

SydneyStrataReport

property strata inspections

0478 151999 | (02) 80114701 | servicedesk@stratareport.net.au | www.stratareport.net.au



STRATA REPORT

Client	Infinity Property Group
Address of property	Unit B1403/35 Arncliffe Street, Wolli Creek, NSW.
Lot	101
Strata Plan	SP 72442
Name of Strata Management Co.	Strata Plus
Telephone Number of Strata Agent	8198 8500
Report Date	26 October 2022

General Information

Owner's Name	A. Sharma & B. Kumar
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Levy Contributions

Administration Fund contribution.	\$2,312.97
Capital Works Fund contribution.	\$446.99
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$51,720.90 Debit.
Capital Works Fund Balance.	\$347,462.85 Credit.

Insurances

Building Insurance	Yes
Sum Insured	\$165,983,400.00
Insurance Company	SUU
Due Date	30 June 2023
Fire Safety Report ?	Yes
Certificate Date.	2022
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 6 November 2018	Administration Fund set at \$594,000.00 p.a. Capital Works Fund set at \$66,000.00 p.a. Building insurance continued, Motion 17: Special levy of \$57,200.00 raised to address the
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	<p>deficit in the Administration Fund,</p> <p>All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>BMC representatives elected.</p> <p>Meeting closed.</p>
Annual General Meeting 2019	Not held.
Annual General Meeting 20 February 2020	<p>Administration Fund set at \$610,500.00 p.a.</p> <p>Capital Works Fund set at \$71,500.00 p.a.</p> <p>Building insurance continued,</p> <p>The intercom is to be replaced at a cost \$36,329.13,</p> <p>Bylaws for the installation of air conditioning is to be altered, see bylaws attached.</p> <p>All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>BMC representatives elected.</p> <p>Meeting closed.</p>
Annual General Meeting 3 March 2021	<p>Administration Fund set at \$532,400.00 p.a.</p> <p>Capital Works Fund set at \$220,000.00 p.a.</p> <p>Building insurance continued,</p> <p>Car charging options and other renewables are to be investigated,</p> <p>All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>BMC representatives elected.</p> <p>Strata Committee Meeting:</p> <p>General maintenance and air conditioning approvals are recorded.</p> <p>Meeting closed.</p>
Annual General Meeting 3 March 2022	<p>Administration Fund set at \$624,800.00 p.a.</p> <p>Capital Works Fund set at \$179,300.00 p.a.</p> <p>Building insurance continued,</p> <p>All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>BMC representatives elected.</p> <p>Strata Committee Meeting></p>

	Meeting formalities and minor matters recorded only. Meeting closed.
Other comments.	This report is to be taken in context and in conjunction with the scans below.

PROXIMITY B - 72442
35 Arncliffe Street WOLLI CREEK NSW 2205

Member Statement
ABN: 33 594 519 103

01/12/2020 through 25/10/2022

A Sharma & B Kumar
C/- Infinity Property Agents
Suite 38
112-122 McEvoy Street
ALEXANDRIA NSW 2015

Statement Date	25-Oct-2022
Plan Ref.	72442
Property Address	Apartment B14.03 Lot 101 35 Arncliffe Street ARNCLIFFE NSW 2205
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			221.71
22/12/2020		Credit Note Levy Discount (01/12/2020)		(219.95)	1.76
09/03/2021	09/04/2021	Administration Fund (01/03/21 - 31/05/21)	1,633.03		1,634.79
09/03/2021	09/04/2021	Capital Works Fund (01/03/21 - 31/05/21)	869.14		2,503.93
09/03/2021	09/03/2021	Interest on Overdue Levies at 10.00 % pa (Calculated 09/03/2021)	0.05		2,503.98
19/03/2021		Deposit BPAY		(2,253.77)	250.21
28/04/2021	01/06/2021	Administration Fund (01/06/21 - 31/08/21)	1,633.03		1,883.24
28/04/2021	01/06/2021	Capital Works Fund (01/06/21 - 31/08/21)	869.14		2,752.38
03/05/2021		Credit Note Levy Discount 01/03/2021		(250.21)	2,502.17
31/05/2021		Deposit BPAY		(2,502.17)	0.00
31/05/2021	31/05/2021	Interest on Overdue Levies at 10.00 % pa (Calculated 31/05/2021)	1.24		1.24
09/06/2021		Credit Note Levy Discount (01/06/2021)		(250.21)	(248.97)
30/07/2021	01/09/2021	Administration Fund (01/09/21 - 30/11/21)	1,633.04		1,384.07
30/07/2021	01/09/2021	Capital Works Fund (01/09/21 - 30/11/21)	869.14		2,253.21
29/09/2021		Deposit BPAY		(2,003.00)	250.21
04/11/2021	04/12/2021	Administration Fund (01/12/21 - 28/02/22)	1,716.99		1,967.20
04/11/2021	04/12/2021	Capital Works Fund (01/12/21 - 28/02/22)	709.50		2,676.70
04/11/2021	04/11/2021	Interest on Overdue Levies at 10.00 % pa (Calculated 04/11/2021)	4.39		2,681.09
22/11/2021	02/12/2021	Debt Recovery Fee Stage 1	33.00		2,714.09
22/11/2021	22/11/2021	Interest on Overdue Levies at 10.00 % pa (Calculated 22/11/2021)	1.23		2,715.32
26/11/2021		Deposit BPAY		(2,715.32)	0.00
26/11/2021	26/11/2021	Interest on Overdue Levies at 10.00 % pa (Calculated 26/11/2021)	0.27		0.27
22/12/2021		Credit Note Levy Discount (01/12/2021)		(242.65)	(242.38)
23/12/2021		Deposit BPAY		(2,438.44)	(2,680.82)
31/01/2022	01/03/2022	Administration Fund (01/03/22 - 31/05/22)	1,716.99		(963.83)
31/01/2022	01/03/2022	Capital Works Fund (01/03/22 - 31/05/22)	709.50		(254.33)
18/03/2022		Credit Note Levy Discount 01/03/2022		(242.65)	(496.98)
02/05/2022	01/06/2022	Administration Fund (01/06/22 - 31/08/22)	2,312.97		1,815.99
02/05/2022	01/06/2022	Capital Works Fund (01/06/22 - 31/08/22)	446.99		2,262.98
30/05/2022		Deposit BPAY		(1,986.98)	276.00
31/05/2022		Credit Note %10.00 discount on Administration Fund		(231.30)	44.70
31/05/2022		Credit Note %10.00 discount on Capital Works Fund		(44.70)	0.00
31/07/2022	01/09/2022	Administration Fund (01/09/22 - 30/11/22)	2,312.97		2,312.97

PROXIMITY B - 72442
35 Arncliffe Street WOLLI CREEK NSW 2205

Member Statement
ABN: 33 594 519 103

01/12/2020 through 25/10/2022

31/07/2022	01/09/2022	Capital Works Fund (01/09/22 - 30/11/22)	446.99		2,759.96
29/08/2022		Deposit BPAY		(2,483.96)	276.00
30/08/2022		Credit Note %10.00 discount on Administration Fund		(231.30)	44.70
30/08/2022		Credit Note %10.00 discount on Capital Works Fund		(44.70)	0.00
			17,919.60	(18,141.31)	0.00

Statement Summary 01/12/2020 through 25/10/2022

General Admin Levies	<u>12,992.02</u>	Capital Works Fund Levies	<u>4,920.40</u>
General Admin Interest	<u>7.18</u>	Capital Works Fund Interest	<u>0.00</u>



Payment Slip

Strata Plus

* Register at deft.com.au or by calling 1800 672 162. **Your Reference Number: 2332 0760 4102 3101 3**



Post this payment slip with your cheque made payable to:
Strata Plus ITF SP 72442
 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

A Sharma & B Kumar
Plan: 72442
 Apartment B14.03
 Lot 101



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: 2332 0760 4102 3101 3



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

Ref: 2332 0760 4102 3101 3

**No Payment
Required**



Pay in-store at Australia Post by cheque or EFTPOS



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+233207604 10231013 <

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PROXIMITY B - 72442
35 Arncliffe Street WOLLI CREEK NSW 2205

Member Statement
ABN: 33 594 519 103

01/12/2020 through 25/10/2022

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. 72442

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

Balance Sheet Detail

as at 25/10/2022

Registered for GST

(\$)

Assets

810 - Levies in Arrears/(Advance) - Total	(1,268.58)
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825 - Cash At Bank

825.10 - Cheque Account

825.10.1 - Administrative Fund	(29,050.26)
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825.10.2 - Capital Works/Sinking Fund	345,667.16
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825 - Cash At Bank - Total	316,616.90
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845 - Other Debtors - Total	(8,595.64)
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Total Assets	306,752.68
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Less Liabilities

920 - Sundry Creditors - Total	4,786.36
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925 - Trade Creditors - Total	616.00
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940 - GST Clearing - Total	(2,791.63)
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952 - Refundable Deposits Received

952.20 - Bonds	3,650.00
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952.30 - Key Deposits	4,750.00
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952 - Refundable Deposits Received - Total	8,400.00
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Total Liabilities	11,010.73
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Net Assets	295,741.95
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Represented by:

610 - Administrative Fund as at 01/10/2021	22,076.96
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Deficit - Administration Fund	(73,797.86)
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Administration Fund Reserve	(51,720.90)
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650 - Capital Works/Sinking Fund as at 01/10/2021	265,791.76
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Surplus - Capital Works Fund	81,671.09
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Capital Works Fund Reserve	347,462.85
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Total Equity	<u>295,741.95</u>
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**The Owners - Strata Plan No. 72442**

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

Revenue & Expense Level 3

01/10/2021 through 25/10/2022

Registered for GST

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Detail - Administration**Revenue**

110 - Administrative Fund Levy - Total	568,000.00
111 - Administrative Fund Levy Discount - Total	(50,558.60)
125 - Insurance Claim Recovery - Total	(6,169.70)
130 - Interest Received	
130.20 - Interest on Arrears (from Levies)	515.54
130 - Interest Received - Total	515.54
195 - Other	
195.50 - Sale of Keys/Remotes/Swipes/Fobs	727.21
195.60 - Schedule B/D Reimbursement	
195.60.7 - Status Certificate (s184/s26)	435.91
195.60.8 - Strata Inspection Fees (s183)	186.00
195 - Other - Total	1,349.12
Total Revenue	513,136.36

Expense

320 - Consultancy/Inspections	
320.85 - Workplace Health & Safety	886.36
320.96 - Trades Monitor	85.00
320 - Consultancy/Inspections - Total	971.36
335 - Insurance	
335.10 - Premium	3,634.42
335 - Insurance - Total	3,634.42
342 - Levies	
342.10 - Building Management Committee	
342.10.3 - Levies	377,136.92
342 - Levies - Total	377,136.92
345 - Management Costs	
345.10 - Agreed Fee (Schedule A)	19,829.16
345.20 - Additional Fees (Schedule B)	3,378.18
345.31 - Itemised Disbursements	
345.31.3 - Admin - Agent Disburst - Accounting/BAS	1,090.92
345.34 - Fixed Disbursements (Schedule D)	5,909.16
345.35 - Itemised Disbursement	
345.35.1 - Admin Agent Disburs - Electronic data storage fee	983.19
345.80 - Charges for Debt Collection	(90.00)
345 - Management Costs - Total	31,100.61
350 - Maintenance, Service & Repairs	
350.11 - Exhaust/Ventilation	570.00
350.13 - Building Repair & Maintenance (General)	10,867.50
350.15 - Carpark/Garage	
350.15.2 - Doors & Gates - Non-Routine	(2,913.00)
350.17 - Cleaning	
350.17.1 - Contract	32,289.00

Registered for GST

350.17.2 - Additional/Non-Routine	200.00
350.17.6 - Cleaning carpets	15,600.00
350.17.7 - Window Cleaning	26,250.00
350.22 - Doors & Windows	6,847.75
350.25 - Electrical/Lighting	
350.25.1 - Repairs	1,704.60
350.25.9 - Other	1,170.00
350.27 - Fire Services	
350.27.2 - Non-Routine	8,800.00
350.50 - Plumbing	
350.50.1 - Routine	720.00
350.50.2 - Non-Routine	22,712.50
350.50.4 - Hot Water Service	3,564.85
350.60 - Security & Monitoring	
350.60.4 - Intercoms	840.00
350.65 - Waste Services	
350.65.6 - Garbage Compactor/Chute	790.00
350 - Maintenance, Service & Repairs - Total	130,013.20
367 - Reimbursement of Regulation Fees	
367.70 - Status Certificate	435.91
367.80 - Strata Inspection	155.00
367 - Reimbursement of Regulation Fees - Total	590.91
390 - Utilities/Rates	
390.40 - Water & Sewerage	43,486.80
390 - Utilities/Rates - Total	43,486.80
Total Expense	586,934.22
Deficit	(73,797.86)

Detail - Capital Works Fund

Revenue	
210 - Capital Works/Sinking Fund Levy - Total	163,000.00
211 - Capital Works/Sinking Fund Levy Discount - Total	(15,258.29)
230 - Capital Works/Sinking Fund Interest Received	
230.10 - Interest on Arrears (from Levies)	132.19
230 - Capital Works/Sinking Fund Interest Received - Total	132.19
232 - Income Tax Refund - Total	496.00
Total Revenue	148,369.90
Expense	
401 - Accounting	
401.20 - Tax Preparation	80.00
401 - Accounting - Total	80.00
450 - Upgrades & Replacements	
450.13 - Building Upgrades & Improvements (General)	9,746.25
450.15 - Carpark/Garage	
450.15.1 - Doors & Gates - Replacement	6,645.00
450.22 - Doors & Windows	675.00
450.27 - Fire Services	
450.27.1 - Equipment & Installations	16,452.08
450.29 - Flooring Replacement	
450.29.7 - Timber Floors	950.00

Registered for GST

450.50 - Plumbing		
450.50.1 - Major Plumbing & Drainage		2,029.78
450.50.4 - Hot Water Service		6,391.00
450.60 - Security Equipment		
450.60.3 - CCTV & Alarm Equipment		4,410.80
450.60.4 - Gates & Intercoms		1,117.54
450.60.9 - Other		131.36
450.70 - Waterproofing		18,070.00
450 - Upgrades & Replacements - Total		66,618.81
	Total Expense	<u>66,698.81</u>
	Surplus	<u>81,671.09</u>

The Owners - Strata Plan No. 72442

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

Balance Sheet Detail

as at 25/10/2022

Registered for GST

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Represented by:

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Deficit - Administration Fund	(73,797.86)
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Administration Fund Reserve	(51,720.90)
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650 - Capital Works/Sinking Fund as at 01/10/2021	265,791.76
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Surplus - Capital Works Fund	81,671.09
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Capital Works Fund Reserve	<u>347,462.85</u>
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Total Equity	<u>295,741.95</u>
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CERTIFICATE OF CURRENCY

To Whom It May Concern

Date: 07.07.22
Policy No.: 06S3524049
Type of Insurance: Residential Strata Insurance
Period Of Insurance: : From 4.00pm 30th June 2022
To 4.00pm 30th June 2023

This policy referred to is current at the date of issue of this certificate and whilst a due date has been indicated, it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

This is to certify cover has been granted in terms of the Insurers Standard Policy, a copy of which is available on request.

This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extents of your insurance cover.

Insured : Strata Plan 72442, Strata Plan 72443, Strata Plan 72444,
Strata Plan 72445 & Strata Plan 73675 in DP1066102 and
the Building Management Committee for their Respective
Rights & Interests

Situation : 35 Arncliffe Street
Wolli Creek NSW 2205

Section 1 :	Building including common contents	\$ 165,983,400
	Loss of Rent/Temporary Accommodation (15%)	\$ 24,897,510
	Catastrophe or Emergency (15%)	\$ 24,897,510
	Additional Loss of Rent	\$ Not Insured
	Additional Catastrophe	\$ Not Insured
	Floating Floors	\$ Included
Section 2 :	Glass	\$ Included
Section 3 :	Theft	\$ Included
Section 4 :	Liability	\$ 30,000,000
Section 5 :	Fidelity Guarantee	\$ 100,000
Section 6 :	Office Bearers Liability	\$ 10,000,000
Section 7 :	Voluntary Workers (Weekly/ Capital Benefit)	\$2000/200,000
Section 8 :	Government Audit Costs	\$ 25,000
Section 9 :	Legal Expenses	\$ 50,000
Section 10:	Workplace, Health & Safety Breaches	\$ 100,000
Section 11:	Machinery Breakdown	\$ 200,000
Section 12:	Lot Owners Improvements (Per Lot)	\$ 250,000
Section 13:	Workers Compensation	Not Insured

Excesses :

Section 1	\$ 5,000	bursting, leaking, discharging or overflowing of pipes and/or apparatus and any resultant damage
Section 1	\$ 5,000	all water damage claims



Strata Unit Underwriting Agency Pty Ltd
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246 719
Unit 5/263 Alfred Street, North Sydney, New South Wales 2060
info@suu.com.au | www.suu.com.au | T: 1300 668 066 | F: 1300 668 166

CERTIFICATE OF CURRENCY

DP1066102 & others
(SUU NSW D5409 0176335/001)

Section 1	\$ 20,000	all storm and tempest claims
Section 1	\$ 2,500	all other claims + as per policy wording
Section 2	\$ 2,500	all claims
Section 3	\$ 2,500	all claims
Section 11	\$ 2,500	all claims

On behalf of the Insurers: Insurance Australia Limited trading as
CGU Insurance ABN 11 000 016 722

Special Terms/ Conditions:

1. Machinery Breakdown

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Machinery Breakdown cover includes all electrical and mechanical plant and equipment at the situation but excludes:

1. centrifugal chillers
2. lifts not having in force at all times a full maintenance agreement including parts and labour.

#### 2 . Stratum Complex

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Sections 4,5,6,7,8,9 & 10 - cover applies to insured parties jointly and not severally. Cover under Section 4 is provided in respect to "common areas" only.

Section 6 - Office Bearers - Extension of cover 3 "CROSS LIABILITY" is deleted.

General condition "CROSS LIABILITY" on page 44 of this policy is deleted



Strata Unit Underwriting Agency Pty Ltd
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246 719
Unit 5/263 Alfred Street, North Sydney, New South Wales 2060
info@suu.com.au | www.suu.com.au | T: 1300 668 066 | F: 1300 668 166

CERTIFICATE OF CURRENCY

DP1066102 & others
(SUU NSW D5409 0176335/001)

3 . Additional policy exclusion Building Defects and Remedial Work exclusion (applicable to all sections)

We will not pay any claims for Damage to Insured Property, Personal Injury, Property Damage, Loss, or Legal Expenses caused directly or indirectly by, contributed by or arising from defect in any item, structural defect, faulty design, faulty workmanship, error or omission as outlined within the report issued by A1 Sydney Emergency Plumbing dated 29/11/21

4 . Flood Cover

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This policy is extended to include flood. The word "flood" is deleted from exclusion 1.e. on page 18 and exclusion 1.e. on page 21.

# 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

**35 ARNCLIFFE STREET, WOLLI CREEK NSW 2205**

| Lot No. (if known) | DP/SP (if known)                                   | Building name (if applicable) |
|--------------------|----------------------------------------------------|-------------------------------|
| -                  | DP 1066102, SP 72442,<br>SP72443, SP72444, SP72445 | PROXIMITY APARTMENTS          |

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

**RESIDENTIAL UNITS, 4 BUILDINGS. A - 20 STORIES, B - 14 STORIES  
D - 4 STORIES, E - 4 STORIES. 2 LEVELS UNDERGROUND CARPARK**

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

Name

The Owners of Strata Plan 72445 C/- Whelan Property Group

Address

PO BOX 75, STRAWBERRY HILLS NSW 2012

### Section 4: Fire safety measures

| Fire safety measure                                                                                         | Minimum standard of performance                                                                                                                                             | Date(s) assessed | APFS *   |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| Access Panels, Doors and Hoppers to Fire Resisting Shafts                                                   | BCA Clause. C3.13 & AS 1530.4                                                                                                                                               | 26/02/2022       | F015557A |
| Automatic fail safe devices including roller shutter and gates in carpark                                   | BCA Clauses C3.5, C3.6, C3.8, D2.19, D2.21 & D2.22, NSW C3.11(d), Spec 3.4 and Alternative Solution for carpark (see Alternative solutions report no 02063, R2.4. May 2004) | 26/02/2022       | F015557A |
| Automatic Smoke Detection and Alarm Systems                                                                 | BCA Clauses C3.8, C3.11, NSW C3.11(d), Spec C3.4, Spec E2.2a & AS 1670.1, AS 3786 and Alternative Solutions Report                                                          | 26/02/2022       | F015557A |
| Automatic Fire Suppressions System (sprinklers) excluding exhaust hood shop 6/2 Magdaline Tce. Wolli Creek) | BCA clause C3.15, AS/NZS 1668.1, AS 1682.1 & 2 and Manufacturer's Recommendations                                                                                           | 26/02/2022       | F015557A |
| Emergency Lifts                                                                                             | BCA Clauses E3.4, E3.7 & AS1735.2-1986, AS 1735.11, AS 1735.12 and exemption under Clause 188 of EP&A Regulation 2000 by NSW Fire Brigade                                   | 26/02/2022       | F015557A |
| Emergency Lighting                                                                                          | BCA Clause E4.2, E4.4 & AS/NZS 2993.1 & Alternative Solutions Report                                                                                                        | 26/02/2022       | F015557A |

35 ARNCLIFFE STREET, WOLLI CREEK NSW 2205



# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



|                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| Emergency Warning and Intercommunication Systems                                                                                                                                                                                                                                                                                                                                                                       | BCA Clause E4.9, AS 2220.1&2, Alternative Solutions Report and exemption under Clause 188 of EP&A Regulation 2000 by NSW Fire Brigades                                                                                                                                                                                                                                                                                                                                       | 26/02/2022 | F015557A |
| Exit Signs                                                                                                                                                                                                                                                                                                                                                                                                             | BCA Clauses E4.5, NSW E4.6, E4.8, AS/NZS2293.1 and Alternative Solutions Report                                                                                                                                                                                                                                                                                                                                                                                              | 26/02/2022 | F015557A |
| Exit Signs (non-illuminated)                                                                                                                                                                                                                                                                                                                                                                                           | BCA Clause E.47                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 26/02/2022 | F015557A |
| Fire Control Centre and Rooms                                                                                                                                                                                                                                                                                                                                                                                          | BCA Clause C3.5, C3.8, C3.10, C3.11 Spec C3.4, AS/NZS 1905.1, AS1735.11 and Alternative Solutions Report                                                                                                                                                                                                                                                                                                                                                                     | 26/02/2022 | F015557A |
| Fire Dampers                                                                                                                                                                                                                                                                                                                                                                                                           | BCA clause C3.15, AS/NZS 1668.1, AS 1682.1 & 2 and Manufacturer's Recommendations                                                                                                                                                                                                                                                                                                                                                                                            | 24/02/2022 | IT57684  |
| Fire Doors                                                                                                                                                                                                                                                                                                                                                                                                             | BCA Clause C3.5, C3.8, C3.10, C3.11 & Spec C3.4, AS/NZS1905.1, AS1735.11 and Alternative Solutions Reports                                                                                                                                                                                                                                                                                                                                                                   | 26/02/2022 | F015557A |
| Hose Reel Systems                                                                                                                                                                                                                                                                                                                                                                                                      | BCA Cl. E1.4, AS 2441 and Alternative Solutions Report                                                                                                                                                                                                                                                                                                                                                                                                                       | 26/02/2022 | F015557A |
| Fire Hydrant Systems                                                                                                                                                                                                                                                                                                                                                                                                   | BCA Clause E1.3 & AS2419.1                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 26/02/2022 | F015557A |
| Fire Seals & Fire Stopping                                                                                                                                                                                                                                                                                                                                                                                             | BCA Clause C3.15, Spec A2.4 & Spec C3.15, AS1530.4 & AS 4072.1 and Manufacturer's Recommendations                                                                                                                                                                                                                                                                                                                                                                            | 26/02/2022 | F015557A |
| Lightweight Construction                                                                                                                                                                                                                                                                                                                                                                                               | BCA Clause C1.8, Spec A2.4 & Spec C1.8, AS 1530.3, AS 1530.4, ASTM E72-80, ASTM E695-79 & AS 2185 and Manufacturer's Recommendations                                                                                                                                                                                                                                                                                                                                         | 26/02/2022 | F015557A |
| Mechanical Air Handling Systems                                                                                                                                                                                                                                                                                                                                                                                        | BCA Clauses C3.15, E2.2 and F4.12, Spec E2.2a, AS/NZS 1668.1, AS 1668.2 and Alternative Solutions Report                                                                                                                                                                                                                                                                                                                                                                     | 12/04/2022 | F047182A |
| Portable Fire Extinguishers                                                                                                                                                                                                                                                                                                                                                                                            | BCA Clause E1.6, AS 2444 and Alternative Solution                                                                                                                                                                                                                                                                                                                                                                                                                            | 26/02/2022 | F015557A |
| Smoke and/or Heat Detectors                                                                                                                                                                                                                                                                                                                                                                                            | BCA Spec E2.2a, AS 1670.1, AS 3786 and Alternative Solution Reports                                                                                                                                                                                                                                                                                                                                                                                                          | 26/02/2022 | F015557A |
| Smoke Dampers                                                                                                                                                                                                                                                                                                                                                                                                          | BCA Clause E2.2, AS/NZS 1668.1, AS 1682.1 & AS 1682.2                                                                                                                                                                                                                                                                                                                                                                                                                        | 12/04/2022 | F047182A |
| Smoke Doors                                                                                                                                                                                                                                                                                                                                                                                                            | BCA Clause C2.14, Spec C3.4 and Alternative Solutions Reports                                                                                                                                                                                                                                                                                                                                                                                                                | 26/02/2022 | F015557A |
| Wall Wetting Sprinklers                                                                                                                                                                                                                                                                                                                                                                                                | BCA Clause E.47                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 26/02/2022 | F015557A |
| Warning and Operational Signs                                                                                                                                                                                                                                                                                                                                                                                          | BCA Clause C3.5, C3.8, C3.10, C3.11 Spec C3.4, AS/NZS 1905.1, AS1735.11 and Alternative Solutions Report                                                                                                                                                                                                                                                                                                                                                                     | 26/02/2022 | F015557A |
| Fire Safety Notices                                                                                                                                                                                                                                                                                                                                                                                                    | BCA Clause C3.5, C3.8, C3.10, C3.11 & Spec C3.4, AS/NZS1905.1, AS1735.11 and Alternative Solutions Reports                                                                                                                                                                                                                                                                                                                                                                   | 26/02/2022 | F015557A |
| Paths of Travel to Fire Exits                                                                                                                                                                                                                                                                                                                                                                                          | BCA Cl. E1.4, AS 2441 and Alternative Solutions Report                                                                                                                                                                                                                                                                                                                                                                                                                       | 26/02/2022 | F015557A |
| Pressurising Systems                                                                                                                                                                                                                                                                                                                                                                                                   | BCA Clause E1.3 & AS2419.1                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 12/04/2022 | F047182A |
| Smoke Hazard Management Systems                                                                                                                                                                                                                                                                                                                                                                                        | BCA Clause C3.15, Spec A2.4 & Spec C3.15, AS1530.4 & AS 4072.1 and Manufacturer's Recommendations                                                                                                                                                                                                                                                                                                                                                                            | 12/04/2022 | F047182A |
| Alternative Solution proposed for the development relate to:<br>I. Treatment of Blocks D and E and Gymnasium as separate buildings.<br>II. Vertical separation of external openings in Blocks D and E.<br>III. Protection of openings and provision of adequate light and ventilation to the northwest elevation of Block B.<br>IV. Reduced FRL for the retail shops.<br>V. Only one exit serving level 20 of Block A. | Recommendations contained within Alternative Solutions Report Nos. 2002/063 R1.1 dated September 2002, 02063 R2.4 dated May 2004, 2002/063 R3.3 dated April 2003, 2002/063 R4.1 dated April 2003 and 03181 R1.3 dated May 2004, 2002/063 R5.1 dated May 2004, 2002/063 R6.1 dated May 2004, 02063 R7.1 dated May 2004, 02063 R8.1 dated May 2004 prepared by Defire Australia Pty Ltd and letter with ref job no 2002/063 from Defire related to exits in Block A < 9m apart | 26/02/2022 | F015557A |



# Fire Safety Statement

## Part 9 of the Environmental Planning and Assessment Regulation 2000



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| Alternative Solution proposed for the development relate to:<br>VI. Distance between alternative exits in Block A is <9m.<br>VII. Excessive travel distance in Blocks A and B.<br>VIII. Excessive travel distance to an exit and distance between alternative exits in the carpark<br>IX. Non-complying discharge from fire isolated stair in Block B.<br>X. The change in levels between the Fire Control Room and the open space is >300mm.                                                                                                                                                                                                                                                                                                    | Recommendations contained within Alternative Solutions Report Nos. 2002/063 R1.1 dated September 2002, 02063 R2.4 dated May 2004, 2002/063 R3.3 dated April 2003, 2002/063 R4.1 dated April 2003 and 03181 R1.3 dated May 2004, 2002/063 R5.1 dated May 2004, 2002/063 R6.1 dated May 2004, 02063 R7.1 dated May 2004, 02063 R8.1 dated May 2004 prepared by Defire Australia Pty Ltd and letter with ref job no 2002/063 from Defire related to exits in Block A <9m apart. | 26/02/2022 | F015557A |
| Alternative Solution proposed for the development relate to:<br>XI. Deletion of zone smoke control system in retail shops in Block A.<br>XII. Protection of the openings for levels 1, 2 and 3 of buildings A and D.<br>XIII. Wall between building A and D not being independent of fire wall.<br>XIV. Openings within entrance driveway within 3 meters of the boundary not protected<br>XV. Openings within 3 meters of the allotment boundary not protected in accordance with Clause 3.4 in Block B.                                                                                                                                                                                                                                        | Recommendations contained within Alternative Solutions Report Nos. 2002/063 R1.1 dated September 2002, 02063 R2.4 dated May 2004, 2002/063 R3.3 dated April 2003, 2002/063 R4.1 dated April 2003 and 03181 R1.3 dated May 2004, 2002/063 R5.1 dated May 2004, 2002/063 R6.1 dated May 2004, 02063 R7.1 dated May 2004, 02063 R8.1 dated May 2004 prepared by Defire Australia Pty Ltd and letter with ref job no 2002/063 from Defire related to exits in Block A <9m apart. | 26/02/2022 | F015557A |
| Alternative Solution proposed for the development relate to:<br>XVI. Deletion of sprinklers from enclosed balconies which exceed the size limitations specified by AS2118.1 (alternative solution limited the size as well)<br>XVII. Fire isolated stair discharge into enclosed lobby (Blocks D and E)<br>XVIII. Unobstructed width of required non fire isolated stair serving level 2 of Block B is less than 1000mm.<br>XIX. Minimum unobstructed width of required non-fire isolated stair and public corridor in Blocks D and E is 940mm.<br>XX. Plantroom and meter rooms opening into fire isolated exit.<br>XXI. Deletion of Fire Hose Reels from retail in Block D.<br>XXII. Single step in fire isolated stair on level 19 of Block A | Recommendations contained within Alternative Solutions Report Nos. 2002/063 R1.1 dated September 2002, 02063 R2.4 dated May 2004, 2002/063 R3.3 dated April 2003, 2002/063 R4.1 dated April 2003 and 03181 R1.3 dated May 2004, 2002/063 R5.1 dated May 2004, 2002/063 R6.1 dated May 2004, 02063 R7.1 dated May 2004, 02063 R8.1 dated May 2004 prepared by Defire Australia Pty Ltd and letter with ref job no 2002/063 from Defire related to exits in Block A <9m apart. | 26/02/2022 | F015557A |

\* 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                          | 26/02/2022        | F015557A |
|                                |                   |          |
|                                |                   |          |

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



# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



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

| Full name    | Phone          | Email                          | Accreditation No.* | Signature |
|--------------|----------------|--------------------------------|--------------------|-----------|
| HEATH RYTER  | 1300602106     | INFO@SMOKEBUSTERS.COM.AU       | F015557A           |           |
| ETHAN MORGAN | (02) 4647 9860 | INFO@MECHAIRENGINEERING.COM.AU | IT57684            |           |
| Gregory Hain | 0418240672     | greg@ngmechanical.com.au       | F047182A           |           |
|              |                |                                |                    |           |

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

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

|                                |                              |
|--------------------------------|------------------------------|
| Full name                      | Amy Lee                      |
| Organisation (if applicable)   | Whelan Property Group        |
| Title/Position (if applicable) | Compliance Officer           |
| Phone                          | 02 9219 4111                 |
| Email                          | strata@whelanproperty.com.au |

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

## Section 8: Annual fire safety statement declaration

I, Amy Lee being the: ☐ owner ☒ owner's agent

declare that:

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

|                       |  |             |            |
|-----------------------|--|-------------|------------|
| Owner/Agent Signature |  | Date issued | 13/05/2022 |
|-----------------------|--|-------------|------------|

## 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 |  |
|-----------------------|--|-------------|--|



35 ARNCLIFFE STREET, WOLLI CREEK NSW 2205

# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



|                                                                                                             |                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Access Panels, Doors and Hoppers to Fire Resisting Shafts                                                   | BCA Clause. C3.13 & AS 1530.4                                                                                                                                               |
| Automatic fail safe devices including roller shutter and gates in carpark                                   | BCA Clauses C3.5, C3.6, C3.8, D2.19, D2.21 & D2.22, NSW C3.11(d), Spec 3.4 and Alternative Solution for carpark (see Alternative solutions report no 02063, R2.4. May 2004) |
| Automatic Smoke Detection and Alarm Systems                                                                 | BCA Clauses C3.8, C3.11, NSW C3.11(d), Spec C3.4, Spec E2.2a & AS 1670.1, AS 3786 and Alternative Solutions Report                                                          |
| Automatic Fire Suppressions System (sprinklers) excluding exhaust hood shop 6/2 Magdaline Tce. Wolli Creek) | BCA clause C3.15, AS/NZS 1668.1, AS 1682.1 & 2 and Manufacturer's Recommendations                                                                                           |
| Emergency Lifts                                                                                             | BCA Clauses E3.4, E3.7 & AS1735.2-1986, AS 1735.11, AS 1735.12 and exemption under Clause 188 of EP&A Regulation 2000 by NSW Fire Brigade                                   |
| Emergency Lighting                                                                                          | BCA Clause E4.2, E4.4 & AS/NZS 2993.1 & Alternative Solutions Report                                                                                                        |
| Emergency Warning and Intercommunication Systems                                                            | BCA Clause E4.9, AS 2220.1&2, Alternative Solutions Report and exemption under Clause 188 of EP&A Regulation 2000 by NSW Fire Brigades                                      |
| Exit Signs                                                                                                  | BCA Clauses E4.5, NSW E4.6, E4.8, AS/NZS2293.1 and Alternative Solutions Report                                                                                             |
| Exit Signs (non-illuminated)                                                                                | BCA Clause E.47                                                                                                                                                             |
| Fire Control Centre and Rooms                                                                               | BCA Clause C3.5, C3.8, C3.10, C3.11 Spec C3.4, AS/NZS 1905.1, AS1735.11 and Alternative Solutions Report                                                                    |
| Fire Dampers                                                                                                | BCA clause C3.15, AS/NZS 1668.1, AS 1682.1 & 2 and Manufacturer's Recommendations                                                                                           |
| Fire Doors                                                                                                  | BCA Clause C3.5, C3.8, C3.10, C3.11 & Spec C3.4, AS/NZS1905.1, AS1735.11 and Alternative Solutions Reports                                                                  |
| Hose Reel Systems                                                                                           | BCA Cl. E1.4, AS 2441 and Alternative Solutions Report                                                                                                                      |
| Fire Hydrant Systems                                                                                        | BCA Clause E1.3 & AS2419.1                                                                                                                                                  |
| Fire Seals & Fire Stopping                                                                                  | BCA Clause C3.15, Spec A2.4 & Spec C3.15, AS1530.4 & AS 4072.1 and Manufacturer's Recommendations                                                                           |
| Lightweight Construction                                                                                    | BCA Clause C1.8, Spec A2.4 & Spec C1.8, AS 1530.3, AS 1530.4, ASTM E72-80, ASTM E695-79 & AS 2185 and Manufacturer's Recommendations                                        |
| Mechanical Air Handling Systems                                                                             | BCA Clauses C3.15, E2.2 and F4.12, Spec E2.2a, AS/NZS 1668.1, AS 1668.2 and Alternative Solutions Report                                                                    |
| Portable Fire Extinguishers                                                                                 | BCA Clause E1.6, AS 2444 and Alternative Solution                                                                                                                           |
| Smoke and/or Heat Detectors                                                                                 | BCA Spec E2.2a, AS 1670.1, AS 3786 and Alternative Solution Reports                                                                                                         |
| Smoke Dampers                                                                                               | BCA Clause E2.2, AS/NZS 1668.1, AS 1682.1 & AS 1682.2                                                                                                                       |
| Smoke Doors                                                                                                 | BCA Clause C2.14, Spec C3.4 and Alternative Solutions Reports                                                                                                               |
| Wall Wetting Sprinklers                                                                                     | BCA Clause E.47                                                                                                                                                             |
| Warning and Operational Signs                                                                               | BCA Clause C3.5, C3.8, C3.10, C3.11 Spec C3.4, AS/NZS 1905.1, AS1735.11 and Alternative Solutions Report                                                                    |



# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fire Safety Notices</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>BCA Clause C3.5, C3.8, C3.10, C3.11 &amp; Spec C3.4, AS/NZS1905.1, AS1735.11 and Alternative Solutions Reports</b>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Paths of Travel to Fire Exits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>BCA Cl. E1.4, AS 2441 and Alternative Solutions Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Pressurising Systems</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>BCA Clause E1.3 &amp; AS2419.1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Smoke Hazard Management Systems</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>BCA Clause C3.15, Spec A2.4 &amp; Spec C3.15, AS1530.4 &amp; AS 4072.1 and Manufacturer's Recommendations</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Alternative Solution proposed for the development relate to:</b><br><b>I. Treatment of Blocks D and E and Gymnasium as separate buildings.</b><br><b>II. Vertical separation of external openings in Blocks D and E.</b><br><b>III. Protection of openings and provision of adequate light and ventilation to the northwest elevation of Block B.</b><br><b>IV. Reduced FRL for the retail shops.</b><br><b>V. Only one exit serving level 20 of Block A.</b>                                                                                    | <b>Recommendations contained within Alternative Solutions Report Nos. 2002/063 R1.1 dated September 2002, 02063 R2.4 dated May 2004, 2002/063 R3.3 dated April 2003, 2002/063 R4.1 dated April 2003 and 03181 R1.3 dated May 2004, 2002/063 R5.1 dated May 2004, 2002/063 R6.1 dated May 2004, 02063 R7.1 dated May 2004, 02063 R8.1 dated May 2004 prepared by Defire Australia Pty Ltd and letter with ref job no 2002/063 from Defire related to exits in Block A &lt; 9m apart</b> |
| <b>Alternative Solution proposed for the development relate to:</b><br><b>VI. Distance between alternative exits in Block A is &lt;9m.</b><br><b>VII. Excessive travel distance in Blocks A and B.</b><br><b>VIII. Excessive travel distance to an exit and distance between alternative exits in the carpark</b><br><b>IX. Non-complying discharge from fire isolated stair in Block B.</b><br><b>X. The change in levels between the Fire Control Room and the open space is &gt;300mm.</b>                                                       | <b>Recommendations contained within Alternative Solutions Report Nos. 2002/063 R1.1 dated September 2002, 02063 R2.4 dated May 2004, 2002/063 R3.3 dated April 2003, 2002/063 R4.1 dated April 2003 and 03181 R1.3 dated May 2004, 2002/063 R5.1 dated May 2004, 2002/063 R6.1 dated May 2004, 02063 R7.1 dated May 2004, 02063 R8.1 dated May 2004 prepared by Defire Australia Pty Ltd and letter with ref job no 2002/063 from Defire related to exits in Block A &lt;9m apart.</b> |
| <b>Alternative Solution proposed for the development relate to:</b><br><b>XI. Deletion of zone smoke control system in retail shops in Block A.</b><br><b>XII. Protection of the openings for levels 1, 2 and 3 of buildings A and D.</b><br><b>XIII. Wall between building A and D not being independent of fire wall.</b><br><b>XIV. Openings within entrance driveway within 3 meters of the boundary not protected</b><br><b>XV. Openings within 3 meters of the allotment boundary not protected in accordance with Clause 3.4 in Block B.</b> | <b>Recommendations contained within Alternative Solutions Report Nos. 2002/063 R1.1 dated September 2002, 02063 R2.4 dated May 2004, 2002/063 R3.3 dated April 2003, 2002/063 R4.1 dated April 2003 and 03181 R1.3 dated May 2004, 2002/063 R5.1 dated May 2004, 2002/063 R6.1 dated May 2004, 02063 R7.1 dated May 2004, 02063 R8.1 dated May 2004 prepared by Defire Australia Pty Ltd and letter with ref job no 2002/063 from Defire related to exits in Block A &lt;9m apart.</b> |
| <b>Alternative Solution proposed for the development relate to:</b><br><b>XVI. Deletion of sprinklers from enclosed balconies which exceed the</b>                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Recommendations contained within Alternative Solutions Report Nos. 2002/063 R1.1 dated September 2002, 02063 R2.4 dated May 2004, 2002/063 R3.3 dated April 2003,</b>                                                                                                                                                                                                                                                                                                               |



# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



size limitations specified by AS2118.1 (alternative solution limited the size as well)

**XVII. Fire isolated stair discharge into enclosed lobby (Blocks D and E)**

**XVIII. Unobstructed width of required non fire isolated stair serving level 2 of Block B is less than 1000mm.**

**XIX. Minimum unobstructed width of required non-fire isolated stair and public corridor in Blocks D and E is 940mm.**

**XX. Plantroom and meter rooms opening into fire isolated exit.**

**XXI. Deletion of Fire Hose Reels from retails in Block D.**

**XXII. Single step in fire isolated stair on level 19 of Block A**

2002/063 R4.1 dated April 2003 and 03181 R1.3 dated May 2004, 2002/063 R5.1 dated May 2004, 2002/063 R6.1 dated May 2004, 02063 R7.1 dated May 2004, 02063 R8.1 dated May 2004 prepared by Defire Australia Pty Ltd and letter with ref job no 2002/063 from Defire related to exits in Block A <9m apart.

## Note:

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

# MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 72442

## Proximity B

35 Arncliffe Street, Wolli Creek

The meeting was held on Tuesday 6 November 2018

At the meeting room

PRESENT:

|          |         |
|----------|---------|
| S Cyun   | Lot 38  |
| J Fung   | Lot 70  |
| N C Khoo | Lot 84  |
| L Jing   | Lot 102 |
| T Wang   | Lot 103 |

IN ATTENDANCE:

|            |                               |
|------------|-------------------------------|
| M Petrescu | Proactive Building Management |
| A Edmonds  | Strata Plus Pty Ltd           |

Those present determined that Aaron Edmonds chair the meeting.

Half-hour after 6.30pm the chairperson declared that those present constituted a quorum.

The meeting was declared open at 7.00pm

## MINUTES

| CONFIRMATION OF RECORDS             |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION 1                            | CONFIRMATION OF MINUTES                          | <b>RESOLVED</b> that the minutes of the last annual general meeting adjourned of the owners corporation held 25 September 2018 be confirmed as a true and accurate record of that meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| MOTION 2                            | ADOPTION OF FINANCIAL STATEMENTS                 | RESOLVED that the audited financial reports for the financial year ending 30 September 2018 be adopted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| CONTRACTS OF THE OWNERS CORPORATION |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| MOTION 3                            | BUILDING MANAGER – PROACTIVE BUILDING MANAGEMENT | <b>RESOLVED</b> that the Owners Corporation of Strata Plan No. 72442 in accordance with section 67 of the <i>Strata Schemes Management Act 2015 (NSW)</i> and Clause 7.2 of the Strata Management Statement, for the period commencing on the date this resolution is adopted, and for a period of 12 months:<br><ul style="list-style-type: none"><li>(a) appoint Proactive Building Management Pty Ltd ACN 628 328 174 as the Building Manager for Strata Plan 72442 and Deposited Plan 1066102;</li><li>(b) delegate to the Building Manager all of the functions of the Owners Corporation (in accordance with section 70 of the Act) necessary to enable the Manager to carry out the 'duties' as defined in the written Agreement;</li><li>(c) delegate to the Building Manager all of the functions of the Building Management Committee (in accordance with section 7.2 of the Strata Management Statimnet) necessary to enable the Manager to carry out the 'duties' as defined in the written Agreement;</li><li>(d) the delegation to the Building Manager is to be subject to the conditions and limitations in the Agreement; and</li><li>(e) the Owners Corporation execute the Agreement to give effect to this appointment and delegation; and</li></ul> authority be given for the seal of the Owners Corporation of the Owners Corporation to be affixed to the Agreement by the Strata Managing Agent in or to the effect of the agreement tabled at the meeting. |

| COMMON PROPERTY RISK MANAGEMENT                                       |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
|-----------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------------------------------------------------------------|--------------|--------------|--------------|-------------|--------------|------------------|--------------|--------------|---------------------|
| MOTION 4                                                              | CONFIRMATION OF CURRENT INSURANCES               | <b>RESOLVED</b> that the owners corporation’s current insurance policies as detailed in the attached schedule be confirmed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| MOTION 5                                                              | INSURANCE COMMISSION & TRAINING SERVICES         | <b>RESOLVED</b> that the owners corporation NOTE Strata Plus confirms that no commission or broker fee was received at the time this premium was paid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| MOTION 6                                                              | INSURANCE RENEWAL                                | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                            |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| MOTION 7                                                              | BUILDING VALUATION                               | <b>RESOLVED</b> 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.<br>Last obtained: 22 July 2015                                                                                                                                                                                                                                                                                                                                                 |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| MOTION 8                                                              | WORKERS COMPENSATION INSURANCE                   | <b>RESOLVED</b> 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 9                                                              | ANNUAL FIRE SAFETY STATEMENT                     | <b>RESOLVED</b> that the owners corporation considers the status of the Annual Fire Safety Statement (AFSS) (if one is required for the building) and authorises the managing agent with the strata committee to make the arrangements for obtaining the next annual fire safety statement.                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| MOTION 10                                                             | WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT | <b>RESOLVED AS AMENDED</b> that the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and <b>RESOLVE to delegate to the strata committee to review the existing report and following to determine if another report is required and to action any outstanding items on the report:</b><br>(a) instruct the managing agent to organise for a new 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 that a report is yet to be undertaken; and<br>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt. |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| FINANCIAL MATTERS                                                     |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| MOTION 11                                                             | TERM DEPOSITS                                    | <b>RESOLVED</b> 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                           | <b>RESOLVED</b> that an auditor be appointed by the owners corporation for the financial year ending 30 September 2019.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| BUDGET AND LEVY CONTRIBUTIONS                                         |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| MOTION 13                                                             | ADMINISTRATIVE FUND BUDGET & LEVIES              | a) <b>RESOLVED</b> that the Administrative Fund Budget for the financial year commencing 1 October 2018 be adopted and that levies of \$594,000.00 incl. GST (\$540,000.00 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 December 2018 (already issued as per resolution of last year’s AGM)</td><td>\$137,500.00</td></tr><tr><td>1 March 2019</td><td>\$152,166.66</td></tr><tr><td>1 June 2019</td><td>\$152,166.67</td></tr><tr><td>1 September 2019</td><td>\$152,166.67</td></tr><tr><td><b>Total</b></td><td><b>\$594,000.00</b></td></tr></table>                                                       | Due Date | Admin Incl. GST | 1 December 2018 (already issued as per resolution of last year’s AGM) | \$137,500.00 | 1 March 2019 | \$152,166.66 | 1 June 2019 | \$152,166.67 | 1 September 2019 | \$152,166.67 | <b>Total</b> | <b>\$594,000.00</b> |
| Due Date                                                              | Admin Incl. GST                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| 1 December 2018 (already issued as per resolution of last year’s AGM) | \$137,500.00                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| 1 March 2019                                                          | \$152,166.66                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| 1 June 2019                                                           | \$152,166.67                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| 1 September 2019                                                      | \$152,166.67                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |
| <b>Total</b>                                                          | <b>\$594,000.00</b>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |

|                                                                       |                                                       | <p>b) <b>RESOLVED</b> that the first levy for the 1 October 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>1 December 2019</td><td>\$152,166.67</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Due Date | Admin Incl. GST   | 1 December 2019                                                       | \$152,166.67 |              |             |             |             |                  |             |       |             |          |                         |                 |             |
|-----------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|-----------------------------------------------------------------------|--------------|--------------|-------------|-------------|-------------|------------------|-------------|-------|-------------|----------|-------------------------|-----------------|-------------|
| Due Date                                                              | Admin Incl. GST                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| 1 December 2019                                                       | \$152,166.67                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| MOTION 14                                                             | RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| MOTION 15                                                             | CAPITAL WORKS FUND FORECAST REPORT                    | THAT the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.<br><div>MOTION DEFEATED</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| MOTION 16                                                             | CAPITAL WORKS FUND BUDGET & LEVIES                    | <p><b>RESOLVED</b> that the Capital Works Fund Budget for the financial year commencing 1 October 2018 be adopted and that levies of \$66,000.00 incl. GST (\$60,000.00 plus GST) be determined as detailed in the table below:</p> <table><tr><th>Due Date</th><th>Sinking Incl. GST</th></tr><tr><td>1 December 2018 (already issued as per resolution of last year’s AGM)</td><td>\$19,671.63</td></tr><tr><td>1 March 2019</td><td>\$15,442.79</td></tr><tr><td>1 June 2019</td><td>\$15,442.79</td></tr><tr><td>1 September 2019</td><td>\$15,442.79</td></tr><tr><td>Total</td><td>\$66,000.00</td></tr></table> <p>b) <b>RESOLVED</b> that the first levy for the 1 October 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>Capital Works Incl. GST</th></tr><tr><td>1 December 2019</td><td>\$19,671.63</td></tr></table> | Due Date | Sinking Incl. GST | 1 December 2018 (already issued as per resolution of last year’s AGM) | \$19,671.63  | 1 March 2019 | \$15,442.79 | 1 June 2019 | \$15,442.79 | 1 September 2019 | \$15,442.79 | Total | \$66,000.00 | Due Date | Capital Works Incl. GST | 1 December 2019 | \$19,671.63 |
| Due Date                                                              | Sinking Incl. GST                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| 1 December 2018 (already issued as per resolution of last year’s AGM) | \$19,671.63                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| 1 March 2019                                                          | \$15,442.79                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| 1 June 2019                                                           | \$15,442.79                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| 1 September 2019                                                      | \$15,442.79                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| Total                                                                 | \$66,000.00                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| Due Date                                                              | Capital Works Incl. GST                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| 1 December 2019                                                       | \$19,671.63                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| MOTION 17                                                             | SPECIAL LEVY                                          | <p>(a) <b>RESOLVED</b> that a special Administrative Fund levy be struck pursuant to Section 81(4) of the Strata Schemes Management Act 2015 for the sum of up to \$57,200.00 (amount inclusive of GST) being for the payment of recouping the deficit in the Administrative Fund.</p> <p>(b) <b>RESOLVED</b> 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, and that due dates and instalments be determined at the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| MOTION 18                                                             | WAIVE LEVY ARREARS - LOT 38                           | <b>RESOLVED AS AMENDED</b> that the owners corporation resolves not to waive the levy arrears of \$594.95 for Lot 38. If, however it is determined that the error was caused by Strata Plus then, Strata Plus Pty Ltd will reimburse Lot 38.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| MOTION 19                                                             | RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET         | <b>RESOLVED</b> that the 10% per item limitation of budget to actual expenditure be removed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |                   |                                                                       |              |              |             |             |             |                  |             |       |             |          |                         |                 |             |
| MOTION 20                                                             | MANAGEMENT OF OUTSTANDING LEVIES                      | <p><b>RESOLVED</b> 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>                                                                                                                                            |
| <b>OWNERS CORPORATION GOVERNANCE</b> |                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>MOTION 21</b>                     | <b>GENERAL MEETING ATTENDANCE BY ELECTRONIC MEANS</b>                                                                                                   | <p>THAT 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 style="text-align: right;"><b>MOTION DEFEATED</b></p>                                                                                     |
| <b>MOTION 22</b>                     | <b>GENERAL MEETING PRE-MEETING ELECTRONIC VOTING</b>                                                                                                    | <p><b>RESOLVED</b> 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>                                                                                                                                |
| <b>MOTION 23</b>                     | <b>STRATA COMMITTEE NOMINATION AND NUMBERS</b>                                                                                                          | <p>(a) <b>RESOLVED</b> that the following nominations were received given that consent was confirmed:</p> <p>(a) Justin Fung (Lot 70) self-nominated</p> <p>(b) Nee Chen Khoo (Lot 84) self-nominated</p> <p>(c) Lucy Jing (Lot 102) self-nominated</p> <p>(d) Tiezhou Wang (Lot 103) self-nominated</p> <p>(b)<b>RESOLVED</b> that the chairperson closed the nominations</p> <p>(c)<b>RESOLVED</b> that the number of strata committee members be determined at 4</p>                                                                                                                                                                                                                     |
| <b>MOTION 24</b>                     | <b>STRATA COMMITTEE ELECTION</b>                                                                                                                        | <b>RESOLVED</b> that given the number of nominations equals the number of members decided upon, then those members were duly elected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>MOTION 25</b>                     | <b>RESTRICTIONS OVER THE STRATA COMMITTEE</b>                                                                                                           | <b>RESOLVED</b> that the owners corporation resolve that no matter or class of matter, other than those imposed by the Act, is to be determined by the Owners Corporation in general meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>MOTION 26</b>                     | <b>BY-LAW – LOT 32 EXCLUSIVE USE AND ADDITIONS TO COMMON PROPERTY BALCONY</b><br><br><i>SPECIAL RESOLUTION</i><br><br><i>MOTION SUBMITTED BY LOT 32</i> | <p>a) The Owners - Strata Plan No. 72442 <b>RESOLVED</b> by Special Resolution, pursuant to Section 273 of the Strata Schemes Management Act 2015, to authorise the Managing Agent to register the set of by-laws attached to this Agenda on behalf of the Owners Corporation and affix the common seal of the Owners Strata Plan 72422.</p> <p>b) The Owners - Strata Plan No. 72442 (the "Owners Corporation") <b>RESOLVED</b> by SPECIAL RESOLUTION, pursuant to Sections 141 and 142 of the Strata Schemes Management Act 2015, to make an additional by-law for the benefit of the Owners from time to time of Lot 32 (the "Owners") in the attached document marked 'Annexure B'.</p> |
| <b>MOTION 27</b>                     | <b>APPROVAL OF DEVELOPMENT APPLICATION – LOT 32</b>                                                                                                     | <b>RESOLVED</b> that the Owners Corporation approve the attached Development Application (marked Annexure C) for Lot 32 to affix louvers to their balcony, and instruct the Strata Managing Agent to execute the Application and affix the common seal of the Owners Corporation.                                                                                                                                                                                                                                                                                                                                                                                                           |

|                  |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MOTION 28</b> | <b>BMC REPRESENTATIVES</b> | <p>RESOLVED that in accordance with section 2.1 (b) of the Proximity Strata Management Statement, the owners corporation SPECIALLY RESOLVES to:</p> <ul style="list-style-type: none"><li>• RESOLVED to appoint Nee Chen Khoo to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</li><li>• RESOLVED to appoint Lucy Jing and Justin Fung as substitute representative from the executive committee to represent the interests of the owners corporation in the representative's absence.</li></ul> |
| <b>CLOSURE</b>   |                            | <p>There being no further business the chairperson declared the meeting closed at 9:47 pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## MINUTES OF STRATA COMMITTEE MEETING

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

**Proximity B**

35 Arncliffe Street, Wolli Creek

The meeting was held on Tuesday 6 November 2018

At the Meeting Room (Under Building A) 35 Arncliffe Street, Wolli Creek

PRESENT: J Fung Lot 70  
N C Khoo Lot 84  
L Jing Lot 102  
T Wang Lot 103

IN ATTENDANCE: A Edmonds Strata Plus Pty Ltd

## MINUTES

|          |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 and/or any future meetings of the strata committee.<br><b>MOTION WITHDRAWN</b>                                                                                                                                                                                                                                                                                                                                                     |
| MOTION 2 | CONFIRMATION OF MINUTES        | <b>RESOLVED</b> that the minutes of the last strata committee meeting held 10 October 2018 be confirmed as a true and accurate record of that meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| MOTION 3 | ELECTION OF OFFICE BEARERS     | <b>RESOLVED</b> that the secretary, treasurer and chairperson of the strata committee be elected:<br><br>Chairperson: Nee Chen Khoo<br>Secretary: Lucy Jing<br>Treasurer: Justin Fung                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| MOTION 4 | ATTENDANCE BY ADDITIONAL MEANS | THAT the strata committee resolves that attendance at strata committee meetings may be by the following additional means:<br>(a) telephone conference; or<br>(b) video-conferencing;<br>(c) email from the email address provided for service of notices.<br>The meeting notice will specify<br>+ means and method of accessing the facility for that purpose for that particular strata committee meeting and<br>+ 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.<br><b>MOTION WITHDRAWN</b> |
| MOTION 5 | MATTERS ARISING                | <b>RESOLVED</b> that the Committee consider any matters arising and issue instructions accordingly.<br><br>The Committee advised that buildings A & E are to seek legal advice pertaining to Building D choosing to engage their own cleaner and gardener.                                                                                                                                                                                                                                                                                                                                                                              |
| MOTION 6 | NEXT MEETING                   | <b>RESOLVED</b> that the date, time and location of the next meeting(s) of the strata committee be determined at a later date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| CLOSURE  |                                | There being no further business the chairperson declared the meeting closed at 10.20 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |





# MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 72442

## Proximity B

35 Arncliffe Street, WOLLI CREEK NSW 2205

The meeting was held on Thursday, 20 February 2020  
at the Proximity Meeting Room, 35 Arncliffe Street, WOLLI CREEK 2205

|                 |            |                                       |
|-----------------|------------|---------------------------------------|
| PRESENT:        | V Thompson | Lot 36                                |
|                 | N Khoo     | Lot 84                                |
|                 | T Lim      | Lot 97                                |
| BY VOTING SLIP: | J & S Chen | Lot 23                                |
| IN ATTENDANCE:  | M Petrescu | Proactive Building Management Pty Ltd |
|                 | J Da Silva | Proactive Building Management Pty Ltd |
|                 | A Edmonds  | Strata Plus Pty Ltd                   |

Those present determined that Aaron Edmonds chair the meeting.  
Half-hour after 6:00 pm the chairperson declared that those present constituted a quorum.  
The meeting was declared open at 6:30 pm.

## MINUTES

| CONFIRMATION OF RECORDS         |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION 1                        | CONFIRMATION OF MINUTES                                                | <b>RESOLVED</b> that the minutes of the last general meeting of the owners corporation held 6 November 2018 be confirmed as a true record and account of the proceedings at that meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| MOTION 2                        | ADOPTION OF FINANCIAL STATEMENTS                                       | <p>(a) <b>RESOLVED</b> that the audited financial reports for the period ended 30 September 2019 be adopted.</p> <p>(b) <b>RESOLVED</b> that the accounting records and statements of financial information for the period ended 31 December 2019 be adopted.</p> <p><b>Note:</b><br/><i>The strata manager is to investigate the code 450.55 for pumps and provide to the Strata Committee. It is advised that the incorrect audited financials were attached to the agenda, the correct audited financials has been attached to these minutes.</i></p>                                                                                                                                                                                                                                                                                                                                      |
| CONTRACTS OF OWNERS CORPORATION |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| MOTION 3                        | PROACTIVE BUILDING MANAGEMENT, CLEANING & GARDENING SERVICES AGREEMENT | <p><b>RESOLVED AS AMENDED</b> that the Owners Corporation of Strata Plan No. 72442 provides authorisation to the Building Management Committee (BMC) representatives to vote in favour of this agreement in accordance with section 67 of the <i>Strata Schemes Management Act 2015 (NSW)</i> and Clause 7.2 of the Strata Management Statement, for the period commencing on the date this resolution is adopted, and for a period of 3 years at the next Building Management Committee Meeting:</p> <p>(a) appoint Proactive Building Management Pty Ltd ACN 628 328 174 as the Building Manager for Strata Plan 72442 and Deposited Plan 1066102;</p> <p>(b) delegate to the Building Manager all of the functions of the Owners Corporation (in accordance with section 70 of the Act) necessary to enable the Manager to carry out the 'duties' as defined in the written Agreement;</p> |

|                                        |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |                                          | <p>(c) delegate to the Building Manager all of the functions of the Building Management Committee (in accordance with section 7.2 of the Strata Management Statement) necessary to enable the Manager to carry out the 'duties' as defined in the written Agreement;</p> <p>(d) the delegation to the Building Manager 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>authority be given for the seal of the Owners Corporation of the Owners Corporation to be affixed to the Agreement by the Strata Managing Agent in or to the effect of the agreement tabled at the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| MOTION 4                               | STRATA MANAGING AGENT RE-APPOINTMENT     | <p><b>A</b> The owners corporation of Strata Plan No. 72442,</p> <p>(a) subject to entering into a new agreement with Strata Plus Pty Limited <b>RESOLVED</b> 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) <b>RESOLVED</b> to continue to appoint Strata Plus Pty Limited ABN 30096175709 as strata managing agent (<b>Agent</b>); and</p> <p>(c) <b>RESOLVED</b> 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 (<b>Agreement</b>);</p> <p>(d) <b>RESOLVED</b> that the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and</p> <p>(e) <b>RESOLVED</b> that the owners corporation execute the Agreement to give effect to this appointment and delegation; and</p> <p>(f) <b>RESOLVED</b> 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>B</b> <b>RESOLVED</b> that the delegations in this motion supersede all previous delegations.</p> |
| <b>COMMON PROPERTY RISK MANAGEMENT</b> |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| MOTION 5                               | CONFIRMATION OF CURRENT INSURANCES       | <b>RESOLVED</b> that the owners corporation's current insurances as detailed in the attachment to the Notice were confirmed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| MOTION 6                               | INSURANCE COMMISSION & TRAINING SERVICES | <b>RESOLVED</b> that the owners corporation <b>NOTED</b> that Strata Plus confirmed that no commission or broker fee was received at the time the premium was paid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| MOTION 7                               | INSURANCE RENEWAL                        | <b>RESOLVED</b> that a standing authority be given to Strata Plus to renew the insurances for the scheme in accordance with current valuation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| MOTION 8                               | BUILDING VALUATION                       | <p><b>RESOLVED</b> 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.</p> <p><b>Last Obtained: 11 May 2017</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| MOTION 9                               | WORKERS COMPENSATION INSURANCE           | <b>RESOLVED</b> that the owners corporation 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 10                              | RECTIFICATION WORK TO COMMON PROPERTY    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                                       |                                              | MOTION WITHDRAWN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
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| MOTION 11                                                             | ANNUAL FIRE SAFETY STATEMENT                 | <p>(a) <b>RESOLVED</b> 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) <b>RESOLVED</b> 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"><li>a. The secretary of the scheme, then</li><li>b. Nee Chen Khoo then</li><li>c. The managing agent</li></ul> <p>(c) <b>RESOLVED</b> that the owners corporation acknowledge 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 12                                                             | WORK, HEALTH & SAFETY – RISK & SAFETY REPORT | <p>THAT the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and <b>RESOLVE</b> 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 that a report is yet to be undertaken/noting the last report undertaken on 15 March 2019; and</p> <p>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.</p> <p style="text-align: right;"><b>MOTION DEFEATED</b></p> <p><i>Note:</i><br/>The strata manager is to provide the Work, Health and Safety Report to the strata committee to be tabled at the next strata committee meeting.</p>                                                                                                                                                                                                                                                                    |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| FINANCIAL MATTERS                                                     |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| MOTION 13                                                             | TERM DEPOSITS                                | <b>RESOLVED</b> that the treasurer of the owners corporation be authorized 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 14                                                             | APPOINTMENT OF AUDITOR                       | <b>RESOLVED</b> that an auditor be appointed for the owners corporation for the financial year ending 30 September 2020.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| BUDGET & LEVY CONTRIBUTIONS                                           |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| MOTION 15                                                             | ADMINISTRATIVE FUND BUDGET & LEVIES          | <p><b>RESOLVED</b> that the Administrative Fund Budget for the financial year commencing 1 October 2019 be adopted and that levies of \$610,500.00 incl. GST (\$555,000.00 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 December 2019 (already issued as per resolution of last year’s AGM)</td><td>\$152,166.67</td></tr><tr><td>1 March 2020</td><td>\$152,777.77</td></tr><tr><td>1 June 2020</td><td>\$152,777.78</td></tr><tr><td>1 September 2020</td><td>\$152,777.78</td></tr><tr><td><b>Total</b></td><td><b>\$610,500.00</b></td></tr></table> <p><b>RESOLVED</b> that the first levy for the 1 October 2020 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 December 2020</td><td>\$152,625.00</td></tr></table> | Due Date | Admin Incl. GST | 1 December 2019 (already issued as per resolution of last year’s AGM) | \$152,166.67 | 1 March 2020 | \$152,777.77 | 1 June 2020 | \$152,777.78 | 1 September 2020 | \$152,777.78 | <b>Total</b> | <b>\$610,500.00</b> | Due Date | Admin Incl. GST | 1 December 2020 | \$152,625.00 |
| Due Date                                                              | Admin Incl. GST                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| 1 December 2019 (already issued as per resolution of last year’s AGM) | \$152,166.67                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| 1 March 2020                                                          | \$152,777.77                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| 1 June 2020                                                           | \$152,777.78                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| 1 September 2020                                                      | \$152,777.78                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| <b>Total</b>                                                          | <b>\$610,500.00</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| Due Date                                                              | Admin Incl. GST                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |
| 1 December 2020                                                       | \$152,625.00                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |

| MOTION 16                                                             | RECOMMENDATIONS OF CAPITAL WORKS PLAN          | <p><b>RESOLVED</b> 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.</p> <p>Last obtained: 17 March 2017</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
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| MOTION 17                                                             | CAPITAL WORKS FUND FORECAST REPORT             | <p><b>RESOLVED</b> that the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.</p> <p>Last obtained: 17 March 2017</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| MOTION 18                                                             | CAPITAL WORKS FUND BUDGET & LEVIES             | <p><b>RESOLVED AS AMENDED</b> that the Capital Works Fund Budget for the financial year commencing 1 October 2019 be adopted and that levies of \$71,500.00 incl. GST (\$65,000.00 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 December 2019 (already issued as per resolution of last year's AGM)</td><td>\$15,420.62</td></tr><tr><td>1 March 2020</td><td>\$18,693.13</td></tr><tr><td>1 June 2020</td><td>\$18,693.13</td></tr><tr><td>1 September 2020</td><td>\$18,693.12</td></tr><tr><td><b>Total</b></td><td><b>\$71,500.00</b></td></tr></table> <p><b>RESOLVED</b> that the first levy for the 1 October 2020 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 October 2020</td><td>\$17,875.00</td></tr></table> | Due Date | Capital works Incl. GST | 1 December 2019 (already issued as per resolution of last year's AGM) | \$15,420.62 | 1 March 2020 | \$18,693.13 | 1 June 2020 | \$18,693.13 | 1 September 2020 | \$18,693.12 | <b>Total</b> | <b>\$71,500.00</b> | Due Date | Capital Works Incl. GST | 1 October 2020 | \$17,875.00 |
| Due Date                                                              | Capital works Incl. GST                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| 1 December 2019 (already issued as per resolution of last year's AGM) | \$15,420.62                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| 1 March 2020                                                          | \$18,693.13                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| 1 June 2020                                                           | \$18,693.13                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| 1 September 2020                                                      | \$18,693.12                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| <b>Total</b>                                                          | <b>\$71,500.00</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| Due Date                                                              | Capital Works Incl. GST                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| 1 October 2020                                                        | \$17,875.00                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| MOTION 19                                                             | WAIVING OF INTEREST LOT 94                     | <p><b>DEFEATED</b> that by pursuant to Part 5 Section 85 of the Strata Schemes Management Act 2015, the Owners Corporation waives the interest and debt recovery charges due on late payment of contributions due on March &amp; April 2019 as requested.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| MOTION 20                                                             | RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET  | <p><b>RESOLVED</b> that the owner's corporation removed the 10% per item limitation of budget to actual expenditure.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| MOTION 21                                                             | MANAGEMENT OF OUTSTANDING LEVIES               | <p><b>RESOLVED</b> that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:</p> <ul style="list-style-type: none"><li>(a) the managing agent to issue reminder notices;</li><li>(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;</li><li>(c) the strata committee to provide consent for payment plans;</li><li>(d) the engagement of Le Page Lawyers and/or counsel for the purposes of payment plans and proceedings; and</li><li>(e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action.</li></ul>                                                                                                                                                                                                                                                                               |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| OWNERS CORPORATION GOVERNANCE                                         |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |
| MOTION 22                                                             | 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> <ul style="list-style-type: none"><li>(a) telephone conference; or</li><li>(b) video-conferencing;</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |              |             |             |             |                  |             |              |                    |          |                         |                |             |

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|                  |                                                                                                                                  | <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 style="text-align: right;"><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                           |
| <b>MOTION 23</b> | <b>GENERAL MEETING PRE MEETING ELECTRONIC VOTING</b>                                                                             | <p><b>RESOLVED</b> 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><b>NOTED</b> 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> |
| <b>MOTION 24</b> | <b>STRATA COMMITTEE</b>                                                                                                          | <p>(a) <b>RESOLVED</b> that the following nominations were received given that consent was confirmed:</p> <ol style="list-style-type: none"> <li>Virginia Thompson of Lot 36 volunteered to stand for election to the strata committee.</li> <li>Nee Chen Khoo of Lot 84 volunteered to stand for election to the strata committee.</li> </ol> <p>(b) <b>RESOLVED</b> that the chairperson closed the nominations</p> <p>(c) <b>RESOLVED</b> that the number of strata committee members be determined at 2.</p>                                                                                                                                                                                                                                 |
| <b>MOTION 25</b> | <b>STRATA COMMITTEE ELECTION</b>                                                                                                 | <b>RESOLVED</b> that given the number of nominations equals the number of members decided upon, then those members were duly elected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>MOTION 26</b> | <b>RESTRICTIONS OVER THE STRATA COMMITTEE</b>                                                                                    | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>MOTION 27</b> | <b>MINOR RENOVATION ANNUAL AUTHORITY</b>                                                                                         | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>MOTION 28</b> | <b>BMC REPRESENTATIVES</b>                                                                                                       | <p>The owners corporation <b>SPECIALLY RESOLVED</b> to appoint a representative and substitute representative to the building management committee;</p> <p>(a) <b>RESOLVED</b> to appoint Nee Chen Khoo of Lot 84 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</p> <p>(b) <b>RESOLVED</b> to appoint Virginia Thompson of Lot 36 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: 310<br/>In favour: 310 unit entitlements (100 %)<br/>Against: 0 unit entitlements (0 %)</p>                         |
| <b>MOTION 29</b> | <b>SPECIAL RESOLUTION   ALTERATIONS TO COMMON PROPERTY - REPLACEMENT OF CCTV SYSTEM &amp; INSTALLATION OF ADDITIONAL CAMERAS</b> | <p>The Owners Corporation <b>SPECIALLY RESOLVED</b> to alter the common property in accordance with section 108 of the Act for the purpose of replacing the CCTV system and installing additional cameras around the building perimeter and in the car park.</p> <p style="text-align: right;">Total unit entitlements voting: 310</p>                                                                                                                                                                                                                                                                                                                                                                                                           |

|           |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                   | <p>In favour: 310 unit entitlements (100 %)</p> <p>Against: 0 unit entitlements (0 %)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| MOTION 30 | APPROVAL OF REPLACEMENT CCTV SYSTEM & ADDITIONAL CAMERA QUOTATIONS                | <p><b>RESOLVED</b> that subject to the preceding motion being passed, the owner's corporation consider and accept <b>one</b> of the following quotations received for the provision of replacing the CCTV system and if the owner's corporation chooses to consider and resolve to include additional investments (cameras) within the decision.</p> <p><i>(prices inc GST)</i></p> <p><b>1. Quorum Security Systems</b></p> <p><i>Base investment</i></p> <p>16 Channel NVR+ Car park camera - \$5,909.53</p> <p>Back of B Block Camera - \$1,861.97</p> <p><b>Total base investment - \$7,771.50</b></p> <p><i>Additional investment</i></p> <p>Optional: Additional car park camera - \$1,075.47</p> <p>Optional: Additional back of B Block camera - \$1,259.06</p> <p><b>Total Base investment &amp; additional investment - \$10,106.03</b></p> <p><b>Note:</b></p> <p><i>The owners corporation has approved the quotation provided by Quorum, with the additional investment.</i></p> |
| MOTION 31 | INTERCOM SYSTEM REPLACEMENT QUOTATIONS                                            | <p><b>RESOLVED</b> that the owner's corporation consider and accept one of the quotations received from the following providers for the provision of replacing the intercom devices for Proximity B.</p> <p><i>(prices inc GST)</i></p> <p><b>1. Audio Option</b></p> <p>a) Quorum Security Systems - \$36,329.13</p> <p><b>Note:</b></p> <p><i>The owners corporation has approved the quotation for the Audio Option for Quorum.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| MOTION 32 | REPEAL BY-LAW 19 – INSTALLATION & OPERATION OF AIR-CONDITIONING UNITS - CLAUSE C) | <p>(a) The Owners Strata Plan No 72442 (the "Owners Corporation") by <b>SPECIAL RESOLUTION</b> pursuant to section S141 of the Strata Schemes Management Act, 2015 (NSW) <b>RESOLVED</b> to repeal <b>clause c)</b> of <b>by-law 19 – Installation and operation of air-conditioning Units;</b></p> <p><i>c) It must at your cost be concealed by a perforated screen in the same colour as the external surface of your lot that complies with any specifications determined by the building management committee or the owner's corporation.</i></p> <p>(b) <b>RESOLVED</b> that the Owners Strata Plan 72442 authorise and instruct the Strata Managing Agent to affix the common seal to the change of by-laws form and arrange for lodgement of the changes of by-laws to the Registrar General in the approved form.</p> <p>Total unit entitlements voting: 310</p> <p>In favour: 310 unit entitlements (100 %)</p> <p>Against: 0 unit entitlements (0 %)</p>                           |

|         |  |                                                                                         |
|---------|--|-----------------------------------------------------------------------------------------|
| CLOSURE |  | There being no further business the chairperson declared the meeting closed at 7:50 pm. |
|---------|--|-----------------------------------------------------------------------------------------|

# MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 72442

## **Proximity B**

35 Arncliffe Street, WOLLI CREEK NSW 2205

The meeting was held immediately after the Annual General Meeting

on Thursday, 20 February 2020

at the Proximity Meeting Room, 35 Arncliffe Street, WOLLI CREEK 2205

|                |            |                                       |
|----------------|------------|---------------------------------------|
| PRESENT:       | V Thompson | Lot 34                                |
|                | N Khoo     | Lot 84                                |
| IN ATTENDANCE: | T Lim      | Lot 97                                |
|                | M Petrescu | Proactive Building Management Pty Ltd |
|                | J Da Silva | Proactive Building Management Pty Ltd |
|                | A Edmonds  | Strata Plus Pty Ltd                   |

Those present determined that Aaron Edmonds chair the meeting.

The chairperson declared a quorum.

## **MINUTES**

| <b>STATUTORY MATTERS</b>           |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MOTION 1</b>                    | <b>ACTING MEMBERS</b>                 | <b>THAT</b> 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.<br><br><b>MOTION WITHDRAWN</b><br><br><i>Note:</i><br><i>As no acting members were appointed the motion was withdrawn.</i>                                                                                                                                                                                 |
| <b>MOTION 2</b>                    | <b>CONFIRMATION OF MINUTES</b>        | <b>RESOLVED</b> that the minutes of the last committee meeting held 27 January 2020 be confirmed as a true and accurate record of that meeting.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>MOTION 3</b>                    | <b>PECUNIARY INTEREST</b>             | It was <b>NOTED</b> that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>MOTION 4</b>                    | <b>ELECTION OF OFFICE BEARERS</b>     | <b>RESOLVED</b> that the following office bearers be appointed.<br>Chairperson: Nee Chen Khoo<br>Secretary: Virginia Thompson<br>Treasurer: Virginia Thompson                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>STRATA COMMITTEE GOVERNANCE</b> |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>MOTION 5</b>                    | <b>ELECTRONIC MEANS OF ATTENDANCE</b> | <b>RESOLVED</b> that attendance at strata committee meetings may be by the following additional means:<br>(a) email from the email address provided for service of notices.<br>It was <b>NOTED</b> that the meeting notice will specify<br>+ means and method of accessing the facility for that purpose for that particular strata committee meeting and<br>+ 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. |



|                     |                                                    |                                                                                                                                                                                                                                                                                            |
|---------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MOTION 6</b>     | <b>ELECTRONIC SERVICE OF INSURANCE INFORMATION</b> | <b>RESOLVED</b> 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 email addresses nominated by the strata committee members.              |
| <b>MOTION 7</b>     | <b>TERM DEPOSITS</b>                               | <b>RESOLVED</b> 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.                                                                                                      |
| <b>MOTION 8</b>     | <b>APPLICATION &amp; APPROVALS</b>                 | <b>RESOLVED</b> that the strata committee consider any applications for approval and issues instructions accordingly: <ul style="list-style-type: none"> <li>• Unit 9.04 / Lot 67 – Air-conditioning installation</li> <li>• Unit 12.02 / Lot 91 – Timber flooring installation</li> </ul> |
| <b>MOTION 9</b>     | <b>BY-LAW NON-COMPLIANCE</b>                       | <b>THAT</b> matters of non-compliance with the by-laws be considered and further instructions issued accordingly.<br><b>MOTION WITHDRAWN</b>                                                                                                                                               |
| <b>NEXT MEETING</b> |                                                    |                                                                                                                                                                                                                                                                                            |
| <b>MOTION 10</b>    | <b>NEXT MEETING</b>                                | <b>RESOLVED</b> that the next strata committee meeting will be held at 6:30 pm on the 6 <sup>th</sup> of May 2020 in the Proximity Meeting Room, 35 Arncliffe Street, WOLLI CREEK NSW 2205.                                                                                                |
| <b>CLOSURE</b>      |                                                    | There being no further business the chairperson declared the meeting closed at 8:00 pm.                                                                                                                                                                                                    |

**Notes:**

The Building Manager is to obtain quotes for the following items:

- + For the painting of walls in the foyer corridor areas
- + For the carpet replacement

# MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 72442

## Proximity B

35 Arncliffe Street, WOLLI CREEK NSW 2205

The meeting was held on Wednesday, 3 March 2021

In the foyer of Proximity B, 35 Arncliffe Street, WOLLI CREEK 2205

PRESENT:

|           |         |
|-----------|---------|
| P Merlino | Lot 27  |
| V Thomson | Lot 36  |
| N Khoo    | Lot 84  |
| T Lim     | Lot 97  |
| L Ley     | Lot 98  |
| J Askew   | Lot 100 |

BY PROXY: J Zhang (Lot 2) to A Edmonds (Strata Plus)

IN ATTENDANCE:

|            |                                       |
|------------|---------------------------------------|
| M Petrescu | Proactive Building Management Pty Ltd |
| J Da Silva | Proactive Building Management Pty Ltd |
| A Edmonds  | Strata Plus Pty Ltd                   |

Those present determined that Aaron Edmonds chair the meeting.

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

The meeting was declared open at 6:00 pm.

## MINUTES

| CONFIRMATION OF RECORDS         |                                    |                                                                                                                                                                                                                                                                                                   |  |
|---------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| MOTION 1                        | CONFIRMATION OF MINUTES            | <b>RESOLVED</b> that the minutes of the last annual general meeting of the owner's corporation held 20 February 2020 be confirmed as a true and accurate record of that meeting.                                                                                                                  |  |
| MOTION 2                        | ADOPTION OF FINANCIAL STATEMENTS   | (a) <b>RESOLVED</b> that the audited financial reports for the financial year ending 30 September 2020 be adopted.<br>(b) <b>RESOLVED</b> that the accounting records and statements of financial information for the period ending 31 January 2021 attached be adopted.                          |  |
| COMMON PROPERTY RISK MANAGEMENT |                                    |                                                                                                                                                                                                                                                                                                   |  |
| MOTION 3                        | CONFIRMATION OF CURRENT INSURANCES | <b>RESOLVED</b> that the owners corporation's current insurance policies as detailed in the attached schedule be confirmed.                                                                                                                                                                       |  |
| MOTION 4                        | INSURANCE COMMISSION &             | <b>RESOLVED</b> that the owners corporation NOTE Strata Plus confirms that no commission or broker fee was received at the time this premium was paid.                                                                                                                                            |  |
| MOTION 5                        | INSURANCE RENEWAL                  | <b>RESOLVED</b> 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. |  |
| MOTION 6                        | BUILDING VALUATION                 | <b>RESOLVED</b> that the owner's 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>MOTION 7</b>                      | <b>WORKERS COMPENSATION INSURANCE</b>                   | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>MOTION 8</b>                      | <b>RECTIFICATION WORK TO COMMON PROPERTY</b>            | THAT 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.<br><br><b>MOTION WITHDRAWN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>MOTION 9</b>                      | <b>ANNUAL FIRE SAFETY STATEMENT</b>                     | (a) <b>RESOLVED</b> that the owners corporation considers the status of the Annual Fire Safety Statement (AFSS) (if one is required for the building) and authorises the managing agent and building manager with the strata committee to make the arrangements for obtaining the next AFSS.<br>(b) <b>RESOLVED</b> the owners corporation authorize the following people to execute the AFSS on their behalf, in the following order:<br>a. The secretary of the scheme, then<br>b. A member of the committee to be determined at the meeting, then<br>c. A second member of the committee to be determined at the meeting, then<br>d. The managing agent<br>(c) <b>RESOLVED</b> the owners corporation acknowledge that a fee of one hour of the director's 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. |  |
| <b>MOTION 10</b>                     | <b>WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT</b> | THAT the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and <b>RESOLVED</b> to:<br>(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 that a report is yet to be undertaken/noting the last report undertaken on <b>15 March 2019</b> : and<br>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>FINANCIAL MATTERS</b>             |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>MOTION 11</b>                     | <b>TERM DEPOSITS</b>                                    | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>MOTION 12</b>                     | <b>APPOINTMENT OF AUDITOR</b>                           | <b>RESOLVED</b> that an auditor be appointed by the owners corporation for the financial year ending 30 September 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>BUDGET AND LEVY CONTRIBUTIONS</b> |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

| MOTION 13                                                             | ADMINISTRATIVE FUND<br>BUDGET & LEVIES                         | <p><b>RESOLVED</b> that the Administrative Fund Budget for the financial year commencing 1 October 2020 be adopted and that levies of \$532,400.00 incl. GST (\$484,000.00 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 December 2020 (already issued as per resolution of last year's AGM)</td><td>\$152,625.00</td></tr><tr><td>1 March 2021</td><td>\$126,591.66</td></tr><tr><td>1 June 2021</td><td>\$126,591.67</td></tr><tr><td>1 September 2021</td><td>\$126,591.67</td></tr><tr><td><b>Total</b></td><td><b>\$532,400.00</b></td></tr></table> <p><b>RESOLVED</b> that first levy for the 1 October 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>1 December 2021</td><td>\$133,100.00</td></tr></table> | Due Date | Admin Incl. GST         | 1 December 2020 (already issued as per resolution of last year's AGM) | \$152,625.00 | 1 March 2021 | \$126,591.66 | 1 June 2021 | \$126,591.67 | 1 September 2021 | \$126,591.67 | <b>Total</b> | <b>\$532,400.00</b> | Due Date | Admin Incl. GST | 1 December 2021 | \$133,100.00 |  |
|-----------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|-----------------------------------------------------------------------|--------------|--------------|--------------|-------------|--------------|------------------|--------------|--------------|---------------------|----------|-----------------|-----------------|--------------|--|
| Due Date                                                              | Admin Incl. GST                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 December 2020 (already issued as per resolution of last year's AGM) | \$152,625.00                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 March 2021                                                          | \$126,591.66                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 June 2021                                                           | \$126,591.67                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 September 2021                                                      | \$126,591.67                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| <b>Total</b>                                                          | <b>\$532,400.00</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| Due Date                                                              | Admin Incl. GST                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 December 2021                                                       | \$133,100.00                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| MOTION 14                                                             | RECOMMENDATIONS<br>OF CAPITAL WORKS<br>FUND FORECAST<br>REPORT | <p><b>RESOLVED</b> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| MOTION 15                                                             | CAPITAL WORKS FUND<br>FORECAST REPORT                          | <p>THAT the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.</p> <p><b>Last obtained: 17 April 2020</b></p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| MOTION 16                                                             | CAPITAL WORKS FUND<br>BUDGET & LEVIES                          | <p><b>RESOLVED</b> that the Capital Works Fund Budget for the financial year commencing 1 October 2020 be adopted and that levies of \$220,000.00 incl. GST (\$200,000.00 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 December 2020 (already issued as per resolution of last year's AGM)</td><td>\$17,875.00</td></tr><tr><td>1 March 2021</td><td>\$67,375.00</td></tr><tr><td>1 June 2021</td><td>\$67,375.00</td></tr><tr><td>1 September 2021</td><td>\$67,375.00</td></tr><tr><td><b>Total</b></td><td><b>\$220,000.00</b></td></tr></table> <p><b>RESOLVED</b> that the first levy for the 1 October 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>                                                                                                                   | Due Date | Capital Works Incl. GST | 1 December 2020 (already issued as per resolution of last year's AGM) | \$17,875.00  | 1 March 2021 | \$67,375.00  | 1 June 2021 | \$67,375.00  | 1 September 2021 | \$67,375.00  | <b>Total</b> | <b>\$220,000.00</b> |          |                 |                 |              |  |
| Due Date                                                              | Capital Works Incl. GST                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 December 2020 (already issued as per resolution of last year's AGM) | \$17,875.00                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 March 2021                                                          | \$67,375.00                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 June 2021                                                           | \$67,375.00                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 September 2021                                                      | \$67,375.00                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| <b>Total</b>                                                          | <b>\$220,000.00</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |

|                               |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Due Date        | Capital Works Incl. GST |  |  |
|-------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------|--|--|
|                               |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 December 2021 | \$55,000.00             |  |  |
| MOTION 17                     | WAIVING OF INTEREST LOT 23                     | THAT by pursuant to Part 5 Section 85 of the Strata Schemes Management Act 2015, the Owners Corporation waives the interest due on late payment of contributions due September 2020 as requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                         |  |  |
|                               |                                                | MOTION DEFEATED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                         |  |  |
| MOTION 18                     | RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET  | RESOLVED that the 10% per item limitation of budget to actual expenditure be removed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                         |  |  |
| MOTION 19                     | MANAGEMENT OF OUTSTANDING LEVIES               | RESOLVED that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:<br>(a) the managing agent to issue reminder notices<br>(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;<br>(c) the strata committee to provide consent for payment plans;<br>(d) the engagement of Le Page Lawyers and/or counsel for the purposes of payment plans and proceedings; and<br>(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 ATTENDANCE BY ELECTRONIC MEANS | RESOLVED AS AMENDED that the owners corporation resolved that attendance at general meetings may be by the following additional means:<br>(a) telephone conference; or<br>(b) video-conferencing;<br><br>AND that the chosen medium for the meeting be predetermined in one format (either face to face or via video / teleconference) by formal notice to owners.<br><br>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.    |                 |                         |  |  |
| MOTION 21                     | GENERAL MEETING PRE-MEETING ELECTRONIC VOTING  | RESOLVED that the owners corporation resolves that persons entitled to vote on a matter may vote prior to a general meeting by the following means:<br>(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<br>(b) via a website voting system provided by the strata managing agent for that purpose.<br><br>and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting.                                                                                                                                                                              |                 |                         |  |  |
| MOTION 22                     | STRATA COMMITTEE NOMINATION AND NUMBERS        | RESOLVED that given the number of nominations equals the number of members decided upon, then those members were duly elected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                         |  |  |
| MOTION 23                     | STRATA COMMITTEE ELECTION                      | (a) RESOLVED that the following nominations were received given that consent was confirmed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                         |  |  |

|           |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|-----------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|           |                                        | <p><b>Virginia Thomson</b> of Lot 36 volunteered to stand for election to the strata committee.</p> <p><b>Nee Chen Khoo</b> of Lot 84 volunteered to stand for election to the strata committee.</p> <p><b>Terence Lim</b> of Lot 97 volunteered to stand for election to the strata committee.</p> <p><b>Amy Lee</b> of Lot 98 volunteered to stand for election to the strata committee.</p> <p><b>Jonathan Askew</b> of Lot 100 volunteered to stand for election to the strata committee.</p> <p>(b) <b>RESOLVED</b> that the chairperson closed the nominations</p> <p>(c) <b>RESOLVED</b> that the number of strata committee members be determined at 5.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| MOTION 24 | RESTRICTIONS OVER THE STRATA COMMITTEE | <b>RESOLVED</b> 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 25 | MINOR RENOVATION ANNUAL AUTHORITY      | <b>RESOLVED</b> that, subject to the registration of the by-law, the functions of the owners corporation under s.110 of the Strata Schemes Management Act 2015 be delegated to the strata committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| MOTION 26 | BMC REPRESENTATIVES                    | <p>The owners corporation <b>SPECIALLY RESOLVED</b> to appoint a representative and substitute representative to the building management committee;</p> <p>(a) <b>RESOLVED</b> to appoint Nee Chen Khoo of Lot 84 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</p> <p>(b) <b>RESOLVED</b> to appoint any other Strata Committee Member as substitute representative from the strata committee to represent the interests of the owners corporation in the representative's absence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| MOTION 27 | ADDITIONAL BY-LAW – RECOVERY OF COSTS  | <p>THAT the Owners Corporation <b>SPECIALLY RESOLVED</b> pursuant to Section 141 of the Strata Scheme Management Act 2015 to change the by-laws by making an additional by-law in the following terms and further that the Owners Corporation sign and affix the common seal to the change of by-laws form to effect the amendment AND that the owners corporation lodge at the Land and Property Information (NSW) the certificate of title for the common property to enable registration of the form.</p> <p><b><u>Special by-law no.XX – Recovery of Costs</u></b></p> <p><b><u>Introduction</u></b></p> <p>The purpose of this by-law is to assist the owners corporation to better manage and administer the strata scheme by prohibiting certain acts and enabling the owners corporation to recover certain costs.</p> <p><b><u>Damaging Common Property and False Fire Alarms</u></b></p> <p>An owner or occupier must not trigger a false fire alarm.</p> <p>Each owner must use all reasonable endeavours to ensure that their occupiers and invitees do not trigger a false fire alarm.</p> |  |

|                                 |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|---------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                 |  | <p><b><u>Owners corporation's power in the event of a breach of this by-law</u></b></p> <p>If an owner or occupier breaches this by-law, the owners corporation may recover from the person responsible the charge issued to the owners corporation for the false fire alarm and the expense of recovering that cost.</p> <p><b><u>Recovery</u></b></p> <p>A debt will be recoverable in the same manner as unpaid contributions.</p> <p>A debt will, if not paid within a month of sending the invoice to the responsible person or notifying the responsible person of the debt, bear interest at the same rate as unpaid contributions under section 85 of the Act.</p> <p>The owners corporation may recover all of its expenses of recovering a debt on an indemnity basis.</p> <p><b><u>Interpretation</u></b></p> <p>In this by-law:</p> <p><b>Act</b> means the <i>Strata Schemes Management Act 2015</i>.</p> <p><b>debt</b> means any amount payable to the owners corporation under this by-law.</p> <p><b>false fire alarm</b> means setting off a fire alarm (including a false fire alarm), so that the fire brigade or other organisation: is required to attend the strata scheme; and charges the owners corporation a fee for that attendance.</p> <p><b>occupier</b> means an occupier of a lot in the strata scheme.</p> <p><b>owner</b> means an owner of a lot in the strata scheme.</p> <p><b>person responsible</b> means, at the owners corporation's discretion: the person who has breached clause 2.1; or an owner who is in breach of clause 2.2 by failing to use the necessary reasonable endeavours.</p> <p>Any term used in this by-law that is defined in the Act will have the same meaning in this by-law as it does in the Act.</p> <p>If there is any conflict between this by-law and any other by-law of the strata scheme, this by-law will apply to the extent of that conflict.</p> <p>Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.</p> |  |
| <b>RENEWABLE ENERGY OPTIONS</b> |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

|                  |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>MOTION 28</b> | <b>RENEWABLE ENERGY<br/>OPTIONS</b> | <p>That the owners corporation discuss and consider a plan for Proximity Building B to change to renewable energy and to obtain quotes to install solar panels on both roofs of building B and discuss the potential to install electric car charging stations and obtain quotes (cost benefits to Proximity B or other Strata Plan (under the BMC) for consideration in the future.</p> <p><b>MOTION DEFEATED</b></p> |  |
|                  | <b>CLOSURE</b>                      | <p>There being no further business, the Chairperson declared the meeting closed at 7:50pm.</p>                                                                                                                                                                                                                                                                                                                         |  |



# MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 72442

## Proximity B

35 Arncliffe Street, WOLLI CREEK NSW 2205

The meeting was held immediately after the Annual General Meeting  
on Wednesday, 3 March 2021  
at the Proximity B foyer, 35 Arncliffe Street, WOLLI CREEK 2205

|          |           |         |
|----------|-----------|---------|
| PRESENT: | V Thomson | Lot 36  |
|          | N Khoo    | Lot 84  |
|          | T Lim     | Lot 97  |
|          | L Ley     | Lot 98  |
|          | J Askew   | Lot 100 |

|                |            |                                       |
|----------------|------------|---------------------------------------|
| IN ATTENDANCE: | M Petrescu | Proactive Building Management Pty Ltd |
|                | J Da Silva | Proactive Building Management Pty Ltd |
|                | A Edmonds  | Strata Plus Pty Ltd                   |

Those present determined that Aaron Edmonds chair the meeting.  
The chairperson declared a quorum.

## MINUTES

| STATUTORY MATTERS           |                                |                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION 1                    | ACTING MEMBERS                 | <p><b>THAT</b> 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;"><b>MOTION WITHDRAWN</b></p>                                                                |
| MOTION 2                    | CONFIRMATION OF MINUTES        | <b>RESOLVED</b> that the minutes of the last committee meeting held 20 February 2021 be confirmed as a true and accurate record of that meeting.                                                                                                                                                                                                                             |
| MOTION 3                    | PECUNIARY INTEREST             | It was <b>NOTED</b> 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><b>RESOLVED</b> that the following office bearers be appointed.</p> <p>Chairperson: Nee Chen Khoo</p> <p>Secretary: Jonathan Askew</p> <p>Treasurer: Virginia Thomson</p>                                                                                                                                                                                                 |
| STRATA COMMITTEE GOVERNANCE |                                |                                                                                                                                                                                                                                                                                                                                                                              |
| MOTION 5                    | ELECTRONIC MEANS OF ATTENDANCE | <p><b>RESOLVED</b> that attendance at strata committee meetings may be by the following additional means:</p> <p>(a) email from the email address provided for service of notices.</p> <p>It was <b>NOTED</b> that the meeting notice will specify</p> <p>+ means and method of accessing the facility for that purpose for that particular strata committee meeting and</p> |

|                     |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                    | + 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>MOTION 6</b>     | <b>ELECTRONIC SERVICE OF INSURANCE INFORMATION</b> | <b>RESOLVED</b> 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 email addresses nominated by the strata committee members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>MOTION 7</b>     | <b>TERM DEPOSITS</b>                               | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>MOTION 8</b>     | <b>APPLICATION &amp; APPROVALS</b>                 | <b>RESOLVED</b> that the strata committee considered and approved the following applications: <ul style="list-style-type: none"> <li>• B 1.11 / Lot 3 – Change of flooring</li> <li>• B1.07 / Lot 7 – Change of flooring.</li> <li>• B 2.03 / Lot 15 - Air-conditioning installation.</li> <li>• B3.02 / Lot 25 - Air-conditioning installation.</li> <li>• B3.04 / Lot 23 - Air-conditioning installation.</li> <li>• B3.06 / Lot 21 – Air-conditioning installation.</li> <li>• B4.04 / Lot 29 - Air-conditioning installation.</li> <li>• B5.08 / Lot 34 – Air-conditioning installation.</li> <li>• B7.03 / Lot 53 – Air-conditioning installation.</li> <li>• B10.05 / Lot 73 - Air-conditioning installation.</li> <li>• B 11.07 / Lot 78 - Air-conditioning installation.</li> <li>• B 12.02 / Lot 91 – Change of flooring.</li> </ul> |
| <b>MOTION 9</b>     | <b>BY-LAW NON-COMPLIANCE</b>                       | <p>THAT matters of non-compliance with the by-laws be considered and further instructions issued accordingly.</p> <p style="text-align: right;"><b>MOTION WITHDRAWN</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>NEXT MEETING</b> |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>MOTION 10</b>    | <b>NEXT MEETING</b>                                | <b>RESOLVED</b> that the next strata committee meeting be determined later by the Strata Committee Members when required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>CLOSURE</b>      |                                                    | There being no further business the chairperson declared the meeting closed at 8:01 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

# MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 72442

## Proximity B

35 Arncliffe Street, WOLLI CREEK NSW 2205

The meeting was held on Thursday, 3 March 2022

Via video conference

PRESENT:

|               |         |
|---------------|---------|
| P & M Merlino | Lot 27  |
| V Thomson     | Lot 36  |
| N Khoo        | Lot 84  |
| Y & Z Yao     | Lot 87  |
| J Askew       | Lot 100 |

IN ATTENDANCE:

|            |                                       |
|------------|---------------------------------------|
| M Petrescu | Proactive Building Management Pty Ltd |
| J Da Silva | Proactive Building Management Pty Ltd |
| A Edmonds  | Strata Plus Pty Ltd                   |

Those present determined that Aaron Edmonds chair the meeting.

The chairperson declared a quorum.

The meeting was declared open at 5:45 pm.

## MINUTES

| CONFIRMATION OF RECORDS         |                                    |                                                                                                                                                                                                                                                                                                               |  |
|---------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| MOTION 1                        | CONFIRMATION OF MINUTES            | <b>RESOLVED</b> that the minutes of the last annual general meeting of the owners corporation held 3 March 2021 be confirmed as a true and accurate record of that meeting.                                                                                                                                   |  |
| MOTION 2                        | ADOPTION OF FINANCIAL STATEMENTS   | (a) <b>RESOLVED</b> that the audited financial reports for the financial year ending 30 September 2021 be adopted.<br>(b) <b>RESOLVED</b> that the accounting records and statements of financial information for the period ending 31 January 2022 attached be adopted.                                      |  |
| COMMON PROPERTY RISK MANAGEMENT |                                    |                                                                                                                                                                                                                                                                                                               |  |
| MOTION 3                        | CONFIRMATION OF CURRENT INSURANCES | <b>RESOLVED</b> that the owners corporation's current insurance policies as detailed in the attached schedule be confirmed.                                                                                                                                                                                   |  |
| MOTION 4                        | INSURANCE COMMISSION               | <b>RESOLVED</b> that the owners corporation NOTE Strata Plus confirms that no commission or broker fee was received at the time this premium was paid.                                                                                                                                                        |  |
| MOTION 5                        | INSURANCE RENEWAL                  | <b>RESOLVED</b> 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.             |  |
| MOTION 6                        | BUILDING VALUATION                 | <b>RESOLVED</b> 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. |  |

|                 |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-----------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                 |                                              | <b>Strata Manager to provide members with current and previous valuation.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>MOTION 7</b> | <b>WORKERS COMPENSATION INSURANCE</b>        | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>MOTION 8</b> | <b>RECTIFICATION WORK TO COMMON PROPERTY</b> | <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;"><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>MOTION 9</b> | <b>ANNUAL FIRE SAFETY STATEMENT</b>          | <p>THAT the Owners Corporation <b>RESOLVED</b> 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> <ul style="list-style-type: none"> <li>(a) Select a practitioner who classifies as competent fire safety practitioner.</li> <li>(b) Appoint and engage the competent fire safety practitioner (the CFSP) to: <ul style="list-style-type: none"> <li>(i) Undertake fire safety inspections of the buildings fire safety services measures; and</li> <li>(ii) Submit any corrective actions identified, to enable the Strata Committee/Owners Corporation determine what rectifications are required, if any;</li> <li>(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&amp;A Regulation); and</li> <li>(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&amp;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</li> </ul> </li> <li>(c) <b>RESOLVED</b> that the owners corporation authorize the following people to execute the AFSS on their behalf, in the following order: <ul style="list-style-type: none"> <li>i. The secretary of the scheme, then</li> <li>ii. A member of the committee to be determined at the meeting, then</li> <li>iii. A second member of the committee to be determined at the meeting, then</li> <li>iv. 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 owners corporation to the managing agent should they instruct the managing agent to sign the AFSS on their behalf.</li> </ul> </li> <li>(d) Delegate to the strata managing agent the lodgement of the AFSS statement (where required) to the local Council and Fire &amp; Rescue.</li> </ul> |  |

| 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, <b>noting the last report undertaken on 14 October 2021</b>; and</p> <p>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.</p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
|-----------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------------------------------------------------------------|--------------|--------------------------------------------------------------------|--------------|-------------|--------------|------------------|--------------|--------------|---------------------|----------|-----------------|-----------------|-------------|--|
| FINANCIAL MATTERS                                                     |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| MOTION 11                                                             | TERM DEPOSITS                                         | <p><b>RESOLVED</b> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| MOTION 12                                                             | APPOINTMENT OF AUDITOR                                | <p><b>RESOLVED</b> that an auditor be appointed by the owners corporation for the financial year ending 30 September 2022.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| BUDGET AND LEVY CONTRIBUTIONS                                         |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| MOTION 13                                                             | ADMINISTRATIVE FUND BUDGET & LEVIES                   | <p><b>RESOLVED</b> that the Administrative Fund Budget for the financial year commencing 1 October 2021 be adopted and that levies of \$624,800.00 incl. GST (\$568,000.00 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 December 2021 (already issued as per resolution of last year’s AGM)</td><td>\$133,100.00</td></tr><tr><td>1 March 2022 (already issued as per resolution of last year’s AGM)</td><td>\$133,100.00</td></tr><tr><td>1 June 2022</td><td>\$179,300.00</td></tr><tr><td>1 September 2022</td><td>\$179,300.00</td></tr><tr><td><b>Total</b></td><td><b>\$624,800.00</b></td></tr></table> <p><b>RESOLVED</b> that the first levy for the 1 October 2022 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 December 2022</td><td>\$15,600.00</td></tr></table> | Due Date | Admin Incl. GST | 1 December 2021 (already issued as per resolution of last year’s AGM) | \$133,100.00 | 1 March 2022 (already issued as per resolution of last year’s AGM) | \$133,100.00 | 1 June 2022 | \$179,300.00 | 1 September 2022 | \$179,300.00 | <b>Total</b> | <b>\$624,800.00</b> | Due Date | Admin Incl. GST | 1 December 2022 | \$15,600.00 |  |
| Due Date                                                              | Admin Incl. GST                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| 1 December 2021 (already issued as per resolution of last year’s AGM) | \$133,100.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| 1 March 2022 (already issued as per resolution of last year’s AGM)    | \$133,100.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| 1 June 2022                                                           | \$179,300.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| 1 September 2022                                                      | \$179,300.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| <b>Total</b>                                                          | <b>\$624,800.00</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| Due Date                                                              | Admin Incl. GST                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| 1 December 2022                                                       | \$15,600.00                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| MOTION 14                                                             | RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT | <p><b>RESOLVED</b> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |
| MOTION 15                                                             | CAPITAL WORKS FUND FORECAST REPORT                    | <p>THAT the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.</p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                 |                                                                       |              |                                                                    |              |             |              |                  |              |              |                     |          |                 |                 |             |  |

| MOTION 16                                                             | CAPITAL WORKS FUND BUDGET & LEVIES            | <p><b>RESOLVED</b> that the Capital Works Fund Budget for the financial year commencing 1 October 2021 be adopted and that levies of \$179,300.00 incl. GST (\$163,000.00 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 December 2021 (already issued as per resolution of last year’s AGM)</td><td>\$55,000.00</td></tr><tr><td>1 March 2022 (already issued as per resolution of last year’s AGM)</td><td>\$55,000.00</td></tr><tr><td>1 June 2022</td><td>\$34,650.00</td></tr><tr><td>1 September 2022</td><td>\$34,650.00</td></tr><tr><td><b>Total</b></td><td><b>\$179,300.00</b></td></tr></table> <p><b>RESOLVED</b> that the first levy for the 1 December 2022 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 December 2022</td><td>\$44,825.00</td></tr></table> | Due Date | Capital Works Incl. GST | 1 December 2021 (already issued as per resolution of last year’s AGM) | \$55,000.00 | 1 March 2022 (already issued as per resolution of last year’s AGM) | \$55,000.00 | 1 June 2022 | \$34,650.00 | 1 September 2022 | \$34,650.00 | <b>Total</b> | <b>\$179,300.00</b> | Due Date | Capital Works Incl. GST | 1 December 2022 | \$44,825.00 |  |
|-----------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|-----------------------------------------------------------------------|-------------|--------------------------------------------------------------------|-------------|-------------|-------------|------------------|-------------|--------------|---------------------|----------|-------------------------|-----------------|-------------|--|
| Due Date                                                              | Capital Works Incl. GST                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| 1 December 2021 (already issued as per resolution of last year’s AGM) | \$55,000.00                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| 1 March 2022 (already issued as per resolution of last year’s AGM)    | \$55,000.00                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| 1 June 2022                                                           | \$34,650.00                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| 1 September 2022                                                      | \$34,650.00                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| <b>Total</b>                                                          | <b>\$179,300.00</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| Due Date                                                              | Capital Works Incl. GST                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| 1 December 2022                                                       | \$44,825.00                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| MOTION 17                                                             | WAIVING OF INTEREST – LOT 1                   | <p>THAT interest and debt recovery is waived on late payment for contributions due 1 March 2021 and 1 June 2021.</p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| MOTION 18                                                             | WAIVING OF INTEREST – LOT 11                  | <p>THAT interest and debt recovery is waived on late payment for contributions due 1 June 2021.</p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| MOTION 19                                                             | WAIVING OF INTEREST – LOT 52                  | <p>THAT interest and debt recovery is waived on late payment for contributions due 1 March 2021.</p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| MOTION 20                                                             | WAIVING OF INTEREST – LOT 83                  | <p>THAT interest and debt recovery is waived on late payment for contributions due 1 March 2021 and 1 June 2021.</p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| MOTION 21                                                             | WAIVING OF INTEREST – LOT 88                  | <p>THAT interest and debt recovery is waived on late payment for contributions due 1 December 2021.</p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| MOTION 22                                                             | WAIVING OF INTEREST – LOT 97                  | <p>THAT interest and debt recovery is waived on late payment for contributions due 1 March 2021 and 1 June 2021.</p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |
| MOTION 23                                                             | RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET | <p><b>RESOLVED</b> that the 10% per item limitation of budget to actual expenditure be removed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |  |

|                                      |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|--------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| MOTION 24                            | MANAGEMENT OF OUTSTANDING LEVIES                 | <p><b>RESOLVED</b> that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:</p> <ul style="list-style-type: none"> <li>(a) the managing agent to issue reminder notices</li> <li>(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;</li> <li>(c) the strata committee to provide consent for payment plans;</li> <li>(d) the engagement of Bugden Allen Graham Lawyers and/or counsel for the purposes of payment plans and proceedings; and</li> <li>(e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action.</li> </ul>                                                                                                                                                                                                      |  |
| MOTION 25                            | PAYMENT PLANS FOR OUTSTANDING LEVY CONTRIBUTIONS | <p>THAT the Owners Corporation <b>RESOLVED</b> 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> |  |
| <b>OWNERS CORPORATION GOVERNANCE</b> |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| MOTION 26                            | GENERAL MEETING ATTENDANCE BY ELECTRONIC MEANS   | <p><b>RESOLVED</b> that the owners corporation resolve that attendance at general meetings may be by the following additional means:</p> <ul style="list-style-type: none"> <li>(a) telephone conference; or</li> <li>(b) video-conferencing;</li> </ul> <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>                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| MOTION 27                            | GENERAL MEETING PRE-MEETING ELECTRONIC VOTING    | <p><b>RESOLVED</b> 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"> <li>(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</li> <li><del>(b) via a website voting system provided by the strata managing agent for that purpose.</del></li> </ul> <p>and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MOTION 28                            | STRATA COMMITTEE NOMINATION AND NUMBERS          | <p><b>RESOLVED</b> that given the number of nominations equals the number of members decided upon, then those members were duly elected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| MOTION 29                            | STRATA COMMITTEE ELECTION                        | <p>(a) <b>RESOLVED</b> that the following nominations were received given that consent was confirmed:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

|           |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|-----------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|           |                                        | <p><b>Paul Merlino</b> of Lot 27 volunteered to stand for election to the strata committee.</p> <p><b>Virginia Thomson</b> of Lot 36 volunteered to stand for election to the strata committee.</p> <p><b>Nee Chen Khoo</b> of Lot 84 volunteered to stand for election to the strata committee.</p> <p><b>Jonathan Askew</b> of Lot 100 volunteered to stand for election to the strata committee.</p> <p>(b) <b>RESOLVED</b> that the chairperson closed the nominations</p> <p>(c) <b>RESOLVED</b> that the number of strata committee members be determined at 4.</p> |  |
| MOTION 30 | RESTRICTIONS OVER THE STRATA COMMITTEE | <b>RESOLVED</b> 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 31 | MINOR RENOVATION ANNUAL AUTHORITY      | <b>RESOLVED</b> that, subject to the registration of the by-law, the functions of the owners corporation under s.110 of the Strata Schemes Management Act 2015 be delegated to the strata committee.                                                                                                                                                                                                                                                                                                                                                                      |  |
| MOTION 32 | BMC REPRESENTATIVES                    | <p>The owners corporation <b>SPECIALLY RESOLVED</b> to appoint a representative and substitute representative to the building management committee;</p> <p>(a) <b>RESOLVED</b> to appoint Jonathan Askew of Lot 100 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</p> <p>(b) <b>RESOLVED</b> to appoint Nee Chen Khoo of Lot 84 as substitute representative from the strata committee to represent the interests of the owners corporation in the representative's absence.</p>                 |  |
|           | CLOSURE                                | There being no further business, the chairperson declared the meeting closed at 6:56pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |



# MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 72442

## Proximity B

35 Arncliffe Street, WOLLI CREEK NSW 2205

The meeting was held immediately after the Annual General Meeting  
on Thursday, 3 March 2022  
via video conference.

|                |               |                                       |
|----------------|---------------|---------------------------------------|
| PRESENT:       | P & M Merlino | Lot 27                                |
|                | V Thomson     | Lot 36                                |
|                | N Khoo        | Lot 84                                |
|                | Y & Z Yao     | Lot 87                                |
|                | J Askew       | Lot 100                               |
| IN ATTENDANCE: | M Petrescu    | Proactive Building Management Pty Ltd |
|                | J Da Silva    | Proactive Building Management Pty Ltd |
|                | A Edmonds     | Strata Plus Pty Ltd                   |

Those present determined that Aaron Edmonds chair the meeting.

The chairperson declared a quorum.

## MINUTES

| 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;"><b>MOTION WITHDRAWN</b></p>                                                                                                                                                                                                                                             |  |
| MOTION 2          | CONFIRMATION OF MINUTES    | <p><b>RESOLVED</b> that the minutes of the last strata committee meeting held 1 September 2021 be confirmed as a true and accurate record of that meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                     |  |
| MOTION 3          | PECUNIARY INTEREST         | <p>THAT the strata committee:</p> <ul style="list-style-type: none"> <li>(c) receive any disclosures regarding pecuniary interests;</li> <li>(d) record the details of these interests in the disclosure book;</li> <li>(e) for each disclosure made, determine whether that member can               <ul style="list-style-type: none"> <li>1. be present during the deliberations for that matter, or</li> <li>2. take any part in the decision of that matter.</li> </ul> </li> </ul> <p style="text-align: right;"><b>MOTION WITHDRAWN</b></p> |  |
| MOTION 4          | ELECTION OF OFFICE BEARERS | <p><b>RESOLVED</b> that the following office bearers be appointed.</p> <p>Chairperson: Nee Chen Khoo</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

|                                    |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                    |                                                    | Secretary: Jonathan Askew<br>Treasurer: Virginia Thomson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>STRATA COMMITTEE GOVERNANCE</b> |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>MOTION 5</b>                    | <b>ELECTRONIC MEANS OF ATTENDANCE</b>              | <p><b>RESOLVED</b> that the strata committee resolves that attendance at strata committee meetings may be by the following additional means:</p> <ul style="list-style-type: none"> <li>(a) telephone conference; or</li> <li>(b) video-conferencing;</li> <li>(c) email from the email address provided for service of notices.</li> </ul> <p>The meeting notice will specify</p> <ul style="list-style-type: none"> <li>+ means and method of accessing the facility for that purpose for that particular strata committee meeting and</li> <li>+ 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.</li> </ul> |  |
| <b>MOTION 6</b>                    | <b>ELECTRONIC SERVICE OF INSURANCE INFORMATION</b> | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>MOTION 7</b>                    | <b>TERM DEPOSITS</b>                               | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>MOTION 8</b>                    | <b>FINANCIAL REPORTS &amp; INVOICE APPROVALS</b>   | <p>THAT</p> <ul style="list-style-type: none"> <li>(a) the strata committee confirm that the treasurer be nominated to receive the monthly financial reports.</li> <li>(b) The treasurer be added as an external approver to approve               <ul style="list-style-type: none"> <li>i. All invoices excluding utilities</li> <li>ii. All invoices including utilities</li> <li>iii. Invoices over \$X only</li> </ul> </li> </ul> <p style="text-align: right;"><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                        |  |
| <b>MOTION 9</b>                    | <b>CODE OF CONDUCT</b>                             | <p>THAT that the attached Code of Conduct be accepted and signed by all members.</p> <p style="text-align: right;"><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>MOTION 10</b>                   | <b>FORMATION OF SUB-COMMITTEES</b>                 | <p>THAT any sub-committees required be established and the members elected.</p> <p style="text-align: right;"><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>MOTION 11</b>                   | <b>APPLICATIONS</b>                                | <p><b>RESOLVED</b> that the following applications submitted be considered and, if appropriate approved.</p> <ul style="list-style-type: none"> <li>• Lot 16 – Change of flooring</li> <li>• Lot 44 – Change of flooring</li> <li>• Lot 73 – Change of flooring</li> <li>• Lot 87 – Airconditioning installation</li> <li>• Lot 88 – Airconditioning installation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>NEXT MEETING</b>                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

|                  |                     |                                                                                                                           |  |
|------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------|--|
| <b>MOTION 12</b> | <b>NEXT MEETING</b> | <b>RESOLVED</b> that the next strata committee meeting be determined later by the Strata Committee Members when required. |  |
|                  | <b>CLOSURE</b>      | There being no further business the chairperson declared the meeting closed at 7:08 pm.                                   |  |

## NOTICE OF ANNUAL GENERAL MEETING

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

TO The Owners – Strata Plan No. 72442  
**Proximity B**  
35 Arncliffe Street, Wolli Creek, NSW 2205

### DATE, PLACE AND TIME

The meeting will be held on **Thursday 3 March 2022**

Via Video Conference

**Owners are requested to contact Aaron Edmonds via email on [aaron.edmonds@strataplus.com.au](mailto:aaron.edmonds@strataplus.com.au) to request a copy of the video conference link.**

The meeting will commence at 5:30pm

### AGENDA

#### 1. Preliminaries

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

#### 2. Opening

- + confirming chairperson
- + commencement time

#### 3. Consideration of attached motions

#### 4. Closure

- ✓ All owners are encouraged to attend the annual general meeting (AGM) so as to participate in and contribute to the management of your scheme.

If you are unable to attend please complete and return the proxy form to our office prior to the meeting to assist with achieving a quorum.

Post to Strata Plus, PO Box H181, AUSTRALIA SQUARE NSW 1215, or email to your strata manager.

- ✓ This notice includes a further call for nominations of members to the strata committee.

If you are interested in being involved please complete the strata committee nomination form AND return prior to the meeting or bring with you to the AGM.

- ✓ Please read the Statutory Information enclosed to ensure you understand the circumstances in which you will be entitled to vote at the AGM as well as the guidelines on meeting procedures.

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 **Aaron Edmonds** (email: [aaron.edmonds@strataplus.com.au](mailto:aaron.edmonds@strataplus.com.au))

NOTICE DATE: 2 February 2022

## CONTENTS

|                                                  | Page                  |
|--------------------------------------------------|-----------------------|
| 1. Statutory information                         | 3                     |
| 2. Strata committee election procedure           | 5                     |
| 3. Motions for consideration                     | 6-11                  |
| 4. Minutes of previous general meeting           | 12-18                 |
| 5. Audited year-end financial statements         | 19-39                 |
| 6. Interim financial statements – 31.1.22        | 40-51                 |
| 7. Administrative & Capital fund proposed budget | 52-55                 |
| 8. Capital works fund forecast summary           | 56-65                 |
| 9. Insurance schedule                            | 66-67                 |
| 10. Levy Schedule Proposed Budget                | 68-70                 |
| 11. Notice of strata committee meeting           | 71-73                 |
| 12. Minutes of previous strata committee meeting | 74-76                 |
| 13. Committee Code of Conduct                    | 77                    |
| 14. <i>Proxy form</i>                            | <i>Loose enclosed</i> |
| 15. <i>Company nominee form</i>                  | <i>Loose enclosed</i> |
| 16. <i>Change of details form</i>                | <i>Loose enclosed</i> |
| 17. <i>Strata committee nomination form</i>      | <i>Loose enclosed</i> |
| 18. <i>Lot owner voting slip</i>                 | <i>Loose enclosed</i> |



## STATUTORY INFORMATION

### PERSONS ENTITLED TO VOTE AT GENERAL MEETINGS

*(Clauses 8, 23 & 24 of Schedule 1 of the Act)*

Each owner, and each person entitled to a priority vote, has voting rights that may be exercised at a general meeting of the owners corporation, but only if the owner or person is recorded in the strata roll and, in the case of a corporation, the company nominee is recorded in the strata roll.

Voting may be exercised in person or by proxy. If the owner is a corporation, voting may be exercised only by the company nominee in person, or by a proxy appointed by the corporation.

- ✓ If you are the company nominee and unsure whether you are recorded on the strata roll, then call the office to check or execute and return the enclosed company nominee form prior to the meeting.

#### Priority vote

A vote at a meeting by the owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same matter. If a priority vote is cast in relation to a lot, a vote on the same matter by the owner of the lot does not count. A priority vote has no effect however, unless at least 2 days' written notice of intention to exercise the priority vote at the particular meeting has been given to the owner of the lot.

Essentially an owners vote does not count if a vote is cast on the same motion by:

- ✗ The mortgagee shown on the strata roll for the lot
- ✗ The covenant chargee shown on the strata roll for the lot
- ✗ In the case of multiple mortgagees or covenant changes, the priority mortgagee or chargee shown on the strata roll.

#### Voting eligibility & financial status

A vote at a general meeting by an owner of a lot or a person with a priority vote in respect of a lot will not count (other than on a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot that are owing.

- ✓ These contributions and amounts recoverable must be paid in full prior to the meeting. "Payment" means that cleared funds must be in the owners corporation's bank account before the meeting. Cash, bank cheques, personal cheques or copies of post office receipts (or the like) will **not** be accepted on the day of the meeting.

### 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.

### PROXIES *cont'd*

#### 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.

## 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.
- (c) 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 executive committee.

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

### If no quorum

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.

## OTHER INFORMATION

### Types of resolutions

Motions requiring special resolution or unanimous resolution will be clearly stated. All other resolutions are by a simple majority of votes cast.

A *special resolution* means that not more than one-quarter of votes cast have voted against. The value of the vote is based in the unit of entitlement.

A *unanimous resolution* means that no vote has been cast against. Owners do not need to be financial in order to vote for a unanimous resolution.

### Tenants

Tenants are entitled to attend but not entitled to vote. Tenants may only address the meeting if there is a resolution giving them the authority to do so. The owners corporation can determine at any time during the AGM that the tenants are not to be present when discussing financial matters.

### Definitions

*Act* means the Strata Schemes Management Act 2015 (NSW)

*Managing agent* means the duly appointed strata managing agent pursuant to Section 49 of the Act.

*Motion* means a motion submitted for consideration by the owners corporation. It can be made by an owner, or any person entitled to vote, via a written notice which sets out the required motion, names the person, and provides an explanation of not more than 300 words.

*Regulations* means the Strata Schemes Management Regulation 2016 (NSW)

## STRATA COMMITTEE ELECTION

*(Sections 31 to 32, & Clause 5 of Schedule 1 of the Act)  
(Clauses 9 & 11 of the Regulations)*

The members of the strata committee must be elected at each AGM of the owners corporation.

The strata committee is to consist of such number of members, as the owners corporation may determine, but may not exceed 9. Large schemes must have a minimum of 3 members.

### Eligible for election

- (a) an individual who is an owner
- (b) a company nominee of a corporation that is an owner
- (c) a co-owner of a lot if nominated by another owner other than the co-owner, or the co-owner if they are not a candidate. Only one co-owner of a lot can be a member at the same time.
- (d) an individual who is not an owner but who is nominated for election by an owner who is not a member nor a candidate.

### Who is ineligible

- ✗ Building manager
- ✗ Property manager / leasing agent
- ✗ Person connected to the original owner who does not disclose the connection. Note that the disclosure must be made at the AGM before the election and recorded in the minutes of the AGM.
- ✗ Un-financial owner at the time of the notice who has not paid amounts owing prior to the meeting.
- ✗ If become ineligible after appointment and does not disclose in writing to the secretary or chairperson.

### Who can nominate

- ✓ Sole owners can self-nominate.
- ✓ A person who is an owner of more than one lot, can nominate one person per lot.
- ✓ An owner does not need to be financial to nominate another person.
- ✓ An owner who is un-financial can be nominated providing the person nominating you is financial.
- ✓ A co-owner can nominate other co-owners of their lot providing they are not a candidate for election.

Any person nominating or being nominated for the strata committee must do so either verbally at the AGM or if not at the AGM, then in writing prior to the meeting. A strata committee nomination form is enclosed for this purpose. Owners are encouraged to return this form prior to the AGM to ensure the accuracy of the nomination.

## MOTIONS FOR CONSIDERATION

| CONFIRMATION OF RECORDS         |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
|---------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| MOTION 1                        | CONFIRMATION OF MINUTES               | THAT the minutes of the last annual general meeting of the owners corporation held 3 March 2021 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>(a) THAT the audited financial reports for the financial year ending 30 September 2021 be adopted.</p> <p>(b) THAT the accounting records and statements of financial information for the period ending 31 January 2022 attached be adopted.</p> <p><b>Notes to motion:</b><br/> <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) &amp; (b) of Schedule 1 of the Act</p> <p>Forms 2 &amp; 3 in Schedule 1 of the Regulations</p> |
| COMMON PROPERTY RISK MANAGEMENT |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
| MOTION 3                        | 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 4                        | INSURANCE COMMISSION                  | 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                     | <p>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>Notes to motion:</b><br/> <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></p> <p><i>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 6                        | 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: May 2017</p>                                                                                                                                                                                                                                                                                                                           |                                                                                                                               |
| MOTION 7                        | 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 8                        | 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><b>Notes to motion:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                              | Section 106 of the Act                                                                                                        |

|           |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                  | <i>The legislation imposes a duty to repair and maintain.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                           |
| MOTION 9  | 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> <ul style="list-style-type: none"> <li>(a) Select a practitioner who classifies as competent fire safety practitioner.</li> <li>(b) Appoint and engage the competent fire safety practitioner (the CFSP) to: <ul style="list-style-type: none"> <li>(i) Undertake fire safety inspections of the buildings fire safety services measures; and</li> <li>(ii) Submit any corrective actions identified, to enable the Strata Committee/Owners Corporation determine what rectifications are required, if any;</li> <li>(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&amp;A Regulation); and</li> <li>(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&amp;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</li> </ul> </li> <li>(c) THAT the owners corporation authorize the following people to execute the AFSS on their behalf, in the following order: <ul style="list-style-type: none"> <li>i. The secretary of the scheme, then</li> <li>ii. A member of the committee to be determined at the meeting, then</li> <li>iii. A second member of the committee to be determined at the meeting, then</li> <li>iv. 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 owners corporation to the managing agent should they instruct the managing agent to sign the AFSS on their behalf.</li> </ul> </li> <li>(d) Delegate to the strata managing agent the lodgement of the AFSS statement (where required) to the local Council and Fire &amp; Rescue.</li> </ul> | <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: <a href="http://connect.fpaa.com.au/FireSafetyAssess">http://connect.fpaa.com.au/FireSafetyAssess</a> or If the contractor is not on the register, then the Secretary is required to sign the AFSS.</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> <ul style="list-style-type: none"> <li>(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, <b>noting the last report undertaken on 14 October 2021</b>; and</li> <li>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.</li> </ul> <p><b>Notes to motion:</b></p> <p><i>Undertaking a Work, Health &amp; Safety Report may outline areas of the property which require maintenance to avoid risk.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                           |

| MOTION 11                                                             | 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 12                                                             | APPOINTMENT OF AUDITOR                                | <p>THAT an auditor be appointed by the owners corporation for the financial year ending 30 September 2022.</p> <p><b>Notes to motion:</b></p> <p><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></p> <p><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<br>Clause 21 of the Regulations |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| BUDGET AND LEVY CONTRIBUTIONS                                         |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| MOTION 13                                                             | ADMINISTRATIVE FUND BUDGET & LEVIES                   | <p>THAT the Administrative Fund Budget for the financial year commencing 1 October 2021 be adopted and that levies of \$624,800.00 incl. GST (\$568,000.00 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 December 2021 (already issued as per resolution of last year’s AGM)</td><td>\$133,100.00</td></tr><tr><td>1 March 2022 (already issued as per resolution of last year’s AGM)</td><td>\$133,100.00</td></tr><tr><td>1 June 2022</td><td>\$179,300.00</td></tr><tr><td>1 September 2022</td><td>\$179,300.00</td></tr><tr><td>Total</td><td>\$624,800.00</td></tr></table> <p>THAT the first levy for the 1 October 2022 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 December 2022</td><td>\$15,600.00</td></tr></table> <p><b>Notes to motion:</b></p> <p><i>The attached proposed administrative fund budget determines the contributions by the lots (admin fund levies).</i></p> <p><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></p> <p><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 December 2021 (already issued as per resolution of last year’s AGM) | \$133,100.00 | 1 March 2022 (already issued as per resolution of last year’s AGM) | \$133,100.00 | 1 June 2022 | \$179,300.00 | 1 September 2022 | \$179,300.00 | Total | \$624,800.00 | Due Date | Admin Incl. GST | 1 December 2022 | \$15,600.00 | Section 79(1) & 81(1) of the Act. |
| Due Date                                                              | Admin Incl. GST                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| 1 December 2021 (already issued as per resolution of last year’s AGM) | \$133,100.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| 1 March 2022 (already issued as per resolution of last year’s AGM)    | \$133,100.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| 1 June 2022                                                           | \$179,300.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| 1 September 2022                                                      | \$179,300.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| Total                                                                 | \$624,800.00                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| Due Date                                                              | Admin Incl. GST                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| 1 December 2022                                                       | \$15,600.00                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |
| MOTION 14                                                             | RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT | <p>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>Last obtained: 17 April 2020</p> <p><b>Notes to motion:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Clause 6(b) of Schedule 1 of the Act                                                 |                 |                                                                       |              |                                                                    |              |             |              |                  |              |       |              |          |                 |                 |             |                                   |



|                                                                       |                                    | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
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| MOTION 15                                                             | 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 obtained: 17 April 2020</p> <p><b>Notes to motion:</b></p> <p><i>It is a requirement that an updated report be undertaken once every five years.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Clause 6(b) of Schedule 1 of the Act |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| MOTION 16                                                             | CAPITAL WORKS FUND BUDGET & LEVIES | <p>THAT the Capital Works Fund Budget for the financial year commencing 1 October 2021 be adopted and that levies of \$179,300.00 incl. GST (\$163,000.00 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 December 2021 (already issued as per resolution of last year’s AGM)</td><td>\$55,000.00</td></tr><tr><td>1 March 2022 (already issued as per resolution of last year’s AGM)</td><td>\$55,000.00</td></tr><tr><td>1 June 2022</td><td>\$34,650.00</td></tr><tr><td>1 September 2022</td><td>\$34,650.00</td></tr><tr><td><b>Total</b></td><td><b>\$179,300.00</b></td></tr></table> <p>THAT the first levy for the 1 December 2022 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 December 2022</td><td>\$44,825.00</td></tr></table> <p><b>Notes to motion:</b></p> <p><i>The attached proposed capital works fund budget determines the contributions by the lots (capital works fund levies).</i></p> <p><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></p> <p><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 December 2021 (already issued as per resolution of last year’s AGM) | \$55,000.00 | 1 March 2022 (already issued as per resolution of last year’s AGM) | \$55,000.00 | 1 June 2022 | \$34,650.00 | 1 September 2022 | \$34,650.00 | <b>Total</b> | <b>\$179,300.00</b> | Due Date | Capital Works Incl. GST | 1 December 2022 | \$44,825.00 | Section 79(2), (5) & (6) and 81(1) of the Act. |
| Due Date                                                              | Capital Works Incl. GST            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| 1 December 2021 (already issued as per resolution of last year’s AGM) | \$55,000.00                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| 1 March 2022 (already issued as per resolution of last year’s AGM)    | \$55,000.00                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| 1 June 2022                                                           | \$34,650.00                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| 1 September 2022                                                      | \$34,650.00                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| <b>Total</b>                                                          | <b>\$179,300.00</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| Due Date                                                              | Capital Works Incl. GST            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| 1 December 2022                                                       | \$44,825.00                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| MOTION 17                                                             | WAIVING OF INTEREST – LOT 1        | THAT interest and debt recovery is waived on late payment for contributions due 1 March 2021 and 1 June 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Section 85(3) of the Act             |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| MOTION 18                                                             | WAIVING OF INTEREST – LOT 11       | THAT interest and debt recovery is waived on late payment for contributions due 1 June 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| MOTION 19                                                             | WAIVING OF INTEREST – LOT 52       | THAT interest and debt recovery is waived on late payment for contributions due 1 March 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| MOTION 20                                                             | WAIVING OF INTEREST – LOT 83       | THAT interest and debt recovery is waived on late payment for contributions due 1 March 2021 and 1 June 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |
| MOTION 21                                                             | WAIVING OF INTEREST – LOT 88       | THAT interest and debt recovery is waived on late payment for contributions due 1 December 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                      |                         |                                                                       |             |                                                                    |             |             |             |                  |             |              |                     |          |                         |                 |             |                                                |

|                                      |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                |
|--------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| MOTION 22                            | WAIVING OF INTEREST – LOT 97                     | THAT interest and debt recovery is waived on late payment for contributions due 1 March 2021 and 1 June 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                |
| MOTION 23                            | RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET    | THAT the 10% per item limitation of budget to actual expenditure be removed.<br><br><b>Notes to motion:</b><br><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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Section 102(3) of the Act                                                      |
| MOTION 24                            | MANAGEMENT OF OUTSTANDING LEVIES                 | THAT the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:<br>(a) the managing agent to issue reminder notices<br>(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;<br>(c) the strata committee to provide consent for payment plans;<br>(d) the engagement of Bugden Allen Graham Lawyers and/or counsel for the purposes of payment plans and proceedings; and<br>(e) the managing agent to instruct the solicitor and/or legal counsel in relation to the advice, services or action.<br><br><b>Notes to motion:</b><br><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. 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> | Clause 9(h) of Schedule 1 of the Act<br>And clauses 18 & 19 of the Regulations |
| MOTION 25                            | PAYMENT PLANS FOR OUTSTANDING LEVY CONTRIBUTIONS | 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.<br><br>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.<br><br>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.                                                                                                                             | Clause 9(h) of Schedule 1 of the Act<br>And clauses 18 & 19 of the Regulations |
| <b>OWNERS CORPORATION GOVERNANCE</b> |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                |
| MOTION 26                            | GENERAL MEETING ATTENDANCE BY ELECTRONIC MEANS   | THAT the owners corporation resolve that attendance at general meetings may be by the following additional means:<br>(a) telephone conference; or<br>(b) video-conferencing;<br><br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Clause 28(1) of Schedule 1 and<br>Clause 14(1)(a) of the Regulations           |

|           |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                     |
|-----------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                               | <p><b>Notes to motion:</b></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 27 | 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"> <li>(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</li> <li>(b) via a website voting system provided by the strata managing agent for that purpose.</li> </ul> <p>and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting.</p> <p><b>Notes to motion:</b></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 28 | STRATA COMMITTEE NOMINATION AND NUMBERS       | <p>THAT:</p> <p>Strata Committee nomination and numbers:</p> <ul style="list-style-type: none"> <li>A) I nominate myself for the committee</li> <li>B) If all of the previous year's committee members nominate, I vote for the number of committee members to remain as it was the previous year</li> <li>C) Assuming 2 – 9 people nominate, I vote for the number of committee members to be the number who nominate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                | <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 29 | STRATA COMMITTEE ELECTION                     | <p>THAT:</p> <p>Strata Committee election</p> <ul style="list-style-type: none"> <li>A) I vote for the current committee members renominating to remain in office and no others.</li> <li>B) I vote for those nominating if the number is 2 – 9.</li> <li>C) I vote that if more then 9, a subsequent paper vote be held to determine the numbers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <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 &amp; 10 of the Regulations</p>                                                                |
| MOTION 30 | 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><b>Notes to motion:</b></p> <p><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>                                                                                                                                                                                                                                                                                                                                          | <p>Section 36(3)(b) and</p> <p>Clause 6(a) &amp; 9(i) of Schedule 1 of the Act</p>                                                                                                                  |
| MOTION 31 | MINOR RENOVATION ANNUAL AUTHORITY             | <p>THAT, subject to the registration of the by-law, the functions of the owners corporation under s.110 of the Strata Schemes Management Act 2015 be delegated to the strata committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Section 110 of the Act</p>                                                                                                                                                                       |
| MOTION 32 | BMC REPRESENTATIVES                           | <p>THAT the owners corporation SPECIALLY RESOLVE to appoint a representative and substitute representative to the building management committee.</p> <p><b>Note to motion:</b></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> |

# MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 72442

## Proximity B

35 Arncliffe Street, WOLLI CREEK NSW 2205

The meeting was held on Wednesday, 3 March 2021

In the foyer of Proximity B, 35 Arncliffe Street, WOLLI CREEK 2205

PRESENT:

|           |         |
|-----------|---------|
| P Merlino | Lot 27  |
| V Thomson | Lot 36  |
| N Khoo    | Lot 84  |
| T Lim     | Lot 97  |
| L Ley     | Lot 98  |
| J Askew   | Lot 100 |

BY PROXY: J Zhang (Lot 2) to A Edmonds (Strata Plus)

IN ATTENDANCE:

|            |                                       |
|------------|---------------------------------------|
| M Petrescu | Proactive Building Management Pty Ltd |
| J Da Silva | Proactive Building Management Pty Ltd |
| A Edmonds  | Strata Plus Pty Ltd                   |

Those present determined that Aaron Edmonds chair the meeting.

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

The meeting was declared open at 6:00 pm.

## MINUTES

| CONFIRMATION OF RECORDS         |                                    |                                                                                                                                                                                                                                                                                                   |  |
|---------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| MOTION 1                        | CONFIRMATION OF MINUTES            | <b>RESOLVED</b> that the minutes of the last annual general meeting of the owner's corporation held 20 February 2020 be confirmed as a true and accurate record of that meeting.                                                                                                                  |  |
| MOTION 2                        | ADOPTION OF FINANCIAL STATEMENTS   | (a) <b>RESOLVED</b> that the audited financial reports for the financial year ending 30 September 2020 be adopted.<br>(b) <b>RESOLVED</b> that the accounting records and statements of financial information for the period ending 31 January 2021 attached be adopted.                          |  |
| COMMON PROPERTY RISK MANAGEMENT |                                    |                                                                                                                                                                                                                                                                                                   |  |
| MOTION 3                        | CONFIRMATION OF CURRENT INSURANCES | <b>RESOLVED</b> that the owners corporation's current insurance policies as detailed in the attached schedule be confirmed.                                                                                                                                                                       |  |
| MOTION 4                        | INSURANCE COMMISSION &             | <b>RESOLVED</b> that the owners corporation NOTE Strata Plus confirms that no commission or broker fee was received at the time this premium was paid.                                                                                                                                            |  |
| MOTION 5                        | INSURANCE RENEWAL                  | <b>RESOLVED</b> 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. |  |
| MOTION 6                        | BUILDING VALUATION                 | <b>RESOLVED</b> that the owner's 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>MOTION 7</b>                      | <b>WORKERS COMPENSATION INSURANCE</b>                   | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>MOTION 8</b>                      | <b>RECTIFICATION WORK TO COMMON PROPERTY</b>            | THAT 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.<br><br><b>MOTION WITHDRAWN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>MOTION 9</b>                      | <b>ANNUAL FIRE SAFETY STATEMENT</b>                     | (a) <b>RESOLVED</b> that the owners corporation considers the status of the Annual Fire Safety Statement (AFSS) (if one is required for the building) and authorises the managing agent and building manager with the strata committee to make the arrangements for obtaining the next AFSS.<br>(b) <b>RESOLVED</b> the owners corporation authorize the following people to execute the AFSS on their behalf, in the following order:<br>a. The secretary of the scheme, then<br>b. A member of the committee to be determined at the meeting, then<br>c. A second member of the committee to be determined at the meeting, then<br>d. The managing agent<br>(c) <b>RESOLVED</b> the owners corporation acknowledge that a fee of one hour of the director's 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. |  |
| <b>MOTION 10</b>                     | <b>WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT</b> | THAT the owners corporation acknowledge the <i>Work Health and Safety Act 2011 and Regulations</i> and <b>RESOLVED</b> to:<br>(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 that a report is yet to be undertaken/noting the last report undertaken on <b>15 March 2019</b> : and<br>(b) convene a strata committee meeting to consider the recommendations of the report upon receipt.                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>FINANCIAL MATTERS</b>             |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>MOTION 11</b>                     | <b>TERM DEPOSITS</b>                                    | <b>RESOLVED</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>MOTION 12</b>                     | <b>APPOINTMENT OF AUDITOR</b>                           | <b>RESOLVED</b> that an auditor be appointed by the owners corporation for the financial year ending 30 September 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>BUDGET AND LEVY CONTRIBUTIONS</b> |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

| MOTION 13                                                             | ADMINISTRATIVE FUND<br>BUDGET & LEVIES                         | <p><b>RESOLVED</b> that the Administrative Fund Budget for the financial year commencing 1 October 2020 be adopted and that levies of \$532,400.00 incl. GST (\$484,000.00 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 December 2020 (already issued as per resolution of last year’s AGM)</td><td>\$152,625.00</td></tr><tr><td>1 March 2021</td><td>\$126,591.66</td></tr><tr><td>1 June 2021</td><td>\$126,591.67</td></tr><tr><td>1 September 2021</td><td>\$126,591.67</td></tr><tr><td><b>Total</b></td><td><b>\$532,400.00</b></td></tr></table> <p><b>RESOLVED</b> that first levy for the 1 October 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>1 December 2021</td><td>\$133,100.00</td></tr></table> | Due Date | Admin Incl. GST         | 1 December 2020 (already issued as per resolution of last year’s AGM) | \$152,625.00 | 1 March 2021 | \$126,591.66 | 1 June 2021 | \$126,591.67 | 1 September 2021 | \$126,591.67 | <b>Total</b> | <b>\$532,400.00</b> | Due Date | Admin Incl. GST | 1 December 2021 | \$133,100.00 |  |
|-----------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|-----------------------------------------------------------------------|--------------|--------------|--------------|-------------|--------------|------------------|--------------|--------------|---------------------|----------|-----------------|-----------------|--------------|--|
| Due Date                                                              | Admin Incl. GST                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 December 2020 (already issued as per resolution of last year’s AGM) | \$152,625.00                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 March 2021                                                          | \$126,591.66                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 June 2021                                                           | \$126,591.67                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 September 2021                                                      | \$126,591.67                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| <b>Total</b>                                                          | <b>\$532,400.00</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| Due Date                                                              | Admin Incl. GST                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 December 2021                                                       | \$133,100.00                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| MOTION 14                                                             | RECOMMENDATIONS<br>OF CAPITAL WORKS<br>FUND FORECAST<br>REPORT | <p><b>RESOLVED</b> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| MOTION 15                                                             | CAPITAL WORKS FUND<br>FORECAST REPORT                          | <p>THAT the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.</p> <p><b>Last obtained: 17 April 2020</b></p> <p><b>MOTION DEFEATED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| MOTION 16                                                             | CAPITAL WORKS FUND<br>BUDGET & LEVIES                          | <p><b>RESOLVED</b> that the Capital Works Fund Budget for the financial year commencing 1 October 2020 be adopted and that levies of \$220,000.00 incl. GST (\$200,000.00 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 December 2020 (already issued as per resolution of last year’s AGM)</td><td>\$17,875.00</td></tr><tr><td>1 March 2021</td><td>\$67,375.00</td></tr><tr><td>1 June 2021</td><td>\$67,375.00</td></tr><tr><td>1 September 2021</td><td>\$67,375.00</td></tr><tr><td><b>Total</b></td><td><b>\$220,000.00</b></td></tr></table> <p><b>RESOLVED</b> that the first levy for the 1 October 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>                                                                                                                   | Due Date | Capital Works Incl. GST | 1 December 2020 (already issued as per resolution of last year’s AGM) | \$17,875.00  | 1 March 2021 | \$67,375.00  | 1 June 2021 | \$67,375.00  | 1 September 2021 | \$67,375.00  | <b>Total</b> | <b>\$220,000.00</b> |          |                 |                 |              |  |
| Due Date                                                              | Capital Works Incl. GST                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 December 2020 (already issued as per resolution of last year’s AGM) | \$17,875.00                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 March 2021                                                          | \$67,375.00                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 June 2021                                                           | \$67,375.00                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| 1 September 2021                                                      | \$67,375.00                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |
| <b>Total</b>                                                          | <b>\$220,000.00</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                       |              |              |              |             |              |                  |              |              |                     |          |                 |                 |              |  |

|                               |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Due Date        | Capital Works Incl. GST |  |                 |
|-------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------|--|-----------------|
|                               |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 December 2021 | \$55,000.00             |  |                 |
| MOTION 17                     | WAIVING OF INTEREST LOT 23                     | THAT by pursuant to Part 5 Section 85 of the Strata Schemes Management Act 2015, the Owners Corporation waives the interest due on late payment of contributions due September 2020 as requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                         |  |                 |
|                               |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                         |  | MOTION DEFEATED |
| MOTION 18                     | RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET  | RESOLVED that the 10% per item limitation of budget to actual expenditure be removed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                         |  |                 |
| MOTION 19                     | MANAGEMENT OF OUTSTANDING LEVIES               | RESOLVED that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:<br>(a) the managing agent to issue reminder notices<br>(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;<br>(c) the strata committee to provide consent for payment plans;<br>(d) the engagement of Le Page Lawyers and/or counsel for the purposes of payment plans and proceedings; and<br>(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 ATTENDANCE BY ELECTRONIC MEANS | RESOLVED AS AMENDED that the owners corporation resolved that attendance at general meetings may be by the following additional means:<br><br>(a) telephone conference; or<br>(b) video-conferencing;<br><br>AND that the chosen medium for the meeting be predetermined in one format (either face to face or via video / teleconference) by formal notice to owners.<br><br>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. |                 |                         |  |                 |
| MOTION 21                     | GENERAL MEETING PRE-MEETING ELECTRONIC VOTING  | RESOLVED that the owners corporation resolves that persons entitled to vote on a matter may vote prior to a general meeting by the following means:<br><br>(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<br>(b) via a website voting system provided by the strata managing agent for that purpose.<br><br>and authorises the strata committee to determine which motions are to the subject of pre-meeting electronic voting.                                                                                                                                                                           |                 |                         |  |                 |
| MOTION 22                     | STRATA COMMITTEE NOMINATION AND NUMBERS        | RESOLVED that given the number of nominations equals the number of members decided upon, then those members were duly elected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                         |  |                 |
| MOTION 23                     | STRATA COMMITTEE ELECTION                      | (a) RESOLVED that the following nominations were received given that consent was confirmed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                         |  |                 |



|           |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|-----------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|           |                                        | <p><b>Virginia Thomson</b> of Lot 36 volunteered to stand for election to the strata committee.</p> <p><b>Nee Chen Khoo</b> of Lot 84 volunteered to stand for election to the strata committee.</p> <p><b>Terence Lim</b> of Lot 97 volunteered to stand for election to the strata committee.</p> <p><b>Amy Lee</b> of Lot 98 volunteered to stand for election to the strata committee.</p> <p><b>Jonathan Askew</b> of Lot 100 volunteered to stand for election to the strata committee.</p> <p>(b) <b>RESOLVED</b> that the chairperson closed the nominations</p> <p>(c) <b>RESOLVED</b> that the number of strata committee members be determined at 5.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| MOTION 24 | RESTRICTIONS OVER THE STRATA COMMITTEE | <b>RESOLVED</b> 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 25 | MINOR RENOVATION ANNUAL AUTHORITY      | <b>RESOLVED</b> that, subject to the registration of the by-law, the functions of the owners corporation under s.110 of the Strata Schemes Management Act 2015 be delegated to the strata committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| MOTION 26 | BMC REPRESENTATIVES                    | <p>The owners corporation <b>SPECIALLY RESOLVED</b> to appoint a representative and substitute representative to the building management committee;</p> <p>(a) <b>RESOLVED</b> to appoint Nee Chen Khoo of Lot 84 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</p> <p>(b) <b>RESOLVED</b> to appoint any other Strata Committee Member as substitute representative from the strata committee to represent the interests of the owners corporation in the representative's absence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| MOTION 27 | ADDITIONAL BY-LAW – RECOVERY OF COSTS  | <p>THAT the Owners Corporation <b>SPECIALLY RESOLVED</b> pursuant to Section 141 of the Strata Scheme Management Act 2015 to change the by-laws by making an additional by-law in the following terms and further that the Owners Corporation sign and affix the common seal to the change of by-laws form to effect the amendment AND that the owners corporation lodge at the Land and Property Information (NSW) the certificate of title for the common property to enable registration of the form.</p> <p><b><u>Special by-law no.XX – Recovery of Costs</u></b></p> <p><b><u>Introduction</u></b></p> <p>The purpose of this by-law is to assist the owners corporation to better manage and administer the strata scheme by prohibiting certain acts and enabling the owners corporation to recover certain costs.</p> <p><b><u>Damaging Common Property and False Fire Alarms</u></b></p> <p>An owner or occupier must not trigger a false fire alarm.</p> <p>Each owner must use all reasonable endeavours to ensure that their occupiers and invitees do not trigger a false fire alarm.</p> |  |

|                                 |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|---------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                 |  | <p><b><u>Owners corporation's power in the event of a breach of this by-law</u></b></p> <p>If an owner or occupier breaches this by-law, the owners corporation may recover from the person responsible the charge issued to the owners corporation for the false fire alarm and the expense of recovering that cost.</p> <p><b><u>Recovery</u></b></p> <p>A debt will be recoverable in the same manner as unpaid contributions.</p> <p>A debt will, if not paid within a month of sending the invoice to the responsible person or notifying the responsible person of the debt, bear interest at the same rate as unpaid contributions under section 85 of the Act.</p> <p>The owners corporation may recover all of its expenses of recovering a debt on an indemnity basis.</p> <p><b><u>Interpretation</u></b></p> <p>In this by-law:</p> <p><b>Act</b> means the <i>Strata Schemes Management Act 2015</i>.</p> <p><b>debt</b> means any amount payable to the owners corporation under this by-law.</p> <p><b>false fire alarm</b> means setting off a fire alarm (including a false fire alarm), so that the fire brigade or other organisation: is required to attend the strata scheme; and charges the owners corporation a fee for that attendance.</p> <p><b>occupier</b> means an occupier of a lot in the strata scheme.</p> <p><b>owner</b> means an owner of a lot in the strata scheme.</p> <p><b>person responsible</b> means, at the owners corporation's discretion: the person who has breached clause 2.1; or an owner who is in breach of clause 2.2 by failing to use the necessary reasonable endeavours.</p> <p>Any term used in this by-law that is defined in the Act will have the same meaning in this by-law as it does in the Act.</p> <p>If there is any conflict between this by-law and any other by-law of the strata scheme, this by-law will apply to the extent of that conflict.</p> <p>Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.</p> |  |
| <b>RENEWABLE ENERGY OPTIONS</b> |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

|                  |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>MOTION 28</b> | <b>RENEWABLE ENERGY OPTIONS</b> | <p>That the owners corporation discuss and consider a plan for Proximity Building B to change to renewable energy and to obtain quotes to install solar panels on both roofs of building B and discuss the potential to install electric car charging stations and obtain quotes (cost benefits to Proximity B or other Strata Plan (under the BMC) for consideration in the future.</p> <p><b>MOTION DEFEATED</b></p> |  |
|                  | <b>CLOSURE</b>                  | <p>There being no further business, the Chairperson declared the meeting closed at 7:50pm.</p>                                                                                                                                                                                                                                                                                                                         |  |

**INDEPENDENT AUDITORS' REPORT**  
**TO THE OWNERS OF STRATA PLAN 72442**

**Audit Opinion**

We have audited the financial report of Strata Plan 72442, which comprises the balance sheet as at 30 September 2021, the income and expenditure 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 or the statement of key financial 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 72442 as at 30 September 2021, 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 and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (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.

*Incite***Incite Accountants & Advisors****Andrew Riordan**  
Partner

Sydney 14 December 2021

**STRATA PLAN 72442**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 1 - ACCOUNTING POLICY**

This is not a general purpose financial report. It is a special report prepared for the owners of the Strata Plan to enable compliance with the requirements of Section 92 - 93 of the Strata Schemes Management Act 2015, as amended, to prepare financial statements.

As the Strata Plan is not a Reporting Entity, there is no requirement to prepare accounts in accordance with Statements of Accounting Concepts and applicable Australian Accounting Standards. Accordingly, no such concepts or standards have been applied.

The accounts have been prepared in accordance with conventional historical cost principles, together with the basic concepts of a going concern. The accounts have not been adjusted for changes in the general purchasing power of the dollar and for changes in the price of specific assets.

**NOTE 2 - ACCOUNTING FOR INCOME AND EXPENSES**

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

**NOTE 4 – INSURANCE PREMIUMS**

The amount of commission received (if applicable) is reflected on each successful quote.

**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 2015/3. Assessable income from common property is not assessable income of the strata title body in its capacity as trustee (and is assessable income of the individual proprietors in proportion to their lot entitlements)  
Individual owners should seek their own independent taxation advice.

**NOTE 6 – INTEREST ON LEVIES**

The amount of interest on levies is now reported by Strata Sphere which includes the accrued interest as part of the 810 levies in arrears / (advance) on the balance sheet whereas Strata Master does not.

**NOTE 7 – PREPAYMENTS**

|                                   |                    |
|-----------------------------------|--------------------|
| Represented by;                   |                    |
| • 01/10/21 - Lot 2 - Levy Payment | <b>\$31,010.00</b> |

**NOTE 8 – SUNDRY CREDITORS**

|                                                      |                   |
|------------------------------------------------------|-------------------|
| Represented by;                                      |                   |
| • Whelan Property – Reimburse insurance storm damage | 4,786.36          |
| • 20/05/21-Cost Recovery for work Inv 151082         | 1,107.70          |
| • 29/01/21-Service Call & Labour Inv 150004          | 2,096.60          |
|                                                      | <hr/>             |
|                                                      | <b>\$7,990.66</b> |



**The Owners - Strata Plan No. 72442**

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

**Balance Sheet Detail**

as at 30/09/2021

Registered for GST

|                                                          | Current Year (\$) | Previous Year (\$) |
|----------------------------------------------------------|-------------------|--------------------|
| <b>Assets</b>                                            |                   |                    |
| <b>810 - Levies in Arrears/(Advance) - Total</b>         | 5,263.49          | 24,718.37          |
| <b>825 - Cash At Bank</b>                                |                   |                    |
| 825.10 - Cheque Account                                  |                   |                    |
| 825.10.1 - Administrative Fund                           | 7,656.94          | 68,454.31          |
| 825.10.2 - Capital Works/Sinking Fund                    | 259,605.38        | 183,901.83         |
| <b>825 - Cash At Bank - Total</b>                        | 267,262.32        | 252,356.14         |
| <b>835 - Prepayments - Total</b>                         | 31,010.00         | 27,835.09          |
| <b>Total Assets</b>                                      | <u>303,535.81</u> | <u>304,909.60</u>  |
| <b>Less Liabilities</b>                                  |                   |                    |
| <b>920 - Sundry Creditors - Total</b>                    | 7,990.66          | 4,786.36           |
| <b>925 - Trade Creditors - Total</b>                     | 4,840.00          | 755.00             |
| <b>930 - Accruals - Total</b>                            |                   | 1,619.00           |
| <b>940 - GST Clearing - Total</b>                        | (3,563.57)        | 1,393.87           |
| <b>952 - Refundable Deposits Received</b>                |                   |                    |
| 952.20 - Bonds                                           | 1,650.00          | 2,150.00           |
| 952.30 - Key Deposits                                    | 4,750.00          | 4,800.00           |
| <b>952 - Refundable Deposits Received - Total</b>        | 6,400.00          | 6,950.00           |
| <b>Total Liabilities</b>                                 | <u>15,667.09</u>  | <u>15,504.23</u>   |
| <b>Net Assets</b>                                        | <u>287,868.72</u> | <u>289,405.37</u>  |
| <b>Represented by:</b>                                   |                   |                    |
| <b>610 - Administrative Fund as at 01/10/2020</b>        | 101,260.43        |                    |
| <b>Deficit - Administration Fund</b>                     | (79,183.47)       |                    |
|                                                          | <u>22,076.96</u>  |                    |
| <b>Administration Fund Reserve</b>                       |                   |                    |
| <b>650 - Capital Works/Sinking Fund as at 01/10/2020</b> | 188,144.94        |                    |
| <b>Surplus - Capital Works Fund</b>                      | 77,646.82         |                    |
|                                                          | <u>265,791.76</u> |                    |
| <b>Capital Works Fund Reserve</b>                        |                   |                    |
|                                                          | <u>287,868.72</u> |                    |

**The Owners - Strata Plan No. 72442**

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

**Revenue & Expense (Actual / Budget)**for the year 01/10/2020 to 30/09/2021  
as at 30/09/2021 100% year completed

Registered for GST

| <u>Account Number</u> | <u>Account Description</u> | <u>Actual YTD (\$)</u> | <u>Budget (\$)</u><br><u>100%</u> | <u>Actual versus Budget</u><br><u>(%)</u> | <u>Next Years Budget (\$)</u><br>2021-2022 | <u>Last Year Actual as at 30/09/2020 (\$)</u> |
|-----------------------|----------------------------|------------------------|-----------------------------------|-------------------------------------------|--------------------------------------------|-----------------------------------------------|
|-----------------------|----------------------------|------------------------|-----------------------------------|-------------------------------------------|--------------------------------------------|-----------------------------------------------|

**Administration Fund****Revenue**

|                  |                                          |                   |                   |              |                   |                   |
|------------------|------------------------------------------|-------------------|-------------------|--------------|-------------------|-------------------|
| 110              | Administrative Fund Levy                 | 484,000.21        | 484,000.00        | 100.0        | 519,000.00        | 554,999.84        |
| 125              | Insurance Claim Recovery                 |                   |                   |              |                   | 2,255.36          |
| 130              | Interest Received                        |                   |                   |              |                   |                   |
| 130.20           | Interest on Arrears (from Levies)        | 2,065.48          |                   |              |                   | 1,437.17          |
| <b>Total 130</b> |                                          | <b>2,065.48</b>   |                   |              |                   | <b>1,437.17</b>   |
| 195              | Other                                    |                   |                   |              |                   |                   |
| 195.15           | Debt Collection Recovery                 | 644.43            | 1,575.00          | 40.9         | 750.00            | 1,514.50          |
| 195.50           | Sale of Keys/Remotes/Swipes/Fobs         | 868.14            | 1,950.00          | 44.5         | 950.00            | 1,863.54          |
| 195.60           | Schedule B/D Reimbursement               |                   |                   |              |                   |                   |
| 195.60.7         | Status Certificate (s184/s26)            | 1,090.00          | 210.00            | 519.0        | 1,100.00          | 109.00            |
| 195.60.8         | Strata Inspection Fees (s183)            | 217.00            | 85.00             | 255.3        | 265.00            | 31.00             |
| <b>Total 195</b> |                                          | <b>2,819.57</b>   | <b>3,820.00</b>   | <b>73.8</b>  | <b>3,065.00</b>   | <b>3,518.04</b>   |
| 199              | Prior Year Adjustments                   | 1,619.00          |                   |              |                   | 30,886.67         |
|                  | <b>Total Administration Fund Revenue</b> | <b>490,504.26</b> | <b>487,820.00</b> | <b>100.6</b> | <b>522,065.00</b> | <b>593,097.08</b> |

**Expense**

|                  |                               |                   |                   |              |                   |                   |
|------------------|-------------------------------|-------------------|-------------------|--------------|-------------------|-------------------|
| 301              | Accounting                    |                   |                   |              |                   |                   |
| 301.10           | Audit Fees                    | 700.00            | 700.00            | 100.0        | 700.00            | 700.00            |
| <b>Total 301</b> |                               | <b>700.00</b>     | <b>700.00</b>     | <b>100.0</b> | <b>700.00</b>     | <b>700.00</b>     |
| 310              | Bank Charges & Interest       |                   |                   |              |                   |                   |
| 310.70           | Transaction Fees              | 10.00             |                   |              | 10.00             |                   |
| <b>Total 310</b> |                               | <b>10.00</b>      |                   |              | <b>10.00</b>      |                   |
| 312              | Levy Discount Allowed         | 41,545.89         | 48,750.00         | 85.2         |                   | 48,593.07         |
| 320              | Consultancy/Inspections       |                   |                   |              |                   |                   |
| 320.50           | Legal Fees/Debt Collection    | 1,471.12          | 3,500.00          | 42.0         | 1,600.00          | 3,044.78          |
| 320.95           | Other Fees                    |                   | 1,675.00          |              |                   | 1,517.93          |
| 320.96           | Trades Monitor                | 88.00             |                   |              | 160.00            |                   |
| <b>Total 320</b> |                               | <b>1,559.12</b>   | <b>5,175.00</b>   | <b>30.1</b>  | <b>1,760.00</b>   | <b>4,562.71</b>   |
| 335              | Insurance                     |                   |                   |              |                   |                   |
| 335.10           | Premium                       | 5,774.85          |                   |              | 6,500.00          |                   |
| 335.25           | Claims Expense                |                   | 3,000.00          |              | 2,000.00          | 2,255.36          |
| <b>Total 335</b> |                               | <b>5,774.85</b>   | <b>3,000.00</b>   | <b>192.5</b> | <b>8,500.00</b>   | <b>2,255.36</b>   |
| 342              | Levies                        |                   |                   |              |                   |                   |
| 342.10           | Building Management Committee |                   |                   |              |                   |                   |
| 342.10.3         | Levies                        | 368,945.09        | 387,000.00        | 95.3         | 375,000.00        | 334,021.08        |
| <b>Total 342</b> |                               | <b>368,945.09</b> | <b>387,000.00</b> | <b>95.3</b>  | <b>375,000.00</b> | <b>334,021.08</b> |

# Revenue & Expense (Actual / Budget)

for the year 01/10/2020 to 30/09/2021  
as at 30/09/2021 100% year completed

Registered for GST

| <u>Account Number</u>                          | <u>Account Description</u>                        | <u>Actual YTD (\$)</u> | <u>Budget (\$)</u><br><u>100%</u> | <u>Actual versus Budget (%)</u> | <u>Next Years Budget (\$)</u><br>2021-2022 | <u>Last Year Actual as at 30/09/2020 (\$)</u> |
|------------------------------------------------|---------------------------------------------------|------------------------|-----------------------------------|---------------------------------|--------------------------------------------|-----------------------------------------------|
| 345                                            | Management Costs                                  |                        |                                   |                                 |                                            |                                               |
| 345.10                                         | Agreed Fee (Schedule A)                           | 19,829.16              | 20,159.52                         | 98.4                            | 20,424.03                                  | 19,572.35                                     |
| 345.20                                         | Additional Fees (Schedule B)                      | 1,921.53               | 2,750.00                          | 69.9                            | 2,100.00                                   | 2,613.62                                      |
| 345.31                                         | Itemised Disbursements                            |                        |                                   |                                 |                                            |                                               |
| 345.31.3                                       | Admin - Agent Disburst - Accounting/BAS           | 1,090.92               | 1,200.00                          | 90.9                            | 1,150.00                                   | 1,090.92                                      |
| 345.32                                         | Itemised Disbursements                            |                        |                                   |                                 |                                            |                                               |
| 345.32.8                                       | Admin - Agent Disburst - Third Party Invoices     | 204.54                 | 75.00                             | 272.7                           | 215.00                                     | 68.18                                         |
| 345.34                                         | Fixed Disbursements (Schedule D)                  | 5,909.16               | 5,909.00                          | 100.0                           | 5,909.16                                   | 5,923.88                                      |
| 345.35                                         | Itemised Disbursement                             |                        |                                   |                                 |                                            |                                               |
| 345.35.1                                       | Admin Agent Disburs - Electronic data storage fee | 140.46                 |                                   |                                 | 145.00                                     |                                               |
| <b>Total 345</b>                               |                                                   | <b>29,095.77</b>       | <b>30,093.52</b>                  | <b>96.7</b>                     | <b>29,943.19</b>                           | <b>29,268.95</b>                              |
| 350                                            | Maintenance, Service & Repairs                    |                        |                                   |                                 |                                            |                                               |
| 350.11                                         | Exhaust/Ventilation                               | 1,015.00               |                                   |                                 | 1,500.00                                   |                                               |
| 350.13                                         | Building Repair & Maintenance (General)           | 7,151.59               | 5,250.00                          | 136.2                           | 7,000.00                                   | 4,985.00                                      |
| 350.15                                         | Carpark/Garage                                    |                        |                                   |                                 |                                            |                                               |
| 350.15.2                                       | Doors & Gates - Non-Routine                       | 518.18                 |                                   |                                 |                                            |                                               |
| 350.17                                         | Cleaning                                          |                        |                                   |                                 |                                            |                                               |
| 350.17.1                                       | Contract                                          | 23,316.00              | 14,000.00                         | 166.5                           | 24,000.00                                  | 13,601.00                                     |
| 350.17.6                                       | Cleaning carpets                                  | 4,500.00               | 3,500.00                          | 128.6                           | 4,650.00                                   | 3,350.00                                      |
| 350.17.7                                       | Window Cleaning                                   | 21,090.00              |                                   |                                 | 21,200.00                                  |                                               |
| 350.22                                         | Doors & Windows                                   | 4,335.00               | 2,000.00                          | 216.8                           | 5,000.00                                   | 1,890.00                                      |
| 350.25                                         | Electrical/Lighting                               |                        |                                   |                                 |                                            |                                               |
| 350.25.1                                       | Repairs                                           | 896.31                 | 1,000.00                          | 89.6                            | 1,000.00                                   | 670.00                                        |
| 350.25.9                                       | Other                                             | 650.00                 |                                   |                                 | 750.00                                     |                                               |
| 350.27                                         | Fire Services                                     |                        |                                   |                                 |                                            |                                               |
| 350.27.2                                       | Non-Routine                                       | 528.00                 | 10,000.00                         | 5.3                             | 7,500.00                                   | 8,960.00                                      |
| 350.50                                         | Plumbing                                          |                        |                                   |                                 |                                            |                                               |
| 350.50.1                                       | Routine                                           | 350.00                 | 1,850.00                          | 18.9                            | 1,200.00                                   | 1,600.00                                      |
| 350.50.2                                       | Non-Routine                                       | 8,940.45               | 8,000.00                          | 111.8                           | 9,300.00                                   | 6,027.72                                      |
| 350.50.4                                       | Hot Water Service                                 | 3,152.79               | 1,575.00                          | 200.2                           | 3,500.00                                   | 1,367.00                                      |
| 350.57                                         | Roof Repairs & Maintenance                        | 200.00                 |                                   |                                 | 220.00                                     |                                               |
| 350.60                                         | Security & Monitoring                             |                        |                                   |                                 |                                            |                                               |
| 350.60.4                                       | Intercoms                                         | 1,136.00               | 1,500.00                          | 75.7                            | 1,500.00                                   | 1,368.74                                      |
| <b>Total 350</b>                               |                                                   | <b>77,779.32</b>       | <b>48,675.00</b>                  | <b>159.8</b>                    | <b>88,320.00</b>                           | <b>43,819.46</b>                              |
| 367                                            | Reimbursement of Regulation Fees                  |                        |                                   |                                 |                                            |                                               |
| 367.70                                         | Status Certificate                                | 1,090.00               | 210.00                            | 519.0                           | 1,200.00                                   | 109.00                                        |
| 367.80                                         | Strata Inspection                                 | 217.00                 | 75.00                             | 289.3                           | 285.00                                     | 31.00                                         |
| <b>Total 367</b>                               |                                                   | <b>1,307.00</b>        | <b>285.00</b>                     | <b>458.6</b>                    | <b>1,485.00</b>                            | <b>140.00</b>                                 |
| 390                                            | Utilities/Rates                                   |                        |                                   |                                 |                                            |                                               |
| 390.40                                         | Water & Sewerage                                  | 42,970.69              | 60,000.00                         | 71.6                            | 44,000.00                                  | 57,228.93                                     |
| <b>Total 390</b>                               |                                                   | <b>42,970.69</b>       | <b>60,000.00</b>                  | <b>71.6</b>                     | <b>44,000.00</b>                           | <b>57,228.93</b>                              |
| <b>Total Administration Fund Expense</b>       |                                                   | <b>569,687.73</b>      | <b>583,678.52</b>                 | <b>97.6</b>                     | <b>549,718.19</b>                          | <b>520,589.56</b>                             |
| <b>Administration Fund Surplus / (Deficit)</b> |                                                   | <b>(79,183.47)</b>     | <b>(95,858.52)</b>                |                                 | <b>(27,653.19)</b>                         | <b>72,507.52</b>                              |
| <b>Administration Fund Opening Balance</b>     |                                                   | <b>101,260.43</b>      | <b>101,260.43</b>                 |                                 | <b>22,076.96</b>                           | <b>28,752.91</b>                              |
| <b>Administration Fund Closing Balance</b>     |                                                   | <b>22,076.96</b>       | <b>5,401.91</b>                   |                                 | <b>(5,576.23)</b>                          | <b>101,260.43</b>                             |

# Revenue & Expense (Actual / Budget)

for the year 01/10/2020 to 30/09/2021  
as at 30/09/2021 100% year completed

Registered for GST

| <u>Account Number</u> | <u>Account Description</u> | <u>Actual YTD (\$)</u> | <u>Budget (\$)</u><br><u>100%</u> | <u>Actual versus Budget (%)</u> | <u>Next Years Budget (\$)</u><br>2021-2022 | <u>Last Year Actual as at 30/09/2020 (\$)</u> |
|-----------------------|----------------------------|------------------------|-----------------------------------|---------------------------------|--------------------------------------------|-----------------------------------------------|
|-----------------------|----------------------------|------------------------|-----------------------------------|---------------------------------|--------------------------------------------|-----------------------------------------------|

## Capital Works Fund

|                                         |                                              |                   |                   |              |                   |                   |
|-----------------------------------------|----------------------------------------------|-------------------|-------------------|--------------|-------------------|-------------------|
| <b>Revenue</b>                          |                                              |                   |                   |              |                   |                   |
| 210                                     | Capital Works/Sinking Fund Levy              | 200,000.76        | 200,000.00        | 100.0        | 165,000.00        | 65,000.24         |
| 230                                     | Capital Works/Sinking Fund Interest Received |                   |                   |              |                   |                   |
| 230.10                                  | Interest on Arrears (from Levies)            | 315.06            |                   |              |                   | 144.81            |
| <b>Total 230</b>                        |                                              | <b>315.06</b>     |                   |              |                   | <b>144.81</b>     |
| 232                                     | Income Tax Refund                            | 1,546.00          |                   |              |                   | 2,124.90          |
| 299                                     | Prior Period Adjustment                      |                   |                   |              |                   | 45,904.15         |
| <b>Total Capital Works Fund Revenue</b> |                                              | <b>201,861.82</b> | <b>200,000.00</b> | <b>100.9</b> | <b>165,000.00</b> | <b>113,174.10</b> |
| <b>Expense</b>                          |                                              |                   |                   |              |                   |                   |
| 401                                     | Accounting                                   |                   |                   |              |                   |                   |
| 401.10                                  | Tax Payments                                 | 496.00            | 2,250.00          | 22.0         | 500.00            | 1,546.00          |
| 401.20                                  | Tax Preparation                              | 80.00             | 120.00            | 66.7         | 80.00             | 120.00            |
| <b>Total 401</b>                        |                                              | <b>576.00</b>     | <b>2,370.00</b>   | <b>24.3</b>  | <b>580.00</b>     | <b>1,666.00</b>   |
| 442                                     | Levies                                       |                   |                   |              |                   |                   |
| 442.62                                  | Levy Discount Allowed                        | 16,913.98         | 6,000.00          | 281.9        |                   | 5,665.09          |
| <b>Total 442</b>                        |                                              | <b>16,913.98</b>  | <b>6,000.00</b>   | <b>281.9</b> |                   | <b>5,665.09</b>   |
| 450                                     | Upgrades & Replacements                      |                   |                   |              |                   |                   |
| 450.10                                  | Air Conditioning/Exhaust/Ventilation         |                   |                   |              |                   |                   |
| 450.10.1                                | Equipment & Parts                            | 600.00            | 3,500.00          | 17.1         | 1,500.00          | 2,950.00          |
| 450.13                                  | Building Upgrades & Improvements (General)   | 12,810.00         | 5,000.00          | 256.2        | 15,000.00         | 18,664.54         |
| 450.15                                  | Carpark/Garage                               |                   |                   |              |                   |                   |
| 450.15.1                                | Doors & Gates - Replacement                  |                   | 3,200.00          |              | 1,800.00          | 2,619.00          |
| 450.20                                  | Communications Upgrade/Equipment             |                   |                   |              |                   |                   |
| 450.20.7                                | Television - Antenna                         | 1,162.00          |                   |              | 750.00            |                   |
| 450.22                                  | Doors & Windows                              | 3,280.00          | 750.00            | 437.3        | 3,500.00          | 465.00            |
| 450.25                                  | Electrical/Lighting                          |                   |                   |              |                   |                   |
| 450.25.1                                | Upgrades                                     |                   | 3,000.00          |              |                   | 2,495.45          |
| 450.25.9                                | Other                                        |                   |                   |              |                   | 272.73            |
| 450.27                                  | Fire Services                                |                   |                   |              |                   |                   |
| 450.27.1                                | Equipment & Installations                    | 586.36            | 1,000.00          | 58.6         | 2,000.00          | 727.28            |
| 450.27.4                                | Emergency Lighting                           |                   | 200.00            |              |                   | 194.00            |
| 450.35                                  | Lifts                                        |                   |                   |              |                   |                   |
| 450.35.2                                | Refurbishment/Upgrade                        | 70,600.00         | 80,000.00         | 88.3         |                   |                   |
| 450.50                                  | Plumbing                                     |                   |                   |              |                   |                   |
| 450.50.1                                | Major Plumbing & Drainage                    | 3,326.20          | 10,000.00         | 33.3         | 3,500.00          | 9,334.35          |
| 450.50.4                                | Hot Water Service                            | 13,303.70         | 750.00            | 1,773.8      | 8,000.00          | 360.98            |
| 450.50.9                                | Other                                        |                   | 4,300.00          |              |                   | 3,724.25          |
| 450.55                                  | Pumps & Related                              |                   | 8,250.00          |              | 2,500.00          | 7,670.15          |
| 450.60                                  | Security Equipment                           |                   |                   |              |                   |                   |
| 450.60.1                                | Equipment                                    |                   | 2,000.00          |              |                   | 4,135.00          |
| 450.60.3                                | CCTV & Alarm Equipment                       |                   | 2,500.00          |              | 4,900.00          | 5,512.28          |
| 450.60.4                                | Gates & Intercoms                            | 1,056.76          |                   |              | 2,000.00          | 40,699.05         |
| 450.70                                  | Waterproofing                                |                   | 6,750.00          |              | 6,000.00          | 6,150.00          |
| <b>Total 450</b>                        |                                              | <b>106,725.02</b> | <b>131,200.00</b> | <b>81.3</b>  | <b>51,450.00</b>  | <b>105,974.06</b> |
| 485                                     | Sundry Expenses/Transfers                    |                   |                   |              |                   |                   |

# Revenue & Expense (Actual / Budget)

for the year 01/10/2020 to 30/09/2021  
as at 30/09/2021 100% year completed

Registered for GST

| <u>Account Number</u> | <u>Account Description</u>                    | <u>Actual YTD (\$)</u> | <u>Budget (\$)</u><br><u>100%</u> | <u>Actual versus Budget (%)</u> | <u>Next Years Budget (\$)</u><br>2021-2022 | <u>Last Year Actual as at 30/09/2020 (\$)</u> |
|-----------------------|-----------------------------------------------|------------------------|-----------------------------------|---------------------------------|--------------------------------------------|-----------------------------------------------|
| 485.50                | Prior Year Adjustments                        |                        |                                   |                                 |                                            | 30,886.67                                     |
|                       |                                               |                        |                                   |                                 |                                            | <u>30,886.67</u>                              |
|                       | <b>Total Capital Works Fund Expense</b>       | <u>124,215.00</u>      | <u>139,570.00</u>                 | 89.0                            | <u>52,030.00</u>                           | <u>144,191.82</u>                             |
|                       | <b>Capital Works Fund Surplus / (Deficit)</b> | <u>77,646.82</u>       | <u>60,430.00</u>                  |                                 | <u>112,970.00</u>                          | <u>(31,017.72)</u>                            |
|                       | <b>Capital Works Fund Opening Balance</b>     | <u>188,144.94</u>      | <u>188,144.94</u>                 |                                 | <u>265,791.76</u>                          | <u>219,162.66</u>                             |
|                       | <b>Capital Works Fund Closing Balance</b>     | <u>265,791.76</u>      | <u>248,574.94</u>                 |                                 | <u>378,761.76</u>                          | <u>188,144.94</u>                             |



**The Owners - Strata Plan No. 72442**

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

**Levy Position**

Financial Year Start 01/10/2020 as at 30/09/2021

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 \$ |          |  |
| 1   | B1.13 | 01/12/2021 | 0.00       | 559.91  | 6,159.16     | 6,159.16  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 13.08  | 0.00       |          |  |
| 2   | B1.12 | 01/12/2021 | 0.00       | 353.32  | 3,886.53     | 3,886.53  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.62   | 0.00       |          |  |
| 3   | B1.11 | 01/12/2021 | 0.00       | 353.32  | 3,886.53     | 3,886.53  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 3.13   | 0.00       |          |  |
| 4   | B1.10 | 01/12/2021 | 0.00       | 377.54  | 4,152.74     | 4,152.74  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 10.74  | 0.00       |          |  |
| 5   | B1.09 | 01/03/2022 | 0.00       | 445.29  | 4,898.10     | 4,898.10  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.88   | 0.00       |          |  |
| 6   | B1.08 | 01/12/2021 | 0.00       | 445.29  | 4,898.10     | 4,898.10  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.76   | 0.00       |          |  |
| 7   | B1.07 | 01/12/2021 | 0.00       | 445.29  | 4,898.10     | 4,898.10  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.83   | 0.00       |          |  |
| 8   | B1.06 | 01/12/2021 | 0.00       | 343.64  | 3,780.04     | 3,780.04  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.69   | 0.00       |          |  |
| 9   | B1.05 | 01/12/2021 | 0.00       | 329.13  | 3,620.34     | 3,620.34  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.60   | 0.00       |          |  |
| 10  | B1.04 | 01/12/2021 | 0.00       | 404.72  | 4,451.92     | 4,451.92  | 0.00       | 105.07     | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 16.51  | 0.00       |          |  |
| 11  | B1.03 | 01/12/2021 | 0.00       | 372.67  | 4,099.47     | 4,099.47  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 9.47   | 0.00       |          |  |
| 12  | B1.02 | 01/03/2022 | 0.00       | 421.07  | 4,631.87     | 3,700.24  | 931.63     | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 1.00   | 0.00       |          |  |
| 13  | B1.01 | 01/12/2021 | 0.00       | 440.45  | 4,844.86     | 4,844.86  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.76   | 0.00       |          |  |
| 14  | B2.04 | 01/12/2021 | 0.00       | 406.56  | 4,472.16     | 4,472.16  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.59   | 0.00       |          |  |
| 15  | B2.03 | 01/12/2021 | 0.00       | 406.56  | 4,472.16     | 4,472.16  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 19.02  | 0.00       |          |  |
| 16  | B2.02 | 01/09/2021 | 0.00       | 428.91  | 4,718.10     | 4,658.81  | 59.29      | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 28.94  | 0.00       |          |  |
| 17  | B2.01 | 01/12/2021 | 0.00       | 440.45  | 17,609.98    | 16,572.32 | 1,037.66   | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 4.19   | 0.00       |          |  |
| 18  | B3.08 | 01/12/2021 | 0.00       | 416.24  | 4,578.65     | 4,577.37  | 1.28       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 4.81   | 0.00       |          |  |
| 19  | B3.09 | 01/12/2021 | 0.00       | 348.48  | 3,833.28     | 3,833.28  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.84   | 0.00       |          |  |
| 20  | B3.07 | 01/12/2021 | 0.00       | 416.24  | 4,578.65     | 4,578.65  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 21  | B3.06 | 01/12/2021 | 0.00       | 416.24  | 4,578.65     | 4,575.90  | 2.75       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 4.09   | 0.00       |          |  |
| 22  | B3.05 | 01/03/2022 | 0.00       | 419.24  | 4,611.65     | 4,411.38  | 200.27     | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 7.32   | 1.10       |          |  |
| 23  | B3.04 | 01/12/2021 | 0.00       | 416.24  | 4,578.65     | 4,578.65  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 3.38   | 0.00       |          |  |
| 24  | B3.03 | 01/12/2021 | 0.00       | 416.24  | 4,578.65     | 4,578.65  | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.83   | 0.00       |          |  |



# Levy Position

Financial Year Start 01/10/2020 as at 30/09/2021

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  | B3.02 | 01/12/2021 | 0.00       | 609.86  | 6,708.26     | 6,708.26 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 26  | B3.01 | 01/12/2021 | 0.00       | 609.86  | 6,708.26     | 6,708.26 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 1.05     | 0.00       |
| 27  | B4.06 | 01/12/2021 | 0.00       | 425.91  | 4,685.10     | 4,685.10 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.50     | 0.00       |
| 28  | B4.05 | 01/12/2021 | 0.00       | 425.91  | 4,685.10     | 4,685.10 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.78     | 0.00       |
| 29  | B4.04 | 01/12/2021 | 0.00       | 425.91  | 4,685.10     | 4,685.10 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.73     | 0.00       |
| 30  | B4.03 | 01/12/2021 | 0.00       | 425.91  | 4,685.10     | 4,685.10 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 31  | B4.02 | 01/12/2021 | 0.00       | 425.91  | 4,685.10     | 4,685.10 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 32  | B4.01 | 01/12/2021 | 0.00       | 479.15  | 5,270.75     | 5,270.74 | 0.01       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.84     | 0.00       |
| 33  | B5.07 | 01/12/2021 | 0.00       | 435.62  | 4,791.62     | 4,791.62 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 3.85     | 0.00       |
| 34  | B5.08 | 01/12/2021 | 0.00       | 358.16  | 3,939.77     | 3,939.77 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 35  | B5.06 | 01/12/2021 | 0.00       | 435.62  | 4,791.62     | 4,791.62 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 5.54     | 0.00       |
| 36  | B5.05 | 01/12/2021 | 0.00       | 435.62  | 4,791.62     | 4,791.62 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 37  | B5.04 | 01/12/2021 | 0.00       | 435.62  | 4,791.62     | 4,791.62 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.88     | 0.00       |
| 38  | B5.03 | 01/12/2021 | 0.00       | 435.62  | 4,791.62     | 4,791.62 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.86     | 0.00       |
| 39  | B5.02 | 01/12/2021 | 0.00       | 488.83  | 5,377.23     | 5,377.23 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 18.77    | 0.00       |
| 40  | B5.01 | 01/12/2021 | 0.00       | 445.29  | 4,898.10     | 4,898.10 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 41  | B6.07 | 01/12/2021 | 0.00       | 443.45  | 4,877.86     | 4,877.86 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 15.15    | 0.00       |
| 42  | B6.06 | 01/12/2021 | 0.00       | 440.45  | 4,844.86     | 3,692.87 | 1,151.99   | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 11.19    | 0.00       |
| 43  | B6.05 | 01/12/2021 | 0.00       | 440.45  | 4,844.86     | 4,844.86 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.66     | 0.00       |
| 44  | B6.04 | 01/12/2021 | 0.00       | 440.45  | 4,844.86     | 4,844.86 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 2.22     | 0.00       |
| 45  | B6.03 | 01/12/2021 | 0.00       | 440.45  | 5,000.02     | 5,000.02 | 0.00       | 115.20     | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 46  | B6.02 | 01/12/2021 | 0.00       | 498.53  | 5,483.74     | 5,483.74 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.99     | 0.00       |
| 47  | B6.01 | 01/12/2021 | 0.00       | 450.13  | 4,951.33     | 4,951.33 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.82     | 0.00       |
| 48  | B7.07 | 01/12/2021 | 0.00       | 450.13  | 4,951.33     | 3,774.02 | 1,177.31   | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 49  | B7.08 | 01/12/2021 | 0.00       | 372.67  | 4,099.47     | 4,099.47 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.74     | 0.00       |
| 50  | B7.06 | 01/12/2021 | 0.00       | 450.13  | 4,951.33     | 4,951.32 | 0.01       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 1.20     | 0.00       |
| 51  | B7.05 | 01/12/2021 | 0.00       | 450.13  | 4,951.33     | 4,951.33 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.89     | 0.00       |
| 52  | B7.04 | 01/12/2021 | 0.00       | 450.13  | 4,951.33     | 4,951.33 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 1.61     | 0.00       |
| 53  | B7.03 | 01/03/2022 | 0.00       | 450.13  | 4,951.33     | 4,951.33 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 2.68     | 0.00       |





# Levy Position

Financial Year Start 01/10/2020 as at 30/09/2021

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 \$ |
| 54  | B7.02  | 01/12/2021 | 0.00       | 503.37  | 5,536.98     | 5,536.97 | 0.01       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.92       | 0.00   |
| 55  | B7.01  | 01/03/2022 | 0.00       | 459.80  | 5,057.80     | 5,057.80 | 0.00       | 120.26     | 0.00   | 0.00         | 0.00    | 0.00       | 0.86       | 0.00   |
| 56  | B8.07  | 01/12/2021 | 0.00       | 459.80  | 5,057.80     | 5,057.79 | 0.01       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 21.33      | 0.00   |
| 57  | B8.06  | 01/12/2021 | 0.00       | 459.80  | 5,057.80     | 5,057.80 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.91       | 0.00   |
| 58  | B8.05  | 01/12/2021 | 0.00       | 459.80  | 5,057.80     | 5,057.79 | 0.01       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.86       | 0.00   |
| 59  | B8.04  | 01/12/2021 | 0.00       | 459.80  | 5,057.80     | 5,057.80 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.91       | 0.00   |
| 60  | B8.03  | 01/03/2022 | 0.00       | 459.80  | 5,057.80     | 5,057.80 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   |
| 61  | B8.02  | 01/12/2021 | 0.00       | 513.05  | 5,643.44     | 5,643.44 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.88       | 0.00   |
| 62  | B8.01  | 01/12/2021 | 0.00       | 469.48  | 5,164.29     | 5,164.29 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.82       | 0.00   |
| 63  | B9.07  | 01/03/2022 | 0.00       | 485.48  | 5,340.32     | 5,340.32 | 0.00       | 124.06     | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   |
| 64  | B9.08  | 01/12/2021 | 0.00       | 396.89  | 4,365.68     | 3,327.63 | 1,038.05   | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   |
| 65  | B9.06  | 01/03/2022 | 0.00       | 474.32  | 5,217.53     | 5,217.53 | 0.00       | 1,070.25   | 0.00   | 0.00         | 0.00    | 0.00       | 4.56       | 0.00   |
| 66  | B9.05  | 01/03/2022 | 0.00       | 474.32  | 5,217.53     | 5,217.53 | 0.00       | 124.06     | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   |
| 67  | B9.04  | 01/12/2021 | 0.00       | 474.32  | 5,217.53     | 5,217.53 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   |
| 68  | B9.03  | 01/12/2021 | 0.00       | 474.32  | 5,217.53     | 5,217.53 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.87       | 0.00   |
| 69  | B9.02  | 01/12/2021 | 0.00       | 527.56  | 5,803.17     | 5,803.17 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   |
| 70  | B9.01  | 01/12/2021 | 0.00       | 479.15  | 5,270.75     | 5,270.75 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.95       | 0.00   |
| 71  | B10.07 | 01/12/2021 | 0.00       | 483.99  | 5,323.98     | 5,130.01 | 193.97     | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.83       | 0.00   |
| 72  | B10.06 | 01/12/2021 | 0.00       | 483.99  | 5,323.98     | 5,323.98 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.65       | 0.00   |
| 73  | B10.05 | 01/03/2022 | 0.00       | 483.99  | 5,323.98     | 5,323.98 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.89       | 0.00   |
| 74  | B10.04 | 01/12/2021 | 0.00       | 483.99  | 5,323.98     | 5,323.97 | 0.01       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.04       | 0.00   |
| 75  | B10.03 | 01/03/2022 | 0.00       | 483.99  | 5,323.98     | 5,130.01 | 193.97     | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   |
| 76  | B10.02 | 01/03/2022 | 0.00       | 542.07  | 5,962.86     | 5,745.62 | 217.24     | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 1.02       | 0.00   |
| 77  | B10.01 | 01/12/2021 | 0.00       | 498.53  | 5,483.74     | 5,483.74 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.91       | 0.00   |
| 78  | B11.07 | 01/12/2021 | 0.00       | 523.70  | 5,760.50     | 5,760.50 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 108.54     | 0.00   |
| 79  | B11.08 | 01/12/2021 | 0.00       | 416.24  | 4,578.65     | 4,578.65 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.74       | 0.00   |
| 80  | B11.06 | 01/12/2021 | 0.00       | 493.70  | 5,430.50     | 5,430.50 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.50       | 0.00   |
| 81  | B11.05 | 01/12/2021 | 0.00       | 493.70  | 5,430.50     | 5,430.50 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.85       | 0.00   |
| 82  | B11.04 | 01/03/2022 | 0.00       | 493.70  | 5,430.50     | 5,430.49 | 0.01       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 13.82      | 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  | B11.03 | 01/12/2021 | 0.00       | 493.70  | 5,430.50     | 5,430.50   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 14.04    | 0.00       |
| 84  | B11.02 | 01/12/2021 | 0.00       | 551.78  | 6,069.38     | 6,069.38   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.80     | 0.00       |
| 85  | B11.01 | 01/12/2021 | 0.00       | 503.37  | 5,536.98     | 5,536.98   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.86     | 0.00       |
| 86  | B12.07 | 01/12/2021 | 0.00       | 503.37  | 5,536.98     | 5,536.98   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.92     | 0.00       |
| 87  | B12.06 | 01/03/2022 | 0.00       | 503.37  | 5,536.98     | 5,335.25   | 201.73     | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 88  | B12.05 | 01/12/2021 | 0.00       | 503.37  | 5,536.98     | 5,536.98   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 1.00     | 0.00       |
| 89  | B12.04 | 01/12/2021 | 0.00       | 503.37  | 5,536.98     | 5,536.98   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 1.02     | 0.00       |
| 90  | B12.03 | 01/12/2021 | 0.00       | 503.37  | 5,536.98     | 5,536.98   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.94     | 0.00       |
| 91  | B12.02 | 01/12/2021 | 0.00       | 556.61  | 6,122.62     | 6,122.62   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 14.72    | 0.00       |
| 92  | B12.01 | 01/12/2021 | 0.00       | 513.05  | 5,643.44     | 5,643.44   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.88     | 0.00       |
| 93  | B13.07 | 01/12/2021 | 0.00       | 651.56  | 7,167.17     | 7,167.17   | 0.00       | 169.63     | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 55.74    | 0.00       |
| 94  | B13.06 | 01/12/2021 | 0.00       | 513.05  | 5,643.44     | 5,643.44   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.96     | 0.00       |
| 95  | B13.05 | 01/12/2021 | 0.00       | 513.05  | 5,643.44     | 5,643.44   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 1.15     | 0.00       |
| 96  | B13.04 | 01/12/2021 | 0.00       | 513.05  | 5,643.44     | 5,558.49   | 84.95      | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 97  | B13.03 | 01/03/2022 | 0.00       | 513.05  | 5,643.44     | 5,643.44   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 13.54    | 0.00       |
| 98  | B13.02 | 01/03/2022 | 0.00       | 566.29  | 6,229.09     | 6,229.09   | 0.00       | 148.11     | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 0.85     | 0.00       |
| 99  | B13.01 | 01/09/2021 | 0.00       | 565.41  | 6,219.54     | 6,219.52   | 0.02       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 252.41   | 0.00       |
| 100 | B14.04 | 01/12/2021 | 0.00       | 590.48  | 6,495.29     | 6,495.29   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 1.06     | 0.00       |
| 101 | B14.03 | 01/03/2022 | 0.00       | 624.37  | 6,867.97     | 6,617.76   | 250.21     | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 6.56     | 0.00       |
| 102 | B14.02 | 01/12/2021 | 0.00       | 629.21  | 6,921.20     | 6,921.20   | 0.00       | 0.00       | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 1.15     | 0.00       |
| 103 | B14.01 | 01/12/2021 | 0.00       | 913.46  | 10,048.16    | 10,048.16  | 0.00       | 1,210.04   | 0.00     | 0.00         | 0.00    | 0.00       | 0.00       | 1,332.75 | 0.00       |
|     |        |            |            | 0.00    | 48,540.06    | 546,856.66 | 540,114.27 | 6,742.39   | 3,186.68 | 0.00         | 0.00    | 0.00       | 0.00       | 2,069.04 | 1.10       |



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 \$ |
| 1   | B1.13 | 01/03/2022 | 0.00       | 225.99  | 2,486.01     | 2,486.01 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 6.57     | 0.00       |
| 2   | B1.12 | 01/03/2022 | 0.00       | 145.99  | 1,606.01     | 1,606.01 | 0.00       | 0.62       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 3   | B1.11 | 01/03/2022 | 0.00       | 145.99  | 1,606.01     | 1,606.01 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 4   | B1.10 | 01/03/2022 | 0.00       | 156.02  | 1,716.02     | 1,716.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 4.54     | 0.00       |
| 5   | B1.09 | 01/03/2022 | 0.00       | 184.00  | 2,024.00     | 2,024.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 6   | B1.08 | 01/03/2022 | 0.00       | 184.00  | 2,024.00     | 2,024.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 7   | B1.07 | 01/03/2022 | 0.00       | 184.00  | 2,024.00     | 2,024.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 8   | B1.06 | 01/03/2022 | 0.00       | 142.01  | 1,562.03     | 1,562.03 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 9   | B1.05 | 01/03/2022 | 0.00       | 136.00  | 1,496.00     | 1,496.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 10  | B1.04 | 01/03/2022 | 0.00       | 166.01  | 1,826.03     | 1,826.03 | 0.00       | 55.92      | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 7.97     | 0.00       |
| 11  | B1.03 | 01/03/2022 | 0.00       | 153.99  | 1,694.01     | 1,694.01 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 3.97     | 0.00       |
| 12  | B1.02 | 01/03/2022 | 0.00       | 174.01  | 1,914.03     | 1,386.48 | 527.55     | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 4.54     | 0.00       |
| 13  | B1.01 | 01/03/2022 | 0.00       | 182.01  | 2,002.03     | 2,002.03 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 14  | B2.04 | 01/03/2022 | 0.00       | 168.00  | 1,848.00     | 1,848.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 15  | B2.03 | 01/12/2021 | 0.00       | 168.00  | 1,848.00     | 1,848.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 1.89     | 0.03       |
| 16  | B2.02 | 01/12/2021 | 0.00       | 176.00  | 1,936.00     | 1,936.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 3.27     | 0.00       |
| 17  | B2.01 | 01/03/2022 | 0.00       | 182.01  | 2,002.03     | 1,450.22 | 551.81     | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 18  | B3.08 | 01/03/2022 | 0.00       | 172.02  | 1,892.02     | 1,892.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 19  | B3.09 | 01/03/2022 | 0.00       | 144.00  | 1,584.00     | 1,584.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 20  | B3.07 | 01/03/2022 | 0.00       | 172.02  | 1,892.02     | 1,892.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 21  | B3.06 | 01/03/2022 | 0.00       | 172.02  | 1,892.02     | 1,892.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 22  | B3.05 | 01/03/2022 | 0.00       | 172.02  | 1,892.02     | 1,892.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 23  | B3.04 | 01/03/2022 | 0.00       | 172.02  | 1,892.02     | 1,892.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 24  | B3.03 | 01/03/2022 | 0.00       | 172.02  | 1,892.02     | 1,892.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 25  | B3.02 | 01/03/2022 | 0.00       | 252.02  | 2,772.02     | 2,772.02 | 0.00       | 1.79       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 26  | B3.01 | 01/03/2022 | 0.00       | 252.02  | 2,772.02     | 2,772.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 27  | B4.06 | 01/03/2022 | 0.00       | 176.00  | 1,936.00     | 1,936.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 28  | B4.05 | 01/03/2022 | 0.00       | 176.00  | 1,936.00     | 1,936.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 29  | B4.04 | 01/03/2022 | 0.00       | 176.00  | 1,936.00     | 1,936.00 | 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  | B4.03 | 01/03/2022 | 0.00       | 176.00  | 1,936.00     | 1,936.00 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 31  | B4.02 | 01/03/2022 | 0.00       | 176.00  | 1,936.00     | 1,936.00 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 32  | B4.01 | 01/03/2022 | 0.00       | 198.01  | 2,178.03     | 2,178.03 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 33  | B5.07 | 01/03/2022 | 0.00       | 180.02  | 1,980.02     | 1,980.02 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 34  | B5.08 | 01/03/2022 | 0.00       | 148.02  | 1,628.02     | 1,628.02 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 35  | B5.06 | 01/03/2022 | 0.00       | 180.02  | 1,980.02     | 1,980.02 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 36  | B5.05 | 01/03/2022 | 0.00       | 180.02  | 1,980.02     | 1,980.02 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 37  | B5.04 | 01/03/2022 | 0.00       | 180.02  | 1,980.02     | 1,980.02 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 38  | B5.03 | 01/03/2022 | 0.00       | 180.02  | 1,980.02     | 1,980.02 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 39  | B5.02 | 01/03/2022 | 0.00       | 201.99  | 2,222.01     | 2,222.01 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 2.17   | 0.00       |          |  |
| 40  | B5.01 | 01/03/2022 | 0.00       | 184.00  | 2,024.00     | 2,024.00 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.99   | 0.00       |          |  |
| 41  | B6.07 | 01/03/2022 | 0.00       | 182.01  | 2,002.03     | 2,002.03 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 8.06   | 0.00       |          |  |
| 42  | B6.06 | 01/03/2022 | 0.00       | 182.01  | 2,002.03     | 1,388.91 | 613.12     | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 4.69   | 0.00       |          |  |
| 43  | B6.05 | 01/03/2022 | 0.00       | 182.01  | 2,002.03     | 2,002.03 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 44  | B6.04 | 01/03/2022 | 0.00       | 182.01  | 2,002.03     | 2,002.03 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 45  | B6.03 | 01/03/2022 | 0.00       | 182.01  | 2,002.03     | 2,002.03 | 0.00       | 61.31      | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 46  | B6.02 | 01/03/2022 | 0.00       | 206.01  | 2,266.03     | 2,266.03 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 47  | B6.01 | 01/03/2022 | 0.00       | 185.99  | 2,046.01     | 2,046.01 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 48  | B7.07 | 01/12/2021 | 0.00       | 185.99  | 2,046.01     | 1,975.10 | 70.91      | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 49  | B7.08 | 01/03/2022 | 0.00       | 153.99  | 1,694.01     | 1,694.01 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 50  | B7.06 | 01/03/2022 | 0.00       | 185.99  | 2,046.01     | 2,046.01 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 51  | B7.05 | 01/03/2022 | 0.00       | 185.99  | 2,046.01     | 2,046.01 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 52  | B7.04 | 01/03/2022 | 0.00       | 185.99  | 2,046.01     | 2,046.01 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 53  | B7.03 | 01/03/2022 | 0.00       | 185.99  | 2,046.01     | 2,046.01 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 54  | B7.02 | 01/03/2022 | 0.00       | 208.00  | 2,288.00     | 2,288.00 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 55  | B7.01 | 01/03/2022 | 0.00       | 190.01  | 2,090.03     | 2,090.03 | 0.00       | 64.01      | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 56  | B8.07 | 01/03/2022 | 0.00       | 190.01  | 2,090.03     | 2,090.03 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 1.99   | 0.00       |          |  |
| 57  | B8.06 | 01/03/2022 | 0.00       | 190.01  | 2,090.03     | 2,090.03 | 0.00       | 0.00       | 0.00   | 0.00         | 0.00    | 0.00       | 0.00       | 0.00   | 0.00       |          |  |
| 58  | B8.05 | 01/03/2022 | 0.00       | 190.01  | 2,090.03     | 2,090.03 | 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 \$ |
| 59  | B8.04  | 01/03/2022 | 0.00       | 190.01  | 2,090.03     | 2,090.03 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 60  | B8.03  | 01/03/2022 | 0.00       | 190.01  | 2,090.03     | 2,090.03 | 0.00       | 0.10       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 61  | B8.02  | 01/03/2022 | 0.00       | 212.02  | 2,332.02     | 2,332.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 62  | B8.01  | 01/03/2022 | 0.00       | 193.99  | 2,134.01     | 2,134.01 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 63  | B9.07  | 01/03/2022 | 0.00       | 201.96  | 2,221.37     | 2,221.37 | 0.00       | 66.03      | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 64  | B9.08  | 01/12/2021 | 0.00       | 164.02  | 1,804.02     | 1,251.54 | 552.48     | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 65  | B9.06  | 01/03/2022 | 0.00       | 196.02  | 2,156.02     | 2,156.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 66  | B9.05  | 01/03/2022 | 0.00       | 196.02  | 2,156.02     | 2,156.02 | 0.00       | 66.03      | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 67  | B9.04  | 01/03/2022 | 0.00       | 196.02  | 2,156.02     | 2,156.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 68  | B9.03  | 01/03/2022 | 0.00       | 196.02  | 2,156.02     | 2,156.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 69  | B9.02  | 01/03/2022 | 0.00       | 217.99  | 2,398.01     | 2,398.01 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 70  | B9.01  | 01/03/2022 | 0.00       | 198.01  | 2,178.03     | 2,178.03 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 71  | B10.07 | 01/03/2022 | 0.00       | 200.00  | 2,200.00     | 2,200.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 72  | B10.06 | 01/03/2022 | 0.00       | 200.00  | 2,200.00     | 2,200.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 73  | B10.05 | 01/03/2022 | 0.00       | 200.00  | 2,200.00     | 2,200.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 74  | B10.04 | 01/03/2022 | 0.00       | 200.00  | 2,200.00     | 2,200.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 1.80     | 0.00       |
| 75  | B10.03 | 01/03/2022 | 0.00       | 200.00  | 2,200.00     | 2,200.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 76  | B10.02 | 01/03/2022 | 0.00       | 224.00  | 2,464.00     | 2,464.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 77  | B10.01 | 01/03/2022 | 0.00       | 206.01  | 2,266.03     | 2,266.03 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 78  | B11.07 | 01/03/2022 | 0.00       | 204.02  | 2,244.02     | 2,244.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 15.99    | 0.00       |
| 79  | B11.08 | 01/03/2022 | 0.00       | 172.02  | 1,892.02     | 1,892.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 80  | B11.06 | 01/03/2022 | 0.00       | 204.02  | 2,244.02     | 2,244.02 | 0.00       | 1.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 81  | B11.05 | 01/03/2022 | 0.00       | 204.02  | 2,244.02     | 2,244.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 82  | B11.04 | 01/03/2022 | 0.00       | 204.02  | 2,244.02     | 2,244.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 1.57     | 0.00       |
| 83  | B11.03 | 01/03/2022 | 0.00       | 204.02  | 2,244.02     | 2,244.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 5.93     | 0.00       |
| 84  | B11.02 | 01/03/2022 | 0.00       | 228.02  | 2,508.02     | 2,508.02 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 85  | B11.01 | 01/03/2022 | 0.00       | 208.00  | 2,288.00     | 2,288.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 86  | B12.07 | 01/03/2022 | 0.00       | 208.00  | 2,288.00     | 2,288.00 | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 87  | B12.06 | 01/03/2022 | 0.00       | 208.00  | 2,288.00     | 2,288.00 | 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 \$ |
| 88  | B12.05 | 01/12/2021 | 0.00       | 208.00  | 2,288.00     | 2,288.00   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 89  | B12.04 | 01/03/2022 | 0.00       | 208.00  | 2,288.00     | 2,288.00   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 90  | B12.03 | 01/03/2022 | 0.00       | 208.00  | 2,288.00     | 2,288.00   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 91  | B12.02 | 01/12/2021 | 0.00       | 230.01  | 2,530.03     | 2,530.03   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 12.45    | 0.00       |
| 92  | B12.01 | 01/03/2022 | 0.00       | 212.02  | 2,332.02     | 2,332.02   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 93  | B13.07 | 01/03/2022 | 0.00       | 268.02  | 2,948.02     | 2,948.02   | 0.00       | 90.28      | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 17.94    | 0.00       |
| 94  | B13.06 | 01/03/2022 | 0.00       | 212.02  | 2,332.02     | 2,332.02   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 95  | B13.05 | 01/03/2022 | 0.00       | 212.02  | 2,332.02     | 2,332.02   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 96  | B13.04 | 01/12/2021 | 0.00       | 212.02  | 2,332.02     | 2,332.02   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 97  | B13.03 | 01/03/2022 | 0.00       | 212.02  | 2,332.02     | 2,332.02   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 6.07     | 0.00       |
| 98  | B13.02 | 01/03/2022 | 0.00       | 233.99  | 2,574.01     | 2,574.01   | 0.00       | 78.83      | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 99  | B13.01 | 01/12/2021 | 0.00       | 216.00  | 2,376.00     | 2,376.00   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 29.41    | 0.00       |
| 100 | B14.04 | 01/03/2022 | 0.00       | 244.02  | 2,684.02     | 2,684.02   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 101 | B14.03 | 01/03/2022 | 0.00       | 257.99  | 2,838.01     | 2,838.01   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 102 | B14.02 | 01/03/2022 | 0.00       | 260.02  | 2,860.02     | 2,860.02   | 0.00       | 0.00       | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 0.00     | 0.00       |
| 103 | B14.01 | 01/03/2022 | 0.00       | 366.01  | 4,026.03     | 4,026.03   | 0.00       | 123.30     | 0.00    | 0.00         | 0.00    | 0.00       | 0.00       | 173.47   | 0.00       |
|     |        |            |            | 0.00    | 20,006.74    | 220,066.91 | 217,751.04 | 2,315.87   | 609.22  | 0.00         | 0.00    | 0.00       | 0.00       | 315.28   | 0.03       |



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   | B1.13 |         | 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   | B1.12 |         | 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   | B1.11 |         | 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   | B1.10 |         | 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   | B1.09 |         | 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   | B1.08 |         | 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   | B1.07 |         | 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   | B1.06 |         | 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   | B1.05 |         | 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  | B1.04 |         | 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  | B1.03 |         | 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  | B1.02 |         | 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  | B1.01 |         | 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  | B2.04 |         | 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  | B2.03 |         | 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  | B2.02 |         | 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  | B2.01 |         | 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  | B3.08 |         | 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  | B3.09 |         | 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  | B3.07 |         | 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  | B3.06 |         | 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  | B3.05 |         | 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  | B3.04 |         | 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  | B3.03 |         | 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  | B3.02 |         | 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  | B3.01 |         | 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  | B4.06 |         | 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  | B4.05 |         | 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  | B4.04 |         | 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  | B4.03 |         | 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  | B4.02 |         | 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  | B4.01 |         | 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  | B5.07 |         | 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  | B5.08 |         | 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  | B5.06 |         | 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  | B5.05 |         | 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  | B5.04 |         | 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  | B5.03 |         | 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  | B5.02 |         | 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  | B5.01 |         | 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  | B6.07 |         | 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  | B6.06 |         | 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  | B6.05 |         | 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  | B6.04 |         | 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  | B6.03 |         | 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  | B6.02 |         | 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  | B6.01 |         | 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  | B7.07 |         | 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  | B7.08 |         | 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  | B7.06 |         | 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  | B7.05 |         | 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  | B7.04 |         | 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  | B7.03 |         | 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  | B7.02 |         | 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  | B7.01 |         | 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  | B8.07 |         | 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  | B8.06 |         | 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  | B8.05 |         | 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  | B8.04  |         | 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  | B8.03  |         | 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  | B8.02  |         | 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  | B8.01  |         | 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  | B9.07  |         | 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  | B9.08  |         | 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  | B9.06  |         | 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  | B9.05  |         | 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  | B9.04  |         | 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  | B9.03  |         | 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  | B9.02  |         | 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  | B9.01  |         | 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  | B10.07 |         | 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  | B10.06 |         | 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  | B10.05 |         | 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  | B10.04 |         | 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  | B10.03 |         | 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  | B10.02 |         | 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  | B10.01 |         | 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  | B11.07 |         | 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  | B11.08 |         | 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  | B11.06 |         | 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  | B11.05 |         | 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  | B11.04 |         | 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  | B11.03 |         | 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  | B11.02 |         | 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  | B11.01 |         | 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  | B12.07 |         | 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  | B12.06 |         | 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 \$ |
| 88           | B12.05 |         | 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           | B12.04 |         | 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           | B12.03 |         | 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           | B12.02 |         | 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           | B12.01 |         | 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           | B13.07 |         | 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           | B13.06 |         | 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           | B13.05 |         | 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           | B13.04 |         | 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           | B13.03 |         | 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           | B13.02 |         | 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           | B13.01 |         | 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          | B14.04 |         | 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          | B14.03 |         | 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          | B14.02 |         | 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          | B14.01 |         | 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: |        |         |            | 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    | 68,546.80    | 766,923.57 | 757,865.31 | 9,058.26   | 3,795.90 | 0.00         | 0.00    | 0.00       | 0.00       | 2,384.32 | 1.13       |

Balance Sheet Levies Arrears/Advance as at 30/09/2021 \$5,263.49  
 represented by  
 Total Arrears \$9,059.39 - Total Advance/Credit \$3,795.90





## **Financials**

**For the period 01/10/2021 - 31/01/2022**

**Plan 72442**

35 Arncliffe Street, WOLLI CREEK NSW 2205

### **Contents**

Balance Sheet

Revenue & Expense (Actual / Budget)

Detailed Expenses

Aged Balance List



ABN 33 594 519 103

PROXIMITY B - 72442  
35 Arncliffe Street WOLLI CREEK NSW 2205**Balance Sheet**

as at 31/01/2022

Registered for GST

|                                                          |                                    |             | (\$)                     |
|----------------------------------------------------------|------------------------------------|-------------|--------------------------|
| <b>Assets</b>                                            |                                    |             |                          |
| <b>810 - Levies in Arrears/(Advance) - Total</b>         |                                    |             | (10,467.61)              |
| <b>825 - Cash At Bank</b>                                |                                    |             |                          |
| 825.10 - Cheque Account                                  |                                    |             |                          |
| 825.10.1 - Administrative Fund                           |                                    | (28,682.01) |                          |
| 825.10.2 - Capital Works/Sinking Fund                    |                                    | 303,302.28  |                          |
| <b>825 - Cash At Bank - Total</b>                        |                                    |             | 274,620.27               |
| <b>845 - Other Debtors - Total</b>                       |                                    |             | (6,169.70)               |
|                                                          | <b>Total Assets</b>                |             | <u>257,982.96</u>        |
| <b>Less Liabilities</b>                                  |                                    |             |                          |
| <b>920 - Sundry Creditors - Total</b>                    |                                    |             | 4,786.36                 |
| <b>925 - Trade Creditors - Total</b>                     |                                    |             | 29,171.80                |
| <b>940 - GST Clearing - Total</b>                        |                                    |             | (2,118.26)               |
| <b>952 - Refundable Deposits Received</b>                |                                    |             |                          |
| 952.20 - Bonds                                           |                                    | 2,650.00    |                          |
| 952.30 - Key Deposits                                    |                                    | 4,750.00    |                          |
| <b>952 - Refundable Deposits Received - Total</b>        |                                    |             | 7,400.00                 |
|                                                          | <b>Total Liabilities</b>           |             | <u>39,239.90</u>         |
|                                                          | <b>Net Assets</b>                  |             | <u><u>218,743.06</u></u> |
| <b>Represented by:</b>                                   |                                    |             |                          |
| <b>610 - Administrative Fund as at 01/10/2021</b>        |                                    |             | 22,076.96                |
| <b>Deficit - Administration Fund</b>                     |                                    |             | (104,292.26)             |
|                                                          | <b>Administration Fund Reserve</b> |             | <u>(82,215.30)</u>       |
| <b>650 - Capital Works/Sinking Fund as at 01/10/2021</b> |                                    |             | 265,791.76               |
| <b>Surplus - Capital Works Fund</b>                      |                                    |             | 35,166.60                |
|                                                          | <b>Capital Works Fund Reserve</b>  |             | <u>300,958.36</u>        |
|                                                          | <b>Total Equity</b>                |             | <u><u>218,743.06</u></u> |



# The Owners - Strata Plan No. 72442

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

## Revenue & Expense (Actual / Budget)

for the year 01/10/2021 to 30/09/2022  
as at 31/01/2022 34% 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 30/09/2021</u> |
|-----------------------|----------------------------|------------------------|--------------------|---------------------------------|------------------------------------------|
|-----------------------|----------------------------|------------------------|--------------------|---------------------------------|------------------------------------------|

## Administration Fund

### Revenue

|                                          |                                   |                   |                   |             |                   |
|------------------------------------------|-----------------------------------|-------------------|-------------------|-------------|-------------------|
| 110                                      | Administrative Fund Levy          | 121,000.00        | 568,000.00        | 21.3        | 484,000.21        |
| 111                                      | Administrative Fund Levy Discount | (11,384.44)       |                   |             |                   |
| 125                                      | Insurance Claim Recovery          | (6,169.70)        |                   |             |                   |
| 130                                      | Interest Received                 |                   |                   |             |                   |
| 130.20                                   | Interest on Arrears (from Levies) | 171.70            |                   |             | 2,065.48          |
| <b>Total 130</b>                         |                                   | <b>171.70</b>     |                   |             | <b>2,065.48</b>   |
| 195                                      | Other                             |                   |                   |             |                   |
| 195.15                                   | Debt Collection Recovery          |                   | 750.00            |             | 644.43            |
| 195.50                                   | Sale of Keys/Remotes/Swipes/Fobs  | 272.71            | 950.00            | 28.7        | 868.14            |
| 195.60                                   | Schedule B/D Reimbursement        |                   |                   |             |                   |
| 195.60.7                                 | Status Certificate (s184/s26)     | 326.91            | 1,100.00          | 29.7        | 1,090.00          |
| 195.60.8                                 | Strata Inspection Fees (s183)     | 93.00             | 265.00            | 35.1        | 217.00            |
| <b>Total 195</b>                         |                                   | <b>692.62</b>     | <b>3,065.00</b>   | <b>22.6</b> | <b>2,819.57</b>   |
| 199                                      | Prior Year Adjustments            |                   |                   |             | 1,619.00          |
| <b>Total Administration Fund Revenue</b> |                                   | <b>104,310.18</b> | <b>571,065.00</b> | <b>18.3</b> | <b>490,504.26</b> |

### Expense

|                  |                               |                   |                   |             |                   |
|------------------|-------------------------------|-------------------|-------------------|-------------|-------------------|
| 301              | Accounting                    |                   |                   |             |                   |
| 301.10           | Audit Fees                    |                   | 700.00            |             | 700.00            |
| <b>Total 301</b> |                               |                   | <b>700.00</b>     |             | <b>700.00</b>     |
| 310              | Bank Charges & Interest       |                   |                   |             |                   |
| 310.70           | Transaction Fees              |                   | 10.00             |             | 10.00             |
| <b>Total 310</b> |                               |                   | <b>10.00</b>      |             | <b>10.00</b>      |
| 312              | Levy Discount Allowed         |                   | 44,000.00         |             | 41,545.89         |
| 320              | Consultancy/Inspections       |                   |                   |             |                   |
| 320.50           | Legal Fees/Debt Collection    |                   | 1,600.00          |             | 1,471.12          |
| 320.85           | Workplace Health & Safety     | 886.36            |                   |             |                   |
| 320.96           | Trades Monitor                |                   | 160.00            |             | 88.00             |
| <b>Total 320</b> |                               | <b>886.36</b>     | <b>1,760.00</b>   | <b>50.4</b> | <b>1,559.12</b>   |
| 335              | Insurance                     |                   |                   |             |                   |
| 335.10           | Premium                       |                   | 6,500.00          |             | 5,774.85          |
| <b>Total 335</b> |                               |                   | <b>6,500.00</b>   |             | <b>5,774.85</b>   |
| 342              | Levies                        |                   |                   |             |                   |
| 342.10           | Building Management Committee |                   |                   |             |                   |
| 342.10.3         | Levies                        | 163,609.10        | 375,000.00        | 43.6        | 368,945.09        |
| <b>Total 342</b> |                               | <b>163,609.10</b> | <b>375,000.00</b> | <b>43.6</b> | <b>368,945.09</b> |
| 345              | Management Costs              |                   |                   |             |                   |

# Revenue & Expense (Actual / Budget)

for the year 01/10/2021 to 30/09/2022  
as at 31/01/2022 34% 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 30/09/2021</u> |
|------------------------------------------------|---------------------------------------------------|------------------------|--------------------|---------------------------------|------------------------------------------|
| 345.10                                         | Agreed Fee (Schedule A)                           | 6,609.72               | 20,424.03          | 32.4                            | 19,829.16                                |
| 345.20                                         | Additional Fees (Schedule B)                      | 1,007.28               | 2,100.00           | 48.0                            | 1,921.53                                 |
| 345.31                                         | Itemised Disbursements                            |                        |                    |                                 |                                          |
| 345.31.3                                       | Admin - Agent Disburst - Accounting/BAS           | 363.64                 | 1,150.00           | 31.6                            | 1,090.92                                 |
| 345.32                                         | Itemised Disbursements                            |                        |                    |                                 |                                          |
| 345.32.8                                       | Admin - Agent Disburst - Third Party Invoices     |                        | 215.00             |                                 | 204.54                                   |
| 345.34                                         | Fixed Disbursements (Schedule D)                  | 1,969.72               | 5,909.16           | 33.3                            | 5,909.16                                 |
| 345.35                                         | Itemised Disbursement                             |                        |                    |                                 |                                          |
| 345.35.1                                       | Admin Agent Disburs - Electronic data storage fee | 187.28                 | 145.00             | 129.2                           | 140.46                                   |
| 345.80                                         | Charges for Debt Collection                       | 30.00                  |                    |                                 |                                          |
| <b>Total 345</b>                               |                                                   | <b>10,167.64</b>       | <b>29,943.19</b>   | <b>34.0</b>                     | <b>29,095.77</b>                         |
| 350                                            | Maintenance, Service & Repairs                    |                        |                    |                                 |                                          |
| 350.11                                         | Exhaust/Ventilation                               |                        | 1,500.00           |                                 | 1,015.00                                 |
| 350.13                                         | Building Repair & Maintenance (General)           | 4,410.00               | 7,000.00           | 63.0                            | 7,151.59                                 |
| 350.15                                         | Carpark/Garage                                    |                        |                    |                                 |                                          |
| 350.15.2                                       | Doors & Gates - Non-Routine                       | (2,913.00)             |                    |                                 | 518.18                                   |
| 350.17                                         | Cleaning                                          |                        |                    |                                 |                                          |
| 350.17.1                                       | Contract                                          | 7,772.00               | 24,000.00          | 32.4                            | 23,316.00                                |
| 350.17.6                                       | Cleaning carpets                                  | 1,600.00               | 4,650.00           | 34.4                            | 4,500.00                                 |
| 350.17.7                                       | Window Cleaning                                   |                        | 21,200.00          |                                 | 21,090.00                                |
| 350.22                                         | Doors & Windows                                   | 3,777.75               | 5,000.00           | 75.6                            | 4,335.00                                 |
| 350.25                                         | Electrical/Lighting                               |                        |                    |                                 |                                          |
| 350.25.1                                       | Repairs                                           | 350.00                 | 1,000.00           | 35.0                            | 896.31                                   |
| 350.25.9                                       | Other                                             | 1,170.00               | 750.00             | 156.0                           | 650.00                                   |
| 350.27                                         | Fire Services                                     |                        |                    |                                 |                                          |
| 350.27.2                                       | Non-Routine                                       | 1,760.00               | 7,500.00           | 23.5                            | 528.00                                   |
| 350.50                                         | Plumbing                                          |                        |                    |                                 |                                          |
| 350.50.1                                       | Routine                                           |                        | 1,200.00           |                                 | 350.00                                   |
| 350.50.2                                       | Non-Routine                                       | 4,915.00               | 9,300.00           | 52.8                            | 8,940.45                                 |
| 350.50.4                                       | Hot Water Service                                 | 665.50                 | 3,500.00           | 19.0                            | 3,152.79                                 |
| 350.57                                         | Roof Repairs & Maintenance                        |                        | 220.00             |                                 | 200.00                                   |
| 350.60                                         | Security & Monitoring                             |                        |                    |                                 |                                          |
| 350.60.4                                       | Intercoms                                         |                        | 1,500.00           |                                 | 1,136.00                                 |
| <b>Total 350</b>                               |                                                   | <b>23,507.25</b>       | <b>88,320.00</b>   | <b>26.6</b>                     | <b>77,779.32</b>                         |
| 367                                            | Reimbursement of Regulation Fees                  |                        |                    |                                 |                                          |
| 367.70                                         | Status Certificate                                | 435.91                 | 1,200.00           | 36.3                            | 1,090.00                                 |
| 367.80                                         | Strata Inspection                                 | 93.00                  | 285.00             | 32.6                            | 217.00                                   |
| <b>Total 367</b>                               |                                                   | <b>528.91</b>          | <b>1,485.00</b>    | <b>35.6</b>                     | <b>1,307.00</b>                          |
| 390                                            | Utilities/Rates                                   |                        |                    |                                 |                                          |
| 390.40                                         | Water & Sewerage                                  | 9,903.18               | 44,000.00          | 22.5                            | 42,970.69                                |
| <b>Total 390</b>                               |                                                   | <b>9,903.18</b>        | <b>44,000.00</b>   | <b>22.5</b>                     | <b>42,970.69</b>                         |
| <b>Total Administration Fund Expense</b>       |                                                   | <b>208,602.44</b>      | <b>591,718.19</b>  | <b>35.3</b>                     | <b>569,687.73</b>                        |
| <b>Administration Fund Surplus / (Deficit)</b> |                                                   | <b>(104,292.26)</b>    | <b>(20,653.19)</b> |                                 | <b>(79,183.47)</b>                       |
| <b>Administration Fund Opening Balance</b>     |                                                   | <b>22,076.96</b>       | <b>22,076.96</b>   |                                 | <b>101,260.43</b>                        |
| <b>Administration Fund Closing Balance</b>     |                                                   | <b>(82,215.30)</b>     | <b>1,423.77</b>    |                                 | <b>22,076.96</b>                         |



# Revenue & Expense (Actual / Budget)

for the year 01/10/2021 to 30/09/2022  
as at 31/01/2022 34% 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 30/09/2021</u> |
|-----------------------|----------------------------|------------------------|--------------------|---------------------------------|------------------------------------------|
|-----------------------|----------------------------|------------------------|--------------------|---------------------------------|------------------------------------------|

## Capital Works Fund

### Revenue

|                                         |                                              |                  |                   |             |                   |
|-----------------------------------------|----------------------------------------------|------------------|-------------------|-------------|-------------------|
| 210                                     | Capital Works/Sinking Fund Levy              | 50,000.00        | 163,000.00        | 30.7        | 200,000.76        |
| 211                                     | Capital Works/Sinking Fund Levy Discount     | (4,941.15)       |                   |             |                   |
| 230                                     | Capital Works/Sinking Fund Interest Received |                  |                   |             |                   |
| 230.10                                  | Interest on Arrears (from Levies)            | 52.75            |                   |             | 315.06            |
| <b>Total 230</b>                        |                                              | <b>52.75</b>     |                   |             | <b>315.06</b>     |
| 232                                     | Income Tax Refund                            |                  |                   |             | 1,546.00          |
| <b>Total Capital Works Fund Revenue</b> |                                              | <b>45,111.60</b> | <b>163,000.00</b> | <b>27.7</b> | <b>201,861.82</b> |

### Expense

|                                         |                                            |                 |                  |             |                   |
|-----------------------------------------|--------------------------------------------|-----------------|------------------|-------------|-------------------|
| 401                                     | Accounting                                 |                 |                  |             |                   |
| 401.10                                  | Tax Payments                               |                 | 500.00           |             | 496.00            |
| 401.20                                  | Tax Preparation                            |                 | 80.00            |             | 80.00             |
| <b>Total 401</b>                        |                                            |                 | <b>580.00</b>    |             | <b>576.00</b>     |
| 442                                     | Levies                                     |                 |                  |             |                   |
| 442.62                                  | Levy Discount Allowed                      |                 |                  |             | 16,913.98         |
|                                         |                                            |                 |                  |             | <b>16,913.98</b>  |
| 450                                     | Upgrades & Replacements                    |                 |                  |             |                   |
| 450.10                                  | Air Conditioning/Exhaust/Ventilation       |                 |                  |             |                   |
| 450.10.1                                | Equipment & Parts                          |                 | 1,500.00         |             | 600.00            |
| 450.13                                  | Building Upgrades & Improvements (General) |                 | 15,000.00        |             | 12,810.00         |
| 450.15                                  | Carpark/Garage                             |                 |                  |             |                   |
| 450.15.1                                | Doors & Gates - Replacement                | 6,645.00        | 1,800.00         | 369.2       |                   |
| 450.20                                  | Communications Upgrade/Equipment           |                 |                  |             |                   |
| 450.20.7                                | Television - Antenna                       |                 | 750.00           |             | 1,162.00          |
| 450.22                                  | Doors & Windows                            |                 | 3,500.00         |             | 3,280.00          |
| 450.27                                  | Fire Services                              |                 |                  |             |                   |
| 450.27.1                                | Equipment & Installations                  |                 | 2,000.00         |             | 586.36            |
| 450.35                                  | Lifts                                      |                 |                  |             |                   |
| 450.35.2                                | Refurbishment/Upgrade                      |                 |                  |             | 70,600.00         |
| 450.50                                  | Plumbing                                   |                 |                  |             |                   |
| 450.50.1                                | Major Plumbing & Drainage                  |                 | 3,500.00         |             | 3,326.20          |
| 450.50.4                                | Hot Water Service                          |                 | 8,000.00         |             | 13,303.70         |
| 450.55                                  | Pumps & Related                            |                 | 2,500.00         |             |                   |
| 450.60                                  | Security Equipment                         |                 |                  |             |                   |
| 450.60.3                                | CCTV & Alarm Equipment                     |                 | 4,900.00         |             |                   |
| 450.60.4                                | Gates & Intercoms                          |                 | 2,000.00         |             | 1,056.76          |
| 450.70                                  | Waterproofing                              | 3,300.00        | 12,000.00        | 27.5        |                   |
| <b>Total 450</b>                        |                                            | <b>9,945.00</b> | <b>57,450.00</b> | <b>17.3</b> | <b>106,725.02</b> |
| 465                                     | Repairs & Maintenance - Specific Projects  |                 | 10,000.00        |             |                   |
| <b>Total Capital Works Fund Expense</b> |                                            | <b>9,945.00</b> | <b>68,030.00</b> | <b>14.6</b> | <b>124,215.00</b> |

Registered for GST

| <u>Account<br/>Number</u> | <u>Account Description</u>                | <u>Actual YTD (\$)</u> | <u>Budget (\$)</u> | <u>Actual<br/>versus<br/>Budget<br/>(%)</u> | <u>Last Year<br/>Actual as at<br/>30/09/2021</u> |
|---------------------------|-------------------------------------------|------------------------|--------------------|---------------------------------------------|--------------------------------------------------|
|                           | Capital Works Fund Surplus / (Deficit)    | 35,166.60              | 94,970.00          |                                             | 77,646.82                                        |
|                           | <u>Capital Works Fund Opening Balance</u> | 265,791.76             | 265,791.76         |                                             | 188,144.94                                       |
|                           | <u>Capital Works Fund Closing Balance</u> | 300,958.36             | 360,761.76         |                                             | 265,791.76                                       |



The Owners - Strata Plan No. 72442

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

Detailed Expenses

1/10/2021 to 31/01/2022

Registered for GST

| Source | Date | Number | Payee / Comment | Invoice Date | Invoice Number | DE A/C | Reference | Amount (\$) |
|--------|------|--------|-----------------|--------------|----------------|--------|-----------|-------------|
|--------|------|--------|-----------------|--------------|----------------|--------|-----------|-------------|

General Administration Fund

320 . 85 - Consultancy/Inspections - Workplace Health & Safety

|          |            |           |                                                                  |            |        |     |                          |        |
|----------|------------|-----------|------------------------------------------------------------------|------------|--------|-----|--------------------------|--------|
| Creditor | 15/10/2021 | DC 234802 | P QIA Group P/L 14/10/21 - Updated Common Property Safety Report | 15/10/2021 | 149536 | 925 | <a href="#">10334331</a> | 886.36 |
|----------|------------|-----------|------------------------------------------------------------------|------------|--------|-----|--------------------------|--------|

342.10.3 - Levies - Building Management Committee - Levies

|          |            |           |                                                           |            |               |     |                          |            |
|----------|------------|-----------|-----------------------------------------------------------|------------|---------------|-----|--------------------------|------------|
| Journal  | 01/10/2021 | 60091     | Rvrs Accrual Prepaid: 01/10/21 - Lot 2 - Levy Payment     |            |               |     |                          | 31,010.00  |
| Creditor | 19/10/2021 | BP 235382 | P DP 1066102 - BPay 96503 01/11/21 - Lot 2 - Levy Payment | 19/10/2021 | 18/10/21 Lot2 | 925 | <a href="#">10334891</a> | 26,519.82  |
| Creditor | 02/11/2021 | BP 238379 | P DP 1066102 - BPay 96503 01/12/21 - Lot 2 - Levy Payment | 02/11/2021 | 01/11/21 Lot2 | 925 | <a href="#">10339196</a> | 26,519.82  |
| Creditor | 30/11/2021 | BP 243919 | P DP 1066102 - BPay 96503 01/01/22 - Lot 2 - Levy Payment | 30/11/2021 | 01/01/22 Lot2 | 925 | <a href="#">10346234</a> | 26,519.82  |
| Creditor | 05/01/2022 | BP 249798 | P DP 1066102 - BPay 96503 01/02/22 - Lot 2 - Levy Payment | 05/01/2022 | 01/02/22 Lot2 | 925 | <a href="#">10354193</a> | 26,519.82  |
| Creditor | 31/01/2022 | BP 255333 | P DP 1066102 - BPay 96503 01/03/22 - Lot 2 - Levy Payment | 31/01/2022 | 01/03/22 Lot2 | 925 | <a href="#">10360777</a> | 26,519.82  |
|          |            |           |                                                           |            |               |     |                          | 163,609.10 |

345 . 10 - Management Costs - Agreed Fee (Schedule A)

|          |            |           |                                                     |            |  |          |                          |          |
|----------|------------|-----------|-----------------------------------------------------|------------|--|----------|--------------------------|----------|
| Creditor | 26/10/2021 | DC 236791 | P STRATA PLUS PTY LTD Management Fees October 2021  | 26/10/2021 |  | 825.10.1 | <a href="#">10336961</a> | 1,652.43 |
| Creditor | 26/11/2021 | DC 242246 | P STRATA PLUS PTY LTD Management Fees November 2021 | 26/11/2021 |  | 825.10.1 | <a href="#">10343828</a> | 1,652.43 |
| Creditor | 26/12/2021 | DC 248240 | P STRATA PLUS PTY LTD Management Fees December 2021 | 26/12/2021 |  | 825.10.1 | <a href="#">10351549</a> | 1,652.43 |
| Creditor | 23/01/2022 | DC 253570 | P STRATA PLUS PTY LTD Management Fees January 2022  | 23/01/2022 |  | 825.10.1 | <a href="#">10358580</a> | 1,652.43 |
|          |            |           |                                                     |            |  |          |                          | 6,609.72 |

345 . 20 - Management Costs - Additional Fees (Schedule B)

|          |            |           |                                                                                                      |            |  |          |                          |          |
|----------|------------|-----------|------------------------------------------------------------------------------------------------------|------------|--|----------|--------------------------|----------|
| Creditor | 26/10/2021 | DC 236791 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Additional Fees (Schedule B)) October 2021  | 26/10/2021 |  | 825.10.1 | <a href="#">10337288</a> | 683.64   |
| Creditor | 26/11/2021 | DC 242246 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Additional Fees (Schedule B)) November 2021 | 26/11/2021 |  | 825.10.1 | <a href="#">10344158</a> | 269.09   |
| Creditor | 23/01/2022 | DC 253570 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Additional Fees (Schedule B)) January 2022  | 23/01/2022 |  | 825.10.1 | <a href="#">10358911</a> | 54.55    |
|          |            |           |                                                                                                      |            |  |          |                          | 1,007.28 |

345.31.3 - Management Costs - Itemised Disbursements - Admin - Agent Disburst - Accounting/BAS

|          |            |           |                                                                                                   |            |       |          |                          |       |
|----------|------------|-----------|---------------------------------------------------------------------------------------------------|------------|-------|----------|--------------------------|-------|
| Creditor | 26/10/2021 | DC 236791 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Accounting/BAS) October 2021 | 26/10/2021 | 30260 | 825.10.1 | <a href="#">10337288</a> | 90.91 |
|----------|------------|-----------|---------------------------------------------------------------------------------------------------|------------|-------|----------|--------------------------|-------|

35 Arncliffe Street WOLLI CREEK NSW 2205

Registered for GST

| Source   | Date       | Number    | Payee / Comment                                                                                    | Invoice Date | Invoice Number | DE A/C   | Reference                | Amount (\$) |
|----------|------------|-----------|----------------------------------------------------------------------------------------------------|--------------|----------------|----------|--------------------------|-------------|
| Creditor | 26/11/2021 | DC 242246 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Accounting/BAS) November 2021 | 26/11/2021   | 30985          | 825.10.1 | <a href="#">10344158</a> | 90.91       |
| Creditor | 26/12/2021 | DC 248240 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Accounting/BAS) December 2021 | 26/12/2021   | 31708          | 825.10.1 | <a href="#">10351879</a> | 90.91       |
| Creditor | 23/01/2022 | DC 253570 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Accounting/BAS) January 2022  | 23/01/2022   | 32435          | 825.10.1 | <a href="#">10358911</a> | 90.91       |
|          |            |           |                                                                                                    |              |                |          |                          | <hr/>       |
|          |            |           |                                                                                                    |              |                |          |                          | 363.64      |

345 . 34 - Management Costs - Fixed Disbursements (Schedule D)

|          |            |           |                                                                                 |            |       |          |                          |          |
|----------|------------|-----------|---------------------------------------------------------------------------------|------------|-------|----------|--------------------------|----------|
| Creditor | 26/10/2021 | DC 236791 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Set Fee) October 2021  | 26/10/2021 | 30260 | 825.10.1 | <a href="#">10337288</a> | 492.43   |
| Creditor | 26/11/2021 | DC 242246 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Set Fee) November 2021 | 26/11/2021 | 30985 | 825.10.1 | <a href="#">10344158</a> | 492.43   |
| Creditor | 26/12/2021 | DC 248240 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Set Fee) December 2021 | 26/12/2021 | 31708 | 825.10.1 | <a href="#">10351879</a> | 492.43   |
| Creditor | 23/01/2022 | DC 253570 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Set Fee) January 2022  | 23/01/2022 | 32435 | 825.10.1 | <a href="#">10358911</a> | 492.43   |
|          |            |           |                                                                                 |            |       |          |                          | <hr/>    |
|          |            |           |                                                                                 |            |       |          |                          | 1,969.72 |

345.35.1 - Management Costs - Itemised Disbursement - Admin Agent Disburs - Electronic data storage fee

|          |            |           |                                                                                                                 |            |       |          |                          |        |
|----------|------------|-----------|-----------------------------------------------------------------------------------------------------------------|------------|-------|----------|--------------------------|--------|
| Creditor | 26/10/2021 | DC 236791 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Electronic Data Storage Fee) October 2021  | 26/10/2021 | 30260 | 825.10.1 | <a href="#">10337288</a> | 46.82  |
| Creditor | 26/11/2021 | DC 242246 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Electronic Data Storage Fee) November 2021 | 26/11/2021 | 30985 | 825.10.1 | <a href="#">10344158</a> | 46.82  |
| Creditor | 26/12/2021 | DC 248240 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Electronic Data Storage Fee) December 2021 | 26/12/2021 | 31708 | 825.10.1 | <a href="#">10351879</a> | 46.82  |
| Creditor | 23/01/2022 | DC 253570 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Electronic Data Storage Fee) January 2022  | 23/01/2022 | 32435 | 825.10.1 | <a href="#">10358911</a> | 46.82  |
|          |            |           |                                                                                                                 |            |       |          |                          | <hr/>  |
|          |            |           |                                                                                                                 |            |       |          |                          | 187.28 |

345 . 80 - Management Costs - Charges for Debt Collection

|             |            |           |                                                                                                                 |            |       |          |                          |          |
|-------------|------------|-----------|-----------------------------------------------------------------------------------------------------------------|------------|-------|----------|--------------------------|----------|
| Creditor    | 26/10/2021 | DC 236791 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Charges for Debt Collection) October 2021  | 26/10/2021 | 30260 | 825.10.1 | <a href="#">10337288</a> | 60.00    |
| Invoice     | 29/10/2021 |           | Debt Recovery Admin Fee                                                                                         |            |       | 810      |                          | (60.00)  |
| Creditor    | 26/11/2021 | DC 242246 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Charges for Debt Collection) November 2021 | 26/11/2021 | 30985 | 825.10.1 | <a href="#">10344158</a> | 90.00    |
| Invoice     | 02/12/2021 |           | Debt Recovery Admin Fee                                                                                         |            |       | 810      |                          | (90.00)  |
| Invoice     | 20/01/2022 |           | Debt Recovery Admin Fee                                                                                         |            |       | 810      |                          | (240.00) |
| Creditor    | 23/01/2022 | DC 253570 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Charges for Debt Collection) January 2022  | 23/01/2022 | 32435 | 825.10.1 | <a href="#">10358911</a> | 360.00   |
| Credit Note | 25/01/2022 | 26274     | Reverse Stage 1 (12/01/2022)                                                                                    |            |       | 810      |                          | 30.00    |
| Invoice     | 30/01/2022 |           | Debt Recovery Admin Fee                                                                                         |            |       | 810      |                          | (120.00) |
|             |            |           |                                                                                                                 |            |       |          |                          | <hr/>    |
|             |            |           |                                                                                                                 |            |       |          |                          | 30.00    |

350 . 13 - Maintenance, Service & Repairs - Building Repair & Maintenance (General)

|          |            |           |                                                              |            |            |     |                          |        |
|----------|------------|-----------|--------------------------------------------------------------|------------|------------|-----|--------------------------|--------|
| Creditor | 06/10/2021 | DC 242513 | P Global Painting & Maintenance Services Pty Ltd Due to Leak | 06/10/2021 | 1013300701 | 925 | <a href="#">10332343</a> | 870.00 |
|----------|------------|-----------|--------------------------------------------------------------|------------|------------|-----|--------------------------|--------|

Registered for GST

| Source   | Date       | Number    | Payee / Comment                                                                            | Invoice Date | Invoice Number | DE A/C | Reference                | Amount (\$) |
|----------|------------|-----------|--------------------------------------------------------------------------------------------|--------------|----------------|--------|--------------------------|-------------|
| Creditor | 18/10/2021 | DC 242513 | P Global Painting & Maintenance Services Pty Ltd 13/10/21 - Bldg B - Burst Pipe Repair     | 18/10/2021   | 1013300707     | 925    | <a href="#">10334793</a> | 720.00      |
| Creditor | 18/11/2021 | DC 241633 | P CHD Building Solutions 02/11/21 - U1302 - Repair water damaged ceiling                   | 18/11/2021   | 0319           | 925    | <a href="#">10342347</a> | 400.00      |
| Creditor | 18/11/2021 | DC 241633 | P CHD Building Solutions 12-20/10/21 -U1302 Lounge Rm -Water Damaged Repair                | 18/11/2021   | 0315           | 925    | <a href="#">10342348</a> | 1,800.00    |
| Creditor | 18/11/2021 | DC 241633 | P CHD Building Solutions 11/05/21 - U1302 Removal of skirting & wall corner                | 18/11/2021   | 0318           | 925    | <a href="#">10342361</a> | 200.00      |
| Creditor | 15/12/2021 | DC 247421 | P Compacs Waste Compactors Chutes & Services Pty Ltd 17/11/21 - L5 - Unblock Garbage Chute | 15/12/2021   | 843            | 925    | <a href="#">10350480</a> | 200.00      |
| Creditor | 23/12/2021 | DC 249822 | P E.S. Property Maintenance 19/11/21 - B1306 - Wasp nest removal                           | 23/12/2021   | 3996           | 925    | <a href="#">10353857</a> | 120.00      |
| Creditor | 12/01/2022 | DC 251328 | P Thanh Handyman Services 16/12/21 - B13.02 - Balcony Grouting                             | 12/01/2022   | 0081           | 925    | <a href="#">10356002</a> | 100.00      |

350.15.2 - Maintenance, Service & Repairs - Carpark/Garage - Doors & Gates - Non-Routine

|         |            |       |                                                               |  |  |  |  |            |
|---------|------------|-------|---------------------------------------------------------------|--|--|--|--|------------|
| Journal | 01/10/2021 | 63734 | Rvs Accrual Accrue:29/01/21-Service Call & Labour Inv 150004  |  |  |  |  | (1,906.00) |
| Journal | 01/10/2021 | 63737 | Rvs Accrual Accrue:20/05/21-Cost Recovery for work Inv 151082 |  |  |  |  | (1,007.00) |

350.17.1 - Maintenance, Service & Repairs - Cleaning - Contract

|          |            |           |                                                                          |            |     |     |                          |          |
|----------|------------|-----------|--------------------------------------------------------------------------|------------|-----|-----|--------------------------|----------|
| Creditor | 15/10/2021 | DC 234798 | P Proactive Building Management 01/10/21 to 31/10/21 - Cleaning Services | 15/10/2021 | 134 | 925 | <a href="#">10334386</a> | 1,943.00 |
| Creditor | 18/11/2021 | DC 241650 | P Proactive Building Management 01/11/21 to 30/11/21 - Cleaning Services | 18/11/2021 | 139 | 925 | <a href="#">10342416</a> | 1,943.00 |
| Creditor | 09/12/2021 | DC 246464 | P Proactive Building Management 01/12/21 to 31/12/21 - Cleaning Services | 09/12/2021 | 144 | 925 | <a href="#">10349075</a> | 1,943.00 |
| Creditor | 17/01/2022 | DC 252094 | P Proactive Building Management 01/01/22 to 31/01/22 - Cleaning Services | 17/01/2022 | 189 | 925 | <a href="#">10356682</a> | 1,943.00 |

350.17.6 - Maintenance, Service & Repairs - Cleaning - Cleaning carpets

|          |            |           |                                                                  |            |         |     |                          |          |
|----------|------------|-----------|------------------------------------------------------------------|------------|---------|-----|--------------------------|----------|
| Creditor | 21/12/2021 | DC 249077 | P JUNG CARPET CLEANING SERVICES 14/12/21 - Carpet Steam Cleaning | 21/12/2021 | 0087169 | 925 | <a href="#">10352917</a> | 1,600.00 |
|----------|------------|-----------|------------------------------------------------------------------|------------|---------|-----|--------------------------|----------|

350.22 - Maintenance, Service & Repairs - Doors & Windows

|          |            |           |                                                                           |            |       |     |                          |          |
|----------|------------|-----------|---------------------------------------------------------------------------|------------|-------|-----|--------------------------|----------|
| Creditor | 01/11/2021 | DC 239524 | P E.S. Property Maintenance 13/10/21 - B602- Replace 2 window latches     | 01/11/2021 | 3922  | 925 | <a href="#">10338813</a> | 320.00   |
| Creditor | 01/11/2021 | DC 239711 | P Advanced Solutions Group Pty Ltd 24/08/21 - B1302 - Window Sealing      | 01/11/2021 | 13257 | 925 | <a href="#">10338821</a> | 1,497.75 |
| Creditor | 30/11/2021 | DC 243924 | P E.S. Property Maintenance 18/11/21 - 35B - Replace Broken Window Lever  | 30/11/2021 | 3990  | 925 | <a href="#">10346123</a> | 350.00   |
| Creditor | 30/11/2021 | DC 243924 | P E.S. Property Maintenance 12/11/21 - Replace Mortice to Damaged Door    | 30/11/2021 | 3980  | 925 | <a href="#">10346142</a> | 650.00   |
| Creditor | 30/11/2021 | DC 243924 | P E.S. Property Maintenance 26/10/21 - 602B - Reattach 3x Window Hinges   | 30/11/2021 | 3961  | 925 | <a href="#">10346144</a> | 290.00   |
| Creditor | 15/12/2021 | DC 247426 | P E.S. Property Maintenance 12/11/21 - B604- Replace broken window latch  | 15/12/2021 | 3976  | 925 | <a href="#">10350476</a> | 185.00   |
| Creditor | 23/12/2021 | DC 249822 | P E.S. Property Maintenance 12/10/21 - B1001 - Replace broken lock handle | 23/12/2021 | 27    | 925 | <a href="#">10353858</a> | 485.00   |

350.25.1 - Maintenance, Service & Repairs - Electrical/Lighting - Repairs

|          |            |           |                                                                          |            |      |     |                          |        |
|----------|------------|-----------|--------------------------------------------------------------------------|------------|------|-----|--------------------------|--------|
| Creditor | 15/12/2021 | DC 247460 | P Mascot Electricians 07/12/21 - Apt B13.03 - Rusted Light Replacement   | 15/12/2021 | 1197 | 925 | <a href="#">10350478</a> | 200.00 |
| Creditor | 04/01/2022 | DC 249969 | P Mascot Electricians 18/12/21 - Apt B7.04 Re-install evacuation speaker | 04/01/2022 | 1220 | 925 | <a href="#">10353868</a> | 150.00 |

350.25.9 - Maintenance, Service & Repairs - Electrical/Lighting - Other

|        |
|--------|
| 350.00 |
|--------|

Registered for GST

| Source   | Date       | Number    | Payee / Comment                                                                        | Invoice Date | Invoice Number | DE A/C | Reference                | Amount (\$)    |
|----------|------------|-----------|----------------------------------------------------------------------------------------|--------------|----------------|--------|--------------------------|----------------|
| Creditor | 01/11/2021 | DC 238174 | P Infrascan Thermal Imaging Pty Ltd 11/10/21 - Thermal Imaging of Electrical Switchboa | 01/11/2021   | 00009770       | 925    | <a href="#">10338819</a> | 750.00         |
| Creditor | 18/11/2021 | DC 243428 | P Mascot Electricians 02/11/21 - Apt B110 - Water leak repairs                         | 18/11/2021   | 1175           | 925    | <a href="#">10342369</a> | 220.00         |
| Creditor | 18/11/2021 | DC 243428 | P Mascot Electricians 02/11/21 - Apt B704 - Fixed water leak                           | 18/11/2021   | 1176           | 925    | <a href="#">10342370</a> | 200.00         |
|          |            |           |                                                                                        |              |                |        |                          | <hr/> 1,170.00 |

350.27.2 - Maintenance, Service & Repairs - Fire Services - Non-Routine

|          |            |           |                                                                         |            |        |     |                          |                |
|----------|------------|-----------|-------------------------------------------------------------------------|------------|--------|-----|--------------------------|----------------|
| Creditor | 06/10/2021 | DC 232906 | P ADT Fire Monitoring 18/08/21 - Fire Alarm Attendance Incident #122558 | 06/10/2021 | 911346 | 925 | <a href="#">10332347</a> | 1,760.00       |
|          |            |           |                                                                         |            |        |     |                          | <hr/> 1,760.00 |

350.50.2 - Maintenance, Service & Repairs - Plumbing - Non-Routine

|          |            |           |                                                                                                  |            |         |     |                          |                |
|----------|------------|-----------|--------------------------------------------------------------------------------------------------|------------|---------|-----|--------------------------|----------------|
| Creditor | 18/11/2021 | DC 241624 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 25/10/21 - B-306 - Locate Water Leakage            | 18/11/2021 | INV-739 | 925 | <a href="#">10342366</a> | 1,020.00       |
| Creditor | 18/11/2021 | DC 241624 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 22/10/21 - B-110 - Investigate Water Leakage       | 18/11/2021 | INV-740 | 925 | <a href="#">10342368</a> | 440.00         |
| Creditor | 01/12/2021 | DC 244260 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 23/08/21 - Apt B-108 - Investigate water leak      | 01/12/2021 | INV-699 | 925 | <a href="#">10346545</a> | 365.00         |
| Creditor | 01/12/2021 | DC 244260 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 23/08/21 - Apt B-112 - Investigate water leak      | 01/12/2021 | INV-698 | 925 | <a href="#">10346546</a> | 350.00         |
| Creditor | 01/12/2021 | DC 244260 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 30/08/21 - Apt B-108 - Supply/Install Coper Tray   | 01/12/2021 | INV-702 | 925 | <a href="#">10346547</a> | 530.00         |
| Creditor | 03/12/2021 | DC 244741 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 06/10/21 - L1 hallway - Replace burst HW pipe      | 03/12/2021 | INV-725 | 925 | <a href="#">10347475</a> | 1,040.00       |
| Creditor | 03/12/2021 | DC 244741 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 03/09/21 - Apt B-704 - Investigate water leak      | 03/12/2021 | INV-708 | 925 | <a href="#">10347477</a> | 220.00         |
| Creditor | 03/12/2021 | DC 244741 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 03/09/21 - Apt B-108/109 - Investigate water leak  | 03/12/2021 | INV-707 | 925 | <a href="#">10347479</a> | 680.00         |
| Creditor | 15/12/2021 | DC 247411 | P A1 Sydney Emergency Plumbing (Aust) Pty Ltd 25/10/21 - Apt B-306 - Investigate flooding issues | 15/12/2021 | INV-735 | 925 | <a href="#">10350475</a> | 270.00         |
|          |            |           |                                                                                                  |            |         |     |                          | <hr/> 4,915.00 |

350.50.4 - Maintenance, Service & Repairs - Plumbing - Hot Water Service

|          |            |           |                                                                        |            |      |     |                          |              |
|----------|------------|-----------|------------------------------------------------------------------------|------------|------|-----|--------------------------|--------------|
| Creditor | 18/11/2021 | DC 241643 | P M.B. APPLIANCE SERVICE PTY LTD 05/11/21 - Regular Boiler Maintenance | 18/11/2021 | 0956 | 925 | <a href="#">10342371</a> | 665.50       |
|          |            |           |                                                                        |            |      |     |                          | <hr/> 665.50 |

367.70 - Reimbursement of Regulation Fees - Status Certificate

|          |            |           |                                                                                                       |            |       |          |                          |              |
|----------|------------|-----------|-------------------------------------------------------------------------------------------------------|------------|-------|----------|--------------------------|--------------|
| Creditor | 26/10/2021 | DC 236791 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Agent Dis - Status Certificate) October 2021 | 26/10/2021 | 30260 | 825.10.1 | <a href="#">10337288</a> | 109.00       |
| Creditor | 26/10/2021 | DC 236791 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Status Certificate (s184/s26)) October 2021  | 26/10/2021 | 30260 | 825.10.1 | <a href="#">10337288</a> | 108.91       |
| Creditor | 23/01/2022 | DC 253570 | P STRATA PLUS PTY LTD Disbursements/Additional Services (Status Certificate (s184/s26)) January 2022  | 23/01/2022 | 32435 | 825.10.1 | <a href="#">10358911</a> | 218.00       |
|          |            |           |                                                                                                       |            |       |          |                          | <hr/> 435.91 |

367.80 - Reimbursement of Regulation Fees - Strata Inspection





**The Owners - Strata Plan No. 72442**

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

**Aged Balance List**

As at 31/01/2022

Registered for GST

+ Debt Collection Active

# Payment Plan Active

| <u>Lot</u>          | <u>Unit</u> | <u>Member</u>                | <u>Total (\$)</u> | 01/12/2021<br>31/01/2022 | 01/09/2021<br>30/11/2021 | 01/06/2021<br>31/08/2021 | Pre | 01/06/2021  |
|---------------------|-------------|------------------------------|-------------------|--------------------------|--------------------------|--------------------------|-----|-------------|
| 15                  | B2.03       | Mr Ngo                       | 0.82              | 0.82                     | 0.00                     | 0.00                     |     | 0.00        |
| 17                  | B2.01       | D Ornelas                    | 34.56             | 34.56                    | 0.00                     | 0.00                     |     | 0.00        |
| 18                  | B3.08       | Mr M Williams                | 0.01              | 0.01                     | 0.00                     | 0.00                     |     | 0.00        |
| 21                  | B3.06       | Q Zhang                      | 6.11              | 6.11                     | 0.00                     | 0.00                     |     | 0.00        |
| 48                  | B7.07       | Mr R Clift                   | 543.56            | 543.56                   | 0.00                     | 0.00                     |     | 0.00        |
| 64                  | B9.08       | H Muliana, S Ong & R Widjaja | 0.34              | 0.34                     | 0.00                     | 0.00                     |     | 0.00        |
| 71                  | B10.07      | S Xiao                       | 34.50             | 34.50                    | 0.00                     | 0.00                     |     | 0.00        |
| 99                  | B13.01      | X Mao & J Niu                | 3.89              | 3.89                     | 0.00                     | 0.00                     |     | 0.00        |
| <b>Arrears (\$)</b> |             |                              | 623.79            | 623.79                   | 0.00                     | 0.00                     |     | 0.00        |
| <b>Advance (\$)</b> |             |                              |                   | 0.00                     | 0.00                     | 0.00                     |     | 0.00        |
|                     |             |                              | <u>623.79</u>     | <u>623.79</u>            | <u>0.00</u>              | <u>0.00</u>              |     | <u>0.00</u> |

**The Owners - Strata Plan No. 72442**

ABN 33 594 519 103

PROXIMITY B - 72442

35 Arncliffe Street WOLLI CREEK NSW 2205

**Proposed Budget**

for the year 01/10/2021 to 30/09/2022

Registered for GST

| <u>Account Number</u> | <u>Account Description</u> | <u>Previous Budget (\$)</u><br>2020-2021 | <u>Actual YTD (\$)</u><br>2020-2021 | <u>Proposed Budget (\$)</u><br>2021-2022 |
|-----------------------|----------------------------|------------------------------------------|-------------------------------------|------------------------------------------|
|-----------------------|----------------------------|------------------------------------------|-------------------------------------|------------------------------------------|

**Administration Fund****Revenue**

|                                          |                                     |                   |                   |                   |
|------------------------------------------|-------------------------------------|-------------------|-------------------|-------------------|
| 110                                      | Administrative Fund Levy            | 484,000.00        | 484,000.21        | 568,000.00        |
| 130                                      | Interest Received                   |                   |                   |                   |
| 130.20                                   | ··Interest on Arrears (from Levies) |                   | 2,065.48          |                   |
| <b>Total 130</b>                         |                                     |                   | <b>2,065.48</b>   |                   |
| 195                                      | Other                               |                   |                   |                   |
| 195.15                                   | ··Debt Collection Recovery          | 1,575.00          | 644.43            | 750.00            |
| 195.50                                   | ··Sale of Keys/Remotes/Swipes/Fobs  | 1,950.00          | 868.14            | 950.00            |
| 195.60                                   | ··Schedule B/D Reimbursement        |                   |                   |                   |
| 195.60.7                                 | ····Status Certificate (s184/s26)   | 210.00            | 1,090.00          | 1,100.00          |
| 195.60.8                                 | ····Strata Inspection Fees (s183)   | 85.00             | 217.00            | 265.00            |
| <b>Total 195</b>                         |                                     | <b>3,820.00</b>   | <b>2,819.57</b>   | <b>3,065.00</b>   |
| 199                                      | Prior Year Adjustments              |                   | 1,619.00          |                   |
| <b>Total Administration Fund Revenue</b> |                                     | <b>487,820.00</b> | <b>490,504.26</b> | <b>571,065.00</b> |

**Expense**

|                  |                                 |                   |                   |                   |
|------------------|---------------------------------|-------------------|-------------------|-------------------|
| 301              | Accounting                      |                   |                   |                   |
| 301.10           | ··Audit Fees                    | 700.00            | 700.00            | 700.00            |
| <b>Total 301</b> |                                 | <b>700.00</b>     | <b>700.00</b>     | <b>700.00</b>     |
| 310              | Bank Charges & Interest         |                   |                   |                   |
| 310.70           | ··Transaction Fees              |                   | 10.00             | 10.00             |
| <b>Total 310</b> |                                 |                   | <b>10.00</b>      | <b>10.00</b>      |
| 312              | Levy Discount Allowed           | 48,750.00         | 41,545.89         | 44,000.00         |
| 320              | Consultancy/Inspections         |                   |                   |                   |
| 320.50           | ··Legal Fees/Debt Collection    | 3,500.00          | 1,471.12          | 1,600.00          |
| 320.95           | ··Other Fees                    | 1,675.00          |                   |                   |
| 320.96           | ··Trades Monitor                |                   | 88.00             | 160.00            |
| <b>Total 320</b> |                                 | <b>5,175.00</b>   | <b>1,559.12</b>   | <b>1,760.00</b>   |
| 335              | Insurance                       |                   |                   |                   |
| 335.10           | ··Premium                       |                   | 5,774.85          | 6,500.00          |
| 335.25           | ··Claims Expense                | 3,000.00          |                   |                   |
| <b>Total 335</b> |                                 | <b>3,000.00</b>   | <b>5,774.85</b>   | <b>6,500.00</b>   |
| 342              | Levies                          |                   |                   |                   |
| 342.10           | ··Building Management Committee |                   |                   |                   |
| 342.10.3         | ····Levies                      | 387,000.00        | 368,945.09        | 375,000.00        |
| <b>Total 342</b> |                                 | <b>387,000.00</b> | <b>368,945.09</b> | <b>375,000.00</b> |
| 345              | Management Costs                |                   |                   |                   |
| 345.10           | ··Agreed Fee (Schedule A)       | 20,159.52         | 19,829.16         | 20,424.03         |

## Proposed Budget

for the year 01/10/2021 to 30/09/2022

Registered for GST

| <u>Account Number</u>                          | <u>Account Description</u>                          | <u>Previous Budget (\$)</u><br>2020-2021 | <u>Actual YTD (\$)</u><br>2020-2021 | <u>Proposed Budget (\$)</u><br>2021-2022 |
|------------------------------------------------|-----------------------------------------------------|------------------------------------------|-------------------------------------|------------------------------------------|
| 345.20                                         | ·Additional Fees (Schedule B)                       | 2,750.00                                 | 1,921.53                            | 2,100.00                                 |
| 345.31                                         | ·Itemised Disbursements                             |                                          |                                     |                                          |
| 345.31.3                                       | ··Admin - Agent Disburst - Accounting/BAS           | 1,200.00                                 | 1,090.92                            | 1,150.00                                 |
| 345.32                                         | ·Itemised Disbursements                             |                                          |                                     |                                          |
| 345.32.8                                       | ··Admin - Agent Disburst - Third Party Invoices     | 75.00                                    | 204.54                              | 215.00                                   |
| 345.34                                         | ·Fixed Disbursements (Schedule D)                   | 5,909.00                                 | 5,909.16                            | 5,909.16                                 |
| 345.35                                         | ·Itemised Disbursement                              |                                          |                                     |                                          |
| 345.35.1                                       | ··Admin Agent Disburs - Electronic data storage fee |                                          | 140.46                              | 145.00                                   |
| <b>Total 345</b>                               |                                                     | <b>30,093.52</b>                         | <b>29,095.77</b>                    | <b>29,943.19</b>                         |
| 350                                            | Maintenance, Service & Repairs                      |                                          |                                     |                                          |
| 350.11                                         | ·Exhaust/Ventilation                                |                                          | 1,015.00                            | 1,500.00                                 |
| 350.13                                         | ·Building Repair & Maintenance (General)            | 5,250.00                                 | 7,151.59                            | 7,000.00                                 |
| 350.15                                         | ·Carpark/Garage                                     |                                          |                                     |                                          |
| 350.15.2                                       | ··Doors & Gates - Non-Routine                       |                                          | 518.18                              |                                          |
| 350.17                                         | ·Cleaning                                           |                                          |                                     |                                          |
| 350.17.1                                       | ··Contract                                          | 14,000.00                                | 23,316.00                           | 24,000.00                                |
| 350.17.6                                       | ··Cleaning carpets                                  | 3,500.00                                 | 4,500.00                            | 4,650.00                                 |
| 350.17.7                                       | ··Window Cleaning                                   |                                          | 21,090.00                           | 21,200.00                                |
| 350.22                                         | ·Doors & Windows                                    | 2,000.00                                 | 4,335.00                            | 5,000.00                                 |
| 350.25                                         | ·Electrical/Lighting                                |                                          |                                     |                                          |
| 350.25.1                                       | ··Repairs                                           | 1,000.00                                 | 896.31                              | 1,000.00                                 |
| 350.25.9                                       | ··Other                                             |                                          | 650.00                              | 750.00                                   |
| 350.27                                         | ·Fire Services                                      |                                          |                                     |                                          |
| 350.27.2                                       | ··Non-Routine                                       | 10,000.00                                | 528.00                              | 7,500.00                                 |
| 350.50                                         | ·Plumbing                                           |                                          |                                     |                                          |
| 350.50.1                                       | ··Routine                                           | 1,850.00                                 | 350.00                              | 1,200.00                                 |
| 350.50.2                                       | ··Non-Routine                                       | 8,000.00                                 | 8,940.45                            | 9,300.00                                 |
| 350.50.4                                       | ··Hot Water Service                                 | 1,575.00                                 | 3,152.79                            | 3,500.00                                 |
| 350.57                                         | ·Roof Repairs & Maintenance                         |                                          | 200.00                              | 220.00                                   |
| 350.60                                         | ·Security & Monitoring                              |                                          |                                     |                                          |
| 350.60.4                                       | ··Intercoms                                         | 1,500.00                                 | 1,136.00                            | 1,500.00                                 |
| <b>Total 350</b>                               |                                                     | <b>48,675.00</b>                         | <b>77,779.32</b>                    | <b>88,320.00</b>                         |
| 367                                            | Reimbursement of Regulation Fees                    |                                          |                                     |                                          |
| 367.70                                         | ·Status Certificate                                 | 210.00                                   | 1,090.00                            | 1,200.00                                 |
| 367.80                                         | ·Strata Inspection                                  | 75.00                                    | 217.00                              | 285.00                                   |
| <b>Total 367</b>                               |                                                     | <b>285.00</b>                            | <b>1,307.00</b>                     | <b>1,485.00</b>                          |
| 390                                            | Utilities/Rates                                     |                                          |                                     |                                          |
| 390.40                                         | ·Water & Sewerage                                   | 60,000.00                                | 42,970.69                           | 44,000.00                                |
| <b>Total 390</b>                               |                                                     | <b>60,000.00</b>                         | <b>42,970.69</b>                    | <b>44,000.00</b>                         |
| <b>Total Administration Fund Expense</b>       |                                                     | <b>583,678.52</b>                        | <b>569,687.73</b>                   | <b>591,718.19</b>                        |
| <b>Administration Fund Surplus / (Deficit)</b> |                                                     | <b>(95,858.52)</b>                       | <b>(79,183.47)</b>                  | <b>(20,653.19)</b>                       |
| <b>Administration Fund Opening Balance</b>     |                                                     | <b>101,260.43</b>                        | <b>101,260.43</b>                   | <b>22,076.96</b>                         |
| <b>Administration Fund Closing Balance</b>     |                                                     | <b>5,401.91</b>                          | <b>22,076.96</b>                    | <b>1,423.77</b>                          |

## Capital Works Fund

### Revenue

|     |                                 |            |            |            |
|-----|---------------------------------|------------|------------|------------|
| 210 | Capital Works/Sinking Fund Levy | 200,000.00 | 200,000.76 | 163,000.00 |
|-----|---------------------------------|------------|------------|------------|

# Proposed Budget

for the year 01/10/2021 to 30/09/2022

Registered for GST

| <u>Account Number</u>                         | <u>Account Description</u>                   | <u>Previous Budget (\$)</u><br>2020-2021 | <u>Actual YTD (\$)</u><br>2020-2021 | <u>Proposed Budget (\$)</u><br>2021-2022 |
|-----------------------------------------------|----------------------------------------------|------------------------------------------|-------------------------------------|------------------------------------------|
| 230                                           | Capital Works/Sinking Fund Interest Received |                                          |                                     |                                          |
| 230.10                                        | ··Interest on Arrears (from Levies)          |                                          | 315.06                              |                                          |
| <b>Total 230</b>                              |                                              |                                          | <b>315.06</b>                       |                                          |
| 232                                           | Income Tax Refund                            |                                          | 1,546.00                            |                                          |
| <b>Total Capital Works Fund Revenue</b>       |                                              | <b>200,000.00</b>                        | <b>201,861.82</b>                   | <b>163,000.00</b>                        |
| <b>Expense</b>                                |                                              |                                          |                                     |                                          |
| 401                                           | Accounting                                   |                                          |                                     |                                          |
| 401.10                                        | ··Tax Payments                               | 2,250.00                                 | 496.00                              | 500.00                                   |
| 401.20                                        | ··Tax Preparation                            | 120.00                                   | 80.00                               | 80.00                                    |
| <b>Total 401</b>                              |                                              | <b>2,370.00</b>                          | <b>576.00</b>                       | <b>580.00</b>                            |
| 442                                           | Levies                                       |                                          |                                     |                                          |
| 442.62                                        | ··Levy Discount Allowed                      | 6,000.00                                 | 16,913.98                           |                                          |
| <b>Total 442</b>                              |                                              | <b>6,000.00</b>                          | <b>16,913.98</b>                    |                                          |
| 450                                           | Upgrades & Replacements                      |                                          |                                     |                                          |
| 450.10                                        | ··Air Conditioning/Exhaust/Ventilation       |                                          |                                     |                                          |
| 450.10.1                                      | ···Equipment & Parts                         | 3,500.00                                 | 600.00                              | 1,500.00                                 |
| 450.13                                        | ··Building Upgrades & Improvements (General) | 5,000.00                                 | 12,810.00                           | 15,000.00                                |
| 450.15                                        | ··Carpark/Garage                             |                                          |                                     |                                          |
| 450.15.1                                      | ···Doors & Gates - Replacement               | 3,200.00                                 |                                     | 1,800.00                                 |
| 450.20                                        | ··Communications Upgrade/Equipment           |                                          |                                     |                                          |
| 450.20.7                                      | ···Television - Antenna                      |                                          | 1,162.00                            | 750.00                                   |
| 450.22                                        | ··Doors & Windows                            | 750.00                                   | 3,280.00                            | 3,500.00                                 |
| 450.25                                        | ··Electrical/Lighting                        |                                          |                                     |                                          |
| 450.25.1                                      | ···Upgrades                                  | 3,000.00                                 |                                     |                                          |
| 450.27                                        | ··Fire Services                              |                                          |                                     |                                          |
| 450.27.1                                      | ···Equipment & Installations                 | 1,000.00                                 | 586.36                              | 2,000.00                                 |
| 450.27.4                                      | ···Emergency Lighting                        | 200.00                                   |                                     |                                          |
| 450.35                                        | ··Lifts                                      |                                          |                                     |                                          |
| 450.35.2                                      | ···Refurbishment/Upgrade                     | 80,000.00                                | 70,600.00                           |                                          |
| 450.50                                        | ··Plumbing                                   |                                          |                                     |                                          |
| 450.50.1                                      | ···Major Plumbing & Drainage                 | 10,000.00                                | 3,326.20                            | 3,500.00                                 |
| 450.50.4                                      | ···Hot Water Service                         | 750.00                                   | 13,303.70                           | 8,000.00                                 |
| 450.50.9                                      | ···Other                                     | 4,300.00                                 |                                     |                                          |
| 450.55                                        | ··Pumps & Related                            | 8,250.00                                 |                                     | 2,500.00                                 |
| 450.60                                        | ··Security Equipment                         |                                          |                                     |                                          |
| 450.60.1                                      | ···Equipment                                 | 2,000.00                                 |                                     |                                          |
| 450.60.3                                      | ···CCTV & Alarm Equipment                    | 2,500.00                                 |                                     | 4,900.00                                 |
| 450.60.4                                      | ···Gates & Intercoms                         |                                          | 1,056.76                            | 2,000.00                                 |
| 450.70                                        | ··Waterproofing                              | 6,750.00                                 |                                     | 12,000.00                                |
| <b>Total 450</b>                              |                                              | <b>131,200.00</b>                        | <b>106,725.02</b>                   | <b>57,450.00</b>                         |
| 465                                           | Repairs & Maintenance - Specific Projects    |                                          |                                     | 10,000.00                                |
| <b>Total Capital Works Fund Expense</b>       |                                              | <b>139,570.00</b>                        | <b>124,215.00</b>                   | <b>68,030.00</b>                         |
| <b>Capital Works Fund Surplus / (Deficit)</b> |                                              | <b>60,430.00</b>                         | <b>77,646.82</b>                    | <b>94,970.00</b>                         |
| <b>Capital Works Fund Opening Balance</b>     |                                              | <b>188,144.94</b>                        | <b>188,144.94</b>                   | <b>265,791.76</b>                        |
| <b>Capital Works Fund Closing Balance</b>     |                                              | <b>248,574.94</b>                        | <b>265,791.76</b>                   | <b>360,761.76</b>                        |

Registered for GST

Budget Item Comments

Account Number

Administration Fund

End - Administration Fund

Capital Works Fund

450.60.3

Additional CCTV for garage

450.70

Bathroom Waterproofing Failures

465

Roof Safety Works Ladder and Hatch replacement

End - Capital Works Fund



# CAPITAL WORKS FUND PLAN UPDATE

## PROXIMITY B

35 Arncliffe Street

Wolli Creek NSW 2205

Strata Plan 72442



| Report details   |                   |
|------------------|-------------------|
| Inspection date: | 17/04/2020        |
| 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



20 April 2020

The Strata Committee  
Strata Plan 72442  
35 Arncliffe Street  
Wolli Creek NSW 2205

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 only to allow contributions to increase with inflation in order to cover its forecasted capital works fund expenses. We strongly recommend that the levies be set at the level recommended 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) | \$7.15      |
| Total Unit Entitlements                                                                | 10000       |
| Total Capital Works Fund Levy                                                          | \$71,500.00 |

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.         |
|--------------------------------------------------------------|------------------|
| <b>Owners Report Summary</b>                                 | <b>Section 1</b> |
| Building Details and Report Inputs Page                      | 2                |
| 15 Year Cash Flow Tracking & Graph                           | 3                |
| <b>Report Detail</b>                                         | <b>Section 2</b> |
| 15 Year Anticipated Expenditure Table                        | 4                |
| Building Data List from Property Inspection                  | 7                |
| Inspector's Building Report & Building Specific Report Notes | 10               |
| Report Notes                                                 | 11               |

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Yours sincerely,



The Team at Solutions in Engineering



## Building Details & Report Inputs

### Supplied information

|                                                                |                                             |
|----------------------------------------------------------------|---------------------------------------------|
| Building Name                                                  | Proximity B                                 |
| Building Address                                               | 35 Arncliffe Street<br>Wolli Creek NSW 2205 |
| Strata Plan (SP) No                                            | 72442                                       |
| Plan Type                                                      | Strata Plan                                 |
| Registered Plan Date/Year of Construction                      | 2004                                        |
| Number of Unit Entitlements                                    | 10000                                       |
| Number of Units                                                | 103                                         |
| Estimated Starting Capital Works Fund Balance                  | \$219,163                                   |
| Starting date of Financial Year for Report                     | 1/10/2019                                   |
| GST Status                                                     | Registered for GST                          |
| Current Capital Works Fund Levy per Lot Entitlement (Inc. GST) | \$7.15                                      |

### 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 capital works fund balances over \$10,000. | 2.35%    |
| Contingency Allowance - For minor and/or unforeseen expenses                                                                                           | 14%      |
| Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012                        | 3.10%    |
| Forecast Period - Number of years the plan looks out.                                                                                                  | 15 years |

### 15 Year Levy Table

| Year | Year To    | Total Contribution |               | Contribution per Unit Entitlement |               | Quarterly Contribution |               |
|------|------------|--------------------|---------------|-----------------------------------|---------------|------------------------|---------------|
|      |            | Including GST      | GST Component | Including GST                     | GST Component | Including GST          | GST Component |
| 1    | 30/09/2020 | 71,500.00          | 6,500.00      | 7.15                              | 0.65          | 1.79                   | 0.16          |
| 2    | 30/09/2021 | 73,716.50          | 6,701.50      | 7.37                              | 0.67          | 1.84                   | 0.17          |
| 3    | 30/09/2022 | 76,001.72          | 6,909.25      | 7.60                              | 0.69          | 1.90                   | 0.17          |
| 4    | 30/09/2023 | 78,357.77          | 7,123.43      | 7.84                              | 0.71          | 1.96                   | 0.18          |
| 5    | 30/09/2024 | 80,786.86          | 7,344.26      | 8.08                              | 0.73          | 2.02                   | 0.18          |
| 6    | 30/09/2025 | 83,291.25          | 7,571.93      | 8.33                              | 0.76          | 2.08                   | 0.19          |
| 7    | 30/09/2026 | 85,873.28          | 7,806.66      | 8.59                              | 0.78          | 2.15                   | 0.20          |
| 8    | 30/09/2027 | 88,535.36          | 8,048.67      | 8.85                              | 0.80          | 2.21                   | 0.20          |
| 9    | 30/09/2028 | 91,279.96          | 8,298.18      | 9.13                              | 0.83          | 2.28                   | 0.21          |
| 10   | 30/09/2029 | 94,109.64          | 8,555.42      | 9.41                              | 0.86          | 2.35                   | 0.21          |
| 11   | 30/09/2030 | 97,027.04          | 8,820.64      | 9.70                              | 0.88          | 2.43                   | 0.22          |
| 12   | 30/09/2031 | 100,034.88         | 9,094.08      | 10.00                             | 0.91          | 2.50                   | 0.23          |
| 13   | 30/09/2032 | 103,135.96         | 9,376.00      | 10.31                             | 0.94          | 2.58                   | 0.23          |
| 14   | 30/09/2033 | 106,333.17         | 9,666.65      | 10.63                             | 0.97          | 2.66                   | 0.24          |
| 15   | 30/09/2034 | 109,629.50         | 9,966.32      | 10.96                             | 1.00          | 2.74                   | 0.25          |

## 15 Year Cash Flow Tracking Sheet

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

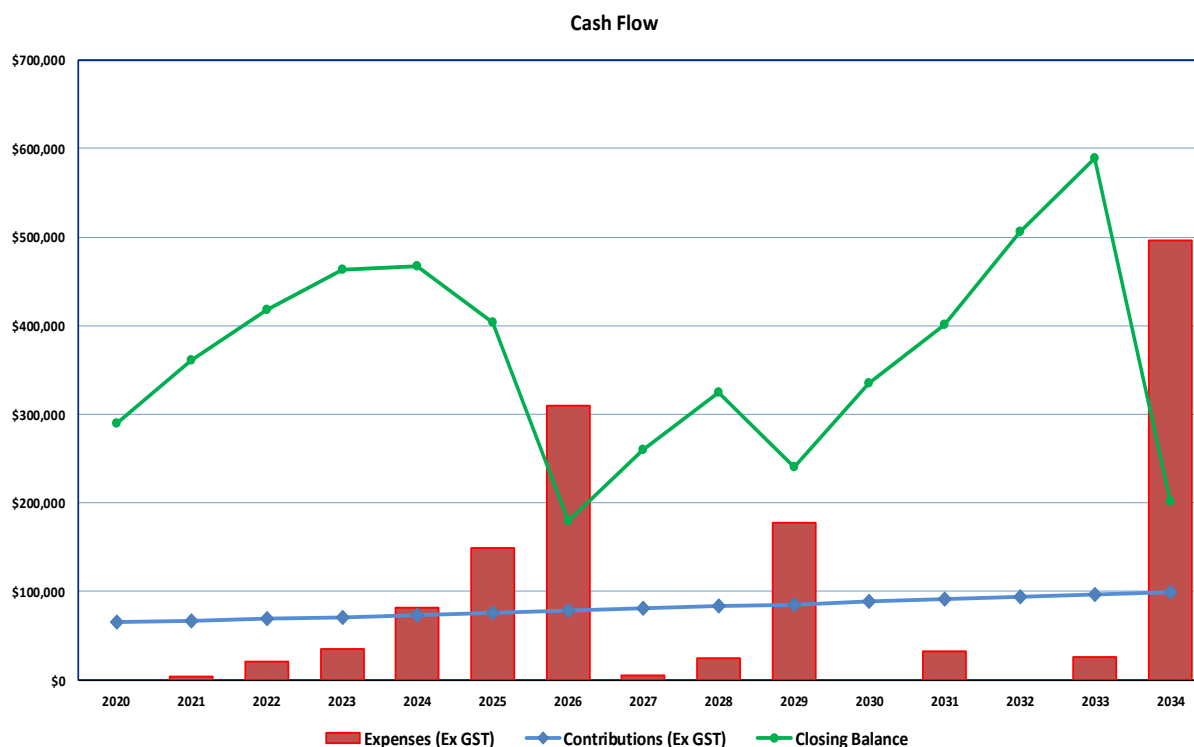
| Year | Year To    | Opening Balance | Total Levy Contributions | Interest  | Anticipated Expenses | Closing Balance |
|------|------------|-----------------|--------------------------|-----------|----------------------|-----------------|
| 1    | 30/09/2020 | 219,163.00      | 65,000.00                | 5,914.08  | 0.00                 | 290,077.08      |
| 2    | 30/09/2021 | 290,077.08      | 67,015.00                | 7,553.34  | 4,331.82             | 360,313.60      |
| 3    | 30/09/2022 | 360,313.60      | 69,092.47                | 9,036.69  | 20,640.00            | 417,802.76      |
| 4    | 30/09/2023 | 417,802.76      | 71,234.34                | 10,236.94 | 35,610.91            | 463,663.13      |
| 5    | 30/09/2024 | 463,663.13      | 73,442.60                | 10,806.41 | 81,074.55            | 466,837.59      |
| 6    | 30/09/2025 | 466,837.59      | 75,719.32                | 10,116.11 | 148,449.09           | 404,223.93      |
| 7    | 30/09/2026 | 404,223.93      | 78,066.62                | 6,781.77  | 309,342.73           | 179,729.59      |
| 8    | 30/09/2027 | 179,729.59      | 80,486.69                | 5,108.21  | 5,204.55             | 260,119.94      |
| 9    | 30/09/2028 | 260,119.94      | 82,981.78                | 6,796.56  | 24,790.91            | 325,107.37      |
| 10   | 30/09/2029 | 325,107.37      | 85,554.22                | 6,559.95  | 177,475.45           | 239,746.09      |
| 11   | 30/09/2030 | 239,746.09      | 88,206.40                | 6,670.46  | 0.00                 | 334,622.95      |
| 12   | 30/09/2031 | 334,622.95      | 90,940.80                | 8,543.88  | 33,048.18            | 401,059.45      |
| 13   | 30/09/2032 | 401,059.45      | 93,759.96                | 10,526.58 | 0.00                 | 505,345.99      |
| 14   | 30/09/2033 | 505,345.99      | 96,666.52                | 12,701.39 | 26,389.09            | 588,324.81      |
| 15   | 30/09/2034 | 588,324.81      | 99,663.18                | 9,169.16  | 495,959.09           | 201,198.06      |

## 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 (2020) | Year 2 (2021) | Year 3 (2022) | Year 4 (2023) | Year 5 (2024) | Year 6 (2025) | Year 7 (2026)  | Year 8 (2027) | Year 9 (2028) | Year 10 (2029) | Year 11 (2030) | Year 12 (2031) | Year 13 (2032) | Year 14 (2033) | Year 15 (2034) |
|----------------------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>1. Building exterior</b>                        |              |               |               |               |               |               |               |                |               |               |                |                |                |                |                |                |
| Repaint building exterior                          | 76,104       | -             | -             | -             | -             | -             | -             | 91,403         | -             | -             | -              | -              | -              | -              | -              | 116,689        |
| Repaint door face – one side including architraves | 404          | -             | -             | -             | -             | -             | -             | 485            | -             | -             | -              | -              | -              | -              | -              | 619            |
| Maintain windows                                   | 6,505        | -             | -             | -             | -             | 7,350         | -             | -              | -             | -             | 8,562          | -              | -              | -              | -              | 9,974          |
| Repaint balcony ceilings, edges and undersides     | 18,025       | -             | -             | -             | -             | -             | -             | 21,648         | -             | -             | -              | -              | -              | -              | -              | 27,637         |
| Repaint balcony partition walls                    | 9,789        | -             | -             | -             | -             | -             | -             | 11,757         | -             | -             | -              | -              | -              | -              | -              | 15,009         |
| Maintain balcony doors                             | 2,101        | -             | -             | 2,233         | -             | -             | 2,447         | -              | -             | 2,682         | -              | -              | 2,939          | -              | -              | 3,221          |
| Maintain glass aluminium balustrades               | 4,116        | -             | -             | -             | -             | 4,651         | -             | -              | -             | -             | 5,418          | -              | -              | -              | -              | 6,311          |
| Maintain balcony floor tiles (total: 721 m2) – 10% | 11,451       | -             | -             | -             | -             | 12,938        | -             | -              | -             | -             | 15,072         | -              | -              | -              | -              | 17,558         |
| Building waterproofing maintenance                 | 3,680        | -             | -             | 3,912         | -             | -             | 4,287         | -              | -             | 4,698         | -              | -              | 5,149          | -              | -              | 5,642          |
| Maintain common property electrical systems        | 8,446        | -             | -             | 8,978         | -             | -             | 9,839         | -              | -             | 10,783        | -              | -              | 11,817         | -              | -              | 12,950         |
| Plumbing and drainage maintenance                  | 12,566       | -             | -             | -             | -             | 14,198        | -             | -              | -             | -             | 16,540         | -              | -              | -              | -              | 19,267         |
| General building maintenance                       | 15,965       | -             | -             | -             | -             | 18,039        | -             | -              | -             | -             | 21,013         | -              | -              | -              | -              | 24,479         |
| <b>Sub Total (Incl. GST)</b>                       |              | <b>0</b>      | <b>0</b>      | <b>15,123</b> | <b>0</b>      | <b>57,176</b> | <b>16,573</b> | <b>125,293</b> | <b>0</b>      | <b>18,163</b> | <b>66,605</b>  | <b>0</b>       | <b>19,905</b>  | <b>0</b>       | <b>0</b>       | <b>259,356</b> |
| <b>2. Roof</b>                                     |              |               |               |               |               |               |               |                |               |               |                |                |                |                |                |                |
| Maintain metal roof (total: 1425 m2) - 10%         | 11,806       | -             | -             | -             | -             | -             | -             | 14,179         | -             | -             | -              | -              | -              | -              | 17,558         | -              |
| Maintain metal flashings                           | 1,259        | -             | -             | -             | -             | -             | -             | 1,512          | -             | -             | -              | -              | -              | -              | 1,872          | -              |
| Maintain liquid membrane (total: 118 m2) - 10%     | 874          | -             | -             | -             | -             | 988           | -             | -              | -             | -             | 1,150          | -              | -              | -              | -              | 1,340          |
| Replace liquid membrane                            | 11,175       | -             | -             | -             | -             | 12,626        | -             | -              | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                       |              | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>13,614</b> | <b>0</b>      | <b>15,691</b>  | <b>0</b>      | <b>0</b>      | <b>1,150</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>19,430</b>  | <b>1,340</b>   |
| <b>3. Access for work at heights</b>               |              |               |               |               |               |               |               |                |               |               |                |                |                |                |                |                |
| Hire scaffolding / alternative access              | 45,278       | -             | -             | -             | -             | -             | -             | 54,380         | -             | -             | -              | -              | -              | -              | -              | 69,424         |
| <b>Sub Total (Incl. GST)</b>                       |              | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>54,380</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>69,424</b>  |

| Expenditure Item                                  | Current Cost | Year 1 (2020) | Year 2 (2021) | Year 3 (2022) | Year 4 (2023) | Year 5 (2024) | Year 6 (2025) | Year 7 (2026) | Year 8 (2027) | Year 9 (2028) | Year 10 (2029) | Year 11 (2030) | Year 12 (2031) | Year 13 (2032) | Year 14 (2033) | Year 15 (2034) |
|---------------------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>4. Foyer and Hallways - Level 1</b>            |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Repair walls                                      | 6,930        | -             | -             | -             | -             | -             | -             | 8,323         | -             | -             | -              | -              | -              | -              | -              | 10,626         |
| Repair ceilings                                   | 3,920        | -             | -             | -             | -             | -             | -             | 4,708         | -             | -             | -              | -              | -              | -              | -              | 6,010          |
| Repair door face – one side including architraves | 3,236        | -             | -             | -             | -             | -             | -             | 3,887         | -             | -             | -              | -              | -              | -              | -              | 4,962          |
| Maintain front entry door                         | 174          | -             | 179           | -             | 191           | -             | 203           | -             | 215           | -             | 229            | -              | 243            | -              | 259            | -              |
| Maintain glass / aluminium doors                  | 264          | -             | 272           | -             | 289           | -             | 308           | -             | 327           | -             | 347            | -              | 369            | -              | 393            | -              |
| Maintain floor tiles (total: 11 m2) – 10%         | 168          | -             | -             | -             | -             | 190           | -             | -             | -             | -             | 221            | -              | -              | -              | -              | 258            |
| Replace carpet                                    | 13,649       | -             | -             | -             | 14,958        | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                      |              | <b>0</b>      | <b>451</b>    | <b>0</b>      | <b>15,438</b> | <b>190</b>    | <b>511</b>    | <b>16,918</b> | <b>542</b>    | <b>0</b>      | <b>797</b>     | <b>0</b>       | <b>612</b>     | <b>0</b>       | <b>652</b>     | <b>21,856</b>  |
| <b>5. Lobbies and Hallways - Levels 2-14</b>      |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Repair walls                                      | 22,163       | -             | -             | -             | -             | -             | -             | 26,618        | -             | -             | -              | -              | -              | -              | -              | 33,982         |
| Repair ceilings                                   | 5,988        | -             | -             | -             | -             | -             | -             | 7,192         | -             | -             | -              | -              | -              | -              | -              | 9,181          |
| Repair door face – one side including architraves | 20,626       | -             | -             | -             | -             | -             | -             | 24,772        | -             | -             | -              | -              | -              | -              | -              | 31,625         |
| Maintain front entry door                         | 174          | -             | 179           | -             | 191           | -             | 203           | -             | 215           | -             | 229            | -              | 243            | -              | 259            | -              |
| Replace carpet                                    | 13,649       | -             | -             | -             | 14,958        | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                      |              | <b>0</b>      | <b>179</b>    | <b>0</b>      | <b>15,149</b> | <b>0</b>      | <b>203</b>    | <b>58,582</b> | <b>215</b>    | <b>0</b>      | <b>229</b>     | <b>0</b>       | <b>243</b>     | <b>0</b>       | <b>259</b>     | <b>74,788</b>  |
| <b>6. Fire stairwells</b>                         |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Repair door face – one side including architraves | 3,236        | -             | -             | -             | -             | -             | -             | 3,887         | -             | -             | -              | -              | -              | -              | -              | 4,962          |
| Maintain balustrades                              | 779          | -             | -             | -             | -             | 880           | -             | -             | -             | -             | 1,025          | -              | -              | -              | -              | 1,194          |
| <b>Sub Total (Incl. GST)</b>                      |              | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>880</b>    | <b>0</b>      | <b>3,887</b>  | <b>0</b>      | <b>0</b>      | <b>1,025</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>6,156</b>   |
| <b>7. External walkways</b>                       |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Walkway maintenance program                       | 317          | -             | -             | -             | -             | 358           | -             | -             | -             | -             | 417            | -              | -              | -              | -              | 486            |
| <b>Sub Total (Incl. GST)</b>                      |              | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>358</b>    | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>417</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>486</b>     |
| <b>8. Fixtures and Fittings</b>                   |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Maintain letterboxes                              | 2,310        | -             | -             | -             | -             | -             | 2,691         | -             | -             | 2,949         | -              | -              | 3,232          | -              | -              | 3,542          |
| Maintain common lighting                          | 1,426        | -             | 1,470         | -             | 1,563         | -             | 1,661         | -             | 1,766         | -             | 1,877          | -              | 1,995          | -              | 2,121          | -              |
| Maintain security access system                   | 528          | -             | -             | -             | -             | -             | 615           | -             | -             | 674           | -              | -              | 739            | -              | -              | 810            |
| <b>Sub Total (Incl. GST)</b>                      |              | <b>0</b>      | <b>1,470</b>  | <b>0</b>      | <b>1,563</b>  | <b>0</b>      | <b>4,967</b>  | <b>0</b>      | <b>1,766</b>  | <b>3,623</b>  | <b>1,877</b>   | <b>0</b>       | <b>5,966</b>   | <b>0</b>       | <b>2,121</b>   | <b>4,352</b>   |
| <b>9. Building signage</b>                        |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Replace signage throughout the complex            | 458          | -             | -             | 487           | -             | -             | 534           | -             | -             | 585           | -              | -              | 641            | -              | -              | 702            |
| <b>Sub Total (Incl. GST)</b>                      |              | <b>0</b>      | <b>0</b>      | <b>487</b>    | <b>0</b>      | <b>0</b>      | <b>534</b>    | <b>0</b>      | <b>0</b>      | <b>585</b>    | <b>0</b>       | <b>0</b>       | <b>641</b>     | <b>0</b>       | <b>0</b>       | <b>702</b>     |

| Expenditure Item                                                  | Current Cost | Year 1 (2020) | Year 2 (2021) | Year 3 (2022) | Year 4 (2023) | Year 5 (2024) | Year 6 (2025)  | Year 7 (2026)  | Year 8 (2027) | Year 9 (2028) | Year 10 (2029) | Year 11 (2030) | Year 12 (2031) | Year 13 (2032) | Year 14 (2033) | Year 15 (2034) |
|-------------------------------------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>10. Fire equipment</b>                                         |              |               |               |               |               |               |                |                |               |               |                |                |                |                |                |                |
| Maintain fire equipment                                           | 5,321        | -             | -             | -             | -             | 6,012         | -              | -              | -             | -             | 7,004          | -              | -              | -              | -              | 8,159          |
| Replace or upgrade fire control panel                             | 9,106        | -             | -             | -             | -             | -             | -              | 10,937         | -             | -             | -              | -              | -              | -              | -              | -              |
| Maintain electric fire pumps                                      | 713          | -             | 735           | -             | 781           | -             | 831            | -              | 883           | -             | 938            | -              | 998            | -              | 1,060          | 14,204         |
| Replace emergency electric fire pump                              | 9,264        | -             | -             | -             | -             | -             | -              | -              | -             | -             | -              | -              | -              | -              | -              | 15,873         |
| Replace fire pump diesel                                          | 10,352       | -             | -             | -             | -             | -             | -              | -              | -             | -             | -              | -              | -              | -              | -              | -              |
| Maintain diesel fire pumps                                        | 1,305        | -             | 1,345         | -             | 1,430         | -             | 1,520          | -              | 1,616         | -             | 1,718          | -              | 1,826          | -              | 1,941          | -              |
| Replace hard wired smoke detectors                                | 41,892       | -             | -             | -             | -             | -             | 48,801         | -              | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                                      |              | <b>0</b>      | <b>2,080</b>  | <b>0</b>      | <b>2,211</b>  | <b>6,012</b>  | <b>51,152</b>  | <b>10,937</b>  | <b>2,499</b>  | <b>0</b>      | <b>9,660</b>   | <b>0</b>       | <b>2,824</b>   | <b>0</b>       | <b>3,001</b>   | <b>38,236</b>  |
| <b>11. Plant - water</b>                                          |              |               |               |               |               |               |                |                |               |               |                |                |                |                |                |                |
| Replace Raypack hot water system – large                          | 67,989       | -             | -             | -             | -             | -             | -              | -              | -             | -             | 89,488         | -              | -              | -              | -              | -              |
| Replace Raypack storage tank – 430L                               | 8,377        | -             | -             | -             | -             | -             | -              | 10,061         | -             | -             | -              | -              | -              | -              | -              | -              |
| Maintain fuel supply tank and fuel lines                          | 1,214        | -             | -             | 1,290         | -             | -             | 1,414          | -              | -             | 1,550         | -              | -              | 1,698          | -              | -              | 1,861          |
| Maintain water booster pumps                                      | 58,276       | -             | -             | -             | -             | -             | 67,886         | -              | -             | -             | -              | -              | -              | -              | -              | -              |
| Replace hot water circulation pumps                               | 2,281        | -             | -             | -             | -             | -             | -              | 2,740          | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                                      |              | <b>0</b>      | <b>0</b>      | <b>1,290</b>  | <b>0</b>      | <b>0</b>      | <b>69,300</b>  | <b>12,801</b>  | <b>0</b>      | <b>1,550</b>  | <b>89,488</b>  | <b>0</b>       | <b>1,698</b>   | <b>0</b>       | <b>0</b>       | <b>1,861</b>   |
| <b>Grand Total (Incl. GST)</b>                                    |              | <b>0</b>      | <b>4,180</b>  | <b>19,916</b> | <b>34,361</b> | <b>78,230</b> | <b>143,240</b> | <b>298,489</b> | <b>5,022</b>  | <b>23,921</b> | <b>171,248</b> | <b>0</b>       | <b>31,889</b>  | <b>0</b>       | <b>25,463</b>  | <b>478,557</b> |
| <b>Contingency Allowance (Incl. GST)</b>                          |              | <b>0</b>      | <b>585</b>    | <b>2,788</b>  | <b>4,811</b>  | <b>10,952</b> | <b>20,054</b>  | <b>41,788</b>  | <b>703</b>    | <b>3,349</b>  | <b>23,975</b>  | <b>0</b>       | <b>4,464</b>   | <b>0</b>       | <b>3,565</b>   | <b>66,998</b>  |
| <b>Grand Total Expenses (Incl. Contingency Allowance and GST)</b> |              | <b>0</b>      | <b>4,765</b>  | <b>22,704</b> | <b>39,172</b> | <b>89,182</b> | <b>163,294</b> | <b>340,277</b> | <b>5,725</b>  | <b>27,270</b> | <b>195,223</b> | <b>0</b>       | <b>36,353</b>  | <b>0</b>       | <b>29,028</b>  | <b>545,555</b> |

## Building Data List from the Property Inspection for Proximity B

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                                                    |
|----------------------------------------------------|-------|-------|-----------|------------|----------|------------|-------------------------------------------------------------|
| <b>1. Building exterior</b>                        |       |       |           |            |          |            |                                                             |
| Repaint building exterior                          | 2,800 | m2    | 27.18     | 76,104.00  | 7        | 8          | Ongoing painting program                                    |
| Repaint door face – one side including architraves | 4     | Ea    | 101.11    | 404.00     | 7        | 8          | Ongoing painting program - includes service cabinets inside |
| Maintain windows                                   | 103   | units | 63.16     | 6,505.00   | 5        | 5          | Replace seals, mechanism repairs and replace locks          |
| Repaint balcony ceilings, edges and undersides     | 721   | m2    | 25.00     | 18,025.00  | 7        | 8          | Ongoing painting program                                    |
| Repaint balcony partition walls                    | 412   | m2    | 23.76     | 9,789.00   | 7        | 8          | Ongoing painting program                                    |
| Maintain balcony doors                             | 1     | Item  | 2,101.11  | 2,101.00   | 3        | 3          | Ongoing painting program                                    |
| Maintain glass aluminium balustrades               | 1     | Item  | 4,116.11  | 4,116.00   | 5        | 5          | Repair as required                                          |
| Maintain balcony floor tiles (total: 721 m2) – 10% | 72    | m2    | 159.04    | 11,451.00  | 5        | 5          | Replace as required                                         |
| Building waterproofing maintenance                 | 1     | Item  | 3,680.00  | 3,680.00   | 3        | 3          | Fund for water penetration and waterproofing maintenance    |
| Maintain common property electrical systems        | 103   | Units | 82.00     | 8,446.00   | 3        | 3          | Fund for future electrical works                            |
| Plumbing and drainage maintenance                  | 103   | Units | 122.00    | 12,566.00  | 5        | 5          | For water, sewer and stormwater repairs and maintenance     |
| General building maintenance                       | 103   | Units | 155.00    | 15,965.00  | 5        | 5          | Fund for future building maintenance works                  |
| <b>2. Roof</b>                                     |       |       |           |            |          |            |                                                             |
| Maintain metal roof (total: 1425 m2) - 10%         | 143   | m2    | 82.56     | 11,806.00  | 7        | 7          | Repair as required                                          |
| Maintain metal flashings                           | 1     | Item  | 1,258.60  | 1,259.00   | 7        | 7          | Repair as required                                          |
| Maintain liquid membrane (total: 118 m2) - 10%     | 12    | m2    | 72.85     | 874.00     | 5        | 5          | Repair as required                                          |
| Replace liquid membrane                            | 118   | m2    | 94.70     | 11,175.00  | 5        | 20         | Replace as required                                         |
| <b>3. Access for work at heights</b>               |       |       |           |            |          |            |                                                             |
| Hire scaffolding / alternative access              | 1     | Item  | 45,277.50 | 45,278.00  | 7        | 8          | Including erecting and dismantling                          |

| Items                                              | Qty | Unit  | Rate (\$) | Value (\$) | Next Due | Total Life | Comments                                                    |
|----------------------------------------------------|-----|-------|-----------|------------|----------|------------|-------------------------------------------------------------|
| <b>4. Foyer and Hallways - Level 1</b>             |     |       |           |            |          |            |                                                             |
| Repaint walls                                      | 308 | m2    | 22.50     | 6,930.00   | 7        | 8          | Ongoing painting program                                    |
| Repaint ceilings                                   | 165 | m2    | 23.76     | 3,920.00   | 7        | 8          | Ongoing painting program                                    |
| Repaint door face – one side including architraves | 32  | Ea    | 101.11    | 3,236.00   | 7        | 8          | Ongoing painting program - includes service cabinets inside |
| Maintain front entry door                          | 1   | Item  | 174.16    | 174.00     | 2        | 2          |                                                             |
| Maintain glass / aluminium doors                   | 2   | Item  | 131.97    | 264.00     | 2        | 2          | Repair as required                                          |
| Maintain floor tiles (total: 11 m2) – 10%          | 1   | m2    | 167.54    | 168.00     | 5        | 5          | Replace as required                                         |
| Replace carpet                                     | 154 | m2    | 88.63     | 13,649.00  | 4        | 12         | Replace as required                                         |
| <b>5. Lobbies and Hallways - Levels 2-14</b>       |     |       |           |            |          |            |                                                             |
| Repaint walls                                      | 985 | m2    | 22.50     | 22,163.00  | 7        | 8          | Ongoing painting program                                    |
| Repaint ceilings                                   | 252 | m2    | 23.76     | 5,988.00   | 7        | 8          | Ongoing painting program                                    |
| Repaint door face – one side including architraves | 204 | Ea    | 101.11    | 20,626.00  | 7        | 8          | Ongoing painting program - includes service cabinets inside |
| Maintain front entry door                          | 1   | Item  | 174.16    | 174.00     | 2        | 2          |                                                             |
| Replace carpet                                     | 154 | m2    | 88.63     | 13,649.00  | 4        | 12         | Replace as required                                         |
| <b>6. Fire stairwells</b>                          |     |       |           |            |          |            |                                                             |
| Repaint door face – one side including architraves | 32  | Ea    | 101.11    | 3,236.00   | 7        | 8          | Ongoing painting program                                    |
| Maintain balustrades                               | 1   | Item  | 779.24    | 779.00     | 5        | 5          | Replace as required                                         |
| <b>7. External walkways</b>                        |     |       |           |            |          |            |                                                             |
| Walkway maintenance program                        | 1   | Item  | 316.65    | 317.00     | 5        | 5          | Ongoing cleaning program                                    |
| <b>8. Fixtures and Fittings</b>                    |     |       |           |            |          |            |                                                             |
| Maintain letterboxes                               | 103 | Units | 22.43     | 2,310.00   | 3        | 3          | Replace as required - replace locks and parts               |
| Maintain common lighting                           | 1   | Item  | 1,425.73  | 1,426.00   | 2        | 2          | Ongoing maintenance allowance                               |
| Maintain security access system                    | 1   | Item  | 527.75    | 528.00     | 3        | 3          | Replace as required                                         |
| <b>9. Building signage</b>                         |     |       |           |            |          |            |                                                             |
| Replace signage throughout the complex             | 1   | Item  | 458.32    | 458.00     | 3        | 3          | Replace if required                                         |
| <b>10. Fire equipment</b>                          |     |       |           |            |          |            |                                                             |
| Maintain fire equipment                            | 103 | Units | 51.66     | 5,321.00   | 5        | 5          | Repair as required                                          |
| Replace or upgrade fire control panel              | 1   | Item  | 9,105.67  | 9,106.00   | 7        | 15         | Replace as required                                         |
| Maintain electric fire pumps                       | 1   | Item  | 712.71    | 713.00     | 2        | 2          | Repair as required                                          |
| Replace emergency electric fire pump               | 1   | Item  | 9,263.50  | 9,264.00   | 15       | 25         | Repair or replace as required                               |
| Replace fire pump diesel                           | 1   | Item  | 10,352.22 | 10,352.00  | 15       | 25         | Repair or replace as required                               |
| Maintain diesel fire pumps                         | 1   | Item  | 1,304.86  | 1,305.00   | 2        | 2          | Ongoing maintenance program                                 |
| Replace hard wired smoke detectors                 | 103 | Ea    | 406.72    | 41,892.00  | 6        | 12         | Includes panel update                                       |

| Items                                    | Qty | Unit | Rate (\$) | Value (\$) | Next Due | Total Life | Comments                       |
|------------------------------------------|-----|------|-----------|------------|----------|------------|--------------------------------|
| <b>11. Plant - water</b>                 |     |      |           |            |          |            |                                |
| Replace Raypack hot water system – large | 2   | Ea   | 33,994.49 | 67,989.00  | 10       | 20         | Replace as required            |
| Replace Raypack storage tank – 430L      | 3   | Ea   | 2,792.41  | 8,377.00   | 7        | 15         | Replace as required            |
| Maintain fuel supply tank and fuel lines | 1   | Item | 1,214.09  | 1,214.00   | 3        | 3          | Inspect and repair as required |
| Maintain water booster pumps             | 2   | Ea   | 29,138.13 | 58,276.00  | 6        | 12         | Repair or replace as required  |
| Replace hot water circulation pumps      | 2   | m2   | 1,140.66  | 2,281.00   | 7        | 15         | Replace as required            |



## CERTIFICATE OF CURRENCY

**To Whom It May Concern**

**Date:** 02.07.21  
**Policy No.:** 06S3525352  
**Type of Insurance:** Residential Strata Insurance  
**Period Of Insurance:** : From 4.00pm 30th June 2021  
To 4.00pm 30th June 2022

**This policy referred to is current at the date of issue of this certificate and whilst a due date has been indicated, it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.**

**This is to certify cover has been granted in terms of the Insurers Standard Policy, a copy of which is available on request.**

**This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extents of your insurance cover.**

|             |                                             |                |             |
|-------------|---------------------------------------------|----------------|-------------|
| Insured :   | Strata Plan No: 72442                       |                |             |
| Situation : | 35 Arncliffe Street<br>Wolli Creek          | NSW            | 2205        |
| Section 1 : | Building including common contents          | \$             | Not Insured |
|             | Loss of Rent/Temporary Accommodation (15%)  | \$             | Not Insured |
|             | Catastrophe or Emergency (15%)              | \$             | Not Insured |
|             | Additional Loss of Rent                     | \$             | Not Insured |
|             | Additional Catastrophe                      | \$             | Not Insured |
|             | Floating Floors                             | \$             | Not Insured |
| Section 2 : | Glass                                       | \$             | Not Insured |
| Section 3 : | Theft                                       | \$             | Not Insured |
| Section 4 : | Liability                                   | \$             | 20,000,000  |
| Section 5 : | Fidelity Guarantee                          | \$             | 100,000     |
| Section 6 : | Office Bearers Liability                    | \$             | 10,000,000  |
| Section 7 : | Voluntary Workers (Weekly/ Capital Benefit) | \$2000/200,000 |             |
| Section 8 : | Government Audit Costs                      | \$             | 25,000      |
| Section 9 : | Legal Expenses                              | \$             | 50,000      |
| Section 10: | Workplace, Health & Safety Breaches         | \$             | 100,000     |
| Section 11: | Machinery Breakdown                         | \$             | Not Insured |
| Section 12: | Lot Owners Improvements (Per Lot)           | \$             | Not Insured |
| Section 13: | Workers Compensation                        |                | Not Insured |
| Excesses :  | Not Applicable                              |                |             |

On behalf of the Insurers: Insurance Australia Limited trading as  
CGU Insurance ABN 11 000 016 722



Strata Unit Underwriting Agency Pty Ltd  
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246 719  
Unit 5/263 Alfred Street, North Sydney, New South Wales 2060  
info@suu.com.au | www.suu.com.au | T: 1300 668 066 | F: 1300 668 166

## **CERTIFICATE OF CURRENCY**

Strata Plan 72442  
(SUU NSW S5404 0176337/000)

Proposed Levy Schedule  
to apply from 01/10/2021 - 30/09/2022

The Owners - Strata Plan 72442  
PROXIMITY B - 35 ARNCLIFFE STREET, WOLLI CREEK



| Admin Fund       |   |                     |  | CW Fund          |   |                     |  |
|------------------|---|---------------------|--|------------------|---|---------------------|--|
| Budget           |   |                     |  | Budget           |   |                     |  |
| (Pre Approved) 1 | 1 | \$133,100.00        |  | (Pre Approved) 1 | 2 | \$55,000.00         |  |
| 2                | 2 | \$133,100.00        |  | 2                | 2 | \$55,000.00         |  |
| 3                | 3 | \$179,300.00        |  | 3                | 3 | \$34,650.00         |  |
| 4                | 4 | \$179,300.00        |  | 4                | 4 | \$34,650.00         |  |
|                  |   | <b>\$624,800.00</b> |  |                  |   | <b>\$179,300.00</b> |  |
|                  |   | <b>\$15,600.00</b>  |  |                  |   | <b>\$44,825.00</b>  |  |

All levies listed are inclusive of GST

| Lot Number | Unit  | Unit Entitlement | Admin Fund            |                       | CW Fund    |            | Admin Fund |            | CW Fund    |            | Admin Fund              |                                 | CW Fund             |                     | Admin Fund          |                     | CW Fund             |                     | Admin Fund          |                     | CW Fund             |                     |
|------------|-------|------------------|-----------------------|-----------------------|------------|------------|------------|------------|------------|------------|-------------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|            |       |                  | Already Issued Dec 21 | Already Issued Dec 21 | (1) Mar 22 | (1) Mar 22 | (2) Jun 22 | (2) Jun 22 | (3) Sep 22 | (3) Sep 22 | ADMIN FUND ANNUAL TOTAL | CAPITAL WORKS FUND ANNUAL TOTAL | (1) Proposed Dec 22 | (1) Proposed Dec 22 | (1) Proposed Dec 22 | (1) Proposed Dec 22 | (1) Proposed Dec 22 | (1) Proposed Dec 22 | (1) Proposed Dec 22 | (1) Proposed Dec 22 | (1) Proposed Dec 22 | (1) Proposed Dec 22 |
| 1          | B1.13 | 113              | 1504.03               | 621.50                | 1504.03    | 621.50     | 2026.09    | 391.55     | 2026.09    | 391.55     | 7060.24                 | 2026.09                         | 176.28              | 506.52              |                     |                     |                     |                     |                     |                     |                     |                     |
| 2          | B1.12 | 73               | 971.63                | 401.50                | 971.63     | 401.50     | 1308.89    | 252.95     | 1308.89    | 252.95     | 4561.04                 | 1308.89                         | 113.88              | 327.22              |                     |                     |                     |                     |                     |                     |                     |                     |
| 3          | B1.11 | 73               | 971.63                | 401.50                | 971.63     | 401.50     | 1308.89    | 252.95     | 1308.89    | 252.95     | 4561.04                 | 1308.89                         | 113.88              | 327.22              |                     |                     |                     |                     |                     |                     |                     |                     |
| 4          | B1.10 | 78               | 1038.18               | 429.00                | 1038.18    | 429.00     | 1398.54    | 270.27     | 1398.54    | 270.27     | 4873.44                 | 1398.54                         | 121.68              | 349.64              |                     |                     |                     |                     |                     |                     |                     |                     |
| 5          | B1.09 | 92               | 1224.52               | 506.00                | 1224.52    | 506.00     | 1649.56    | 318.78     | 1649.56    | 318.78     | 5748.16                 | 1649.56                         | 143.52              | 412.39              |                     |                     |                     |                     |                     |                     |                     |                     |
| 6          | B1.08 | 92               | 1224.52               | 506.00                | 1224.52    | 506.00     | 1649.56    | 318.78     | 1649.56    | 318.78     | 5748.16                 | 1649.56                         | 143.52              | 412.39              |                     |                     |                     |                     |                     |                     |                     |                     |
| 7          | B1.07 | 92               | 1224.52               | 506.00                | 1224.52    | 506.00     | 1649.56    | 318.78     | 1649.56    | 318.78     | 5748.16                 | 1649.56                         | 143.52              | 412.39              |                     |                     |                     |                     |                     |                     |                     |                     |
| 8          | B1.06 | 71               | 945.01                | 390.50                | 945.01     | 390.50     | 1273.03    | 246.02     | 1273.03    | 246.02     | 4436.08                 | 1273.03                         | 110.76              | 318.26              |                     |                     |                     |                     |                     |                     |                     |                     |
| 9          | B1.05 | 68               | 905.08                | 374.00                | 905.08     | 374.00     | 1219.24    | 235.62     | 1219.24    | 235.62     | 4248.64                 | 1219.24                         | 106.08              | 304.81              |                     |                     |                     |                     |                     |                     |                     |                     |
| 10         | B1.04 | 83               | 1104.73               | 456.50                | 1104.73    | 456.50     | 1488.19    | 287.60     | 1488.19    | 287.60     | 5185.84                 | 1488.19                         | 129.48              | 372.05              |                     |                     |                     |                     |                     |                     |                     |                     |
| 11         | B1.03 | 77               | 1024.87               | 423.50                | 1024.87    | 423.50     | 1380.61    | 266.81     | 1380.61    | 266.81     | 4810.96                 | 1380.61                         | 120.12              | 345.15              |                     |                     |                     |                     |                     |                     |                     |                     |
| 12         | B1.02 | 87               | 1157.97               | 478.50                | 1157.97    | 478.50     | 1559.91    | 301.46     | 1559.91    | 301.46     | 5435.76                 | 1559.91                         | 135.72              | 389.98              |                     |                     |                     |                     |                     |                     |                     |                     |
| 13         | B1.01 | 91               | 1211.21               | 500.50                | 1211.21    | 500.50     | 1631.63    | 315.32     | 1631.63    | 315.32     | 5685.68                 | 1631.63                         | 141.96              | 407.91              |                     |                     |                     |                     |                     |                     |                     |                     |
| 14         | B2.04 | 84               | 1118.04               | 462.00                | 1118.04    | 462.00     | 1506.12    | 291.06     | 1506.12    | 291.06     | 5248.32                 | 1506.12                         | 131.04              | 376.53              |                     |                     |                     |                     |                     |                     |                     |                     |
| 15         | B2.03 | 84               | 1118.04               | 462.00                | 1118.04    | 462.00     | 1506.12    | 291.06     | 1506.12    | 291.06     | 5248.32                 | 1506.12                         | 131.04              | 376.53              |                     |                     |                     |                     |                     |                     |                     |                     |
| 16         | B2.02 | 88               | 1171.28               | 484.00                | 1171.28    | 484.00     | 1577.84    | 304.92     | 1577.84    | 304.92     | 5498.24                 | 1577.84                         | 137.28              | 394.46              |                     |                     |                     |                     |                     |                     |                     |                     |
| 17         | B2.01 | 91               | 1211.21               | 500.50                | 1211.21    | 500.50     | 1631.63    | 315.32     | 1631.63    | 315.32     | 5685.68                 | 1631.63                         | 141.96              | 407.91              |                     |                     |                     |                     |                     |                     |                     |                     |
| 18         | B3.08 | 86               | 1144.66               | 473.00                | 1144.66    | 473.00     | 1541.98    | 297.99     | 1541.98    | 297.99     | 5373.28                 | 1541.98                         | 134.16              | 385.50              |                     |                     |                     |                     |                     |                     |                     |                     |
| 19         | B3.09 | 72               | 958.32                | 396.00                | 958.32     | 396.00     | 1290.96    | 249.48     | 1290.96    | 249.48     | 4498.56                 | 1290.96                         | 112.32              | 322.74              |                     |                     |                     |                     |                     |                     |                     |                     |
| 20         | B3.07 | 86               | 1144.66               | 473.00                | 1144.66    | 473.00     | 1541.98    | 297.99     | 1541.98    | 297.99     | 5373.28                 | 1541.98                         | 134.16              | 385.50              |                     |                     |                     |                     |                     |                     |                     |                     |
| 21         | B3.06 | 86               | 1144.66               | 473.00                | 1144.66    | 473.00     | 1541.98    | 297.99     | 1541.98    | 297.99     | 5373.28                 | 1541.98                         | 134.16              | 385.50              |                     |                     |                     |                     |                     |                     |                     |                     |
| 22         | B3.05 | 86               | 1144.66               | 473.00                | 1144.66    | 473.00     | 1541.98    | 297.99     | 1541.98    | 297.99     | 5373.28                 | 1541.98                         | 134.16              | 385.50              |                     |                     |                     |                     |                     |                     |                     |                     |
| 23         | B3.04 | 86               | 1144.66               | 473.00                | 1144.66    | 473.00     | 1541.98    | 297.99     | 1541.98    | 297.99     | 5373.28                 | 1541.98                         | 134.16              | 385.50              |                     |                     |                     |                     |                     |                     |                     |                     |
| 24         | B3.03 | 86               | 1144.66               | 473.00                | 1144.66    | 473.00     | 1541.98    | 297.99     | 1541.98    | 297.99     | 5373.28                 | 1541.98                         | 134.16              | 385.50              |                     |                     |                     |                     |                     |                     |                     |                     |
| 25         | B3.02 | 126              | 1677.06               | 693.00                | 1677.06    | 693.00     | 2259.18    | 436.59     | 2259.18    | 436.59     | 7872.48                 | 2259.18                         | 196.56              | 564.80              |                     |                     |                     |                     |                     |                     |                     |                     |
| 26         | B3.01 | 126              | 1677.06               | 693.00                | 1677.06    | 693.00     | 2259.18    | 436.59     | 2259.18    | 436.59     | 7872.48                 | 2259.18                         | 196.56              | 564.80              |                     |                     |                     |                     |                     |                     |                     |                     |
| 27         | B4.06 | 88               | 1171.28               | 484.00                | 1171.28    | 484.00     | 1577.84    | 304.92     | 1577.84    | 304.92     | 5498.24                 | 1577.84                         | 137.28              | 394.46              |                     |                     |                     |                     |                     |                     |                     |                     |
| 28         | B4.05 | 88               | 1171.28               | 484.00                | 1171.28    | 484.00     | 1577.84    | 304.92     | 1577.84    | 304.92     | 5498.24                 | 1577.84                         | 137.28              | 394.46              |                     |                     |                     |                     |                     |                     |                     |                     |
| 29         | B4.04 | 88               | 1171.28               | 484.00                | 1171.28    | 484.00     | 1577.84    | 304.92     | 1577.84    | 304.92     | 5498.24                 | 1577.84                         | 137.28              | 394.46              |                     |                     |                     |                     |                     |                     |                     |                     |
| 30         | B4.03 | 88               | 1171.28               | 484.00                | 1171.28    | 484.00     | 1577.84    | 304.92     | 1577.84    | 304.92     | 5498.24                 | 1577.84                         | 137.28              | 394.46              |                     |                     |                     |                     |                     |                     |                     |                     |
| 31         | B4.02 | 88               | 1171.28               | 484.00                | 1171.28    | 484.00     | 1577.84    | 304.92     | 1577.84    | 304.92     | 5498.24                 | 1577.84                         | 137.28              | 394.46              |                     |                     |                     |                     |                     |                     |                     |                     |
| 32         | B4.01 | 99               | 1317.69               | 544.50                | 1317.69    | 544.50     | 1775.07    | 343.04     | 1775.07    | 343.04     | 6185.52                 | 1775.07                         | 154.44              | 443.77              |                     |                     |                     |                     |                     |                     |                     |                     |



| Lot | Unit          |                | Unit<br>Entitlement | Admin Fund               |                          | CW Fund       |               | Admin Fund    |               | CW Fund       |               | Admin Fund                 |                                       | CW Fund                   |                           | Admin Fund  |  | CW Fund |  |
|-----|---------------|----------------|---------------------|--------------------------|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------------|---------------------------------------|---------------------------|---------------------------|-------------|--|---------|--|
|     | Lot<br>Number | Unit<br>Number |                     | Already Issued<br>Dec 21 | Already Issued<br>Dec 21 | (1)<br>Mar 22 | (1)<br>Mar 22 | (2)<br>Jun 22 | (2)<br>Jun 22 | (3)<br>Sep 22 | (3)<br>Sep 22 | ADMIN FUND<br>ANNUAL TOTAL | CAPITAL WORKS<br>FUND<br>ANNUAL TOTAL | (1)<br>Proposed<br>Dec 22 | (1)<br>Proposed<br>Dec 22 |             |  |         |  |
| 80  | B11.06        |                | 102                 | 1357.62                  | 561.00                   | 1357.62       | 561.00        | 1828.86       | 353.43        | 1828.86       | 353.43        |                            | 1828.86                               | 159.12                    | 457.22                    |             |  |         |  |
| 81  | B11.05        |                | 102                 | 1357.62                  | 561.00                   | 1357.62       | 561.00        | 1828.86       | 353.43        | 1828.86       | 353.43        |                            | 1828.86                               | 159.12                    | 457.22                    |             |  |         |  |
| 82  | B11.04        |                | 102                 | 1357.62                  | 561.00                   | 1357.62       | 561.00        | 1828.86       | 353.43        | 1828.86       | 353.43        |                            | 1828.86                               | 159.12                    | 457.22                    |             |  |         |  |
| 83  | B11.03        |                | 102                 | 1357.62                  | 561.00                   | 1357.62       | 561.00        | 1828.86       | 353.43        | 1828.86       | 353.43        |                            | 1828.86                               | 159.12                    | 457.22                    |             |  |         |  |
| 84  | B11.02        |                | 114                 | 1517.34                  | 627.00                   | 1517.34       | 627.00        | 2044.02       | 395.01        | 2044.02       | 395.01        |                            | 2044.02                               | 177.84                    | 511.01                    |             |  |         |  |
| 85  | B11.01        |                | 104                 | 1384.24                  | 572.00                   | 1384.24       | 572.00        | 1864.72       | 360.36        | 1864.72       | 360.36        |                            | 1864.72                               | 162.24                    | 466.18                    |             |  |         |  |
| 86  | B12.07        |                | 104                 | 1384.24                  | 572.00                   | 1384.24       | 572.00        | 1864.72       | 360.36        | 1864.72       | 360.36        |                            | 1864.72                               | 162.24                    | 466.18                    |             |  |         |  |
| 87  | B12.06        |                | 104                 | 1384.24                  | 572.00                   | 1384.24       | 572.00        | 1864.72       | 360.36        | 1864.72       | 360.36        |                            | 1864.72                               | 162.24                    | 466.18                    |             |  |         |  |
| 88  | B12.05        |                | 104                 | 1384.24                  | 572.00                   | 1384.24       | 572.00        | 1864.72       | 360.36        | 1864.72       | 360.36        |                            | 1864.72                               | 162.24                    | 466.18                    |             |  |         |  |
| 89  | B12.04        |                | 104                 | 1384.24                  | 572.00                   | 1384.24       | 572.00        | 1864.72       | 360.36        | 1864.72       | 360.36        |                            | 1864.72                               | 162.24                    | 466.18                    |             |  |         |  |
| 90  | B12.03        |                | 104                 | 1384.24                  | 572.00                   | 1384.24       | 572.00        | 1864.72       | 360.36        | 1864.72       | 360.36        |                            | 1864.72                               | 162.24                    | 466.18                    |             |  |         |  |
| 91  | B12.02        |                | 115                 | 1530.65                  | 632.50                   | 1530.65       | 632.50        | 2061.95       | 398.48        | 2061.95       | 398.48        |                            | 2061.95                               | 179.40                    | 515.49                    |             |  |         |  |
| 92  | B12.01        |                | 106                 | 1410.86                  | 583.00                   | 1410.86       | 583.00        | 1900.58       | 367.29        | 1900.58       | 367.29        |                            | 1900.58                               | 165.36                    | 475.15                    |             |  |         |  |
| 93  | B13.07        |                | 134                 | 1783.54                  | 737.00                   | 1783.54       | 737.00        | 2402.62       | 464.31        | 2402.62       | 464.31        |                            | 2402.62                               | 209.04                    | 600.66                    |             |  |         |  |
| 94  | B13.06        |                | 106                 | 1410.86                  | 583.00                   | 1410.86       | 583.00        | 1900.58       | 367.29        | 1900.58       | 367.29        |                            | 1900.58                               | 165.36                    | 475.15                    |             |  |         |  |
| 95  | B13.05        |                | 106                 | 1410.86                  | 583.00                   | 1410.86       | 583.00        | 1900.58       | 367.29        | 1900.58       | 367.29        |                            | 1900.58                               | 165.36                    | 475.15                    |             |  |         |  |
| 96  | B13.04        |                | 106                 | 1410.86                  | 583.00                   | 1410.86       | 583.00        | 1900.58       | 367.29        | 1900.58       | 367.29        |                            | 1900.58                               | 165.36                    | 475.15                    |             |  |         |  |
| 97  | B13.03        |                | 106                 | 1410.86                  | 583.00                   | 1410.86       | 583.00        | 1900.58       | 367.29        | 1900.58       | 367.29        |                            | 1900.58                               | 165.36                    | 475.15                    |             |  |         |  |
| 98  | B13.02        |                | 117                 | 1557.27                  | 643.50                   | 1557.27       | 643.50        | 2097.81       | 405.41        | 2097.81       | 405.41        |                            | 2097.81                               | 182.52                    | 524.45                    |             |  |         |  |
| 99  | B13.01        |                | 108                 | 1437.48                  | 594.00                   | 1437.48       | 594.00        | 1936.44       | 374.22        | 1936.44       | 374.22        |                            | 1936.44                               | 168.48                    | 484.11                    |             |  |         |  |
| 100 | B14.04        |                | 122                 | 1623.82                  | 671.00                   | 1623.82       | 671.00        | 2187.46       | 422.73        | 2187.46       | 422.73        |                            | 2187.46                               | 190.32                    | 546.87                    |             |  |         |  |
| 101 | B14.03        |                | 129                 | 1716.99                  | 709.50                   | 1716.99       | 709.50        | 2312.97       | 446.99        | 2312.97       | 446.99        |                            | 2312.97                               | 201.24                    | 578.24                    |             |  |         |  |
| 102 | B14.02        |                | 130                 | 1730.30                  | 715.00                   | 1730.30       | 715.00        | 2330.90       | 450.45        | 2330.90       | 450.45        |                            | 2330.90                               | 202.80                    | 582.73                    |             |  |         |  |
| 103 | B14.01        |                | 183                 | 2435.73                  | 1006.50                  | 2435.73       | 1006.50       | 3281.19       | 634.10        | 3281.19       | 634.10        |                            | 3281.19                               | 285.48                    | 820.30                    |             |  |         |  |
|     |               |                |                     | 10,000                   | \$133,100.00             | \$55,000.00   | \$133,100.00  | \$55,000.00   | \$179,300.00  | \$34,650.00   | \$179,300.00  | \$34,650.00                | \$624,800.00                          | \$179,300.00              | \$15,600.00               | \$44,825.00 |  |         |  |

## NOTICE OF STRATA COMMITTEE MEETING

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

TO The Owners – Strata Plan No. 72442  
**Proximity B**  
35 Arncliffe Street, Wolli Creek, NSW 2205

### DATE, PLACE AND TIME

The meeting will be held immediately after the Annual General Meeting  
on **Thursday 3 March 2022**  
via video conference

### AGENDA

5. Preliminaries
  - + recording of persons present and in attendance
  - + receipt of proxies
  - + recording of apologies
  - + determination of a quorum
6. Opening
  - + confirming chairperson
  - + commencement time
7. Consideration of attached motions
8. 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: 2 February 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 1 September 2021 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"> <li>(a) receive any disclosures regarding pecuniary interests;</li> <li>(b) record the details of these interests in the disclosure book;</li> <li>(c) for each disclosure made, determine whether that member can               <ul style="list-style-type: none"> <li>1. be present during the deliberations for that matter, or</li> <li>2. take any part in the decision of that matter.</li> </ul> </li> </ul> <p><b>Notes to motion:</b></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 MEANS OF ATTENDANCE              | <p>THAT the strata committee resolves that attendance at strata committee meetings may be by the following additional means:</p> <ul style="list-style-type: none"> <li>(a) telephone conference; or</li> <li>(b) video-conferencing;</li> <li>(c) email from the email address provided for service of notices.</li> </ul> <p>The meeting notice will specify</p> <ul style="list-style-type: none"> <li>+ means and method of accessing the facility for that purpose for that particular strata committee meeting and</li> <li>+ 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.</li> </ul> <p><b>Notes to motion:</b></p> <p><i>This does not prevent a strata committee meeting being held or attended in person or a meeting being held in writing in accordance with Schedule 2 clause 9(2) of the Act.</i></p> <p><i>Meetings held by video-conference or tele-conference may be recorded by the strata management agent. These facilities are likely to incur additional costs to the owners corporation.</i></p> | <p>Clause 10 of schedule 2 of the Act</p> <p>and clause 14(1)(a) of the Regulations</p> |
| MOTION 6                    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                         |

|                     |                                                  |                                                                                                                                                                                                                                                                                                                                                              |  |
|---------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>MOTION 7</b>     | <b>TERM DEPOSITS</b>                             | 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.                                                                                                                                                                                        |  |
| <b>MOTION 8</b>     | <b>FINANCIAL REPORTS &amp; INVOICE APPROVALS</b> | THAT<br>(a) the strata committee confirm that the treasurer be nominated to receive the monthly financial reports.<br>(b) The treasurer be added as an external approver to approve <ul style="list-style-type: none"> <li>i. All invoices excluding utilities</li> <li>ii. All invoices including utilities</li> <li>iii. Invoices over \$X only</li> </ul> |  |
| <b>MOTION 9</b>     | <b>CODE OF CONDUCT</b>                           | THAT the attached Code of Conduct be accepted and signed by all members.                                                                                                                                                                                                                                                                                     |  |
| <b>MOTION 10</b>    | <b>FORMATION OF SUB-COMMITTEES</b>               | THAT any sub-committees required be established and the members elected.                                                                                                                                                                                                                                                                                     |  |
| <b>MOTION 11</b>    | <b>APPLICATIONS</b>                              | THAT any applications submitted be considered and, if appropriate approved. <ul style="list-style-type: none"> <li>• Lot 16 – Change of flooring</li> <li>• Lot 44 – Change of flooring</li> <li>• Lot 73 – Change of flooring</li> <li>• Lot 87 – Airconditioning installation</li> <li>• Lot 88 – Airconditioning installation</li> </ul>                  |  |
| <b>NEXT MEETING</b> |                                                  |                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>MOTION 12</b>    | <b>NEXT MEETING</b>                              | 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)*

The Owners – Strata Plan No. 72442

### Proximity B

35 Arncliffe Street, Arncliffe NSW 2205

The meeting was held on **Wednesday 1 September 2021**

Via video conference

**PRESENT:**

|           |         |
|-----------|---------|
| V Thomson | Lot 27  |
| N Khoo    | Lot 84  |
| T Lim     | Lot 97  |
| A Lee     | Lot 98  |
| J Askew   | Lot 100 |

**IN ATTENDANCE:**

|            |                                       |
|------------|---------------------------------------|
| M Petrescu | Proactive Building Management Pty Ltd |
| J Da Silva | Proactive Building Management Pty Ltd |
| A Edmonds  | Strata Plus                           |

Those present determined that Aaron Edmonds chair the meeting.

The chairperson declared a quorum, and the meeting was opened at 5:38pm

### MINUTES

| 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><b>MOTION WITHDRAWN – No acting Members.</b></p>                                                                                                                                                                                                                                                                  |  |
| MOTION 2          | CONFIRMATION OF MINUTES | <p><b>RESOLVED</b> that the minutes of the last committee meeting held 3 March 2021 be confirmed as a true and accurate record of that meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| MOTION 3          | PECUNIARY INTEREST      | <p>THAT the strata committee:</p> <ul style="list-style-type: none"> <li>(a) receive any disclosures regarding pecuniary interests;</li> <li>(b) record the details of these interests in the disclosure book;</li> <li>(c) for each disclosure made, determine whether that member can                             <ul style="list-style-type: none"> <li>1. be present during the deliberations for that matter, or</li> <li>2. take any part in the decision of that matter.</li> </ul> </li> </ul> <p><b>MOTION WITHDRAWN – No pecuniary disclosures.</b></p> |  |
| FINANCIAL MATTERS |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| MOTION 4          | FINANCIAL STATEMENTS    | <p><b>RESOLVED</b> that the financial statements as presented by Strata Plus for the period ending 31 July 2021 be adopted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

|                                              |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|----------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| MOTION 5                                     | ARREARS LIST                         | <p><b>RESOLVED</b> that the aged arrears report was tabled and reviewed, and no further instructions provided for Strata Plus to recover arrears.</p> <ul style="list-style-type: none"> <li>Lot 93 (Unit B13.07 – B Li – balance \$2,642.48<br/><i>Lot 93 at the date of the meeting was not in arrears.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>BY- LAW COMPLIANCE</b>                    |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| MOTION 6                                     | BY-LAW NON-COMPLIANCE                | <p>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 be either the building manager or the secretary and one other member of the committee.</p> <p><b>MOTION WITHDRAWN – No breaches.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>BUILDING MANAGEMENT &amp; MAINTENANCE</b> |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| MOTION 7                                     | BUILDING MANAGERS REPORT             | <p><b>RESOLVED</b> that the building managers report be tabled and received, and that the strata committee issue instructions accordingly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| MOTION 8                                     | BUILDING MANAGEMENT COMMITTEE UPDATE | <p><b>RESOLVED</b> that an update be provided regarding matters within the Building Management Committee and that instructions be provided accordingly.</p> <p><b>Pool painting:</b> Pool painting works are in progress.</p> <p><b>Access Card Reader:</b> The Building Manager is arranging the card reader in Building B to be rectified.</p> <p><b>Carpark Lights:</b> Lights in the carpark are being replaced under warranty by ProEnergy.</p> <p><b>Gardening works:</b> Gardening rectification works are continuing gradually.</p> <p><b>Next BMC Meeting:</b> Next BMC meeting is scheduled to be held on 21 September 2021.</p>                                                                                                                   |  |
| MOTION 9                                     | WORK HEALTH & SAFETY                 | <p>THAT the strata committee discuss current Work, Health and Safety issues, resolve to make any decisions necessary in that regard, and provide instructions to the managing agent / building manager accordingly.</p> <p><b>MOTION WITHDRAWN – No items.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| MOTION 10                                    | CORRESPONDENCE                       | <p><b>RESOLVED</b> that the strata committee tabled and discussed the following items of correspondence and resolved to:</p> <p><b>CCTV Camera installation (costs shared with Building A):</b> Additional CCTV cameras are planned to be installed for the lower-level car park roller doors. The Strata Manager has received confirmation from the BMC representative of Building A that they accept to share the costs (50/50) of the installation for a fee of <b>\$4,410.80 inc GST</b>. <i>(The majority of the car spaces for Building A &amp; Building B owners/residents are in this shared facility area).</i></p> <p><b>Carpet replacement:</b> The carpet replacement for the common areas has been deferred until next year for discussion.</p> |  |
| MOTION 11                                    | APPLICATIONS                         | <p><b>RESOLVED</b> that any applications submitted be considered and, if appropriate, approved.</p> <ul style="list-style-type: none"> <li>Lot 3 / Unit B1.11 – Change of flooring</li> <li>Lot 7 / Unit 1.07 – Change of flooring</li> <li>Lot 8 / Unit B1.06 – Change of flooring</li> <li>Lot 15 / Unit B2.03 – Change of flooring</li> <li>Lot 16 / Unit B2.02 – Change of flooring</li> <li>Lot 21 / Unit B3.06 – Air-conditioning installation</li> <li>Lot 25 / Unit B3.02 – Air-conditioning installation</li> </ul>                                                                                                                                                                                                                                 |  |

|                     |                     |                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|---------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                     |                     | <ul style="list-style-type: none"> <li>• Lot 29 / Unit B4.04 – Air-conditioning installation</li> <li>• Lot 29 / Unit B4.04 – Change of flooring</li> <li>• Lot 34 / Unit B5.08 – Air-conditioning installation</li> <li>• Lot 53 / Unit 7.03 - Air-conditioning installation</li> <li>• Lot 73 / Unit 10.05 – Air-conditioning installation</li> <li>• Lot 78 / Unit 11.07 – Air-conditioning installation</li> </ul> |  |
| <b>NEXT MEETING</b> |                     |                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>MOTION 12</b>    | <b>NEXT MEETING</b> | <b>RESOLVED</b> that the next Strata Committee be held following the AGM in and around mid to late November 2021.                                                                                                                                                                                                                                                                                                      |  |
|                     | <b>CLOSURE</b>      | There being no further business, the Chairperson declared the meeting closed at 7:18pm.                                                                                                                                                                                                                                                                                                                                |  |



## 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

|                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MUST</b> insert to show the date of completion and signing of this form                                                                                                                                                                                                                                                                                                                                                | Date & Time                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>MUST</b> 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                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>MUST</b> 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                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>MUST</b> insert the Strata Plan No.                                                                                                                                                                                                                                                                                                                                                                                    | in                                                                                       | SP No .....                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>MUST</b> insert the proxy holder's name                                                                                                                                                                                                                                                                                                                                                                                | appoint                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Insert</b> 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).                                                                                                                                                                                                                                                                                                              |                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Tick and/or complete</b> whichever applies.<br>The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings.<br>Period of meetings <b>MUST</b> be specified in a clear manner.<br>If no nomination is made, the proxy will take effect for 12 months or 2 consecutive annual general meetings, whichever is the greater.                                                        | Period<br>or<br>number of<br>meetings<br>for which<br>appointment of<br>proxy has effect | <input type="checkbox"/> <b>1 meeting</b><br><input type="checkbox"/> ..... meetings<br><input type="checkbox"/> <b>1 month</b><br><input type="checkbox"/> ..... months<br><input type="checkbox"/> <b>12 months or 2 consecutive annual general meetings</b>                                                                                                                                                                                                           |
| <b>*Circle</b> paragraph 1 or 2, whichever applies.<br>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.<br><b>*Strike out</b> paragraph 3 if proxy is not authorised to vote on this matter.<br>Even if not struck out, but if no information is provided then the proxy cannot vote regarding managing agents. | Authorisation given                                                                      | <b>*1.</b> This form authorises the proxy to vote on my/our behalf on <b>all matters.</b><br><b>OR</b><br><b>*2.</b> This form authorises the proxy to vote on my/our behalf on <b>the following matters only:</b><br>.....<br>.....<br><b>*3.</b> 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, <b>I/we want the proxy to vote as follows:</b><br>..... |
| A person can only hold one proxy if the scheme has 20 lots or less.<br>Limit to a number equal to not more than 5% of the total number of lots                                                                                                                                                                                                                                                                            | Limit on number of proxies                                                               | <b>*4.</b> 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 <b>ALL</b> owners recorded on title <b>MUST</b> sign. If owned by a corporation, the proxy <b>MUST</b> 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

CENTRAL SYDNEY • PARRAMATTA • SOUTH WEST SYDNEY • NEWCASTLE • PORT STEPHENS • TWEED BYRON



*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](mailto: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. |  |
|-----------------|--|----------|--|

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)<br>Eg Dr & Mrs Brown, Mr A Wong & Miss B Wong |  |
|----------------------------------------------------------------------------------|--|

**Correspondence** = notices & minutes of meetings; communications to all owners; reports to all owners; and letters specific to your lot.

|                                                                               |                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CORRESPONDENCE</b>                                                         | <b>Email address:</b><br><b>(only one)</b><br><br>I/we <b>authorise</b> the owners corporation to electronically send communication to this email address<br><br>_____<br>Signature(s) _____ Dated _____ |
| AUSTRALIAN POSTAL ADDRESS<br><b>Only complete</b> 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.

|                                                                              |                                                                                                                                                                                                          |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LEVY NOTICES</b>                                                          | <b>Email address:</b><br><b>(only one)</b><br><br>I/we <b>authorise</b> the owners corporation to electronically send communication to this email address<br><br>_____<br>Signature(s) _____ Dated _____ |
| AUSTRALIAN POSTAL ADDRESS<br><b>Only complete</b> 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<br>Phone |

SEND COMPLETED FORM TO  
[info@strataplus.com.au](mailto: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.

## VOTING PAPER | ANNUAL GENERAL MEETING

Schedule 2, Part 3, Clause 10 of the *Strata Schemes Management Act 2015 (NSW)* and Clause 14(1)(a) of the regulations allows for votes to be cast by way of email when a member cannot attend. For your ease we provide the below voting paper which can be used for email voting

TO The Owners – Strata Plan No. 72442  
**Proximity B**  
 35 Arncliffe Street, Wolli Creek, NSW

VIA EMAIL [aaron.edmonds@strataplus.com.au](mailto:aaron.edmonds@strataplus.com.au)

In accordance with Clause 9(2) of Schedule 2 of the *Strata Schemes Management Act 2015 (NSW)* and by reference to the motions in the 'Notice of Annual General Meeting for 3 March 2021, I cast my vote for the meeting specified above as follows:

| CONFIRMATION OF RECORDS         |                                                |                              |                                  |
|---------------------------------|------------------------------------------------|------------------------------|----------------------------------|
| MOTION 1                        | CONFIRMATION OF MINUTES                        | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 2                        | ADOPTION OF FINANCIAL STATEMENTS               | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| COMMON PROPERTY RISK MANAGEMENT |                                                |                              |                                  |
| MOTION 3                        | CONFIRMATION OF CURRENT INSURANCES             | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 4                        | INSURANCE COMMISSION                           | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 5                        | INSURANCE RENEWAL                              | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 6                        | BUILDING VALUATION                             | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 7                        | WORKERS COMPENSATION INSURANCE                 | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 8                        | RECTIFICATION WORKS TO COMMON PROPERTY         | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 9                        | ANNUAL FIRE SAFETY STATEMENT                   | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 10                       | WORK, HEALTH & SAFETY – RISK AND SAFETY REPORT | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| FINANCIAL MATTERS               |                                                |                              |                                  |
| MOTION 11                       | TERM DEPOSITS                                  | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |

|                                      |                                                       |                              |                                  |
|--------------------------------------|-------------------------------------------------------|------------------------------|----------------------------------|
| MOTION 12                            | APPOINTMENT OF AUDITOR                                | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| <b>BUDGET AND LEVY CONTRIBUTIONS</b> |                                                       |                              |                                  |
| MOTION 13                            | ADMINISTRATION FUND BUDGET & LEVIES                   | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 14                            | RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 15                            | CAPITAL WORKS FUND FORECAST REPORT                    | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 16                            | CAPITAL WORKS FUND BUDGET & LEVIES                    | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 17                            | WAIVING OF INTEREST – LOT 1                           | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 18                            | WAIVING OF INTEREST – LOT 11                          | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 19                            | WAIVING OF INTEREST – LOT 52                          | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 20                            | WAIVING OF INTEREST – LOT 83                          | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 21                            | WAIVING OF INTEREST – LOT 88                          | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 22                            | WAIVING OF INTEREST – LOT 97                          | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 23                            | RESTRICTIONS ON SPENDING EXPENDITURE V BUDGET         | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 24                            | MANAGEMENT OF OUTSTANDING LEVIES                      | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 25                            | PAYMENT PLANS FOR OUTSTANDING LEVY CONTRIBUTIONS      | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| <b>OWNERS CORPORATION GOVERNANCE</b> |                                                       |                              |                                  |
| MOTION 26                            | GENERAL MEETING ATTENDANCE BY ELECTRONIC MEANS        | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 27                            | GENERAL MEETING PRE-MEETING ELECTRONIC VOTING         | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 28                            | STRATA COMMITTEE NOMINATION AND NUMBERS               | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |

|           |                                        |                              |                                  |
|-----------|----------------------------------------|------------------------------|----------------------------------|
| MOTION 29 | STRATA COMMITTEE ELECTION              | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 30 | RESTRICTIONS OVER THE STRATA COMMITTEE | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 31 | MINOR RENOVATIONS ANNUAL AUTHORITY     | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |
| MOTION 32 | BMC REPRESENTATIVES                    | FOR <input type="checkbox"/> | AGAINST <input type="checkbox"/> |

\_\_\_\_\_  
Lot Owner **(Print Full Name)**

\_\_\_\_\_  
Lot Number

\_\_\_\_\_  
Lot Owner **(Signature)**

\_\_\_\_\_  
Date

*If you have any questions regarding this form, simply contact Strata Plus.*

Partner James Moir  
Our ref JWM:MM21450

1 July 2021

Attn: Sebastien Moir  
The Owners – Strata Plan No. 72442  
C/- Strata Plus  
PO Box H181,  
Australia Square NSW 1215

6 JUL 2021

Dear Sebastien

**The Owners – Strata Plan No. 72442 | Consolidation of By-Laws**

We are happy to advise that the consolidated by-laws have now been registered.

Enclosed is a copy of the consolidation, which the Secretary is required by law to hold.

We have also enclosed the original certificate of title for the common property, which shows the registration of the consolidation. Please sign in the space provided below and return this letter by email to confirm your receipt of the certificate of title.

We also take this opportunity to thank you for your continuing instructions.

Yours faithfully



**Madison Marcus Law Firm**

Contact: James Moir  
Partner  
Email: james.moir@madisonmarcus.co  
Direct Line: 02 8022 1247

Encls

I ..... hereby acknowledge receipt of Certificate of Title Identifier  
CP/SP72442 this ..... day of ..... 2021

.....  
(Signature)

Level 4, 71 York Street, Sydney NSW 2000 | PO Box Q742, QVB NSW 1230 | DX 13006 Market Street Exchange  
P +61 2 8022 1222 | F +61 2 8022 1221 | E enquire@madisonmarcus.co | W www.madisonmarcus.co  
Sydney | Parramatta | Brisbane | Melbourne

Liability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by Madison Marcus Law Firm Pty Ltd are members of the scheme. Madison Marcus Law Firm Pty Ltd ABN 40 164 498 444

Form: 15CH  
Release: 2-1

**CONSOLIDATION/  
CHANGE OF BY-LAW**

New South Wales  
Strata Schemes Management Act  
Real Property Act 1900



**AQ990004N**

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the use of 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/SP72442

(B) **LODGED BY**

|                                               |                                                                                                                                                                            |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document<br>Collection<br>Box<br><b>1112G</b> | Name, Address or DX, Telephone, and Customer Account Number if any<br>Madison Marcus Law Firm<br>Level 4, 71 York Street, Sydney NSW 2000<br>134904C<br>Reference: MM21450 |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

CODE

**CH**

(C) The Owners Strata Plan No. 72442


### Annexure A

#### Consolidation of by-laws for SP72442

#### Summary

| By-Law Number                                                                  | How created                | When passed      |
|--------------------------------------------------------------------------------|----------------------------|------------------|
| 1-28<br><br><i>Repealed by-law 19(c) in dealing AQ671X on 20 February 2019</i> | Registered with the Scheme | 13 May 2004      |
| By-Law 29                                                                      | AN98902                    | 29 November 2017 |
| Special By-Law no. 30                                                          | By Special Resolution      | 3 March 2021     |

Executed by The Owners – Strata Plan No.72442 in accordance with section 273 of the *Strata Schemes Management Act 2015*.

  
 Signature of ~~Committee Member~~/Strata Manager

SEAN BERMINGHAM  
 Name of ~~Committee Member~~/Strata Manager

\_\_\_\_\_  
 Signature of 2<sup>nd</sup> Committee Member

\_\_\_\_\_  
 Name of 2<sup>nd</sup> Committee Member



Common Seal

# **By-Laws for Proximity Building B SP 72442**



## Contents

|           |                                                                         |
|-----------|-------------------------------------------------------------------------|
| <b>1</b>  | <b>About the by-laws</b>                                                |
| 1.1       | Purpose of the by-laws                                                  |
| 1.2       | Who must comply with the by-laws?                                       |
| <b>2</b>  | <b>Strata Management Statement</b>                                      |
| 2.1       | Purpose                                                                 |
| 2.2       | Who must comply with the Strata Management Statement?                   |
| 2.3       | Copies of the Strata Management Statement                               |
| 2.4       | Building Management Committee                                           |
| 2.5       | Consents under the Strata Management Statement                          |
| 2.6       | Inconsistencies between the by-laws and the Strata Management Statement |
| <b>3</b>  | <b>Exclusive Use By-Laws</b>                                            |
| 3.1       | Purpose of the Exclusive Use By-Laws                                    |
| 3.2       | Interpreting this by-law                                                |
| 3.3       | How to change an Exclusive Use By-Law                                   |
| 3.4       | Occupiers may exercise rights                                           |
| 3.5       | Regular accounts for your costs                                         |
| 3.6       | Repairing damage                                                        |
| 3.7       | Indemnities                                                             |
| 3.8       | Additional insurances                                                   |
| <b>4</b>  | <b>Your behaviour</b>                                                   |
| 4.1       | What are your general obligations?                                      |
| 4.2       | Complying with the law                                                  |
| <b>5</b>  | <b>You are responsible for others</b>                                   |
| 5.1       | What are your obligations?                                              |
| 5.2       | Requirements if you lease your Apartment                                |
| <b>6</b>  | <b>What are your obligations for your Apartment?</b>                    |
| 6.1       | General obligations                                                     |
| 6.2       | When will you need consent from the Owners Corporation?                 |
| 6.3       | Floor coverings                                                         |
| 6.4       | Changing floor coverings                                                |
| 6.5       | Window tinting                                                          |
| 6.6       | Window coverings                                                        |
| 6.7       | Cleaning windows                                                        |
| 6.8       | Rights of the Owners Corporation to clean windows                       |
| 6.9       | Drying your laundry                                                     |
| <b>7</b>  | <b>The Balcony of your Apartment</b>                                    |
| 7.1       | What may you keep on a Balcony?                                         |
| 7.2       | Access to Balconies                                                     |
| 7.3       | Removing items from a Balcony                                           |
| 7.4       | Enclosing a Balcony                                                     |
| <b>8</b>  | <b>Storing and operating a barbeque</b>                                 |
| 8.1       | What are your rights and obligations?                                   |
| 8.2       | Types of portable barbeques                                             |
| 8.3       | Operating a portable barbeque                                           |
| 8.4       | What if your barbeque interferes with someone else?                     |
| <b>9</b>  | <b>Keeping an Animal</b>                                                |
| <b>10</b> | <b>Erecting a sign</b>                                                  |
| 10.1      | Your obligations                                                        |
| 10.2      | The Developer                                                           |
| <b>11</b> | <b>Moving and delivering furniture and goods</b>                        |

- 11.1 Moving in
- 11.2 What are your obligations?
- 11.3 Role of the Building Manager
- 11.4 Using the Loading Dock
- 12 How to dispose of your Garbage**
- 12.1 General requirements
- 12.2 What are your obligations?
- 12.3 Rules for using garbage chutes
- 12.4 Cleaning up spills
- 12.5 Role of the Building Management Committee
- 13 Carrying out Building Works**
- 13.1 When do you need consent?
- 13.2 When is consent not necessary?
- 13.3 Procedures before you carry out Building Works
- 13.4 Procedures when you carry out Building Works
- 13.5 Making arrangements with the Owners Corporation
- 14 Inter-Tenancy Walls**
- 14.1 When may you alter or remove an Inter-Tenancy Wall?
- 14.2 What consents are necessary?
- 14.3 What are the conditions for carrying out the work?
- 15 Agreement with the Building Manager**
- 15.1 Purpose of the agreement
- 15.2 Initial Period
- 15.3 Delegation of functions
- 15.4 Agreement during the Initial Period
- 15.5 Agreements after the Initial Period
- 15.6 What provisions must be included in an agreement?
- 15.7 Duties of the Building Manager
- 15.8 Agreements under the Strata Management Statement
- 16 Licences**
- 16.1 Powers of the Owners Corporation
- 16.2 What provisions may a licence include?
- 17 Using the Recreational Facilities
- 17.1 Strata Management Statement
- 17.2 Your obligations
- 18 Exclusive use of courtyard**
- 18.1 Exclusive Use By-Law
- 18.2 Interpreting this Exclusive Use By-Law
- 18.3 Exclusive use
- 18.4 What are your obligations?
- 19 Installation and operation of Air-conditioning Units**
- 19.1 Right to install
- 19.2 Your obligations about installation
- 19.3 Your additional obligations
- 19.4 Rights of the Owners Corporation
- 20 Damage to Common Property**
- 20.1 What are your obligations?
- 20.2 When will you need consent from the Owners Corporation?
- 21 Insurance premiums**
- 21.1 Consent from the Owners Corporation
- 21.2 Payments for increased premiums

|           |                                                                      |
|-----------|----------------------------------------------------------------------|
| 21.3      | Requirements under the Strata Management Statement                   |
| <b>22</b> | <b>Security at the Building</b>                                      |
| 22.1      | Rights and obligations of the Owners Corporation                     |
| 22.2      | Installation of security equipment                                   |
| 22.3      | Restricting access to Common Property                                |
| 22.4      | What are your obligations?                                           |
| 22.5      | Restrictions on exercising rights                                    |
| <b>23</b> | <b>Security Keys</b>                                                 |
| 23.1      | Providing Owners and Occupiers with Security Keys                    |
| 23.2      | Fees for additional Security Keys                                    |
| 23.3      | Who do Security Keys belong to?                                      |
| 23.4      | Managing the Security Key system                                     |
| 23.5      | What are your obligations?                                           |
| 23.6      | Some prohibitions                                                    |
| 23.7      | Procedures if you lease your Apartment                               |
| <b>24</b> | <b>Rules</b>                                                         |
| 24.1      | Powers of the Owners Corporation                                     |
| 24.2      | Changing Rules                                                       |
| 24.3      | What are your obligations?                                           |
| 24.4      | What if a Rule is inconsistent with the by-laws?                     |
| 24.5      | What if a rule is inconsistent with the Strata Management Statement? |
| <b>25</b> | <b>How are consents given?</b>                                       |
| 25.1      | Who may give consent?                                                |
| 25.2      | Conditions                                                           |
| 25.3      | Can consent be revoked?                                              |
| <b>26</b> | <b>Failure to comply with by-laws</b>                                |
| 26.1      | What can the Owners Corporation do?                                  |
| 26.2      | Procedures                                                           |
| 26.3      | Recovering money                                                     |
| <b>27</b> | <b>Applications and complaints</b>                                   |
| <b>28</b> | <b>Interpretation</b>                                                |
| 28.1      | Definitions                                                          |
| 28.2      | References to certain terms                                          |
| 28.3      | Headings                                                             |
| 28.4      | Severability                                                         |
| 28.5      | Discretion in exercising rights                                      |
| 28.6      | Partial exercise of rights                                           |
| 28.7      | Remedies cumulative                                                  |
| <b>29</b> | <b>Minor Renovation Works</b>                                        |
| 30        | Recovery of Costs                                                    |

## **1 About the by-laws**

### **1.1 Purpose of the by-laws**

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

### **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 Strata Management Statement**

### **2.1 Purpose**

The Strata Management Statement regulates the management and operational issues affecting the Building and the various components of Proximity. It contains requirements (in addition to these by-laws) with which you and the Owners Corporation must comply including:

- (a) requirements for the use and operation of Shared Facilities; and
- (b) the apportionment of costs for Shared Facilities; and
- (c) insurance requirements.

### **2.2 Who must comply with the Strata Management Statement?**

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

### **2.3 Copies of the Strata Management Statement**

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

### **2.4 Building Management Committee**

The Building Management Committee is established under the Strata Management Statement to administer issues affecting the Building and the various components of Proximity. The Owners Corporation is a member of the Building Management Committee. It must, by special resolution according to the Development Act, appoint a representative to represent and vote for it at meetings of the Building Management Committee.

### **2.5 Consents under the Strata Management Statement**

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

### **2.6 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.

### **3 Exclusive Use By-Laws**

#### **3.1 Purpose of the Exclusive Use By-laws**

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

#### **3.2 Interpreting this by-law**

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

#### **3.3 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 from an Exclusive Use By-Law.

#### **3.4 Occupiers may exercise rights**

You may allow another Owner or an Occupier 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.

#### **3.5 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).

#### **3.6 Repairing damage**

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

#### **3.7 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.

### 3.8 Additional insurances

In addition to your obligations under by-law 20 ("Insurance premiums"), you must reimburse the Owners Corporation for any increased premium for its insurance policies caused by exercising your rights or performing your obligations under an Exclusive Use By-Law.

## 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 an Apartment or Common Property by another Owner or Occupier; or
- (b) use language or behave in a way that might offend or embarrass another Owner or Occupier or their visitors; or
- (c) smoke cigarettes, cigars or pipes while you are on Common Property or allow smoke from them to enter Common Property; or
- (d) obstruct the legal use of Common Property by any person; or
- (e) do anything in the Building which is illegal; or
- (f) do anything which might damage the good reputation of the Owners Corporation or the Building.

### 4.2 Complying with the law

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

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

The laws 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.

## 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 the Building if they do not comply with the by-laws or the Strata Management Statement; and
- (c) take reasonable care about who you invite into the Building or Proximity; and
- (d) accompany your visitors at all times, except when they are entering or leaving the Building or Proximity.

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 Apartment

If you lease or licence your Apartment, 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 the Building.

## 6 What are your obligations for your Apartment?

### 6.1 General obligations

You must:

- (a) keep your Apartment clean and tidy and in good repair and condition; and
- (b) properly maintain, repair and, where necessary, replace an installation or alteration made under the by-laws or the Strata Management Statement which service your Apartment (whether or not you made the installation or alteration); and
- (c) notify the Owners Corporation if you change the existing use of your Apartment in a way which may affect its insurance policies or premiums. See by-law 20 ("Insurance premiums") for important information about increasing and paying for insurance premiums; and
- (d) notify the Building Management Committee if you change the existing use of your Apartment in a way which may affect its insurance policies or premiums (see by-law 20 ("Insurance premiums")); and
- (e) at your expense, comply with all laws about your Apartment, including 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; or

- (b) keep anything in your Apartment which is visible from outside the Apartment and is not in keeping with the appearance of the Building; or
- (c) install bars, screens, grilles, security locks or other safety devices on the interior or exterior of windows or doors in your Apartment if they are visible from outside your Apartment or the Building; or
- (d) install an intruder alarm with an audible signal; or
- (e) attach or hang an aerial or wires outside your Apartment or the Building.

#### 6.3 Floor coverings

If you 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 Window tinting

You must have consent from the Owners Corporation to affix window tinting or other treatments to windows and glass doors in your Apartment.

#### 6.6 Window coverings

The colour of the backing of curtains or other window coverings in your Apartment must be white or another colour approved by the Owners Corporation.

#### 6.7 Cleaning windows

Subject to by-law 6.8 ("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.

#### 6.8 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 the Building. If the Owners Corporation resolves to clean glass in your Apartment, you are excused from your obligations under by-law 6.7 ("Cleaning windows") for the period the Owners Corporation resolves to clean the glass.

#### 6.9 Drying your laundry

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

## 7 The Balcony of your Apartment

#### 7.1 What may you keep on a Balcony?



You may keep 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; or
- (b) it is a standard commensurate with the standard of the Building; or
- (c) it will not (or is not likely to) cause damage; or
- (d) it is not (or is not likely to become) dangerous.

#### 7.2 Access to Balconies

To enable the Owners Corporation to inspect, repair or replace Common Property, you must allow the Owners Corporation access to your Balcony at all reasonable times, with or without tools and equipment.

#### 7.3 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.

#### 7.4 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 of your Apartment if:

- (a) it is a type approved under by-law 8.2 ("Types of portable barbeques"); and
- (b) it will not (or is not likely to) cause damage; and
- (c) it is not (or is not likely to become) dangerous; and
- (d) you keep it covered when you are not operating it; and
- (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 of your Apartment:

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

You may not store or operate a portable barbeque on the Balcony 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 9:00 am and 9:00 pm (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 interfere unreasonably with another Owner or Occupier.

## **9 Keeping an animal**

**9.1** Subject to the Strata Schemes Management Act 2015 including any section or Act that amends or replaces it and any Regulation issued thereunder (the Act), an owner or occupier of a lot may, keep any animal in the lot and allow it to access the common property but only on the conditions set out in this by-law.

**9.2** The keeping of an animal in a lot or permitting it to access the common property is subject to the conditions that:

- (a) the animal is appropriately identified by, for example, microchip, tattoo or other appropriate means;
- (b) other than a guide dog for the visually impaired, the owner or occupier of the lot in which the animal is kept must ensure that the animal does not remain for any extended period of time in any internal enclosed common property area in the building;
- (c) the owner of the lot in which the animal is kept is liable for any damage caused by the animal to any part of the common property or the property of any other lot owner, occupier or visitor;
- (d) the animal is kept on a leash or otherwise suitably restrained at all times when on common property;
- (e) no faeces or other animal waste is placed in the common property garbage receptacles unless contained within a securely sealed plastic or other impermeable wrapping and in such a manner that no offensive odours escape.

**9.3** The owners corporation may, pursuant to a resolution of its executive committee, give a written notice to an owner or occupier of a lot in which an animal is kept if:

- (a) there is a material breach of the conditions in this by-law;
- (b) the animal creates unreasonable noise or nuisance;
- (c) the animal attacks or threatens in a material way any owner or occupier of, or visitor to, a lot;
- (d) the animal attacks or threatens other animals within the common property; or

- (e) the animal causes material damage to the common property or the property of any other lot owner, occupier or visitor,

requiring that owner or occupier to take certain actions or do certain things, which may include the removal of the animal from the strata scheme.

- 9.4 If a written notice is given under clause 19.3 of this by-law to an owner or occupier of a lot in respect of an animal kept within that owner or occupier's lot, that owner or occupier must comply with the terms of that notice within 21 days after the date on which the notice is given to that owner or occupier.
- 9.5 For the avoidance of doubt, nothing in this by-law requires the consent of the owners corporation for the keeping in a lot at any time of fish, a small caged bird or an animal of the kind described in section 49(4) of the Act.
- 9.6 In addition to the powers, authorities, duties and functions imposed on the Owners Corporation pursuant to the Strata Schemes Management Act 2015, the Owners Corporation shall have the following additional powers, duties and functions:
  - (a) the power to keep and maintain a register of all pets lawfully kept in the building pursuant to the Strata Schemes Management Act 2015 and the provisions of this by-law; and
  - (b) the power to delegate the function of keeping and maintaining the register of pets (including updating the register from time to time) to the strata committee and the building manager.

## **10 Erecting a sign**

### **10.1 Your obligations**

You must not erect a sign in your Apartment or on Common Property.

### **10.2 The Developer**

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 an Apartment which you do not own.

## **11 Moving and delivering furniture and goods**

### **11.1 Moving in**

You must make arrangements with the Owners Corporation at least 48 hours before you move in to or out of the Building or move large articles (eg furniture) through Common Property.

### **11.2 What are your obligations?**

When you take deliveries or move furniture or goods through the Building, you must:

- (a) comply with the reasonable requirements of the Owners Corporation, including requirements to fit an apron cover to the Common Property lift; and

- (b) repair any damage you (or the person making the delivery) cause to Common Property; and
- (c) 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.

#### 11.3 Role of the Building Manager

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

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

#### 11.4 Using the Loading Dock

The Loading Dock is a Shared Facility. If you want to use the Loading Dock to move items into or out of the Building, you must make arrangements with the Facilities Manager appointed by the Building Management Committee under the Strata Management Statement.

## 12 How to dispose of your garbage

#### 12.1 General requirements

Subject to the by-laws, you must not deposit or leave garbage or recyclable materials:

- (a) on Common Property (other than in the Garbage Room or a garbage chute according to this by-law); or
- (b) in an area of your Apartment which is visible from outside your Apartment (eg on the Balcony of your Apartment).

#### 12.2 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 the Building; and
- (b) leave your other garbage and recyclable materials in the area in the Garbage Room designated by the Building Management Committee or the Owners Corporation for that purpose; and
- (c) drain and clean bottles and make sure they are not broken before you place them in the area in the Garbage Room designated by the Building Management Committee or the Owners Corporation for that purpose; and
- (d) recycle your garbage according to instructions from the Building Management Committee or the Owners Corporation and Council; and



- (e) 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.

#### 12.3 Rules for using garbage chutes

You must not:

- (a) put bottles or glass in a garbage chute; or
- (b) put liquids in a garbage chute; or
- (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.

#### 12.4 Cleaning up spills

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

#### 12.5 Role of the Building Management Committee

Under the Strata Management Statement, the Building Management Committee must:

- (a) make garbage and recyclable materials available for collection by Council (including moving garbage and recyclable materials to a central collection area); and
- (b) arrange for the removal of large articles of garbage, recyclable materials, liquids or other articles that Council will not remove as part of its normal garbage collection service (at the cost of the relevant Owner or Occupier).

### 13 Carrying out Building Works

#### 13.1 When do you need consent?

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

#### 13.2 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 10.2 ("The Developer"); or
- (b) alter or remove an Inter-Tenancy Wall according to by-law 14 ("Inter-Tenancy Walls"); or
- (c) carry out Building Works which you are entitled to carry out under an Exclusive Use By-Law.

However, you must comply with by-laws 13.3 ("Procedures before you carry out Building Works") to 13.5 ("Making arrangements with the Owners Corporation") in relation to Building Works under By-Laws 13.2(b) or (c).

### 13.3 Procedures before you carry out Building Works

Before you carry out Building Works, you must:

- (a) obtain necessary consents from the Owners Corporation and Government Agencies; and
- (b) obtain necessary consents from the Building Management Committee and under the Architectural Code; and
- (c) find out where service lines and pipes are located; and
- (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.

### 13.4 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; and
- (b) carry out the Building Works in a proper manner and to the reasonable satisfaction of the Owners Corporation; and
- (c) repair any damage you (or persons carrying out the Building Works for you) cause to Common Property or the property of another Owner or Occupier.

### 13.5 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 the Building 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 the Building; 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 the Building.

## 14 Inter-Tenancy Walls

### 14.1 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 Apartments separated by the Inter Tenancy Wall or you have the consent of the owner of the adjoining Apartment; and

- (b) it is not a structural wall; and
- (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 certifying 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 Apartments (including services to those Apartments); 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.

#### 14.2 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 14.1 ("When may you alter or remove an Inter-Tenancy Wall?").

However, you must obtain all necessary consents from Council and Government Agencies before you alter or remove an Inter-Tenancy Wall.

#### 14.3 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 14.1 ("When may you alter or remove an Inter-Tenancy Wall?"); and
- (b) if appropriate, comply with section 19 of the Development Act and lodge any necessary building alteration plan with the Registrar-General; and
- (c) comply with by-laws 13.3 ("Procedures before you carry out Building Works") to 13.6 ("Making arrangements with the Owners Corporation"); and
- (d) acknowledge for yourself and future Owners of your Apartment that the Owners Corporation does not have to reinstate the Inter-Tenancy Wall.

### 15 Agreement with the Building Manager

#### 15.1 Purpose of the agreement

The Owners Corporation has the power to appoint and enter into agreements with a Building Manager to provide management and operational services for the Building and for Proximity generally. The Owners Corporation may exercise its power under this by-law in its capacity as a member of the Building Management Committee and in its capacity as an owners corporation.

#### 15.2 Initial Period

The Owners Corporation may enter into agreements with a Building Manager during the Initial Period.

#### 15.3 Delegation of functions

The Owners Corporation cannot delegate its functions or the functions of the Executive Committee to a Building Manager.

**15.4 Agreement during the Initial Period**

If the Owners Corporation (in its own right) enters into an agreement with a Building Manager during the Initial Period:

- (a) the term of the agreement must not exceed the date which is two months after the first annual general meeting of the Owners Corporation or for another term required by law; and
- (b) the Owners Corporation may agree to pay the Building Manager a market related fee for performing the duties under the agreement, as well as a fee for initial set up costs incurred by the Building Manager that will be payable if the Building Manager is not appointed by the Owners Corporation at the first annual general meeting.

**15.5 Agreements after the Initial Period**

If the Owners Corporation (in its own right) enters into an agreement with a Building Manager after the Initial Period:

- (a) the term of the agreement may be for the period agreed by the Owners Corporation which in each case should not exceed the period permitted by Law; and
- (b) the remuneration of the Building Manager under the agreement may be the amount agreed by the Owners Corporation.

**15.6 What provisions must be included in an agreement?**

An agreement between the Owners Corporation (in its own right) and a Building Manager must have provisions about:

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

**15.7 Duties of the Building Manager**

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

- (a) caretaking, supervising and servicing Common Property; and
- (b) supervising cleaning and garbage renewal services (other than performing functions of the Building Management Committee); and
- (c) supervising the repair, maintenance, renewal or replacement of Common Property; and



- (d) co-ordinating deliveries and the movement of goods, furniture and other large articles through Common Property; and
- (e) co-ordinating the carrying out of Building Works; and
- (f) managing the Security Key system and providing Security Keys according to the by-laws; and
- (g) providing services to the Owners Corporation, Owners and Occupiers; and
- (h) supervising employees and contractors of the Owners Corporation; and
- (i) supervising the Building generally; and
- (j) doing anything else that the Owners Corporation agrees is necessary for the operation and management of the Building.

**15.8 Agreements under the Strata Management Statement**

The terms, remuneration, provisions and duties under an agreement between the Owners Corporation (in its capacity as a member of the Building Management Committee) and a building manager must comply with the Strata Management Statement.

## **16 Licences**

**16.1 Powers of the Owners Corporation**

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.

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

## **17 Using the Recreational Facilities**

**17.1 Strata Management Statement**

The rules regulating use of the Recreational Facilities are in the Strata Management Statement.

**17.2 Your obligations**

You must comply with the Strata Management Statement when you use the Recreational Facilities. You must also comply with any Rules made by the Building Management Committee about using the Recreational Facilities.

## **18 Exclusive use of courtyard**

### **18.1 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 Apartment listed in the table in By-Law 18.3 who has the exclusive use of a courtyard affected by the special resolution. By-Laws 2.4 ("Occupiers may exercise rights") to 2.8 ("Additional insurances") apply to this Exclusive Use By-Law.

### **18.2 Interpreting this Exclusive Use By-Law**

In this Exclusive Use By-Law, "you" means the Owner of an Apartment who has exclusive use of a courtyard.

### **18.3 Exclusive use**

- (a) The Owners of the Apartments in column 1 of the following table have exclusive use and enjoyment of the courtyard in column 2 adjacent to their Apartment according to this Exclusive Use By-Law.

| Column 1<br>Apartment | Column 2<br>Courtyard |
|-----------------------|-----------------------|
| Lot 1                 | Courtyard A           |

The location of each courtyard is shown on the courtyards plan in annexure A.

### **18.4 What are your obligations?**

You must:

- (a) provide the Owners Corporation with access to your courtyard to enable the Owners Corporation to comply with its obligations under the Management Act and the by-laws; and
- (b) keep your courtyard clean and tidy; and
- (c) use your courtyard only for lawful purposes; and
- (d) maintain and repair your courtyard; and
- (e) comply with reasonable requirements of the Owners Corporation when you exercise your rights or comply with your obligations under this Exclusive Use By-Law.

## **19 Installation and operation of Air conditioning Units**

### **19.1 Right to install**

You may install an Air conditioning Unit which exclusively services your lot.

## 19.2 Your obligations about installation

If you install an Air conditioning Unit:

- (a) it must be located on the Balcony of your lot against the external wall of your lot;
- (b) the air handling unit inside your lot and the external condenser unit must be connected to the condenser water drainage system at the connection point within your lot;
- (d) it must not have a maximum power rating exceeding 4.8kW and not, when screened, emit noise levels of more than 55dB as measured on the closest point of any neighbouring Balcony; and
- (e) it must comply with any requirements of Government Agencies about Air conditioning Units.

## 19.3 Your additional obligations

If you have installed an Air conditioning Unit you must:

- (a) maintain and repair the Air conditioning Unit in good working order and repair;
- (b) not allow your Air conditioning Unit to cause a nuisance to other Owners or Occupiers;
- (c) at your cost maintain and repair any portion of the Common Property in or through which any part of your Air conditioning Unit is located; and
- (d) you must not allow water or any fluids from the Air conditioning Unit to drip onto or over the edge of your Balcony.

## 19.4 Rights of the Owners Corporation

- (a) If you fail to comply with any of your obligations under this By-Law 19, the Owners Corporation may give you a notice requiring you to remedy the non compliance within a reasonable time.
- (b) If you fail to comply with a notice given to you under By-Law 19.4(a), the Owners Corporation may:
  - (i) require you to, at your cost, remove the Air conditioning Unit from your lot within a time specified in the notice; and
  - (ii) if you fail to comply to remove the Air conditioning Unit, enter your lot, remove and dispose of the Air conditioning Unit and recover from you the cost of its removal and disposal.

# 20 Damage to Common Property

## 20.1 What are your obligations?

Subject to the by-laws, you must:

- (a) use Common Property equipment only for its intended purpose; and
- (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 the Building on your behalf.

20.2 When will you need consent from the Owners Corporation?

Subject to the by-laws, you must have consent from the Owners Corporation to:

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

## 21 Insurance premiums

21.1 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 insurance policy effected by the Owners Corporation.

21.2 Payments for increased premiums

If the Owners Corporation gives you consent under this by-law, it may make conditions that 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.

21.3 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.

## 22 Security at the Building

22.1 Rights and obligations of the Owners Corporation

The Owners Corporation must take reasonable steps to:

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

22.2 Installation of security equipment

Subject to this by-law, 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 the Building.

### 22.3 Restricting access to Common Property

Subject to this by-law, 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 an Apartment; and
- (b) restrict by Security Key your access to levels in the Building where you do not own or occupy an Apartment or have access to according to an Exclusive Use By-Law; and
- (c) allow security personnel to use part of Common Property to operate or monitor security of the Building. The Owners Corporation may exclude you from using these parts of Common Property.

### 22.4 What are your obligations?

You must not:

- (a) interfere with security cameras or surveillance equipment; or
- (b) do anything that might prejudice the security or safety of the Building.

You must take reasonable care to make sure that fire and security doors are locked or closed when they are not being used.

### 22.5 Restrictions on exercising rights

When the Owners Corporation exercises rights under this by-law:

- (a) it must comply with the Strata Management Statement; and
- (b) it must not interfere with Shared Facilities.

## 23 Security Keys

### 23.1 Providing Owners and Occupiers with Security Keys

Subject to this by-law, the Owners Corporation may give you a Security Key if it restricts access to Common Property under by-law 22 ("Security at the Building").

### 23.2 Fees for additional Security Keys

The Owners Corporation may charge you a fee or bond if you require extra or replacement Security Keys.

### 23.3 Who do Security Keys belong to?

Security Keys belong to the Owners Corporation.

### 23.4 Managing the Security Key system

The Owners Corporation has the power to:

- (a) re-code Security Keys; and
- (b) require you to promptly return your Security Keys to the Owners Corporation to be re-coded; and

- (c) make agreements with another person to exercise its functions under this by-law and, in particular, to manage the Security Key system. The agreement may have provisions requiring Owners to pay the other person an administration fee for the provision of Security Keys.

23.5 What are your obligations?

You must:

- (a) comply with the reasonable instructions of the Owners Corporation about Security keys and, in particular, instructions about re-coding and returning Security Keys; and
- (b) take all reasonable steps not to lose Security Keys; and
- (c) return Security Keys to the Owners Corporation if you do not need them or if you are no longer an Owner or Occupier; and
- (d) notify the Owners Corporation immediately if you lose a Security Key.

23.6 Some prohibitions

You must not:

- (a) copy a Security Key; or
- (b) give a Security Key to someone who is not an Owner or Occupier.

23.7 Procedures if you lease your Apartment

If you lease or licence your Apartment, you must include a requirement in the lease or licence that the Occupier return Security Keys to the Owners Corporation when they no longer occupy an Apartment.

## 24 Rules

24.1 Powers of the Owners Corporation

The Owners Corporation has the power to make Rules about the security, control, management, operation, use and enjoyment of the Building and, in particular, the use of Common Property.

24.2 Changing Rules

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

24.3 What are your obligations?

You must comply with the Rules.

24.4 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.

24.5 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.

## **25 How are consents given?**

### **25.1 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
- (b) the Executive Committee at a meeting of the Executive Committee.

### **25.2 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.

### **25.3 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.

## **26 Failure to comply with by-laws**

### **26.1 What can the Owners Corporation do?**

The Owners Corporation may do anything on your Apartment 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.

### **26.2 Procedures**

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

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

### **26.3 Recovering money**

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

## **27 Applications and complaints**

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

## 28 Interpretation

### 28.1 Definitions

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

**Air conditioning Units** include, without limitation:

- (a) Internal air handling units and equipment;
- (b) cables, conduits, pipes, wires and ducts which are located in a lot or Common Property that exclusively service the Air conditioning Unit in an Apartment; and
- (c) external air conditioning condenser units.

**Apartment** means a lot in the Building.

**Balcony** means a balcony and a terrace in an Apartment.

**Building** means the part of Proximity comprising strata scheme SP72442 established within Lot 2 in DP1066102.

**Building Manager** means the building manager appointed by the Owners Corporation according to by-law 15 ("Agreement with the Building Manager").

**Building Works** mean works, alterations, additions, damage, removal, repairs or replacement of:

- (a) Common Property structures, including the Common Property walls, floor and ceiling enclosing your Apartment. Common Property walls include windows and doors in those walls; or
- (b) the structure of your Apartment; or
- (c) the internal walls inside your Apartment (eg a wall dividing two rooms in your Apartment); or
- (d) Common Property services; or
- (e) services in the Building, whether or not they are for the exclusive use of your Apartment.

**Building Works** exclude:

- (f) minor fit out works inside an Apartment; and
- (g) works or alterations to the interior of Common Property walls in an Apartment (eg hanging pictures or attaching items to those walls); and
- (h) works which you are entitled to carry out under an Exclusive Use By- Law.

**Common Property** means Common Property in the Building and personal property of the Owners Corporation. For the purposes of the by-laws, Common Property does not include Shared Facilities.

**Council** means Rockdale City Council.



**Developer** means Arncliffe Development Pty Limited (ACN 094 728 971).

**Development Act** means the Strata Schemes Development Act 2015 (NSW).

**Executive Committee** means the executive committee of the Owners Corporation.

**Exclusive Use By-Law** means by-laws granting Owners exclusive use and special privileges of Common Property according to Division 3, Part 7 of the Management Act.

**Garbage Room** means the garbage waste rooms and recycling waste rooms located in Residential Building A (at street level), Residential Building B (at upper basement level) and Residential Building E (at upper basement level) which are Shared Facilities;

**Government Agency** means a governmental or semi-governmental administrative, fiscal or judicial department or entity.

**Initial Period** has the same meaning as it does in the Management Act.

**Inter-Tenancy Wall** means a Common Property wall between two Apartments.

**Loading Dock** means the loading dock located in Residential Building A at ground level and accessed from Magdalene Terrace (formerly Lusty Street).

**Management Act** means the Strata Schemes Management Act 2015 (NSW).

**Occupier** means the occupier, lessee or licensee of an Apartment.

**Owner** means:

- (a) the owner for the time being of an Apartment; and
- (b) if an Apartment is subdivided or resubdivided, the owners for the time being of the new Apartments; and
- (c) for an Exclusive Use By-Law, the owner(s) of the Apartment(s) benefiting from the by-law; and
- (d) a mortgagee in possession of an Apartment.

**Owners Corporation** means The Owners - Strata Plan No. SP72442.

**Proximity** means the land and buildings comprised in the Building and in lots 1 to 5 inclusive in DP1066102 (including any strata schemes or lots into which they are subdivided).

**Recreational Facilities** means the Recreation and Garden Areas and the Swimming Pool and the Gymnasium Areas.

**Recreation and Garden Areas** means the outdoor recreation and garden areas which are a Shared Facility located at podium and ground levels of Proximity and forming part of the common property in the Strata Plans for Residential Building B, Residential Building D and Residential Building E;

**Residential Building A** means SP72445.

**Residential Building B** means SP72442.

**Residential Building D** means SP72444.

**Residential Building E** means SP72443.

**Rules** mean Rules made by the Owners Corporation according to by-law 23 ("Rules").

**Security Keys** means a key, magnetic card or other device or information used in the Building to open and close Common Property doors, gates or locks or to operate alarms, security systems or communication systems.

**Shared Facilities** has the same meaning as it does in the Strata Management Statement.

**Storage Space** means a Common Property storage space and includes the floor, ceiling and wire mesh walls around a Storage Space.

**Strata Management Statement** means the strata management statement for Proximity registered with strata plan for the Building.

**Strata Manager** means the person appointed by the Owners Corporation as its strata managing agent under section 49 of the Management Act. If the Owners Corporation does not appoint a strata managing agent, Strata Manager means the secretary of the Owners Corporation.

**Swimming Pool and Gymnasium Areas** means the swimming pool and gymnasium areas, toilets and associated plant and equipment which are a Shared Facility and are located on the Podium level of Proximity forming part of common property in the Strata Plan for Residential Building E.

## 28.2 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 the Building; 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.

#### 28.3 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.

#### 28.4 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.

#### 28.5 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).

#### 28.6 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.

#### 28.7 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.

### 29. Minor Renovation Works

#### Operation of by-law

1. The Owner under this by-law is the owner or owners of lots 1-103.
2. In the event of an inconsistency between this by-law and any other by-law applicable to strata scheme 72442, the terms of this by-law shall prevail to the extent of that inconsistency.
3. The Owner has the right to perform Minor Renovation Works and keep the Minor Renovation Works installed on the common property subject to the conditions set out in this by-law.
4. The rights and obligations conferred under this by-law are conferred jointly and severally.

## Definitions

5. In this by-law, unless the context otherwise requires:
- (a) Act means the Strata Schemes Management Act, 2015.
  - (b) Authority means any government, semi government, statutory, public or other authority having any jurisdiction over the Lot or the Building including the Council.
  - (c) Building means the building "Proximity B" situated at 35 Arncliffe St, Wolli Creek
  - (d) Council means Rockdale Council
  - (e) Insurance means:
    - (i) contractors all risk insurance (including public liability insurance) in the sum of \$10,000,000;
    - (ii) workers compensation insurance; and
    - (iii) insurance required under the Home Building Act, 1989 (if any).
  - (f) Lot means lots 1-103 in strata scheme 72442.
  - (g) Minor Renovation Works means the Owner's works to the Lot and the common property to be carried out for and in connection with:
    - (i) renovating a kitchen;
    - (ii) changing recessed light fittings;
    - (iii) installing or replacing wood or other hard floors;
    - (iv) installing or replacing wiring or cabling or power or access points;
    - (v) work involving reconfiguring walls (excluding common property and/or load bearing walls);
    - (vi) removing carpet or other soft floor coverings to expose underlying wooden or other hard floors;
    - (vii) installing a rainwater tank;
    - (viii) installing a clothesline;
    - (ix) installing a reverse cycle split system air conditioner;
    - (x) installing double or triple glazed windows;
    - (xi) installing a heat pump;
    - (xii) installing ceiling insulation; and
    - (xiii) any other worked prescribed by section 110 of the Act or regulation 28 of the Regulations as being minor renovation works together with:

- (A) ancillary works to facilitate the works referred to above; and
- (B) restoration of lot and common property (including the Lot) damaged by the works referred to above,

and to be conducted strictly in accordance with the provisions of this by-law and any consents provided pursuant to this by-law.

- (h) Owner means the owner or owners of the Lot.
- (i) Owners Corporation means The Owners – Strata Plan No. 72442.
- (j) Plans means the plans, documents, drawings and images for the Minor Renovation Works (if applicable).
- (k) Regulations means the Strata Schemes Management Regulation, 2016.

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

- (a) the singular includes the plural and vice versa;
- (b) any gender includes the other gender;
- (c) any terms in the by-law will have the same meaning as those defined in the Act;
- (d) references to legislation include references to amending and replacing legislation;
- (e) references to the Owner in this by-law include any of the Owner's executors, administrators, successors, permitted assigns or transferees;
- (f) references to any Minor Renovation Works under this by-law include ancillary equipment and fittings whatsoever and any obligation under this by-law applies to all such ancillary equipment.

#### Conditions

7. Before the Works commence, the Owner must:

- (a) provide a copy of the Plans to the Owners Corporation;
- (b) obtain all necessary approvals from any Authority and provide a copy to the Owners Corporation;
- (c) obtain the written approval for the location, type, size and make of the Minor Renovation Works from the Owners Corporation (such approval not to be unreasonably withheld) and the strata committee is hereby delegated the function of giving such approvals on behalf of the Owners Corporation;
- (d) provide the Owners Corporation's nominated representative(s) access to inspect the Lot within forty-eight hours of any request from the Owners Corporation; and
- (e) effect and maintain Insurance and provide a copy to the Owners Corporation (if requested by the Owners Corporation).

8. To be compliant under this by-law, the Minor Renovation Works (if approved) must:
  - (a) be in keeping with the appearance and amenity of the Building in the reasonably held opinion of the Owners Corporation;
  - (b) be manufactured and designed to specifications for domestic use;
  - (c) comply with the provisions of the Building Code of Australia and Australian Standards (where relevant);
  - (d) comply with the Home Building Act, 1989 (where relevant); and
  - (e) comprise materials that are new and suitable for the purpose for which they are used.
9. To be compliant under this by-law, any air-conditioning works (if approved) must:
  - (a) have a power rating of 5kw or less if the unit is the only unit installed for the lot and 2.5kw or less for a second unit. For the avoidance of doubt, a maximum of 2 air-conditioning units are permitted;
  - (b) have a condenser unit (external) that:
    - (i) is installed unobtrusively on the balcony or courtyard part of the Lot (or as otherwise specified by the Owners Corporation);
    - (ii) has all pipe work covered with steel piping in the same colour from time to time as the exterior walls of the Building or as otherwise reasonably directed by the Owners Corporation;
    - (iii) has all hole and/or penetrations made in order to facilitate the installation adequately sealed and waterproofed; and
    - (iv) does not exceed 55dB or such other acceptable sound rating as may be specified by an Authority or the Owners Corporation from time to time; and
  - (c) otherwise comply with the provisions of By-law 19 and in the event of an inconsistency between this by-law and By-law 19, the provisions of this by-law shall prevail.
10. While the Minor Renovation Works are in progress the Owner of the Lot must:
  - (a) use duly licensed employees, contractors or agents to conduct the Minor Renovation Works;
  - (b) ensure that the Minor Renovation Works are carried out utilising only highest quality materials which are fit for purpose and used in accordance with the manufacturer's directions;
  - (c) ensure the Minor Renovation Works are conducted in a proper and workmanlike manner and comply with the relevant building codes and standards;
  - (d) ensure that the Minor Renovation Works are carried out expeditiously and with a minimum of disruption;



- (e) ensure that any electricity or other services required to operate the Minor Renovation Works are installed so that they are connected to the Lot's electricity or appropriate supply;
  - (f) only carry out the Minor Renovation Works at times reasonably approved by the Owners Corporation;
  - (g) perform the Minor Renovation Works within three (3) months of their commencement or such other period as reasonably approved by the Owners Corporation;
  - (h) transport all construction materials, equipment and debris in the manner described in this by-law and as otherwise reasonably directed by the Owners Corporation;
  - (i) protect all affected areas of the Building outside the Lot from damage relating to the Minor Renovation Works;
  - (j) ensure that the Minor Renovation Works do not interfere with or damage the common property or the property of any other lot owner other than as approved in this by-law and if this occurs the Owner must rectify that interference or damage within a reasonable period of time;
  - (k) provide the Owners Corporation's nominated representative(s) access to inspect the Lot within forty-eight (48) hours of any request from the Owners Corporation; and
  - (l) not vary or increase the scope of Minor Renovation Works without first obtaining the consent in writing from the Owners Corporation.
11. After the Minor Renovation Works have been completed, the Owner must:
- (a) notify the Owners Corporation that the Minor Renovation Works have been completed;
  - (b) notify the Owners Corporation that all damage, if any, to lot and common property caused by the Minor Renovations Works and not permitted by this by-law has been rectified;
  - (c) provide the Owners Corporation's nominated representative(s) access to inspect the Lot within forty-eight (48) hours of any request from the Owners Corporation to assess compliance with this by-law or any consents provided under this by-law from time to time;
  - (d) provide the Owners Corporation with a copy of any certificate or certification required by an Authority to approve the Minor Renovation Works.
12. The Owners Corporation's right to access the Lot arising under this by-law expires as soon as it is reasonably satisfied that the provisions of Clause 11 above have been complied with.
13. The Owner:

- (a) must not carry out any alterations or additions or do any works (other than Minor Renovation Works expressly approved under this by-law);
  - (b) must properly maintain and upkeep the Minor Renovation Works;
  - (c) must ensure that the Minor Renovation Works and their use do not contravene any statutory requirements of any Authority;
  - (d) must use reasonable endeavours to cause as little disruption as possible when using the Minor Renovation Works;
  - (e) must ensure that the Minor Renovation Works do not create any noise likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using the common property;
  - (f) must ensure that the Minor Renovation Works do not cause water escape or water penetration to lot or common property;
  - (g) must comply with all directions, orders and requirements of any Authority relating to the Minor Renovation Works and their use;
  - (h) remains liable for any damage to lot or common property (including the Lot) arising out of the Minor Renovation Works;
  - (i) indemnifies and shall keep indemnified the Owners Corporation against any costs or losses arising out of or in connection with the Minor Renovations Works including their use.
14. If the Owner fails to comply with any obligation under this by-law, then the Owners Corporation may:
- (a) carry out all work necessary to perform that obligation;
  - (b) enter upon any part of the Lot to carry out that work; and
  - (c) recover the costs of carrying out that work from the Owner as a debt (and include reference of that debt on levy notices and any other levy reports or information) and the Owner acknowledges that any debt for which the Owner is liable under this by-law, is due and payable on written demand or at the direction of the Owners Corporation and, if not paid at the end of 1 month from the date on which it is due, will bear until paid, simple interest at an annual rate of 10 per cent or, if the regulations provide for another rate, that other rate and the interest will form part of that debt.
15. The Minor Renovation Works will always remain the property of the Owner
16. In the event that the Owner desires to remove the Minor Renovation Works, the provisions of Clauses 10-13 will apply.

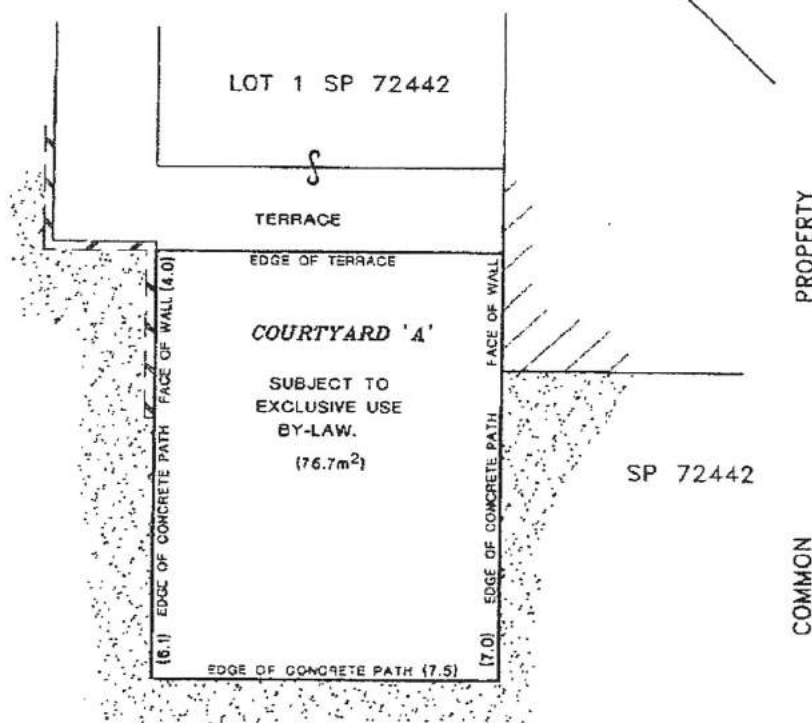


Annexure A - Exclusive Use Areas Plan

SKETCH PLAN SHOWING AREA SUBJECT TO  
AN EXCLUSIVE USE BY-LAW ADJACENT TO  
PART LOT 1 SP 72442

SP72442

LEVEL ONE



NOTE:  
THE AREA, THE SUBJECT OF THIS EXCLUSIVE  
USE BY-LAW IS LIMITED IN HEIGHT TO 2.8 METRES  
ABOVE THE UPPER SURFACE OF THE ADJOINING  
TERRACE AND IN DEPTH TO THE UPPER SURFACE  
OF THE CONCRETE CEILING OF THE BASEMENT LEVEL.

Prepared by:  
FRANK M. MASON & CO. PTY LIMITED  
2 Winslow Street, Milsons Point 2061  
Per *Andrew Mason*  
Registered Surveyor  
Dated 2.4.2004  
Reference 28527SP2

*0.000000*

### 30. Recovery of Costs

#### 1. Introduction

The purpose of this by-law is to assist the owners corporation to better manage and administer the strata scheme by prohibiting certain acts and enabling the owners corporation to recover certain costs

#### 2. Damaging Common Property and False Fire Alarms

2.1 An owner or occupier must not trigger a false fire alarm.

2.2 Each owner must use all reasonable endeavours to ensure that their occupiers and invitees do not trigger a false fire alarm.

#### 3. Owners corporation's power in the event of a breach of this by-law

If an owner or occupier breaches this by-law, the owners corporation may recover from the person responsible the charge issued to the owners corporation for the false fire alarm and the expense of recovering that cost.

#### 4. Recovery

4.1 A debt will, if not paid within a month of sending the invoice to the responsible person or notifying the responsible person of the debt, bear interest at the same rate as unpaid contributions under section 85 of the Act.

4.2 The owners corporation may recover all of its expenses of recovering a debt on an indemnity basis.

#### 5. Interpretation

In this by-law:

5.1 **Act** means the *Strata Schemes Management Act 2015*.

5.2 **debt** means any amount payable to the owners corporation under this by-law.

5.3 **false fire alarm** means setting off a fire alarm (including a false fire alarm), so that the fire brigade or other organisation:

5.3.1 is required to attend the strata scheme; and

5.3.2 charges the owners corporation a fee for that attendance.

5.4 **occupier** means an occupier of a lot in the strata scheme.

5.5 **owner** means an owner of a lot in the strata scheme.

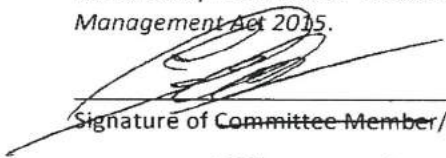
5.6 **person responsible** means, at the owners corporation's discretion:

5.6.1 the person who has breached clause 2.1; or

5.6.2 an owner who is in breach of clause 2.2 by failing to use the necessary reasonable endeavours.

- 5.7 Any term used in this by-law that is defined in the Act will have the same meaning in this by-law as it does in the Act.
- 5.8 If there is any conflict between this by-law and any other by-law of the strata scheme, this by-law will apply to the extent of that conflict.
- 5.9 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.

Executed by The Owners – Strata Plan No.72442 in accordance with section 273 of the *Strata Schemes Management Act 2015*.

  
\_\_\_\_\_  
Signature of ~~Committee Member~~/Strata Manager

SEAN BERMINGHAM  
Name of ~~Committee Member~~/Strata Manager

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Committee Member

\_\_\_\_\_  
Name of 2<sup>nd</sup> Committee Member



\_\_\_\_\_  
Common Seal