

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Infinity Property
Address of property	Unit 3/29 Howard Avenue, Dee Why, NSW.
Lot	3
Strata Plan	SP 68946
Name of Strata Management Co.	Fresh Strata
Telephone Number of Strata Agent	9939 8061
Report Date	31 January 2024

General Information

Owner's Name	G.W. & G. A. Forbes
Unit Entitlement.	243
Total Unit Entitlement.	10,000

Levy Contributions

Administration Fund contribution.	\$225.53
Capital Works Fund contribution.	\$84.07
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$11,817.90 Debit.
Sinking Fund Balance.	\$382,298.70 Credit.

Insurances

Building Insurance	Yes
Sum Insured	\$25,429,635.00
Insurance Company	Strata Community Insurance
Due Date	24 April 2024
Fire Safety Report Issuing Body	Yes
Certificate Date.	2023
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 20 January 2020	Administration Fund set at \$184,800.00 p.a. Capital Works Fund set at \$9,350.00 p.a.
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	<p>Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Annual General Meeting 25 February 2021</p>	<p>Administration Fund set at \$118,800.00 p.a. Capital Works Fund set at \$75,350.00 p.a. Building insurance continued, Motion 26: Special levy of \$250,000.00 raised to paint the building and general other repairs, Resolved to engage Robertsons Remedial and Painting to paint the building at a cost of \$204,270.00 All other matters were meeting formalities and general maintenance as per the scan below, Meeting closed.</p>
<p>Annual General Meeting 27 January 2022</p>	<p>Administration Fund set at \$107,800.00 p.a. Capital Works Fund set at \$86,350.00 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Annual General Meeting 23 February 2023</p>	<p>Administration Fund set at \$148,500.00 p.a. Capital Works Fund set at \$55,357.50 p.a. Building insurance continued, Motion 24: JCA to tender to replace the lift, A special levy of \$300,000.00 was raised to pay for the lift to be replaced, instalments due: 1 May 2023, 1 August 2023 and, 1 November 2023. All other matters were meeting formalities as per the scan below, Meeting closed.</p>
<p>Other comments.</p>	<p>This report is to be taken in context and in conjunction with the scans below.</p>



Owner Ledger

Start Date: 01/01/2022
End Date: 31/01/2026
Owners: One only

Fresh Strata

ABN 25 080 234 859

P 612 9939 8061

Reception@freshstrata.com.au
www.freshstrata.com.au

1/1 Sydenham Road,
Brookvale, NSW 2100

The Owners of SP68946

Aurora, 29 Howard Ave, DEE WHY NSW 2099

Lot 3 Unit 3 G W & G A Forbes

UE / AE: 243.00 / 10,000.00

Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			Balance brought forward	0.00		0.00						
1	01/02/2022	Quarterly	Quarterly Admin/Capital Works Levy - 1 Feb to 30 Apr 2022	721.71	721.71	457.75	457.75	0.00	0.00%	Standard	Normal	None
2	01/05/2022	Quarterly	Quarterly Admin/Capital Works Levy - 1 May to 31 July 2022	654.88	654.88	524.58	524.58	0.00	0.00%	Standard	Normal	None
3	01/08/2022	Quarterly	Quarterly Admin/Capital Works Levy - 1 Aug to 31 Oct 2022	654.88	654.88	524.58	524.58	0.00	0.00%	Standard	Normal	None
4	01/11/2022	Quarterly	Quarterly Admin/Capital Works Levy - 1 Nov 2022 to 31 Jan 2023	654.88	654.88	524.58	524.58	0.00	0.00%	Standard	Normal	None
5	01/02/2023	Quarterly	Quarterly Admin/Capital Works Levy - 1 Feb to 30 April 2023	654.88	654.88	524.58	524.58	0.00	0.00%	Standard	Normal	None
6	01/05/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/05/2023 - 31/07/2023	984.55	984.55	273.54	273.54	0.00	0.00%	Standard	Normal	None
7	01/05/2023	Quarterly	Special Levy - Lift Replacement	0.00	0.00	2,673.00	2,673.00	0.00	0.00%	Special	Normal	None
8	01/08/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/08/2023 - 31/10/2023	984.55	984.55	273.54	273.54	0.00	0.00%	Standard	Normal	None
9	01/08/2023	Quarterly	Special Levy - Lift Replacement	0.00	0.00	2,673.00	2,673.00	0.00	0.00%	Special	Normal	None
10	01/11/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/11/2023 - 31/01/2024	984.56	984.56	273.54	273.54	0.00	0.00%	Standard	Normal	None
11	01/11/2023	Quarterly	Special Levy - Lift Replacement	0.00	0.00	2,673.00	2,673.00	0.00	0.00%	Special	Normal	None
12	01/02/2024	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy 01/02/2024 - 30/04/2024	225.53	0.00	84.07	0.00	0.00	0.00%	Standard	Cancelled	None
13	01/02/2024	Quarterly	Quarterly Admin/Capital Works Levy 01/02/2024 - 30/04/2024	902.14	902.14	336.30	336.30	0.00	0.00%	Standard	Normal	None
14	01/05/2024	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy 01/05/2024 - 31/07/2024	225.53	0.00	84.07	0.00	0.00	0.00%	Standard	Cancelled	None

Liability limited by a scheme approved under Professional Standards Legislation

Lot 3

Unit 3

G W & G A Forbes

UE / AE: 243.00 / 10,000.00

15	01/08/2024	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy 01/08/2024 - 31/10/2024	225.53	0.00	84.07	0.00	0.00	0.00%	Standard	Cancelled	None
16	01/11/2024	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy 01/11/2024 - 31/01/2025	225.53	0.00	84.07	0.00	0.00	0.00%	Standard	Cancelled	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

Receipts					Admin Fund		Capital Works Fund		Unallocated			
Date	Receipt no.	Subtype	Status	Source	Paid	Interest	Paid	Interest	Paid	Total amount	Cheque no.	Levy no.
25/01/2022	1021	Receipt	Banked		721.71	0.00	457.75	0.00	0.00	1,179.46		1
26/04/2022	1067	Receipt	Banked		654.88	0.00	524.58	0.00	0.00	1,179.46		2
29/06/2022	1100	Receipt	Banked		654.88	0.00	524.58	0.00	0.00	1,179.46		3
18/10/2022	1157	Receipt	Banked		654.88	0.00	524.58	0.00	0.00	1,179.46		4
24/01/2023	1203	Receipt	Banked		654.88	0.00	524.58	0.00	0.00	1,179.46		5
26/05/2023	1283	Receipt	Banked		984.55	0.00	2,946.54	0.00	0.00	3,931.09		6, 7
27/06/2023	1288	Receipt	Banked		984.55	0.00	2,946.54	0.00	0.00	3,931.09		8, 9
31/10/2023	1372	Receipt	Banked		984.56	0.00	2,946.54	0.00	0.00	3,931.10		10, 11
25/01/2024	1410	Receipt	Banked		902.14	0.00	336.30	0.00	0.00	1,238.44		13

Balance Sheet

As at 31/01/2024

The Owners of SP68946

Aurora, 29 Howard Ave, DEE WHY NSW 2099

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(13,630.83)
Owners Equity--Admin	1,812.93
	<u>(11,817.90)</u>
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	(5,101.46)
Owners Equity--Capital Works	387,400.16
	<u>382,298.70</u>
Net owners' funds	<u>\$370,480.80</u>
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	8,411.30
Receivable--Levies--Admin	2,013.01
Receivable--Owners--Admin	67.50
	<u>10,491.81</u>
Capital Works Fund	
Cash at Bank--Capital Works	390,243.99
Receivable--Levies--Capital Works	559.27
Receivable--Levies (Special)--Capital Works	5,811.97
	<u>396,615.23</u>
Unallocated Money	
Cash at Bank--Unallocated	645.61
	<u>645.61</u>
<i>Total assets</i>	<u>407,752.65</u>
Less liabilities	
Administrative Fund	
Creditor--GST--Admin	4,356.28
Prepaid Levies--Admin	17,953.43
	<u>22,309.71</u>
Capital Works Fund	
Creditor--GST--Capital Works	7,623.87
Prepaid Levies--Capital Works	6,692.66
	<u>14,316.53</u>
Unallocated Money	
Prepaid Levies--Unallocated	645.61
	<u>645.61</u>
<i>Total liabilities</i>	<u>37,271.85</u>
Net assets	<u>\$370,480.80</u>



CERTIFICATE OF CURRENCY

THE INSURED

POLICY NUMBER	NRSC22002200
PDS AND POLICY WORDING	Residential Strata PDS & Policy Wording SCI034-Policy-RS-PPW-02/2021
THE INSURED	The Owners - Strata Plan No. 68946
SITUATION	29 Howard Avenue Dee Why NSW 2099
PERIOD OF INSURANCE	Commencement Date: 4.00pm on 24/04/23 Expiry Date: 4.00pm on 24/04/24
INTERMEDIARY	Body Corporate Brokers
ADDRESS	Level 11, 338 Pitt Street Sydney NSW 2000
DATE OF ISSUE	18 April 2023

POLICY LIMITS / SUMS INSURED

SECTION 1	PART A	1. Building	\$25,429,635
		Common Area Contents	\$254,296
		2. Terrorism Cover under Section 1 Part A2	Applies
	PART B	Loss of Rent/Temporary Accommodation	\$3,814,445
		2. Floating Floors	Included
		3. Lot Owners Wall Coverings	Included
SECTION 2	Liability		\$30,000,000
SECTION 3	Voluntary Workers		\$200,000/\$2,000
SECTION 5	Fidelity Guarantee		\$100,000
SECTION 6	Office Bearers' Liability		\$5,000,000
SECTION 7	Machinery Breakdown		\$100,000
SECTION 8	Catastrophe		\$3,814,445
SECTION 9	PART A - Government Audit Costs - Professional Fees		\$25,000
	PART B - Appeal Expenses		\$100,000
	PART C - Legal Defence Expenses		\$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		\$300,000

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder or any noted interested parties. This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.

Fire Safety Statement



Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

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 (Street No., Street Name, Suburb and Postcode)

29 Howard Ave DEE WHY 2099

Lot No. (if known) DP/SP (if known) Building name (if applicable)

SP68946

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

Residential, Carpark & Retail 7 Storeys

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

Full Name (Given Name/s and Family Name) *

THE OWNERS CORPORATION OF SP 68946 C/O FRESH STRATA

* Where the owner is not a person/s but an entity including a company or trust insert the full name of that entity.

Address (Street No., Street Name, Suburb and Postcode)

SUITE 1, 1 SYDENHAM ROAD, BROOKVALE NSW 2100

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Alternate Solution for Car park over Levels	Fire Safety Study CAR PARK 29 Howard Avenue Dee Why Reports APC 26a and APC 26b by Fire Modelling & Computing Reports APC 26a Dated December 2001. <ul style="list-style-type: none">Automatic Fire Detection and AlarmStorage Separation35% Perforated PlatesClear Opening downturn L2	24/10/23	F045436A
Alternate Solution for Eastern & Western Boundaries	TR Howse & Assoc. BCA Report Ref. J21433TH/HJ Dated 27/11/2001	24/10/23	F045436A
Automatic Fire Detection & Alarm System	AS 1670 – 1987, BCA Spec E2.2a	24/10/23	F045436A
Building Occupant Warning System	1670.1 – 1987 BCA Spec E2.2	24/10/23	F045436A
Emergency Lighting	2293.1 – 1998, BCA Spec E4.2	24/10/23	F045436A
Exit Signs	2293.1 – 1998 E4.5, E4.6, E4.8	24/10/23	F045436A

29 Howard Ave DEE WHY 2099

Fire Safety Statement



Part 15 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

Fire Doors	BCA Spec C3.4 & AS1905.1 - 1984	24/10/23	F045436A
Fire Hydrants	BCA Clause E1.3 & AS2419.1 - 1994	24/10/23	F045436A
Fire Hose Reel System	BCA Clause E1.4 & AS 2441-1995	24/10/23	F045436A
Fire Seals (protecting openings in fire resisting components of the building)	BCA C3.15	24/10/23	F045436A
Lightweight Construction	BCA Spec C1.8	24/10/23	F045436A
Paths Of Travel	EP & A Clause 186 & BCA 96 Part D	24/10/23	F045436A
Portable Fire Extinguisher	BCA E1.6, AS 2444 - 2001	24/10/23	F045436A
Smoke and Heat Alarms	BCA Spec E2.2a and AS 3786	24/10/23	F045436A
Smoke & Heat Detectors	BCA Spec E2.2a & AS 1670-1987	24/10/23	F045436A
Solid-Core Doors	BCA Spec C3.1	24/10/23	F045436A
Wall Wetting Drenches	BCA C3.2, C3.4 & AS2118.2 - 1995	24/10/23	F045436A
Warning & Operational Signs	BCA D2.23 & EP&A Regs 2000 Clause 183	24/10/23	F045436A
Fire Shutters	BCA C3.4 & AS 1905.2 - 1989	24/10/23	F045436A
Fire Dampers	BCA C3.15, AS 1668.1 - 1998	24/10/23	F045436A
Fire Alarm Monitoring	AS 1670.3 - 1997 & AS4428.6 - 1997	24/10/23	F045436A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 15)

Part of the building inspected	Date(s) inspected	APFS *
WHOLE BUILDING	24/10/23	F045436A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

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

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
WILLIAM ADAMS	2/118 PACIFIC PDE DEE WHY	0406424632	F045436A	

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

Section 7: Details of the person making the declaration in section 8 or 9

Full name (Given Name/s and Family Name)
KASY COOMBS

Organisation (if applicable)	Title/Position (if applicable)
FRESH STRATA PTY LTD	COMPLIANCE MANAGER

Address (Street No, Street Name, Suburb and Postcode)
SUITE 1,1 SYDENHAM ROAD, BROOKVALE NSW 2100

Phone	Email
02 9939 8061	COMPLIANCE@FRESHSTRATA.COM.AU

The person making the declaration in section 8 or 9 must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, KASY COOMBS ON BEHALF OF FRESH STRATA P/L AND THE OWNERS CORPORATION OF STRATA PLAN 68946 (insert full name) being the: ☐ owner ☒ owner's agent

29 Howard Ave DEE WHY 2099

Fire Safety Statement



Part 15 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

declare that:

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing:
 - i. for an essential fire safety measure specified in the fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii. for an essential fire safety measure applicable to the building but not specified in the fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose grounds for a prosecution under Part 15 of the Regulation.

Owner/Agent Signature

Date issued

25/11/2023

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 this statement has been assessed by an accredited practitioner (fire safety) as capable of performing to at least the standard required by the current fire safety schedule for the building.~~

Owner/Agent Signature

NA

Date issued

NA

Note:

- A fire safety statement for a building must not be issued unless the statement is accompanied by a fire safety schedule for the building in accordance with the Regulation.
- The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with section 81 of the Regulation. An agent cannot be made responsible for this requirement.

SCHEDULE OF ESSENTIAL OR CRITICAL FIRE SAFETY MEASURES

PREMISES: 29 Howard Avenue DEE WHY NSW 2099

Please quote the AFSS Reference number on your statement and in any correspondence to Council.

The following items shall be certified:

	Fire Safety Measures	Standard of Performance
1	Alternative Solution for Car park over Levels	Fire Safety Study CAR PARK 29 Howard Avenue Dee Why Reports APC 26a and APC 26b by Fire Modelling and Computing Report APC 26a dated December 2001. • Automatic Fire Detection and Alarm • Storage Separation • 35% Perforated Plates • Clear Opening downturn L2
2	Alternative Solution for the eastern and western boundary	TR Howse & Assoc, BCA report ref. J21433TH/HJ dated 27/11/2001
3	Automatic smoke/fire detection and alarm system	AS 1670-1987, BCA Spec E2.2a
4	Building Occupant Warning System	AS 1670-1987 BCA Spec E2.2
5	Emergency lighting	AS 2293.1-1998, BCA Spec E4.2
6	Exit signs	AS 2293.1-1998 E4.5, E4.6, E4.8
7	Fire alarm monitoring	AS 1670.3-1997 4428.6 - 1997
8	Fire dampers	AS 1668.1-1998, BCA C3.15
9	Fire doors	AS 1905.1-1984 Spec 3.4
10	Fire hose reels	AS 2441-1995 E1.4
11	Fire seals protecting openings in fire-resisting components of the building	C3.15
12	Fire shutters	AS 1905.2-1989 Spec C3.4
13	Hydrants System	AS 2419.1-1994 E1.3
14	Lightweight construction	BCA Spec C1.8
15	Path of travel	EP & A CI 186 BCA 96 Part D
16	Portable fire extinguisher	AS 2444-2001 E1.6
17	Smoke and Heat Alarms	AS 3786 Spec E2.2a
18	Smoke and Heat Detectors	AS 1670-1987 Spec E2.2a
19	Solid-Core Doors	BCA Spec C3.1
20	Wall wetting drenchers	AS 2118.2-1995 C3.2, C3.4
21	Warning and operational signs	CI 183 EP & A Regs 2000 BCA D2.23

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



Please note:

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

General

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in the Dictionary in the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements need to be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must ensure a copy (together with a copy of the current fire safety schedule) is displayed in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety in buildings' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under Part 12 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under Part 12 of the Regulation and relates to each critical fire safety measure that applies to the building.

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

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

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

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

Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- The statutory fire safety measures are listed in section 79 of the Regulation.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in the Dictionary in the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.

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

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 15)

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire safety notices, fire exits, fire exit doors and the paths of travel to fire exits in the building or part of the building and found there has been no breach of Part 15 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information relating to the accreditation of practitioners is provided at section 6.

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

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name, address and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to indicate their assessment of the fire safety measure/s and the relevant standard of performance. In addition, where the relevant practitioner that inspected the matters in section 5 did not sign the fire safety statement, they would need to address section 5 in a separately signed document.
- A building owner must select an APFS from a register of practitioners accredited under an approved industry accreditation scheme. The accreditation number of each relevant APFS must be listed on the form.
- If the building owner has determined the competence of a person to act as a APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

Section 7: Details of the person making the declaration in section 8 or 9

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

- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation.

Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is making the required declaration for the annual fire safety statement in accordance with section 88 of the Regulation and is the same person as detailed in section 7. The person making this required declaration must identify if they are the owner or the owner's agent.
- **In making the required declaration, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form.**
- The person who makes the required declaration by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is making the required declaration for the supplementary fire safety statement in accordance with section 90 of the Regulation and is the same person as detailed in section 7. The person making this required declaration must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION FOR STRATA PLAN No.68946 HELD ON 20/01/2020 AT Fresh Strata Office, 3/529 Pittwater Road, Brookvale NSW 2100. THE MEETING COMMENCED AT 05:00 PM.

PRESENT

Lot #	Unit #	Attendance	Owner Name Representative
2	2	Yes	Bourke, John
6	6	Yes	Adams, D R
9	9	Yes	Parsons, M L & S M Megan Parsons & Proxy to Stephen Parsons
13	13	Yes	Ingegneri, A A By Proxy
15	15	Yes	P Dowd & P Ratanachuvongs Peter Dowd
16	16	Yes	Pribicevic, Tanja
18	18	Yes	Chandler, S L
21	21	Yes	Lawrence, M J
23	23	Yes	Macintosh, J E G & I L
24	24	Yes	Campbell, Elizabeth Jean By Email
26	26	Yes	Tomich, N B By Proxy
28	28	Apology	M J Parker & E P Kortvelyesy
30	30	Yes	David Charles Shoppee & Edward Leong
31	31	Yes	G J Godfrey & S A Godfery
32	32	Yes	Guan, R By Proxy

CHAIR

Sarah Pieters

1 APOLOGIES

That the following apology be received and accepted.

Lot 28 Eva Kortvelyesy

2 PROXIES

That the following proxies be tabled and accepted.

Lot 9 Susan and Megan Parsons to Stephen Parsons

Lot 13 Anne-Marie Ingegneri to Anthony Ingegneri

Lot 26 Nola Tomich to Sue Godfrey

Lot 32 Roger Goan to David Shoppee

3 GENERAL MEETING MATTERS

Resolved that the strata committee be limited to a maximum spend of \$15,000 on any one invoice. Any works over this amount will be referred to a general meeting.

4 MINUTES

Resolved that the minutes of the general meeting held on 20/01/2020 be confirmed.

5 ACCOUNTS

Resolved that the financial statements and the statements of key financial information for the Administrative Fund and the Capital Works Fund for the year ended 30/11/2020 be adopted.

6 AUDITOR

Noted that the Owners Corporation declined to appoint an auditor to audit the trust account / financial statements.

7 CONTRIBUTIONS TO THE ADMINISTRATIVE FUND

Resolved that the amount of money the Owners Corporation will need to credit to its Administrative Fund for actual and expected expenditure, estimated in accordance with section 79(1) of the Act and contributions to the Administrative Fund determined in accordance with section 81(1) of the Act, be \$184,800.00

Resolved that the contributions to the Administrative Fund be paid in equal instalments, the first such instalment being due on the 1st day of June 2020 and subsequent instalments being due on the first day of August and November 2020 and February 2021.

Note: the motion was amended by the owners present to bring forward the September levy to August with the following two levies to be set as November 2020 and February 2021. This action is to begin to bring the levies in line with financial year and assist with budgeting.

8 CONTRIBUTIONS TO THE CAPITAL WORKS FUND

Resolved that the amount of money the Owners Corporation will need to credit to its Capital Works Fund for actual and expected expenditure, estimated in accordance with section 79(2) of the Act and contributions to the Capital Works Fund determined in accordance with section 81(1) of the Act, be \$9,350.00

That the contributions to the Capital Works Fund be paid in equal instalments, the first such instalment being due on the 1st day of June 2020 and subsequent instalments being due on the first day of August and November 2020 and February 2021.

Note: the motion was amended by the owners present to bring forward the September levy to August with the following two levies to be set as November 2020 and February 2021. This action is to begin to bring the levies in line with financial year and assist with budgeting.

9 INSURANCES

Resolved that the Owners Corporation confirm, the following insurances:

Policy No. QUSS043383

QUS Pty Ltd

Type : Building

Broker : Body Corporate Brokers

Premium : \$16,518.14 Paid on : 11/04/2019 Start : 24/04/2019 Next due : 24/04/2020

Cover	Sum Insured	Excess
# Building	\$21,572,100.00	\$1,000.00
# Loss Of Rent / Temp Accom	\$3,235,815.00	\$0.00
# Common Area Contents	\$215,721.00	\$0.00
# Public Liability	\$20,000,000.00	\$0.00
# Voluntary Workers	\$200,000 / \$2,000	\$0.00
# Fidelity Guarantee	\$100,000.00	\$0.00
# Office Bearers Liability	\$1,000,000.00	\$0.00
# Catastrophe	\$3,235,815.00	\$0.00
# Audit Costs	\$25,000.00	\$0.00
# Legal Expenses	\$100,000.00	\$0.00
# Lot Owners Fixtures & Fittings	\$250,000.00	\$0.00
# Machinery Breakdown	\$100,000.00	\$0.00

Note: The managing agent was requested to obtain details on the machinery breakdown cover and circulate these to the committee and owners who registered interest.

Noted that the Owners Corporation declined to commission an insurance valuation calculated pursuant to section 161 of the Act for the replacement and reinstatement of the property.
(Note: the last one was done in 5/03/2019).

Resolved that the strata managing agent obtain quotes for the renewal of the insurance policies in accordance with the valuation and the strata managing agent is authorised to select the lowest premium unless other circumstances are relevant and require consideration by the strata committee.

Noted that pursuant to section 165(2) of the Act the Owners Corporation consider the cover for fidelity guarantee and directors and officers to be adequate.

10 STRATA COMMITTEE

Resolved that nominations be received for members of the committee.

Noted that no candidates disclosed any connection with the original owner or building manager

Resolved that the number of members of the committee be determined as three.

Resolved that the members of the committee be elected as follows;

Geoff Godfrey	nominated by Lot 18
David Shoppee	nominated by Lot 30
Sue Godfrey	nominated by Lot 23

12 COMMISSIONS & TRAINING REPORT

Resolved that the tabled report from the strata managing agent as to whether and what commissions or training services have been provided to, or paid for the agent (other than by the Owners Corporation), in connection with the exercise by the strata managing agent of functions for the Owners Corporation during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the strata managing agent believes are likely to be provided to or paid for the strata managing agent in the following 12 months be received and noted.

13 OVERDUE LEVY RECOVERY

Resolved that the Owners Corporation authorise Fresh Strata Pty Ltd to pursue defaulting owners for the recovery of their debts owed to the Owners Corporation relating to their failure to pay any overdue levies and/or invoices for more than thirty-five (35) days. The authorisation includes the following actions and levying the owner for the strata managing agent's costs for those actions:

- issuing a levy reminder by email or SMS (after 35 days);
- issuing a demand letter and SMS (after 60 days);
- issuing a 'Final Notice' letter and SMS (after 90 days);
- negotiating an informal repayment plan of no longer than 12 months;
- instigating court action for outstanding levies over \$5,000; and
- appointing solicitors to give advice and take instructions in respect to continuing any court action instigated for the recovery of outstanding levies and other debts owed to the Owners Corporation.

14 COMMUNICATION

Resolved that the Owners Corporation nominate Geoff Godfrey to be the point of contact between the owners, residents and the strata managing agent.

15 SAFETY AUDIT

Resolved that the Owners Corporation commission a safety audit report.

16 CAPITAL WORKS FUND PLAN

Resolved that the Owners Corporation commission an update to the Capital Works Fund plan.

17 FIRE SAFETY

Resolved that the Owners Corporation commission the preparation of an annual fire safety statement and confirm that the previous certificate is displayed on the noticeboard.

18 INSPECTION COSTS

Resolved that the Owners Corporation authorises the strata managing agent to pass on to individual owners the costs associated with return visits due to their failure to give access to their lot, should inspections be required.

19 REPAIR COSTS

Resolved that the Owners Corporation authorise the strata managing agent to pass on to individual owners the costs associated with any repairs and maintenance that are the owner's responsibility and not that of the Owners Corporation.

20 GARAGE DOOR REPLACEMENT

Resolved that the Owners Corporation replace the garage door at an approximate cost of \$14,000 and that the strata committee is authorised to seek quotes and approve the works.

Note: the managing agent was requested to seek two quotes from suitably qualified contractors, including the incumbent - Allgate Automation.

21 PAINTING - BUILDING EXTERIOR

Resolved that the Owners Corporation seek quotes for painting the building exterior and once a price is determined authorise the committee to create a plan for funding the works and a timeline, noting that any decision will need to be brought to a general meeting of owners due to the cost of the project.

Note: The managing agent was instructed to see a quote from a suitably qualified contractor.

22 BULKY GOODS CLEAN UP

Resolved that the Owners Corporation allow each unit to have 2 x individual bulky goods clean ups per year, per unit, and that these are to be booked by the resident.

Note: the managing agent was instructed to write to all residents about the new council system and at the same time request that they clean up their carspaces and book a council pick up as soon as is practical.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION FOR STRATA PLAN No.68946 HELD ON 25/02/2021 AT Fresh Strata, Ste 3, 529 Pittwater Rd, Brookvale NSW 2100 or via Zoom. THE MEETING COMMENCED AT 05:00 PM.

PRESENT

Lot #	Unit #	Attendance	Owner Name Representative
2	2	Yes	Bourke, John via email
3	3	Yes	Forbes, G W & G A Gregory Forbes
38	Shop5	Yes	Jovic, S & S Silvana Jovic
9	9	Yes	Kim, Wei-Han & Fiona Sue May Fiona Kim
12	12	Yes	Enkeshafi, Amir
13	13	Yes	Ingegneri, A A
16	16	Yes	Pribicevic, Tanja via email
18	18	Yes	Chandler, S L
19	19	Yes	Zhao Huang
20	20	Yes	D C Barker & I P Philip Drew Barker
21	21	Yes	Lawrence, M J
22	22	Yes	Robbie, S J & A K via email
23	23	Yes	Macintosh, J E G & I L via email
25	25	Yes	Macleod, F K via email
26	26	Yes	Tomich, N B via email
27	27	Yes	H Manglani, N Kumar & Hemant Manglani
29	29	Yes	Imiya, S
30	30	Yes	M L Fagan, J G English & Martina Fagan
31	31	Yes	G J Godfrey & S A Godfrey
33	33	Yes	King, P D & D M via email

CHAIR

Sarah Pieters

1 APOLOGIES

Noted that the following apology was received.
Lot 15 Michael Dowd

2 PROXIES

Noted that no proxies were tabled.

3 GENERAL MEETING MATTERS

Resolved that the strata committee be limited to a maximum spend of \$15,000 on any one item or activity.

4 MINUTES

Resolved that the minutes of the general meeting held on 10/09/2020 be confirmed.

5 ACCOUNTS

Resolved that the financial statements and the statements of key financial information for the Administrative Fund and the Capital Works Fund for the year ended 30/11/2019 be adopted.

6 AUDITOR

Resolved that the Owners Corporation, in accordance with Section 95 (2) of the Strata Schemes Management Act 2015, appoint Peer Wealth Chartered Accountants to complete a Full Financial Audit for the strata plans financial year ending 30/11/2020 at a cost of \$891.00.

7 CONTRIBUTIONS TO THE ADMINISTRATIVE FUND

Resolved that the amount of money the Owners Corporation will need to credit to its Administrative Fund for actual and expected expenditure, estimated in accordance with section 79(1) of the Act and contributions to the Administrative Fund determined in accordance with section 81(1) of the Act, be \$118,800.00

That the contributions to the Administrative Fund be paid in equal quarterly instalments, the first such instalment being due on the first day of May 2021 and subsequent instalments being due on the first day of August and November 2021 and February 2022.

8 CONTRIBUTIONS TO THE CAPITAL WORKS FUND

Resolved that the amount of money the Owners Corporation will need to credit to its Capital Works Fund for actual and expected expenditure, estimated in accordance with section 79(2) of the Act and contributions to the Capital Works Fund determined in accordance with section 81(1) of the Act, be \$75,350.00

That the contributions to the Capital Works Fund be paid in equal quarterly instalments, the first such instalment being due on the first day of May 2021 and subsequent instalments being due on the first day of August and November 2021 and February 2022.

9 INSURANCES

Resolved that the Owners Corporation confirm, the following insurances:

Policy No.QUSS043383
QUS Pty Ltd
Type : Building
Broker : Body Corporate Brokers

Premium : \$18,632.26 Paid on : 17/03/2020 Start : 24/04/2020 Next due : 24/04/2021

Cover	Sum Insured	Excess
# Building	\$21,572,100.00	\$750.00
# Loss Of Rent / Temp Accom	\$3,235,815.00	\$0.00
# Common Area Contents	\$215,721.00	\$0.00
# Lot Owners Fixtures & Fittings	\$250,000.00	\$0.00
# Catastrophe	\$3,235,815.00	\$0.00
# Public Liability	\$30,000,000.00	\$0.00
# Fidelity Guarantee	\$100,000.00	\$0.00
# Voluntary Workers	\$200,000/2,000	\$0.00
# Office Bearers Liability	\$1,000,000.00	\$0.00
# Machinery Breakdown	\$100,000.00	\$1,000.00
# Legal Expenses	\$100,000.00	\$1,000.00
# Audit Costs	\$25,000.00	\$0.00

Noted that the Owners Corporation declined to commission an insurance valuation calculated pursuant to section 161 of the Act for the replacement and reinstatement of the property.
(Note: the last one was done in 5/3/2019).

That the strata managing agent obtain quotes for the renewal of the insurance policies in accordance with the valuation and the strata managing agent is authorised to select the lowest premium unless other circumstances are relevant and require consideration by the strata committee.

Resolved that the managing agent seek a quote to increase the level of cover for Directors and Officers insurance to \$2m and to forward this to the strata committee for their consideration and approval.

10 STRATA COMMITTEE

Resolved that nominations be received for members of the committee.

Noted that no candidates disclosed any connection with the original owner or building manager

Resolved that the number of members of the committee be determined as 3

Resolved that the members of the committee be elected as follows;

Geoff Godfrey	nominated by Lot 31
Sue Godfrey	nominated by Lot 18
Silvana Chandler	nominated by Lot 38

11 INVOICE APPROVAL

Noted that the Owners Corporation declined to delegate the approval of invoices over the sum of \$1,000 to the Treasurer of the Strata Committee.

12 COMMISSIONS & TRAINING REPORT

Resolved that the tabled report from the strata managing agent as to whether and what commissions or training services have been provided to, or paid for the agent (other than by the Owners Corporation), in connection with the exercise by the strata managing agent of functions for the Owners Corporation during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the strata managing agent believes are likely to be provided to or paid for the strata managing agent in the following 12 months be received and noted.

13 OVERDUE LEVY RECOVERY

Resolved that the Owners Corporation authorise Fresh Strata Pty Ltd to pursue defaulting owners for the recovery of their debts owed to the Owners Corporation relating to their failure to pay any overdue levies and/or invoices for more than thirty-five (35) days. The authorisation includes the following actions and levying the owner for the strata managing agent's costs for those actions:

- issuing a levy reminder by email or SMS (after 35 days);
- issuing a demand letter and SMS (after 60 days);
- issuing a 'Final Notice' letter and SMS (after 90 days);
- negotiating an informal repayment plan of no longer than 12 months;
- instigating court action for outstanding levies over \$5,000; and
- appointing solicitors to give advice and take instructions in respect to continuing any court action instigated for the recovery of outstanding levies and other debts owed to the Owners Corporation.

14 COMMUNICATION

Resolved that the Owners Corporation nominate Sue Godfrey to be the point of contact between the owners, residents and the strata managing agent.

15 SAFETY AUDIT

Noted that the Owners Corporation declined to commission a safety audit report.

16 CAPITAL WORKS FUND PLAN

Noted that the Owners Corporation declined to commission an update to the Capital Works Fund plan.

- 17 FIRE SAFETY**
Resolved that the Owners Corporation commission the preparation of an annual fire safety statement and confirm that the previous certificate is displayed on the noticeboard.
- Resolved that the Owners Corporation nominate Sue Godfrey to place a copy of the AFSS certificate on the noticeboard(s).
- 18 INSPECTION COSTS**
Resolved that the Owners Corporation authorises the strata managing agent to pass on to individual owners the costs associated with return visits due to their failure to give access to their lot, should inspections be required.
- 19 UTILITY AGREEMENTS**
Resolved the Owners - Strata Plan No. 68946 note the agreements for the supply of the utilities to the scheme attached to the notice of this meeting and tabled at the meeting:
- 20 REPAIR COSTS**
Resolved that the Owners Corporation authorise the strata managing agent to pass on to individual owners the costs associated with any repairs and maintenance that are the owner's responsibility and not that of the Owners Corporation.
- 21 QUOTE - REMEDIAL WORKS**
Resolved to approve the acceptance of the attached quote from Robertson's Remedial & Painting in the amount of \$204,270.00 + GST for work to complete necessary repairs and maintenance to the balconies and facade.
- 22 QUOTE - PAINTING**
Resolved to approve the acceptance of the quote from Robertson's Remedial & Painting in the amount of \$130,500 + GST for work to paint the external facade (excluding the south wall).
- 23 QUOTE - SHADE SAILS OPTION ONE**
Noted that the Owners Corporation declined to accept the quotes from Shade2 Measure and Shade us Now for work to replace the existing shade sails on the upper levels of the building with a like for like replacement.
- 24 QUOTE - SHADE SAILS OPTION TWO**
Specially resolved that the Owners Corporation approve the acceptance of the quote from Shade2 Measure in the amount of \$34,500 + GST for work to replace the existing shade sails on the upper levels of the building with a sail that looks similar but is designed to be fixed to a metal frame and secured to the wall.
- 25 EXECUTE CONTRACT**
Resolved that the Owners Corporation authorise Fresh Strata or any two members of the strata committee to execute the contracts from Robertson's Remedial and Painting for the provision of remedial repairs in the sum of \$204,270 + gst and painting of the building exterior in the sum of \$130,500 + gst
- 26 SPECIAL LEVY**
Resolved that a special levy be determined in accordance with section 81(4) of the Strata Schemes Management Act 2015 at \$250,000 + gst to be paid by owners in accordance with their unit entitlements by two instalments due on 1 April and 1 June 2021

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION FOR STRATA PLAN No.68946 HELD ON 27/01/2022 AT Fresh Strata, Suite 3/529 Pittwater Rd, Brookvale NSW 2100. THE MEETING COMMENCED AT 05:00 PM.

PRESENT

Lot #	Unit #	Attendance	Owner Name Representative
3	3	Yes	Forbes, G W & G A - Gregory Forbes Only
13	13	Yes	Ingegneri, A A
15	15	Yes	P Dowd & P Ratanachuvongs - Peter Dowd Only
16	16	Yes	Pribicevic, Tanja - via email
20	20	Yes	D C Barker & I P Philip - Indigo Philip Only
21	21	Yes	Lawrence, M J
22	22	Yes	Bailey, Z J A - via Proxy
23	23	Yes	Macintosh, J E G & I L - Irene Macintosh Only
26	26	Yes	Tomich, N B - by Proxy
27	27	Yes	H Manglani, N Kumar & - Hemant Manglani Only
29	29	Yes	Imiya, S - Via Email
31	31	Yes	G J Godfrey & S A Godfrey
32	32	Yes	Guan, R - Via Proxy
33	33	Yes	King, P D & D M - Via Email

ATTENDEES

Sarah Pieters

CHAIR

Sarah Pieters

PROCEDURAL MOTION 1 - APOLOGIES

None

PROCEDURAL MOTION 2 - PROXIES

Resolved that the following proxies be received and accepted;

- Lot 22 Zac Bailey to Fresh Strata
- Lot 26 Nola Tomich to Sue Miles
- Lot 32 Roger Guan to Geoff Godfrey

1 MINUTES

Resolved that the minutes of the general meeting held on 13/08/2021 be confirmed.

2 GENERAL MEETING MATTERS

Resolved that the strata committee be limited to a maximum spend of \$15,000 on any one item or activity.

3 RECORD OF EXERCISE OF FUNCTIONS

Resolved that the record of functions exercised by the strata managing agent specifying the functions exercised and the manner in which they were exercised, tabled at this meeting, be noted.

4 ACCOUNTS

Resolved that the financial statements and the statements of key financial information for the Administrative Fund and the Capital Works Fund for the year ended 30/11/2021 be adopted.

5 AUDITOR

Resolved that the Owners Corporation in accordance with Section 95 (2) of the Strata Schemes Management Act 2015 appoint Peer Wealth Chartered Accountants to complete a Full Financial Audit for the strata plans financial year ending 30/11/2021.

6 CONTRIBUTIONS TO THE ADMINISTRATIVE FUND

Resolved that the amount of money the Owners Corporation will need to credit to its Administrative Fund for actual and expected expenditure, estimated in accordance with section 79(1) of the Act and contributions to the Administrative Fund determined in accordance with section 81(1) of the Act, be \$107,800.00

And that the contributions to the Administrative Fund be paid in equal quarterly instalments, the first such instalment being due on the first day of May 2022 and subsequent instalments being due on the first day of August, November and February 2023.

7 CONTRIBUTIONS TO THE CAPITAL WORKS FUND

Resolved that the amount of money the Owners Corporation will need to credit to its Capital Works Fund for actual and expected expenditure, estimated in accordance with section 79(2) of the Act and contributions to the Capital Works Fund determined in accordance with section 81(1) of the Act, be \$86,350.00

And that the contributions to the Capital Works Fund be paid in equal quarterly instalments, the first such instalment being due on the first day of May 2022 and subsequent instalments being due on the first day of August, November and February 2023.

8 CONFIRMATION OF EXISTING INSURANCES

Resolved that the Owners Corporation confirm the insurances.

9 INSURANCE VALUATION

Resolved that the Owners Corporation commission an insurance valuation calculated pursuant to section 161 of the Act for the replacement and reinstatement of the property.

10 INSURANCE RENEWAL

Resolved that the strata managing agent obtain quotes for the renewal of the insurance policies in accordance with the valuation and that the quotes be sent to the strata committee for approval and selection.

11 OPTIONAL INSURANCE COVERS UNDER SECTION 165(2)

Resolved that the Owners Corporation consider the cover for Fidelity Guarantee and Directors & Officers to be adequate.

12 STRATA COMMITTEE

Resolved that nominations be received for members of the committee.

Noted that no candidates disclosed any connection with the original owner or building manager.

Resolved that the number of members of the committee be determined as 3.

Resolved that the members of the committee be elected as follows;

- Sue Godfrey nominated by Lot 26
- Geoff Godfrey nominated by Lot 31
- John English nominated by Lot 18

13 STRATA MANAGING AGENT APPOINTMENT

Resolved the Owners - Strata Plan No. 68946 reappoint **Fresh Strata Pty Ltd (Agent)** as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (**Agreement**), a copy attached to the notice for this meeting and available by contacting the office of Fresh Strata Pty Ltd, **for a period of 3 years**, at an 'agreed services' fee of **\$11,120** per annum and 'optional services' fees and charges as per the attached schedules being all inclusive of GST and that the Owners Corporation:

- (a) Delegate to the agent all of the functions of the Owners Corporation (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and
- (b) Delegate to the agent the functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Agreed Services' and the 'Optional Services' as defined in the Agreement;
- (c) That the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
- (d) That the Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and
- (e) That authority is given to the strata managing agent to execute the agreement on behalf of the owners corporation by attesting to and affixing the common seal of the Owners Corporation to the Agreement in accordance with section 273 of the Strata Schemes Management Act 2015.

14 COMMISSIONS & TRAINING REPORT

Resolved the Owners - Strata Plan No 68946, note the report from the strata managing agent outlining all commissions paid to and training services received by the agent during the course of the last 12 months and those commissions and training services estimated to be paid/delivered to the agent for the successive 12 months.

15 OVERDUE LEVY RECOVERY

Resolved that the Owners Corporation authorise Fresh Strata Pty Ltd to pursue defaulting owners for the recovery of their debts owed to the Owners Corporation relating to their failure to pay any overdue levies and/or invoices for more than thirty-five (35) days. The authorisation includes the following actions and levying the owner for the strata managing agent's costs for those actions:

- issuing a levy reminder by email or SMS (after 35 days);
- issuing a demand letter and SMS (after 60 days);
- issuing a 'Final Notice' letter and SMS (after 90 days);
- negotiating an informal repayment plan of no longer than 12 months;
- instigating court action for outstanding levies over \$5,000; and
- appointing solicitors to give advice and take instructions in respect to continuing any court action instigated for the recovery of outstanding levies and other debts owed to the Owners Corporation.

16 COMMUNICATION

Resolved that the Owners Corporation nominate Sue Godfrey to be the point of contact between the owners, residents and the strata managing agent.

17 SAFETY AUDIT

Resolved that the Owners Corporation commission a safety audit report.

Note: the report is to be booked for July once all remedial works are completed.

18 CAPITAL WORKS FUND PLAN

Noted that the Owners Corporation declined to commission an update to the Capital Works Fund (CWF) plan.

19 FIRE SAFETY

Resolved that the Owners Corporation commission the preparation of an annual fire safety statement and confirm that the previous certificate is displayed on the noticeboard.

AND

That the Owners Corporation nominate Geoff Godfrey to place a copy of the AFSS certificate on the noticeboard(s).

20 INSPECTION COSTS

Resolved that the Owners Corporation authorises the strata managing agent to pass on to individual owners the costs associated with return visits due to their failure to give access to their lot, should inspections be required.

21 REPAIR COSTS

Resolved that the Owners Corporation authorise the strata managing agent to pass on to individual owners the costs associated with any repairs and maintenance that are the owner's responsibility and not that of the Owners Corporation.

22 JCA LIFT CONSULTANTS - FEE PROPOSAL

Resolved that the Owners Corporation accept the fee proposal from JCA Lift Consultants dated 2 December 2021 in the amount of \$3,400 + gst to do a full inspection of the lift system, provide an audit report and to negotiate a new lift maintenance contract.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION FOR STRATA PLAN No.68946 HELD ON 23/02/2023 at Luana Room, Dee Why RSL, 932 Pittwater Rd, Dee Why NSW 2099. THE MEETING COMMENCED AT 06:00 PM.

PRESENT

Lot #	Unit #	Attendance	Owner Name Representative
3	3	Yes	Forbes, G W & G A - Greg Forbes
6	6	Yes	Adams, D R
9	9	Yes	Kim, Wei-Han & Fiona Sue May - Wei-Han Kim
12	12	Yes	Enkeshafi, Amir
13	13	Yes	Ingegneri, A A
15	15	Yes	P Dowd & P Ratanachuvongs - Peter Dowd
18	18	Yes	Chandler, S L
19	19	Yes	Zhao Huang - Via Email Vote
20	20	Yes	D C Barker & I P Philip
21	21	Yes	Lawrence, M J
23	23	Yes	Macintosh, J E G & I L - Lyn Macintosh
24	24	Yes	Du Preez, M
26	26	Yes	Tomich, N B
27	27	Yes	H Manglani, N Kumar & - Hemant Manglani
28	28	Yes	M J Parker & E P Kortvelyesy - Eva Kortvelyesy
29	29	Yes	Imiya, S - Via Email Vote
30	30	Yes	M L Fagan, J G English &
31	31	Yes	G J Godfrey & S A Godfrey
33	33	Yes	King, P D & D M - Via Email Vote

ATTENDEES

Sarah Pieters - Fresh Strata

CHAIR

Sarah Pieters

PROCEDURAL MOTION 1 - APOLOGIES

That apologies be received and accepted.

PROCEDURAL MOTION 2 - PROXIES

That proxies be tabled and accepted.

1 MINUTES

Resolved that the minutes of the general meeting held on 07/10/2022 be confirmed.

Note: S Chandler of lot 18 requested that the proxy to S Chandler from lot 28 be removed from the EGM minutes as she was unaware of its existence at the time of the meeting.

2 GENERAL MEETING MATTERS

Resolved that the strata committee be limited to a maximum spend of \$15,000 on any one item.

3 RECORD OF EXERCISE OF FUNCTIONS

Resolved that the record of functions exercised by the strata managing agent specifying the functions exercised and the manner in which they were exercised, tabled at this meeting, be noted.

4 ACCOUNTS

Resolved that the audit report, financial statements and the statements of key financial information for the Administrative Fund and the Capital Works Fund for the year ended 30/11/2022 be adopted.

5 AUDITOR

Resolved that the Owners Corporation, in accordance with Section 95 (2) of the Strata Schemes Management Act 2015, appoint Peer Wealth Chartered Accountants to complete a Full Financial Audit for the strata plans financial year ending 30/11/2023.

6 CONTRIBUTIONS TO THE ADMINISTRATIVE FUND

Resolved:

(A) That the amount of money the Owners Corporation will need to credit to its Administrative Fund for actual and expected expenditure, estimated in accordance with section 79(1) of the Act and contributions to the Administrative Fund determined in accordance with section 81(1) of the Act, be \$148,500.00

(B) That the contributions to the administrative fund be paid in four quarterly instalments, per the table below:

Due Date	Amount Admin incl GST
01/02/23	\$26,950 (invoiced)
01/05/23	\$40,516
01/08/23	\$40,516
01/11/23	\$40,516

(C) That in the event that the owners corporation is unable to hold its next Annual General Meeting by 1st January 2024 the amount of money the Owners Corporation will need to credit to its Administrative Fund for actual and expected expenditure, estimated in accordance with section 79(1) of the Act and contributions to the Administrative Fund determined in accordance with section 81(1) of the Act, is \$148,500.00

(D) That the contributions to the administrative fund for the subsequent year be paid in four quarterly instalments, as set out below:

Due Date	Amount Admin inc. GST
01/02/24	\$37,125
01/05/24	\$37,125
01/08/24	\$37,125
01/11/24	\$37,125

7 CONTRIBUTIONS TO THE CAPITAL WORKS FUND

Resolved:

(A) That the amount of money the Owners Corporation will need to credit to its Capital Works Fund for actual and expected expenditure, estimated in accordance with section 79(2) of the Act and

contributions to the Capital Works Fund determined in accordance with section 81(1) of the Act, be \$55,357.50

(B) That the contributions to the capital works fund be paid in four quarterly instalments, per the table below:

Due Date	Amount CWF incl GST
01/02/23	\$21,587.50 (invoiced)
01/05/23	\$11,256.60
01/08/23	\$11,256.60
01/11/23	\$11,256.60

(C) That in the event that the owners corporation is unable to hold its next Annual General Meeting by 1st January 2024 the amount of money the Owners Corporation will need to credit to its Capital Works Fund for actual and expected expenditure, estimated in accordance with section 79(2) of the Act and contributions to the Capital Works Fund determined in accordance with section 81(1) of the Act, is \$55,357.50

(D) That the contributions to the capital works for the subsequent year be paid in four quarterly instalments, per the table below:

Due Date	Amount CWF incl GST
01/02/24	\$13,839.37
01/05/24	\$13,839.37
01/08/24	\$13,839.38
01/11/24	\$13,839.38

8 CONFIRMATION OF EXISTING INSURANCES

Resolved that the Owners Corporation confirm the scheme's insurances as listed on the AGM agenda.

9 INSURANCE VALUATION

Noted that the Owners Corporation declined to commission an insurance valuation calculated pursuant to section 161 of the Act for the replacement and reinstatement of the property.

10 INSURANCE RENEWAL

Resolved that the strata managing agent obtain quotes for the renewal of the insurance policies in accordance with the valuation and the strata managing agent is authorised to select the lowest premium unless other circumstances are relevant and require consideration by the strata committee.

11 OPTIONAL INSURANCE COVERS UNDER SECTION 165(2)

Resolved that the Owners Corporation consider the covers for Fidelity Guarantee & Office Bearers Liability to be adequate.

12 STRATA COMMITTEE

Resolved that nominations be received for members of the committee.

Noted that no candidates disclosed any connection with the original owner or building manager

Resolved that the number of members of the committee be determined at 3.

And that the members of the committee be elected as follows;

- Amir Enkehafi Lot 12
- Drew Barker Lot 20
- Hemant Manglani Lot 27

13 COMMISSIONS & TRAINING REPORT

Resolved that Owners - Strata Plan No 68946, note the report from the strata managing agent outlining all commissions paid to and training services received by the agent during the course of the last 12 months and those commissions and training services estimated to be paid/delivered to the agent for the successive 12 months.

14 OVERDUE LEVY RECOVERY

Resolved that the Owners Corporation authorise Fresh Strata Pty Ltd to pursue defaulting owners for the recovery of their debts owed to the Owners Corporation relating to their failure to pay any overdue levies and/or invoices for more than thirty-five (35) days. The authorisation includes the following actions and levying the owner for the strata managing agent's costs for those actions:

- issuing a levy reminder by email or SMS (after 35 days);
- issuing a demand letter and SMS (after 60 days);
- issuing a 'Final Notice' letter and SMS (after 90 days);
- negotiating an informal repayment plan of no longer than 12 months;
- instigating court action for outstanding levies over \$5,000; and
- appointing solicitors to give advice and take instructions in respect to continuing any court action instigated for the recovery of outstanding levies and other debts owed to the Owners Corporation.

15 COMMUNICATION

Resolved that the Owners Corporation nominate all committee members to be the point of contact between the owners, residents and the strata managing agent.

16 SAFETY AUDIT

Noted that the Owners Corporation declined to commission a safety audit report.

17 CAPITAL WORKS FUND PLAN

Noted that the Owners Corporation declined to commission an update to the Capital Works Fund (CWF) plan.

18 ANNUAL FIRE SAFETY STATEMENT (AFSS)

Resolved that the Owners Corporation engage an accredited fire safety practitioner to undertake the assessment of fire safety measures and that the strata manager is delegated the functions to:-

- (a) Carry out the Annual Fire Safety Statement (and report) in accordance with Part 12 of the NSW Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 as amended; and
- (b) To submit corrective actions / report to the Strata Committee to determine what action is required, if any; and
- (c) Lodge the statement with the local Council, causing a copy of the statement to be given to the Fire Commissioner.

19 AFSS ON NOTICEBOARD

Resolved that the Owners Corporation nominate Ash Enkehafi to place a copy of the AFSS certificate on the noticeboard(s).

20 INSPECTION COSTS

Resolved that the Owners Corporation authorises the strata managing agent to pass on to individual owners the costs associated with return visits due to their failure to give access to their lot, should inspections be required.

21 REPAIR COSTS

Resolved that the Owners Corporation authorise the strata managing agent to pass on to individual owners the costs associated with any repairs and maintenance that are the owner's responsibility and not that of the Owners Corporation.

22 UTILITY AGREEMENTS

Resolved that the Owners Corporation note the agreement(s) for the supply of the utilities to the scheme attached to the notice of this meeting and tabled at the meeting.

23 JCA LIFT AUDIT REPORT

Resolved that the Owners Corporation note the lift audit report by JCA Lift Consultants dated 13 April 2022 - see attached.

24 JCA LIFT REPLACEMENT FEE PROPOSAL

Resolved that the Owners Corporation accept the fee proposal from JCA Lift Consultants for the following work;

Part 1 - Preparation of Technical Spec & Tender Documents	\$6,000 + gst
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Part 2 - Tender and Tender Evaluation	\$3,500 + gst
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Part 3 - Services During Construction	\$7,500 + gst
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Total Spend	\$17,000 + gst
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Note: the strata manager is to advise JCA that the owners corporation has agreed to engage them at the end of 2023 with the lift replacement project to commence early 2024.

25 SPECIAL LEVY - LIFT REPLACEMENT

Resolved that a special levy be determined in accordance with section 81(4) of the Strata Schemes Management Act 2015 at \$300,000 + gst to be paid by owners in accordance with their unit entitlements by three (3) instalments due on the 1st of May, August and November 2023.

**MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION OF
STRATA PLAN No.68946 HELD IMMEDIATELY FOLLOWING THE AGM ON 23/02/2023.**

PRESENT

Lot #	Unit #	Attendance	Owner Name Representative
12	12	Yes	Amir Enkeshafi
20	20	Yes	Drew Barker
27	27	Yes	Hemant Manglani

ATTENDEES

6	6	Yes	R Adams
15	15	Yes	P Dowd
18	18	Yes	S Chandler
20	20	Yes	I Philip
23	23	Yes	Lyn Macintosh
28	28	Yes	Eva Kortvelyesy
30	30	Yes	M Fagan & J English
31	31	Yes	G Godfrey & S Godfrey Sarah Pieters - Fresh Strata

CHAIR

Sarah Pieters

1 CONFLICT OF INTEREST

Noted that no member of the committee declared a conflict of interest in any matter.

2 MINUTES

Resolved that the minutes of the last meeting on 14/11/2022 be confirmed.

3 OFFICE BEARERS

That the chairperson, secretary and treasurer of the committee be appointed.

- Amir Enkeshafi Chairperson
- Drew Courtney Secretary
- Hemant Manglani Treasurer

4 GENERAL BUSINESS

That the following other business be discussed.

- iRoofing to be asked to check roof over unit 28 and 18
- Plumber to check / fix water hammer issues in units 12, 15, 18, 20 and 23
- If water hammer remains then all units are to be checked