, in particular, traffic entering and leaving Panorama.

15. HOW TO DISPOSE OF YOUR GARBAGE

15.1 Strata Management Statement

Clause 61 ("Residential Garbage Storage and Removal") of the Strata Management Statement sets out obligations of the Owners Corporation, Owners and Occupiers about the disposal, storage and removal of residential garbage. You and the Owners Corporation must comply with clause 61 ("Residential Garbage Storage and Removal") of the Strata Management Statement.

15.2 General obligations

In addition to your obligations in the Strata Management Statement, you must not deposit or leave garbage or recyclable materials:

- (a) on Common Property (other than in the Common Property garbage chute room according to the Strata Management Statement); or
- (b) in an area of your Lot which is visible from outside your Lot.

15.3 What are your obligations?

You must:

- (a) drain and securely wrap your household garbage and put it in the garbage chute on your level of Panorama;
- (b) drain and clean bottles and make sure they are not broken before you place them in the area in the Common Property garbage chute room designated by the Owners Corporation for that purpose;
- (c) recycle your garbage according to instructions from the Owners Corporation, Building Management Committee and Council; and
- (d) contact the Owners Corporation to remove (at your cost) your large articles of garbage, recyclable materials, liquids or other articles that Council will not remove as part of its normal garbage collection service.

15.4 Rules for using garbage chutes

You must not:

- (a) put bottles or glass in a garbage chute;
- (b) put liquids in a garbage chute;
- (c) put items that weigh more than 2.5 kilograms in a garbage chute; or
- (d) put boxes or large items in a garbage chute that might block it.

15.5 Cleaning up spills

If you spill garbage on Common Property, you must immediately remove that rubbish and clean that part of Common Property.

16. CARRYING OUT BUILDING WORKS

16.1 When do you need consent?

Subject to the by-laws, you must have consent from the Owners Corporation to carry out Building Works. The Owners Corporation consent may include conditions.

The Architectural Code also regulates proposed Building Works which affect Common Property, Shared Facilities and the External Appearance of Panorama and Pacific Square generally. If the proposed Building Works or other works affect Common Property, Shared Facilities or the External Appearance of Panorama, you must also obtain all necessary consents under the Architectural Code before you carry out the works.

16.2 When is consent not necessary?

You do not need consent from the Owners Corporation under this by-law to:

- (a) if you are the Developer, erect a "For Sale" or "For Lease" sign according to by-law 10.3 ("The Developer");
- (b) alter or remove an Inter-Tenancy Wall according to by-law 17 ("Inter-Tenancy Walls"); or
- (c) carry out Building Works which you are entitled to carry out under an Exclusive Use By-Law.
- (d) However, you must comply with by-laws 16.3 ("Procedures before you carry out Building Works") to 16.5 ("Making arrangements with the Owners Corporation") when you erect the sign or carry out the Building Works.

16.3 Procedures before you carry out Building Works

Before you carry out Building Works, you must:

- (a) obtain necessary consents from the Owners Corporation (unless exempted under by-law 16.2 ("When is consent not necessary?") and Government Agencies;
- (b) obtain necessary consents from the Building Management Committee and under the Architectural Code;
- (c) find out where service lines and pipes are located;
- (d) obtain consent from the Owners Corporation if you propose to interfere with or interrupt services; and
- (e) if you do not need consent to carry out the Building Works, give the Owners Corporation a written notice describing what you propose to do. You must give the notice at least 14 days before you start the Building Works.

16.4 Procedures when you carry out Building Works

If you carry out Building Works, you must:

- (a) use qualified, reputable and, where appropriate, licensed contractors approved by the Owners Corporation;
- (b) carry out the Building Works in a proper manner and to the reasonable satisfaction of the Owners Corporation;

- (c) repair and damage you (or persons carrying out the Building Works for you) cause to Common Property or the property of another Owner or Occupier;
- (d) comply with any conditions of the Owners Corporation attached to its approval; and
- (e) comply with any conditions of the Building Management Committee attached to its approval.

16.5 Making arrangements with the Owners Corporation

Before you carry out Building Works (including Building Works for which you do not require consent from the Owners Corporation), you must:

- (a) arrange with the Owners Corporation a suitable time and means by which to access Panorama for purposes associated with those Building Works; and
- (b) comply with the reasonable requirements of the Owners Corporation about the time and means by which you must access Panorama; and
- (c) ensure that contractors and any persons involved in carrying out the Building Works comply with the reasonable requirements of the Owners Corporation about the times and means by which they must access Panorama.

16.6 Role of the Facilities Manager

The Owners Corporation may authorise the Caretaker or the Facilities Manager or both to review and make recommendations about applications for Building Works. The Owners Corporation may take those recommendations into account when it assesses an application.

17. INTER-TENANCY WALLS

17.1 When may you alter or remove an Inter-Tenancy Wall?

Subject to this by-law, you may alter or remove an Inter-Tenancy Wall if:

- (a) you own the Lots separated by the Inter-Tenancy Wall or you have the consent of the owner of the adjoining Lot;
- (b) it is not a structural wall;
- (c) before you carry out the work, you provide the Owners Corporation with a certificate from a qualified structural engineer reasonably acceptable to the Owners Corporation that the wall is not a structural wall and that the proposed work and the method of carrying out the work will not adversely affect Common Property or other Lots (including services to those Lots); and
- (d) you comply with the procedures in this by-law.

Otherwise, you must have the consent of the Owners Corporation to alter or remove an Inter-Tenancy Wall.

17.2 What consents are necessary?

You do not need consent from the Owners Corporation to alter or remove an Inter-Tenancy Wall provided that you comply with the requirements of by-law 17.1 ("When may you alter or remove an Inter-Tenancy Wall?"). However, you must obtain all necessary consents from Government Agencies before you alter or remove an Inter-Tenancy Wall.

17.3 What are the conditions for carrying out the work?

It is a condition of you altering or removing an Inter-Tenancy Wall that you:

- (a) carry out the work in the method certified by the structural engineer under by-law 17.1 ("When may you alter or remove an Inter-Tenancy Wall?");
- (b) if appropriate, comply with section 14 of the *Development Act* and lodge any necessary building alteration plan with the Registrar-General;
- (c) comply with by-laws 16.3 ("Procedures before you carry out Building Works") to 16.5 ("Making arrangements with the Owners Corporation"); and
- (d) acknowledge for yourself and future Owners of your Lot that the Owners Corporation does not have to reinstate the Inter-Tenancy Wall.

18. AGREEMENT WITH THE CARETAKER

18.1 Purpose of the agreement

In addition to its powers under the *Management Act*, the Owners Corporation has the power to appoint and enter into agreements with a Caretaker to provide management and operational services for Panorama. The Caretaker may be (but does not have to be) the same person appointed as the Facilities Manager by the Building Management Committee.

18.2 Initial Period

The Owners Corporation may enter into agreements with a Caretaker during the Initial Period. If the Owners Corporation enters into an agreement with a Caretaker during the Initial Period:

- (a) the term of the agreement may be for any period permitted by law; and
- (b) the remuneration of the Caretaker under the agreement may be for the amount determined by the Owners Corporation (acting reasonably).

18.3 Delegation of functions

Unless permitted to do so by law, the Owners Corporation cannot delegate its functions or the functions of the Executive Committee to a Caretaker.

18.4 What provisions must be included in an agreement?

If permitted by law, an agreement between the Owners Corporation and a Caretaker must have provisions about:

- (a) the rights of the Owners Corporation to terminate the agreement early if the Caretaker does not properly perform its functions or comply with its obligations under the agreement; and
- (b) the rights of the Caretaker to terminate the agreement early if the Owners Corporation does not comply with its obligations under the agreement.

18.5 Duties of the Caretaker

The duties of a Caretaker under an agreement with the Owners Corporation (in its own right) may include:

- (a) caretaking, supervising and servicing Common Property;

- (b) supervising cleaning and garbage removal services (other than performing functions of the Building Management Committee);
- (c) supervising the repair, maintenance, renewal or replacement of Common Property;
- (d) arranging for the inspection and certification of plant and equipment as required by the law;
- (e) co-ordinating deliveries and the movement of goods, furniture and other large articles through Common Property;
- (f) co-ordinating the carrying out of Building Works;
- (g) managing the Security Key system and providing Security Keys according to the by-laws (other than performing functions of the Building Management Committee);
- (h) providing services to the Owners Corporation, Owners and Occupiers;
- (i) supervising employees and contractors of the Owners Corporation;
- (j) supervising Panorama generally; and
- (k) doing anything else that the Owners Corporation agrees is necessary for the operation and management of Panorama.

18.6 Agreements after the Initial Period

The Owners Corporation may, in its own right, enter into an agreement with the Caretaker from the date of the first annual general meeting of the Owners Corporation for a term of up to five years. The agreements may have provisions about the rights of the Caretaker to assign the agreement. The remuneration for the Caretaker is at the discretion of the Owners Corporation and the parties to the agreement.

18.7 Facilities Manager

The Owners Corporation must not appoint the Caretaker to perform functions which are (or will be) performed by the Facilities Manager appointed by the Building Management Committee.

19. AGREEMENT WITH THE FACILITIES MANAGER

19.1 Purpose of the agreement

In addition to its powers under the *Management Act*, the Owners Corporation has the power in its capacity as a member of the Building Management Committee to appoint and enter into agreements with the Facilities Manager to provide management and operational services for Pacific Square.

19.2 Terms of the agreement

The terms of the agreements the Owners Corporation enters into or becomes a party to under this by-law must comply with the Strata Management Statement.

19.3 Duties

The duties of the Facilities Manager are specified in the Strata Management Statement.

19.4 Power of Attorney

In addition to its powers under the *Management Act*, the Owners Corporation has the power to grant to the Facilities Manager a power of attorney which enables the Facilities Manager to sign on behalf of the Owners Corporation a further agreement with the Facilities Manager when new parties become members of the Building Management Committee.

20. BUILDING MANAGEMENT AND YOU

You must not:

- (a) interfere with or stop the Facilities Manager or Strata Manager performing their obligations or exercising their rights under their agreements with the Owners Corporation or the Building Management Committee; or
- (b) interfere with or stop the Facilities Manager or Strata Manager using Common Property that the Owners Corporation permits them to use.

21. LICENCES

21.1 Powers of the Owners Corporation

If permitted by law, in addition to its powers under the *Management Act*, the Owners Corporation has the power to grant licences to Owners and Occupiers to use parts of Common Property. The Owners Corporation may exercise its powers under this by-law only by ordinary resolution at a general meeting.

21.2 What provisions may a licence include?

Licences the Owners Corporation grants under this by-law may include provisions about, but need not be limited to:

- (a) payments under the licence;
- (b) the term of the licence;
- (c) the permitted uses of the licensed areas;
- (d) the maximum number of persons allowed in the licensed area;
- (e) insurances the licensee must effect; and
- (f) cleaning and maintaining the licensed area.

22. SPECIAL PRIVILEGE TO INSTALL AN AIRCONDITIONING UNIT

22.1 Exclusive use by-law

This is an Exclusive Use By-Law. The Owners Corporation may amend or cancel it only by special resolution and with the written consent of the Owner of each Lot. By-laws 2.4 ("Occupiers may exercise rights") to 2.8 ("Additional insurances") apply to this Exclusive Use By-Law.

22.2 Special privilege rights

Subject to obtaining the prior approval of the Owners Corporation, and complying with the Architectural Code, the Owner of each Lot has, at their cost, the special privilege to:

- (a) install and keep an Airconditioning Unit (of a type approved by the Owners Corporation) on the Balcony of their Apartment in an area which is not visible from outside their Apartment; and
- (b) install an internal airconditioning unit to a wall within their Apartment; and
- (c) make minor alterations to Common Property to enable the installation and connection of the internal airconditioning unit to the Airconditioning Unit located on the Balcony; and
- (d) connect the Airconditioning Unit to electricity and water services forming part of Common Property.

22.3 Obligations of the Owners Corporation

The Owners Corporation must:

- (a) when requested by an Owner, consider an application for approval as to the type of Airconditioning Unit proposed to be installed in the Apartment; and
- (b) when considering an application, take into consideration:
 - (i) any Standing Approval about air conditioners for Apartments in force under the Architectural Code from time to time; and
 - (ii) the impact of the proposed type of Airconditioning Unit on the Common Property electricity and water services; and
 - (iii) the noise emission levels of the proposed type of Airconditioning Unit and compliance with the Architectural Code (including acoustic standards); and
- (c) not unreasonably withhold their approval to an application; and
- (d) carry out structural maintenance and repairs to the Common Property areas the subject of this by-law.

22.4 What are your obligations?

You must, at your cost:

- (a) if there is no Standing Approval in force relating to the type of Airconditioning Unit permitted, obtain the approval of the Owners Corporation and the Building Management Committee to the type of Airconditioning Unit to be installed in your Apartment prior to the installation; and
- (b) operate, maintain and repair your Airconditioning Unit in accordance with manufacturer's specifications; and
- (c) maintain, repair and, where necessary, replace those parts of Common Property where your Airconditioning Unit (or any part of it) is fitted and installed (excluding any structural maintenance and repairs); and
- (d) fire proof any penetration of the Common Property walls or slabs to meet the Australian fire standards required for the building in Panorama; and
- (e) use contractors approved by the Owners Corporation to maintain, repair and replace the Airconditioning Unit and those parts of Common Property where your Airconditioning Unit (or any part of it) is fitted and installed; and

- (f) comply with requirements of Government Agencies about airconditioning services.

22.5 Owners Corporation costs

You must contribute towards the costs of the Owners Corporation under this Exclusive Use By-Law in shares proportional to the unit entitlement of your Apartment.

23. SPECIAL PRIVILEGE FOR USE OF CARSPACE

23.1 Exclusive use by-law

This is an Exclusive Use By-Law. The Owners Corporation may amend or cancel it only by special resolution and with the written consent of Lot 43.

23.2 Interpreting this by-law

In this Exclusive Use By-Law:

- (a) **"Carspace"** means the carspace forming part of the common property in strata plan no. 74405 in respect of which the Owners Corporation has rights and obligations as set out in the "Easement for carparking variable width" created by the Instrument;
- (b) **"Instrument"** means the instrument under section 88B of the *Conveyancing Act 1919* (NSW) which accompanied strata plan no. 74405 (subject to any variations registered on the title folio for the Common Property from time to time);
- (c) **"Northerly CP"** means the common property (as that term is defined in the *Development Act*) in strata plan no. 74405; and
- (d) **"you"** means the Owner of Lot 43.

23.3 Special privilege rights

You have the special privilege to use the Carspace in accordance with the Instrument and the reasonable directions and requirements of the Owners Corporation.

You may obtain a copy of the Instrument from the Strata Manager, at your cost.

23.4 What are your obligations?

When exercising your rights under this Exclusive Use By-Law, you must:

- (a) access the Carspace by the most direct route;
- (b) immediately remove anything you spill on the Carspace or on Northerly CP and clean the affected area;
- (c) comply with the obligations imposed on the Owners Corporation Instrument as if you were the "grantee" under the Instrument (excluding any structural maintenance and repairs); and
- (d) not do (or allow anything to be done) that would cause the Owners Corporation to breach the terms of the Instrument.

23.5 Obligations of the Owners Corporation

The Owners Corporation must provide you with any Security Keys (or other devices) necessary to gain access to the Carspace.

23.6 Indemnity

- (a) You indemnify the Owners Corporation against all claims and liabilities caused by exercising rights or complying with obligations under this Exclusive Use By-Law including, but not limited to, any claim or liability resulting from a breach of the Instrument.

23.7 Access by the Owners Corporation

- (a) You must give the Owners Corporation access to the Carspace to allow the Owners Corporation to exercise its rights and comply with its obligations under the Instrument. Except in an emergency, the Owners Corporation must provide you with reasonable notice before it exercises its rights under this Exclusive Use By-Law; and
- (b) If required in accordance with the terms of the Instrument, you must give the owners corporation for strata scheme no. 74405 access to the Carspace.

24. DAMAGE TO COMMON PROPERTY

24.1 What are your obligations?

Subject to the by-laws, you must:

- (a) use Common Property equipment only for its intended purpose;
- (b) immediately notify the Owners Corporation if you know about damage to or a defect in Common Property; and
- (c) compensate the Owners Corporation for any damage to Common Property caused by you, your visitors or persons doing work or carrying out Building Works in Panorama on your behalf.

24.2 When will you need consent from the Owners Corporation?

Subject to the by-laws and the Strata Management Statement, you must have consent from the Owners Corporation to:

- (a) interfere with or damage Common Property;
- (b) remove anything from Common Property that belongs to the Owners Corporation; or
- (c) interfere with the operation of Common Property equipment.

25. INSURANCE PREMIUMS

25.1 Consent from the Owners Corporation

You must have consent from the Owners Corporation to do anything that might invalidate, suspend or increase the premium for an Owners Corporation insurance policy.

25.2 Payments for increased premiums

If the Owners Corporation gives you consent under this by-law, it may make conditions that, without limitation, require you to reimburse the Owners Corporation for any increased premium. If you do not agree with the conditions, the Owners Corporation may refuse its consent.

25.3 Requirements under the Strata Management Statement

Under the Strata Management Statement, you must notify the Building Management Committee if you do anything that might invalidate, suspend or increase the premium for an insurance policy effected by the Building Management Committee.

26. SECURITY AT PANORAMA

26.1 Strata Management Statement and restrictions on the rights of the Owners Corporation

The Strata Management Statement regulates security and the provision of Security Keys for Panorama and Pacific Square generally. The rights and obligations of the Owners Corporation, Owners and Occupiers in this by-law are subject to the Strata Management Statement and Easements. In particular, the Owners Corporation must not do anything that would restrict access to:

- (a) Shared Facilities which Owners and Occupiers in Pacific Square are entitled to use under the Strata Management Statement; or
- (b) Common Property the subject of Easements.

26.2 Rights and obligations of the Owners Corporation

The Owners Corporation must take reasonable steps to:

- (a) stop intruders coming into Panorama; and
- (b) prevent fires and other hazards.

The Owners Corporation must comply with:

- (c) the Strata Management Statement; and
- (d) the reasonable instructions of the Building Management Committee about Security Keys and, in particular, instructions about re-coding and returning Security Keys.

26.3 Installation of security equipment

Subject to this by-law, in addition to its powers under the *Management Act*, the Owners Corporation has the power to install and operate in Common Property audio and visual security cameras and other audio and visual surveillance equipment for the security of Panorama. In doing so, the Owners Corporation must not interfere with the integrated Security System which is a Shared Facility managed by the Building Management Committee in accordance with the Strata Management Statement.

26.4 Restricting access to Common Property

Subject to this by-law, in addition to its powers under the *Management Act*, the Owners Corporation has the power to:

- (a) close off or restrict by Security Key access to parts of Common Property that do not give access to a Lot;
- (b) restrict by Security Key your access to levels in Panorama where you do not own or occupy a Lot or have a right to use under an Exclusive Use By-Law; and
- (c) allow security personnel to use part of Common Property to operate or monitor security of Panorama. The Owners Corporation may exclude you from using these parts of Common Property; and

- (d) make agreements with another party (eg the Facilities Manager) to exercise its functions under this by-law. The agreements may have provisions requiring Owners to pay the other party an administration fee.

26.5 Providing owners and occupiers with security keys

The Building Management Committee is responsible to provide Security Keys for Panorama. The Building Management Committee may charge you a fee or bond if you want extra or replacement Security Keys.

26.6 What are your obligations?

You must:

- (a) comply with the reasonable instructions of the Building Management Committee and the Owners Corporation about Security Keys and, in particular, instructions about re-coding and returning Security Keys;
- (b) comply with the Strata Management Statement about security and Security Keys and, in particular, take all reasonable steps not to lose Security Keys; and
- (c) comply with the requirements of the Strata Management Statement about leasing your Lot; and
- (d) not with security equipment or do (or allow anyone to do) anything that is prohibited in the Strata Management Statement; and
- (e) take reasonable care to make sure that fire and security doors are locked or closed when they are not being used.

26.7 Restrictions on exercising rights

Subject to the Strata Management Statement, the Owners Corporation must not:

- (a) shut down or interfere with the integrated security system for Pacific Square; or
- (b) restrict access to parts of Common Property which are Shared Facilities.

27. RULES

27.1 Powers of the Owners Corporation

In addition to its powers under the *Management Act*, the Owners Corporation has the power to make Rules about the security, control, management, operation, use and enjoyment of Panorama and, in particular, the use of Common Property.

The Owners Corporation may add to or change the Rules at any time.

27.2 What are your obligations?

You must comply with the Rules.

27.3 What if a Rule is inconsistent with the by-laws?

If a Rule is inconsistent with the by-laws or the requirements of a Government Agency, the by-laws or requirements of the Government Agency prevail to the extent of the inconsistency.

27.4 What if a rule is inconsistent with the Strata Management Statement?

If a Rule is inconsistent with the Strata Management Statement, the Strata Management Statement prevails to the extent of the inconsistency.

28. HOW ARE CONSENTS GIVEN?

28.1 Who may give consent?

Unless a by-law states otherwise, consents under the by-laws may be given by:

- (a) the Owners Corporation at a general meeting; or the Executive Committee at a meeting of the Executive Committee.
- (b) the Executive Committee at a meeting of the Executive Committee.

28.2 Conditions

The Owners Corporation or the Executive Committee may make conditions if they give you consent to do things under the by-laws. You must comply with the conditions.

28.3 Can consent be revoked?

The Owners Corporation or the Executive Committee may revoke their consent if you do not comply with:

- (a) conditions made by them when they gave you consent; or
- (b) the by-law under which they gave you consent.

29. FAILURE TO COMPLY WITH BY LAWS

29.1 Powers of the Owners Corporation

The powers of the Owners Corporation under this by-law are in addition to those that it has under the *Management Act*.

29.2 What can the Owners Corporation do?

The Owners Corporation may do anything on your Lot that you should have done under the *Management Act* or the by-laws but which you have not done or, in the opinion of the Owners Corporation, have not done properly.

29.3 Procedures

The Owners Corporation must give you a written notice specifying when it will enter your Lot to do the work. You must:

- (a) give the Owners Corporation (or persons authorised by it) access to your Lot according to the notice and at your cost; and
- (b) pay the Owners Corporation for its costs for doing the work.

29.4 Recovering money

The Owners Corporation may recover any money you owe it under the bylaws as a debt.

30. APPLICATIONS AND COMPLAINTS

You must make any applications and complaints to the Owners Corporation in writing and address them to the Strata Manager.

31. INTERPRETATION

31.1 Definitions

These meanings, in any form, apply unless the contrary intention appears:

- (a) **Airconditioning Unit** means a split system air conditioner which exclusively services an Apartment. It includes, without limitation, all condenser and package units, cables, conduits, pipes and wires which form part of the split system airconditioning which may be installed in an Apartment subject to special privilege by-law 22 ("Special Privilege to install an Airconditioning Unit").
- (b) **Apartment** means an apartment in Panorama.
- (c) **Architectural Code** means the architectural code for Panorama and Pacific Square generally in the Strata Management Statement.
- (d) **Balcony** means a balcony in an Apartment.
- (e) **Building Management Committee** means the building management committee for Pacific Square established according to the *Development Act* and the Strata Management Statement.
- (f) **Building Works** mean works, alterations, additions, damage, removal, repairs or replacement of:
 - (i) Common Property structures, including the Common Property walls, floor and ceiling enclosing your Lot. Common Property walls include windows and doors in those walls;
 - (ii) the structure of your Lot;
 - (iii) the internal walls inside your Lot (eg: a wall dividing two rooms in your Lot);
 - (iv) Common Property services; or
 - (v) services in Panorama, whether or not they are for the exclusive use of your Lot.
- (g) **Building Works** exclude:
 - (i) minor fit out works inside a Lot; and
 - (ii) minor works or alterations to the interior of Common Property walls in a Lot (eg hanging pictures or attaching items to those walls).
- (h) **Caretaker** means the caretaker appointed by the Owners Corporation according to by-law 18 ("Agreement with the Caretaker").
- (i) **Common Property** means common property (as that term is defined in the *Development Act*) in Panorama and personal property of the Owners Corporation. For the purposes of the by-laws, Common Property does not include Shared Facilities.
- (j) **Council** means the Randwick City Council.

- (k) **Developer** means:
 - (i) Clycut Pty Limited ABN 91 091 426 569; and
 - (ii) Alpine Hotels Pty Limited ACN 002 250 820,
 and successors or assigns.
- (l) **Development Act** means the *Strata Schemes (Freehold Development) Act 1973 (NSW)*.
- (m) **Easements** means an easement, positive covenant or restriction on use affecting Panorama (including any Lot or Common Property) or Pacific Square in effect from time to time.
- (n) **Executive Committee** means the executive committee of the Owners Corporation.
- (o) **Exclusive Use By-Law** means by-laws granting Owners exclusive use and special privileges of Common Property according to division 4, chapter 2 in part 5 of the *Management Act*.
- (p) **External Appearance** the appearance of any external surface of a Lot or Common Property which is visible from outside a Lot or Panorama.
- (q) **Facilities Manager** means the person appointed by the Building Management Committee to provide management, operational and other services for Pacific Square.
- (r) **Government Agency** means a governmental or semi-governmental administrative, fiscal or judicial department or entity.
- (s) **Initial Period** has the same meaning as it does in the *Management Act*.
- (t) **Inter-Tenancy Wall** means a Common Property wall between two Lots. See by-law 17 about making alterations to or removing Inter-Tenancy Walls.
- (u) **Loading Dock** means the Shared Facility "loading dock areas" shown as SF11 on the Shared Facilities Plan and more fully described in schedule 1 in the Strata Management Statement.
- (v) **Lot** means a lot in Panorama.
- (w) **Management Act** means the *Strata Schemes Management Act 1996 (NSW)*.
- (x) **Occupier** means the occupier, lessee or licensee of a Lot.
- (y) **Owner** means:
 - (i) the owner for the time being of a Lot; and
 - (ii) if a Lot is subdivided or resubdivided, the owners for the time being of the new Lots; and
 - (iii) for an Exclusive Use By-Law, the owner(s) of the Lot(s) benefiting from the by-law; and
 - (iv) a mortgagee in possession of a Lot.

- (z) **Owners Corporation** means The Owners- Strata Plan No. 74790 constituted on registration of the Strata Plan.
- (aa) **Pacific Square** means the land and buildings comprised in Panorama and in lots 1, 2, 3, 4, 5, 6 and 8 in DP1071735 (and any other lots created upon further subdivision of those lots).
- (bb) **Panorama** means the strata scheme created on registration of the Strata Plan.
- (cc) **Representative** means a natural person appointed by the Executive Committee to represent and vote for the Owners Corporation at meetings of the Building Management Committee.
- (dd) **Retail Carpark** means the component in Pacific Square of that name as described in the Strata Management Statement.
- (ee) **Rules** mean Rules made by the Owners Corporation according to by-law 27 ("Rules").
- (ff) **Security Keys** means a key, magnetic card or other device or information used in Pacific Square and Panorama to open and close Common Property doors, gates or locks or to operate alarms, security systems or communication systems. See by-law 26 ("Security at Panorama") for more information.
- (gg) **Shared Facilities** has the same meaning as it does in the Strata Management Statement.
- (hh) **Standing Approval** means the approvals granted by the Building Management Committee or an Owners Corporation according to clause 27 ("Approval process") of the Architectural Code.
- (ii) **Strata Management Statement** means the strata management statement for Pacific Square. The Strata Management Statement contains rights and obligations of the Owners Corporation and other members of the Building Management Committee in regard to the management and operation of Pacific Square. See by-law 3 ("Strata Management Statement") for more information.
- (jj) **Strata Manager** means the person appointed by the Owners Corporation as its strata managing agent under section 27 of the *Management Act*. If the Owners Corporation does not appoint a strata managing agent, Strata Manager means the secretary of the Owners Corporation.
- (kk) **Strata Plan** means strata plan no. SP74790.
- (ll) **Substitute Representative** means a natural person appointed by the Executive Committee to represent and vote for the Owners Corporation at meetings of the Building Management Committee if the Representative cannot attend.
- (mm) **Swimming Pool** and **Gym** has the same meaning as it does in the Strata Management Statement.

31.2 References to certain terms

Unless a contrary intention appears, a reference in the by-laws to:

- (a) (*Management Act*) words that this by-law does not explain have the same meaning as they do in the *Management Act*; and
- (b) (you) the word "you" means an Owner or Occupier; and

- (c) (by-laws) a by-law is a reference to the by-laws and Exclusive Use By-Laws under the *Management Act* which are in force for Panorama; and
- (d) (variations or replacement) a document (including the by-laws) includes any amendment, addition or replacement of it; and
- (e) (reference to statutes) a law, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of them; and
- (f) (person) the word "person" includes an individual, a firm, a body corporate, a partnership, joint venture, an incorporated association or association or a Government Agency; and
- (g) (executors, administrators, successors) a particular person includes a reference to the person's executors, administrators, successors, substitutes (including persons taking by novation) and assigns; and
- (h) (singular includes plural) the singular includes the plural and vice versa; and
- (i) (meaning not limited) the words "include", "including" "for example" or "such as" are not used as, nor are they to be interpreted as, words of limitation and, when introducing an example, do not limit the meaning of the words to which the example relates to that example or examples of a similar kind.

31.3 Headings

Headings (including those in brackets at the beginning of paragraphs) are for convenience only and do not affect the interpretation of the by-laws.

31.4 Severability

If the whole or any part of a provision in the by-laws is void, unenforceable or illegal, then that provision or part provision is severed from the by-laws. The remaining by-laws have full force and effect unless the severance alters the basic nature of a by-law or is contrary to public policy.

31.5 Discretion in exercising rights

The Owners Corporation and the Executive Committee may exercise a right or remedy or give their consent in any way they consider appropriate (unless the by-laws expressly state otherwise).

31.6 Partial exercise of rights

If the Owners Corporation, Executive Committee, an Owner or an Occupier do not fully exercise a right or remedy fully or at a given time, they may still exercise it later.

31.7 Remedies cumulative

The rights and remedies provided in the by-laws are in addition to other rights and remedies given by law independently of the by-laws.

32. SHORT TERM ACCOMMODATION (formerly special by-law 1 passed on 16 June 2016)

32.1 Definitions and Interpretation

In this by-law:

- (a) **Act** means the *Strata Schemes Management Act 1996 (NSW)*;
- (b) **Bedroom** means a room approved for use as a bedroom under, or indicated as a bedroom in any plans the subject of, a planning approval;
- (c) **Council** means the Randwick City Council;
- (d) **DCP** means the Randwick Development Control Plan 2013;
- (e) **EPA Act** means the *Environmental Planning and Assessment Act 1979 (NSW)*;
- (f) **Law** means any requirement of any statute, rule, regulation, proclamation, ordinance or by-law, environmental planning instrument (as defined in the EPA Act), DCP, present or future and whether state, federal or otherwise;
- (g) **LEP** means the Randwick Local Environmental Plan 2012
- (h) **Lot** means all lots in Strata Plan 74790;
- (i) **Occupier** means the tenant, lessee, sub-lessee, licensee, sub-licensee or otherwise the occupier of a Lot (not being the owner of the Lot);
- (j) **Owner** means the owner of any Lot;
- (k) **Owners Corporation** means the owners corporation created by registration of strata plan 74790; Parcel means the land comprising the Lots and common property the subject of the Strata Scheme;
- (l) **Strata Scheme** means the strata scheme constituted on registration of strata plan 74790;
- (m) **Tourist and Visitor Accommodation** means a building or place that provides temporary or short-term accommodation on a commercial basis, and includes any of the following:
 - (i) backpackers' accommodation - "*a building or place that (i) provides temporary or short-term accommodation on a commercial basis, and (ii) has shared facilities, such as a communal bathroom, kitchen or laundry, and (iii) provides accommodation on a bed or dormitory-style basis (rather than by room)*" (as defined in the LEP);
 - (ii) bed and breakfast accommodation - "*an existing dwelling in which temporary or short-term accommodation is provided on a commercial basis by the permanent residents of the dwelling and where (i) meals are provided for guests only, and (ii) cooking facilities for the preparation of meals are not provided within guests' rooms, and (iii) dormitory-style accommodation is not provided*" (as defined in the LEP);
 - (iii) hotel or motel accommodation - "*a building or place (whether or not licensed premises under the Liquor Act 2007) that provides temporary or short-term accommodation on a commercial basis and that (i) comprises rooms or self-contained suites, and (ii) may provide meals to guests or the general public and facilities for the parking of guests' vehicles but does not include*

backpackers' accommodation, a boarding house, bed and breakfast accommodation or farm stay accommodation" (as defined in the LEP);

- (iv) serviced apartments - *"building (or part of a building) providing self-contained accommodation to tourists or visitors on a commercial basis and that is regularly serviced or cleaned by the owner or manager of the building or part of the building or the owner's or manager's agents" (as defined in the LEP);*

(n) **Zone** means B2 - Local Centre.

In this by-law a word which denotes:

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

32.2 Zoning requirements

- (a) The Strata Scheme is located within the Zone and, in the Zone:
 - (i) the LEP and DCP apply;
 - (ii) Tourist and Visitor Accommodation is not permitted without development consent from the Council pursuant to Part 4 of the EPA Act;
 - (iii) Council has the responsibility for enforcing the LEP, DCP and relevant provisions of the EPA Act.
- (b) If a Lot is used for Tourist and Visitor Accommodation in breach of the restrictions in the LEP, DCP and EPA Act:
 - (i) an Owner or Occupier may be prosecuted by Council and be liable for fines;
 - (ii) an Owner or Occupier may be restrained by a Court or Tribunal order from using the Lot for such purposes.

32.3 Prohibited use

- (a) An Owner or Occupier of a Lot must:
 - (i) not use their Lot for Tourist and Visitor Accommodation without first obtaining development consent from the Council;
 - (ii) only use their Lot for its approved use;
 - (iii) not use their Lot for any purpose that is prohibited or not permitted by Law;
 - (iv) not enter into an arrangement with an Occupier that involves occupation of the Lot for less than 3 months unless they have development consent from the Council to use the Lot for Tourist and Visitor Accommodation;
 - (v) not advertise, or cause another person to advertise, their Lot (or any other lot in the Strata Scheme) for use as Tourist or Visitor Accommodation unless they have consent from the Council to use the Lot (or Lots) for that purpose.

- (vi) not allow the number of adults who lodge, reside, occupy or sleep overnight in the Lot to be more than two persons per Bedroom;
- (vii) not permit more than two beds per Bedroom within the Lot {excluding cots and bassinets for children};
- (viii) not modify the internal lay-out of the Lot to create more bedrooms without the consent of the Owners Corporation and the Council.

32.4 Owners required to provide information

- (a) Without in any way limiting section 49(1) of the Act, where an Owner or an existing Occupier leases or sub-leases or licenses or sub-licenses a Lot (or any part of a Lot) to an Occupier, the Owner or sub-lessor or sub-licensor (as the case may be) of the Lot must notify the Owners Corporation prior to the respective Occupier occupying the Lot, for inclusion in the strata roll, information relating to the Occupier as follows:
 - (i) the full name of the Occupier;
 - (ii) the date of commencement of the occupation of the Lot by the Occupier;
 - (iii) the term of the occupation.
- (b) An Owner of a Lot, or where an existing Occupier leases or sub-leases or licenses or sub-licenses a Lot (or any part of a Lot) to an Occupier, the Owner or sub-lessor or sub-licensor (as the case may be) must provide details of all Occupiers residing in the respective Lot at any given time (including a copy of any lease, sub-lease, licence or sub-licence), to the Owners Corporation prior to the respective Occupier occupying the Lot and upon demand.
- (c) If an Occupier leases or sub-leases or sub-licenses a Lot (or any part of a Lot), the lessor, sub-lessor or sub-licensor (as the case may be) must provide to the Owners Corporation, prior to the respective lessee, sub-lessee or sub-licensee occupying the Lot, written consent signed by the Owner of the Lot to the lease, sub-lease or sub-licence and a copy of the lease, sub-lease or sub-licence with the lessee's, sub-lessees or sub-licensees name clearly identified.
- (d) An Owner or where an existing Occupier leases or sub-leases or licenses or sub-licenses a Lot (or any part of a Lot) to an Occupier, the Owner or sub-lessor or sub-licensor (as the case may be) must provide written confirmation to the Owners Corporation that an Occupier has vacated a Lot within 7 days after such vacation.

32.5 Recovery of costs

- (a) An Owner or Occupier must allow representatives of the Owners Corporation access to the Lot upon reasonable notice for the purposes of the Owners Corporation determining compliance with this by-law.
- (b) If an Owner or Occupier of a Lot fails to comply with any obligation under this by-law, then the Owners Corporation may:
 - (i) request in writing that the Owner or Occupier comply with the terms of it, or enforce it against any Owner or Occupier of the respective Lot (whichever is applicable), including taking the appropriate legal action;
 - (ii) notify Council of any breach by the Owner or Occupier of the LEP, DCP, EPA Act or this by-law so that it may take the appropriate action;
 - (iii) recover the cost (including any legal costs on an indemnity basis) of taking any action for breach of this by-law from the Owner or Occupier of a Lot as a

debt and such debt, if not paid at the end of one month after becoming due and payable will bear simple interest at the annual rate of 10% per annum (accrued daily) until paid;

- (iv) exercise its rights to enforce any other remedy that may be available.

33. MINOR RENOVATIONS **(passed on 14 December 2017)**

- (a) The owners corporation by resolution in general meeting may delegate to the strata committee, generally or in a particular case or cases, its functions of giving and withholding approval of minor renovations (for the purposes of s.110 of the *Strata Schemes Management Act 2015*) and of imposing conditions on such approval.
- (b) The owners corporation in like manner may revoke any such delegation.
- (c) The owners corporation may continue to exercise its functions under s.110 of the Act, despite any such delegation.

34. BY-LAW LOT 122 – WORKS AND EXCLUSIVE USE **(passed on 14 December 2017)**

- (a) The owner of Lot 122 (the Lot) shall be conferred with the exclusive use in respect of the common property which is in contact with the works subject to the following conditions:
- (b) The owner of the Lot shall be responsible for the proper maintenance and the upkeep of the works and the common property in contact with the works.
- (c) The owner of the Lot shall be solely responsible for the costs of maintenance and upkeep of the works and the common property in contact with the works.
- (d) The works in this by-law means the erection of the additional structural wall and the installation of the hinged door as approved under DA/447/2016.

35. BY-LAW – SMOKE PENETRATION **(passed on 20 March 2018)**

- (a) An owner or occupier, and any invitee of the owner or occupier, must not smoke tobacco or any other substance on common property.
- (b) An owner or occupier of a lot must ensure that smoke caused by the smoking of tobacco or any other substance by the owner or occupier, or any invitee of the owner or occupier, on the lot does not penetrate to the common property or any other lot.

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The seal of The Owners – Strata Plan No. **74790** was affixed on in the presence of the following person(s) authorised by section 273 Strata Schemes Management Act 2015 to attest the affixing of the seal:

Signature:

Name:

Authority:

Signature:

Name:

Authority:



SINKING FUND PLAN

PACIFIC SQUARE - PANORAMA

1 Bruce Bennetts Place

Maroubra NSW 2035

Strata Plan 74790



Report details

Inspection date:	7/10/2016
Inspector:	Robert Stevens

NEW SOUTH WALES

Level 6, 115 Pitt St Sydney 2000
PO Box A72 Sydney South NSW 1235

QUEENSLAND

18 Park Rd Milton 4064
PO Box 1584 Milton 4064

VICTORIA

Level 1, 1 Queens Rd Melbourne 3004
GPO Box 3025 Melbourne 3001

10 October 2016

The Executive Committee
Strata Plan 74790
1 Bruce Bennetts Place
Maroubra NSW 2035

Dear Committee Members,

Thank you for appointing our company to conduct your Sinking Fund Plan.

Based on our survey of your property, we have determined that the Owners Corporation will need to increase its contributions in the short term to cover its forecast sinking fund expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

This plan should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual sinking fund balances. Regular updates also create peace of mind and assist the Owners Corporation to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Unit Entitlement (Total sinking fund levy divided by unit entitlements)	\$10.31
Total Unit Entitlements	10000
Total Sinking Fund Levy	\$103,100.00

The data used to arrive at the above figures (which includes GST) is in the attached report. It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph with New Levies	3
15 Year Cash Flow Tracking & Graph with Old Levies	4
Report Detail	Section 2
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Building Data List from Property Inspection	8
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All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsinengineering.com

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 1300 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Pacific Square - Panorama
Building Address	1 Bruce Bennetts Place Maroubra NSW 2035
Strata Plan (SP) No	74790
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2005
Number of Unit Entitlements	10000
Number of Units	133
Estimated Starting Sinking Fund Balance	\$24,189.00
Starting date of Financial Year for Report	1/05/2017
GST Status	Registered for GST
Current Sinking Fund Levy per Lot Entitlement (Inc. GST)	\$10.00

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on sinking fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the forecast looks out.	15 years

15 Year Levy Table

Year	Year To dd/mm/yyyy	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	30/04/2018	103,100.00	9,372.73	10.31	0.94	2.58	0.23
2	30/04/2019	118,565.00	10,778.64	11.86	1.08	2.97	0.27
3	30/04/2020	128,050.19	11,640.93	12.81	1.16	3.20	0.29
4	30/04/2021	132,019.75	12,001.80	13.20	1.20	3.30	0.30
5	30/04/2022	136,112.36	12,373.85	13.61	1.24	3.40	0.31
6	30/04/2023	140,331.84	12,757.44	14.03	1.28	3.51	0.32
7	30/04/2024	129,105.30	11,736.85	12.91	1.17	3.23	0.29
8	30/04/2025	133,107.56	12,100.69	13.31	1.21	3.33	0.30
9	30/04/2026	137,233.89	12,475.81	13.72	1.25	3.43	0.31
10	30/04/2027	141,488.14	12,862.56	14.15	1.29	3.54	0.32
11	30/04/2028	145,874.27	13,261.30	14.59	1.33	3.65	0.33
12	30/04/2029	150,396.37	13,672.40	15.04	1.37	3.76	0.34
13	30/04/2030	155,058.65	14,096.24	15.51	1.41	3.88	0.35
14	30/04/2031	159,865.46	14,533.22	15.99	1.45	4.00	0.36
15	30/04/2032	164,821.29	14,983.75	16.48	1.50	4.12	0.37

15 Year Cash Flow Tracking Sheet

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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/04/2018	24,189.00	93,727.27	1,464.67	17,452.73	101,928.21
2	30/04/2019	101,928.21	107,786.36	3,623.69	3,243.64	210,094.62
3	30/04/2020	210,094.62	116,409.26	3,159.69	267,689.09	61,974.48
4	30/04/2021	61,974.48	120,017.95	918.14	165,827.27	17,083.30
5	30/04/2022	17,083.30	123,738.51	1,295.88	47,617.27	94,500.42
6	30/04/2023	94,500.42	127,574.40	2,395.11	112,736.36	111,733.57
7	30/04/2024	111,733.57	117,368.45	3,963.26	3,537.27	229,528.01
8	30/04/2025	229,528.01	121,006.87	6,306.15	43,369.09	313,471.94
9	30/04/2026	313,471.94	124,758.08	8,725.79	9,081.82	437,873.99
10	30/04/2027	437,873.99	128,625.58	11,519.56	23,985.45	554,033.68
11	30/04/2028	554,033.68	132,612.97	10,480.61	348,713.64	348,413.62
12	30/04/2029	348,413.62	136,723.97	7,134.68	226,344.55	265,927.72
13	30/04/2030	265,927.72	140,962.41	7,747.52	13,454.55	401,183.10
14	30/04/2031	401,183.10	145,332.24	11,081.26	4,612.73	552,983.87
15	30/04/2032	552,983.87	149,837.54	11,411.80	284,588.18	429,645.03

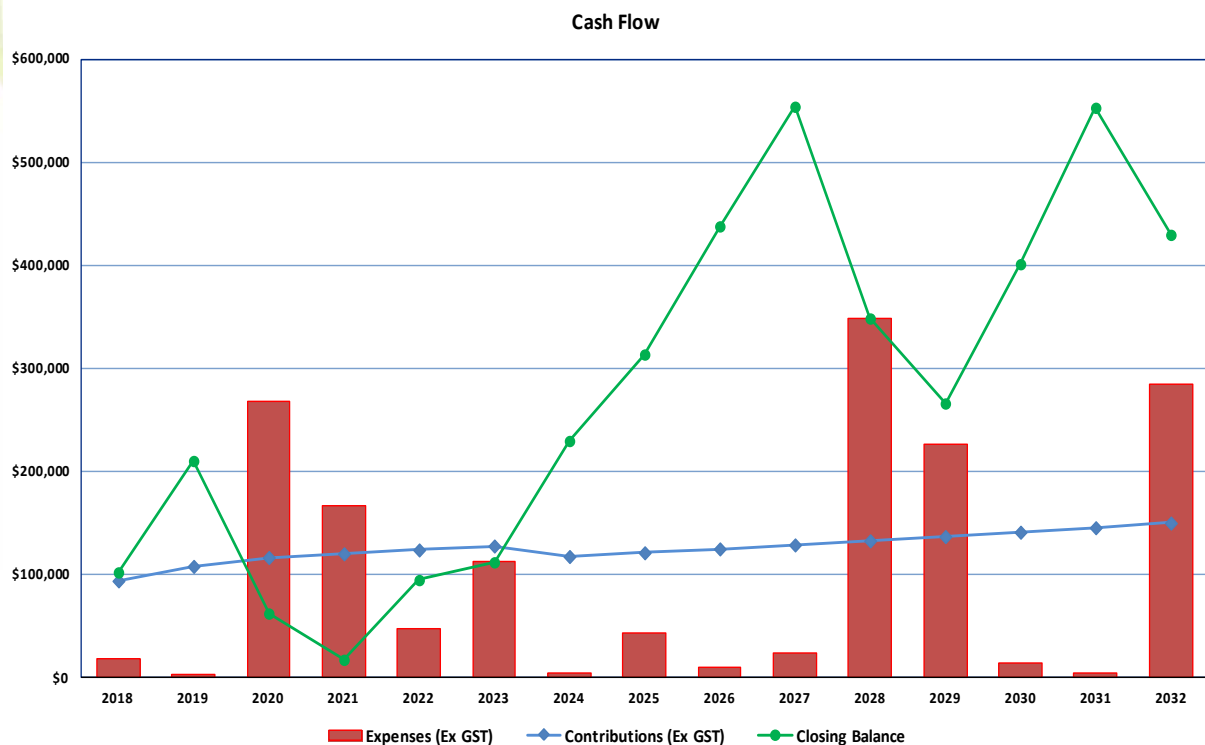
15 Year Cash Flow Graph

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

Contributions line - Total sinking fund contributions per year.

Expenses line – Total anticipated expenses in each year.

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



What will happen if you stay with your current levy amount?

The table and graph below use the same information as on the previous page except they show the cash flow for the scheme if you do not vary your current levy amount.

15 Year Cash Flow Tracking Sheet

The table below shows the cash flow for the entirety of the forecast. In summary:

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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/04/2018	24,189.00	93,727.27	1,464.67	17,452.73	101,928.21
2	30/04/2019	101,928.21	96,632.82	3,492.64	3,243.64	198,810.03
3	30/04/2020	198,810.03	99,628.44	2,697.32	267,689.09	33,446.70
4	30/04/2021	33,446.70	102,716.92	0.00	165,827.27	-29,663.65
5	30/04/2022	-29,663.65	105,901.14	-12.26	47,617.27	28,607.96
6	30/04/2023	28,607.96	109,184.08	630.55	112,736.36	25,686.23
7	30/04/2024	25,686.23	112,568.79	1,884.75	3,537.27	136,602.50
8	30/04/2025	136,602.50	116,058.42	4,064.26	43,369.09	213,356.09
9	30/04/2026	213,356.09	119,656.23	6,313.12	9,081.82	330,243.62
10	30/04/2027	330,243.62	123,365.57	8,928.44	23,985.45	438,552.18
11	30/04/2028	438,552.18	127,189.90	7,703.07	348,713.64	224,731.51
12	30/04/2029	224,731.51	131,132.79	4,162.45	226,344.55	133,682.20
13	30/04/2030	133,682.20	135,197.91	4,572.02	13,454.55	259,997.58
14	30/04/2031	259,997.58	139,389.05	7,693.56	4,612.73	402,467.46
15	30/04/2032	402,467.46	143,710.11	7,802.67	284,588.18	269,392.06

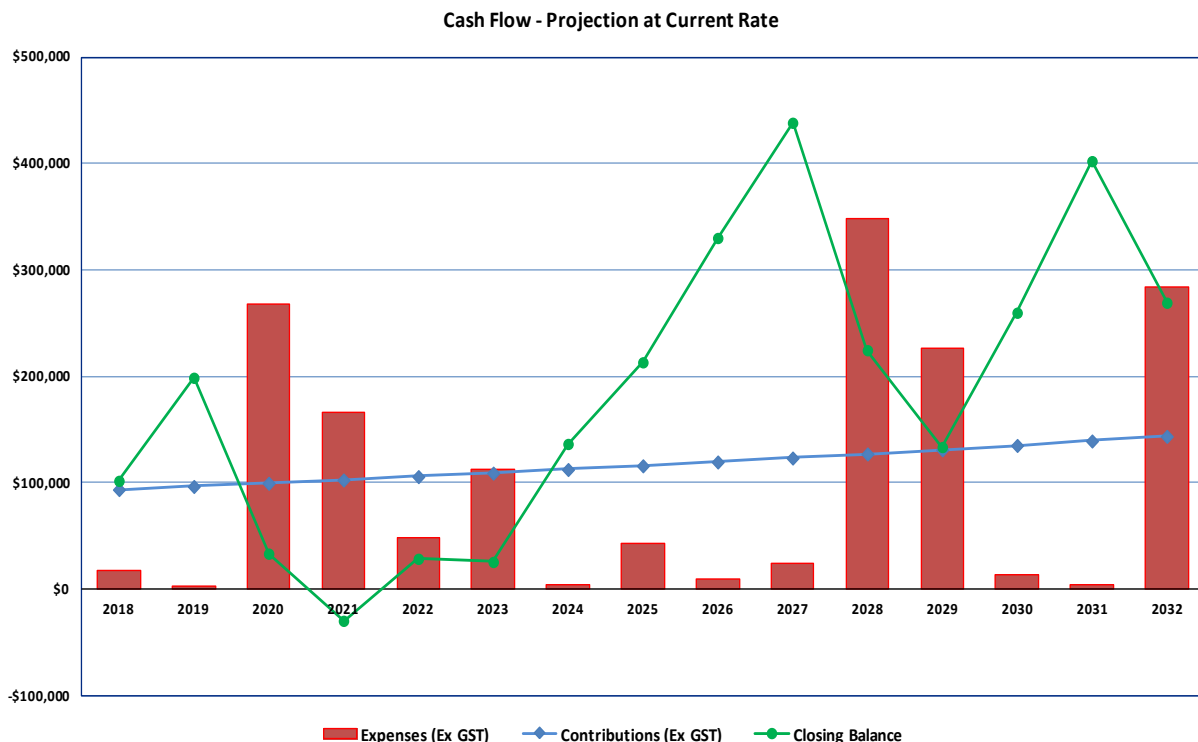
15 Year Cash Flow Graph

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

Contributions line - Total sinking fund contributions per year.

Expenses line – Total anticipated expenses in each year.

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



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are:-

‘Expenditure Items’ - lists the different areas and items of expenditure.

‘Current Cost’ - shows the current maintenance expenditure costs in today's dollars.

‘Year 1’ to ‘Year 15’ - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a **‘Grand Total (Inc. GST)’** followed by a line calculating the **‘Contingency Allowance (Inc. GST)’** for unforeseen and minor expenses and finally **‘Total Expenses (Inc. GST)’** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2032)
1. Building exterior																
Repaint building exterior wall surfaces	133,482	-	-	141,886	-	-	-	-	-	-	-	181,138	-	-	-	-
Repaint door face – one side	809	-	-	860	-	-	-	-	-	-	-	1,098	-	-	-	-
Repaint balcony ceilings	56,501	-	-	60,058	-	-	-	-	-	-	-	76,673	-	-	-	-
Repaint balcony doors – one side	809	-	-	860	-	-	-	-	-	-	-	1,098	-	-	-	-
Sub Total (Incl. GST)		0	0	203,664	0	0	0	0	0	0	0	260,007	0	0	0	0
2. Roof																
Maintain box gutters (total: 114 Lm) - 10%	1,034	-	-	-	-	-	1,205	-	-	-	-	-	-	-	1,538	-
Maintain liquid membrane (total: 1953 m2) - 10%	14,206	-	-	-	-	16,051	-	-	-	-	18,698	-	-	-	-	21,782
Replace liquid membrane	166,005	-	-	-	-	-	-	-	-	-	-	-	-	-	-	254,532
Sub Total (Incl. GST)		0	0	0	0	16,051	1,205	0	0	0	18,698	0	0	0	1,538	276,314
3. Access for work at heights																
Hire scaffolding	54,951	-	-	58,411	-	-	-	-	-	-	-	74,570	-	-	-	-
Sub Total (Incl. GST)		0	0	58,411	0	0	0	0	0	0	0	74,570	0	0	0	0
4. Main foyer																
Repaint ceilings	808	-	-	-	885	-	-	-	-	-	-	-	1,130	-	-	-
Repaint walls and re-stain timber	3,522	-	-	-	3,860	-	-	-	-	-	-	-	4,928	-	-	-
Maintain automatic doors	450	-	-	-	-	508	-	-	-	-	592	-	-	-	-	690
Maintain floor tiles (total: 36 m2) – 10%	838	-	-	-	-	-	-	-	1,038	-	-	-	-	-	-	1,285
Sub Total (Incl. GST)		0	0	0	4,745	508	0	0	1,038	0	592	0	6,058	0	0	1,975
5. Lobbies and hallways. Level 7																
Repaint ceilings	3,421	-	-	-	-	-	-	-	4,236	-	-	-	-	-	-	-
Repaint walls	7,560	-	-	-	-	-	-	-	9,361	-	-	-	-	-	-	-
Repaint door face – one side	2,932	-	-	-	-	-	-	-	3,631	-	-	-	-	-	-	-
Replace carpet	10,650	-	-	-	-	-	12,406	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	12,406	0	17,228	0	0	0	0	0	0	0

Expenditure Item	Current Cost	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2032)
6. Lobbies and hallways. 1 to 9, minus Level 7																
Repaint ceilings	29,376	-	-	-	32,194	-	-	-	-	-	-	-	41,100	-	-	-
Repaint walls	60,345	-	-	-	66,133	-	-	-	-	-	-	-	84,428	-	-	-
Repaint door face – one side	22,851	-	-	-	25,043	-	-	-	-	-	-	-	31,971	-	-	-
Replace carpet	86,550	-	-	-	-	-	100,823	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	123,370	0	100,823	0	0	0	0	0	157,499	0	0	0
7. Fire stairs																
Repaint walls	20,033	-	-	-	21,954	-	-	-	-	-	-	-	28,028	-	-	-
Repaint door face – one side	3,101	-	-	-	3,398	-	-	-	-	-	-	-	4,339	-	-	-
Sub Total (Incl. GST)		0	0	0	25,352	0	0	0	0	0	0	0	32,367	0	0	0
8. Garbage rooms Levels 1-9																
Repaint internal walls and ceilings (total: 18 ea)	6,300	-	-	-	-	-	-	-	7,801	-	-	-	-	-	-	-
Repaint door face – one side	1,820	-	-	-	-	-	-	-	2,254	-	-	-	-	-	-	-
Maintain floor finish (total: 18 ea)	335	-	-	356	-	-	390	-	-	428	-	-	469	-	-	514
Sub Total (Incl. GST)		0	0	356	0	0	390	0	10,055	428	0	0	469	0	0	514
9. Basement lift foyer																
Repaint ceilings	689	-	710	-	-	-	-	-	-	-	907	-	-	-	-	-
Repaint walls	180	-	186	-	-	-	-	-	-	-	237	-	-	-	-	-
Maintain floor tiles (total: 29 m2) – 10%	1,675	-	-	-	-	-	-	-	2,074	-	-	-	-	-	2,491	-
Sub Total (Incl. GST)		0	896	0	0	0	0	0	2,074	0	1,144	0	0	0	2,491	0
10. Basement																
Maintain car wash bay	1,900	1,900	-	-	-	2,147	-	-	-	2,426	-	-	-	2,741	-	-
Repaint line marking	4,776	-	-	-	-	-	-	-	5,914	-	-	-	-	-	-	-
Repaint steel bollards	1,300	-	-	-	-	-	-	-	1,610	-	-	-	-	-	-	-
Maintain stormwater grates	1,150	1,150	-	-	1,260	-	-	1,381	-	-	1,514	-	-	1,659	-	-
Maintain wheel stops	1,850	1,850	-	1,966	-	2,090	-	2,222	-	2,362	-	2,510	-	2,669	-	2,837
Repaint door face – one side	404	-	-	-	443	-	-	-	-	-	-	-	565	-	-	-
Sub Total (Incl. GST)		4,900	0	1,966	1,703	4,237	0	3,603	7,524	4,788	1,514	2,510	565	7,069	0	2,837
11. External walkways																
Repaint planter boxes	1,886	-	1,944	-	-	-	-	-	-	-	2,482	-	-	-	-	-
Maintain / re-waterproof planter boxes	3,160	-	-	3,359	-	-	-	-	-	4,034	-	-	-	-	-	4,845
Maintain pebble feature on ground at entry	450	-	464	-	-	508	-	-	557	-	-	611	-	-	669	-
Sub Total (Incl. GST)		0	2,408	3,359	0	508	0	0	557	4,034	2,482	611	0	0	669	4,845

Expenditure Item	Current Cost	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2032)
12. Fixtures and fittings																
Replace letterboxes	2,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,373
Maintain security access system	4,600	-	-	4,890	-	-	-	-	5,696	-	-	-	-	6,635	-	-
Sub Total (Incl. GST)		0	0	4,890	0	0	0	0	5,696	0	0	0	0	6,635	0	3,373
13. Plant - water																
Replace community hot water systems	12,876	12,876	-	-	-	-	-	-	-	-	-	17,473	-	-	-	-
Sub Total (Incl. GST)		12,876	0	0	0	0	0	0	0	0	0	17,473	0	0	0	0
14. Lifts																
Refurbish lift interior	24,000	-	-	-	-	-	-	-	-	-	-	-	33,578	-	-	-
Replace sump pumps	12,527	-	-	-	13,728	-	-	-	-	-	-	-	-	-	-	-
Overhaul lift motor (total: 4 ea)	24,069	-	-	-	-	27,195	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	13,728	27,195	0	0	0	0	0	0	33,578	0	0	0
Grand Total (Incl. GST)		17,776	3,304	272,646	168,898	48,499	114,824	3,603	44,172	9,250	24,430	355,171	230,536	13,704	4,698	289,858
Contingency Allowance (Incl. GST)		1,422	264	21,812	13,512	3,880	9,186	288	3,534	740	1,954	28,414	18,443	1,096	376	23,189
Grand Total Expenses (Incl. Contingency Allowance and GST)		19,198	3,568	294,458	182,410	52,379	124,010	3,891	47,706	9,990	26,384	383,585	248,979	14,800	5,074	313,047

Building Data List from the Property Inspection for Pacific Square - Panorama

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:-

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the total quantity of that item

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'Value' – is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' - is the remaining life in years until an item needs money spent on it.

'Total Life' - is the total life the item after it is replaced, repaired or repainted.

'Comments' – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. Building exterior							
Repaint building exterior wall surfaces	5,335	m2	25.02	133,482.00	3	8	
Repaint door face – one side	8	Ea	101.11	809.00	3	8	
Repaint balcony ceilings	2,378	m2	23.76	56,501.00	3	8	
Repaint balcony doors – one side	8	Ea	101.11	809.00	3	8	
2. Roof							
Maintain box gutters (total: 114 Lm) - 10%	12	Lm	86.20	1,034.00	6	8	Repair as required
Maintain liquid membrane (total: 1953 m2) - 10%	195	m2	72.85	14,206.00	5	5	Repair as required
Replace liquid membrane	1,953	m2	85.00	166,005.00	15	20	Replace as required
3. Access for work at heights							
Hire scaffolding	5,335	m2	10.30	54,951.00	3	8	Including erecting and dismantling
4. Main foyer							
Repaint ceilings	34	m2	23.76	808.00	4	8	
Repaint walls and re-stain timber	138	m2	25.52	3,522.00	4	8	
Maintain automatic doors	1	Item	450.00	450.00	5	5	Repair as required
Maintain floor tiles (total: 36 m2) – 10%	5	m2	167.54	838.00	8	7	Replace as required
5. Lobbies and hallways. Level 7							
Repaint ceilings	144	m2	23.76	3,421.00	8	8	Last painted 2016
Repaint walls	336	m2	22.50	7,560.00	8	8	Last painted 2016
Repaint door face – one side	29	Ea	101.11	2,932.00	8	8	Last painted 2016
Replace carpet	142	m2	75.00	10,650.00	6	10	Replace as required
6. Lobbies and hallways. 1 to 9, minus Level 7							
Repaint ceilings	1,152	m2	25.50	29,376.00	4	8	
Repaint walls	2,682	m2	22.50	60,345.00	4	8	
Repaint door face – one side	226	Ea	101.11	22,851.00	4	8	
Replace carpet	1,154	m2	75.00	86,550.00	6	10	Replace as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
7. Fire stairs							
Repaint walls	785	m2	25.52	20,033.00	4	8	
Repaint door face – one side	27	Ea	114.85	3,101.00	4	8	
8. Garbage rooms Levels 1-9							
Repaint internal walls and ceilings (total: 18 ea)	18	Ea	350.00	6,300.00	8	8	Last repaint 2016
Repaint door face – one side	18	Ea	101.11	1,820.00	8	8	Last repaint 2016
Maintain floor finish (total: 18 ea)	2	Ea	167.54	335.00	3	3	Replace as required
9. Basement lift foyer							
Repaint ceilings	29	m2	23.76	689.00	2	8	
Repaint walls	8	m2	22.50	180.00	2	8	
Maintain floor tiles (total: 29 m2) – 10%	10	m2	167.54	1,675.00	8	6	Replace as required
10. Basement							
Maintain car wash bay	1	Item	1,900.00	1,900.00	1	4	Ongoing maintenance programme
Repaint line marking	796	Lm	6.00	4,776.00	8	10	Repaint as required
Repaint steel bollards	20	Ea	65.00	1,300.00	8	10	
Maintain stormwater grates	1	Item	1,150.00	1,150.00	1	3	Ongoing maintenance programme
Maintain wheel stops	1	Item	1,850.00	1,850.00	1	2	Ongoing maintenance programme to replace or repair
Repaint door face – one side	4	Ea	101.11	404.00	4	8	
11. External walkways							
Repaint planter boxes	82	m2	23.00	1,886.00	2	8	
Maintain / re-waterproof planter boxes	1	Item	3,160.00	3,160.00	3	6	Reapply waterproofing as required
Maintain pebble feature on ground at entry	1	Item	450.00	450.00	2	3	Ongoing cleaning programme
12. Fixtures and fittings							
Replace letterboxes	1	Item	2,200.00	2,200.00	15	25	Replace as required
Maintain security access system	1	Item	4,600.00	4,600.00	3	5	Repairs / maintenance as required
13. Plant - water							
Replace community hot water systems	2	Ea	6,438.00	12,876.00	1	10	Replace as required
14. Lifts							
Refurbish lift interior	2	Ea	12,000.00	24,000.00	12	20	Refurbish as required
Replace sump pumps	4	Ea	3,131.66	12,527.00	4	15	Replace as required
Overhaul lift motor (total: 4 ea)	2	Ea	12,034.35	24,069.00	5	15	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.

Inspector's Report for Pacific Square - Panorama

1. We have recommended that the balance of the Sinking Fund be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.
2. **IMPORTANT NOTES ABOUT PAINTING:** Painting a building serves two main purposes: improving the appearance of the building; and protecting the painted surface. From a maintenance point of view, this second purpose is more important. By sealing the surface, paint protects the building from damage caused by water, salt or air pollutants. Although most paints will hold their appearance for at least ten years, before cracking or peeling occurs, they become porous and lose their protective abilities well before this point. As such, we recommend that surfaces are repainted more frequently.

High-quality elastomeric paints, when properly applied, can achieve longer-lasting results, however the higher cost of this paint, lower spread rates and higher labour costs associated with this work tends to increase painting cost by approximately 50%, and so has not been included in this forecast.

Washing or pressure cleaning a painted surface can significantly diminish its function as a protective coating. If the surface is not repainted after the timeframe recommended above it will become more vulnerable to water, salt and/or pollutants. The resulting damage can considerably increase the cost of surface preparation before future repainting and, in extreme cases lead to concrete cancer, requiring major repairs.

3. Money allocated for scaffold can be used for other access equipment eg. boomlift, cherry picker.
4. The membrane on the roof needs regular maintenance and replacement over time which has been included in this report.
5. Lift maintenance has been included in this report.
6. The inspecting officer would like to thank Kapil for providing access to the property at the time of the inspection
7. The report recommends a raise in the current levies in years two and three. Then in year seven the report recommends a reduction in the rate to maintain a manageable balance for the life of the report.

Report Notes

Sinking Fund Plan (NSW)

This forecast satisfies the current requirements of the Strata Schemes Management Act 1996, Part 3 Division 1 which states:-

69 Sinking fund to be established

- (1) An Owners Corporation must establish a sinking fund.
- (2) However, an Owners Corporation for a strata scheme comprising 2 lots need not establish a sinking fund if:
 - (a) the Owners Corporation so determines by unanimous resolution, and
 - (b) the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and
 - (c) no building or part of a building in the strata scheme is situated outside those lots.

75A Owners Corporation to prepare 10-year sinking fund plans

- (1) This section applies to Owners Corporations established on or after the commencement of this section.
- (2) An Owners Corporation to which this section applies is to prepare a plan of anticipated major expenditure to be met from the sinking fund over the 10-year period commencing on the first annual general meeting of the Owners Corporation.
- (3) The initial plan is to be finalised by the end of the second annual general meeting of the Owners Corporation.
- (4) The plan is to be reviewed and (if necessary) adjusted no later than at the fifth annual general meeting of the Owners Corporation.
- (5) An Owners Corporation to which this section applies is to prepare a plan as referred to in subsection (2) for each 10-year period following the period referred to in that subsection and is to finalise and review the plan in accordance with the requirements of subsections (3) and (4) at the corresponding annual general meetings in the relevant 10-year period.
- (6) An Owners Corporation may engage expert assistance in the preparation of a plan under this section.

THIS REPORT DEALS WITH THE SINKING FUND BUDGET.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Executive Committee has some discretion in the timing of most maintenance items. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of Australia's (RBA) historical series for Cash Management and Online Savings Account interest rates for the past previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Owners Corporation is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon the entire RBA historical series for Construction, Manufacturing and Property Services inflation, commencing March 1999. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Administration Budget - Items of a recurrent nature that are covered by the administration budget such as maintenance contract for lifts, fire protection equipment, air conditioners, cleaning and gardening are not included. Neither are items of a minor recurrent nature with varying life spans such as light bulbs and exit light battery packs.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Executive Committee/Representative.

Fire Maintenance - We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Executive Committee/Representative.

Window Safety Device – It is mandatory to install a safety device/ lock that restrict the opening of an openable window to less than 12.5cm. The device must be able to withstand a specific outward pushing force. All windows in every apartment building above a certain height must comply. (Regulation 31 of the Strata Schemes Management Regulation 2010, as amended by the Strata Schemes Management Amendment (Child Window Safety Devices) Act 2013). An allowance has been made for the installation of these devices. Contact our office should you require a quotation to install these devices.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the Executive Committee); for example: sanitary fittings and lift carriage interiors. This forecast deals only with estimating the timing of physical obsolescence.

Improvements - The Executive Committee may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the owners and the Executive Committee. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- ◆ Usage.
- ◆ Accidental damage to floor tiles, which may or may not be still available or in stock.
- ◆ Fences can be maintained and replaced gradually or all at once.
- ◆ Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- ◆ Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- ◆ Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Updates - The forecast is made with the best available data at this time. The forecast should be upgraded at regular intervals. We recommend a minimum of bi-annual updates.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report.

NOTICE OF ANNUAL GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

TO THE OWNERS

Owners Corporation Strata Plan No. 74790
PANORAMA - SP74790
1 Bruce Bennetts Place MAROUBRA NSW 2035

DATE, PLACE AND TIME

Notice is hereby given to all owners that the Annual General Meeting is to be held at
At Centre Management Office
on Wednesday, 10 August 2022 to commence at 5:00 PM

AGENDA

Enquires

Should you have any queries regarding this notice of meeting or any of the items contained within, please contact our office prior to the meeting on 02 8198 8500 Your Strata Manager is Fiona Mak (email: fiona.mak@strataplust.com.au)

1. NOTICE DATE: 12 July 2022

2. Preliminaries

- + recording of persons present
- + recording of persons in attendance
- + receipt of proxies
- + recording of apologies received
- + announcement of persons entitled to vote
- + determination of a quorum

3. Opening

- + confirm chairperson
- + commencement of meeting

4. Consideration of attached motions

5. Closure

MOTIONS FOR CONSIDERATION

1. Confirmation of Records			
MOTION 1.1	CONFIRMATION OF MINUTES	THAT the minutes of the last Annual General Meeting of the owners corporation held 27 October 2021 be confirmed as a true and accurate record of that meeting.	Clause 8 (1) of Schedule 1 of the Act
MOTION 1.2	ADOPTION OF FINANCIAL STATEMENTS	(a) THAT the audited financial reports for the financial year ending 30 April 2022 be adopted. (b) THAT the accounting records and statements of financial information for the period ending 30 June 2022 attached be adopted.	Section 92 and clause 9 (a) & (b) of Schedule 1 of the Act. Forms 2 & 3 in Schedule 1 of the Regulations
2. Common Property Risk Management			
MOTION 2.1	CONFIRMATION OF CURRENT INSURANCES	THAT the owners corporation's current insurance policies as detailed in the attached schedule be confirmed.	Sections 164 & 165 and Clause 9(c)&(d) of Schedule 1 of the Act
MOTION 2.2	INSURANCE COMMISSION & TRAINING SERVICES	THAT the owners corporation provides authorisation to the Building Management Committee (BMC) representatives to make decisions regarding the renewal of the insurances and that a standing authority be given to Strata Plus to renew the insurances for the scheme. Notes to motion: <i>This motion authorises the managing agent to place insurance, however our standard practise is to only use this authority if there is no feedback from the committee about the broker's recommendation.</i> <i>The use of an insurance broker satisfies the 3 quotation requirement.</i>	Section 60 and Clause 9(g) of Schedule 1 of the Act
MOTION 2.3	INSURANCE RENEWAL	THAT a standing authority be given to Strata Plus Surry Hills to renew the insurances for the scheme in accordance with current valuation (subject to the decision to the next motion).	Sections 164, 165(1) & (2) & 166 and Clause 9 (c) & (d) of Schedule 1 of the Act
MOTION 2.4	BUILDING VALUATION	THAT a valuation be obtained for insurance purposes prior to the expiration of the current policy period and that the managing agent be authorised to alter the sum insured in accordance with the updated valuation. Last obtained: 12/11/2018	
MOTION 2.5	WORKERS COMPENSATION INSURANCE	THAT the owners corporation resolves to confirm that it does not employ workers, including sole traders, with annual wages exceeding \$7,500, and therefore will not require workers compensation insurance.	
MOTION 2.6	BUILDING DEFECTS	THAT the owners corporation instruct the strata committee to immediately obtain legal advice regarding building defects to: (a) ascertain the owners corporations time limitations with regards to notification and the lodgement of a building defects claim; and	Clause 6(d) of Schedule 1 of the Act, Part 11 of the Act, Part 8 of the Regulations and Section 103

		<p>(b) ascertain the appropriate steps necessary for the owners corporation to pursue a building defects claim and preserve its rights; and</p> <p>(c) ascertain the parties in which the owners corporation must pursue a claim against.</p>	
MOTION 2.7	RECTIFICATION WORK TO COMMON PROPERTY	<p>THAT the owners corporation consider possible defect and rectification works required to common property. If required, authorize the strata manager to engage relevant building experts to inspect the property and provide a report.</p> <p>Notes to motion:</p> <p><i>The legislation imposes a duty to repair and maintain.</i></p>	Section 106 of the Act
MOTION 2.8	ANNUAL FIRE SAFETY STATEMENT	<p>THAT the Owners Corporation RESOLVES pursuant to section 12 and Clause 6 (c) of Schedule 1 of the Strata Schemes Management Act 2015 ('the Act') to do the following:</p> <p>(a) Select a practitioner who classifies as competent fire safety practitioner.</p> <p>(b) Appoint and engage the competent fire safety practitioner (the CFSP) to:</p> <p style="padding-left: 40px;">(i) Undertake fire safety inspections of the buildings fire safety services measures; and</p> <p style="padding-left: 40px;">(ii) Submit any corrective actions identified, to enable the Strata Committee/Owners Corporation determine what rectifications are required, if any;</p> <p style="padding-left: 40px;">(iii) Prepare an Annual Fire Safety Statement for the building in accordance with the applicable provisions of the Environmental Planning and Assessment Regulation 2020 (NSW), and the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulation 2017 (as amended) (EP&A Regulation); and</p> <p style="padding-left: 40px;">(iv) Sign the annual fire safety statement (AFSS) on behalf of the Owners Corporation provided that the requirements for an annual fire safety statement under the EP&A Regulation have been met; and Delegate to the strata managing agent under section 52, authority to arrange inspections for the purposes of fire safety in accordance with section 123 of the Act; and</p> <p>(c) THAT the owners corporation authorize the following people to execute the AFSS on their behalf, in the following order:</p> <p style="padding-left: 40px;">i) The secretary of the scheme, then</p> <p style="padding-left: 40px;">ii) A member of the committee to be determined at the meeting, then</p> <p style="padding-left: 40px;">iii) A second member of the committee to be determined at the meeting, then</p> <p style="padding-left: 40px;">v) The managing agent. FURTHER that the owners corporation acknowledge that a fee of one hour of the director's time will be payable by the</p>	<p>Notes: The contractor appointed to sign the certificate needs to be listed as accredited on the FPA Australia Fire Safety Assessor Register for the items they are certifying:</p> <p>http://connect.fpaa.com.au/FireSafetyAssessor If the contractor is not on the register, then the Secretary is required to sign the AFSS</p>

		owners corporation to the managing agent should they instruct the managing agent to sign the AFSS on their behalf. (d) Delegate to the strata managing agent the lodgement of the AFSS statement (where required) to the local Council and Fire & Rescue NSW.																					
MOTION 2.9	WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT	THAT the owners corporation acknowledge the Work Health and Safety Act 2011 and Regulations and RESOLVE to: (a) instruct the managing agent to organise for an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011, noting the last report undertaken on 23 August 2019; and (b) convene a strata committee meeting to consider the recommendations of the report upon receipt.																					
3. Financial Matters																							
MOTION 3.1	TERM DEPOSITS	THAT the treasurer of the owners corporation be authorised by standing authority to advise the Strata Managing Agent of those amounts which may be placed on term deposit with the trust account bank.	Sections 75(1) and 78(1) of the Act																				
MOTION 3.2	APPOINTMENT OF AUDITOR	THAT an auditor be appointed by the owners corporation for the financial year ending 30/04/2023.	Sections 95 and Clause 9(c) of Schedule 1 of the Act. Clause 21 of the Regulations																				
4. Budget and Levy Contributions for the period [FY_SHORT]																							
MOTION 4.1	ADMINISTRATIVE FUND	<table><tr><td colspan="2">THAT the Administration Fund Budget for the financial year commencing 01 May 2022 be adopted and that levies of \$724,258.00 (ex GST) be determined as detailed in the table below:</td></tr><tr><td>Due Date</td><td>Amount ex. GST</td></tr><tr><td>01 May 2022 (already issued as per resolution of last year’s AGM)</td><td>\$173,596.75</td></tr><tr><td>01 Aug 2022</td><td>\$183,553.75</td></tr><tr><td>01 Nov 2022</td><td>\$183,553.75</td></tr><tr><td>01 Feb 2023</td><td>\$183,553.75</td></tr><tr><td>Total</td><td>\$ 724,258.00</td></tr><tr><td colspan="2">THAT the first levy for the 01 May 2023 financial year be due and payable to the Administration Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:</td></tr><tr><td>Due Date</td><td>Amount ex. GST</td></tr><tr><td>1 May 2023</td><td>\$183,553.75</td></tr></table>	THAT the Administration Fund Budget for the financial year commencing 01 May 2022 be adopted and that levies of \$724,258.00 (ex GST) be determined as detailed in the table below:		Due Date	Amount ex. GST	01 May 2022 (already issued as per resolution of last year’s AGM)	\$173,596.75	01 Aug 2022	\$183,553.75	01 Nov 2022	\$183,553.75	01 Feb 2023	\$183,553.75	Total	\$ 724,258.00	THAT the first levy for the 01 May 2023 financial year be due and payable to the Administration Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:		Due Date	Amount ex. GST	1 May 2023	\$183,553.75	As per the enclosed budget document the ADMINISTRATIVE FUND is \$724,258 (ex. GST). Compared to the previous financial year the levy increased by 4.3%.
THAT the Administration Fund Budget for the financial year commencing 01 May 2022 be adopted and that levies of \$724,258.00 (ex GST) be determined as detailed in the table below:																							
Due Date	Amount ex. GST																						
01 May 2022 (already issued as per resolution of last year’s AGM)	\$173,596.75																						
01 Aug 2022	\$183,553.75																						
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THAT the first levy for the 01 May 2023 financial year be due and payable to the Administration Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:																							
Due Date	Amount ex. GST																						
1 May 2023	\$183,553.75																						

MOTION 4.2	RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT	THAT the recommendations of the last Capital Works (or Sinking) Fund Forecast Report prepared by Solution in Engineering be acknowledged, noting the attached summary from that report which details the forecasted expenditure and recommended contributions. Last obtained: 1 June 2022	Clause 6(b) of Schedule 1 of the Act																				
MOTION 4.3	CAPITAL WORKS FUND FORECAST REPORT	THAT the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.	Section 80 of the Act																				
MOTION 4.4	CAPITAL WORKS FUND BUDGET & LEVIES	<table><tr><td colspan="2">THAT the Capital Works Fund Budget for the financial year commencing 01 May 2022 be adopted and that levies of \$116,492.25 (ex GST) be determined as detailed in the table below:</td></tr><tr><td>Due Date</td><td>Amount ex. GST</td></tr><tr><td>01 May 2022 (already issued as per resolution of last year's AGM)</td><td>\$28,247.10</td></tr><tr><td>01 Aug 2022</td><td>\$29,415.05</td></tr><tr><td>01 Nov 2022</td><td>\$29,415.05</td></tr><tr><td>01 Feb 2023</td><td>\$29,415.05</td></tr><tr><td>Total</td><td>\$116,492.25</td></tr><tr><td colspan="2">THAT the first levy for the 01 May 2023 financial year be due and payable to the Capital Works Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year's annual general meeting:</td></tr><tr><td>Due Date</td><td>Amount ex. GST</td></tr><tr><td>1 May 2023</td><td>\$ 29,415.05</td></tr></table>	THAT the Capital Works Fund Budget for the financial year commencing 01 May 2022 be adopted and that levies of \$116,492.25 (ex GST) be determined as detailed in the table below:		Due Date	Amount ex. GST	01 May 2022 (already issued as per resolution of last year's AGM)	\$28,247.10	01 Aug 2022	\$29,415.05	01 Nov 2022	\$29,415.05	01 Feb 2023	\$29,415.05	Total	\$116,492.25	THAT the first levy for the 01 May 2023 financial year be due and payable to the Capital Works Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year's annual general meeting:		Due Date	Amount ex. GST	1 May 2023	\$ 29,415.05	As per the enclosed budget document the CAPITAL WORKS FUND BUDGET & LEVIES is \$116,492 (ex. GST). Compared to the previous financial year the levy increased by 3.1%.
THAT the Capital Works Fund Budget for the financial year commencing 01 May 2022 be adopted and that levies of \$116,492.25 (ex GST) be determined as detailed in the table below:																							
Due Date	Amount ex. GST																						
01 May 2022 (already issued as per resolution of last year's AGM)	\$28,247.10																						
01 Aug 2022	\$29,415.05																						
01 Nov 2022	\$29,415.05																						
01 Feb 2023	\$29,415.05																						
Total	\$116,492.25																						
THAT the first levy for the 01 May 2023 financial year be due and payable to the Capital Works Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year's annual general meeting:																							
Due Date	Amount ex. GST																						
1 May 2023	\$ 29,415.05																						
MOTION 4.5	WAIVING OF INTEREST	THAT interest is waived on late payment for contributions due 1 November 2021 up to 30 January 2022 – Lot 16 THAT interest is waived on late payment for contributions due 1 November 2021 up to 30 January 2022 – Lot 124	Section 85(3) of the Act																				
MOTION 4.6	RESTRICTIONS ON SPENDING	THAT the 10% per item limitation of budget to actual expenditure be removed.	Section 102(3) of the Act																				
MOTION 4.7	MANAGEMENT OF OUTSTANDING LEVIES	THAT the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs: (a) the managing agent to issue a reminder levy notice 30 days after the levy due date (Levy Recovery Step 1) (b) the managing agent to issue 1st levy recovery letter 45 days after the levy due date (Levy Recovery Step 2) (c) the managing agent to issue 2nd levy recovery letter 90 days after the levy due date (Levy Recovery Step 3) and where the debt is in excess of \$500.00 appoint the	Clause 9(h) of Schedule 1 of the Act And clauses 18 & 19 of the Regulations																				

		<p>services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners – Strata Plan No 74790 to issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;</p> <p>(d) the strata committee to provide consent for payment plans generally or for specific lot owners;</p> <p>(e) the enforcement of any judgement obtained for the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings; and</p> <p>(f) filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions</p>	
MOTION 4.8	PAYMENT PLANS FOR OUTSTANDING LEVY CONTRIBUTIONS	<p>THAT the Owners Corporation RESOLVES by ordinary resolution in accordance with section 85 (5) of the Strata Schemes Management Act 2015 to authorise the Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months, and that all future levies are paid as and when they fall due.</p> <p>Should a payment plan be approved, failure by the lot owner to pay future strata levies as and when they fall due, during the approved payment plan period, will deem the payment plan arrangements cancelled by the owners corporation, and all outstanding levy amounts will be due and payable with immediate effect.</p> <p>Any lot owner request for a payment plan is to be supported by the completion of a Statement of Financial Position, and a statement outlining the reasons for the request, which is to include the \$ amount of the payment plan, as well as the payment plan term being requested.</p>	Clause 9(h) of Schedule 1 of the Act and clauses 18 & 19 of the Regulations
5. Owners Corporation Governance			
MOTION 5.1	GENERAL MEETING ATTENDANCE BY ELECTRONIC MEANS	<p>THAT the owners corporation resolve that attendance at general meetings may be by the following additional means:</p> <p>(a) telephone conference; or</p> <p>(b) video-conferencing;</p> <p>The facility and method of access will be specified in the meeting notice by the strata managing agent for the particular meeting. Any person attending a general meeting by the alternative means specified in the meeting notice and eligible to vote on a matter may cast a vote as if they were physically present at the meeting.</p> <p>Notes to motion:</p>	<p>Clause 28(1) of Schedule 1 and</p> <p>Clause 14(1)(a) of the Regulations</p>

		<p><i>This does not prevent attendance by proxy or in person (or in the case of a company by the company nominee) as authorised under the Act.</i></p> <p><i>Meetings held by video-conference or tele-conference may be recorded by the strata management agent.</i></p> <p><i>These facilities are likely to incur additional costs to the owners corporation.</i></p>	
MOTION 5.2	GENERAL MEETING PRE MEETING ELECTRONIC VOTING	<p>THAT the owners corporation resolves that persons entitled to vote on a matter may vote prior to a general meeting by the following means:</p> <p>(a) an email to the strata managing agent attaching a completed voting paper from the email address provided by that lot owner for service of notices; or</p> <p>(b) via a website voting system provided by the strata managing agent for that purpose.</p> <p>and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting.</p> <p>Notes to motion:</p> <p><i>If the pre-meeting voting resolves the motion, then the motion cannot be amended at the meeting. If the motion is amended at general meeting then the pre-meeting vote may have no effect.</i></p>	<p>Clause 28(1) of Schedule 1 and</p> <p>Clause 14(1)(a) of the Regulations</p>
MOTION 5.3	STRATA COMMITTEE NOMINATION AND NUMBERS	<p>THAT:</p> <p>(a) the nominations for the strata committee be declared, received and recorded;</p> <p>(b) the nominations be closed by the chairperson; and</p> <p>(c) the number of members of the strata committee be determined for the ensuing year.</p>	<p>Sections 29 to 32 and</p> <p>Clauses 5, 8(1)(b), 9(e) of Schedule 1 of the Act)</p> <p>Clause 9 of the Regulations</p>
MOTION 5.4	STRATA COMMITTEE ELECTION	<p>THAT:</p> <p>(a) if the number of nominations exceeds the number of members decided upon, a ballot be held to determine the successful members</p> <p>OR</p> <p>(b) if the number of nominations equals the number of members decided upon, then those members be duly elected.</p>	<p>Sections 29 to 32 and</p> <p>Clauses 5, 8(1)(b), 9(e) of Schedule 1 of the Act)</p> <p>Clauses 9 & 10 of the Regulations</p>
MOTION 5.5	RESTRICTIONS OVER THE STRATA COMMITTEE	<p>THAT the owners corporation resolve if any matter or class of matter, other than those imposed by the Act, is to be determined by the owners corporation in general meeting.</p>	<p>Section 36(3)(b) and Clause 6(a) & 9(i) of Schedule 1 of the Act</p>
MOTION 5.6	BY-LAW COST RECOVERY	<p>THAT the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the Strata Schemes Management Act 2015 to make an additional by-law – Special By-Law – Rules & Recovery of Costs by Owners Corporation, in the terms set out below or which are attached to the notice of this meeting and to lodge notification of the by-law and a consolidated set of all</p>	<p>Sections 110 & 141 of the Act.</p>

		<p>existing by-laws for registration at NSW Land Registry Services.</p> <p><i><u>Explanatory Note:</u> This is a motion to make a by-law. The by-law will set out rules that owners and occupiers must follow and permit the owners corporation to recover from owners and occupiers who breach those rules the costs it incurs when they do so, such as costs to repair damage to common property and for false fire alarms.</i></p>	
MOTION 5.7	BY LAW CONSOLIDATION	<p>THAT subject to motion 5.6 being approved, the owners corporation SPECIALLY RESOLVE to make by laws pursuant to section 141 of the Strata Schemes Management Act 2015 as per the attached consolidated set, to authorise the managing agent to sign and affix the common seal to any documents as necessary to register the new by laws.</p>	Section 141 of the Act
MOTION 5.8	BMC REPRESENTATIVES	<p>THAT the owners corporation SPECIALLY RESOLVE to appoint a representative and substitute representative to the building management committee.</p> <p>Note the building management committee consists of a representative of the following:</p> <ul style="list-style-type: none"> • Lot 3 -SP 74550 -Allan Hass • Lot 5 -SP 74405 -Michelle Flanagan • Lot 5 -SP 74405 –Erika Balance(Sub Rep) • Lot 6 -SP 74378 –Toni Wade (Rep) • Lot 6 -SP 74378 –Maria Lee (Sub Rep) • Lot 7 -SP 74790 –Rob Drozdowski (Rep) • Lot 7 -SP 74790 –Julie Sherwin (Sub Rep) • Lot 9 -SP 79763 -Peter Samios (Rep) • Lot 9 -SP 79763 –Geoff Rossiter (Sub Rep) • Lot10-SP-81311-Santhirasegaram Balasubramaniam(Rep) • Lot 10 -SP 81311 –Aadil Lakdawalla(Sub Rep) • Lot 12 -Retail Carpark -Brett Worne (Rep) • Lot 13 -Service Retail South -Brett Worne (Rep) • Lot 14 -Anzac Retail –Brett Worne (Rep) • Lot 15 -SP 80217 -Farrell Lazarus (Rep) • Lot 16 -Maroubra Road Mezzanine -Joe Ingrati (Rep) • Lot 17 -Main Retail -Brett Worne (Rep) <p>Note to motion:</p> <p><i>The motion is to appoint a representative and substitute representative to vote on behalf of the owners corporation at all meetings of the BMC.</i></p>	<p>clause 2(4) of Schedule 1C to the Strata Schemes (Freehold Development) Act 1973 and clause XX of the Strata Management Statement and is required where the scheme is a subsidiary of a BMC.</p>
MOTION 5.9	NSW STRATA HUB	<p>THAT the owners corporation authorise the managing agent to undertake all functions in complying with the owners' corporations obligations under the Strata Schemes Management Amendment (Information) Regulation 2021, this year and on an ongoing basis in accordance with the fees and terms included in the agency agreement</p>	

Fiona Mak
Owners Corporation Manager
Strata Plus
For and on behalf of Plan 74790
T: 02 8198 8500
E: fiona.mak@strataplus.com.au

Explanatory Notes

+ receipt of proxies

(Clauses 25 to 27 of Schedule 1 of the Act)

A person is a duly appointed proxy if the person is appointed as a proxy by an instrument in the form prescribed by the regulations. The proxy form contains mandatory instructions on how to complete.

+ For the proxy to be effective/valid the details provided must be as per instructions AND the proxy must be given to the secretary or managing agent on the date recorded on the form AND before the meeting (24 hours before in the case of a large scheme). A proxy cannot exercise a vote in relation to a matter if the person who appointed the proxy is exercising personally a power to vote on that matter. A proxy has effect for the period commencing with the day on which it takes effect and ending with the later of the first anniversary of that day and the conclusion of the second annual general meeting held after that day, unless it is sooner revoked or a shorter period is stipulated on the proxy form. If the instrument appointing a proxy limits the manner in which the proxy may vote at a meeting, a vote by the proxy that does not observe the limitation is invalid. A duly appointed proxy may vote on a show of hands or demand a poll.

+ If you appoint the managing agent as your proxy, you must circle number 2 and provide specific written instructions on how you wish to vote on each of the motions. If there are no specific instructions, then the managing agent will use your proxy for quorum purposes but will abstain from voting on each of the motions.

+ Limitations on proxies - The number of proxies that may be held by a person (other than proxies held by the person as a co-owner of a lot):

(a) If the scheme has 20 lots or less, then one proxy per person.

(b) If the scheme has more than 20 lots, then a number that is equal to not more than 5% of the total number of lots. Example: if it is a 90 lot scheme, then one person can only hold 4 proxies.

+ Contact your proposed proxy holder and ask if they hold other proxy forms before you start to complete the form.

+ determination of a quorum

(Clause 17 of Schedule 1 of the Act)

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

There is a quorum for considering and voting on such a motion or at such an election only if:

(a) at least one-quarter of the number of persons entitled to vote is present, either personally or by duly appointed proxy, or

(b) at least one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present and entitled to vote, either personally or by duly appointed proxy.

If there is more than one owner in the strata scheme and the quorum calculated is less than 2 persons, the quorum is 2 persons entitled to vote on the motion or at the election of the strata committee.

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

If a quorum is not present within the next half-hour after the relevant motion or business arises for consideration at the meeting, then the chairperson must either:

(a) Adjourn the meeting for at least 7 days, or

(b) Declare that those present constitutes a quorum.

If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons present personally or by duly appointed proxy and entitled to vote constitute a quorum for considering that motion or business.

ADJOURNMENTS

(Clause 20 of Schedule 1 of the Act)

A general meeting of an owners corporation may be adjourned for any reason if a motion is passed at the meeting for the adjournment.

If a general meeting of the owners corporation is adjourned (including where the meeting is adjourned due to a lack of quorum):

(a) the time and place at which the adjourned meeting is to be resumed must be fixed by the person who was presiding at the meeting or, in the case of a meeting that is adjourned due to lack of a quorum, by the person who would have presided at the meeting, and

(b) notice of that time and place must be served by the secretary on the members of the owners corporation at least 1 day prior to the meeting.

ADOPTION OF FINANCIAL STATEMENTS (refer agenda item no. 1.2)

The financial reports include accounting records and statements of financial information as prescribed by the Act. This includes additional items compared with the previous legislation. To save time at the meeting and to allow us to properly address your queries, please direct any queries you have regarding the trust accounts to our office prior to the meeting.

INSURANCE RENEWAL (refer agenda item no. 2.3)

This motion authorises the managing agent to place insurance, however our standard practise is to only use this authority if there is no feedback from the committee about the broker's recommendation. The use of an insurance broker satisfies the 3 quotation requirement.

BUILDING VALUATION (refer agenda item no. 2.4)

Although there is no requirement under the Act or the Regulations for a valuation to be conducted it is strongly recommended that a valuation be obtained for insurance purposes at least once every five years

BUILDING DEFECTS (refer agenda item no. 2.6)

This owners corporation has an obligation to repair and maintain the common property including building defects. If building defects exist then another party may be held accountable to rectify or pay the loss (ie. builders, developers, certifiers, Home Owners Warranty insurers, contractors, subcontractors, designers or engineers). There are key dates and steps required to be taken in order to claim for the loss or rectification. Failure to comply with these time limits may result in denial of the claim or liability or reduction in the amount recoverable. It is vital for the owners corporation to obtain specialist legal advice on this matter. Strata Plus does not provide such advice as we are not qualified to do so.

RECTIFICATION WORK TO COMMON PROPERTY (refer agenda item no. 2.7)

The legislation imposes upon the owners corporation a duty to repair and maintain common property.

WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT (refer agenda item no. 2.9)

Undertaking a Work, Health & Safety Report may outline areas of the property which require maintenance to avoid risk.

APPOINTMENT OF AUDITOR (refer agenda item no. 3.2)

The role of the auditor is to provide an independent professional assessment that the financial records are being maintained in accordance with the Act and Regulations.

For large strata schemes and schemes with an annual budget of more than \$250,000 it is mandatory audited financials to be presented.

ADMINISTRATIVE FUND (refer agenda item no. 4.1)

The attached proposed administrative fund budget determines the contributions by the lots (admin fund levies).

Owners can calculate the individual portion of the levies by multiplying the rate per unit entitlement which appears at the bottom of the budget, by the unit entitlement for the lot.

The quarterly cycle period must allow all levy contributions to be raised fully within the financial year period.

RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT (refer agenda item no. 4.2)

A full copy of the report can be obtained by using your client login or contacting the managing agent prior to the meeting.

CAPITAL WORKS FUND FORECAST REPORT (refer agenda item no. 4.3)

The owners corporation must prepare a 10-year plan of anticipated expenditure to be met by the capital works fund. The plan must be reviewed at least once every 5 years.

CAPITAL WORKS FUND BUDGET & LEVIES (refer agenda item no. 4.4)

The attached proposed capital works fund budget determines the contributions by the lots (capital works fund levies).

The recommendations of the latest Capital Works (Sinking) Fund Report, including the anticipated major expenditure, has been considered as part of the budget review process.

Large schemes are required to define specific amounts and note differences between the budget estimate and the amounts in the report.

RESTRICTIONS ON SPENDING (refer agenda item no. 4.6)

If this is not resolved then a general meeting is to be convened to authorise any expenditure which exceeds the 10% limit. The section recognises the difficulty this can cause and allows owners corporations to remove or limit the restriction. This motion is intended to remove the restriction for your scheme in its entirety.

MANAGEMENT OF OUTSTANDING LEVIES (refer agenda item no. 4.7)

This motion authorises the managing agent to act as required and without delay to minimise impact on the cash-flow of the owners corporation.

Bugden Allen Graham Lawyers are engaged with authority from the strata committee to manage payment plans given their expertise in achieving the desired outcome for the owners corporation at the least possible expense to the owner.

STRATA COMMITTEE NOMINATION AND NUMBERS (refer agenda item no. 5.3)

Please refer to the Strata Committee Election details provided with this notice.

The Chairperson will

- declare written nominations received before the meeting and
- call for verbal nominations from the floor before closing nominations.

Candidates and acting members of the strata committee must disclose any connection to the original owner or caretaker of the scheme, either before the meeting or during.

STRATA COMMITTEE ELECTION (refer agenda item no. 5.4)

If there are more nominations received than the number of members determined, a ballot election will be held in order to determine the successful members.

In the event that the number of nominations equals the number of members decided upon, then those members are duly elected.

RESTRICTIONS OVER THE STRATA COMMITTEE (refer agenda item no. 5.5)

The Act provides various restrictions to the types of matters that may be determined by the strata committee on behalf of the owners corporation. The owners corporation must decide whether further restrictions be imposed upon the strata committee.

BMC REPRESENTATIVES (refer agenda item no. 5.8)

The motion is to appoint a representative and substitute representative to vote on behalf of the owners corporation at all meetings of the BMC.

NSW STRATA HUB (refer agenda item no. 5.9)

Notes to motion: The Strata Schemes Management Amendment (Information) Regulation 2021, requires owners corporations to provide key details about their scheme, including building, safety and management information. This motion authorises Strata Plus to submit all required information on behalf of the owners

MINUTES OF ANNUAL GENERAL MEETING

Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place, Maroubra NSW 2035

The meeting was held on Wednesday, 27 October 2021

via Microsoft Teams

PRESENT:	C McMahon & N Ly	Lot 3
	J Bowen & J Bowen	Lot 4
	S Kristianto	Lot 43
	P Leonard	Lot 54
	C Tjahja	Lot 82
	S Johnson & D Johnson	Lot 98
	J Sherwin	Lot 102
	P Samios & P Samios	Lot 117
	A Spella-Barberet	Lot 122
	B Ridgley	Lot 132

PRESENT BY PROXY:	M Vera (Lot 17) proxy to C Tjahja
	S Chen (Lot 64) proxy to Chairperson
	S Susanti (Lot 96) proxy to C Tjahja

PRESENT BY COMPANY NOMINEE:	R & M Drozdowski Pty Ltd (Lot 8) to R Drozdowski
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IN ATTENDANCE:	R O'Connor	Excel Building Management
	M Wickey	Strata Plus

Those present determined that Maxine Wickey chair the meeting.

Half-hour after 5:30pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 6:00pm.

CONFIRMATION OF RECORDS		
MOTION 1	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last general meeting of the owners corporation held 29 July 2021 be confirmed as a true record and account of the proceedings at that meeting.
MOTION 2	ADOPTION OF FINANCIAL STATEMENTS	(a) RESOLVED that the audited financial reports for the period ended 30 April 2021 be adopted. (b) RESOLVED that the accounting records and statements of financial information for the period ended 30 April 2021 be adopted.
CONTRACTS OF OWNERS CORPORATION		
MOTION 3	STRATA MANAGING AGENT RE-APPOINTMENT	A. The owners corporation of Strata Plan No. 74790, (a) subject to entering into a new agreement with Strata Plus Pty Limited RESOLVED to terminate its current agency agreement by the mutual consent in accordance with clause 5.2 of the current agency agreement; and

		<p>(b) RESOLVED to continue to appoint Strata Plus Pty Limited ABN 30096175709 as strata managing agent (Agent); and</p> <p>(c) RESOLVED to delegate to the Agent all of the functions of:</p> <ul style="list-style-type: none"> (i) the owners corporation (other than those listed in section 52(2) of the Act); and (ii) its chairperson, treasurer, secretary and strata committee, necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in the written agreement, a copy of which is attached to this notice (Agreement); <p>(d) RESOLVED that the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and</p> <p>(e) RESOLVED that the owners corporation execute the Agreement to give effect to this appointment and delegation; and</p> <p>(f) RESOLVED that authority be given for the common seal of the owners corporation to be affixed to the Agreement by the secretary and any other member of the strata committee.</p> <p>B. RESOLVED that the delegations in this motion supersede all previous delegations.</p>
COMMON PROPERTY RISK MANAGEMENT		
MOTION 4	CONFIRMATION OF CURRENT INSURANCES	RESOLVED that the owners corporation's current insurances as detailed in the attachment to the Notice were confirmed.
MOTION 5	INSURANCE COMMISSION & TRAINING SERVICES	The owners corporation NOTED that Strata Plus confirmed that no commission or broker fee was received at the time the premium was paid.
MOTION 6	INSURANCE RENEWAL	RESOLVED that the owners corporation provides authorisation to the Building Management Committee (BMC) representatives to make decisions regarding the renewal of the insurances and that a standing authority be given to Strata Plus to renew the insurances for the scheme.
MOTION 7	BUILDING VALUATION	<p>THAT the owners corporation instructs the Building Management Committee (BMC) representatives to vote in favour of arranging a valuation for insurance purposes prior to the expiration of the current policy period and instruct the managing agent to alter the sum insured to that figure.</p> <p style="text-align: right;">MOTION DEFEATED</p>
MOTION 8	WORKERS COMPENSATION INSURANCE	RESOLVED that the owners corporation confirmed that it does not employ workers, including sole traders, with annual wages exceeding \$7,500, and therefore will not require workers compensation insurance.
MOTION 9	RECTIFICATION WORK TO COMMON PROPERTY	<p>THAT the owners corporation consider possible defect and rectification works required to common property. If required, authorize the strata manager to engage relevant building experts to inspect the property and provide a report.</p> <p style="text-align: right;">MOTION WITHDRAWN</p>
MOTION 10	ANNUAL FIRE SAFETY STATEMENT	<p>(a) RESOLVED that the owners corporation considered the status of the Annual Fire Safety Statement (AFSS) (if one is required for the building) and authorised the managing agent and building manager with the strata committee to make the arrangements for obtaining the next AFSS.</p> <p>(b) RESOLVED that the owners corporation authorized the following people to execute the AFSS on their behalf, in the following order:</p> <ul style="list-style-type: none"> a. The secretary of the scheme, then b. chairperson, then c. treasurer, then d. The managing agent.

		(c) Acknowledged that a fee of one hour of the directors' time will be payable by the owners corporation to the managing agent should they instruct the managing agent to sign the AFSS on their behalf.																
MOTION 11	WORK, HEALTH & SAFETY – RISK & SAFETY REPORT	<p>THAT the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and RESOLVE to:</p> <p>(a) instruct the managing agent to organise for an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011, noting the last report undertaken on 23 August 2019; and</p> <p>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.</p> <p>MOTION DEFEATED</p>																
FINANCIAL MATTERS																		
MOTION 12	TERM DEPOSITS	RESOLVED that the treasurer of the owners corporation be authorised by standing authority to advise the strata managing agent of those amounts which may be placed on term deposit with the trust account bank.																
MOTION 13	APPOINTMENT OF AUDITOR	RESOLVED that an auditor be appointed for the owners corporation for the financial year ending 30 April 2022.																
MOTION 14	HONORARIUM PAYMENT	<p>THAT a payment by the owners corporation of \$4,000.00 to Julie Sherwin, owner of Lot 102, be made in appreciation and recognition of her services as Treasurer performed up until the end of financial year ending 30 April 2021.</p> <p>MOTION WITHDRAWN</p> <p><i>Note: J Sherwin requested that the motion be withdrawn as she did not feel it was fair to be paid the honorarium when the owners corporation has major works that require attending to. Those owners present at the meeting wanted to acknowledge and thank J Sherwin for all of the work that she has undertaken to the benefit of the owners corporation.</i></p>																
BUDGET & LEVY CONTRIBUTIONS																		
MOTION 15	ADMINISTRATIVE FUND BUDGET & LEVIES	<p>An amendment to the motion as per the agenda was moved by C Tjahja, owner of Lot 82 that the Administrative Fund Budget for the financial year commencing 1 May 2021 be adopted and that levies of \$708,680.50 incl. GST (\$644,255.00 plus GST).</p> <p>On being put to the vote the amendment was lost.</p> <p>RESOLVED that the Administrative Fund Budget for the financial year commencing 1 May 2021 be adopted and that levies of \$763,825.70 incl. GST (\$694,387.00 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2021 (already issued as per resolution of last year's AGM)</td><td>\$176,555.80</td></tr><tr><td>1 August 2021 (already issued as per resolution of last year's AGM)</td><td>\$176,555.80</td></tr><tr><td>1 November 2021</td><td>\$205,357.05</td></tr><tr><td>1 February 2022</td><td>\$205,357.05</td></tr><tr><td>Total</td><td>\$763,825.70</td></tr></table> <p>RESOLVED that the first levy for the 1 May 2022 financial year be due and payable to the Administrative Fund in accordance with below and that this amount continues to fall due and payable on a quarterly basis until re-determined at next year's annual general meeting:</p> <table><tr><th>Due Date</th><th>Admin Incl. GST</th></tr><tr><td>1 May 2022</td><td>\$190,956.43</td></tr></table>	Due Date	Admin Incl. GST	1 May 2021 (already issued as per resolution of last year's AGM)	\$176,555.80	1 August 2021 (already issued as per resolution of last year's AGM)	\$176,555.80	1 November 2021	\$205,357.05	1 February 2022	\$205,357.05	Total	\$763,825.70	Due Date	Admin Incl. GST	1 May 2022	\$190,956.43
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MOTION 16	RECOMMENDATIONS OF CAPITAL WORKS PLAN	RESOLVED that the recommendations of the Capital Works Plan (or last Sinking Fund Forecast Report) prepared by Solutions in Engineering were acknowledged, noting the details of the forecasted expenditure and recommended contributions.																
MOTION 17	CAPITAL WORKS FUND FORECAST REPORT	RESOLVED that the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report. <i>Note: Solutions in Engineering is to be engaged to prepare the report.</i>																
MOTION 18	CAPITAL WORKS FUND BUDGET & LEVIES	<p>RESOLVED that the Capital Works Fund Budget for the financial year commencing 1 May 2021 be adopted and that levies of \$124,287.25 incl. GST (\$112,988.41 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Capital works Incl. GST</th></tr><tr><td>1 May 2021 (already issued as per resolution of last year's AGM)</td><td>\$30,342.05</td></tr><tr><td>1 August 2021 (already issued as per resolution of last year's AGM)</td><td>\$30,342.05</td></tr><tr><td>1 November 2021</td><td>\$31,801.58</td></tr><tr><td>1 February 2022</td><td>\$31,801.57</td></tr><tr><td>Total</td><td>\$124,287.25</td></tr></table> <p>RESOLVED that the first levy for the 1 May 2022 financial year be due and payable to the Capital Works Fund in accordance with below and that this amount continues to fall due and payable on a quarterly basis until re-determined at next year's annual general meeting:</p> <table><tr><th>Due Date</th><th>Capital Works Incl. GST</th></tr><tr><td>1 May 2022</td><td>\$31,071.81</td></tr></table>	Due Date	Capital works Incl. GST	1 May 2021 (already issued as per resolution of last year's AGM)	\$30,342.05	1 August 2021 (already issued as per resolution of last year's AGM)	\$30,342.05	1 November 2021	\$31,801.58	1 February 2022	\$31,801.57	Total	\$124,287.25	Due Date	Capital Works Incl. GST	1 May 2022	\$31,071.81
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1 February 2022	\$31,801.57																	
Total	\$124,287.25																	
Due Date	Capital Works Incl. GST																	
1 May 2022	\$31,071.81																	
MOTION 19	WAIVING OF INTEREST	RESOLVED that interest is waived on late payment for contributions due 1 February 2021 up to 31 July 2021 for Lot 121. <i>Note: It was agreed that the interest be removed this time only and it is the lot owner's responsibility to ensure they are receiving their levy notices.</i>																
MOTION 20	BUDGETING FOR UPCOMING PROJECTS	RESOLVED that the owners corporation acknowledged that there are a few projects that are upcoming which the owners will need to fund as following: (a) Painting and façade project (b) Fire dampers (c) Lift refurbishment																
MOTION 21	RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET	RESOLVED that the owners corporation removed the 10% per item limitation of budget to actual expenditure.																
MOTION 22	MANAGEMENT OF OUTSTANDING LEVIES	RESOLVED that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs: (a) the managing agent to issue reminder notices; (b) the managing agent to seek legal advice, the provision of legal services or the taking of legal action on behalf of the owners corporation for the purpose of recovering outstanding contributions and interest; (c) the strata committee to provide consent for payment plans; (d) the engagement of Bugden Allen Graham Lawyers and/or counsel for the purposes of payment plans and proceedings; and (e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action.																

MOTION 23	PAYMENT PLANS FOR OUTSTANDING LEVY CONTRIBUTIONS	<p>RESOLVED that the Owners Corporation, by ordinary resolution in accordance with section 85 (5) of the Strata Schemes Management Act 2015 to authorise the Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months, and that all future levies are paid as and when they fall due.</p> <p>Further RESOLVED that should a payment plan be approved, failure by the lot owner to pay future strata levies as and when they fall due, during the approved payment plan period, will deem the payment plan arrangements cancelled by the owners corporation, and all outstanding levy amounts will be due and payable with immediate effect.</p> <p>Further RESOLVED that any lot owner request for a payment plan is to be supported by the completion of a Statement of Financial Position, and a statement outlining the reasons for the request, which is to include the \$ amount of the payment plan, as well as the payment plan term being requested.</p>
OWNERS CORPORATION GOVERNANCE		
MOTION 24	GENERAL MEETING ATTENDANCE BY ELECTRONIC MEANS	<p>RESOLVED that the owners corporation allow attendance at general meetings by the following additional means:</p> <ul style="list-style-type: none"> (a) telephone conference; or (b) video-conferencing; <p>NOTED that the facility and method of access will be specified in the meeting notice by the strata managing agent for the particular meeting. Any person attending a general meeting by the alternative means specified in the meeting notice and eligible to vote on a matter may cast a vote as if they were physically present at the meeting.</p>
MOTION 25	GENERAL MEETING PRE-MEETING ELECTRONIC VOTING	<p>RESOLVED that persons entitled to vote on a matter may vote prior to a general meeting by the following means:</p> <ul style="list-style-type: none"> (a) an email to the strata managing agent attaching a completed voting paper from the email address provided by that lot owner for service of notices; or (b) via a website voting system provided by the strata managing agent for that purpose. <p>and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting.</p> <p>NOTED that if the pre-meeting voting resolves a motion, then the motion cannot be amended at the meeting, and that if a motion is amended at general meeting, then the pre-meeting vote may have no effect.</p>
MOTION 26	STRATA COMMITTEE	<ul style="list-style-type: none"> (a) RESOLVED that the following nominations were received given that consent was confirmed: <ul style="list-style-type: none"> + The lot owner of 4 nominate Joanne Bowen of Lot 4 to stand for election to the strata committee + Robert Drozdowski of Lot 8 volunteered to stand for election to the strata committee + The lot owner of 82 nominate Cindy Tjahja of Lot 82 to stand for election to the strata committee + Julie Sherwin of Lot 102 volunteered to stand for election to the strata committee + The lot owner of 117 nominate Peter Samios of Lot 117 to stand for election to the strata committee + The lot owner of 122 nominate Alban Spella-Barberet of Lot 122 to stand for election to the strata committee (b) RESOLVED that the chairperson closed the nominations (c) RESOLVED that the number of strata committee members be determined at six (6).

MOTION 27	STRATA COMMITTEE ELECTION	RESOLVED that given the number of nominations equals the number of members decided upon, then those members were duly elected.
MOTION 28	RESTRICTED MATTERS	RESOLVED that no matters are to be restricted matters. All matters relative to the management of the strata scheme are to be in accordance with the current provisions of the <i>Strata Schemes Management Act 2015 (NSW)</i> and/or future amendments.
MOTION 29	BMC REPRESENTATIVES	<p>The owners corporation SPECIALLY RESOLVED to appoint a representative and substitute representative to the building management committee;</p> <p>(a) RESOLVED to appoint Robert Drozdowski of Lot 8 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</p> <p>(b) RESOLVED to appoint Julie Sherwin of Lot 102 as substitute representative from the executive committee to represent the interests of the owners corporation in the representative's absence.</p> <p style="text-align: right;">Total unit entitlements voting: 1123 In favour: 1123 unit entitlements (100%) Against: 0 unit entitlements (0%)</p>
CLOSURE		There being no further business the chairperson declared the meeting closed at 6:58pm.

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

The Owners – Strata Plan No. 74790

Panorama

1 Bruce Bennetts Place. Maroubra NSW 2035

The meeting was held immediately after the Annual General Meeting
on Wednesday, 27 October 2021
via Microsoft Teams

PRESENT:	J Bowen	Lot 4
	R Drozdowski	Lot 8
	C Tjahja	Lot 82
	J Sherwin	Lot 102
	P Samios	Lot 117
	A Spella-Barberet	Lot 122

IN ATTENDANCE:	C McMahon & N Ly	Lot 3
	J Bowen	Lot 4
	P Leonard	Lot 54
	S Johnson & D Johnson	Lot 98
	B Ridgley	Lot 132
	R O'Connor	Excel Building Management
	M Wickey	Strata Plus

Those present determined that Maxine Wickey chair the meeting.

The chairperson declared a quorum.

STATUTORY MATTERS		
MOTION 1	ACTING MEMBERS	<p>THAT pursuant to section 34 of the Strata Schemes Management Act 2015, the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.</p> <p style="text-align: right;">MOTION WITHDRAWN</p> <p><i>Note: As no acting members were appointed the motion was withdrawn.</i></p>
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last committee meeting held 22 September 2021 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
MOTION 4	ELECTION OF OFFICE BEARERS	<p>RESOLVED that the following office bearers be appointed.</p> <p>Chairperson: Robert Drozdowski</p> <p>Secretary: Joanne Bowen</p> <p>Treasurer: Julie Sherwin</p>
STRATA COMMITTEE GOVERNANCE		
MOTION 5	ELECTRONIC SERVICE OF INSURANCE INFORMATION	RESOLVED that the strata committee would accept all insurance and product disclosure information via email, and that the nominated email addresses of the owners corporation was determined to be those of the strata committee members.

MOTION 6	TERM DEPOSITS	RESOLVED that the treasurer be authorised by standing authority to advise the managing agent of those amounts which may be placed on term deposit with the trust account bank.
MOTION 7	FINANCIAL REPORTS & INVOICE APPROVALS	<p>THAT:</p> <p>(a) RESOLVED that the strata committee confirm that the treasurer be nominated to receive the monthly financial reports.</p> <p>(b) MOTION DEFEATED that the treasurer be added as an external approver to approve:</p> <ul style="list-style-type: none"> i. All invoices excluding utilities ii. All invoices including utilities iii. Invoices over \$X only <p><i>Note: It was agreed that the current invoice approval process remain the same.</i></p>
MOTION 8	CODE OF CONDUCT	RESOLVED that the Code of Conduct was accepted and signed by all members.
NEXT MEETING		
MOTION 9	NEXT MEETING	<p>RESOLVED that the next strata committee meeting will be determined at a later date.</p> <p><i>Note: The strata managing agent is to contact the strata committee to determine a meeting date.</i></p>
CLOSURE		There being no further business the chairperson declared the meeting closed at 7:12pm.

**Independent Auditor's Report
To the Owners of Strata Plan 74790**

Opinion

We have audited the financial report of Strata Plan 74790 (the Plan), which comprises the balance sheet as at 30 April 2022, the revenue and expense statements for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. We have not audited any budget information which may be included in the financial report.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of Strata Plan 74790 as at 30 April 2022 and its financial performance for the year then ended in accordance with the accounting policies described in the notes to the financial report and the financial reporting requirements of Sections 92 and 93 of the Strata Schemes Management Act 2015.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Plan in accordance with the ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (Including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to the notes to the financial report, which describes the basis of accounting. The financial report has been prepared for distribution to the Owners for the purpose of fulfilling the Owners Corporation's financial reporting responsibilities under Sections 92 and 93 of the Strata Schemes Management Act 2015. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Owners Corporation for the Financial Report

The Owners Corporation is responsible for the preparation and fair presentation of the financial report in accordance with the accounting policies described in the notes to the financial report, and has determined that the accounting policies described in the notes to the financial report are appropriate to meet the financial reporting requirements of Sections 92 and 93 of the Strata Schemes Management Act 2015, and are appropriate to meet the needs of the Owners. The Owners Corporation's responsibility also includes such internal control as the Owners Corporation determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Owners Corporation is responsible for assessing the Plan's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Owners Corporation either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Owners Corporation.
- Conclude on the appropriateness of the Owners Corporation's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Owners Corporation regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kelly Partners Assurance Services



Joel Russell CA
Client Director - North Sydney

Dated this 24th day of June 2022

**The Owners - Strata Plan No. 74790**

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Balance Sheet Detail

as at 30/04/2022

Registered for GST

(\$)

Assets**810 - Levies in Arrears/(Advance) - Total** (149,917.41)**825 - Cash At Bank**

825.10 - Cheque Account

825.10.1 - Administrative Fund 265,260.67

825.10.2 - Capital Works/Sinking Fund 294,130.64

825.20 - Investments

825.20.1 - Investment #1 261,524.19

825.20.2 - Investment #2 134,351.79

825.20.3 - Investment #3 140,970.46

825.20.4 - Investment #4 184,999.61

825.20.5 - Investment #5 107,276.24

825.20.6 - Investment #6 104,046.18

825 - Cash At Bank - Total 1,492,559.78**835 - Prepayments - Total** 26,479.18**845 - Other Debtors - Total** 15.00**Total Assets** 1,369,136.55**Less Liabilities****930 - Accruals - Total** 8,878.02**940 - GST Clearing - Total** (2,028.32)**Total Liabilities** 6,849.70**Net Assets** 1,362,286.85**610 - Administrative Fund as at 01/05/2021** 164,795.77**Deficit - Administration Fund** (5,558.81)**Administration Fund Reserve** 159,236.96**650 - Capital Works/Sinking Fund as at 01/05/2021** 1,087,199.85**Surplus - Capital Works Fund** 115,850.04**Capital Works Fund Reserve** 1,203,049.89**Total Equity** 1,362,286.85

**The Owners - Strata Plan No. 74790**

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Revenue & Expense (Actual / Budget)for the year 01/05/2021 to 30/04/2022
as at 30/04/2022 100% year completed

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Actual YTD (\$)</u>	<u>Budget (\$)</u>	<u>Actual versus Budget (%)</u>
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Administration Fund**Revenue**

110	Administrative Fund Levy	694,387.24	694,387.00	100.0
130	Interest Received			
130.20	Interest on Arrears (from Levies)	2,241.32		
Total 130		2,241.32		
195	Other			
195.15	Debt Collection Recovery	1,061.85		
195.60	Schedule B/D Reimbursement			
195.60.6	Status Certificate (s184/26) Set Up	109.00		
195.60.7	Status Certificate (s184/s26)	327.00		
195.60.8	Strata Inspection Fees (s183)	158.10		
Total 195		1,655.95		
Total Administration Fund Revenue		698,284.51	694,387.00	100.6

Expense

301	Accounting			
301.10	Audit Fees	1,560.00	1,560.00	100.0
Total 301		1,560.00	1,560.00	100.0
320	Consultancy/Inspections			
320.25	Building/Defects	1,053.00		
320.26	Defects Inspection	10,523.50	5,000.00	210.5
320.50	Legal Fees/Debt Collection	900.45	1,000.00	90.0
320.95	Other Fees	1,770.91		
Total 320		14,247.86	6,000.00	237.5
335	Insurance			
335.10	Premium	6,642.70	5,500.00	120.8
Total 335		6,642.70	5,500.00	120.8
342	Levies			
342.10	Building Management Committee			
342.10.3	Levies	253,593.53	268,000.00	94.6
Total 342		253,593.53	268,000.00	94.6
345	Management Costs			
345.10	Agreed Fee (Schedule A)	25,601.34	25,800.00	99.2
345.20	Additional Fees (Schedule B)	4,231.52	3,000.00	141.1
345.31	Itemised Disbursements			
345.31.1	Admin - Agent Disburst - Archiving	152.76	200.00	76.4
345.31.3	Admin - Agent Disburst - Accounting/BAS	1,090.92	1,200.00	90.9
345.31.4	Admin - Agent Disburst - Title Searches	31.00		
345.31.8	Admin - Agent Disburst - Levy Notices	1,089.52	1,500.00	72.6

Revenue & Expense (Actual / Budget)

for the year 01/05/2021 to 30/04/2022
as at 30/04/2022 100% year completed

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Actual YTD (\$)</u>	<u>Budget (\$)</u>	<u>Actual versus Budget (%)</u>
345.32	Itemised Disbursements			
345.32.3	Admin - Agent Disburst - Payment to Creditor	377.42	550.00	68.6
345.32.5	Admin - Agent Disburst - Photocopying	2,321.91	4,800.00	48.4
345.32.6	Admin - Agent Disburst - Postage	710.83	1,400.00	50.8
345.33	Itemised Disbursements			
345.33.4	Admin - Agent Disburst - Sch B Fees - Compliance	136.36	350.00	39.0
345.33.5	Admin - Agent Disburst - Term Deposits		60.00	
345.35	Itemised Disbursement			
345.35.1	Admin Agent Disburst - Electronic data storage fee	604.50		
Total 345		36,348.08	38,860.00	93.5
350	Maintenance, Service & Repairs			
350.10	Air Conditioning			
350.10.1	Maintenance Contract	1,559.16	1,650.00	94.5
350.10.2	Non-Routine	4,371.67	4,000.00	109.3
350.13	Building Repair & Maintenance (General)	29,228.31	35,000.00	83.5
350.17	Cleaning			
350.17.1	Contract	128,450.00	104,600.00	122.8
350.17.2	Additional/Non-Routine	8,357.50	3,700.00	225.9
350.17.3	Materials/Consumables	390.97	2,000.00	19.5
350.17.7	Window Cleaning	4,615.89	7,440.00	62.0
350.17.9	Other	85.00		
350.20	Communications			
350.20.6	Telephone	698.79	1,000.00	69.9
350.20.7	Television - Antenna	1,040.00		
350.22	Doors & Windows	6,959.63	8,000.00	87.0
350.25	Electrical/Lighting			
350.25.1	Repairs	5,926.25	4,000.00	148.2
350.25.3	Consumables		300.00	
350.27	Fire Services			
350.27.2	Non-Routine	2,002.00	3,000.00	66.7
350.27.4	Emergency Lighting		4,000.00	
350.35	Lifts			
350.35.1	Maintenance Contract	21,051.90	23,000.00	91.5
350.35.2	Non-Routine	4,657.39	600.00	776.2
350.35.5	Registration Fees	80.00	85.00	94.1
350.35.7	Telephone	632.57	1,000.00	63.3
350.40	Pest Control	440.00	1,150.00	38.3
350.50	Plumbing			
350.50.1	Routine	1,020.00	700.00	145.7
350.50.2	Non-Routine	10,436.14	5,000.00	208.7
350.55	Pumps & Related	875.00		
350.60	Security & Monitoring			
350.60.4	Intercoms	1,506.82	2,950.00	51.1
350.65	Waste Services			
350.65.1	Cardboard/Recycling	2,124.72	3,700.00	57.4
350.65.7	Garbage Bins - Cleaning	2,478.06		
Total 350		238,987.77	216,875.00	110.2
367	Reimbursement of Regulation Fees			
367.60	Status Certificate Set Up	109.00		
367.70	Status Certificate	327.00		

KELLY + PARTNERS
AUDIT

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Actual YTD (\$)</u>	<u>Budget (\$)</u>	<u>Actual versus Budget (%)</u>
367.80	Strata Inspection	127.10		
Total 367		563.10		
375	Site Services (Non-Employee)			
375.20	Building Manager	70,027.00	71,092.00	98.5
Total 375		70,027.00	71,092.00	98.5
390	Utilities/Rates			
390.20	Electricity	33,643.40	37,000.00	90.9
390.40	Water & Sewerage	48,229.88	47,500.00	101.5
390.50	Rubbish Removal		2,000.00	
Total 390		81,873.28	86,500.00	94.7
Total Administration Fund Expense		703,843.32	694,387.00	101.4
Administration Fund Surplus / (Deficit)		(5,558.81)		
Administration Fund Opening Balance		164,795.77	164,795.77	
Administration Fund Closing Balance		159,236.96	164,795.77	

Capital Works Fund

Revenue				
210	Capital Works/Sinking Fund Levy	112,988.52	112,988.41	100.0
230	Capital Works/Sinking Fund Interest Received			
230.10	Interest on Arrears (from Levies)	346.25		
230.20	Interest on Investments - Capital Works/Sink Fund	4,224.27		
Total 230		4,570.52		
232	Income Tax Refund	2,771.70		
Total Capital Works Fund Revenue		120,330.74	112,988.41	106.5
Expense				
401	Accounting			
401.10	Tax Payments	4,360.70		
401.20	Tax Preparation	120.00		
Total 401		4,480.70		
450	Upgrades & Replacements			
450.13	Building Upgrades & Improvements (General)		20,000.00	
			20,000.00	
Total Capital Works Fund Expense		4,480.70	20,000.00	22.4
Capital Works Fund Surplus / (Deficit)		115,850.04	92,988.41	
Capital Works Fund Opening Balance		1,087,199.85	1,087,199.85	
Capital Works Fund Closing Balance		1,203,049.89	1,180,188.26	



The Owners - Strata Plan No. 74790

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Levy Position

Registered for GST

Financial Year Start 01/05/2021 as at 30/04/2022

Administration Fund

Lot	Unit	Paid To	CR Balance	General				Special				Interest			
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
1	101	01/08/2022	0.00	395.80	4,353.80	4,353.80	0.00	1,088.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	102	01/08/2022	0.00	395.80	4,353.80	4,353.80	0.00	1,088.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	103	01/08/2022	0.00	527.72	5,805.06	5,805.06	0.00	1,451.27	0.00	0.00	0.00	0.00	0.00	64.34	0.00
4	104	01/08/2022	0.00	527.72	5,805.06	5,805.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	105	01/08/2022	0.00	404.80	4,452.80	4,452.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.06	0.00
6	106	01/08/2022	0.00	391.86	4,310.42	4,310.42	0.00	0.27	0.00	0.00	0.00	0.00	0.00	14.49	0.00
7	111	01/08/2022	0.00	722.18	7,943.80	7,943.80	0.00	1,985.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	112	01/08/2022	0.00	499.96	5,499.56	5,499.56	0.00	1,374.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	113	01/08/2022	0.00	513.84	5,652.30	5,652.30	0.00	1,413.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	114	01/08/2022	2.06	479.14	5,270.42	5,270.42	0.00	1,317.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	115	01/08/2022	0.00	371.04	4,081.30	4,033.15	48.15	0.00	0.00	0.00	0.00	0.00	0.00	13.83	0.00
12	116	01/08/2022	0.00	368.04	4,048.30	4,048.30	0.00	1,012.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	117	01/08/2022	0.00	659.66	7,256.34	7,256.34	0.00	1,814.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	201	01/08/2022	0.00	368.04	4,048.30	4,048.30	0.00	1,012.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	202	01/08/2022	0.00	368.04	4,048.30	4,048.30	0.00	1,012.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	203	01/08/2022	0.00	493.02	5,423.18	5,423.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.38	0.00
17	204	01/08/2022	0.00	493.02	5,423.18	5,423.18	0.00	1,355.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	205	01/08/2022	0.00	499.96	5,499.56	5,499.56	0.00	1,374.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	206	01/08/2022	0.00	374.96	4,124.66	4,124.66	0.00	1,031.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	211	01/08/2022	0.00	690.44	7,594.86	7,594.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.30	0.00
21	212	01/08/2022	0.00	472.18	5,194.02	5,194.02	0.00	1,298.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	213	01/08/2022	5.80	486.06	5,346.78	5,346.78	0.00	1,336.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	214	01/08/2022	0.00	467.28	8,904.58	8,904.58	0.00	1,260.31	0.00	0.00	0.00	0.00	0.00	40.30	0.00
24	215	01/08/2022	0.00	347.18	3,819.12	3,819.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Registered for GST

Administration Fund

Lot	Unit	Paid To	CR Balance	General				Special				Interest			
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
25	216	01/08/2022	0.00	347.18	3,819.12	3,819.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	217	01/08/2022	0.00	640.90	7,049.82	7,049.82	0.00	0.00	0.00	0.00	0.00	0.00	42.26	0.00	0.00
27	301	01/05/2022	0.00	386.96	4,256.66	4,256.66	0.00	1,027.65	0.00	0.00	0.00	0.00	35.90	0.00	0.00
28	302	01/08/2022	0.00	374.96	4,124.66	4,124.66	0.00	1,031.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	303	01/05/2022	0.00	499.96	5,499.56	5,499.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	304	01/08/2022	0.00	499.96	5,499.56	5,499.56	0.00	1,374.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	305	01/08/2022	0.00	513.84	5,652.30	5,652.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	306	01/08/2022	0.00	499.96	5,499.56	5,499.56	0.00	1,374.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33	307	01/08/2022	0.00	569.38	6,263.34	6,263.34	0.00	1,565.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	308	01/08/2022	0.00	499.96	5,499.56	5,499.56	0.00	1,374.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	309	01/08/2022	0.00	354.14	3,895.52	3,895.52	0.00	973.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	310	01/08/2022	0.00	520.80	5,728.70	5,728.70	0.00	1,432.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	311	01/08/2022	0.00	694.40	7,638.26	7,638.26	0.00	1,909.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	312	01/08/2022	0.00	479.14	5,270.42	5,270.42	0.00	1,317.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	313	01/08/2022	0.00	493.02	5,423.18	5,423.18	0.00	1,355.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	314	01/08/2022	0.00	465.24	5,117.64	5,117.64	0.00	1,279.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	315	01/08/2022	0.00	354.14	3,895.52	3,895.52	0.00	973.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	316	01/08/2022	0.00	357.14	3,928.52	3,928.52	0.00	0.00	0.00	0.00	0.00	0.00	14.81	0.00	0.00
43	317	01/08/2022	0.00	645.78	7,103.58	7,103.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	401	01/08/2022	0.00	381.92	4,201.06	4,201.06	0.00	1,050.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	402	01/08/2022	0.00	381.92	4,201.06	4,201.06	0.00	1,050.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46	403	01/08/2022	0.00	513.84	5,652.30	5,652.30	0.00	1,413.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47	404	01/08/2022	0.00	522.84	5,751.30	5,751.30	0.00	0.00	0.00	0.00	0.00	0.00	33.58	0.00	0.00
48	405	01/08/2022	0.00	520.80	5,728.70	5,728.70	0.00	1,432.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49	406	01/08/2022	0.00	513.84	5,652.30	5,652.30	0.00	1,413.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50	407	01/08/2022	0.00	576.34	6,339.74	6,339.74	0.00	1,584.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51	408	01/08/2022	0.00	486.06	5,346.78	5,346.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52	409	01/08/2022	0.00	347.18	3,819.12	3,819.12	0.00	954.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53	410	01/08/2022	0.00	491.28	5,404.22	5,404.22	0.00	1,260.31	0.00	0.00	0.00	0.00	271.04	0.00	0.00

Registered for GST

Administration Fund

Lot	Unit	Paid To	CR Balance	General				Special				Interest			
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
54	411	01/08/2022	0.00	708.28	7,791.02	7,791.02	0.00	1,947.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55	412	01/08/2022	0.00	486.06	5,346.78	5,346.78	0.00	1,336.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
56	413	01/08/2022	0.00	499.96	5,499.56	5,499.56	0.00	1,374.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57	414	01/08/2022	0.00	472.18	5,194.02	5,194.02	0.00	1,298.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58	415	01/08/2022	0.00	361.08	3,971.90	3,971.90	0.00	992.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00
59	416	01/08/2022	0.00	361.08	3,971.90	3,971.90	0.00	992.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	417	01/08/2022	0.00	652.74	7,179.98	7,179.98	0.00	1,794.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61	501	01/08/2022	0.00	388.86	4,277.42	4,277.42	0.00	1,069.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62	502	01/08/2022	0.00	388.86	4,277.42	4,277.42	0.00	669.95	0.00	0.00	0.00	0.00	0.00	0.13	0.00
63	503	01/08/2022	0.00	536.72	5,904.06	5,904.06	0.00	1,451.27	0.00	0.00	0.00	0.00	0.00	33.74	0.00
64	504	01/08/2022	0.00	527.72	5,805.06	5,805.06	0.00	1,451.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65	505	01/08/2022	0.00	541.62	5,957.84	5,957.84	0.00	1,489.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66	506	01/08/2022	0.00	527.72	5,805.06	5,805.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
67	507	01/08/2022	0.00	590.24	6,492.52	6,492.52	0.00	1,623.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68	508	01/08/2022	0.00	513.84	5,652.30	5,652.30	0.00	1,413.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69	509	01/08/2022	0.00	354.14	3,895.52	3,895.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70	510	01/08/2022	0.00	465.24	5,117.64	5,117.64	0.00	1,279.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71	511	01/08/2022	0.00	722.18	7,943.80	7,943.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72	512	01/08/2022	0.00	508.96	5,598.56	5,528.82	69.74	0.00	0.00	0.00	0.00	0.00	26.55	0.00	0.00
73	513	01/08/2022	0.00	513.84	5,652.30	5,652.30	0.00	1,413.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
74	514	01/08/2022	0.00	486.06	5,346.78	5,346.78	0.00	1,336.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75	515	01/08/2022	0.00	368.04	4,048.30	4,048.30	0.00	1,012.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
76	516	01/08/2022	0.00	368.04	4,048.30	4,048.30	0.00	1,012.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77	517	01/08/2022	0.00	675.62	7,431.74	7,431.74	0.00	1,833.18	0.00	0.00	0.00	0.00	42.26	0.00	0.00
78	601	01/08/2022	0.00	409.70	4,506.58	4,506.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
79	602	01/08/2022	0.00	513.84	5,652.30	5,652.30	0.00	1,413.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80	603	01/08/2022	0.00	756.88	8,325.70	8,325.70	0.00	2,081.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81	604	01/05/2022	0.00	560.56	7,813.75	7,813.75	0.00	1,401.69	0.00	0.00	0.00	0.00	2.72	0.00	0.00
82	605	01/08/2022	0.00	565.46	6,219.98	6,219.98	0.00	1,546.74	0.00	0.00	0.00	0.00	26.25	0.00	0.00

Registered for GST

Administration Fund

Lot	Unit	Paid To	CR Balance	General						Special				Interest	
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
83	606	01/08/2022	0.00	548.56	6,034.22	6,034.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
84	607	01/05/2022	0.00	627.00	6,897.06	6,798.06	99.00	0.00	0.00	0.00	0.00	0.00	0.00	29.54	29.54
85	608	01/08/2022	0.00	534.68	5,881.46	5,881.46	0.00	1,470.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00
86	609	01/08/2022	0.00	361.08	3,971.90	3,971.90	0.00	992.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00
87	610	01/08/2022	0.00	479.14	5,270.42	5,270.42	0.00	1,317.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
88	611	01/11/2021	0.00	897.89	10,211.66	727.03	9,484.63	0.00	0.00	0.00	0.00	0.00	1,285.83	1,024.14	0.00
89	612	01/08/2022	0.00	520.80	5,728.70	5,728.70	0.00	1,432.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
90	613	01/08/2022	0.00	465.24	5,117.64	5,117.64	0.00	1,279.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91	614	01/08/2022	0.00	548.56	6,034.22	6,034.22	0.00	1,508.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
92	701	01/08/2022	0.00	416.62	4,582.94	4,582.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
93	702	01/08/2022	0.00	527.72	5,805.06	5,805.06	0.00	1,451.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00
94	703	01/08/2022	0.00	777.72	8,554.86	8,554.86	0.00	2,138.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
95	704	01/08/2022	0.00	569.38	6,263.34	6,263.34	0.00	1,565.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96	705	01/08/2022	0.00	576.34	6,339.74	6,339.74	0.00	1,584.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
97	706	01/08/2022	0.00	562.46	6,186.98	6,186.98	0.00	1,546.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98	707	01/08/2022	0.00	641.84	7,060.20	7,060.20	0.00	1,156.80	0.00	0.00	0.00	0.00	10.08	0.00	0.00
99	708	01/08/2022	0.00	555.50	6,110.60	6,110.60	0.00	1,527.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100	709	01/08/2022	0.00	368.04	4,048.30	4,048.30	0.00	1,012.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101	710	01/08/2022	0.00	489.06	5,379.78	5,379.78	0.00	1,336.70	0.00	0.00	0.00	0.00	18.94	0.00	0.00
102	711	01/08/2022	0.00	777.72	8,554.86	8,554.86	0.00	2,138.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103	712	01/08/2022	0.00	541.62	5,957.84	5,957.84	0.00	1,489.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104	713	01/08/2022	0.00	486.06	5,346.78	5,346.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105	714	01/08/2022	0.00	562.46	6,186.98	6,186.98	0.00	1,546.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00
106	801	01/08/2022	0.00	426.58	4,692.34	4,692.34	0.00	1,164.83	0.00	0.00	0.00	0.00	20.36	0.00	0.00
107	802	01/05/2022	0.00	550.62	6,056.84	6,056.84	0.00	0.00	0.00	0.00	0.00	0.00	100.36	64.54	0.00
108	803	01/08/2022	0.00	819.38	9,013.14	9,013.14	0.00	2,253.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00
109	804	01/08/2022	0.00	600.16	6,601.88	6,601.88	0.00	0.00	0.00	0.00	0.00	0.00	3.21	0.07	0.00
110	805	01/08/2022	0.00	614.08	6,754.70	6,754.70	0.00	1,680.42	0.00	0.00	0.00	0.00	20.30	0.00	0.00
111	806	01/08/2022	0.00	609.16	6,700.88	6,700.88	0.00	1,642.22	0.00	0.00	0.00	0.00	42.31	0.00	0.00

Registered for GST

Administration Fund

Lot	Unit	Paid To	General					Special					Interest	
			CR Balance	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$
112	807	01/08/2022	0.00	669.62	7,365.74	7,365.74	0.00	1,833.18	0.00	0.00	0.00	0.00	27.62	0.00
113	808	01/08/2022	0.00	569.38	6,263.34	6,263.34	0.00	1,565.84	0.00	0.00	0.00	0.00	0.00	0.00
114	809	01/08/2022	0.00	374.96	4,124.66	4,124.66	0.00	1,031.16	0.00	0.00	0.00	0.00	0.00	0.00
115	810	01/08/2022	0.00	506.90	5,575.92	5,575.92	0.00	1,393.99	0.00	0.00	0.00	0.00	0.00	0.00
116	811	01/08/2022	0.00	854.10	9,395.06	9,395.06	0.00	2,348.76	0.00	0.00	0.00	0.00	25.58	0.00
117	812	01/08/2022	0.00	576.34	6,339.74	6,339.74	0.00	1,584.94	0.00	0.00	0.00	0.00	0.00	0.00
118	813	01/08/2022	108.72	506.90	5,575.92	5,575.92	0.00	1,393.99	0.00	0.00	0.00	0.00	1.73	0.00
119	814	01/08/2022	0.00	576.34	6,339.74	6,339.74	0.00	1,584.94	0.00	0.00	0.00	0.00	0.00	0.00
120	901	01/05/2022	0.00	437.46	4,812.10	4,812.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121	902	01/08/2022	0.00	562.46	6,186.98	6,186.98	0.00	0.00	0.00	0.00	0.00	0.00	144.68	0.00
122	903	01/08/2022	0.00	854.10	9,395.06	9,395.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
123	904	01/08/2022	0.00	624.96	6,874.44	6,874.44	0.00	1,718.61	0.00	0.00	0.00	0.00	0.00	0.00
124	905	01/08/2022	0.00	634.90	6,983.82	6,983.72	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
125	906	01/08/2022	0.00	618.00	6,798.06	6,798.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
126	907	01/08/2022	0.00	708.28	7,791.02	7,791.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
127	908	01/08/2022	0.00	604.12	6,645.30	6,645.30	0.00	1,661.32	0.00	0.00	0.00	0.00	0.00	0.00
128	909	01/08/2022	0.00	388.86	4,277.42	4,277.42	0.00	1,069.35	0.00	0.00	0.00	0.00	0.00	0.00
129	910	01/08/2022	0.00	520.80	5,728.70	5,728.70	0.00	1,432.18	0.00	0.00	0.00	0.00	0.00	0.00
130	911	01/08/2022	0.00	923.54	10,158.88	10,158.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
131	912	01/08/2022	0.00	611.08	6,721.70	6,721.70	0.00	1,680.42	0.00	0.00	0.00	0.00	0.00	0.00
132	913	01/08/2022	0.00	527.72	5,805.06	5,805.06	0.00	1,451.27	0.00	0.00	0.00	0.00	0.00	0.00
133	914	01/08/2022	0.00	604.12	6,645.30	6,645.30	0.00	1,661.32	0.00	0.00	0.00	0.00	0.00	0.00
			116.58	69,786.55	773,398.93	763,697.31	9,701.62	139,262.58	0.00	0.00	0.00	0.00	2,437.48	1,118.29

Registered for GST

Capital Works Fund

General										Special				Interest	
Lot	Unit	Paid To	CR Balance	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
1	101	01/08/2022	0.00	64.40	708.44	708.44	0.00	177.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	102	01/08/2022	0.00	64.40	708.44	708.44	0.00	177.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	103	01/08/2022	0.00	85.86	944.58	944.58	0.00	236.15	0.00	0.00	0.00	0.00	0.00	11.06	0.00
4	104	01/08/2022	0.00	85.86	944.58	944.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	105	01/08/2022	0.00	64.40	708.44	708.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.41	0.00
6	106	01/08/2022	0.00	63.28	696.02	696.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.25	0.00
7	111	01/08/2022	0.00	117.52	1,292.60	1,292.60	0.00	323.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	112	01/08/2022	0.00	81.36	894.88	894.88	0.00	223.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	113	01/08/2022	0.00	83.60	919.72	919.72	0.00	229.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	114	01/08/2022	0.00	77.96	857.58	857.58	0.00	214.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	115	01/08/2022	0.00	59.88	658.72	658.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.03	0.71
12	116	01/08/2022	0.00	59.88	658.72	658.72	0.00	164.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	117	01/08/2022	0.00	107.34	1,180.72	1,180.72	0.00	295.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	201	01/08/2022	0.00	59.88	658.72	658.72	0.00	164.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	202	01/08/2022	0.00	59.88	658.72	658.72	0.00	164.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	203	01/08/2022	0.00	80.22	882.42	882.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.23	0.00
17	204	01/08/2022	0.00	80.22	882.42	882.42	0.00	220.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	205	01/08/2022	0.00	81.36	894.88	894.88	0.00	223.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	206	01/08/2022	0.00	61.02	671.16	671.16	0.00	167.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	211	01/08/2022	0.00	111.86	1,230.44	1,230.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.80	0.00
21	212	01/08/2022	0.00	76.84	845.16	845.16	0.00	211.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	213	01/08/2022	0.00	79.10	870.02	870.02	0.00	217.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	214	01/08/2022	0.00	74.58	820.30	820.30	0.00	205.07	0.00	0.00	0.00	0.00	0.00	0.07	0.00
24	215	01/08/2022	0.00	56.50	621.44	621.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	216	01/08/2022	0.00	56.50	621.44	621.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	217	01/08/2022	0.00	102.82	1,131.02	1,131.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.27	0.00
27	301	01/08/2022	0.00	61.02	671.16	671.16	0.00	167.78	0.00	0.00	0.00	0.00	0.00	5.84	0.00
28	302	01/08/2022	0.00	61.02	671.16	671.16	0.00	167.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	303	01/05/2022	0.00	81.36	894.88	894.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Registered for GST

Capital Works Fund

Lot	Unit	Paid To	CR Balance	General				Special				Interest			
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
30	304	01/08/2022	0.00	81.36	894.88	894.88	0.00	223.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	305	01/08/2022	0.00	83.60	919.72	919.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	306	01/08/2022	0.00	81.36	894.88	894.88	0.00	223.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33	307	01/08/2022	0.00	92.66	1,019.18	1,019.18	0.00	254.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	308	01/08/2022	0.00	81.36	894.88	894.88	0.00	223.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	309	01/08/2022	0.00	57.62	633.86	633.86	0.00	158.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	310	01/08/2022	0.00	84.74	932.16	932.16	0.00	233.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	311	01/08/2022	0.00	112.98	1,242.88	1,242.88	0.00	310.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	312	01/08/2022	0.00	77.96	857.58	857.58	0.00	214.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	313	01/08/2022	0.00	80.22	882.42	882.42	0.00	220.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	314	01/08/2022	0.00	75.70	832.72	832.72	0.00	208.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	315	01/08/2022	0.00	57.62	633.86	633.86	0.00	158.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	316	01/08/2022	0.00	57.62	633.86	633.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.54	0.00
43	317	01/08/2022	0.00	105.08	1,155.88	1,155.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	401	01/08/2022	0.00	62.14	683.58	683.58	0.00	170.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	402	01/08/2022	0.00	62.14	683.58	683.58	0.00	170.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46	403	01/08/2022	0.00	83.60	919.72	919.72	0.00	229.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47	404	01/08/2022	0.00	83.60	919.72	919.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.86	0.00
48	405	01/08/2022	0.00	84.74	932.16	932.16	0.00	233.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49	406	01/08/2022	0.00	83.60	919.72	919.72	0.00	229.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50	407	01/08/2022	0.00	93.78	1,031.58	1,031.58	0.00	257.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51	408	01/08/2022	0.00	79.10	870.02	870.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52	409	01/08/2022	0.00	56.50	621.44	621.44	0.00	155.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53	410	01/08/2022	0.00	74.58	820.30	820.30	0.00	205.07	0.00	0.00	0.00	0.00	0.00	45.32	0.00
54	411	01/08/2022	0.00	115.26	1,267.74	1,267.74	0.00	316.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55	412	01/08/2022	0.00	79.10	870.02	870.02	0.00	217.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
56	413	01/08/2022	0.00	81.36	894.88	894.88	0.00	223.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57	414	01/08/2022	0.00	76.84	845.16	845.16	0.00	211.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58	415	01/08/2022	0.00	58.74	646.26	646.26	0.00	161.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Registered for GST

Capital Works Fund

General										Special				Interest	
Lot	Unit	Paid To	CR Balance	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
59	416	01/08/2022	0.00	58.74	646.26	646.26	0.00	161.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	417	01/08/2022	0.00	106.22	1,168.32	1,168.32	0.00	292.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61	501	01/08/2022	0.00	63.28	696.02	696.02	0.00	174.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62	502	01/08/2022	0.00	63.28	696.02	696.02	0.00	174.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63	503	01/08/2022	0.00	85.86	944.58	944.58	0.00	236.15	0.00	0.00	0.00	0.00	0.00	5.44	0.00
64	504	01/08/2022	0.00	85.86	944.58	944.58	0.00	236.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65	505	01/08/2022	0.00	88.14	969.44	969.44	0.00	242.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66	506	01/08/2022	0.00	85.86	944.58	944.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
67	507	01/08/2022	0.00	96.04	1,056.44	1,056.44	0.00	264.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68	508	01/08/2022	0.00	83.60	919.72	919.72	0.00	229.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69	509	01/08/2022	0.00	57.62	633.86	633.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70	510	01/08/2022	0.00	75.70	832.72	832.72	0.00	208.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71	511	01/08/2022	0.00	117.52	1,292.60	1,292.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72	512	01/08/2022	0.00	81.36	894.88	894.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.95	6.18
73	513	01/08/2022	0.00	83.60	919.72	919.72	0.00	229.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
74	514	01/08/2022	0.00	79.10	870.02	870.02	0.00	217.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75	515	01/08/2022	0.00	59.88	658.72	658.72	0.00	164.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
76	516	01/08/2022	0.00	59.88	658.72	658.72	0.00	164.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77	517	01/08/2022	0.00	108.46	1,193.14	1,193.14	0.00	298.29	0.00	0.00	0.00	0.00	0.00	7.27	0.00
78	601	01/08/2022	0.00	66.66	733.28	733.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
79	602	01/08/2022	0.00	83.60	919.72	919.72	0.00	229.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80	603	01/08/2022	0.00	123.16	1,354.74	1,354.74	0.00	338.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81	604	01/08/2022	0.00	89.26	981.86	981.86	0.00	245.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82	605	01/08/2022	0.00	91.52	1,006.74	1,006.74	0.00	251.68	0.00	0.00	0.00	0.00	0.00	4.51	0.00
83	606	01/08/2022	0.00	89.26	981.86	981.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
84	607	01/05/2022	0.00	100.56	1,106.14	1,106.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.59	4.59
85	608	01/08/2022	0.00	87.00	957.00	957.00	0.00	239.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
86	609	01/08/2022	0.00	58.74	646.26	646.26	0.00	161.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
87	610	01/08/2022	0.00	77.96	857.58	857.58	0.00	214.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Levy Position

Financial Year Start 01/05/2021 as at 30/04/2022

Registered for GST

Capital Works Fund

Lot	Unit	Paid To	CR Balance	General						Special						Interest	
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$		
88	611	01/11/2021	0.00	119.78	1,317.46	321.63	995.83	0.00	0.00	0.00	0.00	0.00	0.00	197.26	458.95		
89	612	01/08/2022	0.00	84.74	932.16	932.16	0.00	233.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
90	613	01/08/2022	0.00	75.70	832.72	832.72	0.00	208.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
91	614	01/08/2022	0.00	89.26	981.86	981.86	0.00	245.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
92	701	01/08/2022	0.00	67.80	745.72	745.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
93	702	01/08/2022	0.00	85.86	944.58	944.58	0.00	236.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
94	703	01/08/2022	0.00	126.54	1,392.02	1,392.02	0.00	348.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
95	704	01/08/2022	0.00	92.66	1,019.18	1,019.18	0.00	254.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
96	705	01/08/2022	0.00	93.78	1,031.58	1,031.58	0.00	257.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
97	706	01/08/2022	0.00	91.52	1,006.74	1,006.74	0.00	251.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
98	707	01/08/2022	0.00	103.96	1,143.46	1,143.46	0.00	285.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
99	708	01/08/2022	0.00	90.40	994.30	994.30	0.00	248.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
100	709	01/08/2022	0.00	59.88	658.72	658.72	0.00	164.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
101	710	01/08/2022	0.00	79.10	870.02	870.02	0.00	217.50	0.00	0.00	0.00	0.00	0.00	2.74	0.44		
102	711	01/08/2022	0.00	126.54	1,392.02	1,392.02	0.00	348.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
103	712	01/08/2022	0.00	88.14	969.44	969.44	0.00	242.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
104	713	01/08/2022	0.00	79.10	870.02	870.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
105	714	01/08/2022	0.00	91.52	1,006.74	1,006.74	0.00	251.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
106	801	01/08/2022	0.00	68.94	758.16	758.16	0.00	189.54	0.00	0.00	0.00	0.00	0.00	3.50	0.00		
107	802	01/05/2022	0.00	88.14	969.44	969.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.05	16.05		
108	803	01/08/2022	0.00	133.32	1,466.58	1,466.58	0.00	366.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
109	804	01/08/2022	0.00	97.16	1,068.86	1,068.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
110	805	01/08/2022	0.00	99.42	1,093.72	1,093.72	0.00	273.43	0.00	0.00	0.00	0.00	0.00	3.14	0.00		
111	806	01/08/2022	0.00	97.16	1,068.86	1,068.86	0.00	267.22	0.00	0.00	0.00	0.00	0.00	6.93	0.00		
112	807	01/08/2022	0.00	108.46	1,193.14	1,193.14	0.00	298.29	0.00	0.00	0.00	0.00	0.00	4.27	0.01		
113	808	01/08/2022	0.00	92.66	1,019.18	1,019.18	0.00	254.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
114	809	01/08/2022	0.00	61.02	671.16	671.16	0.00	167.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
115	810	01/08/2022	0.00	82.50	907.32	907.32	0.00	226.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
116	811	01/08/2022	0.00	138.98	1,528.74	1,528.74	0.00	382.18	0.00	0.00	0.00	0.00	0.00	4.40	0.00		

Registered for GST

Capital Works Fund

Lot	Unit	Paid To	CR Balance	General					Special					Interest	
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
117	812	01/08/2022	0.00	93.78	1,031.58	1,031.58	0.00	257.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
118	813	01/08/2022	0.00	82.50	907.32	907.32	0.00	226.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
119	814	01/08/2022	0.00	93.78	1,031.58	1,031.58	0.00	257.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	901	01/08/2022	0.00	71.18	783.02	783.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121	902	01/08/2022	0.00	91.52	1,006.74	1,006.74	0.00	0.00	0.00	0.00	0.00	0.00	24.58	0.00	0.00
122	903	01/08/2022	0.00	138.98	1,528.74	1,528.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
123	904	01/08/2022	0.00	101.70	1,118.60	1,118.60	0.00	279.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
124	905	01/08/2022	0.00	102.82	1,131.02	1,131.02	0.00	0.00	0.00	0.00	0.00	0.00	2.25	0.00	0.00
125	906	01/08/2022	0.00	100.56	1,106.14	1,106.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
126	907	01/08/2022	0.00	115.26	1,267.74	1,267.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
127	908	01/08/2022	0.00	98.30	1,081.30	1,081.30	0.00	270.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	909	01/08/2022	0.00	63.28	696.02	696.02	0.00	174.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
129	910	01/08/2022	0.00	84.74	932.16	932.16	0.00	233.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	911	01/08/2022	0.00	150.28	1,653.02	1,653.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
131	912	01/08/2022	0.00	99.42	1,093.72	1,093.72	0.00	273.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00
132	913	01/08/2022	0.00	85.86	944.58	944.58	0.00	236.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
133	914	01/08/2022	0.00	98.30	1,081.30	1,081.30	0.00	270.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	11,298.90	124,287.42	123,291.59	995.83	22,840.92	0.00	0.00	0.00	0.00	379.56	486.93

KELLY+PARTNERS
AUDIT

Registered for GST

Other

Lot	Unit	Paid To	CR Balance	General					Special					Interest	
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
1	101		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	102		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	103		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	104		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	105		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	106		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	111		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	112		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	113		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	114		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	115		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	116		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	117		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	201		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	202		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	203		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	204		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	205		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	206		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	211		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	212		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	213		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	214		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	215		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	216		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	217		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	301		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	302		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	303		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Registered for GST

Other

Lot	Unit	Paid To	CR Balance	General					Special					Interest	
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
30	304		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	305		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	306		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33	307		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	308		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	309		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	310		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	311		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	312		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	313		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	314		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	315		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	316		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	317		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	401		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	402		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46	403		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47	404		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48	405		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49	406		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50	407		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51	408		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52	409		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53	410		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54	411		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55	412		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
56	413		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57	414		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58	415		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Registered for GST

Other

Lot	Unit	Paid To	CR Balance	General					Special					Interest	
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
59	416		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	417		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61	501		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62	502		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63	503		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64	504		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65	505		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66	506		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
67	507		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68	508		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69	509		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70	510		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71	511		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72	512		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
73	513		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
74	514		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75	515		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
76	516		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77	517		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
78	601		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
79	602		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80	603		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81	604		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82	605		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
83	606		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
84	607		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
85	608		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
86	609		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
87	610		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Registered for GST

Other

General															Special			Interest	
Lot	Unit	Paid To	CR Balance	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$				
88	611		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
89	612		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
90	613		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
91	614		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
92	701		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
93	702		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
94	703		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
95	704		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
96	705		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
97	706		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
98	707		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
99	708		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
100	709		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
101	710		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
102	711		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
103	712		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
104	713		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
105	714		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
106	801		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
107	802		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
108	803		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
109	804		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
110	805		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
111	806		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
112	807		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
113	808		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
114	809		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
115	810		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
116	811		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

Registered for GST

Other

Lot	Unit	Paid To	CR Balance	General					Special					Interest	
				GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	GST \$	Total Due \$	Paid \$	Arrears \$	Advance \$	Due \$	Arrears \$
117	812		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
118	813		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
119	814		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	901		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121	902		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
122	903		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
123	904		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
124	905		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
125	906		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
126	907		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
127	908		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	909		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
129	910		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	911		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
131	912		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
132	913		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
133	914		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:				116.58	81,085.45	897,686.35	886,988.90	10,697.45	162,103.50	0.00	0.00	0.00	0.00	2,817.04	1,605.22



Balance Sheet Levies Arrears/Advance as at 30/04/2022 \$(149,917.41)
represented by
Total Arrears \$12,302.67 - Total Advance/Credit \$162,220.08

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE
YEAR ENDED 30th APRIL 2022**

NOTE 1 - ACCOUNTING POLICY

This financial report is prepared for distribution to the Owners for the purpose of fulfilling the Owner's Corporation's financial reporting responsibilities under Sections 92 and 93 of the Strata Schemes Management Act 2015. The Owners Corporation has prepared the financial report on the basis that the plan is a non-reporting entity because there are no users dependent on general purpose financial statements.

The financial report has been prepared in accordance with the significant accounting policies disclosed below, which the Owners Corporation has determined are appropriate to meet the needs of the Owners.

NOTE 2 - ACCOUNTING FOR INCOME AND EXPENSES

The accrual basis of accounting is applied to all levies due and payable. Any other income and all expenditure is accounted for on a cash basis and is brought to account when the income is received or the expense paid, except where otherwise stated.

NOTE 3 - LEVIES IN ARREARS / ADVANCE

The item(s) shown as Levies in Arrears and/or Levies in Advance in the Balance Sheet represent the position of all Levies in arrears or advance at the balance date. Individual balances are as per the attached arrears report.

NOTE 4 - INSURANCE COMMISSION

The amount of commission received (if applicable) is reflected on each successful quote. Such commission does not affect the premium in any way and is disclosed in the management agency agreement.

NOTE 5 – INCOME TAX

Assessable income such as interest, dividends and other income derived by the Plan from the investment of funds or derived from other personal property as defined in Taxation Ruling TR 2015/3, is taxable at the current rate of 30%. Assessable income received by the plan in respect of common property is taxable in the hands of individual owners as determined by Taxation Ruling TR 2015/3. Individual owners should seek their own independent taxation advice.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE
YEAR ENDED 30th APRIL 2022**

NOTE 6 – OTHER DEBTORS

We note that the asset account 'Other Debtors' has a balance of \$15.00 which consists of:

01/05/2021	Debtor levy [Lot 23] – Tjang Dishonour Fee	15.00
------------	--	-------

NOTE 7 – PREPAYMENTS

We note that the asset account 'Prepayments' has a balance of \$26,479.18 which consists of:

30/04/2022	Prepaid:01/04/22 to 30/06/22 - Lift Maintenance	4,299.96
30/04/2022	Prepaid:06/01/22 to 06/04/22-Water a/c 5324 159	<u>22,179.22</u>
		26,479.18

NOTE 8 – ACCRUALS

We note that the liability account 'Accruals' has a balance of \$8,878.02 which consists of:

30/04/2022	Accrue: 31/03/22-Consultancy for Rendering Project	1,053.00
30/04/2022	Accrue:10/2/22 - Draft By – Laws	550.00
30/04/2022	Accrue:27/4/22-Rectify TV Reception	225.00
30/04/2022	Accrue:13/04/22-U303 & U602 Unblock Drain	983.64
30/04/2022	Accrue:Apr '22 - Investigate Water Leaks Invoices	<u>6,066.38</u>
		8,878.02



Financials

For the period 01/05/2022 - 30/06/2022

Plan 74790

1 Bruce Bennetts Place, MAROUBRA NSW 2035

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**The Owners - Strata Plan No. 74790**

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Aged Balance List

As at 30/06/2022

Registered for GST

+ Debt Collection Active

Payment Plan Active

<u>Lot</u>	<u>Unit</u>	<u>Member</u>	<u>Total (\$)</u>	01/05/2022 30/06/2022	01/02/2022 30/04/2022	01/11/2021 31/01/2022	Pre	01/11/2021
1	101	A Wilson	0.00	0.00	0.00	0.00		0.00
2	102	L Lesmana	0.00	0.00	0.00	0.00		0.00
3	103	Mr C McMahon	0.00	0.00	0.00	0.00		0.00
4	104	Mr & Mrs J Bowen	0.00	0.00	0.00	0.00		0.00
5	105	J, J & J Ong	0.00	0.00	0.00	0.00		0.00
6	106	Ms Nicole Hua	0.00	0.00	0.00	0.00		0.00
7	111	J & C Flanagan	0.00	0.00	0.00	0.00		0.00
8	112	R & M Drozdowski Pty Ltd	0.00	0.00	0.00	0.00		0.00
9	113	Mr Lesmana LTE	0.00	0.00	0.00	0.00		0.00
10	114	C Tricerri	(1,024.06)	(1,022.00)	(2.06)	0.00		0.00
11	115	Budi Rahardjo & Lisa Listyadewi Tan	0.47	0.47	0.00	0.00		0.00
12	116	Mrs Sutarjo	0.00	0.00	0.00	0.00		0.00
13	117	Mr I Japardi	0.00	0.00	0.00	0.00		0.00
14	201	Mrs Sutarjo	0.00	0.00	0.00	0.00		0.00
15	202	T Vo	0.00	0.00	0.00	0.00		0.00
16	203	Mrs A. Wood	0.00	0.00	0.00	0.00		0.00
17	204	Mrs Monica Vera	0.00	0.00	0.00	0.00		0.00
18	205	Mr & Mrs Cheung	0.00	0.00	0.00	0.00		0.00
19	206	Mr Hanjong Lee & Mrs Sei Son	0.00	0.00	0.00	0.00		0.00
20	211	C Ritchie	0.00	0.00	0.00	0.00		0.00
21	212	T & C Bornstein	0.00	0.00	0.00	0.00		0.00
22	213	V Huang	(1,560.00)	(1,554.20)	(5.80)	0.00		0.00
23	214	Y Tjang	(941.09)	(941.09)	0.00	0.00		0.00
24	215	Randwick City Council	0.00	0.00	0.00	0.00		0.00
25	216	Randwick City Council	0.00	0.00	0.00	0.00		0.00
26	217	Ms Davidson	0.00	0.00	0.00	0.00		0.00
27	301	Mrs C. Pereira	3.51	3.51	0.00	0.00		0.00
28	302	L Chen	0.00	0.00	0.00	0.00		0.00
29	303	Mr A Alimsardjono & Ms S Darmawan	1,719.51	1,719.51	0.00	0.00		0.00
30	304	L Ru	0.00	0.00	0.00	0.00		0.00
31	305	S Carey & Y Lee	0.00	0.00	0.00	0.00		0.00
32	306	M Li	0.00	0.00	0.00	0.00		0.00
33	307	D Ngan	0.00	0.00	0.00	0.00		0.00
34	308	Y Fang & C Wang	0.00	0.00	0.00	0.00		0.00
35	309	Mr & Mrs Harrington	0.00	0.00	0.00	0.00		0.00
36	310	Peter Do & Lina Sjampura	0.00	0.00	0.00	0.00		0.00

Aged Balance List

As at 30/06/2022

Registered for GST

+ Debt Collection Active

Payment Plan Active

<u>Lot</u>	<u>Unit</u>	<u>Member</u>	<u>Total (\$)</u>	01/05/2022 30/06/2022	01/02/2022 30/04/2022	01/11/2021 31/01/2022	Pre	01/11/2021
37	311	Defence Housing Australia	0.00	0.00	0.00	0.00		0.00
38	312	A & M Jaffe	0.00	0.00	0.00	0.00		0.00
39	313	Mr Fransiscus	0.00	0.00	0.00	0.00		0.00
40	314	Mr & Mrs Soon	0.00	0.00	0.00	0.00		0.00
41	315	Mrs Muljany	0.00	0.00	0.00	0.00		0.00
42	316	C &H Ngan & Siu	0.00	0.00	0.00	0.00		0.00
43	317	Mr Stefanus Kristianto	0.00	0.00	0.00	0.00		0.00
44	401	R & J Locano	0.00	0.00	0.00	0.00		0.00
45	402	A Yan	0.00	0.00	0.00	0.00		0.00
46	403	E & M Buena	0.00	0.00	0.00	0.00		0.00
47	404	M Xie	0.00	0.00	0.00	0.00		0.00
48	405	Ms T Vasile	(1,665.22)	(1,665.22)	0.00	0.00		0.00
49	406	R Kingswell	0.00	0.00	0.00	0.00		0.00
50	407	Mrs I Sutanto & Mrs E Hendarto	0.00	0.00	0.00	0.00		0.00
51	408	F Soegijantho & W Surjasentana	0.00	0.00	0.00	0.00		0.00
52	409	S Leung & C Chan	0.00	0.00	0.00	0.00		0.00
53	410	T Tee & J Lew	0.00	0.00	0.00	0.00		0.00
54	411	Mrs Pauline B.Leonard	0.00	0.00	0.00	0.00		0.00
55	412	T Tang	0.00	0.00	0.00	0.00		0.00
56	413	B Du	0.00	0.00	0.00	0.00		0.00
57	414	J Jie Ma	0.00	0.00	0.00	0.00		0.00
58	415	M Chandra-Hioe	0.00	0.00	0.00	0.00		0.00
59	416	Mr Manohar & Mrs Suman Gill	0.00	0.00	0.00	0.00		0.00
60	417	Mark Leverett & E Araujo	0.00	0.00	0.00	0.00		0.00
61	501	Ms Chang	0.00	0.00	0.00	0.00		0.00
62	502	M Ow Yong & A Lim	0.00	0.00	0.00	0.00		0.00
63	503	J Zhang	0.00	0.00	0.00	0.00		0.00
64	504	S Chen	0.00	0.00	0.00	0.00		0.00
65	505	E Gauw	0.00	0.00	0.00	0.00		0.00
66	506	M Law	0.00	0.00	0.00	0.00		0.00
67	507	M Hsu	0.00	0.00	0.00	0.00		0.00
68	508	A & S Prayitno	0.00	0.00	0.00	0.00		0.00
69	509	Ms Widyanti Juswadi	0.00	0.00	0.00	0.00		0.00
70	510	Mr M Chandra	0.00	0.00	0.00	0.00		0.00
71	511	H Nguyen	0.00	0.00	0.00	0.00		0.00
72	512	Mr Sumate Vorapatrakul & Ms Hui Min Xia	0.71	0.71	0.00	0.00		0.00
73	513	P Kwan	0.00	0.00	0.00	0.00		0.00
74	514	Cheng-Chu Wang & Chin-Hsiang Tseng	0.00	0.00	0.00	0.00		0.00
75	515	JS & JK Sandhu	0.00	0.00	0.00	0.00		0.00
76	516	Eddy Suki & Grace Bastian	0.00	0.00	0.00	0.00		0.00
77	517	R Dinda	0.00	0.00	0.00	0.00		0.00

Aged Balance List

As at 30/06/2022

Registered for GST

+ Debt Collection Active

Payment Plan Active

<u>Lot</u>	<u>Unit</u>	<u>Member</u>	<u>Total (\$)</u>	01/05/2022 30/06/2022	01/02/2022 30/04/2022	01/11/2021 31/01/2022	Pre	01/11/2021
78	601	Dr Mary Ling	0.00	0.00	0.00	0.00		0.00
79	602	J Freeman	0.00	0.00	0.00	0.00		0.00
80	603	C Hsiao & C Huang	0.00	0.00	0.00	0.00		0.00
81	604	S Phandinata	140.91	140.91	0.00	0.00		0.00
82	605	Mr R Tuwera & Ms C Tjahja	0.00	0.00	0.00	0.00		0.00
83	606	C & M Kan	0.00	0.00	0.00	0.00		0.00
84	607	S Tanuwidjojo & J Juwana	2,109.18	1,976.05	133.13	0.00		0.00
85	608	P T Chau & T H Nguyen	0.00	0.00	0.00	0.00		0.00
86	609	A Ekkhosit	0.00	0.00	0.00	0.00		0.00
87	610	D Sandeman	0.00	0.00	0.00	0.00		0.00
88	611	Ms Zhou	9,637.81	2,588.80	4,132.20	2,713.22		203.59
89	612	H Tran	0.00	0.00	0.00	0.00		0.00
90	613	H Chuang	0.00	0.00	0.00	0.00		0.00
91	614	R Junandi	0.00	0.00	0.00	0.00		0.00
92	701	Mr BC & Ms TL Jarrett	0.00	0.00	0.00	0.00		0.00
93	702	Mr Harris	0.00	0.00	0.00	0.00		0.00
94	703	Ms Lim	0.00	0.00	0.00	0.00		0.00
95	704	Lily	0.00	0.00	0.00	0.00		0.00
96	705	S Susanti	0.00	0.00	0.00	0.00		0.00
97	706	Y Kwok & H Fung	0.00	0.00	0.00	0.00		0.00
98	707	Mr SP Johnson & Mrs DC Johnson	0.00	0.00	0.00	0.00		0.00
99	708	C Goutama	0.00	0.00	0.00	0.00		0.00
100	709	Mrs C Fiskerstrand	0.00	0.00	0.00	0.00		0.00
101	710	Z Liu & J Li	0.44	0.00	0.44	0.00		0.00
102	711	J Sherwin	0.00	0.00	0.00	0.00		0.00
103	712	Mr & Mrs Dybal	0.00	0.00	0.00	0.00		0.00
104	713	Z Ren	0.00	0.00	0.00	0.00		0.00
105	714	B Li	0.00	0.00	0.00	0.00		0.00
106	801	S Costa	0.00	0.00	0.00	0.00		0.00
107	802	B Emerson	1,935.13	1,854.54	80.59	0.00		0.00
108	803	Ms Kok Kate Lee & Siaw Yee Fong	0.00	0.00	0.00	0.00		0.00
109	804	Mr. Lo	0.00	0.00	0.00	0.00		0.00
110	805	M & T Wei	0.00	0.00	0.00	0.00		0.00
111	806	B Cheung	0.00	0.00	0.00	0.00		0.00
112	807	S Halim	0.01	0.00	0.01	0.00		0.00
113	808	Fushuan Wen & Xiaoli Li	0.00	0.00	0.00	0.00		0.00
114	809	A & M Browne	0.00	0.00	0.00	0.00		0.00
115	810	C Gray	0.00	0.00	0.00	0.00		0.00
116	811	G Tan	0.00	0.00	0.00	0.00		0.00
117	812	Peter & Petula Samios	0.00	0.00	0.00	0.00		0.00
118	813	P Garamy	(108.72)	0.00	0.00	(108.72)		0.00
119	814	C Halil	0.00	0.00	0.00	0.00		0.00

Aged Balance List

As at 30/06/2022

Registered for GST

+ Debt Collection Active

Payment Plan Active

<u>Lot</u>	<u>Unit</u>	<u>Member</u>	<u>Total (\$)</u>	01/05/2022 30/06/2022	01/02/2022 30/04/2022	01/11/2021 31/01/2022	Pre	01/11/2021
120	901	Mr R Kesur & Mrs S Kesur	0.04	0.04	0.00	0.00		0.00
121	902	T Hagenhofer & R Allan	0.00	0.00	0.00	0.00		0.00
122	903	A & N Spella-Barberet	0.00	0.00	0.00	0.00		0.00
123	904	L Zhou & H Zhang	0.00	0.00	0.00	0.00		0.00
124	905	A Soong	(2,200.00)	(2,200.00)	0.00	0.00		0.00
125	906	E & E Desmoulins	0.00	0.00	0.00	0.00		0.00
126	907	Mr Robert E Lees	(54.33)	(54.33)	0.00	0.00		0.00
127	908	Y Xie	0.00	0.00	0.00	0.00		0.00
128	909	Mr Felix Ramirez	0.00	0.00	0.00	0.00		0.00
129	910	Minni Jian & Xiaoji Gan	0.00	0.00	0.00	0.00		0.00
130	911	Mr Robert E Lees	(101.23)	(101.23)	0.00	0.00		0.00
131	912	Y & F Mo	0.00	0.00	0.00	0.00		0.00
132	913	A Ridgley	0.00	0.00	0.00	0.00		0.00
133	914	J Grew & C Coevoet	0.00	0.00	0.00	0.00		0.00
Arrears (\$)			15,547.72	8,284.54	4,346.37	2,713.22		203.59
Advance (\$)			(7,654.65)	(7,538.07)	(7.86)	(108.72)		0.00
			<u>7,893.07</u>	<u>746.47</u>	<u>4,338.51</u>	<u>2,604.50</u>		<u>203.59</u>



ABN 80 351 183 859

PANORAMA - SP74790
1 Bruce Bennetts Place MAROUBRA NSW 2035**Balance Sheet**

as at 30/06/2022

Registered for GST

(\$)

Assets

810 - Levies in Arrears/(Advance) - Total		7,893.07
825 - Cash At Bank		
825.10 - Cheque Account		
825.10.1 - Administrative Fund	259,313.48	
825.10.2 - Capital Works/Sinking Fund	298,365.91	
825.20 - Investments		
825.20.1 - Investment #1	261,980.60	
825.20.2 - Investment #2	134,351.79	
825.20.3 - Investment #3	140,970.46	
825.20.4 - Investment #4	185,322.47	
825.20.5 - Investment #5	107,276.24	
825.20.6 - Investment #6	104,175.88	
825 - Cash At Bank - Total		1,491,756.83
845 - Other Debtors - Total		15.00
	Total Assets	<u>1,499,664.90</u>

Less Liabilities

925 - Trade Creditors - Total		43,270.89
940 - GST Clearing - Total		2,422.71
	Total Liabilities	<u>45,693.60</u>
	Net Assets	<u><u>1,453,971.30</u></u>

Represented by:

610 - Administrative Fund as at 01/05/2022		159,236.96
Surplus - Administration Fund		63,138.83
	Administration Fund Reserve	<u>222,375.79</u>
650 - Capital Works/Sinking Fund as at 01/05/2022		1,203,049.89
Surplus - Capital Works Fund		28,545.62
	Capital Works Fund Reserve	<u>1,231,595.51</u>
	Total Equity	<u><u>1,453,971.30</u></u>

**The Owners - Strata Plan No. 74790**

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Revenue & Expense (Actual / Budget)for the year 01/05/2022 to 30/04/2023
as at 30/06/2022 17% year completed

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Actual YTD (\$)</u>	<u>Budget (\$)</u>	<u>Actual versus Budget (%)</u>	<u>Last Year Actual as at 30/04/2022</u>
-----------------------	----------------------------	------------------------	--------------------	---------------------------------	--

Administration Fund**Revenue**

110	Administrative Fund Levy	173,596.76	724,258.00	24.0	694,387.24
130	Interest Received				
130.20	Interest on Arrears (from Levies)	94.51			2,241.32
Total 130		94.51			2,241.32
195	Other				
195.15	Debt Collection Recovery	(766.40)			1,061.85
195.60	Schedule B/D Reimbursement				
195.60.6	Status Certificate (s184/26) Set Up				109.00
195.60.7	Status Certificate (s184/s26)				327.00
195.60.8	Strata Inspection Fees (s183)	62.00			158.10
Total 195		(704.40)			1,655.95
Total Administration Fund Revenue		172,986.87	724,258.00	23.9	698,284.51

Expense

301	Accounting				
301.10	Audit Fees	1,590.00	1,600.00	99.4	1,560.00
Total 301		1,590.00	1,600.00	99.4	1,560.00
310	Bank Charges & Interest				
310.90	Other		6,600.00		
			6,600.00		
320	Consultancy/Inspections				
320.25	Building/Defects	2,106.00			1,053.00
320.26	Defects Inspection		3,700.00		10,523.50
320.50	Legal Fees/Debt Collection	1,058.95	7,500.00	14.1	900.45
320.95	Other Fees				1,770.91
Total 320		3,164.95	11,200.00	28.3	14,247.86
335	Insurance				
335.10	Premium		7,400.00		6,642.70
Total 335			7,400.00		6,642.70
342	Levies				
342.10	Building Management Committee				
342.10.3	Levies		272,300.00		253,593.53
Total 342			272,300.00		253,593.53
345	Management Costs				
345.10	Agreed Fee (Schedule A)	4,300.00	26,370.00	16.3	25,601.34
345.20	Additional Fees (Schedule B)	1,200.00	5,190.00	23.1	4,231.52
345.31	Itemised Disbursements				

Revenue & Expense (Actual / Budget)

for the year 01/05/2022 to 30/04/2023
as at 30/06/2022 17% year completed

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Actual YTD (\$)</u>	<u>Budget (\$)</u>	<u>Actual versus Budget (%)</u>	<u>Last Year Actual as at 30/04/2022</u>
345.31.1	Admin - Agent Disburst - Archiving	25.46	200.00	12.7	152.76
345.31.3	Admin - Agent Disburst - Accounting/BAS	181.82	1,200.00	15.2	1,090.92
345.31.4	Admin - Agent Disburst - Title Searches				31.00
345.31.8	Admin - Agent Disburst - Levy Notices	22.34	1,500.00	1.5	1,089.52
345.32	Itemised Disbursements				
345.32.3	Admin - Agent Disburst - Payment to Creditor	63.80	550.00	11.6	377.42
345.32.5	Admin - Agent Disburst - Photocopying	79.18	4,800.00	1.6	2,321.91
345.32.6	Admin - Agent Disburst - Postage	87.71	1,400.00	6.3	710.83
345.33	Itemised Disbursements				
345.33.4	Admin - Agent Disburst - Sch B Fees - Compliance		350.00		136.36
345.35	Itemised Disbursement				
345.35.1	Admin Agent Disburs - Electronic data storage fee	120.90	623.00	19.4	604.50
Total 345		6,081.21	42,183.00	14.4	36,348.08
350	Maintenance, Service & Repairs				
350.10	Air Conditioning				
350.10.1	Maintenance Contract		1,650.00		1,559.16
350.10.2	Non-Routine	346.95	2,000.00	17.3	4,371.67
350.13	Building Repair & Maintenance (General)	38,481.14	20,000.00	192.4	29,228.31
350.17	Cleaning				
350.17.1	Contract	18,796.00	104,600.00	18.0	128,450.00
350.17.2	Additional/Non-Routine		4,700.00		8,357.50
350.17.3	Materials/Consumables	25.95	1,000.00	2.6	390.97
350.17.7	Window Cleaning		4,800.00		4,615.89
350.17.9	Other		9,100.00		85.00
350.20	Communications				
350.20.6	Telephone	180.33	750.00	24.0	698.79
350.20.7	Television - Antenna	885.00	1,500.00	59.0	1,040.00
350.22	Doors & Windows	960.00	8,000.00	12.0	6,959.63
350.25	Electrical/Lighting				
350.25.1	Repairs	371.25	2,000.00	18.6	5,926.25
350.25.3	Consumables		300.00		
350.27	Fire Services				
350.27.2	Non-Routine	135.00	3,000.00	4.5	2,002.00
350.27.4	Emergency Lighting		4,800.00		
350.35	Lifts				
350.35.1	Maintenance Contract	4,299.96	17,200.00	25.0	21,051.90
350.35.2	Non-Routine		13,930.00		4,657.39
350.35.5	Registration Fees		85.00		80.00
350.35.7	Telephone		670.00		632.57
350.40	Pest Control		1,150.00		440.00
350.50	Plumbing				
350.50.1	Routine		700.00		1,020.00
350.50.2	Non-Routine	830.00	9,000.00	9.2	10,436.14
350.55	Pumps & Related	1,505.50	7,000.00	21.5	875.00
350.60	Security & Monitoring				
350.60.2	Non-Routine	694.50			
350.60.4	Intercoms	340.00	1,500.00	22.7	1,506.82
350.65	Waste Services				
350.65.1	Cardboard/Recycling	542.88	3,300.00	16.5	2,124.72
350.65.7	Garbage Bins - Cleaning				2,478.06

Revenue & Expense (Actual / Budget)

for the year 01/05/2022 to 30/04/2023
as at 30/06/2022 17% year completed

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Actual YTD (\$)</u>	<u>Budget (\$)</u>	<u>Actual versus Budget (%)</u>	<u>Last Year Actual as at 30/04/2022</u>
Total 350		68,394.46	222,735.00	30.7	238,987.77
367	Reimbursement of Regulation Fees				
367.60	Status Certificate Set Up		110.00		109.00
367.70	Status Certificate		330.00		327.00
367.80	Strata Inspection	62.00	100.00	62.0	127.10
Total 367		62.00	540.00	11.5	563.10
375	Site Services (Non-Employee)				
375.20	Building Manager	14,302.00	73,100.00	19.6	70,027.00
Total 375		14,302.00	73,100.00	19.6	70,027.00
390	Utilities/Rates				
390.20	Electricity	5,452.14	34,600.00	15.8	33,643.40
390.40	Water & Sewerage	10,801.28	52,000.00	20.8	48,229.88
Total 390		16,253.42	86,600.00	18.8	81,873.28
Total Administration Fund Expense		109,848.04	724,258.00	15.2	703,843.32
Administration Fund Surplus / (Deficit)		63,138.83			(5,558.81)
Administration Fund Opening Balance		159,236.96	159,236.96		164,795.77
Administration Fund Closing Balance		222,375.79	159,236.96		159,236.96

Capital Works Fund

Revenue					
210	Capital Works/Sinking Fund Levy	28,247.09	116,492.26	24.2	112,988.52
230	Capital Works/Sinking Fund Interest Received				
230.10	Interest on Arrears (from Levies)	14.56			346.25
230.20	Interest on Investments - Capital Works/Sink Fund	908.97			4,224.27
Total 230		923.53			4,570.52
232	Income Tax Refund				2,771.70
Total Capital Works Fund Revenue		29,170.62	116,492.26	25.0	120,330.74
Expense					
401	Accounting				
401.10	Tax Payments	625.00			4,360.70
401.20	Tax Preparation				120.00
Total 401		625.00			4,480.70
450	Upgrades & Replacements				
450.13	Building Upgrades & Improvements (General)		20,000.00		
			20,000.00		
Total Capital Works Fund Expense		625.00	20,000.00	3.1	4,480.70
Capital Works Fund Surplus / (Deficit)		28,545.62	96,492.26		115,850.04
Capital Works Fund Opening Balance		1,203,049.89	1,203,049.89		1,087,199.85
Capital Works Fund Closing Balance		1,231,595.51	1,299,542.15		1,203,049.89

Certificate of Currency

Insured:	The Owners - Strata Plan No 74550, SP 74405, SP 74378, SP 74790, SP 79763, SP 80217, SP 81311 and Stratum lots in DP 1071735 and the BMC.
Policy Number:	01GS543983
Policy Period:	From: 4PM on 28/02/2022 To: 4PM on 28/02/2023
Particulars Of Insurance:	Residential Strata Insurance
Location:	"Pacific Square" 717 Anzac Parade, Maroubra NSW 2035
Sum Insured:	
General Liability	\$50,000,000
Crime Insurance	\$100,000
Management Committee Liability	\$10,000,000
Voluntary Workers (in the aggregate any one period)	\$200,000
Voluntary Workers (per volunteer)	\$200,000
Professional Expenses (in the aggregate any one period)	\$30,000
Appeal Expenses (in the aggregate any one period)	\$150,000
Chubb Proportion:	100%
Date:	02 March 2022

All the values on this Certificate of Currency are correct as at 02 March 2022 and may only be subject to change within the Policy Period by written agreement between the Insurer and the Insured.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made.

The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.



Curtis Bye | **Chubb Insurance Australia Limited**
Strata Underwriter, NSW/ACT

Certificate of Currency

Insured:	The Owners - Strata Plan No 74550, SP 74405, SP 74378, SP 74790, SP 79763, SP 80217, SP 81311 and Stratum lots in DP 1071735 and the BMC.
Policy Number:	01GS543982
Policy Period:	From: 4PM on 28/02/2022 To: 4PM on 28/02/2023
Particulars Of Insurance:	Residential Strata Insurance
Location:	"Pacific Square" 717 Anzac Parade, Maroubra NSW 2035
Sum Insured:	
Building & Common property	\$336,190,620
Temporary Accommodation and Loss of Rent	\$99,858,600
General Liability	Insured Separately As Per BMC Ancillary
Crime Insurance	Insured Separately As Per BMC Ancillary
Machinery Breakdown	Insured Separately
Management Committee Liability	Insured Separately As Per BMC Ancillary
Voluntary Workers (in the aggregate any one period)	Insured Separately As Per BMC Ancillary
Voluntary Workers (per volunteer)	Insured Separately As Per BMC Ancillary
Professional Expenses (in the aggregate any one period)	Insured Separately As Per BMC Ancillary
Appeal Expenses (in the aggregate any one period)	Insured Separately As Per BMC Ancillary
Chubb Proportion:	100%
Date:	02 March 2022

All the values on this Certificate of Currency are correct as at 02 March 2022 and may only be subject to change within the Policy Period by written agreement between the Insurer and the Insured.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made.

The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.



Curtis Bye | **Chubb Insurance Australia Limited**
Strata Underwriter, NSW/ACT

**The Owners - Strata Plan No. 74790**

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Proposed Budget

for the year 01/05/2022 to 30/04/2023

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Previous Budget (\$)</u> 2021-2022	<u>Actual YTD (\$)</u> 2021-2022	<u>Proposed Budget (\$)</u> 2022-2023
-----------------------	----------------------------	--	-------------------------------------	--

Administration Fund**Revenue**

110	Administrative Fund Levy	694,387.00	694,387.24	724,258.00
130	Interest Received			
130.20	··Interest on Arrears (from Levies)		2,241.32	
Total 130			2,241.32	
195	Other			
195.15	··Debt Collection Recovery		1,061.85	
195.60	··Schedule B/D Reimbursement			
195.60.6	····Status Certificate (s184/26) Set Up		109.00	
195.60.7	····Status Certificate (s184/s26)		327.00	
195.60.8	····Strata Inspection Fees (s183)		158.10	
Total 195			1,655.95	
Total Administration Fund Revenue		694,387.00	698,284.51	724,258.00

Expense

301	Accounting			
301.10	··Audit Fees	1,560.00	1,560.00	1,600.00
Total 301		1,560.00	1,560.00	1,600.00
310	Bank Charges & Interest			
310.90	··Other			6,600.00
Total 310				6,600.00
320	Consultancy/Inspections			
320.25	··Building/Defects		1,053.00	
320.26	··Defects Inspection	5,000.00	10,523.50	3,700.00
320.50	··Legal Fees/Debt Collection	1,000.00	900.45	7,500.00
320.95	··Other Fees		1,770.91	
Total 320		6,000.00	14,247.86	11,200.00
335	Insurance			
335.10	··Premium	5,500.00	6,642.70	7,400.00
Total 335		5,500.00	6,642.70	7,400.00
342	Levies			
342.10	··Building Management Committee			
342.10.3	····Levies	268,000.00	253,593.53	272,300.00
Total 342		268,000.00	253,593.53	272,300.00
345	Management Costs			
345.10	··Agreed Fee (Schedule A)	25,800.00	25,601.34	26,370.00
345.20	··Additional Fees (Schedule B)	3,000.00	4,231.52	5,190.00
345.31	··Itemised Disbursements			
345.31.1	····Admin - Agent Disburst - Archiving	200.00	152.76	200.00

Proposed Budget

for the year 01/05/2022 to 30/04/2023

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Previous Budget (\$)</u> 2021-2022	<u>Actual YTD (\$)</u> 2021-2022	<u>Proposed Budget (\$)</u> 2022-2023
345.31.3	---Admin - Agent Disburst - Accounting/BAS	1,200.00	1,090.92	1,200.00
345.31.4	---Admin - Agent Disburst - Title Searches		31.00	
345.31.8	---Admin - Agent Disburst - Levy Notices	1,500.00	1,089.52	1,500.00
345.32	---Itemised Disbursements			
345.32.3	---Admin - Agent Disburst - Payment to Creditor	550.00	377.42	550.00
345.32.5	---Admin - Agent Disburst - Photocopying	4,800.00	2,321.91	4,800.00
345.32.6	---Admin - Agent Disburst - Postage	1,400.00	710.83	1,400.00
345.33	---Itemised Disbursements			
345.33.4	---Admin - Agent Disburst - Sch B Fees - Compliance	350.00	136.36	350.00
345.33.5	---Admin - Agent Disburst - Term Deposits	60.00		
345.35	---Itemised Disbursement			
345.35.1	---Admin Agent Disburs - Electronic data storage fee		604.50	623.00
Total 345		38,860.00	36,348.08	42,183.00
350	Maintenance, Service & Repairs			
350.10	---Air Conditioning			
350.10.1	---Maintenance Contract	1,650.00	1,559.16	1,650.00
350.10.2	---Non-Routine	4,000.00	4,371.67	2,000.00
350.13	---Building Repair & Maintenance (General)	35,000.00	29,228.31	20,000.00
350.17	---Cleaning			
350.17.1	---Contract	104,600.00	128,450.00	104,600.00
350.17.2	---Additional/Non-Routine	3,700.00	8,357.50	4,700.00
350.17.3	---Materials/Consumables	2,000.00	390.97	1,000.00
350.17.7	---Window Cleaning	7,440.00	4,615.89	4,800.00
350.17.9	---Other		85.00	9,100.00
350.20	---Communications			
350.20.6	---Telephone	1,000.00	698.79	750.00
350.20.7	---Television - Antenna		1,040.00	1,500.00
350.22	---Doors & Windows	8,000.00	6,959.63	8,000.00
350.25	---Electrical/Lighting			
350.25.1	---Repairs	4,000.00	5,926.25	2,000.00
350.25.3	---Consumables	300.00		300.00
350.27	---Fire Services			
350.27.2	---Non-Routine	3,000.00	2,002.00	3,000.00
350.27.4	---Emergency Lighting	4,000.00		4,800.00
350.35	---Lifts			
350.35.1	---Maintenance Contract	23,000.00	21,051.90	17,200.00
350.35.2	---Non-Routine	600.00	4,657.39	13,930.00
350.35.5	---Registration Fees	85.00	80.00	85.00
350.35.7	---Telephone	1,000.00	632.57	670.00
350.40	---Pest Control	1,150.00	440.00	1,150.00
350.50	---Plumbing			
350.50.1	---Routine	700.00	1,020.00	700.00
350.50.2	---Non-Routine	5,000.00	10,436.14	9,000.00
350.55	---Pumps & Related		875.00	7,000.00
350.60	---Security & Monitoring			
350.60.4	---Intercoms	2,950.00	1,506.82	1,500.00
350.65	---Waste Services			
350.65.1	---Cardboard/Recycling	3,700.00	2,124.72	3,300.00
350.65.7	---Garbage Bins - Cleaning		2,478.06	
Total 350		216,875.00	238,987.77	222,735.00
367	Reimbursement of Regulation Fees			
367.60	---Status Certificate Set Up		109.00	110.00

Proposed Budget

for the year 01/05/2022 to 30/04/2023

Registered for GST

<u>Account Number</u>	<u>Account Description</u>	<u>Previous Budget (\$)</u> 2021-2022	<u>Actual YTD (\$)</u> 2021-2022	<u>Proposed Budget (\$)</u> 2022-2023
367.70	·Status Certificate		327.00	330.00
367.80	·Strata Inspection		127.10	100.00
Total 367			563.10	540.00
375	Site Services (Non-Employee)			
375.20	·Building Manager	71,092.00	70,027.00	73,100.00
Total 375		71,092.00	70,027.00	73,100.00
390	Utilities/Rates			
390.20	·Electricity	37,000.00	33,643.40	34,600.00
390.40	·Water & Sewerage	47,500.00	48,229.88	52,000.00
390.50	·Rubbish Removal	2,000.00		
Total 390		86,500.00	81,873.28	86,600.00
Total Administration Fund Expense		694,387.00	703,843.32	724,258.00
Administration Fund Surplus / (Deficit)			(5,558.81)	
Administration Fund Opening Balance		164,795.77	164,795.77	159,236.96
Administration Fund Closing Balance		164,795.77	159,236.96	159,236.96

Capital Works Fund

Revenue				
210	Capital Works/Sinking Fund Levy	112,988.41	112,988.52	116,492.26
230	Capital Works/Sinking Fund Interest Received			
230.10	·Interest on Arrears (from Levies)		346.25	
230.20	·Interest on Investments - Capital Works/Sink Fund		4,224.27	
Total 230			4,570.52	
232	Income Tax Refund		2,771.70	
Total Capital Works Fund Revenue		112,988.41	120,330.74	116,492.26
Expense				
401	Accounting			
401.10	·Tax Payments		4,360.70	
401.20	·Tax Preparation		120.00	
Total 401			4,480.70	
450	Upgrades & Replacements			
450.13	·Building Upgrades & Improvements (General)	20,000.00		20,000.00
Total 450		20,000.00		20,000.00
Total Capital Works Fund Expense		20,000.00	4,480.70	20,000.00
Capital Works Fund Surplus / (Deficit)		92,988.41	115,850.04	96,492.26
Capital Works Fund Opening Balance		1,087,199.85	1,087,199.85	1,203,049.89
Capital Works Fund Closing Balance		1,180,188.26	1,203,049.89	1,299,542.15

Registered for GST

Budget Item Comments

Account Number

Administration Fund

310.90

strata loan fees

350.13

20k general repairs & 15k balcony/balustrade

350.17.9

carpet blower hire

End - Administration Fund

Capital Works Fund

End - Capital Works Fund

Annual Levies

Levy Notice uses Incl GST

Year Ended	Admin Fund			Capital Works			Total Levy		
	Excl GST	Incl GST	% change	Excl GST	Incl GST	% change	Excl GST	Incl GST	% change
30/04/2018 Actual	\$ 710,974.80	\$ 782,072.28		\$ 27,366.02	\$ 30,102.62		\$ 738,340.82	\$ 812,174.90	
30/04/2019 Actual	\$ 658,513.46	\$ 724,364.81	-7.4%	\$ 77,325.51	\$ 85,058.06	182.6%	\$ 735,838.97	\$ 809,422.87	-0.3%
30/04/2020 Actual	\$ 644,265.42	\$ 708,691.96	-2.2%	\$ 106,296.36	\$ 116,926.00	37.5%	\$ 750,561.78	\$ 825,617.96	2.0%
30/04/2021 Actual	\$ 644,265.34	\$ 708,691.87	-0.0%	\$ 109,591.41	\$ 120,550.55	41.7%	\$ 753,856.75	\$ 829,242.43	2.4%
30/04/2022 Actual	\$ 694,387.24	\$ 763,825.96	7.8%	\$ 112,988.52	\$ 124,287.37	6.3%	\$ 807,375.76	\$ 888,113.34	7.6%
30/04/2023 Budget	\$ 724,258.00	\$ 796,683.80	4.3%	\$ 116,492.26	\$ 128,141.49	3.1%	\$ 840,750.26	\$ 924,825.29	4.1%

2016 Sinking Fund Report Pg 3 Total Levy Contribution)

2021 V3 Capital Works Fund Report Pg 2 is about \$215 incl GST below the 2016 figure so keep the 2016 report figure.

Note YE 30/4/21 Admin Fund levies were not changed due to Covid and desire to reduce the financial impact on Owners during an uncertain time.

Payment Schedule for Levies

	Admin Fund			Capital Works			Total Levy		
	Excl GST	Incl GST	% change	Excl GST	Incl GST	% change	Excl GST	Incl GST	% change
1/02/2022 Paid	\$ 186,688.28	\$ 205,357.11		\$ 28,910.58	\$ 31,801.64		\$ 215,598.86	\$ 237,158.75	
1/05/2022 Paid	\$ 173,596.76	\$ 190,956.44	-7.0%	\$ 28,247.09	\$ 31,071.80	-2.3%	\$ 201,843.85	\$ 222,028.24	-6.4%
1/08/2022	\$ 183,553.75	\$ 201,909.12	5.7%	\$ 29,415.06	\$ 32,356.56	4.1%	\$ 212,968.80	\$ 234,265.68	5.5%
1/11/2022	\$ 183,553.75	\$ 201,909.12	0.0%	\$ 29,415.06	\$ 32,356.56	0.0%	\$ 212,968.80	\$ 234,265.68	0.0%
1/02/2023	\$ 183,553.75	\$ 201,909.12	0.0%	\$ 29,415.06	\$ 32,356.56	0.0%	\$ 212,968.80	\$ 234,265.68	0.0%
1/05/2023	\$ 183,553.75	\$ 201,909.12	0.0%	\$ 29,415.06	\$ 32,356.56	0.0%	\$ 212,968.80	\$ 234,265.68	0.0%

Payment Schedule check									
Total	\$ 724,258.00	\$ 796,683.80		\$ 116,492.26	\$ 128,141.49		\$ 840,750.26	\$ 924,825.29	
Annual	\$ 724,258.00	\$ 796,683.80		\$ 116,492.26	\$ 128,141.49		\$ 840,750.26	\$ 924,825.29	
Difference	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	

Capital Works Fund Plan

Pacific Square - Panorama Owners Corporation

1 Bruce Bennetts Place

Maroubra NSW 2035

Strata Plan 74790



Report details

Inspection date:	23/11/2021
Inspector:	Stephen Lovegrove

NEW SOUTH WALES

Level 5, 115 Pitt St Sydney 2000
PO Box A72 Sydney South NSW 1235

QUEENSLAND

9 Gardner Close, Milton 4064
PO Box 1584 Milton 4064

VICTORIA

Level 1, 1 Queens Rd Melbourne 3004
GPO Box 3025 Melbourne 3001

1/06/2022

The Owners Corporation
Pacific Square - Panorama Owners Corporation
1 Bruce Bennetts Place
Maroubra NSW 2035

Dear Committee Members,

Thank you for appointing our company to conduct your Capital Works Fund Plan.

Based on our survey of your property, we have determined that the Owners Corporation will need to increase its contributions in order to cover the forecasted capital works fund expenses. We strongly recommend that the levies be set at the level shown in this report.

This plan should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements, and any discrepancies between the forecast and actual capital works fund balances. Regular updates also create peace of mind and assist the Owners Corporation to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Unit Entitlement (Total capital works fund levy divided by unit entitlements)	\$12.42
Total Unit Entitlements	10000
Total Capital Works Fund Levy	\$124,200.00

The data used to arrive at the above figures is in the attached report (which includes GST). It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph with New Levies	3
Report Detail	Section 2
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	9
Inspector's Building Report & Building Specific Report Notes	22
Report Notes	23

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If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 1300 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Pacific Square - Panorama Owners Corporation
Building Address	1 Bruce Bennetts Place Maroubra NSW 2035
Strata Plan No.	74790
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2005
Number of Unit Entitlements	10000
Number of Units	133
Estimated Capital Works Fund Balance	\$1,087,200
Starting date of Financial Year for Report	1/05/2021
GST Status	Registered for GST
Current Capital Works Fund Levy per Lot Entitlement (Inc. GST)	\$12.42

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000) Years 1 - 3	1.70%
Assumed Interest Rate on invested funds (For funds over \$10,000) Years 4 - 15	3.00%
Company Taxation Rate	25.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Capital Works Fund balances over \$10,000 - Years 1 - 3	1.28%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Capital Works Fund balances over \$10,000 - Years 4 - 15	2.25%
Contingency Allowance - For minor and/or unforeseen expenses	10%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	3.00%
Forecast Period - Number of years the forecasts	15 years

15 Year Levy Table

Year	Year To	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	30/04/2022	124,200.00	11,290.91	12.42	1.13	3.11	0.28
2	30/04/2023	127,926.00	11,629.64	12.79	1.16	3.20	0.29
3	30/04/2024	172,700.10	15,700.01	17.27	1.57	4.32	0.39
4	30/04/2025	224,510.13	20,410.01	22.45	2.04	5.61	0.51
5	30/04/2026	269,412.15	24,492.01	26.94	2.45	6.74	0.61
6	30/04/2027	277,494.51	25,226.77	27.75	2.52	6.94	0.63
7	30/04/2028	285,819.35	25,983.58	28.58	2.60	7.15	0.65
8	30/04/2029	294,393.92	26,763.08	29.44	2.68	7.36	0.67
9	30/04/2030	303,225.75	27,565.98	30.32	2.76	7.58	0.69
10	30/04/2031	312,322.52	28,392.96	31.23	2.84	7.81	0.71
11	30/04/2032	321,692.20	29,244.75	32.17	2.92	8.04	0.73
12	30/04/2033	331,342.96	30,122.09	33.13	3.01	8.28	0.75
13	30/04/2034	341,283.25	31,025.75	34.13	3.10	8.53	0.78
14	30/04/2035	351,521.75	31,956.52	35.15	3.20	8.79	0.80
15	30/04/2036	362,067.41	32,915.22	36.21	3.29	9.05	0.82

15 Year Cash Flow Tracking Sheet

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

$$\text{Opening Balance} + \text{Total Levy Contributions} + \text{Interest} - \text{Anticipated Expenses} = \text{Closing Balance}$$

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Exc. GST)	Closing Balance
1	30/04/2022	1,087,200.00	112,909.09	14,638.78	0.00	1,214,747.87
2	30/04/2023	1,214,747.87	116,296.36	12,196.03	640,162.73	703,077.53
3	30/04/2024	703,077.53	157,000.09	8,723.82	200,058.18	668,743.26
4	30/04/2025	668,743.26	204,100.12	17,060.71	25,079.09	864,825.00
5	30/04/2026	864,825.00	244,920.14	17,814.45	391,063.64	736,495.95
6	30/04/2027	736,495.95	252,267.74	18,574.06	74,231.82	933,105.93
7	30/04/2028	933,105.93	259,835.77	23,842.14	6,746.36	1,210,037.48
8	30/04/2029	1,210,037.48	267,630.84	30,139.24	8,661.82	1,499,145.74
9	30/04/2030	1,499,145.74	275,659.77	36,460.98	32,975.45	1,778,291.04
10	30/04/2031	1,778,291.04	283,929.56	31,985.87	997,323.64	1,096,882.83
11	30/04/2032	1,096,882.83	292,447.45	27,969.90	0.00	1,417,300.18
12	30/04/2033	1,417,300.18	301,220.87	34,735.81	48,193.64	1,705,063.22
13	30/04/2034	1,705,063.22	310,257.50	41,854.32	0.00	2,057,175.04
14	30/04/2035	2,057,175.04	319,565.23	49,282.49	53,249.09	2,372,773.67
15	30/04/2036	2,372,773.67	329,152.19	26,864.22	2,686,769.09	42,020.99

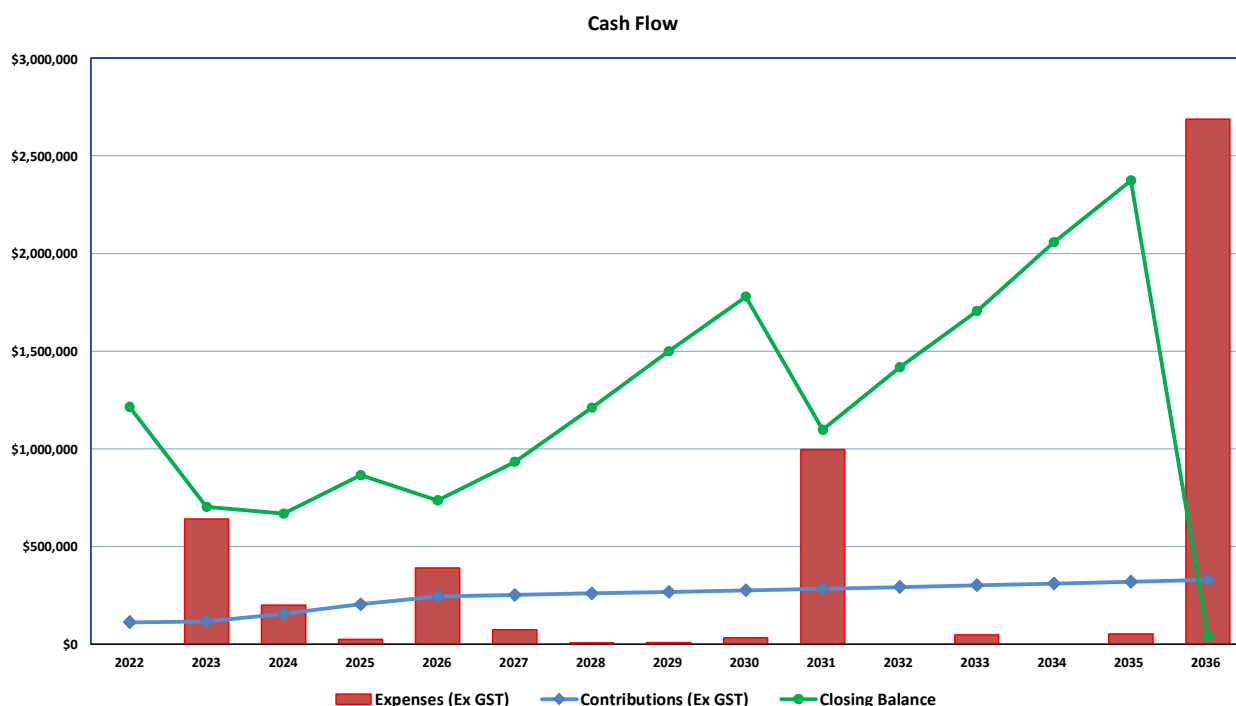
15 Year Cash Flow Graph

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

Contributions line - Total capital works fund contributions per year.

Expenses line – Total anticipated expenses in each year.

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



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are: -

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

'Year 1' to 'Year 15' - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the **'Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)	Year 6 (2027)	Year 7 (2028)	Year 8 (2029)	Year 9 (2030)	Year 10 (2031)	Year 11 (2032)	Year 12 (2033)	Year 13 (2034)	Year 14 (2035)	Year 15 (2036)
1. BUILDING EXTERIOR																
Repaint building exterior	255,920	-	263,598	-	-	-	-	-	-	-	333,918	-	-	-	-	-
Maintain building exterior (total: 5335m2) - 5%	14,605	-	15,043	-	-	-	-	-	-	-	19,056	-	-	-	-	-
Maintain west side louvres	6,207	-	-	6,585	-	-	7,196	-	-	7,863	-	-	8,592	-	-	9,389
Repaint door face – both sides including architraves	809	-	833	-	-	-	-	-	-	-	1,056	-	-	-	-	-
Replace timber Doors (total: 1)	1,240	-	-	-	-	1,396	-	-	-	-	1,618	-	-	-	-	1,876
Maintain windows	20,370	-	20,981	-	-	-	23,614	-	-	-	26,578	-	-	-	29,914	-
Repaint balcony ceilings, undersides and edges	61,757	-	63,610	-	-	-	-	-	-	-	80,579	-	-	-	-	-
Maintain balcony ceiling, undersides and edges (total: 2378m2) – 5%	7,226	-	7,443	-	-	-	8,377	-	-	-	9,428	-	-	-	10,612	-
Maintain balustrades	3,116	-	-	-	-	3,507	-	-	-	-	4,066	-	-	-	-	4,713
Maintain balcony sliding doors	8,645	-	-	9,171	-	-	10,022	-	-	10,951	-	-	11,967	-	-	13,076
Building waterproofing maintenance	3,055	-	-	-	-	3,438	-	-	-	-	3,986	-	-	-	-	4,621
Building electrical maintenance	15,428	-	-	-	-	17,364	-	-	-	-	20,130	-	-	-	-	23,336
Plumbing and drainage maintenance	17,556	-	-	-	-	19,759	-	-	-	-	22,907	-	-	-	-	26,555
General building maintenance	24,738	-	-	-	-	27,843	-	-	-	-	32,277	-	-	-	-	37,418
Sub Total (Incl. GST)		0	371,508	15,756	0	73,307	49,209	0	0	18,814	555,599	0	20,559	0	40,526	120,984
2. ACCESS FOR WORK AT HEIGHTS																
Hire scaffold / elevated platform / abseiling	85,825	-	88,400	-	-	-	-	-	-	-	111,982	-	-	-	-	-
Sub Total (Incl. GST)		0	88,400	0	0	0	0	0	0	0	111,982	0	0	0	0	0

Expenditure Item	Current Cost	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)	Year 6 (2027)	Year 7 (2028)	Year 8 (2029)	Year 9 (2030)	Year 10 (2031)	Year 11 (2032)	Year 12 (2033)	Year 13 (2034)	Year 14 (2035)	Year 15 (2036)
3. ROOFING																
Maintain liquid membrane (total: 1953m2) - 10%	14,387	-	-	-	-	16,193	-	-	-	-	18,772	-	-	-	-	21,762
Replace liquid membrane	202,682	-	-	-	-	228,120	-	-	-	-	-	-	-	-	-	-
Repaint door face – both sides including architraves	404	-	416	-	-	-	-	-	-	-	527	-	-	-	-	-
Maintain metal barrier	1,116	-	-	-	-	1,256	-	-	-	-	1,456	-	-	-	-	1,688
Sub Total (Incl. GST)		0	416	0	0	245,569	0	0	0	0	20,755	0	0	0	0	23,450
4. MAIN FOYER																
Repaint walls	3,105	-	3,198	-	-	-	-	-	-	-	4,051	-	-	-	-	-
Repaint ceilings	455	-	469	-	-	-	-	-	-	-	594	-	-	-	-	-
Repaint door face – one side including architraves	506	-	521	-	-	-	-	-	-	-	660	-	-	-	-	-
Maintain glass entry door	697	-	718	-	762	-	808	-	857	-	909	-	965	-	1,024	-
Maintain floor tiles (total: 36m2) – 10%	670	-	-	-	-	754	-	-	-	-	874	-	-	-	-	1,013
Replace floor tiles	6,032	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	4,906	0	762	754	808	0	857	0	7,088	0	965	0	1,024	1,013
5. WEST END FOYER																
Repaint walls	2,363	-	2,434	-	-	-	-	-	-	-	3,083	-	-	-	-	-
Repaint ceilings	374	-	385	-	-	-	-	-	-	-	488	-	-	-	-	-
Maintain timber panelling	374	-	385	-	-	-	-	-	-	-	488	-	-	-	-	-
Maintain front entry door	174	-	179	-	190	-	202	-	214	-	227	-	241	-	256	-
Maintain floor tiles (total: 36m2) – 10%	670	-	-	-	-	754	-	-	-	-	874	-	-	-	-	1,013
Replace floor tiles	6,032	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain furniture	244	-	-	-	-	-	283	-	-	-	-	-	338	-	-	-
Sub Total (Incl. GST)		0	3,383	0	190	754	485	0	214	0	5,160	0	579	0	256	1,013
6. LOBBIES AND HALLWAYS																
Repaint walls	67,883	-	69,919	-	-	-	-	-	-	-	88,572	-	-	-	-	-
Repaint ceilings	30,288	-	31,197	-	-	-	-	-	-	-	39,519	-	-	-	-	-
Repaint door face – one side including architraves	25,783	-	26,556	-	-	-	-	-	-	-	33,641	-	-	-	-	-
Replace carpet	122,787	-	-	130,265	-	-	-	-	-	-	-	-	-	-	-	185,726
Sub Total (Incl. GST)		0	127,672	130,265	0	0	0	0	0	0	161,732	0	0	0	0	185,726
7. FIRE STAIRS AND EXITWAYS																
Repaint walls	17,663	-	18,193	-	-	-	-	-	-	-	23,046	-	-	-	-	-
Repaint ceilings	1,683	-	1,733	-	-	-	-	-	-	-	2,196	-	-	-	-	-
Repaint door face – one side including architraves	2,730	-	2,812	-	-	-	-	-	-	-	3,562	-	-	-	-	-
Maintain balustrades	1,418	-	-	-	-	1,596	-	-	-	-	1,850	-	-	-	-	2,145
Sub Total (Incl. GST)		0	22,738	0	0	1,596	0	0	0	0	30,654	0	0	0	0	2,145

Expenditure Item	Current Cost	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)	Year 6 (2027)	Year 7 (2028)	Year 8 (2029)	Year 9 (2030)	Year 10 (2031)	Year 11 (2032)	Year 12 (2033)	Year 13 (2034)	Year 14 (2035)	Year 15 (2036)
8. GARBAGE ROOMS																
Repaint walls	7,650	-	7,880	-	-	-	-	-	-	-	9,982	-	-	-	-	-
Repaint ceilings	1,683	-	1,733	-	-	-	-	-	-	-	2,196	-	-	-	-	-
Repaint door face – one side including architraves	1,820	-	1,875	-	-	-	-	-	-	-	2,375	-	-	-	-	-
Repaint floors	1,620	-	1,669	-	-	-	1,878	-	-	-	2,114	-	-	-	2,379	-
Sub Total (Incl. GST)		0	13,157	0	0	0	1,878	0	0	0	16,667	0	0	0	2,379	0
9. BASEMENT LIFT FOYER																
Repaint walls	180	-	185	-	-	-	-	-	-	-	235	-	-	-	-	-
Repaint ceilings	388	-	400	-	-	-	-	-	-	-	506	-	-	-	-	-
Maintain front entry door	174	-	179	-	190	-	202	-	214	-	227	-	241	-	256	-
Maintain glass walls	374	-	-	397	-	-	434	-	-	474	-	-	518	-	-	566
Maintain floor tiles (total: 29m2) – 10%	503	-	-	-	-	566	-	-	-	-	656	-	-	-	-	761
Replace floor tiles	4,859	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	764	397	190	566	636	0	214	474	1,624	0	759	0	256	1,327
10. BASEMENT LIFT FOYER - WEST END																
Repaint walls	810	-	834	-	-	-	-	-	-	-	1,057	-	-	-	-	-
Repaint ceilings	201	-	207	-	-	-	-	-	-	-	262	-	-	-	-	-
Maintain entry door	348	-	358	-	380	-	403	-	428	-	454	-	482	-	511	-
Maintain floor tiles (total: 15m2) – 10%	335	-	-	-	-	377	-	-	-	-	437	-	-	-	-	507
Replace floor tiles	2,513	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	1,399	0	380	377	403	0	428	0	2,210	0	482	0	511	507
11. EXTERNAL WALKWAYS																
Walkway maintenance program	655	-	-	-	-	737	-	-	-	-	855	-	-	-	-	991
Sub Total (Incl. GST)		0	0	0	0	737	0	0	0	0	855	0	0	0	0	991
12. FIXTURES AND FITTINGS																
Maintain letterboxes	2,214	-	-	2,349	-	-	2,567	-	-	2,805	-	-	3,065	-	-	3,349
Maintain common lighting	834	-	-	885	-	-	967	-	-	1,056	-	-	1,154	-	-	1,262
Replace signage	350	-	-	371	-	-	406	-	-	443	-	-	484	-	-	529
Replace community noticeboard	375	-	-	-	-	-	-	-	-	-	489	-	-	-	-	-
Maintain security access system	700	-	-	743	-	-	811	-	-	887	-	-	969	-	-	1,059
Maintain communication / data system	618	-	-	656	-	-	716	-	-	783	-	-	855	-	-	935
Replace cameras and recording device	4,440	-	-	-	-	4,997	-	-	-	-	5,793	-	-	-	-	6,716
Replace intercom panels - per entrance	1,750	-	-	-	1,912	-	-	-	-	-	-	-	-	-	-	-
Replace intercom handsets - per unit	14,158	-	-	-	15,471	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	5,004	17,383	4,997	5,467	0	0	5,974	6,282	0	6,527	0	0	13,849

Expenditure Item	Current Cost	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)	Year 6 (2027)	Year 7 (2028)	Year 8 (2029)	Year 9 (2030)	Year 10 (2031)	Year 11 (2032)	Year 12 (2033)	Year 13 (2034)	Year 14 (2035)	Year 15 (2036)
13. LANDSCAPING																
Replace waterproofing liquid membrane to Garden planter boxes	6,158	-	-	-	-	6,931	-	-	-	-	-	-	-	-	-	-
Maintain waterproofing liquid membrane to Garden beds	758	-	-	-	-	853	-	-	-	-	989	-	-	-	-	1,147
Sub Total (Incl. GST)		0	0	0	0	7,784	0	0	0	0	989	0	0	0	0	1,147
14. FIRE EQUIPMENT																
Maintain fire equipment	9,092	-	-	-	-	10,233	-	-	-	-	11,863	-	-	-	-	13,752
Replace fire hose reel	625	-	-	-	-	703	-	-	-	-	815	-	-	-	-	945
Replace fire extinguisher	250	-	-	-	-	281	-	-	-	-	326	-	-	-	-	378
Replace electric fire pump	10,200	-	-	-	-	-	-	-	-	-	13,309	-	-	-	-	-
Maintain electric fire pump	700	-	-	743	-	-	811	-	-	887	-	-	969	-	-	1,059
Replace diesel fire pump	12,748	-	-	-	-	-	-	-	-	-	16,633	-	-	-	-	-
Maintain diesel fire pump	646	-	-	685	-	-	749	-	-	818	-	-	894	-	-	977
Maintain diesel fire pump fuel lines and equipment	344	-	-	365	-	-	399	-	-	436	-	-	476	-	-	520
Maintain diesel fire pump batteries	250	-	-	265	-	-	290	-	-	317	-	-	346	-	-	378
Maintain water tank	1,250	-	-	-	-	1,407	-	-	-	-	1,631	-	-	-	-	1,891
Sub Total (Incl. GST)		0	0	2,058	0	12,624	2,249	0	0	2,458	44,577	0	2,685	0	0	19,900
15. LIFTS																
Replace lift and upgrade equipment	1,520,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,299,136
Upgrade lift interior	39,756	-	-	42,177	-	-	-	-	-	-	-	-	-	-	-	-
Maintain sump pump	5,650	-	5,820	-	6,174	-	6,550	-	6,949	-	7,372	-	7,821	-	8,297	-
Replace sump pump	5,650	-	-	-	-	-	-	6,746	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	5,820	42,177	6,174	0	6,550	6,746	6,949	0	7,372	0	7,821	0	8,297	2,299,136
16. PLANT - WATER																
Replace recirculation pumps	1,500	-	-	-	-	-	1,739	-	-	-	-	-	2,076	-	-	-
Replace Raypack hot water system with continuous hot water units	31,164	-	-	-	-	35,075	-	-	-	-	-	-	-	-	-	-
Replace Rheem storage tank (430L)	8,726	-	-	-	-	-	-	-	-	-	11,385	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	35,075	1,739	0	0	0	11,385	0	2,076	0	0	0
17. PLANT - AIR CONDITIONING																
Maintain ventilation system	1,948	-	-	2,067	-	-	2,258	-	-	2,468	-	-	2,696	-	-	2,947
Maintain ventilation ducting	2,200	-	-	2,334	-	-	2,550	-	-	2,787	-	-	3,045	-	-	3,328
Replace heavy duty ventilation fans	4,500	-	-	-	-	5,065	-	-	-	-	5,871	-	-	-	-	6,807
Replace exhaust fans	1,652	-	-	-	-	1,859	-	-	-	-	2,155	-	-	-	-	2,499
Replace condenser pump	20,703	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace VSD's	3,347	-	-	-	-	-	-	-	-	-	4,367	-	-	-	-	-
Sub Total (Incl. GST)		0	0	4,401	0	6,924	4,808	0	0	5,255	12,393	0	5,741	0	0	15,581

Expenditure Item	Current Cost	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)	Year 6 (2027)	Year 7 (2028)	Year 8 (2029)	Year 9 (2030)	Year 10 (2031)	Year 11 (2032)	Year 12 (2033)	Year 13 (2034)	Year 14 (2035)	Year 15 (2036)
18. PLANT - ELECTRICAL																
Replace electrical switchboard	63,175	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total (Incl. GST)		0	640,163	200,058	25,079	391,064	74,232	6,746	8,662	32,975	997,324	0	48,194	0	53,249	2,686,769
Contingency Allowance (Incl. GST)		0	64,016	20,006	2,508	39,106	7,423	675	866	3,298	99,732	0	4,819	0	5,325	268,677
Grand Total Expenses (Incl. Contingency Allowance and GST)		0	704,179	220,064	27,587	430,170	81,655	7,421	9,528	36,273	1,097,056	0	53,013	0	58,574	2,955,446



Building Data List from the Property Inspection for Pacific Square - Panorama Owners Corporation

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are: -

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the quantity of that item in scope

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'Value' – is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' - is the remaining life in years until an item needs money spent on it.

'Total Life' - is the total life the item after it is replaced, repaired or reed.

'Comments' – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. BUILDING EXTERIOR							
Repaint building exterior	5335	m2	47.97	255,920.00	2	8	Ongoing painting program - includes access
Maintain building exterior (total: 5335m2) - 5%	267	m2	54.70	14,605.00	2	8	Cement render maintenance
Maintain west side louvres	1	Item	6,206.56	6,207.00	3	3	Ongoing replacement and maintenance
Repaint door face – both sides including architraves	8	ea.	101.11	809.00	2	8	Ongoing painting program
Replace timber Doors (total: 1)	1	ea.	1,239.80	1,240.00	5	5	Timber door replacement
Maintain windows	133	Units	153.16	20,370.00	2	4	Replace parts, seals, mechanism repairs & locks
Repaint balcony ceilings, undersides and edges	2378	m2	25.97	61,757.00	2	8	Ongoing painting program
Maintain balcony ceiling, undersides and edges (total: 2378m2) – 5%	119	m2	60.72	7,226.00	2	4	balcony soffit maintenance
Maintain balustrades	1	Item	3,116.44	3,116.00	5	5	Metal balustrade repairs
Maintain balcony sliding doors	133	Units	65.00	8,645.00	3	3	Balcony sliding door maintenance
Building waterproofing maintenance	1	Item	3,055.00	3,055.00	5	5	Ongoing water penetration management
Building electrical maintenance	133	Units	116.00	15,428.00	5	5	Electrical maintenance works
Plumbing and drainage maintenance	133	Units	132.00	17,556.00	5	5	Water, sewer and stormwater repairs & maintenance
General building maintenance	133	Units	186.00	24,738.00	5	5	Fund for future building maintenance works
2. ACCESS FOR WORK AT HEIGHTS							
Hire scaffold / elevated platform / abseiling	1	Item	85,825.49	85,825.00	2	8	Equipment for access to levels above ground floor
3. ROOFING							
Maintain liquid membrane (total: 1953m2) - 10%	195	m2	73.78	14,387.00	5	5	Liquid acrylic membrane repairs
Replace liquid membrane	1953	m2	103.78	202,682.00	5	20	Liquid acrylic membrane replacement
Repaint door face – both sides including architraves	2	ea.	202.22	404.00	2	8	Ongoing painting program
Maintain metal barrier	1	Item	1,116.44	1,116.00	5	5	Balustrade repairs

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
4. MAIN FOYER							
Repaint walls	138	m2	22.50	3,105.00	2	8	Ongoing painting program
Repaint ceilings	34	m2	13.37	455.00	2	8	Ongoing painting program
Repaint door face – one side including architraves	5	ea.	101.11	506.00	2	8	Ongoing painting program - include service doors
Maintain glass entry door	4	ea.	174.16	697.00	2	2	Front entry door maintenance
Maintain floor tiles (total: 36m2) – 10%	4	m2	167.55	670.00	5	5	Tiled walkway maintenance
Replace floor tiles	36	m2	167.55	6,032.00	30	45	Tiled walkway replacement
5. WEST END FOYER							
Repaint walls	105	m2	22.50	2,363.00	2	8	Ongoing painting program
Repaint ceilings	28	m2	13.37	374.00	2	8	Ongoing painting program
Maintain timber panelling	1	Item	374.16	374.00	2	8	Timber feature maintenance
Maintain front entry door	1	ea.	174.16	174.00	2	2	Front entry door maintenance
Maintain floor tiles (total: 36m2) – 10%	4	m2	167.55	670.00	5	5	Tiled walkway maintenance
Replace floor tiles	36	m2	167.55	6,032.00	30	45	Tiled walkway replacement
Maintain furniture	1	ea.	244.00	244.00	6	6	Furniture maintenance
6. LOBBIES AND HALLWAYS							
Repaint walls	3017	m2	22.50	67,883.00	2	8	Ongoing painting program
Repaint ceilings	1296	m2	23.37	30,288.00	2	8	Ongoing painting program
Repaint door face – one side including architraves	255	ea.	101.11	25,783.00	2	8	Ongoing painting program - include service doors
Replace carpet	1286	m2	95.48	122,787.00	3	12	Carpet replacement
7. FIRE STAIRS AND EXITWAYS							
Repaint walls	785	m2	22.50	17,663.00	2	8	Ongoing painting program
Repaint ceilings	72	m2	23.37	1,683.00	2	8	Ongoing painting program
Repaint door face – one side including architraves	27	ea.	101.11	2,730.00	2	8	Timber door repaint - includes service doors - internal
Maintain balustrades	1	Item	1,418.00	1,418.00	5	5	Metal balustrade repairs
8. GARBAGE ROOMS							
Repaint walls	340	m2	22.50	7,650.00	2	8	Ongoing painting program
Repaint ceilings	72	m2	23.37	1,683.00	2	8	Ongoing painting program
Repaint door face – one side including architraves	18	ea.	101.11	1,820.00	2	8	Timber door repaint - includes service doors - internal
Repaint floors	72	m2	22.50	1,620.00	2	4	Ongoing painting program inline with paint cycles

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
9. BASEMENT LIFT FOYER							
Repaint walls	8	m2	22.50	180.00	2	8	Ongoing painting program
Repaint ceilings	29	m2	13.37	388.00	2	8	Ongoing painting program
Maintain front entry door	1	ea.	174.16	174.00	2	2	Front entry door maintenance
Maintain glass walls	1	Item	374.16	374.00	3	3	Feature wall maintenance
Maintain floor tiles (total: 29m2) – 10%	3	m2	167.55	503.00	5	5	Tiled walkway maintenance
Replace floor tiles	29	m2	167.55	4,859.00	30	45	Tiled walkway replacement
10. BASEMENT LIFT FOYER - WEST END							
Repaint walls	36	m2	22.50	810.00	2	8	Ongoing painting program
Repaint ceilings	15	m2	13.37	201.00	2	8	Ongoing painting program
Maintain entry door	2	ea.	174.16	348.00	2	2	Front entry door maintenance
Maintain floor tiles (total: 15m2) – 10%	2	m2	167.55	335.00	5	5	Tiled walkway maintenance
Replace floor tiles	15	m2	167.55	2,513.00	30	45	Tiled walkway replacement
11. EXTERNAL WALKWAYS							
Walkway maintenance program	1	Item	655.20	655.00	5	5	Concrete repairs
12. FIXTURES AND FITTINGS							
Maintain letterboxes	133	Units	16.65	2,214.00	3	3	Mailbox replacement
Maintain common lighting	1	Item	834.00	834.00	3	3	Light maintenance and replacement
Replace signage	1	Item	350.00	350.00	3	3	Signage replacement or new installs
Replace community noticeboard	1	ea.	375.00	375.00	10	20	Noticeboard replacement
Maintain security access system	1	Item	700.00	700.00	3	3	Intercom entry system replacement
Maintain communication / data system	1	Item	618.24	618.00	3	3	Communication and data system maintenance
Replace cameras and recording device	4	ea.	1,110.00	4,440.00	5	5	Security surveillance camera replacement
Replace intercom panels - per entrance	1	Item	1,750.00	1,750.00	4	16	Security surveillance camera replacement
Replace intercom handsets - per unit	133	ea.	106.45	14,158.00	4	16	Television (MATV) antenna replacement
13. LANDSCAPING							
Replace waterproofing liquid membrane to Garden planter boxes	1	Item	6,158.00	6,158.00	5	20	Garden bed waterproofing replacement
Maintain waterproofing liquid membrane to Garden beds	1	Item	758.00	758.00	5	5	Garden bed waterproofing repairs

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
14. FIRE EQUIPMENT							
Maintain fire equipment	133	Units	68.36	9,092.00	5	5	Ongoing maintenance
Replace fire hose reel	1	ea.	625.00	625.00	5	5	Fire hose reel replacement
Replace fire extinguisher	1	ea.	250.00	250.00	5	5	Fire extinguisher replacement
Replace electric fire pump	1	ea.	10,200.00	10,200.00	10	20	Electric pump replacement
Maintain electric fire pump	1	ea.	700.00	700.00	3	3	Electric pump replacement
Replace diesel fire pump	1	ea.	12,748.00	12,748.00	10	20	Diesel pump replacement
Maintain diesel fire pump	1	ea.	646.00	646.00	3	3	Diesel pump replacement
Maintain diesel fire pump fuel lines and equipment	1	ea.	344.00	344.00	3	3	Diesel pump replacement
Maintain diesel fire pump batteries	1	ea.	250.00	250.00	3	3	Diesel pump replacement
Maintain water tank	1	Item	1,250.00	1,250.00	5	5	Diesel pump replacement
15. LIFTS							
Replace lift and upgrade equipment	4	ea.	380,000.00	1,520,000.00	15	30	Lift complete replacement - guides, cables, gear
Upgrade lift interior	4	Item	9,939.07	39,756.00	3	20	Lift interior replacement - cabin and floor
Maintain sump pump	2	ea.	2,825.00	5,650.00	2	2	Replace as required
Replace sump pump	2	ea.	2,825.00	5,650.00	7	20	Replace as required
16. PLANT - WATER							
Replace recirculation pumps	2	ea.	750.00	1,500.00	6	6	Recirculation pump replacement
Replace Raypack hot water system with continuous hot water units	12	ea.	2,597.00	31,164.00	5	18	Raypack hot water unit replacement
Replace Rheem storage tank (430L)	3	ea.	2,908.76	8,726.00	10	20	Raypack storage tank replacement
17. PLANT - AIR CONDITIONING							
Maintain ventilation system	1	Item	1,947.61	1,948.00	3	3	Internal ventilation system repairs
Maintain ventilation ducting	1	Item	2,200.00	2,200.00	3	3	Internal ventilation system repairs
Replace heavy duty ventilation fans	1	ea.	4,500.00	4,500.00	5	5	Ventilation fan replacement
Replace exhaust fans	1	ea.	1,652.04	1,652.00	5	5	Exhaust fan replacement
Replace condenser pump	4	ea.	5,175.73	20,703.00	22	40	Replace as required
Replace VSD's	2	ea.	1,673.49	3,347.00	10	20	Replace as required
18. PLANT - ELECTRICAL							
Replace electrical switchboard	133	Per unit	475.00	63,175.00	32	50	Replace as required

Building Photo Section

Item Group	Photo	Comment
BUILDING EXTERIOR		
ACCESS FOR WORK AT HEIGHTS		
ROOFING	 	Rooftop and plant equipment

Item Group	Photo	Comment
		
MAIN FOYER		Paint walls and ceilings

Item Group	Photo	Comment
WEST END FOYER	 <p>The first photo shows a long, narrow hallway with a dark patterned carpet and white walls. A green exit sign is visible at the end of the hallway. The second photo shows an elevator lobby with a large window and a white wall. The third photo shows a hallway with blue carpeting and white doors.</p>	Painted walls and ceilings
LOBBIES AND HALLWAYS	 <p>The photo shows a staircase with white steps and a metal handrail. The walls are white.</p>	Painted walls and doors

Item Group	Photo	Comment
		
FIRE STAIRS AND EXITWAYS		Painted walls and floors

Item Group	Photo	Comment
		
GARBAGE ROOMS	 	Glass walls
BASEMENT FOYER		LIFT

Item Group	Photo	Comment
BASEMENT LIFT FOYER - WEST END	 <p>The first photo shows a noticeboard with several papers and a map, with a date stamp of 23.11.2021. The second photo shows a bright, circular ceiling light fixture, also with a date stamp of 23.11.2021. The third photo shows a row of black mailboxes mounted on a wall with wooden paneling, with a date stamp of 23.11.2021.</p>	Mailboxes, lighting and noticeboard
EXTERNAL WALKWAYS		
FIXTURES AND FITTINGS	 <p>The photo shows a red fire control panel mounted on a wall, with a date stamp of 23.11.2021.</p>	Fire control panel, fire pumps and hose reels

Item Group	Photo	Comment
		
LANDSCAPING		Lifts x 4

Item Group	Photo	Comment
FIRE EQUIPMENT	 <p>The first photograph shows a red fire pump unit with green pipes and a red fire hose reel. The second photograph shows a large industrial boiler with a silver tank. The third photograph shows three large grey storage tanks.</p>	Storage tanks, boilers and circulation pumps
LIFTS	 <p>The photograph shows a cooling tower unit with a silver tank and pipes.</p>	Cooling towers

Item Group	Photo	Comment
		
PLANT - WATER		
PLANT - AIR CONDITIONING		
PLANT - ELECTRICAL		

Inspector's Report for Pacific Square - Panorama Owners Corporation

1. **INFLATION** - It is necessary to offset the effects of inflation of construction materials and labour costs and to ensure that adequate funds are available to provide for major works which frequently become necessary as the property ages, but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. **UPDATES** - We recommend that this report be updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. **WATERPROOFING** - Waterproofing requires regular maintenance and replacement.
4. **Site Meeting** held 27/05/2022 on site with Julie Sherwin and Stephen Lovegrove. Report adjusted as per discussions that took place during this meeting.



Report Notes

Capital Works Fund Plan (NSW)

This forecast satisfies the current requirements of the Strata Schemes Management Act 2015, which states:

80 Owners corporation to prepare 10-year capital works fund plan

- (1) *An owners corporation is to prepare a plan of anticipated major expenditure to be met from the capital works fund for a 10-year period commencing on the first annual general meeting of the owners corporation.*
- (2) *An owners corporation is to prepare a plan for each 10-year period following the 10-year period to which the first plan applied. The plan is to be prepared for the annual general meeting at which the period covered by the previous plan expires.*
- (3) *An owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared under this section and must review the plan at least once every 5 years.*
- (4) *A plan under this section is to include the following:*
 - (a) *details of proposed work or maintenance,*
 - (b) *the timing and anticipated costs of any proposed work,*
 - (c) *the source of funding for any proposed work,*
 - (d) *any other matter the owners corporation thinks fit,*
 - (e) *any other matter prescribed by the regulations for the purposes of this section.*
- (5) *A plan under this section is to 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.*
- (6) *An owners corporation may engage expert assistance in the preparation of a plan under this section.*
- (7) *An owners corporation is, so far as practicable (and subject to any adjustment under this section), to implement each plan prepared under this section.*

A Capital Works Fund is established pursuant to section 74 of the Strata Schemes Management Act 2015, which states:

74 Capital works fund

- (1) **Establishment of fund**
An owners corporation must establish a capital works fund.
- (2) **Amounts payable to fund**
An owners corporation must pay the following amounts into the capital works fund:
 - (a) *the contributions levied on, and paid by, owners for payment into the fund,*
 - (b) *any amounts paid to the owners corporation by way of discharge of insurance claims, unless paid into the administrative fund,*
 - (c) *any amounts paid to the owners corporation under Part 11,*
 - (d) *any amount received by the owners corporation that is not required or permitted to be paid into the administrative fund,*
 - (e) *the proceeds of any investment of the fund.*
- (3) *An owners corporation may also pay the following amounts into the capital works fund:*
 - (a) *any income of the owners corporation,*
 - (b) *any amount that may be, but is not required to be, paid into the fund under this Act.*
- (4) **Amounts payable from fund**
An owners corporation may pay money from its capital works fund only for the following purposes:
 - (a) *payments of the kind for which estimates have been made under section 79 (2),*
 - (b) *payments made in accordance with this Division on a distribution of a surplus in the fund,*
 - (c) *payments of amounts for the purposes of Part 11,*
 - (d) *the transfer of money to the administrative fund or to pay expenditure that should have been paid from the administrative fund.*
- (5) **Exemption**
An owners corporation for a strata scheme comprising 2 lots need not establish a capital works fund if:

- (a) *the owners corporation so determines by unanimous resolution, and*
- (b) *the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and*
- (c) *no building or part of a building in the strata scheme is situated outside those lots.*

THIS REPORT DEALS WITH THE CAPITAL WORKS FUND PLAN.

Implementation - It is the responsibility of the Strata Committee and the Owners Corporation to implement this plan so far as is practicable.

Interaction with Capital Works Fund - The source of funding for all proposed work or maintenance is presumed to be the capital works fund. No allowance has been made for proposed work or maintenance that is funded by means other than the capital works fund.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Strata Committee has some flexibility to make minor adjustments to the timing of any proposed work. More major adjustments to the timing of work may require an ordinary resolution of the Strata Committee, or complete revision of the Plan. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of Australia's (RBA) historical series for Cash Management and Online Savings Account interest rates for the past previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Owners Corporation is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon the entire RBA historical series for Construction, Manufacturing and Property Services inflation, commencing March 1999. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Administration Fund - Items of a recurrent nature that are covered by the administration budget such as maintenance contract for lifts, fire protection equipment, air conditioners, cleaning and gardening are not included. Neither are items of a minor recurrent nature with varying life spans such as light bulbs and exit light battery packs.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the Strata Committee); for example: sanitary fittings and lift carriage interiors. This forecast deals only with estimating the timing of physical obsolescence.

Improvements - The Strata Committee may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the owners and the Strata Committee. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- ◆ Usage.
- ◆ Accidental damage to floor tiles, which may or may not be still available or in stock.
- ◆ Fences can be maintained and replaced gradually or all at once.
- ◆ Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- ◆ Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- ◆ Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Strata Committee Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Strata Committee/Representative.

Window Safety Device – It is mandatory to install a safety device/ lock that restricts the opening of an openable window to less than 12.5cm. The device must be able to withstand a specific outward pushing force. All windows in every apartment building above a certain height must comply. (Section 118 Strata Schemes Management Act 2015; section 30 Strata Schemes Management Regulation 2016). An allowance has been made for the installation of these devices. Contact our office should you require a quotation to install these devices.

Other Matters - Unless otherwise included, this report does not include matters that are not anticipated major expenditures to be met from the capital works fund.

Updates - The forecast is made with the best available data at this time. The forecast should be upgraded at regular intervals. We recommend a minimum of bi-annual updates.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report.



7 July 2022



The Secretary
The Owners - Strata Plan No. 74790
C/- Strata Plus
PO Box H181
AUSTRALIA SQUARE NSW 1215

Our Ref: AM:NH:40508
Your Ref: Fiona Mak

By Email: Fiona.Mak@strataplus.com.au

Dear Fiona

RE: BY-LAW FOR RULES AND RECOVERY OF COSTS BY OWNERS CORPORATION

1. My Brief

I am asked to draft a by-law that will permit the owners corporation to recover from the owners and occupiers of the lots the costs and expenses associated with repairs to common property, insurance excesses, false fire alarms, fire inspection callouts and breaches of by-laws.

2. The By-Law

The by-law I have prepared is set out in the **attached** document. Please read the by-law carefully to ensure it is satisfactory. If you require any changes to the by-law, please let me know.

3. Overview of the By-Law

The by-law sets out rules owners and occupiers will need to follow. These rules prohibit owners and occupiers breaching any by-law, setting off a false fire alarm, refusing to give the owners corporation's contractors access to any lot including for fire safety inspections and repairs or pest treatments, damaging common property, dumping rubbish on common property, dirtying common property, failing to give access to their lots when required to do so by law, losing an access key or doing anything that may increase the insurance premiums for a strata scheme.

The by-law also requires owners to take all reasonable steps to ensure that their tenants comply with the by-law. The by-law also requires owners and occupiers to ensure that their guests and contractors comply with the by-law.

If an owner or occupier breaches the by-law, that person will be liable to pay or reimburse the owners corporation for any expenses the owners corporation incurs as a result of the breach of the by-law. This will include cleaning costs, false fire alarm charges, reinspection costs, access key replacement costs, costs to remedy the breach of the by-law including consultant's costs, and costs to repair damage to the common property.

The owners corporation will need to make a written demand for payment of these expenses by any owner or occupier.

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240 PRINCES HIGHWAY
ARNCLIFFE NSW 2205



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If an owner or occupier does not pay the expenses one month after they become due and payable, interest will accrue on the expenses at the rate of 10% per annum.

An owner or occupier who breaches the by-law will also be liable to reimburse the owners corporation for any costs it incurs recovering those expenses or interest including strata manager's costs and legal costs. The by-law will allow the owners corporation to include reference to those amounts that are due by an owner on the levy account of the owner, levy notices served on the owner and section 184 certificates issued in respect of the owner's lot.

The by-law will also allow the owners corporation to appropriate any payments made by an owner or occupier towards those expenses, interest and any recovery costs in any manner it deems fit.

The by-law also says that if a lot is sold, then the new owner becomes liable to pay any overdue expenses, interest or recovery costs together with the former owner.

4. Comments about the By-Law

The by-law does not allow an owners corporation to impose fines or charges on owners and occupiers who breach the by-law. Rather, the by-law will only permit the owners corporation to recover from any owner or occupier who breaches the by-law any cost or expense the owners corporation actually incurs as a result of that breach, interest on that cost and expense, and recovery costs. This means that any amount the owners corporation claims from an owner or occupier pursuant to the by-law must be a cost or expense the owners corporation has actually incurred as a result of that owner or occupier's breach of the by-law (and not a fine or penalty), or interest, or a recovery cost.

The by-law will apply to both owners and occupiers, and the by-law will require owners to take all reasonable steps to ensure that their tenants comply with the by-law. But this will not give the owners corporation the right to impose an expense on an owner every time the owner's tenant breaches the by-law. The owners corporation will only be able to impose an expense on an owner for a breach of the by-law committed by his or her tenant, where the owner did not take all reasonable steps to ensure that the tenant would comply with the by-law. So, for example, if a tenant damages the common property whilst moving into the building, the owners corporation will be able to impose on the owner of the lot the expense of repairing that damage provided that the owner did not take all reasonable steps to ensure that the tenant complied with the by-law and did not damage common property. The by-law will operate like this because it is not possible for the by-law to make an owner strictly liable for the breaches of his or her tenant.

The by-law covers novel territory. This is because the by-law will purport to impose monetary liabilities on owners and occupiers. There is considerable uncertainty as to whether or not it is possible for a by-law to impose monetary liabilities on owners and occupiers. In one case, the NSW Supreme Court said that this was not possible and that the only way an owners corporation could impose monetary liabilities on owners was through contributions levied under the strata legislation: see *OSP 60919 -v- CTTT* [2009] NSWSC 1158. However, in a subsequent case, the NSW Supreme Court could not see why an appropriately worded by-law could not impose a monetary liability on an owner in appropriate circumstances: see *Italian Forum Ltd -v- OSP60919* [2012] NSWSC 895. The issue has never been conclusively determined. In our view, it is possible for a by-law to impose monetary liabilities on owners and occupiers. Nevertheless, it is important that you realise that there is at least some uncertainty as to the ability of the by-law to allow the owners corporation to recover the expenses, interest and recovery costs from owners and occupiers who breach the by-law. If the by-law is deemed invalid, there is a risk that the owners corporation will be ordered to refund to owners and occupiers any amounts it has collected from them under the by-law.

The by-law also covers novel ground because it purports to put in place a regime that will apply when the by-law is breached which is different to (and which supplements) the regime for by-law breaches that is prescribed in the strata legislation (e.g. issue of notices to comply). In *Lynch, Glenn and Jenny owners of lot 75a. -v- SP36458* [1999] NSWSSB 55 the Strata Schemes Board expressed some doubt about the



ability of a by-law to include a self-executing regime for punishment for non-compliance of the by-law. However, in *North Wind Pty Ltd -v- Proprietors – Strata Plan 3143* [1981] NSWLR 809, the NSW Supreme Court held that the by-law enforcement mechanisms laid down in the strata legislation were not exhaustive and that Parliament had not “covered the field” in relation to that particular topic. This supports the view that by-laws can contain provisions which afford self-executing remedies consequent on breach. The issue has never been conclusively determined. In our view, it is possible for a by-law to include its own regime for dealing with breaches. Nevertheless, it is important that you realise that there is at least some uncertainty as to the ability of the by-law to do so. If the by-law is deemed invalid, there is a risk that the owners corporation will be ordered to refund to owners and occupiers any amounts it has collected from them under the by-law.

The by-law attempts to prohibit owners and occupiers failing or refusing to give the owners corporation access to their lots when requested to by the owners corporation to enable the owners corporation to exercise its functions under the strata legislation or undertake fire or pest inspections and makes owners and occupiers liable for any costs the owners corporation incurs if they refuse access to their lots in breach of the by-law. This aspect of the by-law may not be enforceable. This is because the strata legislation generally only permits the owners corporation to access a lot with the consent of the occupier of the lot or an access order made by NCAT. This means the by-law might be inconsistent with the legislation by attempting to compel owners and occupiers to give the owners corporation access. Please bear this in mind.

5. Motion to Adopt the By-Law

The by-law will need to be approved by a special resolution that is passed at a general meeting. I have drafted a suitable motion to adopt the by-law. No more than 25% of votes calculated on a unit entitlement basis can be cast against the motion.

6. Registration of the By-Law

If the by-law is approved by an owners corporation, the by-law and a consolidated set of by-laws will need to be lodged for registration at NSW Land Registry Services within six months of the meeting at which the by-law is approved. The by-law will have no force or effect until it is registered.

I trust that the by-law is satisfactory and I thank you for your instructions. We **enclose** our Memorandum of Fees.

Yours faithfully



J.S. MUELLER & CO

Adrian Mueller | Partner

E: adrianmueller@muellers.com.au

NOTICE OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

TO The Owners – Strata Plan No. 74790
Panorama
1 Bruce Bennetts Place MAROUBRA NSW 2035

DATE, PLACE AND TIME

The meeting will be held immediately after the Annual General Meeting
on Wednesday, 10 August 2022
at Centre Management Office

AGENDA

1. Preliminaries
 - + recording of persons present and in attendance
 - + receipt of proxies
 - + recording of apologies
 - + determination of a quorum
2. Opening
 - + confirming chairperson
 - + commencement time
3. Consideration of attached motions
4. Closure

INFORMATION

QUORUM *(Clause 12 of schedule 2 of the Act)*

A motion submitted at a meeting of a strata committee must not be considered unless there is a quorum present to consider and vote on the motion. A quorum is present at a meeting:

- (a) in the case of a strata committee which has only one member, if the member is present,
- (b) in any other case, if not less than one-half of the persons entitled to vote on the motion are present.

A person who has voted, or intends to vote 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.

ELIGIBILITY TO VOTE *(Clause 9(4) of Schedule 2 of the Act)*

You cannot vote if the contributions for your lot have not been paid or if you were nominated for the strata committee by a member who has not paid the contributions for their lot. The relevant consideration is whether or not the owner of the lot was an un-financial at the date notice of the meeting and did not pay before the meeting.

DISCLOSURES OF PECUNIARY INTEREST *(Clause 18 of schedule 2 of the Act)*

The nature of the interest must be disclosed at a meeting and the particulars are to be kept in a book for this purpose.

NON MEMBER ATTENDANCE *(Clause 13 of schedule 2 of the Act)*

Owners or company nominees of a lot in the scheme may attend a strata committee meeting however they are not entitled to address the meeting unless authorised by a resolution of the meeting.

NOTICE DATE: 12 July 2022

MOTIONS FOR CONSIDERATION

STATUTORY MATTERS			
MOTION 1	ACTING MEMBERS	THAT pursuant to section 34 of the Strata Schemes Management Act 2015, the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.	Section 34 of the Act
MOTION 2	CONFIRMATION OF MINUTES	THAT the minutes of the last strata committee meeting held 17 June 2022 be confirmed as a true and accurate record of that meeting.	
MOTION 3	PECUNIARY INTEREST	<p>THAT the strata committee:</p> <ul style="list-style-type: none"> (a) receive any disclosures regarding pecuniary interests; (b) record the details of these interests in the disclosure book; (c) for each disclosure made, determine whether that member can <ul style="list-style-type: none"> 1. be present during the deliberations for that matter, or 2. take any part in the decision of that matter. <p>Notes to motion:</p> <p><i>Disclosure of any interest in relation to a corporation or other body, or a specified person for a matter. This might be employment, membership, partnership, though can be any type of relationship</i></p>	
MOTION 4	ELECTION OF OFFICE BEARERS	THAT the secretary, treasurer and chairperson of the strata committee be elected.	Section 41 of the Act and Clause 11 of the Regulations
STRATA COMMITTEE GOVERNANCE			
MOTION 5	ELECTRONIC SERVICE OF INSURANCE INFORMATION	THAT the strata committee resolve to accept all insurance and product disclosure information via email, and that the nominated email address of the owners corporation be determined.	
MOTION 6	FINANCIAL REPORTS & INVOICE APPROVALS	<p>THAT</p> <ul style="list-style-type: none"> (a) the strata committee confirm that the treasurer be nominated to receive the monthly financial reports. (b) The treasurer be added as an external approver to approve <ul style="list-style-type: none"> i. All invoices excluding utilities ii. All invoices including utilities iii. Invoices over \$X only 	
MOTION 7	CODE OF CONDUCT	THAT the attached Code of Conduct be accepted and signed by all members.	
NEXT MEETING			
MOTION 8	NEXT MEETING	THAT the date, time and location of the next meeting(s) of the strata committee be determined.	

MINUTES OF STRATA COMMITTEE MEETING

Sections 39, 40, 263 & Schedule 2 of Strata Schemes Management Act 2015 (NSW)

TO The Owners– Strata Plan No 74790
Panorama
 1 Bruce Bennetts Place Maroubra 2035

The meeting was held on Friday, 17 June 2022
 at Building Managers Office

PRESENT: J Bowen Lot 4
 R Drozdowski Lot 8
 J Sherwin Lot 102
 A S Barberet Lot 122 (arrived 5:30)

APOLOGIES: P Samios Lot 117

IN ATTENDANCE: F Mak Strata Plus

Those present determined that Fiona Mak chair the meeting.

The chairperson declared a quorum, and the meeting was opened at 5:12pm

STATUTORY MATTERS		
MOTION 1	ACTING MEMBERS	WITHDRAWN that the strata committee receive and accept the appointment any acting members of the strata committee for the purpose of this meeting of the strata committee.
MOTION 2	CONFIRMATION OF MINUTES	RESOLVED that the minutes of the last committee meeting held 12 April 2022 be confirmed as a true and accurate record of that meeting.
MOTION 3	PECUNIARY INTEREST	It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
MOTION 4	FINANCIAL STATEMENTS	RESOLVED that the financial statements as presented by Strata Plus for the period ending 31 May 2022 be adopted.
MOTION 5	DRAFT BUDGET & LEVIES 2022/23	RESOLVED that the strata committee review the draft budget prepared by the Treasurer and to discuss any amendments as follows: a) Legal fees increase to \$7,500.00 – for legal to review building works contract b) The committee discussed the date for the AGM to accommodate the strata manager going on leave. It was decided that the AGM will be held once the strata manager returns from leave however, the August levies will be issued late, after the AGM on the 10 th August 2022.
BY- LAW COMPLIANCE		
MOTION 6	BY-LAW NON-COMPLIANCE	DEFEATED that the strata manager is to issue a notice of the owners corporation on an owner or occupier requiring them to comply with a specific by-law upon instruction from either the building manager, or the secretary and one other member of the committee. Note: Strata Manger to get advice from lawyers regarding removal of air conditioners from balconies to accommodate the painting and façade project (by-law 7.2)
BUILDING MANAGEMENT & MAINTENANCE		

MOTION 7	CAPITAL WORKS REPORT	<p>RESOLVED that the strata committee review the Capital Works Forecast Report to identify items to be removed, items to be included and if any BMC items need to be included so funds are available when BMC items are due to be replaced.</p> <p>Note: committee members to review report and provide comments to Treasurer over the weekend.</p>
MOTION 8	BUILDING MANAGERS REPORT	<p>RESOLVED to receive the building manager's report be tabled and received.</p> <p>The strata committee issued the following instructions:</p> <ul style="list-style-type: none"> (a) The Project Studio has advised that Panorama will need a regulated design for the remedial works and will send through costs of engineer and additional project management fees once received. (b) Garbage room ducting – Ducting in the Panorama garbage room needs replacing. It is a BMC cost despite it being for Panorama. (c) Unit 812 Incident – tenant caused sprinkler head to burst which flooded the unit. NSW Fire attended and replaced the sprinkler head and drying machines were left to dry out carpet.
MOTION 9	BUILDING MANAGEMENT COMMITTEE UPDATE	<p>RESOLVED that an update be provided regarding matters within the Building Management Committee and that instructions be provided accordingly.</p> <ul style="list-style-type: none"> i. Painting done in the retail area by Charter Hall is of poor quality. Building Management have reported to Charter Hall.
MOTION 10	PAINTING & FAÇADE PROJECT PREPERATION	<p>RESOLVED that the strata committee discuss items to prepare Owners for the Painting and Façade project including but not limited to:</p> <ul style="list-style-type: none"> (a) Strata Loan Options – Preference are Macquarie or Austrata. Strata Manager to follow up with Austrata with the legality regarding notifying incoming owners of the loan. (b) Information sessions with Owners – dates to be determined at a later date as we are waiting for more information from The Project Studio.
NEXT MEETING		
MOTION 11	NEXT MEETING	<p>RESOLVED that that the next strata committee meeting will be held after the AGM at Centre Management Office on Wednesday, 10 August 2022 at 5:00pm.</p>
	CLOSURE	<p>The chairperson declared the meeting closed at 7:00pm</p>



COMMITTEE CODE OF CONDUCT

This Code is an instrument to support the fair and timely decision making of the committee.
The wording of these undertakings has been agreed by the current committee.

I (full name)	
of SP / DP No	

agree to adhere to these undertakings as part of my acceptance of my role as a committee member

- + Acknowledge and agree to vote at committee meetings to achieve a decision that is in the best interests of all owners. It is noted that at a general meeting I have the right to vote in my own interest.
- + To disclose any personal current or future conflict of interest and remind my fellow members when appropriate
- + To disclose any awareness of a potential conflict of interest with another member or supplier.
- + To act honestly and fairly
- + To respect fellow members opinions and differences
- + To trust and support fellow committee members in carrying out their assigned duties
- + Should I not agree with the majority decision of the committee, I will still work to support the decision of the committee.
- + Have detailed familiarity with the scheme's by-laws
- + To commit to meeting attendance and read materials before the start of the meeting. Should attendance not be possible then contact will be made with the strata manager to assist with the quorum.
- + To agree to a minimum of quarterly meetings that should run for no more than 90 minutes with no more than 15 motions
- + To commit to devoting time to assist with the progressing of scheme matters outside of meetings.
- + To acknowledge that the Secretary is the nominated individual to provide instruction to the strata manager and building manager.
- + To minimize email traffic at all times.
- + To work to timely decision making. Review of correspondence within 5 business days of receipt unless specified otherwise in the 1st sentence of the body of the email.
- + To foster a spirit of teamwork and co-operation with respectful communications (written & verbal) amongst
 - o Fellow committee members
 - o Owners and occupiers
 - o Strata managing agent
 - o Suppliers engaged by the scheme
- + To accept the guidance of the strata manager and contracted specialists to ensure compliance with legislation. If clarity is needed then committee will seek this in writing.
- + To keep confidential contact details of all committee members, owners, residents and other related parties.
- + Understand that if a transgression of this Code occurs then the committee member is afforded the opportunity to provide surety that further transgressions will not occur. With continued transgression the committee can seek in writing the resignation of the committee member. If the request is ignored, then the committee will seek a general meeting with a motion to remove the individual and for a replacement member to be elected.

Signed: Date:

SEND COMPLETED FORM TO
your strata manager's email address
or
info@strataplus.com.au



FORM 1 | GENERAL MEETING PROXY APPOINTMENT

Strata Schemes Management Act 2015 (Schedule 1 Clauses 23, 25, 26), Strata Schemes Management Regulation 2016 Clause 13

MUST insert to show the date of completion and signing of this form	Date & Time	
MUST be the full name(s) as reflected on the title of your lot and in the strata roll. If jointly owned, then all names must be recorded. If owned by a corporation, the name of the corporation must be noted (not the name of the company nominee)	I/We	
MUST insert the Lot number. This is not always your unit/suite number. If unsure contact Strata Plus or refer to a recent levy notice	the owners of lot	
MUST insert the Strata Plan No.	in	SP No
MUST insert the proxy holder's name	appoint	
Insert where the proxy holder is from eg Lot X	of	
as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).		
Tick and/or complete whichever applies. The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings. Period of meetings MUST be specified in a clear manner. If no nomination is made, the proxy will take effect for 12 months or 2 consecutive annual general meetings, whichever is the greater.	Period or number of meetings for which appointment of proxy has effect	<input type="checkbox"/> 1 meeting <input type="checkbox"/> meetings <input type="checkbox"/> 1 month <input type="checkbox"/> months <input type="checkbox"/> 12 months or 2 consecutive annual general meetings
*Circle paragraph 1 or 2, whichever applies. If you circle option 2, then specify the matters and any limitations on the manner in which you want the proxy to vote on the lines provided for option 2. *Strike out paragraph 3 if proxy is not authorised to vote on this matter. Even if not struck out, but if no information is provided then the proxy cannot vote regarding managing agents.	Authorisation given	*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: *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:
A person can only hold one proxy if the scheme has 20 lots or less. Limit to a number equal to not more than 5% of the total number of lots	Limit on number of proxies	*4. I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.
Signatures of ALL owners recorded on title MUST sign. If owned by a corporation, the proxy MUST be executed by the company pursuant to the Corporations Act 2001.	Signature of owner(s)	

REFER OVER FOR IMPORTANT INFORMATION

SEND COMPLETED FORM TO

info@strataplus.com.au



Strata Schemes Management Act 2015 (Schedule 1 Clauses 23, 25, 26), Strata Schemes Management Regulation 2016 Clause 13

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 form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
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.



APPOINTMENT OF COMPANY NOMINEE FORM

Date	
To	Secretary of the Owners of Strata Plan
Company Name as per title	
owner of lot(s)	

In accordance with section 154 (1) of the *Strata Schemes Management Act (NSW) 2015* we hereby give notice that

Nominee name	
of (Australian address)	

is appointed company nominee for the purposes of exercising the rights of the Company vested by virtue of the *Strata Schemes Management Act (NSW) 2015* as at the day of this notice and thereafter, until revoked by the Company in writing to the secretary of the owners corporation.

Nominee's phone	
Nominee's email address	

Executed in accordance with section 127 of the *Corporations Act 2001* in the presence of:

Secretary / Director	Name	Signature
Director	Name	Signature

IMPORTANT TO NOTE

This document must be signed in accordance with section 127 of the *Corporations Act 2001* which states that:

- (1) A company may execute a document without using a common seal if the document is signed by:
 - (a) 2 directors of the company; or
 - (b) a director and a company secretary of the company; or
 - (c) for a proprietary company that has a sole director who is also the sole company secretary – that director.
- (2) A company with a common seal may execute a document if the seal is fixed to the document and the fixing of the seal is witnessed by:
 - (a) 2 directors of the company; or
 - (b) a director and a company secretary of the company; or
 - (c) for a proprietary company that has a sole director who is also the sole company secretary – that director.

SEND COMPLETED FORM TO

info@strataplus.com.au

If you have any questions, simply contact your Strata Plus strata manager.



OWNERS CORPORATION OWNER FORM

STRATA PLAN NO.		UNIT NO.	
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Your details are safeguarded in accordance with The Privacy Act 2000 and our Privacy Policy as per strataplus.com.au
If you consent to receiving notifications electronically, then your email address forms part of the books and records of your scheme.
Electing to receive notifications electronically reduces the postal charges to your scheme.

PREFERRED TITLE & OWNER(S) NAME(S) Eg Dr & Mrs Brown, Mr A Wong & Miss B Wong	
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Correspondence = notices & minutes of meetings; communications to all owners; reports to all owners; and letters specific to your lot.

CORRESPONDENCE	Email address: (only one) I/we authorise the owners corporation to electronically send communication to this email address _____ Signature(s) _____ Dated
AUSTRALIAN POSTAL ADDRESS Only complete if not receiving via email.	

Levy notices are sent to your nominated address.

If there is a delay in receiving your payment, the same address is used for contact purposes.
Please note that if your agent pays your levies you can specify their email address below. If you do have a tenant, you must provide the owners corporation with full lease details within 14 days of them moving in. You can do this by completing our Tenancy Notice Form.

LEVY NOTICES	Email address: (only one) I/we authorise the owners corporation to electronically send communication to this email address _____ Signature(s) _____ Dated
AUSTRALIAN POSTAL ADDRESS Only complete if not receiving via email	

Having your emergency contact details enables us to contact you in our capacity as your scheme's Agent.
The details do not form part of the records of the scheme unless there are specifically related by-laws or resolutions for your scheme.

MOBILE NUMBER	DAYTIME PHONE	AFTER HOURS PHONE	ALTERNATE CONTACT
			Full Name Phone

SEND COMPLETED FORM TO
info@strataplus.com.au

You can directly update your details by login to My Property portal
If you have lost your login details simply click on REQUEST OWNERS LOGIN on our website homepage



STRATA COMMITTEE NOMINATION FORM

NOMINEE

I
sole owner/co-owner/company nominee (*please circle which is relevant*)

of Lot in Strata Plan No.

nominate

to stand for election to the strata committee at the annual general meeting (AGM)

Signature of owner(s):

Date:

ACCEPTANCE OF NOMINATION

I
sole owner/co-owner/company nominee/non-owner (*please circle which is relevant*)

of Lot..... in Strata Plan No.

- ✓ consent to the nomination to stand for election to the strata committee at the AGM, and
- ✓ have read the strata committee election information to confirm my eligibility, and
- ✓ declare the following pecuniary interest
- ✓ disclose my connection with the original owner

Signed:

Date:

IMPORTANT TO NOTE

- + If you are a sole owner or company nominee and self-nominating, please complete both sections of the form
- + Sections 31 & 32 of the *Strata Schemes Management Act 2015 (NSW)* set out the eligibility requirements
- + Schedule 2 of the Act sets out the obligation to disclose a direct or indirect pecuniary interest in a matter to be considered at a meeting.
- + If there are no declarations of interest or connected person disclosures then write "N/A"
- + Forms should be returned to our office prior to the meeting if possible

SEND COMPLETED FORM TO

info@strataplus.com.au

If you have any questions, simply contact your Strata Plus strata manager.