

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Infinity Property Agents
Address of property	Unit 603/57 Hill Road, Wentworth Point, NSW.
Lot	102
Strata Plan	SP 93238
Name of Strata Management Co.	Net Strata
Telephone Number of Strata Agent	1300 638 787
Report Date	18 July 2023

General Information

Owner's Name	Yan Jin
Unit Entitlement.	35
Total Unit Entitlement.	10,000

Levy Contributions

Administration Fund contribution.	\$1,181.05
Capital Works contribution.	\$149.20
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$120,927.48 Debit.
Sinking Fund Balance.	\$831,029.36 Credit.

Insurances

Building Insurance	Yes
Insurance Company	CHU
Due Date	31 May 2024
Fire Safety Report ?	Yes, held with the BMC.
Certificate Date.	2020
Pet Friendly?	Owners corporation permission needed.

Meetings

First Annual General Meeting 28 July 2016	Administration Fund set at \$1,095,137.00 p.a. Sinking Fund set at \$92,583.00 p.a. Building insurance continued,
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Annual General Meeting 6 June 2017	<p>All other matters were meeting formalities normal for a first AGM.</p> <p>Administration Fund set at \$1,000,550.00 p.a. Sinking Fund set at \$155,000.00 p.a. Building insurance continued, Motion 5: A building manager is to be appointed to make routine inspections for defects and send them to the builder to fix, All other matters were meeting formalities, bylaw amendments and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
Annual General Meeting 27 June 2018	<p>Administration Fund set at \$1,000,550.00 p.a. Sinking Fund set at \$155,000.00 p.a. Building insurance continued, Motion 12: A cladding report is to be undertaken (attached which indicated no ACP), All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
Annual General Meeting 18 June 2019	<p>Administration Fund set at \$1,183,455.00 p.a. Sinking Fund set at \$170,500.00 p.a. Building insurance continued, Motion 15: A report done (attached) indicates no combustible cladding in the building, Motion 6: Building warranty is recorded to be until 15 June 2022, see comments below. All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
Annual General Meeting 23 June 2020	<p>Administration Fund set at \$1,184,945.00 p.a. Sinking Fund set at \$170,500.00 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>

Annual General Meeting 29 June 2021	Administration Fund set at \$1,186,480.00 p.a. Sinking Fund set at \$170,500.00 p.a. Building insurance continued, All other matters were meeting formalities, bylaw amendments and general maintenance as per the scan below, no major works tabled. Meeting closed.
Annual General Meeting 29 June 2022	Administration Fund set at \$1,349,768.00 p.a. Sinking Fund set a \$170,500.00 p.a. Building insurance continued, Motion 6: The builder, Bilbergia are recorded to have completed all the defects on the six year defect report prepared by Core Consulting (attached), Motion 19: Keeping of Animals bylaws passed, all the bylaws can be found in the Contract of Sale, All other matters were meeting formalities, bylaw amendments and general maintenance as per the scan below, no major works tabled. Meeting closed.
Annual General Meeting 19 June 2023	Administration Fund set at \$ Sinking Fund set at \$ Building insurance continued, Motion 6: It was noted that the builder, Bilbergia had completed all the items required by the Core Consulting Defect Report, All other matters were meeting formalities, bylaw amendments and general maintenance as per the scan below, no major works tabled. Meeting closed.
Other comments.	This report is to be taken in context and in conjunction with the scans below. No major works or special levies are planned on records presented.

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

S/Plan 93238
Building Address 2 BURROWAY ROAD
Suburb WENTWORTH POINT

Units 332 **Lots** 332
State NSW **Post Code** 2127
ABN 96368078334
GST Yes
Manager Andrew Tunks

Original Proprietor:

Address:

Registered: 20/04/16

1st Levy Due: 25/07/23

AGM Date: 15/06/24

2nd Levy Due: 01/10/23

Revaluation Date: 01/02/22

3rd Levy Due: 01/01/24

Services Date:

4th Levy Due: 01/04/24

Financial Year: 01/05/23 - 30/04/24

Unit of Entitlement Breakdown by Lot

Lot	Unit	Prime Lots	Name	Entitlement Units
1	101/55 hill road	N	Bingru Chen	27
2	102/55 hill road	N	Allwin Global Pty Ltd	27
3	103/55 hill road	N	Feng Gao	32
4	104/55 hill road	N	Lin Li	29
5	105/55 hill road	N	Krystianna Weyman	29
6	106/55 hill road	N	Jonathan Ka Ho Ng	27
7	201/55 hill road	N	Wanqiang Wang	27
8	202/55 hill road	N	Tae Min Jang	25
9	203/55 hill road	N	Wei Sun	25
10	204/55 hill road	N	Yu Pang	25
11	205/55 hill road	N	Xing Zhang & Dian Ding Wang	25
12	206/55 hill road	N	David Wei Shi Xu	25

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13	207/55 hill road	N	Mun Ling Chan	27
14	308/55 hill road	N	Roxana David	35
15	301/55 hill road	N	Cho Suk	27
16	302/55 hill road	N	Qinghong Song	25
17	303/55 hill road	N	Xinming Huang	26
18	304/55 hill road	N	Li Song Yu	25
19	305/55 hill road	N	Eva Sarah	25
20	306/55 hill road	N	Meilin Li	25
21	307/55 hill road	N	Rensheng Sun & Yingchun Zhang	26
22	408/55 Hill Road	N	Glenn Peter Murphy	35
23	401/55 hill road	N	Nima Sedigh	27
24	402/55 hill road	N	Yuen Yi Lee	26
25	403/55 hill road	N	Zhe Sun & Hua Long	26
26	404/55 hill road	N	Jinglang Chen	26
27	405/55 hill road	N	Alexandra Greig & David Fitzpa	26
28	406/55 hill road	N	Huijin Huang	25
29	407/55 hill road	N	Yang Liu	26
30	508/55 hill road	N	Lu Zhang	35
31	501/55 hill road	N	Niko Satria & Geoffrey Burns	27
32	502/55 hill road	N	Angela Park	26

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33	503/55 hill road	N	Sainon Hao	26
34	504/55 hill road	N	Lu Huang	26
35	505/55 hill road	N	Yan Zhang	26
36	506/55 hill road	N	Jing Quan	26
37	507/55 hill road	N	Helen Hoi Ling Mok	26
38	608/55 hill road	N	Kane Hart	34
39	601/55 hill road	N	Yankun Zhou	27
40	602/55 hill road	N	Zhenyang Irwin Lee	26
41	603/55 hill road	N	Jiayi Chen	26
42	604/55 hill road	N	Chun Huang	26
43	605/55 hill road	N	Shijian Zhang	26
44	606/55 hill road	N	Qiushi Zhou	26
45	607/55 hill road	N	Leslie Yong	27
46	711/55 hill road	N	Ermie Hu & Hailong Luan	26
47	712/55 hill road	N	Yue Zhuo & Warren Zhuo	36
48	701/55 hill road	N	Nelson & Evelyn Cena	27
49	702/55 hill road	N	Andy Cheung	26
50	703/55 hill road	N	Hailu Liu	26
51	704/55 hill road	N	Dongdong Shi	26
52	705/55 hill road	N	Jing Zhang	26

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53	706/55 hill road	N	Hao Zhu	26
54	707/55 hill road	N	Kanglin Liu & Xia Zou	26
55	708/55 hill road	N	Hua Qing Tan	29
56	709/55 hill road	N	Pearl Tsui Shan Cheung	29
57	710/55 hill road	N	Zhiyuan Zhang	34
58	811/55 hill road	N	Yimei Hu	24
59	812/55 hill road	N	Adrian Tufis	35
60	801/55 hill road	N	Beijie Xu	27
61	802/55 hill road	N	Carlos & Felisa Gomez	26
62	803/55 hill road	N	Xiaoming Zheng & Yaoyan Zheng	26
63	804/55 hill road	N	Kook Jo Koh & Soon Ae Kim	26
64	805/55 hill road	N	Yuan Yuan Zhang	26
65	806/55 hill road	N	Yan Mei Chui	26
66	807/55 hill road	N	Yun Zhang & Yuyu Liu	26
67	808/55 hill road	N	Soon Young Kwon	26
68	809/55 hill road	N	Thiry Dam	26
69	810/55 hill road	N	Zhiyu Dong & Zhongyuan Fang	30
70	201/57 hill road	N	Frank Giordimaina	33
71	202/57 hill road	N	Peng Mu	37
72	203/57 hill road	N	Yuxiang Yang	38

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73	204/57 hill road	N	Predrag, Tatjana & Sara Zec	38
74	205/57 hill road	N	Daniel Fahey	22
75	206/57 hill road	N	Jianping Jin & Qiuyun Meng	22
76	207/57 hill road	N	Fatima & Benjamin Johnson	33
77	308/57 hill road	N	Yilin Yip	26
78	309/57 hill road	N	Yinyin Qi & Lin Li	26
79	301/57 hill road	N	Kenneth John Spratt	33
80	302/57 hill road	N	Eric Chun-Kei Liu Ye	38
81	303/57 hill road	N	Alec Wittaya & Gillian Lau	38
82	304/57 hill road	N	Jiachao Wang	38
83	305/57 hill road	N	Pooya Alaei	22
84	306/57 hill road	N	Fong Sing Ip	22
85	307/57 hill road	N	Fay Pyatt	33
86	405/57 hill road	N	Vicky Yingliang Ma	25
87	406/57 hill road	N	Yuen Yi Lam	26
88	401/57 hill road	N	Isaac Kim & Hye Jin Choi	35
89	402/57 hill road	N	Alex Gurbir Singh Mavi	37
90	403/57 hill road	N	Yi Chen	38
91	404/57 hill road	N	Jianan Wu	35
92	505/57 hill road	N	Hua Zhang	25

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93	506/57 hill road	N	Mirvjena Shehu	26
94	501/57 hill road	N	Shanku Mahanty	37
95	502/57 hill road	N	Yiming Wang	35
96	503/57 hill road	N	Liang Chang	35
97	504/57 hill road	N	Todd Dimovski	33
98	605/57 hill road	N	Renzhen Lin	26
99	606/57 hill road	N	Paolo Manuel Maglalang	26
100	601/57 hill road	N	Sui Zhou	36
101	602/57 hill road	N	Emma Claire Vlatko	35
102	603/57 hill road	N	Yan Jin	35
103	604/57 hill road	N	Chong Zhao & Bao Lin	32
104	707/57 hill road	N	Charlotte Samantha Chaouka	27
105	708/57 hill road	N	Guo Chen	26
106	709/57 hill road	N	Fengying Chen & Zhengzhong Ton	26
107	701/57 hill road	N	Qingnian Yang	37
108	702/57 hill road	N	Kittiya Julkiyanon & Waraporn	38
109	703/57 hill road	N	Peng Zhang	38
110	704/57 hill road	N	Min Hui Li & Yao Sen Ye	35
111	705/57 hill road	N	Jingfang Zhu	30
112	706/57 hill road	N	Martin Karyadi & Kelly Lo	36

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113	807/57 hill road	N	Maria Agustine & Benny Susilo	28
114	808/57 hill road	N	Sarah Rachel Ibanez Cruz	26
115	809/57 hill road	N	Jingjing Liang	26
116	801/57 hill road	N	Naushad Ali	43
117	802/57 hill road	N	Jiachao Wang	34
118	803/57 hill road	N	Minh Lam & Yen Ngoc Lam	34
119	804/57 hill road	N	Li Dong	34
120	805/57 hill road	N	Lulu Chen	30
121	806/57 hill road	N	Huot Bung Ung & Huy-Trinh Ngo	36
122	201/10 burroway	N	Luke Xie	39
123	202/10 burroway	N	Michelle Cefai	21
124	205/10 burroway	N	Virginia Lau & Dylan Fisher	32
125	206/10 burroway	N	Xun Zhou	44
126	301/10 burroway	N	Arun Doddannavar	34
127	302/10 burroway	N	Sheng Ying Qiu	26
128	303/10 burroway	N	Xiaoyi Sun	38
129	304/10 burroway	N	Zhanhai Sun & Fengying Tian	28
130	305/10 burroway	N	Ping Cao & Jiling Lai	27
131	306/10 burroway	N	Chentao Yan	27
132	307/10 burroway	N	Chris Choi & Hiroko Wada	28

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133	308/10 burroway	N	Dr Ashika Lathif	42
134	407/10 burroway	N	Yiwen Yong	33
135	401/10 burroway	N	Junjie Zhao & Wei Zhang	34
136	402/10 burroway	N	Shaoe Xu	26
137	403/10 burroway	N	Sharad & Archana Chawla	39
138	404/10 burroway	N	Alvonn Gopez Limjoco	38
139	405/10 burroway	N	Nicole Grice	27
140	406/10 burroway	N	Aihua Yu	36
141	507/10 burroway	N	Sau King Carol Cheung	33
142	501/10 burroway	N	Chenxi Yang & Gulping Lin	34
143	502/10 burroway	N	Victor Ka Yiu Lau	25
144	503/10 burroway	N	Bowen Kang	33
145	504/10 burroway	N	Lifang Zhang	34
146	505/10 burroway	N	Siyi Wan	25
147	506/10 burroway	N	Xin Zhao	34
148	607/10 burroway	N	Mengxuan Zhen	33
149	601/10 burroway	N	Quynh Le & Adam Morris	34
150	602/10 burroway	N	Nathan Nguyen Lam	26
151	603/10 burroway	N	Fan Siu	33
152	604/10 burroway	N	Zhenliang Dong	34

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153	605/10 burroway	N	Julia Lee	25
154	606/10 burroway	N	Yingzhi Deng & Yao Yao	34
155	709/10 burroway	N	Xuejun Wen & Lan Luo	28
156	710/10 burroway	N	Luhao Jin	32
157	711/10 burroway	N	Donna Kar Yan Tse	25
158	712/10 burroway	N	Xiaofeng Lin & Lin Zhang	33
159	701/10 burroway	N	Ken Mock & Eva Mock	34
160	702/10 burroway	N	Wei Ting Tuan	26
161	703/10 burroway	N	Yaohuan Feng	34
162	704/10 burroway	N	Wenxuan Zhu	34
163	705/10 burroway	N	Shaozhong Wan & Qiao Wang	26
164	706/10 burroway	N	Simon & Maria Judge	35
165	707/10 burroway	N	Minh Tuan Ly	33
166	708/10 burroway	N	Pak Hei Joey Wong	26
167	810/10 burroway	N	Jianhong Li	27
168	811/10 burroway	N	Xuegang Cai	31
169	812/10 burroway	N	Huiyun Rao	23
170	813/10 burroway	N	Xiaolu Huang	35
171	801/10 burroway	N	Jialing Shou	36
172	802/10 burroway	N	Ly & Luu Investment Pty Ltd	26

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173	803/10 burroway	N	Boon & Kitty Tan	34
174	804/10 burroway	N	Jeanette Khalil	34
175	805/10 burroway	N	Xiaohui Ye	26
176	806/10 burroway	N	Ruiyan Hu	34
177	807/10 burroway	N	Sean Gilbert & Christian Chen	45
178	808/10 burroway	N	Sunita Baste	31
179	809/10 burroway	N	Jianhua Kuai	24
180	910/10 burroway	N	Xuli He	27
181	911/10 burroway	N	Yichuan Li	31
182	912/10 burroway	N	Nick Vlassis	23
183	913/10 burroway	N	Chris Vasilou	33
184	901/10 burroway	N	Yueh-Chiao Wu & Chin-Chang Hun	34
185	902/10 burroway	N	Soner Olcayto	26
186	903/10 burroway	N	Yong Ni	33
187	904/10 burroway	N	Xilin He	33
188	905/10 burroway	N	Lee Kwon Moon	26
189	906/10 burroway	N	Li Li & Yun Zhong Li	34
190	907/10 burroway	N	Wayne Blair Thurecht	40
191	908/10 burroway	N	Congqiang Xue	31
192	909/10 burroway	N	Vanessa, Robert & Judith Pratt	24

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193	1010/10 burroway	N	Yun He & Zhenyang Zhu	27
194	1011/10 burroway	N	Guangquan Zhang & Jie Lu	31
195	1012/10 burroway	N	Jay Jackson Mung Chung Lam	23
196	1013/10 burroway	N	Jing Chao	33
197	1001/10 burroway	N	I & U Prasad Investments Pty L	35
198	1002/10 burroway	N	Lily Lam	26
199	1003/10 burroway	N	Bowei Zang & Yu Xia	34
200	1004/10 burroway	N	Soo Kang & Myung Kang	34
201	1005/10 burroway	N	Debra Donelan	26
202	1006/10 burroway	N	Yonghao Chen	34
203	1007/10 burroway	N	Xiang Du & Jing Zhu	40
204	1008/10 burroway	N	Guijin Zhou	32
205	1009/10 burroway	N	Ju Ping Ding	24
206	1110/10 burroway	N	Jian Yang & Chen Cheng	27
207	1111/10 burroway	N	Michael Porteous & Liling Wang	31
208	1112/10 burroway	N	Patricia & Luis Rodriguez	23
209	1113/10 burroway	N	Tianli Lu	33
210	1101/10 burroway	N	Jian Lin & Yu Fang Xia	35
211	1102/10 burroway	N	Dan Gao	26
212	1103/10 burroway	N	Chao Fan Li & Jingping Wang	34

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213	1104/10 burroway	N	Yan Ling	34
214	1105/10 burroway	N	Cailian Zhang	26
215	1106/10 burroway	N	Andy Y A Chen	34
216	1107/10 burroway	N	Chi-Hsu Chen	40
217	1108/10 burroway	N	Jin Shi	32
218	1109/10 burroway	N	Yiqun Chen	24
219	1210/10 burroway	N	Zhuochun Ding	27
220	1211/10 burroway	N	Quyan Chen & Manlin Wang	31
221	1212/10 burroway	N	Yi Li	23
222	1213/10 burroway	N	Ji Bae & Dae Kim	33
223	1201/10 burroway	N	Xing Jie Feng	36
224	1202/10 burroway	N	Michelle Gable	26
225	1203/10 burroway	N	Hong Li	34
226	1204/10 burroway	N	Qichuan Ji	34
227	1205/10 burroway	N	Harriet Jane Wagner Boyle	26
228	1206/10 burroway	N	Songzhong Ye & Hua Juan Weng	35
229	1207/10 burroway	N	Shimin Huang	40
230	1208/10 burroway	N	Francis Atanacio	32
231	1209/10 burroway	N	Seolhui Kim	25
232	1310/10 burroway	N	Dar Lee	28

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233	1311/10 burroway	N	Yiqi Wang	32
234	1312/10 burroway	N	Siu Leung	23
235	1313/10 burroway	N	Guoliang Min	34
236	1301/10 burroway	N	Qihan Xiang	35
237	1302/10 burroway	N	Dani Yati	26
238	1303/10 burroway	N	Qiliang Zhang	34
239	1304/10 burroway	N	Kazim & Wendy Kurcan	34
240	1305/10 burroway	N	Yun Hyun Kim	26
241	1306/10 burroway	N	May Lee	35
242	1307/10 burroway	N	Steven Andrew Soong	41
243	1308/10 burroway	N	Cynthia Zhou & Dustin Jusay	31
244	1309/10 burroway	N	Zoran Hladun	24
245	1410/10 burroway	N	Yunlong Zhang	28
246	1411/10 burroway	N	Sung Lau & Yu Chiu	31
247	1412/10 burroway	N	Gibson Teo	23
248	1413/10 burroway	N	Mou Kei Wong	33
249	1401/10 burroway	N	Deepak & Jyoti Makhijani	36
250	1402/10 burroway	N	Marina Ann Varone	26
251	1403/10 burroway	N	Yonghong Ge	34
252	1404/10 burroway	N	Kun Han	34

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253	1405/10 burroway	N	Qi Ma	26
254	1406/10 burroway	N	Kenneth Lee & Jordan Lee	35
255	1407/10 burroway	N	Ailing Zhang	40
256	1408/10 burroway	N	Li Dong	32
257	1409/10 burroway	N	Nhi Lucy Doan	25
258	1510/10 burroway	N	Moon-Bong Kang	28
259	1511/10 burroway	N	Jing Zhong & Xiao Huang	32
260	1512/10 burroway	N	Dezzy Custody Pty Ltd	24
261	1513/10 burroway	N	Liping Hang & Jingwen Tang	34
262	1501/10 burroway	N	Rui Lin	36
263	1502/10 burroway	N	Mengyun Fu	27
264	1503/10 burroway	N	Xuping Wu	34
265	1504/10 burroway	N	Li Chen & Li Chundi	34
266	1505/10 burroway	N	Fanli Kong & Xinyan Li	26
267	1506/10 burroway	N	Zhi Xiong Hua & Xiao Jie Lu	35
268	1507/10 burroway	N	Lin Qun Huang	40
269	1508/10 burroway	N	Chae Yu	32
270	1509/10 burroway	N	Noubar Simonian	25
271	1610/10 burroway	N	Richard Ly	28
272	1611/10 burroway	N	Yiwen Yang	32

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273	1612/10 burroway	N	Xicong Lin	24
274	1613/10 burroway	N	Jianping Jin & Qiuyun Meng	34
275	1601/10 burroway	N	Sharad & Archana Chawla	35
276	1602/10 burroway	N	Jee Houn Lee & Jin Woo Choi	31
277	1603/10 burroway	N	Haoming Wang	34
278	1604/10 burroway	N	Xiaoping Huang	34
279	1605/10 burroway	N	Xiaomin Zhou	26
280	1606/10 burroway	N	Kang & Jin Song	35
281	1607/10 burroway	N	Ruochen Weng	40
282	1608/10 burroway	N	Ian Kang	32
283	1609/10 burroway	N	Bin Zhang	25
284	1701/10 burroway	N	Sharad & Archana Chawla	45
285	1702/10 burroway	N	Qiang Ji	26
286	1703/10 burroway	N	Ming Lun Tsui	35
287	1704/10 burroway	N	Yiwen Xie	41
288	1705/10 burroway	N	Dali Xiao	32
289	1706/10 burroway	N	Sharad & Archana Chawla	29
290	201/1park st nth	N	Hiromichi Hosoi	26
291	202/1park st nth	N	Fong Kok Wan & Yu Fang Wang	30
292	203/1park st nth	N	Feral & Sarah Rose Maxwell	31

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

S/Plan 93238
Building Address 2 BURROWAY ROAD
Suburb WENTWORTH POINT

Units 332 **Lots** 332
State NSW **Post Code** 2127
ABN 96368078334
GST Yes
Manager Andrew Tunks

293	301/1park st nth	N	Jie Cai	21
294	302/1park st nth	N	Brefer Jusay	21
295	303/1park st nth	N	Shanku Mahanty	25
296	304/1park st nth	N	Jun Yan	29
297	305/1park st nth	N	Shamala Ratnesar	29
298	401/1park st nth	N	Kent Shi & Lili Zhou	22
299	402/1Park St Nth	N	Ericson Catuncan	20
300	403/1park st nth	N	Jason Fong	30
301	404/1park st nth	N	Qixiu Xie	29
302	405/1park st nth	N	Rylee Lam	30
303	406/1park st nth	N	Ehsan Farboodmanesh	29
304	407/1park st nth	N	Kevin Huan Hua Lee	29
305	501/1park st nth	N	Shiji Chen	24
306	502/1park st nth	N	Lihong Peng	20
307	503/1park st nth	N	Thi Nguyen & Vito Giovannelli	30
308	504/1park st nth	N	Sarah Fong	29
309	505/1park st nth	N	Yiduo Wang	30
310	506/1park st nth	N	Manhar Singh & Esha Lamba	29
311	507/1park st nth	N	So Hee Im & Young Jin Choi	30
312	601/1park st nth	N	Hemani & Nerraj Thukral	25

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

S/Plan 93238
Building Address 2 BURROWAY ROAD
Suburb WENTWORTH POINT

Units 332 **Lots** 332
State NSW **Post Code** 2127
ABN 96368078334
GST Yes
Manager Andrew Tunks

313	602/1park st nth	N	Aining Mao	20
314	603/1park st nth	N	Jean Realı & Janice Aganon	30
315	604/1park st nth	N	Kyung Park & Yoon Shim	29
316	605/1park st nth	N	Richard Tom Tacadena	30
317	606/1park st nth	N	Rakesh Bahl	29
318	607/1park st nth	N	Sellathurai Suntharalingam	30
319	710/1park st nth	N	Kam Fai Hor	32
320	701/1park st nth	N	Salvatore Rigoli & Eleonora Fa	25
321	702/1park st nth	N	Zheng Xu	21
322	703/1park st nth	N	Alice Lai	30
323	704/1park st nth	N	Erin Lien	29
324	705/1park st nth	N	Xiaodan Wang	30
325	706/1park st nth	N	Nicole McKee & Scott Steinman	29
326	707/1park st nth	N	Qian Ge & Zhaoning Jiang	30
327	708/1park st nth	N	Daebak MJ Pty Ltd	35
328	709/1park st nth	N	Jie Shen & Xuan Tian	36
329	203/10 burroway	N	Stephen Collis	28
330	204/10 burroway	N	Xuesheng Hong	29
331	711/1park st nth	N	Jan Havenga & Rhiannon Coulton	33
332	712/1park st nth	N	Saul Nathaniel Moran	35

Strata Plan 93238**2 BURROWAY ROAD WENTWORTH POINT**

S/Plan 93238
Building Address 2 BURROWAY ROAD
Suburb WENTWORTH POINT

Units 332 **Lots** 332
State NSW **Post Code** 2127
ABN 96368078334
GST Yes
Manager Andrew Tunks

Aggregate Unit Entitlement
Building Aggregate

10000
10000

Strata Plan 93238
2 BURROWAY ROAD WENTWORTH POINT

S/Plan 93238
Building Address 2 BURROWAY ROAD
Suburb WENTWORTH POINT

Units 332 **Lots** 332
State NSW **Post Code** 2127
ABN 96368078334
GST Yes
Manager Andrew Tunks

Lot: 102 **Unit:** 603/57 hill road
Unit Entitlement: 35 / 10000
Owner Name: Yan Jin

Date of Dealing:

Levy Address: C/- Infinity Property Agents - Alexandria
38/112 McEvoy Street
ALEXANDRIA NSW 2015

Notice Address: C/- Infinity Property Agents - Alexandria
38/112 McEvoy Street
ALEXANDRIA NSW 2015

Postal Address: C/- Infinity Property Agents - Alexandria
38/112 McEvoy Street
ALEXANDRIA NSW 2015

Tenant Name:

Managing Agent: Infinity Property Agents - Alexandria

Agent Address: 38/112 McEvoy Street
ALEXANDRIA NSW 2015

Owner History

09/06/16 Owner - Occupier Yan Jin

Strata Plan 93238
Lot 102, 2 BURROWAY ROAD WENTWORTH POINT

Date	Fund	Details	Debit	Credit	Balance
17/07/22	Administrative	Opening Balance		1,350.25	1,350.25
15/08/22	Administrative	Levy 1/7/2022-30/9/2022	1,181.05		169.20
15/08/22	Administrative	Stationery Lot Charge - 15/08/2022	20.00		149.20
15/08/22	Capital Works	Levy 1/7/2022-30/9/2022	149.20		0.00
15/08/22	Administrative	BPay Payment: DEFT Bpay 0000034541	149.20		(149.20)
15/08/22	Capital Works	BPay Payment: DEFT Bpay 0000034541		149.20	0.00
28/09/22	Administrative	BPay Payment: DEFT Bpay 0000034541		1,201.05	1,201.05
28/09/22	Capital Works	BPay Payment: DEFT Bpay 0000034541		149.20	1,350.25
01/10/22	Administrative	Levy 1/10/2022-31/12/2022	1,181.05		169.20
01/10/22	Administrative	Stationery Lot Charge - 01/10/2022	20.00		149.20
01/10/22	Capital Works	Levy 1/10/2022-31/12/2022	149.20		0.00
23/12/22	Administrative	BPay Payment: DEFT Bpay 0000034541		1,201.05	1,201.05
23/12/22	Capital Works	BPay Payment: DEFT Bpay 0000034541		149.20	1,350.25
01/01/23	Administrative	Levy 1/1/2023-31/3/2023	1,181.05		169.20
01/01/23	Administrative	Stationery Lot Charge - 01/01/2023	20.00		149.20
01/01/23	Capital Works	Levy 1/1/2023-31/3/2023	149.20		0.00
24/03/23	Administrative	BPay Payment: DEFT Bpay 0000034541		1,201.05	1,201.05
24/03/23	Capital Works	BPay Payment: DEFT Bpay 0000034541		149.20	1,350.25
01/04/23	Administrative	Levy 1/4/2023-30/6/2023	1,181.05		169.20
01/04/23	Administrative	Stationery Lot Charge - 01/04/2023	20.00		149.20
01/04/23	Capital Works	Levy 1/4/2023-30/6/2023	149.20		0.00
27/06/23	Administrative	Cheque - CHQ: DEFT Chq 0000034541		1,443.65	1,443.65
			5,550.20	6,993.85	1,443.65
				Interest Due:	\$0.00
				Total Due:	\$0.00

Strata Plan 93238
2 BURROWAY ROAD WENTWORTH POINT

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(85,961.59)	543,649.57	457,687.98
Investment A/c Strata Plan 93238 INV	0.00	55,047.82	55,047.82
Investment A/c Strata Plan 93238 Inv2	0.00	103,288.96	103,288.96
Investment A/c Strata Plan 93238 Inv3	0.00	102,281.86	102,281.86
Levies Receivable	186,656.79	23,393.44	210,050.23
Total Assets	100,695.20	827,661.65	928,356.85
LIABILITIES			
Levies Paid in Advance	8,879.00	0.00	8,879.00
GST Liabilities	4,719.80	(3,367.71)	1,352.09
Accounts Payable	208,023.88	0.00	208,023.88
Total Liabilities	221,622.68	(3,367.71)	218,254.97
Net Assets	(120,927.48)	831,029.36	710,101.88
OWNERS FUNDS			
Opening Balance	192.10	798,154.16	798,346.26
Surplus / Deficit for the period	(121,119.58)	32,875.20	(88,244.38)
Closing Balance	(120,927.48)	831,029.36	710,101.88
Total Owners Funds	(120,927.48)	831,029.36	710,101.88

Strata Plan 93238
2 BURROWAY ROAD WENTWORTH POINT
Administrative Fund

	Actual	Budget	Actual	Budget
	01/05/23 - 17/07/23	01/05/23 - 30/04/24	01/05/22 - 30/04/23	01/05/22 - 30/04/23
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	(\$81.64)	\$0.00	(\$2,738.15)	\$0.00
Debt Collection Recoveries	\$986.42	\$0.00	\$16,285.59	\$0.00
Expenses Recoveries				
Owner Expense Recoveries	\$272.73	\$0.00	\$1,582.74	\$0.00
Expense Recoveries	\$650.00	\$0.00	\$1,300.00	\$0.00
Interest				
Interest On Levy Arrears	\$414.31	\$0.00	\$4,885.90	\$0.00
Levy Income				
Levy Income	\$0.00	\$0.00	(\$1,417.89)	\$0.00
Contributions - General	\$328,478.42	\$1,325,515.00	\$1,227,664.28	\$1,237,980.00
Other Income				
Other Income	\$4.34	\$0.00	\$0.00	\$0.00
Total Income	\$330,724.58	\$1,325,515.00	\$1,247,562.47	\$1,237,980.00
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$11.60	\$100.00	\$67.20	\$100.00
DEFT Process Fees	\$103.05	\$900.00	\$865.49	\$850.00
Audit Report	\$1,700.00	\$2,700.00	\$2,204.55	\$2,700.00
BAS & Tax Administration	\$395.63	\$2,900.00	\$2,326.23	\$2,700.00
Income Tax	\$0.00	\$0.00	\$288.90	\$0.00
Building General				
General Maintenance	\$1,854.55	\$10,000.00	\$8,337.78	\$7,000.00
Locks & Doors	\$2,744.70	\$4,500.00	\$2,010.46	\$4,500.00
Window Cleaning	\$0.00	\$24,500.00	\$0.00	\$15,800.00
Garage Security Gate / Shutter	\$190.00	\$0.00	\$0.00	\$0.00
Cleaning				
Cleaning - General	\$21,030.00	\$135,000.00	\$128,420.00	\$129,000.00
Electrical				
Electrical Repairs	\$272.73	\$4,000.00	\$3,338.47	\$2,500.00
Fire Control				
Fire Services	\$0.00	\$2,400.00	\$1,606.05	\$2,400.00
Garden & Grounds				
Lawn Mowing & Gardening	\$3,864.58	\$18,500.00	\$17,571.34	\$17,500.00
Insurance				
Insurance Premium	\$612.05	\$2,000.00	\$674.87	\$1,000.00
Lift Repairs				
Lift Maintenance	\$0.00	\$23,000.00	\$20,520.00	\$23,000.00
Pest Control				
Pest Control - General	\$200.00	\$1,500.00	\$750.00	\$1,000.00
Plumbing				
Plumbing - General	\$560.00	\$3,950.00	\$3,385.00	\$3,500.00
Hot Water System Maintenance	\$6,972.00	\$6,500.00	\$1,900.00	\$6,500.00

Strata Plan 93238
2 BURROWAY ROAD WENTWORTH POINT
Administrative Fund

	Actual 01/05/23 - 17/07/23	Budget 01/05/23 - 30/04/24	Actual 01/05/22 - 30/04/23	Budget 01/05/22 - 30/04/23
Resident Manager / Caretaker				
Building Manager/Caretaker	\$18,351.06	\$113,000.00	\$107,972.10	\$111,000.00
Rubbish Removal				
Waste Removal	\$0.00	\$0.00	\$2,432.50	\$0.00
Security & Intercom				
Intercom Repairs / Replacement	\$0.00	\$0.00	\$923.70	\$0.00
Strata/Building Administration				
Building Defect Claim Administration	\$236.36	\$0.00	\$1,890.92	\$0.00
Debt Collection Fees	\$1,209.16	\$0.00	\$19,110.73	\$0.00
Land Titles & By-Law Registration	\$272.73	\$6,250.00	\$5,194.30	\$4,400.00
Management Services	\$24,975.45	\$106,880.00	\$99,319.95	\$99,890.00
Owner Refund	\$500.00	\$0.00	\$1,500.00	\$0.00
Printing, Postage & Stationery	\$2,370.88	\$15,000.00	\$14,404.90	\$15,000.00
Strata Administration	\$1,228.50	\$8,000.00	\$7,877.37	\$7,800.00
BMC/Community Contributions	\$328,859.10	\$687,000.00	\$669,570.28	\$650,000.00
Legislative Compliance	\$1,891.46	\$7,950.00	\$7,231.90	\$6,500.00
Telephone				
Lift Phone & Phone Charges	\$872.14	\$3,985.00	\$3,975.02	\$3,340.00
Water				
Water Consumption	\$30,566.43	\$135,000.00	\$130,190.00	\$120,000.00
Total Expenses	\$451,844.16	\$1,325,515.00	\$1,265,860.01	\$1,237,980.00
Surplus / Deficit	(\$121,119.58)	\$0.00	(\$18,297.54)	\$0.00

Strata Plan 93238
2 BURROWAY ROAD WENTWORTH POINT
Capital Works Fund

	Actual 01/05/23 - 17/07/23	Budget 01/05/23 - 30/04/24	Actual 01/05/22 - 30/04/23	Budget 01/05/22 - 30/04/23
Income				
Interest				
Interest On Levy Arrears	\$24.63	\$0.00	\$135.82	\$0.00
Interest On Bank Deposits (Investment Fund)	\$442.45	\$0.00	\$935.36	\$0.00
Interest On Bank Deposits (Investment 2 Fund)	\$0.00	\$0.00	\$2,031.84	\$0.00
Interest On Bank Deposits (Investment 3 Fund)	\$0.00	\$0.00	\$1,908.63	\$0.00
Levy Income				
Contributions - Capital Works Fund	\$41,462.94	\$165,850.00	\$155,010.80	\$155,000.00
Total Income	\$41,930.02	\$165,850.00	\$160,022.45	\$155,000.00
Expenses				
Building General				
General Maintenance	\$2,681.82	\$0.00	\$28,713.82	\$0.00
Locks & Doors	\$0.00	\$0.00	\$7,364.17	\$0.00
Window Cleaning	\$0.00	\$0.00	\$23,500.00	\$0.00
Capital Works Fund Maintenance	\$4,590.00	\$165,850.00	\$0.00	\$155,000.00
Cleaning				
Cleaning - General	\$0.00	\$0.00	\$8,400.00	\$0.00
Electrical				
Electrical Repairs	\$0.00	\$0.00	\$3,444.28	\$0.00
Garden & Grounds				
Lawn Mowing & Gardening	\$0.00	\$0.00	\$1,792.50	\$0.00
Lift Repairs				
Lift Maintenance	\$0.00	\$0.00	\$12,698.10	\$0.00
Plumbing				
Plumbing - General	\$0.00	\$0.00	\$15,180.00	\$0.00
Hot Water System Maintenance	\$0.00	\$0.00	\$21,530.00	\$0.00
Rubbish Removal				
Waste Removal	\$0.00	\$0.00	\$1,965.00	\$0.00
Security & Intercom				
Intercom Repairs / Replacement	\$1,783.00	\$0.00	\$23,889.55	\$0.00
Security Services	\$0.00	\$0.00	\$694.00	\$0.00
Total Expenses	\$9,054.82	\$165,850.00	\$149,171.42	\$155,000.00
Surplus / Deficit	\$32,875.20	\$0.00	\$10,851.03	\$0.00

Strata Plan 93238
2 BURROWAY ROAD WENTWORTH POINT
ADMINISTRATIVE FUND OTHER INCOME

Date	Ref.	Payee	Details	Amt.	Bal.
Contributions - General					
10/05/23	lot 20		lot 20-Levy Notice Postage Fee	\$3.00	\$3.00
10/05/23	lot 131		lot 131-Levy Notice Postage Fee	\$3.00	\$6.00
10/05/23	lot 222		lot 222-Levy Notice Postage Fee	\$3.00	\$9.00
10/05/23	lot 318		lot 318-Levy Notice Postage Fee	\$3.00	\$12.00
10/05/23	lot 327		lot 327-Levy Notice Postage Fee	\$3.00	\$15.00
25/05/23	lot 131		lot 131-Levy Notice Postage Fee	\$3.00	\$18.00
25/05/23	lot 318		lot 318-Levy Notice Postage Fee	\$3.00	\$21.00
25/05/23	lot 20		lot 20-Levy Notice Postage Fee	\$3.00	\$24.00
19/06/23	lot 20		lot 20-Levy Notice Postage Fee	\$3.00	\$27.00
19/06/23	lot 22		lot 22-Levy Notice Postage Fee	\$3.00	\$30.00
19/06/23	lot 81		lot 81-Levy Notice Postage Fee	\$3.00	\$33.00
19/06/23	lot 12		lot 12-Levy Notice Postage Fee	\$3.00	\$36.00
19/06/23	lot 15		lot 15-Levy Notice Postage Fee	\$3.00	\$39.00
19/06/23	lot 18		lot 18-Levy Notice Postage Fee	\$3.00	\$42.00
19/06/23	lot 28		lot 28-Levy Notice Postage Fee	\$3.00	\$45.00
19/06/23	lot 34		lot 34-Levy Notice Postage Fee	\$3.00	\$48.00
19/06/23	lot 47		lot 47-Levy Notice Postage Fee	\$3.00	\$51.00
19/06/23	lot 49		lot 49-Levy Notice Postage Fee	\$3.00	\$54.00
19/06/23	lot 50		lot 50-Levy Notice Postage Fee	\$3.00	\$57.00
19/06/23	lot 75		lot 75-Levy Notice Postage Fee	\$3.00	\$60.00
19/06/23	lot 85		lot 85-Levy Notice Postage Fee	\$3.00	\$63.00
19/06/23	lot 89		lot 89-Levy Notice Postage Fee	\$3.00	\$66.00
19/06/23	lot 95		lot 95-Levy Notice Postage Fee	\$3.00	\$69.00
19/06/23	lot 98		lot 98-Levy Notice Postage Fee	\$3.00	\$72.00
19/06/23	lot 99		lot 99-Levy Notice Postage Fee	\$3.00	\$75.00
19/06/23	lot 100		lot 100-Levy Notice Postage Fee	\$3.00	\$78.00
19/06/23	lot 122		lot 122-Levy Notice Postage Fee	\$3.00	\$81.00
19/06/23	lot 131		lot 131-Levy Notice Postage Fee	\$3.00	\$84.00
19/06/23	lot 134		lot 134-Levy Notice Postage Fee	\$3.00	\$87.00
19/06/23	lot 136		lot 136-Levy Notice Postage Fee	\$3.00	\$90.00
19/06/23	lot 159		lot 159-Levy Notice Postage Fee	\$3.00	\$93.00
19/06/23	lot 162		lot 162-Levy Notice Postage Fee	\$3.00	\$96.00
19/06/23	lot 164		lot 164-Levy Notice Postage Fee	\$3.00	\$99.00
19/06/23	lot 165		lot 165-Levy Notice Postage Fee	\$3.00	\$102.00
19/06/23	lot 170		lot 170-Levy Notice Postage Fee	\$3.00	\$105.00
19/06/23	lot 183		lot 183-Levy Notice Postage Fee	\$3.00	\$108.00
19/06/23	lot 190		lot 190-Levy Notice Postage Fee	\$3.00	\$111.00
19/06/23	lot 214		lot 214-Levy Notice Postage Fee	\$3.00	\$114.00
19/06/23	lot 215		lot 215-Levy Notice Postage Fee	\$3.00	\$117.00
19/06/23	lot 216		lot 216-Levy Notice Postage Fee	\$3.00	\$120.00
19/06/23	lot 222		lot 222-Levy Notice Postage Fee	\$3.00	\$123.00
19/06/23	lot 225		lot 225-Levy Notice Postage Fee	\$3.00	\$126.00
19/06/23	lot 228		lot 228-Levy Notice Postage Fee	\$3.00	\$129.00
19/06/23	lot 231		lot 231-Levy Notice Postage Fee	\$3.00	\$132.00
19/06/23	lot 241		lot 241-Levy Notice Postage Fee	\$3.00	\$135.00
19/06/23	lot 250		lot 250-Levy Notice Postage Fee	\$3.00	\$138.00
19/06/23	lot 274		lot 274-Levy Notice Postage Fee	\$3.00	\$141.00
19/06/23	lot 276		lot 276-Levy Notice Postage Fee	\$3.00	\$144.00

Strata Plan 93238
2 BURROWAY ROAD WENTWORTH POINT

19/06/23	lot 292	lot 292-Levy Notice Postage Fee	\$3.00	\$147.00
19/06/23	lot 308	lot 308-Levy Notice Postage Fee	\$3.00	\$150.00
19/06/23	lot 316	lot 316-Levy Notice Postage Fee	\$3.00	\$153.00
19/06/23	lot 318	lot 318-Levy Notice Postage Fee	\$3.00	\$156.00
19/06/23	lot 327	lot 327-Levy Notice Postage Fee	\$3.00	\$159.00
19/06/23	lot 330	lot 330-Levy Notice Postage Fee	\$3.00	\$162.00
10/07/23	lot 20	lot 20-Levy Notice Postage Fee	\$3.00	\$165.00
10/07/23	lot 131	lot 131-Levy Notice Postage Fee	\$3.00	\$168.00
10/07/23	lot 318	lot 318-Levy Notice Postage Fee	\$3.00	\$171.00
Total Contributions - General			\$171.00	

Debt Collection Recoveries

10/05/23	lot 20	lot 20-Arrears Notice Fee - Levy Notice on	\$31.82	\$31.82
10/05/23	lot 90	lot 90-Arrears Notice Fee - Levy Notice on	\$31.82	\$63.64
10/05/23	lot 131	lot 131-Arrears Notice Fee - Levy Notice on	\$31.82	\$95.46
10/05/23	lot 222	lot 222-Arrears Notice Fee - Levy Notice on	\$31.82	\$127.28
10/05/23	lot 318	lot 318-Arrears Notice Fee - Levy Notice on	\$31.82	\$159.10
10/05/23	lot 325	lot 325-Arrears Notice Fee - Levy Notice on	\$31.82	\$190.92
10/05/23	lot 327	lot 327-Arrears Notice Fee - Levy Notice on	\$31.82	\$222.74
10/05/23	lot 57	lot 57-Arrears Notice Fee - Levy Notice on	\$31.82	\$254.56
10/05/23	lot 128	lot 128-Arrears Notice Fee - Levy Notice on	\$31.82	\$286.38
10/05/23	lot 151	lot 151-Arrears Notice Fee - Levy Notice on	\$31.82	\$318.20
10/05/23	lot 153	lot 153-Arrears Notice Fee - Levy Notice on	\$31.82	\$350.02
10/05/23	lot 206	lot 206-Arrears Notice Fee - Levy Notice on	\$31.82	\$381.84
10/05/23	lot 313	lot 313-Arrears Notice Fee - Levy Notice on	\$31.82	\$413.66
10/05/23	lot 324	lot 324-Arrears Notice Fee - Levy Notice on	\$31.82	\$445.48
10/05/23	lot 328	lot 328-Arrears Notice Fee - Levy Notice on	\$31.82	\$477.30
25/05/23	lot 57	lot 57-Arrears Notice Fee - Levy Notice on	\$31.82	\$509.12
25/05/23	lot 131	lot 131-Arrears Notice Fee - Levy Notice on	\$31.82	\$540.94
25/05/23	lot 313	lot 313-Arrears Notice Fee - Levy Notice on	\$31.82	\$572.76
25/05/23	lot 318	lot 318-Arrears Notice Fee - Levy Notice on	\$31.82	\$604.58
25/05/23	lot 328	lot 328-Arrears Notice Fee - Levy Notice on	\$31.82	\$636.40
25/05/23	lot 153	lot 153-Arrears Notice Fee - Levy Notice on	\$31.82	\$668.22
25/05/23	lot 206	lot 206-Arrears Notice Fee - Levy Notice on	\$31.82	\$700.04
25/05/23	lot 324	lot 324-Arrears Notice Fee - Levy Notice on	\$31.82	\$731.86
25/05/23	lot 20	lot 20-Arrears Notice Fee - Levy Notice on	\$31.82	\$763.68
25/05/23	lot 325	lot 325-Arrears Notice Fee - Levy Notice on	\$31.82	\$795.50
10/06/23	lot 229	lot 229-Arrears Notice Fee - Levy Notice on	\$31.82	\$827.32
10/07/23	lot 153	lot 153-Arrears Notice Fee - Levy Notice on	\$31.82	\$859.14
10/07/23	lot 328	lot 328-Arrears Notice Fee - Levy Notice on	\$31.82	\$890.96
10/07/23	lot 20	lot 20-Arrears Notice Fee - Levy Notice on	\$31.82	\$922.78
10/07/23	lot 131	lot 131-Arrears Notice Fee - Levy Notice on	\$31.82	\$954.60
10/07/23	lot 318	lot 318-Arrears Notice Fee - Levy Notice on	\$31.82	\$986.42
Total Debt Collection Recoveries			\$986.42	

Debt Collection Recoveries-Reversal

03/05/23	remove	-\$3.00	-\$3.00
03/05/23	remove	-\$3.00	-\$6.00
03/05/23	remove	-\$3.00	-\$9.00
19/06/23	remove	-\$3.00	-\$12.00
19/06/23	remove	-\$3.00	-\$15.00
19/06/23	remove	-\$3.00	-\$18.00

Strata Plan 93238
2 BURROWAY ROAD WENTWORTH POINT

26/06/23	Remove	-\$31.82	-\$49.82
14/07/23	arrears notice reversal	-\$31.82	-\$81.64
	Total Debt Collection Recoveries-Reversal	-\$81.64	

Expense Recoveries

15/06/23	Deposit: Community room cleMAHASEN	\$150.00	\$150.00
15/06/23	Deposit: Community room depMAHASEN	\$500.00	\$650.00
	Total Expense Recoveries	\$650.00	

Interest On Levy Arrears

05/05/23 lot 311	lot 311-BPay Payment: DEFT Bpay 0000034750	\$11.93	\$11.93
18/05/23 lot 327	lot 327-BPay Payment: DEFT Bpay 0000034766	\$14.47	\$26.40
22/05/23 lot 90	lot 90-BPay Payment: DEFT Bpay 0000034529	\$0.13	\$26.53
22/05/23 lot 128	lot 128-BPay Payment: DEFT Bpay 0000034567	\$17.92	\$44.45
22/05/23 lot 151	lot 151-BPay Payment: DEFT Bpay 0000034590	\$15.56	\$60.01
23/05/23 lot 222	lot 222-BPay Payment: DEFT Bpay 0000034661	\$15.86	\$75.87
26/05/23 lot 206	lot 206-DEFT I/CCd: DEFT I/Tfr 0000034645	\$13.73	\$89.60
31/05/23 lot 57	lot 57-BPay Payment: DEFT Bpay 0000034496	\$47.15	\$136.75
31/05/23 lot 324	lot 324-DEFT I/CCd: DEFT I/Tfr 0000034763	\$16.64	\$153.39
13/06/23 lot 57	lot 57-BPay Payment: DEFT Bpay 0000034496	\$20.92	\$174.31
26/06/23	Remove	-\$3.67	\$170.64
26/06/23 lot 325	lot 325-Remove	\$3.67	\$174.31
27/06/23 lot 313	lot 313-BPay Payment: DEFT Bpay 0000034752	\$32.73	\$207.04
27/06/23 lot 313	lot 313-BPay Payment: DEFT Bpay 0000034752	\$16.09	\$223.13
10/07/23 lot 174	lot 174-BPay Payment: DEFT Bpay 0000034613	\$31.43	\$254.56
13/07/23 lot 229	lot 229-BPay Payment: DEFT Bpay 0000034668	\$88.12	\$342.68
14/07/23 lot 229	lot 229-BPay Payment: DEFT Bpay 0000034668	\$71.63	\$414.31
	Total Interest On Levy Arrears	\$414.31	

Other Income

18/05/23	ATO Refund	\$4.34	\$4.34
	Total Other Income	\$4.34	

Owner Expense Recoveries

12/05/23 lot 229	lot 229-Recovery from Owners - Payment Pla	\$90.91	\$90.91
13/06/23 lot 229	lot 229-Recovery from Owners - Payment Pla	\$90.91	\$181.82
12/07/23 lot 229	lot 229-Recovery from Owners - Payment Pla	\$90.91	\$272.73
	Total Owner Expense Recoveries	\$272.73	

Total Administrative Other Income \$2,417.16

ADMINISTRATIVE FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Audit Report					

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2 BURROWAY ROAD WENTWORTH POINT

30/06/23	945153	KHOURY BROS. & CO.	Audit Report - 30/04/23	\$1,700.00	\$1,700.00
			Total Audit Report	\$1,700.00	

Bank Fees

31/05/23			Service Charge: Service Charge Fee	\$5.60	\$5.60
30/06/23			Service Charge: Service Charge Fee	\$6.00	\$11.60
			Total Bank Fees	\$11.60	

BAS & Tax Administration

01/05/23	923852	NETSTRATA	BAS Administration - 1/02/23 -30/04/23	\$395.63	\$395.63
			Total BAS & Tax Administration	\$395.63	

BMC/Community Contributions

30/05/23	933905	SP 93238B	BMC Contributions - 01/06/23 to 31/08/23	\$157,844.05	\$157,844.05
06/06/23	939600	SP 270778	Community Contributions - 01/07/23 to 30/09/23	\$13,171.00	\$171,015.05
17/07/23	949221	SP 93238B	BMC/Community Contributions - 01/09/23 to 30/11/2023	\$157,844.05	\$328,859.10
			Total BMC/Community Contributions	\$328,859.10	

Building Defect Claim Administration

01/05/23	923852	NETSTRATA	Defect Claims Work as per 14.8 (a) of MAA	\$236.36	\$236.36
			Total Building Defect Claim Administration	\$236.36	

Building Manager/Caretaker

02/05/23	925925	STRUCTURE B/M	Building Management - May 2023	\$8,596.53	\$8,596.53
02/05/23	925925	STRUCTURE B/M	Disbursements - May 2023	\$579.00	\$9,175.53
02/06/23	935771	STRUCTURE B/M	Building Management - June 2023	\$8,596.53	\$17,772.06
02/06/23	935771	STRUCTURE B/M	Disbursements - June 2023	\$579.00	\$18,351.06
			Total Building Manager/Caretaker	\$18,351.06	

Cleaning - General

01/05/23	922880	ECOSHINE SERVICES	Cleaning - April 2023	\$10,490.00	\$10,490.00
25/05/23	933169	ECOSHINE SERVICES	Cleaning - May 2023	\$10,420.00	\$20,910.00
26/06/23	943927	ECOSHINE SERVICES	Carpet Cleaning - May 2023	\$120.00	\$21,030.00
			Total Cleaning - General	\$21,030.00	

Debt Collection Fees

01/05/23	923852	NETSTRATA	Levy Notice on 10/04/2023*	\$1,209.16	\$1,209.16
			Total Debt Collection Fees	\$1,209.16	

DEFT Process Fees

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2 BURROWAY ROAD WENTWORTH POINT

31/05/23		DEFT Process Fee	\$14.73	\$14.73
30/06/23		DEFT Process Fee	\$88.32	\$103.05
		Total DEFT Process Fees	\$103.05	

Electrical Repairs

13/06/23	941261	OPTIMUM BUILDING	Replace Faulty Light - 24/04/23	\$272.73	\$272.73
			Total Electrical Repairs	\$272.73	

Garage Security Gate / Shutter

23/05/23	932316	EPSILON SECURITY	Call Block Limit Door Station - 04/05/23	\$95.00	\$95.00
29/06/23	944339	EPSILON SECURITY	Investigate Intercom Issue - 26/06/23	\$95.00	\$190.00
		Total Garage Security Gate / Shutter		\$190.00	

General Maintenance

25/05/23	933311	MAGITEK	Seal All Window Gaps Lvl 7 & 8 - 20/05/23	\$800.00	\$800.00
26/06/23	943083	OPTIMUM BUILDING	Repair & Patch Wall - 18/06/23	\$463.64	\$1,263.64
13/07/23	949410	OPTIMUM BUILDING	U102 Patch Ceiling Hole - 02/07/23	\$590.91	\$1,854.55
		Total General Maintenance		\$1,854.55	

Hot Water System Maintenance

23/05/23	932050	CHARLEE THE SPARKY	Investigate No Hot Water Issue - 06/04/23	\$450.00	\$450.00
23/05/23	932395	EZYGO PLUMBING	Annual Service To Water Heaters - 01/05/23	\$600.00	\$1,050.00
25/05/23	933166	EZYGO PLUMBING	Supply & Replace Heater - 10/05/23	\$2,650.00	\$3,700.00
03/07/23	945941	PG MARTIN PLUMBING	Hot Water Repairs - 03/07/23	\$382.00	\$4,082.00
12/07/23	949084	EZYGO PLUMBING	Replace Water Heater - 04/07/23	\$140.00	\$4,222.00
12/07/23	949087	EZYGO PLUMBING	Replace 27 Heater - 06/07/23	\$2,750.00	\$6,972.00
		Total Hot Water System Maintenance		\$6,972.00	

Insurance Premium

29/05/23	933485	STRATA INSURANCE SERVICES	Insurance Premium 31/05/23 to 31/05/24	\$566.38	\$566.38
29/05/23	933485	STRATA INSURANCE SERVICES	Stamp Duty on Insurance Premium	\$45.67	\$612.05
		Total Insurance Premium		\$612.05	

Land Titles & By-Law Registration

01/05/23	923852	NETSTRATA	Payment Plan Fee Lot 229*	\$272.73	\$272.73
		Total Land Titles & By-Law Registration		\$272.73	

Lawn Mowing & Gardening

18/05/23	930790	LANDSCAPE SOLUTIONS	Landscaping Maintenance - May 2023	\$1,163.25	\$1,163.25
22/05/23	932116	LANDSCAPE SOLUTIONS	Landscape Maintenance GST on Invoice - May 2023	\$116.33	\$1,279.58
25/05/23	933174	BUSHY BUSINESS	Additional Gardening & Hedge Pruning - May 2023	\$1,290.00	\$2,569.58
29/06/23	944314	BUSHY BUSINESS	Hedge Removal and Irrigation Repairs - 27/06/23	\$1,295.00	\$3,864.58

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2 BURROWAY ROAD WENTWORTH POINT

Total Lawn Mowing & Gardening \$3,864.58

Legislative Compliance

01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 96	\$40.91	\$40.91
01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 40	\$40.91	\$81.82
01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 34	\$40.91	\$122.73
01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 47	\$40.91	\$163.64
01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 116	\$40.91	\$204.55
01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 101	\$40.91	\$245.46
01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 65	\$40.91	\$286.37
01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 110	\$40.91	\$327.28
01/05/23	923852	NETSTRATA	Section 258 Compliance - Tenant Update Lot 323	\$40.91	\$368.19
15/05/23	929673	DEPARTMENT OF CUSTOMER SERVICE	Strata Hub Administration Fee	\$996.00	\$1,364.19
25/06/23	942045	NETSTRATA	Strata Hub - Initial Registration	\$527.27	\$1,891.46
Total Legislative Compliance				\$1,891.46	

Lift Phone & Phone Charges

01/05/23	923852	NETSTRATA	Phone Charges - 1/02/23 - 30/04/23	\$212.14	\$212.14
01/06/23	934750	STRATA ESSENTIAL SERVICES	Lift Gateway Dual Sim - 01/06/23 - 31/08/23	\$660.00	\$872.14
Total Lift Phone & Phone Charges				\$872.14	

Locks & Doors

13/06/23	938525	EMPIRE LOCKSMITHS	Install 3 Mortise Lock - 30/05/23	\$637.20	\$637.20
13/06/23	939662	WINFIRE	Install Mortice Lock & Door Saver - 07/06/23	\$802.50	\$1,439.70
26/06/23	942956	CARL'S GLASS	Adjust 2 Doors & Repair Latch - 13/06/23	\$300.00	\$1,739.70
26/06/23	943923	FRONTLINE DOORS	PM Auto Doors & Replace Batteries - 16/06/23	\$1,005.00	\$2,744.70
Total Locks & Doors				\$2,744.70	

Management Services

01/05/23	923852	NETSTRATA	Management Services - 01/05/23 - 31/07/23	\$24,975.45	\$24,975.45
Total Management Services				\$24,975.45	

Owner Refund

21/06/23	940375	Mahasen A Alsolmy & Mohammad Z Alharbi	U508 - Bond Refund for Community Room	\$500.00	\$500.00
Total Owner Refund				\$500.00	

Pest Control - General

26/06/23	942945	BUGS-BE-GONE	Pest Control - 16/06/23	\$200.00	\$200.00
Total Pest Control - General				\$200.00	

Plumbing - General

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23/05/23	932391	EZYGO PLUMBING	Inspect Water Leak To Roof Space - 10/05/23	\$140.00	\$140.00
26/06/23	943926	EZYGO PLUMBING	U207, 306 Inspect Water Leak - 15/06/23	\$420.00	\$560.00
Total Plumbing - General				\$560.00	

Printing, Postage & Stationery

01/05/23	923852	NETSTRATA	Printing & Postage - 1/02/23 - 30/04/23*	\$2,843.56	\$2,843.56
25/07/23	lot 8		lot 8-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,825.38
25/07/23	lot 16		lot 16-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,807.20
25/07/23	lot 17		lot 17-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,789.02
25/07/23	lot 46		lot 46-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,770.84
25/07/23	lot 84		lot 84-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,752.66
25/07/23	lot 90		lot 90-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,734.48
25/07/23	lot 102		lot 102-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,716.30
25/07/23	lot 110		lot 110-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,698.12
25/07/23	lot 144		lot 144-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,679.94
25/07/23	lot 174		lot 174-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,661.76
25/07/23	lot 180		lot 180-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,643.58
25/07/23	lot 213		lot 213-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,625.40
25/07/23	lot 219		lot 219-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,607.22
25/07/23	lot 226		lot 226-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,589.04
25/07/23	lot 245		lot 245-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,570.86
25/07/23	lot 253		lot 253-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,552.68
25/07/23	lot 264		lot 264-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,534.50
25/07/23	lot 273		lot 273-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,516.32
25/07/23	lot 280		lot 280-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,498.14
25/07/23	lot 287		lot 287-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,479.96
25/07/23	lot 288		lot 288-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,461.78
25/07/23	lot 293		lot 293-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,443.60
25/07/23	lot 296		lot 296-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,425.42
25/07/23	lot 307		lot 307-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,407.24
25/07/23	lot 325		lot 325-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,389.06
25/07/23	lot 328		lot 328-Stationery Lot Charge - 25/07/2023	-\$18.18	\$2,370.88
Total Printing, Postage & Stationery				\$2,370.88	

Strata Administration

02/05/23	925799	PRIME STRATA SUPPORT	Annual check of 39 Licenses, Insurances and Qualifications - April 2023	\$1,228.50	\$1,228.50
Total Strata Administration				\$1,228.50	

Water Consumption

13/07/23	948893	SYDNEY WATER	Water Consumption - 12/04/23 - 07/07/23	\$30,566.43	\$30,566.43
Total Water Consumption				\$30,566.43	

Total Administrative Expenses **\$451,844.16**

CAPITAL WORKS FUND OTHER INCOME

Date	Ref.	Payee	Details	Amt.	Bal.
Interest On Levy Arrears					

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22/05/23 lot 128	lot 128-BPay Payment: DEFT Bpay 0000034567	\$2.26	\$2.26
13/07/23 lot 229	lot 229-BPay Payment: DEFT Bpay 0000034668	\$13.31	\$15.57
14/07/23 lot 229	lot 229-BPay Payment: DEFT Bpay 0000034668	\$9.06	\$24.63
Total Interest On Levy Arrears		\$24.63	

Total Capital Works Other Income **\$24.63**

CAPITAL WORKS FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Capital Works Fund Maintenance					

23/05/23	931715	CARL'S GLASS	Install Double Glazed Glass Panel - 19/05/23	\$1,940.00	\$1,940.00
25/05/23	933165	EZYGO PLUMBING	Supply & Replace Water Heater - 10/05/23	\$2,650.00	\$4,590.00
Total Capital Works Fund Maintenance				\$4,590.00	

General Maintenance

25/05/23	932999	OPTIMUM BUILDING	Sanding & Apply Staining to Timber Deck - 21/05/23	\$1,181.82	\$1,181.82
26/06/23	942960	CARL'S GLASS	Install Double Glaze Panel - 16/06/23	\$1,500.00	\$2,681.82
Total General Maintenance				\$2,681.82	

Intercom Repairs / Replacement

26/06/23	943211	EPSILON SECURITY	Install 2 Monitors - 08/06/23	\$1,783.00	\$1,783.00
Total Intercom Repairs / Replacement				\$1,783.00	

Total Capital Works Expenses **\$9,054.82**

INVESTMENT FUND OTHER INCOME

Date	Ref.	Payee	Details	Amt.	Bal.
Interest On Bank Deposits					

29/05/23			Interest Paid	\$442.45	\$442.45
Total Interest On Bank Deposits				\$442.45	

Total Investment Other Income **\$442.45**



Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	HU0006084568
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	31/05/2023 to 31/05/2024 at 4:00pm
Plan Number	270778
The Insured	THE OWNERS STRATA PLAN 93238, 94094 IN DP 270778 & THE BMC
Situation	2 BURROWAY ROAD WENTWORTH POINT NSW 2127

Policies Selected

Policy 1 – Insured Property

Building: \$157,700,000

Common Area Contents: \$1,577,000

Loss of Rent & Temporary Accommodation (total payable): \$23,655,000

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$100,000

Total Disablement: \$1,000 per week

Policy 4 – Workers Compensation

Not Available

Policy 5 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$5,000,000

Policy 7 – Machinery Breakdown

Sum Insured: \$100,000

Policy 8 – Catastrophe Insurance

Sum Insured: \$23,655,000

Extended Cover - Loss of Rent & Temporary Accommodation: \$3,548,250

Escalation in Cost of Temporary Accommodation: \$1,182,750

Cost of Removal, Storage and Evacuation: \$1,182,750



Policy 9 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000

Appeal expenses – common property health & safety breaches: \$100,000

Legal Defence Expenses: \$50,000

Policy 10 – Lot owners' fixtures and improvements (per lot)

Sum Insured: \$250,000

Flood Cover is excluded.

Flood Exclusion

Despite anything contained elsewhere in Your Policy We will not pay for loss or damage caused by or arising directly or indirectly from Flood.

Flood means the covering of normally dry land by water that has escaped or been released from the normal confines of any of the following:

- a. a lake (whether or not it has been altered or modified);
- b. a river (whether or not it has been altered or modified);
- c. a creek (whether or not it has been altered or modified);
- d. another natural watercourse (whether or not it has been altered or modified);
- e. a reservoir;
- f. a canal;
- g. a dam.

The Table of Benefits in Policy 3 – Voluntary Workers is replaced by

Insured Event	Benefit
1. Death	\$100,000
2. Total and irrecoverable loss of all sight in both eyes	\$100,000
3. Total and permanent loss of the use of both hands or of the use of both feet or the use of one hand and one foot	\$100,000
4. Total and permanent loss of the use of one hand or of the use of one foot	\$50,000
5. Total and irrecoverable loss of all sight in one eye	\$50,000
6.a. Total Disablement from engaging in or attending to usual profession, business or occupation in respect of each week of Total Disablement up to a maximum of 104 weeks. The maximum benefit per week is:	\$1,000
6.b. Partial Disablement from engaging in or attending to usual profession, business or occupation in respect of each week of Partial Disablement up to a maximum of 104 weeks.	\$500



The maximum benefit per week is:

7.	The reasonable cost of domestic assistance certified by a qualified medical practitioner that a Voluntary Worker is totally disabled from performing his/her usual profession, business, occupation or usual household activities – in respect of each week of disablement a weekly benefit not exceeding \$250 up to a maximum of:	\$2,500
8.	The reasonable cost of travel expenses necessarily incurred at the time of, or subsequent to, the sustaining of bodily injury to obtain medical treatment – up to a maximum of:	\$1,000
9.	The reasonable cost of home tutorial expenses if the Voluntary Worker is a full time student – in respect of each week of Total Disablement a weekly benefit not exceeding \$125 up to a maximum of:	\$1,250
10.	The reasonable cost of burial or cremation of a Voluntary up to a maximum of:	\$2,500

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Date Printed

25/05/2023

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

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

2-10 BURROWAY RD, WENTWORTH POINT, 2127

Lot No (if known)

DP/SP (if known)

Building Name (if applicable)

93238 and 94094

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

RESIDENTIAL/COMMERCIAL, "STOREYS ABOVE GROUND" = (17), "STOREYS BELOW GROUND" = (1),

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

Name

The Owners Corporation of SP93238 & 94094

Address

C/- Netstrata PO BOX 265 Hurstville BC 1481

Section 4: Fire Safety Measures

Fire safety measure	Minimum standard of performance	Date(s) Assessed	APFS *
Access Panels, Doors and Hoppers	BCA Clause C3.13	5/05/2022	F046075A
Automatic Fail Safe Devices	BCA Clause D2.1 & D2.21	5/05/2022	F046075A

2-10 Burroway Rd, Wentworth Point, 2127

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Automatic Fire Detection and Alarm System	BCA Spec. E2.2a & AS1670.1-2004, AS/NZS 1668.1-1998	5/05/2022	F046075A
Automatic Fire Suppression System	BCA Spec. E1.5 & AS 2118.1-1999, AS2118.2-1995 AS2118.4-1995 & Olsson Fire Engineering Report NO. S13078 Rev, FER2.0 dated 5 August 2015	5/05/2022	F046075A
Building Occupant Warning System	BCA Spec. E1.5, BCA Spec. E2.2a & AS1670.1 -2004 - Clause 3.22(b)	5/05/2022	F046075A
Emergency Lifts to high rise portion	BCA Clause E3.4 & AS1735.2-2001 & Olsson Fire Engineering Report NO. S13078 Rev, FER2.0 dated 5 August 2015	5/05/2022	F046075A
Emergency Lighting	BCA Clause E4.2, E4.4 & AS/NZS 2293.1-2005	5/05/2022	F046075A
Emergency Evacuation Plan	AS 3745 - 2002	5/05/2022	F046075A
Exit signs	BCA Clauses E4.5, E4.6, E4.8 and AS/NZS 2293.1 -2005	5/05/2022	F046075A
Fire Control Centers and Rooms	BCA Spec E1.8 & Olsson Engineering Report No. S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F046075A
Fire Blankets	AS 2444-2001	5/05/2022	F046075A
Fire Dampers	BCA C3.15, AS/NZS 1668.1-1998 & AS 1682.1&2 -1990	5/05/2022	F053211A
Fire Doors	BCA Clause C3.2, C3.4, C3.5, C3.6, C3.7 & C3.8, Spec C3.4 and AS 1905.1-2005 & Olsson Engineering Report No.S13078 Rev. FER 2.0 dated 5 August 2015.	5/05/2022	F046075A

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Fire Hose Reels	BCA Clause E1.4 & AS 2441-2005 & Olsson Engineering Report No.S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F046075A
Fire Hydrant System	BCA Clause E1.3 & AS 2419.1-2005 & Olsson Engineering Report NO. S13078 Rev. FER 1.1 dated 28 November 2014	5/05/2022	F046075A
Fire Seals, Collars	BCA Clause C3.15, C3.16 & AS 1530.4-2005	5/05/2022	F046075A
Fire Shutters	BCA Spec C3.4 & AS 1905.2-2005	5/05/2022	F046075A
Lightweight construction	BCA Clause C1.8, C3.17 & AS 1530.3-1999	5/05/2022	F046075A
Mechanical Air Handling System	BCA Clause E2.2, AS/NZS 1668.1-1998 & Olsson Engineering Report No. S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F053211A
Paths of Travel	Ep & Reg 2000 Clause 186 & Olsson Engineering Report No. S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F046075A
Portable Fire Extinguishers	BCA E1.6 & AS 2444-2001	5/05/2022	F046075A
Pressurising Systems	BCA E2.2 & AS/NZS1668.1 - 1998	5/05/2022	F053211A
Required Exit Doors (power operated)	BCA Clause D2.19	5/05/2022	F046075A
Self-Closing Fire Hoppers	BCA Clause C3.13 & AS 1530.4-2005	5/05/2022	F046075A
Smoke Hazard Management System	BCA Part E2 & AS/NZS1668.1-1998 & Olsson	5/05/2022	F046075A

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



	Engineering Report No.S13078 Rev. FER 2.0 dated 5 August 2015		
Smoke Detectors and Heat Detectors	BCA Spec E2.2a & AS1670.1-2004, AS/NZS1668.1-1998 & Olsson Engineering Report No. S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F046075A
Solid Core Doors	BCA Clause C3.11	5/05/2022	F046075A
Warning and Operational Signs	EP & A Reg 2000 Clause 183, BCA Clause C3.6, D2.23, E3.3	5/05/2022	F046075A
Fire Engineering notes outline within Fire engineering Report by Olsson Fire and Risk No.S13078 Rev.FER 2.0 dated 5 August 2015	a) FRLs to retail portions reduced from 180mins -120mins b) Compliant spandrel separation not provided to all vertically aligned openings in different storeys in Cores 1 & 4 c) Tower portion assessed as a separate building. The fire wall to provide separation is not vertical for full height of the building.	5/05/2022	F046075A
	Public corridors are up to 67m in length and are not proposed to be separated into 40m intervals. e) Deletion of fire shuttler and separating Block D & Block G		
	while still considering each block as a separate building. f) Travel distance by non-fire-isolated stairway to a road or open space exceeds 80m (up to 95m)		
	or within 80m but not by the same flight and landing from storey. g) More than 50% of the required exits from the car park on Level 2,3 & 4 consists of		
	horizontal exits. h) A maintenance program is to be maintained in accordance with AS1851 and AS2293.2, and is to incorporate system interface testing		
	where revelant.		

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

Part of the building inspected	Date(s) inspected	APFS *
WHOLE OF BUILDING	5/05/2022	F046075A

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

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

Full name	Phone	Email	Accreditation No.*	Signature
NATHAN NASH	1300 889 301	ADMIN@PHOENIXFIRE.COM.AU	F045277A	
DANIEL HALTEH	1300 889 301	ADMIN@PHOENIXFIRE.COM.AU	F046075A	
ROBERT FULLER	02 9542 6777	ROB@WARATAHAIR.COM.AU	F053211A	

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

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

Full Name	
Katelyn Danielson	
Organisation (if applicable)	Title/Position (if applicable)
Netstrata	Fire safety coordinator
Phone	Email
8567 6456	katelyn.danielson@netstrata.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, Katelyn Danielson on behalf of SP93238 & SP9406 (insert full name) being the: ☐ owner ☒ owner's agent

declare that:

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



- i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
- ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and

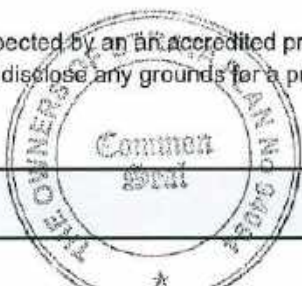
- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

Owner/Agent Signature

K Danielson

Date Issued

29/07/2022



Section 9: Supplementary fire safety statement declaration

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

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

Owner/Agent Signature

Date Issued

Note:

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

Final / Interim Fire Safety Certificate

Issued under the Environmental Planning and Assessment Regulation 2000, Clauses 170 and 173

Type of certificate (see note 1)	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final
Certificate Name owner/agent Address (see notes 2 & 3)	I, CHRIS KELLY of BILLBERGIA CONSTRUCTIONS P/L certify that: (a) each of the essential fire measures listed below: <ul style="list-style-type: none"> ▪ has been assessed by a person (chosen by me) who was properly qualified to do so, and ▪ was found, when it was assessed, to have been properly implemented and to be capable of performing to a standard not less than that required by the most recent fire safety schedule (copy attached) for the building for which the certificate is issued. (b) The information contained in this certificate is, to the best of my knowledge and belief, true and accurate.
Identification of Building	Address: Hill Road and Burroway Road, WENTWORTH POINT, NSW Municipality: Auburn City Council
Particulars of Building	<input checked="" type="checkbox"/> Whole <input type="checkbox"/> part building: Description of part:
Date of Assessment	Date: 21 JULY 2016
Owner of Building	Name: FAIRMEAD BUSINESS P/L Address: SUIT 101, 25 ANGAS ST MEADOW BANK

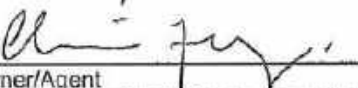
Fire Safety Schedule

(Pursuant to Clause 168 of the Environmental Planning and Assessment Regulation 2000)

	Essential Fire Safety Measures	Standard of Performance
1.	Access Panels, Doors and Hoppers	BCA Clause C3.13
2.	Automatic Fail Safe Devices	BCA Clause D2.19 & D2.21
3.	Automatic Fire Detection and Alarm System	BCA Spec. E2.2a & AS 1670.1 – 2004, AS/NZS 1668.1 – 1998
4.	Automatic Fire Suppression System	<p>BCA Spec. E1.5 & AS 2118.1 – 1999, AS2118.2-1995 AS 2118.4 – 1995 (Residential)</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) The loading bay door shall automatically open when a fire is detected by sprinklers at any carpark level. b) In the carpark, café/ restaurant G3-101R/G3-102R and retail G2-104R/G2-104s, fast response type sprinkler heads shall be used instead of standard response heads. Sprinkler activation shall be no greater than 68° and having a Response Time Index (RTI) of not greater than 50 (ms)^{1/2}. c) In the sprinklered Class 2 areas, the system shall be designed such that a single sprinkler head is located inside each SOU, within 1.5m of the entrance door. d) The community room area on Level 2 shall be provided with sprinklers. e) The loading bay door shall automatically open when a fire is detected by sprinklers at any carpark level. f) Tyco Type WS specific Application Window sprinklers shall be provided to the glazing between restaurant (G3-101R) and residential lobby in Core 3 (on the restaurant side).
5.	Building Occupant Warning System	BCA Spec. E1.5, BCA Spec. E2.2a & AS 1670.1 – 2004 – Clause 3.22(b)
6.	Emergency Lifts to high rise portion.	<p>BCA Clause E3.4 & AS 1735.2 – 2001</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) Omission of emergency lifts in lower-rise portion of the building.
7.	Emergency Lighting	BCA Clause E4.2, E4.4 & AS/NZS 2293.1 – 2005
8.	Emergency Evacuation Plan	AS 3745 – 2002
9.	Exit Signs	BCA Clauses E4.5, NSW E4.6 & E4.8 and AS/NZS 2293.1 – 2005

	Essential Fire Safety Measures	Standard of Performance
10.	Fire Control Centres and Rooms	<p>BCA Spec. E1.8</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <p>a) The main Fire Indicator Panel shall be placed inside the fire control centre.</p>
11.	Fire Blankets	AS 2444 – 2001
12.	Fire Dampers	BCA Clause C3.15, AS/NZS 1668.1 – 1998 & AS 1682.1&2 - 1990
13.	Fire Doors	<p>BCA Clause C3.2, C3.4, C3.5, C3.6, C3.7 & C3.8, Spec C3.4 and AS 1905.1 – 2005</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <p>a) All doorways to the fire-isolated stairways fitted with self-closing - /60/30 fire doors with doorsets with an FRL of at least -/60-/30 when tested to AS1530.4, with an ambient and medium smoke seal system that has a smoke leakage rate of <40m³/h when tested to AS1520.7.</p> <p>b) All SOU entry doors fitted with self-closing -/60/30 fire doors with doorsets with an FRL of at least -/60-/30 when tested to AS1530.4, with an ambient and medium smoke seal system that has a smoke leakage rate of <40m³/h when tested to AS1520.7.</p> <p>c) All doorways at the separation of carparks shall be provided with self-closing fire doors with an FRL of 120/120/30.</p>
14.	Fire Hose Reels.	<p>BCA Clause E1.4 & AS 2441 – 2005</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <p>a) Portable fire extinguishers to replace hose reels on residential levels.</p>
15.	Fire Hydrant System	<p>BCA Clause E1.3 & AS 2419.1 – 2005</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <p>a) Omission of ring main to the portions of the building with an effective height of less than 25m.</p> <p>b) Location of fire hydrant booster to be documented in the FER due to multiple entrances to the site.</p>
16.	Fire Seals, Collars	BCA Clause C3.15, C3.16 & AS 1530.4 – 2005

	Essential Fire Safety Measures	Standard of Performance
17.	Fire Shutters	BCA Spec. C3.4 & AS 1905.2 – 2005
18.	Lightweight Construction	BCA Clause C1.8, C3.17 & AS 1530.3 – 1999
19.	Mechanical Air Handling System	BCA Clause E2.2, AS/NZS 1668.1 – 1998
20.	Paths of Travel	<p>EP&A Reg 2000 Clause 186</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) To permit travel distances to be exceeded as follows <ul style="list-style-type: none"> • In carpark - distance to a point of choice up to 29m in lieu of 20m • In carpark - distance to nearest of two or more exits up to 64m in lieu of 40m. • Travel distance from SOU's to a single exit or point of choice up to 13m in lieu of 6m. b) To permit the fire isolated passageway discharge to be within 6m of unprotected openings.
21.	Portable Fire Extinguishers	BCA Clause E1.6 & AS 2444 – 2001
22.	Pressurising Systems	BCA Clause E2.2 & AS/NZS 1668.1 – 1998
23.	Required Exit Doors (power operated)	BCA Clause D2.19
24.	Self-Closing Fire Hoppers	BCA Clause C3.13 & AS 1530.4 – 2005
25.	Smoke Hazard Management System	<p>BCA Part E2 & AS/NZS 1668.1 – 1998</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) Omission of a zone smoke control system to level 1 retail portion.
26.	Smoke Detectors and Heat Detectors	<p>BCA Spec E2.2a & AS 1670.1-2004, AS/NZS 1668.1-1998</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) In unsprinklered Class 2 areas, heat detectors inside each SOU, within 1.5m of entry doorway in accordance with AS1670.1-2004.
27.	Solid Core Doors	BCA Clause C3.11
28.	Warning and Operational Signs	EP&A Reg 2000 Clause 183, BCA Clause C3.6, D2.23, E3.3
29.	Fire Engineering notes outlined within Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016	<ul style="list-style-type: none"> a) FRL's to the retail portions reduced from 180 minutes to 120 minutes. b) Compliant spandrel separation not provided to all vertically aligned openings in different storeys in Cores 1 and 4. c) Tower portion assessed as a separate building. The fire wall to provide separation is not vertical for full height

	Essential Fire Safety Measures	Standard of Performance
		<p>of the building.</p> <ul style="list-style-type: none"> d) Public corridors are up to 67m in length and are not proposed to be separated into 40m intervals. e) Deletion of fire shutter and separating Block D and Block G while still considering each block as a separate building. f) Travel distance by non fire-isolated stairway to a road or open space exceeds 80m (up to 95m) or within 80m but not by the same flight and landing from storey. g) More than 50% of the required exits from the carpark on Level 2, 3 and 4 consists of horizontal exits. h) A maintenance program is to be maintained in accordance with AS1851 and AS2293.2, and is to incorporate system interface testing where relevant. i) All combustible materials within the restaurant shall be kept 50.8mm from Tyco Type WS specific Application Window Sprinklers. j) Glazing between restaurant (G3-101R) and residential lobby in Core 3 (on the restaurant side) shall be fixed shut and shall be at least 6mm thick and heat strengthened or tempered glass. k) The residential lobby area of Core 3 shall not house any combustibles. Signage stating 'FIRE SAFETY REQUIREMENT: STORAGE OF COMBUSTIBLES PROHIBITED' in text minimum 20mm in height in a colour contrasting with the background shall be erected in a visible location of the residential lobby
Date of Certificate	Date: 21/07/2016.	
Signature	 Owner/Agent	

1 August 2016

TO ALL OWNERS, STRATA PLAN NO: 93238
2 BURROWAY ROAD
WENTWORTH POINT NSW 2127

Dear Owners,

**RE: MINUTES OF FIRST ANNUAL GENERAL MEETING
at 2 BURROWAY ROAD, WENTWORTH POINT NSW 2127**

Attached are the minutes of the recent First Annual General Meeting and Extraordinary General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. The payment options for your levies are detailed on the back of the levy payment notice.

We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. Electronic Delivery of Information

Did you know that you are able to receive all pertinent information from our office via email, such as;

- Meeting Notices
- Minutes
- Levy Payment Notices
- General Correspondence

Apart from being more environmentally friendly, issuing notices electronically significantly reduces the postage and stationery costs for your Owners Corporation. To register for this service, simply go to the 'Update Details' tab at our website www.netstrata.com.au

2. By-Laws

You note from the minutes of the extraordinary general meeting that several new By-laws have been passed for your strata scheme. The details of each of these new By-laws are specified in the minutes of the meeting and it is important that you read these By-laws so you are fully aware of how they affect your lot. All other By-Laws that were registered with the strata scheme remain unchanged. Should you have any questions regarding the By-Laws please don't hesitate to contact our office.

3. Cleaning & Gardening Specification

Attached is a Cleaning & Gardening specification which is a general guide to the routine maintenance works undertaken at your property. Whilst we are confident that the contractors that have been engaged will satisfy the needs of the Owners Corporation, should you have any questions or concerns regarding the performance of the cleaning and gardening contractors please do not hesitate to contact our office.

4. Strata Building Insurance

We have also attached a copy of an information brochure titled '*Strata Building Insurance – How am I covered?*' This brochure helps explain how you are protected by the Owners Corporation building insurance and what other insurances you may need to protect the contents of your property.

5. Installation of Security Devices

The security of the strata scheme and individual apartments is of paramount importance for all owners.






Pursuant to the standard by-laws registered with your scheme all owners are at liberty to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors and garage doors to further secure their individual apartments, villas or townhouses. However, please note, any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to advise such regulations.

To further assist we have attached a newsletter entitled 'Securing your Strata Title or Community Title Property'. This newsletter has been prepared in conjunction with our office and the NSW Police and provides owners with several useful tips surrounding communal security.

6. After Hours Emergency Repairs

Finally, all general repairs & maintenance items that affect common property should be reported to our office for attention.

In the event that emergency repairs are required after hours, 24hr emergency tradespeople may be contacted to provide immediate assistance, including;

-  Plumbing and Gas
-  Electrical
-  Glazing
-  Locksmiths
-  Automated Garage Doors and Security Gates

To access these services simply call 1300 663 760.

We hope this information about your strata scheme proves helpful and look forward to working with you and all owners for the common amenity of the property.

Should you have any questions or require further information regarding these or any other matters of your strata scheme please do not hesitate to contact our office.

Sincerely,
NETSTRATA



Andrew Tunks | Direct Line: 02 8567 6410 | Email: andrew@netstrata.com.au
Senior Strata Manager

Minutes of first annual general meeting



Strata Plan:	93238 at 2 BURROWAY ROAD, WENTWORTH POINT NSW 2127
Meeting date:	Thursday, 28 th July 2016
Commenced:	6:20pm
Apologies:	Nil
Present:	The owners of lots 34, 41, 65, 68, 107, 127, 132, 139, 142, 149, 292, 317, 319 and 320
Proxies:	The owners of lots 78, 142 and 329 in favour of the chairperson The owners of lots 13, 88, 95, 112, 154 and 295 in favour of Daniel Gagliardi The owner of lot 106 in favour of Lu Huang
Corporate Authorisation:	Allwin Global P/L of lot 2 - In favour of Daniel Gagliardi Fairmead Business P/L of lots 90, 120, 126, 134, 135, 140, 161, 165, 173, 187, 190, 194, 198, 203, 206, 207, 209, 210, 212, 214, 215, 216, 218, 219, 220, 221, 222, 223, 224, 226, 227, 228, 229, 230, 231, 232, 234, 237, 238, 240, 241, 242, 243, 244, 245, 246, 247, 249, 251, 252, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 289, 308, 323, 331 and 332 – In favour of Robert Allen
In attendance:	Brad Wood, Andrew Tunks and Tyson Major of Netstrata Daniel Gagliardi of Village Quay Real Estate – Rhodes Lu Huang of Lot 34 Peter Simmons Robert Allen of Fairmead Business P/L John J Kinsella & Adolfo Perez of Structure Building Management P/L Assunta Maude & Saul Moran of Billbergia
Quorum:	114 of 332 lot owners were present in person or represented by proxy, <u>a quorum was formed</u> .
Chairperson:	Brad Wood chaired the meeting.
Motion 1. Insurances Building:	<u>RESOLVED</u> that the building insurance held with Chubb Insurance current until 22/04/2017 for the sum of \$131,300,000.00 be confirmed. Vote: All In Favour
Public Liability:	<u>RESOLVED</u> that the public liability insurance held with Chubb Insurance for \$20,000,000.00 be confirmed. Vote: All In Favour
Other Insurances:	<u>RESOLVED</u> that other insurances as detailed below be confirmed. Details: Temporary Accommodation and Loss of Rent for the sum of \$19,500,000.00 Catastrophe Extension and Owners Improvements for the sum of \$19,500,000.00 Crime insurance for the sum of \$100,000.00 Voluntary Workers (Per Volunteer) for the sum of \$200,000.00 Professional Expenses for the sum of \$30,000.00 Appeal Expenses for the sum of \$150,000.00 Vote: All In Favour
Insurance Valuation:	<u>RESOLVED</u> to obtain and annually maintain a professional valuation of the building replacement cost and that the building insurance policy be adjusted to reflect such valuation. Vote: All In Favour

Minutes of first annual general meeting



Motion 2.

Manager:

RESOLVED that pursuant to Section 27. (1) of the Strata Schemes Management Act 1996 that Network Strata Services Pty Ltd. be appointed for a period of three (3) years as managing agent of the owners of strata scheme for a management fee of \$80,344.00 including GST per annum, plus insurance commissions, section 109 certificates and other services as stated in clause 9 of the management agency agreement and that the instrument in writing in the term of this resolution be executed under the seal of the owners corporation delegating to the agent the functions set out in clause 1.2 of the management agency agreement.

Vote: 111 votes in favour, 3 votes abstained

Note:

- Original copies of the agreement were served on the authorised signatories immediately following the meeting.
- The chairperson abstained from voting on the motion.

Motion 3.

Executive Committee:

RESOLVED that there be 5 office bearers.

RESOLVED that the following persons be appointed to the committee:

Daniel Gagliardi

Sheng Ying Qiu

Nicole Grice

James Neville

Robert Allen

Vote: All In Favour

Motion 4.

Office Bearers

Insurance:

RESOLVED that office bearers liability insurance cover to the extent of \$5,000,000.00 be taken out forthwith.

Vote: All In Favour

Motion 5.

Restricted Matters:

RESOLVED that at this stage there be no changes to the matters or class of matters that should only be determined by the owners corporation in general meeting.

Vote: All In Favour

Motion 6.

By-Laws:

RESOLVED that at this stage there be no changes to the standard by-laws as provided in the Strata Schemes Management Act 1996.

Vote: All In Favour

Motion 7.

Accounting Records

& Financial

Statements:

RESOLVED that the prescribed records pursuant to section 103 will be kept by the Owners Corporation in accordance with the Act.

RESOLVED that the financial statement as presented for the period ending 7/7/16 be confirmed.

Vote: All In Favour

Motion 8.

Auditor:

RESOLVED that the Owners Corporation appoint an auditor for the purpose of auditing the accounts of the strata scheme as at 30-APR of each year.

Vote: All In Favour

Motion 9.

Caretaker:

RESOLVED that the Owners Corporation appoint Structure Building Management P/L as the caretaker as defined by section 40 of the Act at this time. The initial term of the agreement shall be five (5) years and the agreed fee shall be \$90,000.00 + GST per annum. The terms and conditions are outlined in the agreement included in the meeting notice.

Vote: All In Favour

Motion 10.

Budget & levies

Administrative Fund: **RESOLVED** to confirm that the owners corporation levy contributions every quarter as per the budget presented being \$1,095,137.00 including GST per annum for the administrative fund and that the first contributions become due and payable from 01/07/16, 01/10/16, 01/01/17 and 01/04/17.

Vote: All In Favour

Sinking Fund:

RESOLVED to confirm that the owners corporation levy contributions every quarter as per the budget presented being \$92,583.34 per annum for the sinking fund and that the first contributions become due and payable from 01/07/16, 01/10/16, 01/01/17 and 01/04/17.

Vote: All In Favour

RESOLVED that such contributions become due and payable within thirty (30) days after the commencement of each such period and further the managing agent is directed to serve written notice of such contributions.

Vote: All In Favour

RESOLVED to commission a building industry professional to prepare a 10-year sinking fund report and to apply the recommendations of this report to the budgeted sinking fund contributions from the next annual general meeting.

Vote: All In Favour

Closure:

The meeting closed at 7:05pm

A handwritten signature in black ink, appearing to be "Bv" followed by a checkmark.

.....
Chairperson

**Proposed date for the next
annual general meeting:**

July 2017

Minutes of first annual general meeting

Disclosure and Privacy of information:

Owners should be aware that all correspondence, including letters, facsimile transmissions and emails are retained on the file of the Owners Corporation and may be subject to inspection by other owners within your scheme, as well as prospective purchasers for any lot that may be for sale within your scheme.

In regards to the privacy of your information; Netstrata is required by law to protect the privacy of your personal information under the National Privacy Principles. This statement is an abbreviated version of our Privacy Statement; the complete text is published on our website www.netstrata.com.au; go to the 'Privacy' page. Alternatively you can request a copy from us by email, post or fax.

Briefly we gather and maintain personal information about you on behalf of your strata corporation of which we are the appointed managers. The legislation from which the National Privacy Principles have been derived largely supersedes sections of the Strata Schemes Management Act 1996 that previously permitted access to this information by third parties. Notwithstanding this, some of your personal information may be still be accessed by certain third parties in particular circumstances, for example to tradespersons during an emergency situation.

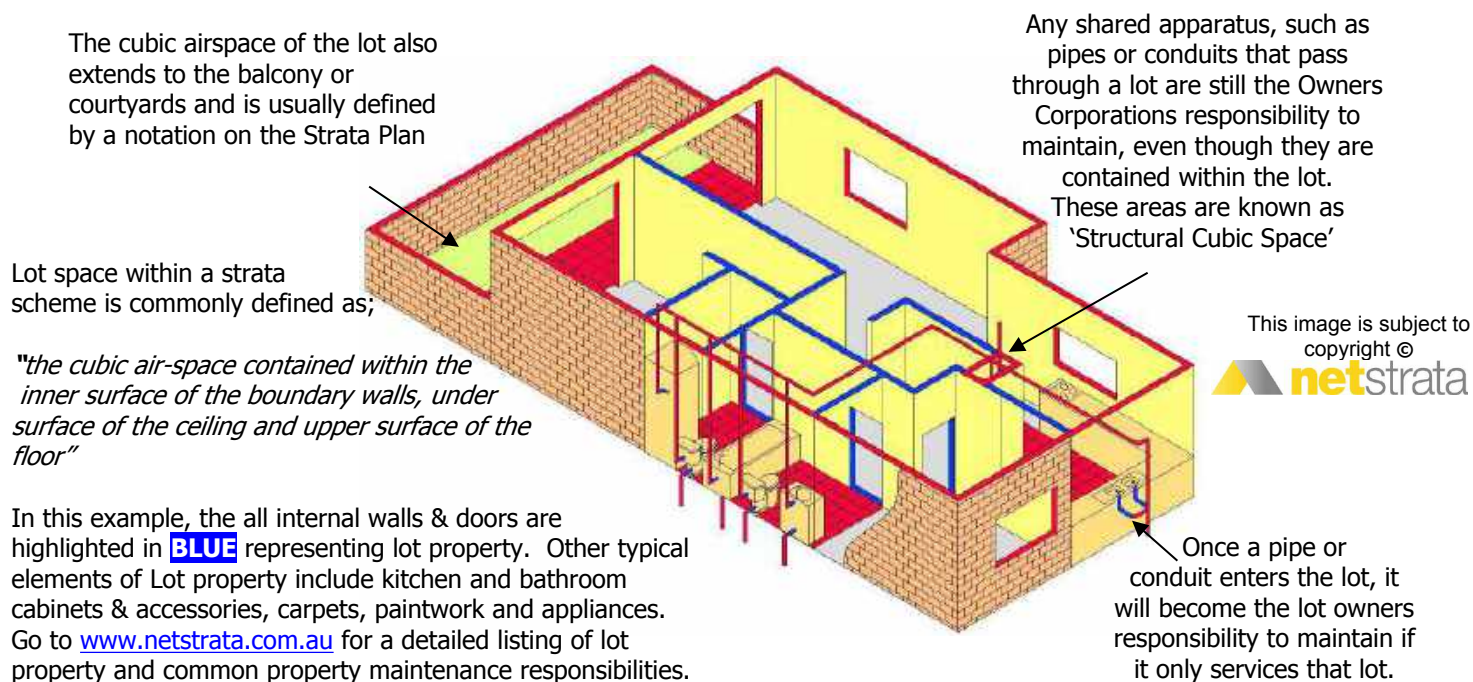
Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent an unreasonable threat to safety, damage to property, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

Netstrata may have commercial arrangements with suppliers to your scheme, including Macquarie Bank, Austbrokers, CRM Insurance Brokers and Khoury Bros. Accountants. Whilst we use and recommend these suppliers to your scheme, we do not receive any discount from these suppliers for providing this recommendation on behalf of your Owners Corporation. Owners are at liberty to utilise the services of any supplier of their choice.

Maintenance Responsibilities:

Briefly, generally each owner is responsible for the maintenance, repair and replacement of all those components of the building that are housed within the external walls of their unit/villa or townhouse or service only their lot (within the lot envelope). Section 62 of the Strata Schemes Management Act places a mandatory duty on the Owners Corporation to repair and maintain all elements outside of this envelope (the common property) or shared services that may pass through the unit.

In the diagram below, those areas that are generally considered to be common property or the Owners Corporations responsibility to maintain are highlighted in **RED**. This applies to strata schemes registered after **1 July 1974**.



When assessing the maintenance responsibilities for your scheme it is important that a detailed examination of your strata plan and by-laws be undertaken to determine the specific maintenance responsibilities associated with your property. Owners should also be familiar with any warranties that may be applicable to apparatus and building structure at their property and the limitations and application of these warranties.

Minutes of extraordinary general meeting



Strata Plan:	93238 at 2 BURROWAY ROAD, WENTWORTH POINT NSW 2127
Meeting date:	Thursday, 28 th July 2016
Commenced:	7:05pm
Apologies:	Nil
Present:	The owners of lots 34, 41, 65, 68, 107, 127, 132, 139, 142, 149, 292, 317, 319 and 320
Proxies:	The owners of lots 78, 142 and 329 in favour of the chairperson The owners of lots 13, 88, 95, 112, 154 and 295 in favour of Daniel Gagliardi The owner of lot 106 in favour of Lu Huang
Corporate Authorisation:	Allwin Global P/L of lot 2 - In favour of Daniel Gagliardi Fairmead Business P/L of lots 90, 120, 126, 134, 135, 140, 161, 165, 173, 187, 190, 194, 198, 203, 206, 207, 209, 210, 212, 214, 215, 216, 218, 219, 220, 221, 222, 223, 224, 226, 227, 228, 229, 230, 231, 232, 234, 237, 238, 240, 241, 242, 243, 244, 245, 246, 247, 249, 251, 252, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 289, 308, 323, 331 and 332 – In favour of Robert Allen
In attendance:	Brad Wood, Andrew Tunks and Tyson Major of Netstrata Daniel Gagliardi of Village Quay Real Estate – Rhodes Lu Huang of Lot 34 Peter Simmons Robert Allen of Fairmead Business P/L John J Kinsella & Adolfo Perez of Structure Building Management P/L Assunta Maude & Saul Moran of Billbergia
Quorum:	114 of 332 lot owners were present in person or represented by proxy, <u>a quorum was formed</u> .
Chairperson:	Brad Wood chaired the meeting.
Motion 1.	<u>OF NO CONSEQUENCE</u> the minutes of the 1 st Annual General Meeting were not available at the time of meeting as this meeting was held immediately afterwards. Vote: Not required
Motion 2.	<u>RESOLVED</u> by Special Resolution that the Owners Corporation will pass a By-law in the following form: Absolution of Appliance Maintenance 1. Pursuant to section 62(3) of the Strata Schemes Management Act 1996, the Owners Corporation has deemed that it is inappropriate to repair, maintain, replace or renew any appliance that is designed only to service a single lot within the strata scheme, regardless of whether any portion of the appliance, (including motor, compressor, cabling, pipe, mounting, ducting or other pertinent fixture of the appliance) is located on or within common property or lot property. 2. The type of appliances referred to in this By-law shall include, but not be limited to; (i) Bathroom & Kitchen Exhaust Fans (ii) Light Fittings and Down lights (iii) Air-Conditioning Apparatus (iv) Alarm Systems (v) Individual Garage Door Motors (vi) Hot Water Heaters servicing only one lot Vote: 3563 of 10,000 Unit of Entitlement (UOE) votes were cast at the meeting, the breakdown of votes was as follows; For the motion – 3563 UE (100%)

Motion 3.

RESOLVED by Special Resolution that the Owners Corporation will pass a By-Law in the following form:

Access for Inspection of Fire Services

A) Definitions

(a) The following terms are defined to mean:

'Agents' means the Strata Managing Agent, Executive Committee or any Fire Safety Contractor or personnel engaged by the Owners Corporation.

the Environmental, Planning and Assessment Regulations 2000 (NSW) or any Fire Safety measure listed on the Fire Safety Certificate applicable to the strata scheme.

'Fines' or **'Re-Inspection Fees'** includes any fine or charge imposed on the Owners Corporation by a local council or other statutory or lawful authority or penalty charges imposed by a contractor or agent engaged by the Owners Corporation.

'Reasonable Access' means between the hours of 7.00am and 7.00pm Monday to Friday, excluding public holidays.

(b) Where any terms used in this by-law are defined in the Strata Schemes Management Act 1996, they will have the same meaning as those terms are attributed under that Act.

B) Duties of Owners

In relation to the Owners Corporations responsibility to obtain Annual Fire Safety Statements pursuant to the Environmental, Planning and Assessment Act 1979 and section 65(1) of the Strata Schemes Management Act 1996 the owner of a lot is responsible for ensuring;

(a) that where necessary the Owners Corporation or its Agents have reasonable access to the owners lot for the purposes of conducting the required fire safety inspections, testing, replacement or maintenance of any fire safety equipment;

(b) the occupants of the lot do not deny, obstruct or unreasonably delay access by the Owners Corporation or their Agents for the purposes of conducting the required fire safety inspection, testing, replacement or maintenance of any fire safety equipment.

C) Duties of the Owners Corporation

The Owners Corporation or their Agents must provide the occupants of the lot with a minimum of seven (7) days notice that access to the lot is required for the purposes of carrying out any works described in sub-clause B).

D) Indemnity

i) The owner of a lot indemnifies the Owners Corporation against any loss or damage that the Owners Corporation may suffer from Fines, Re-inspection Fees or any other costs that may be incurred by the Owners Corporation if access to the lot to conduct the necessary Fire Safety Inspections cannot be obtained by the cause or neglect of the occupant or the failure of the owner to fulfill their obligations as provided in sub-clause B);

ii) the owner of a lot indemnifies the Owners Corporation for any costs that may be incurred by the replacement of faulty fire safety equipment within the lot that is essential for the Annual Fire Safety Statement to issued.

E) Right to Remedy Default

If an owner or occupier of a lot fails to comply with this by-law, then the Owners Corporation may;

i) Carry out all work necessary to perform the obligation;

ii) enter upon any part of the parcel to carry out that work;

iii) and recover the costs of carrying out that work as a debt from the owner of the lot by way of a levy charged to the lot.

Vote: 3563 of 10,000 Unit of Entitlement (UOE) votes were cast at the meeting, the breakdown of votes was as follows;

For the motion – 3563 UE (100%)

Motion 4.

RESOLVED by Special Resolution that the Owners Corporation will pass a By-Law in the following form:

Alterations & Additions to Fire Doors

A) Definitions

(a) The following terms are defined to mean:

'Fire Door' means the common property entrance door/s to each lot in the strata scheme including all attached locks, door handles, door frames and other ancillary structures.

'Original Condition' means the condition at the date of registration of the strata scheme.

(b) Where any terms used in this by-law are defined in the Strata Schemes Management Act 1996, they will have then same as those words are attributed under that Act,

B) Duties of Owners

(a) Notwithstanding by-law 5 of Schedule One of the Strata Schemes Management Act 1996, an owner or occupier of a lot must not

(b) replace or make any alterations or additions to the Fire Door that gives access to the owner's or occupier's lot (including, but not limited to the replacement of locks) without first obtaining the written approval of the owners corporation; and

(c) make any alterations or additions to a Fire door that gives access to the owner's or occupier's lot that is in breach of the fire regulations under the Building Code of Australia.

C) Liability

1. An owner of a lot will be liable for any damage, alteration or addition made or caused to a Fire Door by the owner without the written approval of the owners corporation, and will reinstate the Fire Door to its original condition immediately after it has occurred.

2. An owner of a lot will also be liable for any damage, alteration or addition made or caused to a Fire Door by the occupier or lessee of that owner's lot without the written approval of the owners corporation, and will reinstate the Fire Door to its Original Condition immediately after it has occurred.

D) Indemnity

An owner of a lot must indemnify the owners corporation against any loss or damage the owners corporation suffers as a result of any damage, alteration or addition made or caused to a Fire Door by the owner or the occupier or lessee of the owner's lot including liability under section 65(6) in respect of any property of the owner.

E) Right to Remedy Default

If an owner or occupier of a lot fails to comply with this by-law, then the Owners Corporation may;

- i) carry out all work necessary to perform the obligation;
- ii) enter upon any part of the parcel to carry out that work; and
- iii) recover the costs of carrying out that work as a debt from the owner of the lot.

Vote: 3563 of 10,000 Unit of Entitlement (UOE) votes were cast at the meeting, the breakdown of votes was as follows;

For the motion – 3563 UE (100%)

Motion 5.

RESOLVED that the Owners Corporation will change the official mailing address for the strata scheme to C/- Network Strata Services, PO Box 265, Hurstville NSW BC 1481 for the receipt of all correspondence on behalf of the Owners Corporation.

Vote: All In Favour

Motion 6.

RESOLVED that by Special Resolution pursuant to Schedule 1C Clause 2 (4) of the Strata Schemes Freehold Development Act and in accordance with Clause 7.4 (a) of the Strata Management Statement of SP 93238, that the Owners Corporation shall appoint Daniel Gagliardi as a representative for the Building Management Committee.

Vote: 3563 of 10,000 Unit of Entitlement (UOE) votes were cast at the meeting, the breakdown of votes was as follows;

For the motion – 3563 UE (100%)

Motion 7.

RESOLVED that by Special Resolution pursuant to Schedule 1C Clause 2 (4) of the Strata Schemes Freehold Development Act and in accordance with Clause 7.4 (b) of the Strata Management Statement of SP 93238, that the Owners Corporation shall appoint Robert Allen as an alternative representative for the Building Management Committee.

Vote: 3563 of 10,000 Unit of Entitlement (UOE) votes were cast at the meeting, the breakdown of votes was as follows;

For the motion – 3563 UE (100%)

Minutes of extraordinary general meeting



Motion 8.

RESOLVED that pursuant to clause 8 (2a) Schedule 6 of the Community Land Management Act 1989 that Robert Allen of the Strata Scheme SP93238 be elected as Proxy for general meetings of the Community Association DP270778.

Vote: All In Favour

Motion 9.

RESOLVED that pursuant to section 29 of the Community Land Management Act 1989 that Strata Scheme SP93238 nominates Robert Allen for election of the Executive Committee of Community Association DP270778.

Vote: All In Favour

Motion 10.

RESOLVED that pursuant to the service by-law in the Community Management Statement to acknowledge that the Community Association from time to time will repair and maintain the Foxtel infrastructure in conjunction with a 3rd party maintenance contract.

Vote: All In Favour

Motion 11.

RESOLVED that by Special Resolution pursuant to Section 25 of the Strata Schemes (Freehold Development) Act 1973(NSW) that the Owners of Strata Plan 93238 grant a lease over that part of the common property noted as 'AX' on the registered strata plan (Sheet No.9) to Structure Building Management Pty Limited for the purposes of carrying out their role as caretakers.

Vote: 3563 of 10,000 Unit of Entitlement (UOE) votes were cast at the meeting, the breakdown of votes was as follows;
For the motion – 3563 UE (100%)

Closure:

The meeting closed at 7:15pm

A handwritten signature in black ink, appearing to be "B. Allen", written over a horizontal line.

.....
Chairperson

CLEANING SPECIFICATIONS

The maintenance specifications detailed in this correspondence have been prepared as a general guide to encompass all types of strata property, home unit, villa or townhouse schemes to high rise residential and commercial buildings, shopping centres, factory complexes, retirement villages and restaurants. Reader discretion is advised when applying the specifications to their own type of property.

Suggestions to improve or enhance the services provided to suit the specific needs of your strata scheme are encouraged and should be reported to your strata manager for consideration by the Owners Corporation.

INTERIOR CLEANING

The following items are attended to by the cleaners at each service;

- Vacuum, spot clean & deodorise **all** common area carpets, any stains that are unable to be removed should be reported to the Strata Manager;
- Sweep, mop clean & remove **all** marks (eg chewing gum, scuff marks) from all tiled and paved areas, any stains that are unable to be removed should be reported to the Strata Manager;
- Clean all scuff marks, handprints or dirty marks off foyer walls;
- Dust, polish and wipe all stair banister's, hand rails and windowsills;
- Clean **all** accessible common glass (up to 2 metres FFL);
- Remove any litter such as old newspapers, telephone books, or junk mail etc from foyers;
- Check that **all** internal lights are working and replace any accessible light globes as required and charge accordingly, including Emergency Exit lights. Any light fitting which is not working or is inaccessible should be reported to the Strata Manager;
- Remove all dead insects, cobwebs from light fitting covers and accessible gutters;
- Replace any broken or missing light fitting covers – including exit lights and charge accordingly;
- Keep **all** common areas free of spiderwebs including light covers, windowsills, ceilings etc;
- Report to Strata Manager on requirements for additional cleaning outside this specification, including carpet (steam) cleaning, graffiti cleaning or damage to common property or facilities.

EXTERIOR CLEANING

The following items are attended to by the cleaners at each service;

- Sweep **all** exterior paved areas, driveways and paved areas in garages & dispose of any debris;
- Hose, clean & disinfect garbage bay areas on each visit (if any);
- Clear all common property drainage pits and grates of leaves and other debris;
- Check that **all** external garden lights are working and replace any accessible light globes as required and charge accordingly;
- Clean and disinfect common toilet (if any);
- Keep **all** common areas free of cobwebs (eg garden, garden lights, garage lighting, fences, gutters & eaves where accessible);
- Clean and dust common mailboxes;
- Report to Strata Manager on requirements for: inaccessible light fittings required, damage to common property or facilities, inoperative common property equipment;
- Remove and dispose of any excess rubbish dumped in garbage areas or other common areas. Cost of this service additional to quoted service fee – all occurrences to be reported to Strata Manager or as arranged.

CLEANING SPECIFICATIONS

GARDEN & LAWN SERVICE

The following items are attended to by the gardeners at each service;

- Mow **all** common lawn areas including street front nature strip and remove lawn clippings;
- Trim **all** common lawn edges, including street front;
- Keep **all** paved areas, gardens and grassed areas free of weeds;
- Spray and remove weeds in all garden beds and landscaped areas on a regular basis;
- Rake and remove any fallen leaves, branches, rubbish or droppings (such as berries) from the common grounds including garden beds;
- Maintain all common area garden beds and plantings, keep garden beds weed and dead foliage free, replace dead plants (as instructed);
- Trim and prune **all** garden shrubs, plants and trees encroaching paved areas, driveways, pathways and overhanging drainage inlets on a regular basis and remove all trimmings.

GARDEN FERTILISING

- Lawn areas to be fertilised annually with suitable fertiliser at manufacturers recommended rates, garden beds and plantings to be fertilised as required with suitable fertiliser at manufacturers recommended rates.

Note: These works are charged additional to quoted service fee, specifying the date and types of works undertaken.

PERIODICAL WORKS TO BE CARRIED OUT EVERY 3 MONTHS OR AS REQUIRED

- When water restrictions permit, wash and disinfect garbage & recycling receptacles (common bins only);
- Dust down (do not hose) all individual garage doors and main entry garage doors;
- Clean dust and dirt from common sewerage & water pipes in garage areas;

Note: These works are charged additional to quoted service fee, specifying the date and types of works undertaken.

FREQUENCY OF CLEANING & GARDENING SERVICE

- Depending on the style and type of strata scheme, cleaning is usually undertaken on a weekly or fortnightly basis, at the discretion of the Owners Corporation.
- Lawn and gardening services are performed on a fortnightly rotation during Spring/Summer and monthly during Autumn and Winter, providing the Owners Corporation with an average 22 services per year.
- To find out the frequency and days of service at your strata scheme, simply contact your Strata Manager.

INSURANCE

- All contractors to carry Workers Compensation and Public Liability Insurance to the full extent required by New South Wales laws.

OWNER RESIDENTS NOTE

- If you would like the contractors to leave you their card after they have completed their routine servicing of your strata scheme, please contact our office so we may arrange the same.

WHAT'S COVERED BY STRATA BUILDING INSURANCE?

WHAT IS BUILDING INSURANCE?

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as a result of an Accidental or Malicious act. Common examples are:

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary & Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for the routine maintenance items or building defects such as the repair of leaking shower trays, settlement/movement cracks in walls & ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison to think of is motor vehicle insurance. You can insure your vehicle against having an accident, however you cannot insure your vehicle for wearing out. This same principle applies to Strata Building Insurance.

HOW IS AN OWNER OF LOT PROPERTY PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the building' against accidental or malicious damage – section 83(1), Strata Schemes Management Act 1996 (the Act).

Lot space within a strata scheme is commonly defined as:

"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"

Under this definition the lot owner is responsible for the **repair, replacement and maintenance** of all building components housed within the lot, such as:

- Internal walls
- Internal doors
- Toilets, baths & basins
- Shower screens
- Built-in wardrobes
- Kitchen sinks, cabinets and bench tops
- Appliances, such as wall and bench ovens, cook tops, range hoods, hot water heaters and bathroom & laundry exhaust fans

For example, a leaking tap washer in the kitchen or leak through a shower screen is the lot owners' responsibility to maintain. However, by virtue of the term 'the building' being included in section 83(1), many of the building components contained within the 'lot' are protected by the mandatory Building Insurance that is taken out by the Owners Corporation.

Simply speaking these items are the lot owners' responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged via an insurable event.

ARE MY CONTENTS COVERED?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as:

- Carpets and underlay
- Floating floorboards
- Wallpaper
- Curtains and blinds
- Light fittings
- Paint work on walls & ceilings
- Wall tiles located on internal walls
- Any furnishing or personal contents
- Electrical appliances that are not hardwired into the building eg clothes dryers, dishwashers or microwaves, TVs etc.

Owner-occupiers may extend the cover on their contents insurance to include the items not covered by the strata building insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-resident or investor owners may take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot. However all owners should undertake their own inquiries with their insurer or insurance broker to ensure their contents are adequately protected by their contents policy.

Securing your Strata or Community Title Property

One of the attractions of living or working in a strata or community scheme is the additional security that can be provided to a building such as security intercoms, secured garage areas and the sense of 'community watch' within a development.

Regrettably however residents often don't become security conscious until after they have been robbed and no matter how many security devices may be fitted to the common areas of your building, the harsh reality is that a security building is only secure as the people that reside in it. Surveys have shown that over 90% of occupants living in a multi-dwelling property have 'buzzed' strangers into their building.

A main entry security door or shutter at the entry to a garage area provides both a visual and physical deterrent; however these areas are often secluded and are a common target for many would be thieves. Aside from this very few residents ever stop to check that a security garage door has closed after they've entered or exited the building and it's fairly easy for a thief to simply wander into the building whilst the door is opening or closing.

Thankfully legislators recognise the importance for owners of strata and community properties to be able to further secure their own premises. Pursuant to the by-laws, all owners of residential, commercial, retail and industrial strata and community schemes are at liberty to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual premises. If such devices are not already in place at your property, we highly recommend they be installed. However it should be understood that any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to offer advice on such regulations. Further, any additional security screens (not shutters) fitted to windows or doors must comply with any design and colour scheme that is already established at the property. If you are not certain of these protocols, simply contact your strata manager.

There are a variety of security strategies that you can initiate to further secure your property and it's not always necessary to spend a lot of money on home security. There are things you can do that cost nothing. Care, vigilance and common sense are free.

The following are 10 simple and cost effective ways that you can further secure your property.

Remember, thieves aren't brain surgeons on a day off; they are opportunists who will exploit easy targets. Making your building harder to break into than the one next door will go a long way to preventing a security breach at your property.

1. Make sure your locks work...

Ensure that the locks you do have installed on windows, front doors, balcony doors and garage doors are functioning properly and ensure all your doors and windows, including common property entries and exits are closed and locked whenever you enter or leave the property.

2. Get to know your neighbours...

Make an effort to get to know the other residents within your scheme. Conduct brainstorming sessions or make suggestions for security improvements for your building so they can be considered by all owners.

3. Don't leave notes...

On doors for couriers or friends advising that you're out or that you'll be back in ten minutes.

4. Dispose of rubbish properly...

Cut up boxes that contained expensive electrical equipment and dispose of them properly. Leaving large boxes on the nature strips for a council pick-up simply advertises the new appliances in your property. And ensure you tear up old bank statements or financial documents before placing them in the rubbish; Bank statements that are stolen from rubbish or recycling bins is a leading cause of identity theft!

5. Natural ladders are a risk...

Don't leave ladders, wheelie bins or pot plants in areas that can be used by thieves to scale the building.

6. Mark your property...

Mark or label all your electrical appliances by using an engraver or ultra-violet pen so they cannot be readily sold by thieves and keep a record of their serial numbers separately so they may be provided to police in the event the worst happens.

7. Lock your vehicle...

Always lock your vehicle and don't leave valuables like phones, GPS units, sunglasses or iPods visible.

8. Secure items in your garage...

Secure items such as bikes, tools and other valuables by chaining or locking them within your garage.

9. Make sure your valuables aren't visible...

Don't leave iPods, laptops, wallets and keys near doors and windows where they can be seen by thieves.

10. Program Emergency phone numbers...

Program the local Police Station's phone number in the speed dial of home and mobile phones so it's readily available in the event of an emergency.

his advice has been prepared with the assistance of security experts and the NSW police force. For more information see the information pages at our website.

Contact Details

Tel: 1300 638 787
Fax: 1300 644 402
Email: admin@netstrata.com.au
Web: www.netstrata.com.au

Wednesday 7 June 2017

All Correspondence:
P.O. Box 265
HURSTVILLE BC NSW 1481

To All Owners, Strata Plan 93238
2 BURROWAY ROAD
WENTWORTH POINT NSW 2127

Head Office

298 Railway Parade
CARLTON NSW 2218

Wollongong Office

Level 4, 63 Market Street
WOLLONGONG NSW 2520

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING
at 2 BURROWAY ROAD, WENTWORTH POINT NSW 2127**

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies.

We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. Reform to Strata Laws

The new Strata Schemes Management Act 2015 and Regulations came into force on 30 November 2016.

These two pieces of legislation represent the most significant reforms to Strata Title Law in NSW since 1973. In total there are around 90 changes to current legislation that will impact all stakeholders of strata title property including, owners, tenants, business operators and managing agents.

For further information and a complete listing of all the changes see the NSW Fair Trading Website www.fairtrading.nsw.gov.au and search 'Strata Reform'.

2. Your Owner Portal

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for your scheme
- R.P. Data Sales and Area Profile reports
- Other important records for your scheme
- Update your personal information

Forgotten your user name and password? Don't worry go to the login in page at the portal for assistance.

As always we hope this information proves helpful. Should you have any questions or require further information regarding these or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
NETSTRATA



Andrew Tunks | Direct Line: 02 8567 6410 | Email: andrew@netstrata.com.au
Senior Strata Manager



Securing your Strata or Community Title Property

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Regrettably however residents often don't become security conscious until after they have been robbed and no matter how many security devices may be fitted to the common areas of your building, the harsh reality is that a security building is only secure as the people that reside in it. Surveys have shown that over 90% of occupants living in a multi-dwelling property have 'buzzed' strangers into their building.

A main entry security door or shutter at the entry to a garage area provides both a visual and physical deterrent; however these areas are often secluded and are a common target for many would be thieves. Aside from this very few residents ever stop to check that a security garage door has closed after they've entered or exited the building and it's fairly easy for a thief to simply wander into the building whilst the door is opening or closing.

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There are a variety of security strategies that you can initiate to further secure your property and it's not always necessary to spend a lot of money on home security. There are things you can do that cost nothing. Care, vigilance and common sense are free.

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4. Dispose of rubbish properly...

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Don't leave ladders, wheelie bins or pot plants in areas that can be used by thieves to scale the building.

6. Mark your property...

Mark or label all your electrical appliances by using an engraver or ultra-violet pen so they cannot be readily sold by thieves and keep a record of their serial numbers separately so they may be provided to police in the event the worst happens.

7. Lock your vehicle...

Always lock your vehicle and don't leave valuables like phones, GPS units, sunglasses or iPods visible.

8. Secure items in your garage...

Secure items such as bikes, tools and other valuables by chaining or locking them within your garage.

9. Make sure your valuables aren't visible...

Don't leave iPods, laptops, wallets and keys near doors and windows where they can be seen by thieves.

10. Program Emergency phone numbers...

Program the local Police Station's phone number in the speed dial of home and mobile phones so it's readily available in the event of an emergency.

This advice has been prepared with the assistance of security experts and the NSW police. For more information see the information pages at our website.

Minutes of Annual General Meeting

Strata Plan:	93238 - BURROWAY ROAD 2, WENTWORTH POINT REGATTA
Meeting date:	Tuesday, 06 June 2017
Commenced:	06:00 PM
Apologies:	Nil
Pre Meeting Voting:	Nil
Present:	Lot 41, Lot 127, Lot 167, Lot 177, Lot 183, Lot 231, Lot 250, Lot 331, Lot 332
Proxies:	Lot 94, Lot 95, Lot 99, Lot 153, Lot 168, Lot 170, Lot 172, Lot 234, Lot 292, Lot 320 (all in favour of the Chairperson)
Corporate Authorisation:	Rob Allen for Fairmead Business P/L of Lots 331 & 332
In attendance:	Mr Andrew Tunks of Network Strata Services T/A Netstrata
Quorum:	A quorum was declared after 30 minutes.
Chairperson:	Mr Andrew Tunks

Motion 1.
Confirmation of Previous Minutes **RESOLVED** that the minutes of the last general meeting be confirmed.
Vote: All in favour

Motion 2.
The Financial Statements **RESOLVED** that the Financial Statements as presented be adopted.
Vote: All in favour

Motion 3.
Appointment of an Auditor **RESOLVED** that an auditor will be appointed for the coming year.
Vote: All in favour

Motion 4.
Annual Fire Safety Statement **RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent & Building Management shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.
Vote: All in favour

Motion 5.
Building Defects and Rectification **RESOLVED** that the Owners Corporation shall appoint Building Help as per their tender tabled at the meeting for \$18,287.50 including GST to undertake a routine inspection of the common areas of the strata scheme for the purpose of identifying any defect items to be brought to the attention of the original builder/developer.
Vote: All in favour
Notes: The Strata Manager tabled 3 tenders for common area building defects reports at the meeting, notably from Acumen Building & Engineering Consultants P/L, A City Pty Ltd & Building Help.

**Motion 6.
The Strata
Insurances**

RESOLVED that the Owners Corporation's insurances as presented be confirmed.

Vote: All in favour

**Motion 7.
10 Year Capital
Works Plan**

RESOLVED that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget. The amount recommended in the report as presented by Solutions in Engineering is \$155,000.00 + GST (\$170,500.00 including GST) for the 2017/18 financial year.

Vote: All in favour

**Motion 8.
The Proposed
Budget & Strata
Levies**

RESOLVED that the proposed budget as presented be accepted as Administration fund \$1,000,550.00 + GST (\$1,091,015.00 including GST) and Capital Works fund \$155,000.00 + GST (\$170,500.00 including GST) for the year commencing 1 May 2017 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 10/7/17, 1/10/17, 1/1/18 and 1/4/18.

Vote: 17 votes in favour, 2 votes against

**Motion 9.
Overdue Levies**

RESOLVED that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.

Vote: All in favour

**Motion 10.
Review of Strata By-
Laws**

RESOLVED by Special Resolution that the Owners Corporation shall pass the Smoke Penetration By-law in the following form;

Smoke Penetration

(1) An owner or occupier and any invitee of an owner or occupier, must not smoke tobacco or any similar product on the common property.

(2) An owner or occupier of a lot must ensure that smoke caused by the smoking of tobacco by the owner or occupier, or invitee of the owner or occupier DOES NOT penetrate to the common property or any other lot.

(3) This By-law does not prevent an owner or occupier of a lot from utilising a BBQ, outdoor stove or similar product for the purpose of cooking on the balcony or courtyard of their lot.

Vote: 100% in favour

**Motion 11.
Cleaning Windows &
Doors**

RESOLVED by Special Resolution that the Owners Corporation will repeal the existing Cleaning Windows and Doors By-Law and shall replace it with the new Cleaning Windows and Doors By-law in the following form;

Cleaning Windows and Doors

(1) Except in the circumstances referred to in clause (2), an owner or occupier of a lot is responsible for cleaning all interior or exterior surfaces of glass in windows and doors on the boundary of the lot, including so much as is common property.

(2) The Owners Corporation is responsible for cleaning regularly all exterior surfaces of glass in windows and doors that cannot be accessed by the owner or occupier of the lot safely or at all.

Vote: 100% in favour

**Motion 12.
Hanging Out of
Washing**

DEFEATED. by Special Resolution as more than 25% of the total Unit of Entitlement votes cast at the meeting were against the motion, the Owners Corporation will not repeal and replace the Hanging Out of Washing By-law at this time.

Vote: 100% against

**Motion 13.
Special By-Law
(Installation of
Parking Bollards)**

RESOLVED by Special Resolution that the Owners Corporation will pass the 'Installation of Parking Bollards' by-law in the following form:

Special By-Law (Installation of Parking Bollards)

(a) Each owner for the time being of each lot in the strata scheme is conferred with the right to install a collapsible bollard from supplier "thatsmyspot" (hereinafter referred to as a "bollard") to service the owners lot within the strata scheme subject to the following terms and conditions:

(b) The owners of any lot proposing to undertake the installation of a bollard must submit comprehensive plans and diagrams of the proposed installation to the strata managing agent of the strata scheme not less than fourteen (14) days before the bollard is to be installed;

(c) the bollard must be installed wholly within the lot and shall not be or become or in any way be construed to be common property and shall always remain the sole property of the owner for the time being of the lot which it services;

(d) the bollard must be installed in a location and in such a way that it does not interfere with access, use or operation of common property or another lot property in the strata scheme or any person lawfully using the common property any other public areas bounding the strata scheme;

(e) the owners of any lot undertaking the installation of a bollard must obtain all necessary permits, licenses or consents required by local authority or other statutory or lawful authority for such installation;

(f) the installation of the bollard must be effected in a workmanlike manner by licensed and insured tradespersons;

(g) any damage to common property that occurs during, or results from, the installation or subsequent removal or replacement of, or use of, the bollard must be forthwith made good by the owners of the lot from which the damage results at no cost to the Owners Corporation;

(h) the bollard must be maintained in good working order and condition by the owner without claim on the Owners Corporation in respect of such maintenance;

(i) any costs for repairs or replacement of the bollard shall be borne by the lot owner in which the bollard services at no cost to the Owners Corporation;

(j) the owner shall inform the strata managing agent of the scheme not later fourteen (14) days before the bollard is to be replaced or renewed;

(2) In the event that an owner or occupier of a lot to which the parking barrier is installed, after notice, fails to comply with any matters set out in conditions (a) to (j) hereof then the Owners Corporation may terminate the right of the owner or occupier to install the bollard.

Vote: 100% in favour

**Motion 14.
Special By-Law
(Modifications &
Additions)**

RESOLVED by Special Resolution that the Owners Corporation will pass the 'Installation of Parking Bollards' by-law in the following form:

Modifications & Additions

Each owner for the time being of each lot in the strata scheme is conferred with the right to install weather protection devices (hereinafter defined as including blinds, awnings, pergolas, shutters, screens, canopies and shades to provide shade and protection from sun and weather to the windows, doors and open spaces of a lot and all associated equipment wherever located) (hereinafter referred to as the 'devices') to service the owners lot within the strata scheme subject to the following terms and conditions:

- (1) (a) The owners of any lot proposing to undertake the installation of any devices must submit comprehensive plans and diagrams including colour and material samples of the proposed installation to the secretary or strata managing agent of the strata scheme not less than fourteen (14) days before the devices are to be installed;
- (b) the devices shall not be, or become, or in any way be construed to be common property and shall always remain the sole property of the owner for the time being of the lot which they service;
- (c) the style, design and finish of any proposed devices shall be consistent with the architectural theme established throughout the remainder of the strata scheme buildings and shall not detract from the overall appearance of the property, such style and design of the first of any one type of device to be notified to the secretary or the strata managing agent will, if it complies with subclause (1) (a) to (j) hereof, set the precedent for any other similar installations of devices that may be proposed elsewhere in the strata scheme;
- (d) the owners of any lot undertaking the installation of any devices must obtain all necessary permits, licenses or consents required by local authority or other statutory or lawful authority for such installation;
- (e) the installation of any devices must be effected in a workmanlike manner by licensed and insured tradespersons and be certified by an engineer to not cause damage(s) to common property;
- (f) the devices must not interrupt the free flow of air or unreasonably shadow any other lot or the common property or generally interfere with access to the common property by any owner or occupier of a lot in the strata scheme or any person lawfully using the common property;
- (g) any damage to common property that occurs during, or results from, the installation or subsequent removal or replacement of, or use of, any devices must be forthwith made good by the owners of the lot from which the damage results at no cost to the Owners Corporation;
- (h) the devices must be maintained in good working order and condition by the owner without claim on the owners corporation in respect of such maintenance;
- (i) the owner shall inform the secretary or strata managing agent of the scheme not later fourteen (14) days before any devices are to be replaced or renewed;
- (j) all paint, stain and trim finishes applied to the devices shall be, and shall always remain, consistent with the materials and finishes in use throughout the remainder of the strata scheme at no cost to the Owners Corporation.

(2) In the event that an owner or occupier of a lot to which any devices are installed, after notice, fails to comply with any matters set out in conditions (a) to (j) hereof then the Owners Corporation may terminate the right of the owner or occupier to install such devices.

(3) In the event that an owner of a lot proposes the installation of any devices that, in their absolute discretion, the secretary or the strata managing agent believes is not consistent with the architectural theme established throughout the remainder of the strata scheme buildings. The proposal must be decided by vote at a general meeting.

Vote: 100% in favour

Motion 15.**Call for Nominations to Strata Committee and Election****RESOLVED**

that the following persons were elected to the Strata Committee from the date of this meeting until the next annual general meeting:

Jiayi Chen (Lot 41)
 Sheng Ting Qiu (Lot 127)
 Xiao Yan Xin (Lot 183)
 Rob Allen (Lot 332)

Vote:

All in favour

Motion 16.**Restricted Matters****RESOLVED**

that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.

Vote:

All in favour

Motion 17.**Strata Managers Report****RESOLVED**

to confirm the Strata Manager's report into Training Services and 3rd Party Commissions.

Vote:

All in favour

Motion 18.**Management Agreement****RESOLVED**

to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of 3 years as presented to the Owners Corporation dated **6th June 2017**, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. **FURTHER RESOLVED** that Sheng Ying Qiu of Lot 127 & Rob Allen of Lot 331 be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

* Original copies of the agreement were served on the authorised signatories immediately following the meeting.

* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than **6th June 2020**.

***The Chairperson abstained from voting on the motion.**

Vote:

All in favour

Motion 19.**Workplace Health & Safety Act****DEFEATED.**

The Owners Corporation shall NOT engage suitably qualified experts to undertake an inspection of the common areas to ensure compliance with the Workplace Health and Safety Act and Regulations 2011 at this time.

Vote:

All against

Motion 20.**Appointment of Representative to Building Management Committee****RESOLVED**

by Special Resolution pursuant to Schedule 1C Clause 2(4) of the Strata Schemes Freehold Development Act and in accordance with Clause 7.4 of the Strata Management Statement of SP 93238B that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Rob Allen of Lot 331.

Vote:

All in favour

**Motion 21.
Appointment of
Representative to
Community
Association**

RESOLVED pursuant to section 29 of the Community Land Management Act 1989 that Strata Scheme 93238 nominates the following candidate/s for the election of the executive committee of community association DP 270778: Rob Allen of Lot 331.

Vote: All in favour

**Motion 22.
Appointment of
Proxy to Community
Association**

RESOLVED pursuant to clause 8(2a) Schedule 6 of the Community Land Management Act 1989 that the following member/s of strata plan 93238 be elected as proxy for general meetings of the community association DP 270778: Rob Allen of Lot 331.

Vote: All in favour

Closure: The meeting closed at 07:20 PM



Mr Andrew Tunks
Chairperson

**Proposed date for
next Annual General
Meeting:** 15/06/2018



Contact Details

Tel: 1300 638 787
 Fax: 1300 644 402
 Email: admin@netstrata.com.au
 Web: www.netstrata.com.au

Thursday 28 June 2018

All Correspondence:
 P.O. Box 265
 HURSTVILLE BC NSW 1481

To All Owners, Strata Plan 93238
 2 BURROWAY ROAD
 WENTWORTH POINT NSW 2127

Head Office

298 Railway Parade
 CARLTON NSW 2218

Wollongong Office

Level 4, 63 Market Street
 WOLLONGONG NSW 2520

Dear Owners,

RE: MINUTES OF ANNUAL GENERAL MEETING at 2 BURROWAY ROAD, WENTWORTH POINT NSW 2127

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. Child Window Lock Safety Devices & Annual Fire Inspection

In December 2013 the NSW Parliament passed the Strata Schemes Management Amendment (Child Window Safety Devices) Act. The Bill was introduced to parliament in response to an alarming increase in the number of children seriously injured or killed after falling from windows in residential strata schemes. The legislation requires that locking or restricting devices be fitted to windows that are less than 1.7M in height, with a fall of greater than 2M. The deadline for compliance March 2018 and best practice suggests that all affected windows be inspected regularly to ensure ongoing compliance once the deadline passes.

For the convenience of all residents as well as to reduce administrative costs, it has been proposed to combine the Window Lock inspection with the Annual Fire Safety inspection that is required to be completed under the Environmental, Planning and Assessment Act.

For more information regarding the window lock legislation or fire safety, see the information pages at www.netstrata.com.au or search the NSW Fair Trading website.

2. Your Owner Portal

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for your scheme
- R.P. Data Sales and Area Profile reports
- Other important records for your scheme
- Update your personal information

Forgotten your user name and password? Don't worry go to the login in page at the portal for assistance.

As always we hope this information proves helpful. Should you have any questions or require further information regarding these or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
 NETSTRATA

Andrew Tunks | Direct Line: 02 8567 6410 | Email: andrew.tunks@netstrata.com.au

Senior Strata Manager



Securing your Strata or Community Title Property

One of the attractions of living or working in a strata or community scheme is the additional security that can be provided to a building such as security intercoms, secured garage areas and the sense of 'community watch' within a development.

Regrettably however residents often don't become security conscious until after they have been robbed and no matter how many security devices may be fitted to the common areas of your building, the harsh reality is that a security building is only secure as the people that reside in it. Surveys have shown that over 90% of occupants living in a multi-dwelling property have 'buzzed' strangers into their building.

A main entry security door or shutter at the entry to a garage area provides both a visual and physical deterrent; however these areas are often secluded and are a common target for many would be thieves. Aside from this very few residents ever stop to check that a security garage door has closed after they've entered or exited the building and it's fairly easy for a thief to simply wander into the building whilst the door is opening or closing.

Thankfully legislators recognise the importance for owners of strata and community properties to be able to further secure their own premises. Pursuant to the by-laws, all owners of residential, commercial, retail and industrial strata and community schemes are at liberty to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual premises. If such devices are not already in place at your property, we highly recommend they be installed. However it should be understood that any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to offer advice on such regulations. Further, any additional security screens (not shutters) fitted to windows or doors must comply with any design and colour scheme that is already established at the property. If you are not certain of these protocols, simply contact your strata manager.

There are a variety of security strategies that you can initiate to further secure your property and it's not always necessary to spend a lot of money on home security. There are things you can do that cost nothing. Care, vigilance and common sense are free.

The following are 10 simple and cost effective ways that you can further secure your property.

Remember, thieves aren't brain surgeons on a day off; they are opportunists who will exploit easy targets. Making your building harder to break into than the one next door will go a long way to preventing a security breach at your property.

1. Make sure your locks work...

Ensure that the locks you do have installed on windows, front doors, balcony doors and garage doors are functioning properly and ensure all your doors and windows, including common property entries and exits are closed and locked whenever you enter or leave the property.

2. Get to know your neighbours...

Make an effort to get to know the other residents within your scheme. Conduct brainstorming sessions or make suggestions for security improvements for your building so they can be considered by all owners.

3. Don't leave notes...

On doors for couriers or friends advising that you're out or that you'll be back in ten minutes.

4. Dispose of rubbish properly...

Cut up boxes that contained expensive electrical equipment and dispose of them properly. Leaving large boxes on the nature strips for a council pick-up simply advertises the new appliances in your property. And ensure you tear up old bank statements or financial documents before placing them in the rubbish; Bank statements that are stolen from rubbish or recycling bins is a leading cause of identity theft!

5. Natural ladders are a risk...

Don't leave ladders, wheelie bins or pot plants in areas that can be used by thieves to scale the building.

6. Mark your property...

Mark or label all your electrical appliances by using an engraver or ultra-violet pen so they cannot be readily sold by thieves and keep a record of their serial numbers separately so they may be provided to police in the event the worst happens.

7. Lock your vehicle...

Always lock your vehicle and don't leave valuables like phones, GPS units, sunglasses or iPods visible.

8. Secure items in your garage...

Secure items such as bikes, tools and other valuables by chaining or locking them within your garage.

9. Make sure your valuables aren't visible...

Don't leave iPods, laptops, wallets and keys near doors and windows where they can be seen by thieves.

10. Program Emergency phone numbers...

Program the local Police Station's phone number in the speed dial of home and mobile phones so it's readily available in the event of an emergency.

This advice has been prepared with the assistance of security experts and the NSW police. For more information see the information pages at our website.

Minutes of Annual General Meeting

Strata Plan:	93238 - BURROWAY ROAD 2, WENTWORTH POINT REGATTA
Meeting date:	Wednesday, 27 June 2018
Commenced:	6:00 PM
Apologies:	Nil
Pre Meeting Voting:	Lot 38, Lot 124
Present:	Lot 41, Lot 43, Lot 69, Lot 127, Lot 167, Lot 242, Lot 250, Lot 331, Lot 332
Proxies:	Appointing the Chairperson Lot 94, Appointing the Chairperson Lot 99, Appointing Jiayi Chen Lot 155, Appointing the Chairperson Lot 168, Appointing the Chairperson Lot 172, Appointing the Chairperson Lot 234, Appointing the Chairperson Lot 260, Appointing the Chairperson Lot 292.
Corporate Authorisation:	Fairmead Business Pty Ltd - In Favour of Rob Allen. NOTE: Pursuant to Section 7 of the StrataSchemes Management Act 2015, the chairperson disclosed at the commencement of the meeting that Rob Allen is a consultant of Billbergia Group.
In attendance:	Andrew Tunks, Jessica Karras & Richard Lam of Network Strata Services T/A Netstrata, Sam Agha & Khaled Badis of Structure Building Management, Jiayi Chen & Rob Allen.
Quorum:	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015.
Chairperson:	Andrew Tunks
Motion 1. Confirmation of Previous Minutes	<u>RESOLVED</u> that the minutes of the last general meeting be confirmed. Vote: All in favour
Motion 2. The Financial Statements	<u>RESOLVED</u> that the Financial Statements as presented be adopted. Vote: All in favour
Motion 3. Appointment of an Auditor	<u>RESOLVED</u> that an auditor will be appointed for the coming year. Vote: All in favour
Motion 4. Annual Fire Safety Statement	<u>RESOLVED</u> that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year. It was further resolved that the current fire safety contractor, Absolute Fire Safety was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017. Vote: All in favour

Motion 5.**Building Defects and Rectification****RESOLVED**

that the Owners Corporation noted that there are no outstanding defects requiring action to be taken at present.

Vote:

All in favour

Notes:

The strata manager noted that a common area building defect report had been obtained in 2017 of which Billbergia repaired all items on the list. Building Help (defect consultant) has attended site and signed off on the rectification work, noting that all defects were completed.

Motion 6.**The Strata Insurances****RESOLVED**

that the Owners Corporation's insurances as presented be confirmed.

Vote:

All in favour

Motion 7.**Building Catastrophe Insurance****RESOLVED**

that the Owners Corporation will effect Building Catastrophe Insurance at the renewal of their next policy.

Vote:

1 in favour of deferral, 17 in favour, 1 against

Motion 8.**Flood Cover Insurance****DEFEATED.**

A quotation for Flood Cover Insurance will not be obtained at this time.

Vote:

All against

Motion 9.**Pre-Meeting & Electronic Voting By-law****RESOLVED**

by Special Resolution, the Owners Corporation to adopt and register the Pre-Meeting and Electronic Voting By-law as presented.

Vote:

100% in favour

Motion 10.**Minor Renovations By-law****RESOLVED**

The Owners Corporation SPECIALLY RESOLVES pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law Minor Renovations on the terms set out below or which are attached to the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.

Vote:

100% in favour

Motion 11.**Workplace Health & Safety Act****DEFEATED.**

The Owners Corporation will not engage suitably qualified experts to undertake an inspection of the common areas to ensure compliance with the Workplace Health and Safety Act and Regulations 2011 at this time.

Vote:

1 in favour, 18 against

Motion 12.**Aluminium Cladding Inspection****RESOLVED**

the Owners Corporation will engage the services of a suitably qualified expert to provide a report on the compliance or otherwise of cladding materials installed at the strata scheme.

Vote:

17 in favour, 2 against

Motion 13.**10 Year Capital Works Plan****DEFEATED.**

The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.

Vote:

5 in favour, 14 against

Motion 14.**Transfer Funds from
Adminstration to
Capital Works Fund****RESOLVED**

that the Owners Corporation will transfer the amount of \$60,000.00 from the Administration Fund to the Capital Works Fund.

Vote:

12 in favour, 5 against, 2 abstained

Motion 15.**The Proposed
Budget & Strata
Levies****RESOLVED**

that the proposed budget as presented be amended as Administration fund \$1,000,550.00 + GST (\$1,091,015.00 including GST) and Capital Works fund \$155,000.00 + GST (\$170,500.00 including GST) for the year commencing 1 May 2018 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 05/08/2018, 01/10/2018, 01/01/2019 and 01/04/2019.

Vote:

18 in favour, 1 against

Notes:

A vote was taken for the proposed budget, it was not adopted. The owner of lot 41 then proposed adopting the same total budget amount as resolved for the 2017/18 financial year, this was accepted by the majority of the owners present at the meeting.

Motion 16.**Overdue Levies****RESOLVED**

that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.

Vote:

All in favour

Motion 17.**Call for Nominations
to Strata Committee
and Election****RESOLVED**

that the following persons were elected to the Strata Committee from the date of this meeting until the next annual general meeting:

Jiayi Chen (Lot 41)

Shijian Zhang (Lot 43)

Sheng Ying Qiu (Lot 127)

Xuejun Wen (Lot 155)

Jianhong Li (Lot 167)

Rob Allen (Lot 332)

Vote:

All in favour

Motion 18.**Restricted Matters****RESOLVED**

that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.

Vote:

All in favour

Motion 19.**Strata Managers
Report****RESOLVED**

to confirm the Strata Managers report into Training Services and 3rd Party Commissions.

Vote:

All in favour

**Motion 20.
Management
Agreement**

RESOLVED to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated 27/6/2018 for a period of 3 years, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation.

FURTHER RESOLVED that Sheng Ying Qiu of Lot 127 and Rob Allen of Lot 332 be authorised to sign the agreement on behalf of the Owners Corporation.

Vote: 7 in favour, 5 against, 7 abstained

Notes:

- * Original copies of the agreement were served on the authorised signatories immediately following the meeting.
- * The chairperson abstained from voting on the motion.
- * In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 27/6/2021.

**Motion 21.
Appointment of
Representative to
Building
Management
Committee**

RESOLVED by Special Resolution pursuant to Schedule 1C Clause 2(4) of the Strata Schemes Freehold Development Act and in accordance with Clause 7.4 of the Strata Management Statement of SP93238 that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Rob Allen of Lot 332.

Vote: All in favour

Notes: It was also noted that Rob Allen of Lot 332 shall remain the representative to the Community Association, the proxy forms remain valid from the prior appointment at the 2017 AGM.

**Motion 22.
Lot 38 Internal
Works**

RESOLVED that pursuant to By-laws 31 (Minor Building Works) & 32 (Major Building Works), the owners corporation shall approve the owner of lot 38 (608/55 Hill Road) to undertake the following works within the lot at their own expense:

- Removal of wall before powder room & walk in pantry;
- Removal of door & door frame to enter into pantry & plaster over hole;
- Create a services wall (approx 50mm wide) for pipes and insulation and then gyprock the walls;
- Extend plumbing services for new shower head;
- Cut and chase drainage to tap into existing floor waste. Cutting and chasing will not exceed 40mm. Hand held hilti scanner used to scan for services;
- Track drainage used for the shower to feed into the drain;
- Water proofing to be conducted in all of the required areas and water proofing certificate to be supplied;
- Tiling to be carried out over all areas with all of the required slopes and inclines needed to ensure that if there is ever a flood it will stay in the bathroom; &
- Relocate the exhaust fan to near the shower head.

The lot owner shall provide all contractor licence details and warranties. All plans and specifications are to be provided to the strata committee prior to proceeding with the works. The lot owner is required to undertake a concrete slab scan prior to any plumbing relation works involving cutting the concrete slab.

Vote: All in favour

Notes: The only amendment to the proposed motion was to ensure that the Lot owner undertakes a concrete slab scan prior to any plumbing relation works involving cutting the concrete slab.

Closure:

The meeting closed at 7:52 PM



.....
Andrew Tunks - Chairperson

PROPOSED DATE FOR NEXT ANNUAL GENERAL MEETING: June 2019



Contact Details

Tel: 1300 638 787
 Fax: 1300 644 402
 Email: admin@netstrata.com.au
 Web: www.netstrata.com.au

Wednesday 19 June 2019

All Correspondence:
 P.O. Box 265
 HURSTVILLE BC NSW 1481

To All Owners, Strata Plan 93238
 2 BURROWAY ROAD
 WENTWORTH POINT NSW 2127

Head Office

298 Railway Parade
 CARLTON NSW 2218

Wollongong Office

Level 4, 63 Market Street
 WOLLONGONG NSW 2520

Dear Owners,

RE: MINUTES OF ANNUAL GENERAL MEETING at 2 BURROWAY ROAD, WENTWORTH POINT NSW 2127

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. Child Window Lock Safety Devices & Annual Fire Inspection

In December 2013 the NSW Parliament passed the Strata Schemes Management Amendment (Child Window Safety Devices) Act. The Bill was introduced to parliament in response to an alarming increase in the number of children seriously injured or killed after falling from windows in residential strata schemes. The legislation requires that locking or restricting devices be fitted to windows that are less than 1.7M in height, with a fall of greater than 2M. The deadline for compliance March 2018 and best practice suggests that all affected windows be inspected regularly to ensure ongoing compliance once the deadline passes.

For the convenience of all residents as well as to reduce administrative costs, it has been proposed to combine the Window Lock inspection with the Annual Fire Safety inspection that is required to be completed under the Environmental, Planning and Assessment Act.

For more information regarding the window lock legislation or fire safety, see the information pages at www.netstrata.com.au or search the NSW Fair Trading website.

2. Your Owner Portal

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for your scheme
- R.P. Data Sales and Area Profile reports
- Other important records for your scheme
- Update your personal information

Forgotten your user name and password? Don't worry go to the login in page at the portal for assistance.

As always we hope this information proves helpful. Should you have any questions or require further information regarding these or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
 NETSTRATA

Andrew Tunks | Direct Line: 02 8567 6410 | Email: andrew.tunks@netstrata.com.au

Learning & Development Director



Securing your Strata or Community Title Property

One of the attractions of living or working in a strata or community scheme is the additional security that can be provided to a building such as security intercoms, secured garage areas and the sense of 'community watch' within a development.

Regrettably however residents often don't become security conscious until after they have been robbed and no matter how many security devices may be fitted to the common areas of your building, the harsh reality is that a security building is only secure as the people that reside in it. Surveys have shown that over 90% of occupants living in a multi-dwelling property have 'buzzed' strangers into their building.

A main entry security door or shutter at the entry to a garage area provides both a visual and physical deterrent; however these areas are often secluded and are a common target for many would be thieves. Aside from this very few residents ever stop to check that a security garage door has closed after they've entered or exited the building and it's fairly easy for a thief to simply wander into the building whilst the door is opening or closing.

Thankfully legislators recognise the importance for owners of strata and community properties to be able to further secure their own premises. Pursuant to the by-laws, all owners of residential, commercial, retail and industrial strata and community schemes are at liberty to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual premises. If such devices are not already in place at your property, we highly recommend they be installed. However it should be understood that any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to offer advice on such regulations. Further, any additional security screens (not shutters) fitted to windows or doors must comply with any design and colour scheme that is already established at the property. If you are not certain of these protocols, simply contact your strata manager.

There are a variety of security strategies that you can initiate to further secure your property and it's not always necessary to spend a lot of money on home security. There are things you can do that cost nothing. Care, vigilance and common sense are free.

The following are 10 simple and cost effective ways that you can further secure your property.

Remember, thieves aren't brain surgeons on a day off; they are opportunists who will exploit easy targets. Making your building harder to break into than the one next door will go a long way to preventing a security breach at your property.

1. Make sure your locks work...

Ensure that the locks you do have installed on windows, front doors, balcony doors and garage doors are functioning properly and ensure all your doors and windows, including common property entries and exits are closed and locked whenever you enter or leave the property.

2. Get to know your neighbours...

Make an effort to get to know the other residents within your scheme. Conduct brainstorming sessions or make suggestions for security improvements for your building so they can be considered by all owners.

3. Don't leave notes...

On doors for couriers or friends advising that you're out or that you'll be back in ten minutes.

4. Dispose of rubbish properly...

Cut up boxes that contained expensive electrical equipment and dispose of them properly. Leaving large boxes on the nature strips for a council pick-up simply advertises the new appliances in your property. And ensure you tear up old bank statements or financial documents before placing them in the rubbish; Bank statements that are stolen from rubbish or recycling bins is a leading cause of identity theft!

5. Natural ladders are a risk...

Don't leave ladders, wheelie bins or pot plants in areas that can be used by thieves to scale the building.

6. Mark your property...

Mark or label all your electrical appliances by using an engraver or ultra-violet pen so they cannot be readily sold by thieves and keep a record of their serial numbers separately so they may be provided to police in the event the worst happens.

7. Lock your vehicle...

Always lock your vehicle and don't leave valuables like phones, GPS units, sunglasses or iPods visible.

8. Secure items in your garage...

Secure items such as bikes, tools and other valuables by chaining or locking them within your garage.

9. Make sure your valuables aren't visible...

Don't leave iPods, laptops, wallets and keys near doors and windows where they can be seen by thieves.

10. Program Emergency phone numbers...

Program the local Police Station's phone number in the speed dial of home and mobile phones so it's readily available in the event of an emergency.

This advice has been prepared with the assistance of security experts and the NSW police. For more information see the information pages at our website.

Minutes of Annual General Meeting

Strata Plan:	93238 - 2 BURROWAY ROAD, WENTWORTH POINT - REGATTA
Meeting date:	Tuesday, 18 June 2019
Commenced:	6:00 PM
Apologies:	Lot 167
Pre Meeting Voting:	Nil
Present:	Lot 41, Lot 43, Lot 69, Lot 99, Lot 103, Lot 113, Lot 127, Lot 135, Lot 155, Lot 199, Lot 250, Lot 331, Lot 332
Proxies:	Appointing Jiayi Chen Lot 149, Appointing the Chairperson Lot 234
Corporate Authorisation:	Fairmead Business P/L (Lots 331 & 332) in favour of Rob Allen
In attendance:	Andrew Tunks, Tom Coyle, Ryan Maunder & Joshua Barry of Network Strata Services T/A Netstrata, Sam Agha, Noppawan Chayutirat & Alastair Kidd of Structure Building Management, Rob Allen, Jiayi Chen
Quorum:	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015.
Chairperson:	Andrew Tunks

Motion 1.

Confirmation of Previous Minutes

RESOLVED that the minutes of the last general meeting be confirmed.
Vote: All in favour

Motion 2.

The Financial Statements

RESOLVED that the Financial Statements as presented be adopted for the period of 1/05/2018 - 30/04/2019.

Vote: All in favour

Notes: The Strata Manager (Chairperson) explained the financial position of the Owners Corporation at length. It was noted that a transfer of \$60,000.00 from the administration fund to the capital works fund had occurred, the Owners Corporation also utilised \$58,350.00 of surplus funds from the administration fund to subsidise part of the 2018/19 budget (see AGM budget adjustment line item).

There were a number of questions about certain expense categories and the Chairperson answered them one by one. The Building Management Committee (BMC) and Community Association contributions were explained, the Chairperson also provided a handout which explains what a BMC is and how the budget and contributions of a BMC are determined each year.

Motion 3.

Appointment of an Auditor

RESOLVED that an auditor will be appointed for the coming year.
Vote: All in favour

Motion 4.

Strata Managers Report

RESOLVED to confirm the Strata Managers report into Training Services and 3rd Party Commissions.
Vote: All in favour

**Motion 5.
Annual Fire Safety
Statement**

RESOLVED that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent and Building Manager shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

It was further resolved that the current fire safety contractor, Absolute Fire Safety was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.

Vote: All in favour

Notes: The Strata Manager (Chairperson) explained that the majority of the costs associated with maintaining the fire apparatus at the site are funded by the Building Management Committee (BMC), in accordance with the Shared Facility Register. The Building Manager and Strata Manager facilitate the inspection and testing of the fire safety equipment onsite.

**Motion 6.
Building Defects and
Rectification**

RESOLVED that the Owners Corporation noted that there are no outstanding building defects to report to the builder/developer at this time.

Vote: All in favour

Notes: The Strata Manager (Chairperson) explained the warranty periods which were/are applicable to the strata scheme, being a 2 year 'minor defect' period which has passed, and a 6 year 'major defect' period which is still valid as the 'Interim Occupation Certificate' is dated 16th June 2016 (meaning the major warranty period would expire on or around 15th June 2022). It was noted that a building defect report was conducted in 2017 by Building Help and the builder/developer subsequently repaired the defects noted in the report. Building Help returned to the strata scheme in November/December 2017 to inspect the rectification works and has signed off on the work as being completed.

**Motion 7.
The Strata
Insurances**

RESOLVED that the Owners Corporation's insurances as presented be confirmed.

Vote: All in favour

Notes: The Strata Manager (Chairperson) explained the Building Management Committee (BMC) insurances as well as the strata plan specific ancillary policy. Updated Chubb 'Certificate of Currency' documents for the 31/05/2019 to 31/05/2020 periods were tabled at the meeting (using the Chairperson's Microsoft PowerPoint presentation), these documents are attached to these minutes.

**Motion 8.
10 Year Capital
Works Plan**

RESOLVED that the Owners Corporation shall not adopt the recommendation of the capital works fund plan (as prepared by Solutions in Engineering in March 2017) in their annual budget, and will continue to raise \$155,000.00 + GST into the capital works fund for the 2019/20 financial year (see motion 9).

Vote: All in favour

Notes: The Strata Manager (Chairperson) explained the importance of adopting the recommendations as noted in the capital works fund plan and also confirmed what the levy increase would be should the Owners Corporation choose to adopt the recommended amount as per the plan.

**Motion 9.
The Proposed
Budget & Strata
Levies**

RESOLVED that the proposed budget as presented be accepted as Administration fund \$1,085,000.00 + GST (\$1,183,445.00 including GST) and Capital Works fund \$155,000.00 + GST (\$170,500.00 including GST) for the year commencing 1/05/2019 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 25/7/2019, 1/10/2019, 1/01/2020 & 1/04/2020.

Vote: All in favour

Notes: The Strata Manager (Chairperson) recommended that the Owners Corporation raise the capital works fund budget in accordance with the capital works fund plan recommendation of \$210,000.00 + GST, the approximate increase per apartment was noted. The Chairperson also noted that the capital works fund balance was approximately \$26,300.00 less than the recommended opening balance for the 2019/20 financial year (as noted in the capital works fund plan - \$477,631.69, closing balance for the capital works fund for the 2018/19 period was \$451,349.97).

**Motion 10.
Overdue Levies**

RESOLVED that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.

Vote: All in favour

**Motion 11.
Call for Nominations
to Strata Committee
and Election**

RESOLVED that the number of members be set at 6 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

1. Jiayi Chen (Lot 41)
2. Shijian Zhang (Lot 43)
3. Qiling Nie (Lot 69)
4. Sheng Ying Qiu (Lot 127)
5. Xuejun Wen (Lot 155)
6. Rob Allen (Lot 332)

Vote: All in favour

**Motion 12.
Restricted Matters**

RESOLVED that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.

Vote: All in favour

**Motion 13.
Recovery of
Administrative
Costs By-Law**

RESOLVED The Owners Corporation SPECIALLY RESOLVED pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law 'Recovery of Administrative Costs' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.

Vote: 100% in favour

**Motion 14.
Recovery of
Stationery Expenses
By-Law**

RESOLVED The Owners Corporation SPECIALLY RESOLVED pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law 'Recovery of Stationery Expenses' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.

Vote: 100% in favour

Motion 15.**Aluminium Cladding Update****RESOLVED**

the Owners Corporation received and update on the aluminium panels which are present on sections of the building. It was noted at the meeting that AED Group (Building Consultants) have conducted an inspection of the site and noted that there are no Aluminium Composite Panels (ACP) on the building, it was further noted that the products used are extruded aluminium cladding with no combustible core material. The report from AED Group noted that no further works are considered necessary due to the non-combustible nature of the cladding products used on the building at this time.

Vote:

All in favour

Notes:

The Strata Manager (Chairperson) noted that a full copy of the AED Group report has been uploaded onto the Netstrata Web Portal for the Owners Corporation to view.

Motion 16.**NBN Lift Phone Lines****RESOLVED**

the Owners Corporation decided by Special Resolution pursuant to section 108(2) of the Strata Schemes Management Act 2015, to undertake the upgrade of the lift phone emergency telephone lines so that they are NBN ready.

Vote:

100% in favour

Motion 17.**Appointment of Representative to Building Management Committee****RESOLVED**

by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 7.4 of the Strata Management Statement of SP93238B that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Rob Allen of Lot 332.

It was further resolved by Special Resolution that Xuejun Wen of Lot 155 shall act as the substitute representative should the primary representative (Rob Allen) be unavailable to attend a meeting.

Vote:

100% in favour

Motion 18.**Appointment of Proxy to Community Association****RESOLVED**

pursuant to clause 8(2a) Schedule 6 of the Community Land Management Act 1989 and By-Law 2.1(c) that the following member of SP93238 be elected as proxy for general meetings of the community association DP270778: Rob Allen of Lot 332.

Vote:

All in favour

Motion 19.**Appointment of Representative to Community Association****RESOLVED**

pursuant to section 29 of the Community Land Management Act 1989 that SP93238 nominates the following candidate for the election of the executive committee of community association DP270778: Rob Allen of Lot 332.

Vote:

All in favour

Closure:

The meeting closed at 07:35 PM



.....
Andrew Tunks

Chairperson

**Proposed date for
next Annual General
Meeting:**

May/June 2020

General Discussion:

Lift Tenders - It was noted that the lift service agreements will be retendered in early 2020 upon expiration of the current contract. It was also noted that there had been an incident whereby a lot owner was trapped in the lift, subsequently a consultant has been engaged to investigate the lift equipment and service KPI's of the current lift maintenance contractor.

Certificate of Currency

Insured:	SP 93238, SP 94094 and the BMC
Policy Number:	93212645
Policy Period:	From: 4PM on 31/05/2019 To: 4PM on 31/05/2020
Particulars Of Insurance:	Residential Strata Insurance
Location:	2 Burroway Road, Wentworth Point NSW 2127
Sum Insured:	
Building & Common property	\$141,167,700
Temporary Accommodation and Loss of Rent	\$20,965,500
Catastrophe Extension and Owners Improvements	\$20,965,500
First Loss Terrorism	Not Insured
General Liability	\$20,000,000
Crime Insurance	\$100,000
Machinery Breakdown	\$100,000
Management Committee Liability	\$5,000,000
Voluntary Workers (in the aggregate any one period)	\$500,000
Voluntary Workers (per volunteer)	\$200,000
Professional Expenses (in the aggregate any one period)	\$30,000
Appeal Expenses (in the aggregate any one period)	\$150,000
Chubb Proportion:	100%
Date:	31 May 2019

Certificate of Currency

Insured:	SP 93238
Policy Number:	93213047
Policy Period:	From: 4PM on 31/05/2019 To: 4PM on 31/05/2020
Particulars Of Insurance:	Residential Strata Insurance
Location:	2 Burroway Road, Wentworth Point NSW 2127
Sum Insured:	
General Liability	\$20,000,000
Crime Insurance	\$100,000
Machinery Breakdown	Not Required
Management Committee Liability	\$5,000,000
Voluntary Workers (in the aggregate any one period)	\$500,000
Voluntary Workers (per volunteer)	\$200,000
Chubb Proportion:	100%
Date:	31 May 2019

All the values on this Certificate of Currency are correct as at 31 May 2019 and may only be subject to change within the Policy Period by written agreement between the Insurer and the Insured.

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

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



Sean Tween | **Chubb Insurance Australia Limited**
Senior Underwriter, Property

23 June 2020

To All Owners, Strata Plan 93238
2 BURROWAY ROAD
WENTWORTH POINT NSW 2127

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING
AT 2 BURROWAY ROAD, WENTWORTH POINT NSW 2127**

Attached are the minutes of the recent Annual General Meeting (AGM) conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance (see 'What's Covered by Strata Building Insurance' overleaf), we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes and as a special offer to Netstrata clients, you'll receive an additional 20% discount.

For a quote and simply go to our website www.netstrata.com.au and follow the prompts.

2. YOUR OWNER PORTAL

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for the scheme
- R.P. Data Sales and Area Profile reports
- Maintenance Reports
- Update your personal information

As always we hope this information proves helpful. Should you have any questions or require further information regarding the AGM or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
NETSTRATA



Andrew Tunks | Direct Line: (02) 02 8567 6410 | Email: andrew.tunks@netstrata.com.au
Learning & Development Director

WHAT'S COVERED BY STRATA BUILDING INSURANCE?

WHAT IS BUILDING INSURANCE?

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary and Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for routine maintenance items or building defects such as the repair of leaking shower trays, settlement or movement cracks in walls and ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison is your motor vehicle insurance. You can insure your vehicle against having an accident, however you can't insure your vehicle against a manufacturers defect or against wearing out. The same principal applies to Strata Building Insurance.

HOW IS THE OWNER OF A LOT PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the Building' against accidental or malicious damage – section 160(1), Strata Schemes Management Act 2015.

Lot space within a Strata Scheme is commonly defined as;

"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within their lot, such as;

- Internal Walls
- Shower Screens
- Appliances such as wall and bench ovens, cook tops, rangehoods, hot water heaters and exhaust fans
- Internal doors
- Built-In Wardrobes
- Toilets, baths and basins
- Kitchen Sinks, cabinets benchtops

For example, a leaking tap washer in the kitchen or a leak through the shower screen is the lot owners responsibility to maintain. However by virtue of the term 'the building' being included in section 160(1), many of the building components contained within an owners lot are protected by the mandatory Building Insurances that is effected by the Owners Corporation.

Simply speaking these items are the lot owners responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged by an insurable event.

ARE OWNERS CONTENTS COVERED BY STRATA BUILDING INSURANCE?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and Underlay
- Light Fittings
- Any furnishings or personal items
- Floating Floorboards
- Paintwork on walls & ceilings
- Electrical appliances that are not hardwired to the building, e.g. clothes dryers, dishwashers, microwaves & TV's
- Wallpaper
- Wall tiles on internal walls
- Curtains and Blinds
- Ceiling Fans

Owner occupiers may extend cover on their contents insurance to include items not covered by the Strata Building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-Resident or Owner investors owners may also take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot, however all owners should undertake their own inquiries with their insurer or broker to ensure their contents are adequately covered.

Minutes of Annual General Meeting

Strata Plan:	93238 - BURROWAY ROAD 2, WENTWORTH POINT REGATTA
Meeting date:	Tuesday, 23 June 2020
Commenced:	05:00 PM
Apologies:	Nil
Pre Meeting Voting:	Lot 160
Present:	Lot 41, Lot 43, Lot 113, Lot 123, Lot 135, Lot 155, Lot 224, Lot 227, Lot 310, Lot 331, Lot 332
Proxies:	Appointing the Chairperson Lot 234, Appointing the Chairperson Lot 250
Corporate Authorisation:	Fairmead Business Pty Ltd (Lots 331 & 332) - In favour of Rob Allen
In attendance:	Andrew Tunks of Network Strata Services T/A Netstrata, Sam Agha & Jordan Ghomri of Structure Building Management and the owner of Lot 268
Quorum:	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015. Note: 30 owners were unfinancial
Chairperson:	Andrew Tunks
Motion 1. Confirmation of Previous General Meeting Minutes	<p><u>RESOLVED</u> that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.</p> <p>Vote: All in favour</p>
Motion 2. Financial Statements	<p><u>RESOLVED</u> that the Financial Statements as presented were adopted.</p> <p>Vote: All in favour</p> <p>Notes: The Strata Manager explained that the Sydney Water bills received for the past financial period (1/5/2019 - 30/4/2020) amount to \$10,023.06, against a budget of \$100,000 for the same period. The metres have been checked and appear to match the readings in the bills, however the sudden reduction in water usage cannot be explained at this time. As such, the Strata Manager will monitor the situation and continue to raise concerns with Sydney Water if the matter continues.</p>
Motion 3. Appointment of an Auditor	<p><u>RESOLVED</u> that an auditor will be appointed for the coming year.</p> <p>Vote: All in favour</p>
Motion 4. Annual Fire Safety Statement	<p><u>RESOLVED</u> that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.</p> <p>It was further resolved that the current fire safety contractor, Phoenix Fire Protection was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.</p> <p>Vote: All in favour</p>

Motion 5.**Building Defects and Rectification****RESOLVED**

the Owners Corporation discussed the statutory warranty periods which apply to the Strata Scheme and decided that there are no outstanding building defects to report at this time.

Vote:

All in favour

Notes:

The Strata Manager explained the statutory warranty period and the warranties applicable to the strata scheme at this time.

Motion 6.**The Strata Insurances****RESOLVED**

that the Owners Corporation's insurances as presented were confirmed.

Vote:

All in favour

Notes:

The Strata Manager explained the Building Management Committee (BMC) insurance policy as well as the ancillary policy which is taken out by the Strata Scheme. Further, the items covered under each policy were outlined and it was noted that Lot owners should consider obtaining contents insurance for their Lots.

Motion 7.**10 Year Capital Works Plan****DEFEATED.**

The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.

Vote:

1 in favour, 13 against

Motion 8.**The Proposed Budget & Strata Levies****RESOLVED**

that the proposed budget as presented be amended as Administration fund \$1,085,000.00 + GST (\$1,184,945.00 including GST) and Capital Works fund \$155,000.00 + GST (\$170,500.00 including GST) for the year commencing 1 May 2020 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 01/8/20, 01/10/20, 01/01/21 & 01/04/21.

Vote:

All in favour

Notes:

The owners present at the meeting decided to utilise surplus funds in the Administration Fund to offset the proposed levy increase, meaning that the overall budget amount for the 2020/21 budget shall be the same as the 2019/20 budget. Please see the amended budget attached to these minutes.

Motion 9.**Levy Interest Suspension****DEFEATED.**

The Owners Corporation decided NOT to temporarily suspend levy interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.

Vote:

1 in favour, 13 against

Motion 10.**Overdue Levies & Payment Plans****RESOLVED**

that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.

Vote:

All in favour

Motion 11.**Call for Nominations to Strata Committee and Election****RESOLVED**

that the number of members be set at five (5) and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

1. Jiayi Chen (Lot 41).
2. Shijian (Leon) Zhang (Lot 43)
3. Sheng Ying (Elizabeth) Qiu (Lot 127)
4. Xuejun Wen (Lot 155)
5. Rob Allen (Lot 332)

Vote:

All in favour

Motion 12.**Restricted Matters****RESOLVED**

that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.

Vote:

All in favour

Motion 13.**Strata Managers Report****RESOLVED**

the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.

Vote:

All in favour

Motion 14.**Management Agreement****RESOLVED**

to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of three (3) Years as presented to the Owners Corporation dated 23/06/2020, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation.

FURTHER RESOLVED that Sheng Ying (Elizabeth) Qiu of Lot 127 and Rob Allen of Lot 332 be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

* Original copies of the agreement were served on the authorised signatories immediately following the meeting.

* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 23/06/2023.

* The chairperson abstained from voting on the motion.

Vote:

All in favour

Motion 15.**Parking By-Law****RESOLVED**

The Owners Corporation decided by Special Resolution pursuant to section 141 of the Strata Schemes Management Act 2015 to repeal the existing Vehicles By-Law and replace with Special By-Law Parking on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.

Vote:

100% in favour

Motion 16.**Car Charger Works
(EV Charging)**

RESOLVED the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass Special By-Law - 'Car Charger Works Programme' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.

Vote: 100% in favour

Motion 17.**Appointment of
Representative to
Building
Management
Committee**

RESOLVED by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 7.4 of the Strata Management Statement of SP93238 that the Owners Corporation appoint the following person to represent the scheme as a member of the Building Management Committee: Rob Allen of Lot 332.

Vote: 100% in favour

Notes: No substitute representative was elected at the meeting.

Motion 18.**Appointment of
Proxy to Community
Association**

RESOLVED pursuant to clause 8(2a) Schedule 6 of the Community Land Management Act 1989 and By-Law 2.1(c) that the following member/s of SP93238 be elected as proxy for general meetings of the community association DP270778: Rob Allen of Lot 332.

Vote: All in favour

Motion 19.**Appointment of
Representative to
Community
Association**

RESOLVED pursuant to section 29 of the Community Land Management Act 1989 that Strata Scheme 93238 nominates the following candidate/s for the election of the executive committee of community association DP270778: Rob Allen of Lot 332.

Vote: All in favour

Motion 20.**Council Clean Up**

DEFEATED. The Bi-Annual Council Clean-Ups will not be arranged at this time.

Vote: 1 in favour, 13 against

Closure:

The meeting closed at 06:10 PM



Andrew Tunks
Chairperson

Proposed date for next Annual General Meeting: June 2021



Accepted Budget

Financial Period

01/05/2020 - 30/04/2021

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

Administrative Fund

	Accepted Budget 01/05/20 - 30/04/21	Actual 01/05/19 - 30/04/20	Accepted Budget 01/05/19 - 30/04/20	Variance 01/05/19 - 30/04/20
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	(\$1,458.28)	\$0.00	\$1,458.28
Debt Collection Recoveries	\$0.00	\$16,161.33	\$0.00	(\$16,161.33)
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$70.00	\$0.00	(\$70.00)
Interest				
Interest On Levy Arrears	\$0.00	\$3,482.58	\$0.00	(\$3,482.58)
Levy Income				
Contributions - General	\$1,085,000.00	\$1,075,864.40	\$1,085,000.00	\$9,135.60
Total Income	\$1,085,000.00	\$1,094,120.03	\$1,085,000.00	
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$550.00	\$88.25	\$550.00	\$461.75
DEFT Process Fees	\$850.00	\$840.90	\$850.00	\$9.10
Audit Report	\$2,500.00	\$2,450.00	\$1,700.00	(\$750.00)
BAS & Tax Administration	\$2,500.00	\$2,326.23	\$2,500.00	\$173.77
Income Tax	\$0.00	\$358.20	\$0.00	(\$358.20)
Air Conditioning				
Mechanical Ventilation	\$0.00	\$585.00	\$500.00	(\$85.00)
Building General				
General Maintenance	\$7,000.00	\$12,807.51	\$7,000.00	(\$5,807.51)
Locks & Doors	\$5,000.00	\$11,653.46	\$5,000.00	(\$6,653.46)
Window Cleaning	\$18,000.00	\$0.00	\$0.00	\$0.00
Cleaning				
Cleaning - General	\$128,000.00	\$131,253.96	\$128,000.00	(\$3,253.96)
Electrical				
Electrical Repairs	\$5,000.00	\$8,768.42	\$5,000.00	(\$3,768.42)
Light Globes	\$0.00	\$1,637.00	\$0.00	(\$1,637.00)
Fire Control				
Fire Services	\$2,000.00	\$3,589.07	\$2,000.00	(\$1,589.07)
Garden & Grounds				
Lawn Mowing & Gardening	\$17,500.00	\$16,733.12	\$17,500.00	\$766.88
Insurance				
Insurance Premium	\$3,820.00	\$1,833.30	\$2,000.00	\$166.70
Legal & Professional Services				
Legal Fees	\$0.00	\$1,338.79	\$0.00	(\$1,338.79)
Lift Repairs				
Lift Maintenance	\$22,500.00	\$23,353.98	\$22,500.00	(\$853.98)
Pest Control				
Pest Control - General	\$1,000.00	\$1,850.00	\$1,000.00	(\$850.00)

Report Date: 23rd June 2020



Accepted Budget

Financial Period

01/05/2020 - 30/04/2021

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

Administrative Fund

	Accepted Budget 01/05/20 - 30/04/21	Actual 01/05/19 - 30/04/20	Accepted Budget 01/05/19 - 30/04/20	Variance 01/05/19 - 30/04/20
Plumbing				
Plumbing - General	\$6,500.00	\$10,414.32	\$6,500.00	(\$3,914.32)
Hot Water System Maintenance	\$6,500.00	\$6,610.12	\$6,500.00	(\$110.12)
Resident Manager / Caretaker				
Building Manager/Caretaker	\$98,000.00	\$85,260.11	\$102,500.00	\$17,239.89
Rubbish Removal				
Routine Waste / Bin Collection	\$4,800.00	\$2,267.25	\$4,800.00	\$2,532.75
Strata/Building Administration				
Debt Collection Fees	\$0.00	\$12,999.11	\$0.00	(\$12,999.11)
Inspection Fees	\$0.00	\$3,200.00	\$0.00	(\$3,200.00)
Land Titles & By-Law Registration	\$4,200.00	\$4,170.45	\$4,000.00	(\$170.45)
Management Services	\$91,550.00	\$86,112.50	\$88,000.00	\$1,887.50
Printing, Postage & Stationery	\$18,000.00	\$15,775.40	\$18,000.00	\$2,224.60
Strata Administration	\$7,000.00	\$8,736.06	\$7,000.00	(\$1,736.06)
BMC/Community Contributions	\$588,500.00	\$595,718.87	\$591,000.00	(\$4,718.87)
General Expenses	\$0.00	\$1,078.55	\$0.00	(\$1,078.55)
Legislative Compliance	\$4,600.00	\$4,527.27	\$4,600.00	\$72.73
AGM Budget Adjustment	(\$48,370.00)	\$0.00	(\$45,000.00)	(\$45,000.00)
Telephone				
Lift Phone & Phone Charges	\$2,500.00	\$2,933.73	\$1,000.00	(\$1,933.73)
Water				
Water Consumption	\$85,000.00	\$10,023.06	\$100,000.00	\$89,976.94
Total Expenses	\$1,085,000.00	\$1,071,293.99	\$1,085,000.00	
GST	\$99,945.00		\$98,445.00	
Surplus / Deficit	\$0.00	\$22,826.04	\$0.00	



Accepted Budget

Financial Period

01/05/2020 - 30/04/2021

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

Capital Works Fund

	Accepted Budget 01/05/20 - 30/04/21	Actual 01/05/19 - 30/04/20	Accepted Budget 01/05/19 - 30/04/20	Variance 01/05/19 - 30/04/20
Income				
Interest				
Interest On Levy Arrears	\$0.00	\$181.60	\$0.00	(\$181.60)
Interest On Bank Deposits (Investment Fund)	\$0.00	\$979.23	\$0.00	(\$979.23)
Levy Income				
Contributions - Capital Works Fund	\$155,000.00	\$155,010.80	\$155,000.00	(\$10.80)
Total Income	\$155,000.00	\$156,171.63	\$155,000.00	
Expenses				
Building General				
General Maintenance	\$0.00	\$12,050.00	\$0.00	(\$12,050.00)
Capital Works Fund Maintenance	\$155,000.00	\$5,045.00	\$155,000.00	\$149,955.00
Telephone				
Lift Phone & Phone Charges	\$0.00	\$12,945.00	\$0.00	(\$12,945.00)
Total Expenses	\$155,000.00	\$30,040.00	\$155,000.00	
GST	\$15,500.00		\$15,500.00	
Surplus / Deficit	\$0.00	\$126,131.63	\$0.00	

30 June 2021

To All Owners, Strata Plan 93238
2 BURROWAY ROAD
WENTWORTH POINT NSW 2127

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING
AT 2 BURROWAY ROAD, WENTWORTH POINT NSW 2127**

Attached are the minutes of the recent Annual General Meeting (AGM) conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance (see 'What's Covered by Strata Building Insurance' overleaf), we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes and as a special offer to Netstrata clients, you'll receive an additional 20% discount.

For a quote and simply go to our website www.netstrata.com.au and follow the prompts.

2. YOUR OWNER PORTAL

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for the scheme
- R.P. Data Sales and Area Profile reports
- Maintenance Reports
- Update your personal information

As always we hope this information proves helpful. Should you have any questions or require further information regarding the AGM or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,
NETSTRATA



Andrew Tunks | Direct Line: (02) 02 8567 6410 | Email: andrew.tunks@netstrata.com.au
Learning & Development Director



WHAT'S COVERED BY STRATA BUILDING INSURANCE?

WHAT IS BUILDING INSURANCE?

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary and Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for routine maintenance items or building defects such as the repair of leaking shower trays, settlement or movement cracks in walls and ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison is your motor vehicle insurance. You can insure your vehicle against having an accident, however you can't insure your vehicle against a manufacturers defect or against wearing out. The same principal applies to Strata Building Insurance.

HOW IS THE OWNER OF A LOT PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the Building' against accidental or malicious damage – section 160(1), Strata Schemes Management Act 2015.

Lot space within a Strata Scheme is commonly defined as;

"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within their lot, such as;

- Internal Walls
- Shower Screens
- Appliances such as wall and bench ovens, cook tops, rangehoods, hot water heaters and exhaust fans
- Internal doors
- Built-In Wardrobes
- Toilets, baths and basins
- Kitchen Sinks, cabinets benchtops

For example, a leaking tap washer in the kitchen or a leak through the shower screen is the lot owners responsibility to maintain. However by virtue of the term 'the building' being included in section 160(1), many of the building components contained within an owners lot are protected by the mandatory Building Insurances that is effected by the Owners Corporation.

Simply speaking these items are the lot owners responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged by an insurable event.

ARE OWNERS CONTENTS COVERED BY STRATA BUILDING INSURANCE?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and Underlay
- Light Fittings
- Any furnishings or personal items
- Floating Floorboards
- Paintwork on walls & ceilings
- Electrical appliances that are not hardwired to the building, e.g. clothes
- Wallpaper
- Wall tiles on internal walls
- dryers, dishwashers, microwaves & TV's
- Curtains and Blinds
- Ceiling Fans

Owner occupiers may extend cover on their contents insurance to include items not covered by the Strata Building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-Resident or Owner investors owners may also take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot, however all owners should undertake their own inquiries with their insurer or broker to ensure their contents are adequately covered.

Minutes of Annual General Meeting

Strata Plan:	93238 - 2 BURROWAY ROAD, WENTWORTH POINT
Meeting date:	Tuesday, 29 June 2021
Commenced:	05:30 PM
Apologies:	Lot 229
Pre Meeting Voting:	Nil
Present:	Lot 31, Lot 41, Lot 43, Lot 71, Lot 113, Lot 127, Lot 155, Lot 183, Lot 189, Lot 246, Lot 292, Lot 310, Lot 331
Proxies:	Nil
Corporate Authorisation:	Fairmead Business Pty Ltd of Lot 331 - In favour of Robert Allen. It was declared at the commencement of the meeting that Robert Allen is a connected person as defined in Sections 7 & 32 of the Strata Schemes Management Act 2015.
In attendance:	Andrew Tunks & Katherine Viciulis of Network Strata Services T/A Netstrata, Jonathan Grenier, Sam Agha & Jordan Ghomri of Structure Building Management, Robert Allen.
Quorum:	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015. Note: 30 owners were unfinancial
Chairperson:	Andrew Tunks

Motion 1.
Confirmation of Previous General Meeting Minutes

RESOLVED that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.

Vote: All in favour

Motion 2.
Financial Statements

RESOLVED that the Financial Statements as presented were adopted.

Vote: All in favour

Motion 3.
Appointment of an Auditor

RESOLVED that an auditor will be appointed for the coming year.

Vote: All in favour

Motion 4.
Annual Fire Safety Statement

RESOLVED that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

It was further resolved that the current fire safety contractor, Phoenix Fire Protection was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.

Vote: All in favour

Motion 5.**Building Defects and Rectification****RESOLVED**

That the Owners Corporation considered building defects and rectification and decided to engage a suitably qualified expert to undertake a routine major building defect inspection of the building. It was resolved to proceed with the tender as submitted by Core Engineering for \$14,880.00 + GST, to inspect the common areas of the scheme. This report will be paid for using the funds available in the Capital Works Fund.

It was further noted that there have been window leaks reported by approximately 12 lot owners, these items will be included in the said building defect inspection.

Vote:

All in favour

Motion 6.**The Strata Insurances****RESOLVED**

that the Owners Corporation's insurances as presented were confirmed.

Vote:

All in favour

Motion 7.**10 Year Capital Works Plan****DEFEATED.**

The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.

Vote:

All against

Notes:

The Strata Manager recommended proceeding with the recommendations as noted in the Capital Works Fund Report.

Motion 8.**The Proposed Budget & Strata Levies****RESOLVED**

that the proposed budget as presented be amended as Administration fund \$1,085,000.00 + GST (\$1,186,490.00 including GST) and Capital Works fund \$155,000.00 + GST (\$170,500.00 including GST) for the year commencing 1 May 2021 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 07/08/21, 01/10/21, 01/01/22 & 01/04/22.

Vote:

All in favour

Notes:

It was decided to utilise \$86,435.00 + GST from the surplus in the Administrative Fund (see attached amended budget line item - 'AGM Budget Adjustment'), towards the 2021-22 financial year budget.

Motion 9.**Removal of Expenditure Limit (Large Schemes)****RESOLVED**

that pursuant to section 102(3) of the Strata Schemes Management Act 2015, the Owners Corporation shall remove the limitation on spending.

Vote:

All in favour

Motion 10.**Levy Interest Suspension****DEFEATED.**

The Owners Corporation decided NOT to temporarily suspend levy interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.

Vote:

All against

Motion 11.**Overdue Levies & Payment Plans****RESOLVED**

that the Owners Corporation shall accept payment plans as per the provisions of the Strata Schemes Management Act 2015.

Vote:

All in favour

Motion 12.**Payment Plan By-Law****RESOLVED**

that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Payment Plans' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the NSW Land Registry Services.

Vote: 100% in favour

Motion 13.**Fire Inspection Access & Administration By-Law****RESOLVED**

the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Fire Inspection Access & Administration By-Law' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services.

Vote: 100% in favour

Motion 14.**Communication & Dispute Resolution By-Law****RESOLVED**

that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass Special By-Law - 'Communication & Dispute Resolution' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services.

Vote: 100% in favour

Motion 15.**Call for Nominations to Strata Committee and Election****RESOLVED**

that the number of members be set at 6 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

1. Jiayi Chen (Lot 41)
2. Shijian Zhang (Lot 43)
3. Sheng Ying Qiu (Lot 127)
4. Xuejun Wen (Lot 155)
5. Sarah Maxwell (Lot 292)
6. Robert Allen (Lot 331)

Vote: All in favour

Notes: It was disclosed that Robert Allen is a connected person as defined in Sections 7 & 32 of the Strata Schemes Management Act 2015.

Motion 16.**Restricted Matters****RESOLVED**

that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.

Vote: All in favour

Motion 17.**Strata Managers Report****RESOLVED**

that the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.

Vote: All in favour

**Motion 18.
Management
Agreement**

RESOLVED to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of 3 Years as presented to the Owners Corporation dated **29/06/2021**, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation.

FURTHER RESOLVED that Sheng Ying Qiu of Lot 127 and Robert Allen of Lot 331 be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

* Original copies of the agreement were served on the authorised signatories following the meeting, via Docusign.

* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than **29/06/2024 (being 3 years after the commencement of the term).**

Vote: All in favour

**Motion 19.
Appointment of
Representative to
Building
Management
Committee**

RESOLVED by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 7.4 of the Strata Management Statement of SP93238 that the Owners Corporation appoint the following persons to represent the scheme as a member of the Building Management Committee:

- Robert Allen of Lot 331 (Main Representative)
- Sheng Ying Qiu of Lot 127 (Substitute Representative)

Vote: 100% in favour

**Motion 20.
Appointment of
Representative to
Community
Association**

RESOLVED pursuant to section 29 of the Community Land Management Act 1989 that Strata Scheme 93238 nominates the following candidate for the election of the executive committee of community association DP270778:

Robert Allen of Lot 331

Vote: All in favour

**Motion 21.
Appointment of
Proxy to Community
Association**

RESOLVED pursuant to clause 8(2a) Schedule 6 of the Community Land Management Act 1989 and By-Law 2.1(c) that the following member of Strata Plan 93238 be elected as proxy for general meetings of the community association DP270778:

Robert Allen of Lot 331

Vote: All in favour

**Motion 22.
Building
Management
Contract Option
Renewal**

RESOLVED that the Owners Corporation acknowledged Structure Building Management's 'Notice of Exercise of Option' documentation and shall execute the Building Management Agreement renewal contract as included within the meeting notice. The strata manager was authorised to complete the documentation on behalf of the Owners Corporation.

Vote: All in favour

**Motion 23.
Lift Contract**

RESOLVED That the Owners Corporation decided to enter into a new Lift Maintenance Contract with one (1) of the following service providers:

- a) Kone Elevators; or
- b) ThyssenKrupp Elevator Company.

The Strata Manager was instructed to further negotiate with the above listed companies, seeking a 3-year term and a more competitive price. Once negotiations have concluded, the Strata Committee were instructed to decide on which tender to accept.

Vote: All in favour

Notes: Once the Strata Committee have chosen a tender, the Strata Manager will execute the relevant lift maintenance agreement.

**Motion 24.
Pet Approval
Request - Motion
Submitted by the
Owners of Lot 292**

RESOLVED That the Owners Corporation decided pursuant to By-Law 25 (Animals) to approve the owners of Lot 292 (203/1 Park Street) to keep a dog, notably a Greyhound, within the Lot.

Vote: All in favour

**Motion 25.
Regatta Community
Room By-Law**

RESOLVED that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass Special By-Law - 'Regatta Community Room' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services.

Vote: All in favour

Closure:

The meeting closed at 07:35 PM



Andrew Tunks
Chairperson

Proposed date for next Annual General Meeting: June 2022

771-777 New Canterbury Rd
Dulwich Hill NSW 2203
www.khourybros.com.au

ABN: 81 548 158 606
Tel: (02) 9558 1033
Fax: (02) 9558 5362

INDEPENDENT AUDITORS' REPORT TO THE OWNERS OF STRATA PLAN 93238

Scope

We have audited the attached special purpose financial report comprising the Balance Sheet, Income and Expenditure Statements and accompanying notes to the financial statements of Strata Plan 93238 as at 30 April 2021.

The owners corporation is responsible for the preparation and fair presentation of the financial report, and has determined that the accounting policies described in Notes to the financial report is appropriate to meet the requirements of sections 92 and 93 of the Strata Schemes Management Act 2015, and the needs of the owners. This includes the responsibility of maintaining internal controls necessary to enable the preparation of financial reports that are free from material misstatement, whether due to fraud or error.

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in the Notes to the financial statements are appropriate to meet the needs of the owners. Our audit has been conducted in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of risk of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the owners corporation, as well as evaluating the overall presentation of the financial report.

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

Audit Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Strata Plan 93238 as at 30 April 2021 and its financial performance for the period then ended in accordance with the accounting policies described in note 1 to the financial statements. The financial report has been prepared to assist the strata plan to meet the requirements of sections 92 and 93 of the Strata Schemes Management Act 2015. As a result, the financial report may not be suitable for another purpose.

KHOURY BROS & CO

Accountants, Auditors, Advisors



Joseph Peter Khoury

FIPA, CTA, RCA

Dated: 19 May 2021



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Dulwich Hill NSW 2203
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STRATA PLAN 93238

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED 30 April 2021

NOTE 1: Statement of Accounting Policies

This is not a general purpose financial report. It is a special purpose report prepared for the owners of the plan specifically to enable compliance with and in accordance with section 92 and 93 of the Strata Schemes Management Act 2015.

As the plan is not a reporting entity, there are no requirements to prepare accounts in accordance with any applicable Australian Accounting Standards, Australian Accounting Interpretations, or any other pronouncements of the Australian Accounting Standards Board.

The accounts are prepared in accordance with conventional historical costs principals, together with the basic concepts of a going concern. They do not take into account changes in monetary values or current valuations of non-current assets, except where otherwise stated.

NOTE 2: Accounting for Income & Expenses

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

NOTE 3: Levies in Arrears/Advance

The items shown as levies in Arrears/Advance in the balance sheet represent the position of all levies in arrears or advance at the balance date plus any other charges incurred during this period.

NOTE 4: Insurance Premiums

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

NOTE 5: Creditors

The amount, if any, shown in the Balance Sheet under "creditors" represents expenditure that has been accounted for in the Income & Expenditure Statements, but not yet paid at balance date.

NOTE 6: Income Tax

Assessable income such as interest and other income derived by the plan from the investment of funds or derived from other personal property as defined in taxation ruling TR 2015/3, is taxable at the current company tax rate. Assessable income received by the plan in respect of common property is taxable in the hands of individual owners as determined by taxation ruling TR 2015/3.



Accepted Budget

Financial Period

01/05/2021 - 30/04/2022

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

Administrative Fund

	Accepted Budget 01/05/21 - 30/04/22	Actual 01/05/20 - 30/04/21	Accepted Budget 01/05/20 - 30/04/21	Variance 01/05/20 - 30/04/21
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	(\$677.30)	\$0.00	\$677.30
Debt Collection Recoveries	\$0.00	\$10,641.36	\$0.00	(\$10,641.36)
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$140.00	\$0.00	(\$140.00)
Owner Refund	\$0.00	\$30.00	\$0.00	(\$30.00)
Interest				
Interest On Levy Arrears	\$0.00	\$3,927.90	\$0.00	(\$3,927.90)
Levy Income				
Contributions - General	\$1,085,000.00	\$1,077,221.40	\$1,085,000.00	\$7,778.60
Total Income	\$1,085,000.00	\$1,091,283.36	\$1,085,000.00	
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$100.00	\$60.20	\$550.00	\$489.80
DEFT Process Fees	\$850.00	\$831.08	\$850.00	\$18.92
Audit Report	\$2,500.00	\$2,487.50	\$2,500.00	\$12.50
BAS & Tax Administration	\$2,500.00	\$2,326.23	\$2,500.00	\$173.77
Income Tax	\$0.00	\$255.90	\$0.00	(\$255.90)
Building General				
General Maintenance	\$7,000.00	\$13,330.63	\$7,000.00	(\$6,330.63)
Locks & Doors	\$4,500.00	\$4,162.50	\$5,000.00	\$837.50
Window Cleaning	\$18,000.00	\$17,900.00	\$18,000.00	\$100.00
Cleaning				
Cleaning - General	\$128,000.00	\$125,610.00	\$128,000.00	\$2,390.00
Electrical				
Electrical Repairs	\$4,000.00	\$1,558.10	\$5,000.00	\$3,441.90
Fire Control				
Fire Services	\$2,400.00	\$2,367.12	\$2,000.00	(\$367.12)
Garden & Grounds				
Lawn Mowing & Gardening	\$17,500.00	\$16,037.58	\$17,500.00	\$1,462.42
Insurance				
Insurance Premium	\$3,700.00	\$3,837.46	\$3,820.00	(\$17.46)
Lift Repairs				
Lift Maintenance	\$23,000.00	\$10,637.64	\$22,500.00	\$11,862.36
Pest Control				
Pest Control - General	\$1,000.00	\$855.00	\$1,000.00	\$145.00
Plumbing				
Plumbing - General	\$6,500.00	\$6,603.14	\$6,500.00	(\$103.14)
Hot Water System Maintenance	\$6,500.00	\$8,882.08	\$6,500.00	(\$2,382.08)
Resident Manager / Caretaker				
Building Manager/Caretaker	\$111,000.00	\$111,920.56	\$98,000.00	(\$13,920.56)

Report Date: 30th June 2021



Accepted Budget

Financial Period

01/05/2021 - 30/04/2022

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

Administrative Fund

	Accepted Budget 01/05/21 - 30/04/22	Actual 01/05/20 - 30/04/21	Accepted Budget 01/05/20 - 30/04/21	Variance 01/05/20 - 30/04/21
Rubbish Removal				
Routine Waste / Bin Collection	\$2,000.00	\$850.00	\$4,800.00	\$3,950.00
Security & Intercom				
Intercom Repairs / Replacement	\$0.00	\$789.00	\$0.00	(\$789.00)
Security Services	\$0.00	\$1,294.00	\$0.00	(\$1,294.00)
Strata/Building Administration				
Debt Collection Fees	\$0.00	\$12,205.12	\$0.00	(\$12,205.12)
Land Titles & By-Law Registration	\$4,400.00	\$4,811.13	\$4,200.00	(\$611.13)
Management Services	\$96,250.00	\$90,938.14	\$91,550.00	\$611.86
Printing, Postage & Stationery	\$18,400.00	\$18,376.27	\$18,000.00	(\$376.27)
Strata Administration	\$7,500.00	\$7,377.24	\$7,000.00	(\$377.24)
BMC/Community Contributions	\$625,500.00	\$575,794.34	\$588,500.00	\$12,705.66
Legislative Compliance	\$4,995.00	\$4,966.94	\$4,600.00	(\$366.94)
AGM Budget Adjustment	(\$86,435.00)	\$0.00	(\$48,370.00)	(\$48,370.00)
Telephone				
Lift Phone & Phone Charges	\$3,340.00	\$3,382.60	\$2,500.00	(\$882.60)
Water				
Water Consumption	\$70,000.00	\$13,535.66	\$85,000.00	\$71,464.34
Total Expenses	\$1,085,000.00	\$1,063,983.16	\$1,085,000.00	
GST	\$101,490.00		\$99,945.00	
Surplus / Deficit	\$0.00	\$27,300.20	\$0.00	



Accepted Budget

Financial Period

01/05/2021 - 30/04/2022

Strata Plan 93238

2 BURROWAY ROAD WENTWORTH POINT

Capital Works Fund

	Accepted Budget 01/05/21 - 30/04/22	Actual 01/05/20 - 30/04/21	Accepted Budget 01/05/20 - 30/04/21	Variance 01/05/20 - 30/04/21
Income				
Interest				
Interest On Levy Arrears	\$0.00	\$95.97	\$0.00	(\$95.97)
Interest On Bank Deposits (Investment Fund)	\$0.00	\$477.05	\$0.00	(\$477.05)
Interest On Bank Deposits (Investment 2 Fund)	\$0.00	\$865.66	\$0.00	(\$865.66)
Levy Income				
Contributions - Capital Works Fund	\$155,000.00	\$155,010.80	\$155,000.00	(\$10.80)
Total Income	\$155,000.00	\$156,449.48	\$155,000.00	
Expenses				
Building General				
General Maintenance	\$0.00	\$8,746.36	\$0.00	(\$8,746.36)
Capital Works Fund Maintenance	\$155,000.00	\$8,180.00	\$155,000.00	\$146,820.00
Total Expenses	\$155,000.00	\$16,926.36	\$155,000.00	
GST	\$15,500.00		\$15,500.00	
Surplus / Deficit	\$0.00	\$139,523.12	\$0.00	

29 June 2022

To All Owners
2 BURROWAY ROAD, WENTWORTH POINT

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING | STRATA PLAN NO. 93238 AT
2 BURROWAY ROAD, WENTWORTH POINT**

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. The payment options for your levies are detailed on the back of the levy payment notice. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance, we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes.

For a quote and simply go to our website www.netstrata.com.au and follow the prompts.

2. YOUR OWNER PORTAL

You can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your lot
- The Insurance Certificate & P.D.S. for the scheme
- Maintenance Reports
- The Financial Records for your scheme
- The By-laws for your scheme
- R.P. Data Sales and Area Profile reports
- Update your personal information

3. BY-LAWS

You will note from the minutes that several new By-laws may have been passed for your strata scheme. The details of each of these new By-laws are specified in the minutes of the meeting and it is important that you read these By-laws so you are fully aware of how they affect your lot. All other By-Laws that were registered with the strata scheme remain unchanged. Should you have any questions regarding the By-Laws please don't hesitate to contact our office.

4. INSTALLATION OF SECURITY DEVICES

The security of the strata scheme and individual apartments is of paramount importance for all owners and residents at the scheme.

NSW legislation permits all owners to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual apartments, villas or townhouses. However, please note, any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to advise such regulations.

To further assist we have developed an information guide - 'Securing your Strata Title or Community Title Property'. This guide has been prepared in conjunction with our office and the NSW Police and provides owners with several useful tips surrounding communal security. For a copy go to the news and information pages at our website www.netstrata.com.au

5. WANT TO FIND OUT MORE...?

To assist owners with the increasing complexity of strata scheme living, we offer a variety of newsletters explaining your rights and obligations of owning a strata property, including

- Building Security
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Our office provides all owners with access to 24 hour Emergency Trade Services, simply call 1300 663 760 to access;

- Plumbing, Gas and Hot Water
- Glazing
- Automated Garage Doors and Security Gates
- Electrical
- Locksmiths
- Lift Breakdowns

We hope this information about your strata scheme proves helpful and look forward to working with you and all owners for the common amenity of the property.

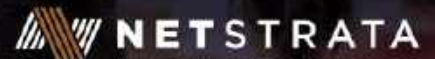
Should you have any questions or require further information regarding these or any other matters of your strata scheme please do not hesitate to contact our office.

Sincerely,
NETSTRATA
Andrew Tunks

Andrew Tunks | Direct Line: **02 8567 6410** | Email: andrew.tunks@netstrata.com.au

MINUTES OF

Annual General Meeting



Strata Plan	93238 - 2 BURROWAY ROAD, WENTWORTH POINT
Meeting date	29/06/2022
Commenced	5:30 PM
Apologies	Nil
Pre Meeting Voting	Lot 331
Owners in Attendance	Lot 127, Lot 155, Lot 164, Lot 183, Lot 224, Lot 270, Lot 292, Lot 31, Lot 41, Lot 43, Lot 45
Proxies	Nil
Corporate Authorisation	Nil
Guests	Cody Munn of Netstrata, Charles Wong of Netstrata, Dorine Lim of Structure Building Management , Natasha Naidoo of Structure Building Management , Jon Grenier of Structure Building Management
Quorum	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015
Chairperson	Andrew Tunks

NETWORK STRATA SERVICES PTY LTD | A.C.N. 064 030 324 | All correspondence: PO Box 265, Hurstville BC NSW 1481

HEAD OFFICE
298 Railway Parade
Carlton NSW 2218

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P 1300 638 787
E admin@netstrata.com.au
W admin@netstrata.com.au

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MOTION 1. Confirm Previous Minutes	RESOLVED	<p>that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 2. Appoint Agent	RESOLVED	<p>to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of 3 Years as presented to the Owners Corporation dated 29/06/2022, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation.</p> <p>FURTHER RESOLVED that Sheng (Elizabeth) Ying Qiu of lot 127 and that Sarah Maxwell of lot 292 authorised to sign the agreement on behalf of the Owners Corporation.</p> <p>NOTE:</p> <p>* Original copies of the agreement were served on the authorised signatories immediately following the meeting.</p> <p>* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 29/06/2025 (being 3 years after the commencement of the term).</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 3. Confirm Financials	RESOLVED	<p>that the Financial Statements as presented were adopted.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 4. Appoint an Auditor	RESOLVED	<p>that an auditor will be appointed for the coming year.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>

<p>MOTION 5. To confirm the A.F.S.S.</p>	<p>RESOLVED</p>	<p>that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.</p> <p>It was further resolved that the current fire safety contractor, Phoenix Fire Protection was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 6. Consider Building Defects</p>	<p>RESOLVED</p>	<p>the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and noted that a 6-year building defect report has been obtained in 2021. No further action is required at this time.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p> <p>Notes: It was noted that a decision was made at the 2021 AGM to proceed with Core Consulting for routine 6-year building defect report. 133 Defects were identified to which repairs have been carried out and paid for by Billbergia (the original builder/developer); completion had been confirmed in June 2022 (by Billbergia). A Final inspection from Core Consulting to assess that the defects have been adequately completed occurred Monday 27 June 2022 and as such the Owners Corporation are awaiting the final report which will be issued to the Strata Committee in due course.</p>
<p>MOTION 7. Adopt Capital Works Report</p>	<p>RESOLVED</p>	<p>that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>

<p>MOTION 8. Confirm the Annual Budget</p>	<p>RESOLVED</p>	<p>that the proposed budget as presented be accepted as Administration fund \$1,237,980.00 + GST (\$1,349,768.00 including GST) and Capital Works fund \$155,000.00 + GST (\$170,500.00 including GST) for the year commencing 01/05/2022 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly installments on 15/08/22, 01/10/22, 01/01/23 & 01/04/23.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p> <p>Notes: The meeting noted that the budget has remained the same for 3 financial years, this year there is cause to increase the budget for the following items: 1. Building Management Committee (BMC) Contributions; 2. Removal of the AGM Budget Adjustment (whereby surplus funds from prior years was utilised - \$86,435; 3. Water Consumption Increase to \$120,000.</p>
<p>MOTION 9. Confirm Insurances</p>	<p>RESOLVED</p>	<p>that the Owners Corporation's insurances as presented were confirmed.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p> <p>Notes: It was noted that the Building Management Committee (BMC) insurance premium has increased due to insurance market changes, the building replacement value ruling out many insurers from tendering on the renewal, building defect rectification and the claims history.</p>
<p>MOTION 10. Allow Payment Plans</p>	<p>DEFEATED</p>	<p>That the Owners Corporation WILL NOT allow payment plans.</p> <p>Vote: 1 Resolve, 0 Abstain, 11 Defeat</p>

MOTION 11. Allow Committee Vote	RESOLVED	<p>that the number of members be set at 9 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:</p> <ol style="list-style-type: none"> 1. Jiayi Chen (Lot 41) 2. Shijian (Leon) Zhang (Lot 43) 3. Leslie Yong (Lot 45) 4. Sheng (Elizabeth) Ying Qiu (Lot 127) 5. Wells Wen (Lot 155) 6. Simon Judge (Lot 164) 7. Chris Vasilou (Lot 183) 8. Michelle Gable (Lot 224) 9. Sarah Maxwell (Lot 292) <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 12. Restrict Committee	RESOLVED	<p>that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 13. Approve Netstrata to Submit Strata Hub Information Annually	RESOLVED	<p>that the Owners Corporation authorised Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021), and shall provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 14. Confirm Manager Report	RESOLVED	<p>that the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 15. Obtain Safety Inspection	RESOLVED	<p>that the Owners Corporation shall engage Solutions In Engineering to undertake a routine safety inspection of the common areas of the Strata Scheme.</p> <p>Vote: 11 Resolve, 0 Abstain, 1 Defeat</p>

MOTION 16. Appoint BMC Representative	RESOLVED BY SPECIAL RESOLUTION	<p>by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 7.4 of the Strata Management Statement of SP93238 that the Owners Corporation appoint the following person(s) to represent the scheme as a member of the Building Management Committee:</p> <ul style="list-style-type: none"> - Sheng (Elizabeth) Ying Qiu of Lot 127 (Main Representative) - Simon Judge of Lot 164 (Substitute Representative) <p>Vote: 100 % in favour</p>
MOTION 17. Appoint Association Rep	RESOLVED	<p>pursuant to section 30 & 33 of the Community Land Management Act 2021 that Strata Scheme 93238 nominates the following candidate/s for the election of the executive committee of community association DP 270778: Sheng (Elizabeth) Ying Qiu of Lot 127</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 18. Appoint Association Proxy	RESOLVED	<p>pursuant to Schedule 1, Clause 22 (2) of the Community Land Management Act 2021 and By-Law 2.1(c) that the following member/s of strata plan 93238 be elected as proxy for general meetings of the community association DP270778: Sheng (Elizabeth) Ying Qiu of Lot 127</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 19. Pass Keeping of Animals By-Law	RESOLVED BY SPECIAL RESOLUTION	<p>that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to repeal the existing 'Keeping of Animals' By-Law and replace with Special By-Law - 'Keeping of Animals' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.</p> <p>Vote: 100 % in favour</p>

<p>MOTION 20. To pass the Moving and Delivering of Goods By-law</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass Special By-Law - 'Moving and Delivering of Goods' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.</p> <p>Vote: 100 % in favour</p>
<p>MOTION 21. Pass Absolution By-Law</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>by Special Resolution that the Owners Corporation shall pass the 'Absolution of Maintenance Lot Fixtures & Fittings' By-law as outlined in the meeting notice.</p> <p>Vote: 100 % in favour</p>

CLOSURE:

The meeting closed at

7:18 PM

Andrew Tunks

Chairperson

PROPOSED DATE FOR NEXT MEETING:

June 2023

HEAD OFFICE

298 Railway Parade
Carlton NSW 2218

SYDNEY CBD SALES OFFICE

Level 26, 44 Market St
Sydney NSW 2000

WOLLONGONG OFFICE

Suite 3.03, 3 Rawson Street
Wollongong NSW 2500

P 1300 638 787

E admin@netstrata.com.au

W admin@netstrata.com.au

19 June 2023

To All Owners
2 BURROWAY ROAD, WENTWORTH POINT

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING | STRATA PLAN NO. 93238 AT
2 BURROWAY ROAD, WENTWORTH POINT**

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3. BY-LAWS

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We hope this information about your strata scheme proves helpful and look forward to working with you and all owners for the common amenity of the property.

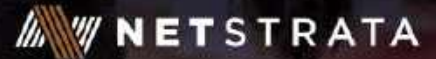
Should you have any questions or require further information regarding these or any other matters of your strata scheme please do not hesitate to contact our office.

Sincerely,
NETSTRATA
Andrew Tunks

Andrew Tunks | Direct Line: **02 8567 6410** | Email: andrew.tunks@netstrata.com.au

MINUTES OF

Annual General Meeting



Strata Plan	93238 - 2 BURROWAY ROAD, WENTWORTH POINT
Meeting date	19/06/2023
Commenced	6:00 PM
Apologies	Nil
Pre Meeting Voting	Nil
In Attendance	Lot 14, Lot 31, Lot 41, Lot 59, Lot 85, Lot 113, Lot 127, Lot 183, Lot 292, Lot 310, Lot 316
Proxies	Lot 43 appointing Lot 41
Corporate Authorisation	Nil
Guests	Fiona Lloyd, Tara Ferrow, Stephen Lovegrove and Andrew Tunks of Netstrata, Dorine Lim and Jonathan Grenier of Structure Building Management
Quorum	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015
Chairperson	Andrew Tunks

NETWORK STRATA SERVICES PTY LTD | A.C.N. 064 030 324 | All correspondence: PO Box 265, Hurstville BC NSW 1481

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W admin@netstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation

MOTION 1. Confirm Previous Minutes	RESOLVED	that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting. Vote: 12 Resolve, 0 Abstain, 0 Defeat
MOTION 2. Appoint Agent	RESOLVED	to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of 3 Years as presented to the Owners Corporation dated 19/06/2023 and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. FURTHER RESOLVED that Sheng Ying Qiu of Lot 127 and that Chris Vasilou of lot 183 be authorised to sign the agreement on behalf of the Owners Corporation. NOTE: * Original copies of the agreement were served on the authorised signatories immediately following the meeting. * In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 19/06/2026 (being 3 years after the commencement of the term). * A fixed disbursement model was approved at the meeting. Vote: 12 Resolve, 0 Abstain, 0 Defeat
MOTION 3. Confirm Financials	RESOLVED	that the Financial Statements as presented were adopted. Vote: 12 Resolve, 0 Abstain, 0 Defeat
MOTION 4. Appoint an Auditor	RESOLVED	that an auditor will be appointed for the coming year. Vote: 12 Resolve, 0 Abstain, 0 Defeat

<p>MOTION 5. To confirm the A.F.S.S.</p>	<p>RESOLVED</p>	<p>that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.</p> <p>It was further resolved that the current fire safety contractor, Winfire Pty Ltd (a subsidiary of Netstrata) was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021 and that a child window safety device inspection will also be conducted by Winfire Pty Ltd, to occur during the inspection of the fire safety apparatus at the strata scheme.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 6. Consider Building Defects</p>	<p>RESOLVED</p>	<p>the Owners Corporation discussed the statutory warranty periods which have expired pursuant to the Home Building Act 1989, being the 6 year major defect warranty period and the 2 year non-major warranty period for all other defects.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p> <p>Notes: It was noted that a major defect inspection had been undertaken by Core Project Consulting Engineers (Core) prior to the major warranty period expiring and all action items have been completed by the original builder/developer (Billbergia), as noted by Core.</p>
<p>MOTION 7. Confirm Insurances</p>	<p>RESOLVED</p>	<p>that the Owners Corporation's insurances as presented were confirmed.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 8. Adopt Capital Works Plan</p>	<p>RESOLVED</p>	<p>that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>

MOTION 9. Confirm the Annual Budget	RESOLVED	<p>that the proposed budget as presented be accepted as Administration fund \$1,325,515.00 + GST (\$1,444,556.50 including GST) and Capital Works fund \$165,850.00 + GST (\$182,435.00 including GST) for the year commencing 01/05/2023 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 25/07/23, 01/10/23, 01/01/24 & 01/04/24.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 10. Allow Payment Plans	RESOLVED	<p>that the Owners Corporation shall accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 11. Allow Committee Vote	RESOLVED	<p>that the number of members be set at 8 and that the following persons be elected to the Strata Committee from the date of this meeting until the next Annual General Meeting:</p> <ol style="list-style-type: none"> 1. Roxana David of Lot 14 2. Jiayi Chen of Lot 41 3. Shijian Zhang of Lot 43 4. Adrian Tufis of Lot 59 5. Fay Pyatt of Lot 85 6. Sheng Ying Qiu of Lot 127 7. Chris Vasilou of Lot 183 8. Sarah Rose Maxwell of Lot 292 <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p> <p>Notes: A total of 15 nominations were received for the Strata Committee.</p>
MOTION 12. To Receive Strata Committee Training	RESOLVED	<p>that the elected Strata Committee be enrolled in quarterly training webinars with Netstrata.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>

<p>MOTION 13. Appoint BMC Representative</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 7.4 of the Strata Management Statement of SP93238 that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee:</p> <p>Sheng Ying Qiu of Lot 127 (Main BMC Representative & Community Association Representative)</p> <p>Chris Vasilou of Lot 183 (Substitute BMC Representative)</p> <p>Vote: 100 % in favour</p> <p>Notes: It was noted that Sheng Ying Qiu of Lot 127 shall continue as the Community Association proxy (representative) and nominee for the Community Association Committee (Association Committee).</p>
<p>MOTION 14. Restrict Committee</p>	<p>RESOLVED</p>	<p>that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 15. Approve Netstrata to Submit Strata Hub Information Annually</p>	<p>RESOLVED</p>	<p>that the Owners Corporation authorised Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021) and shall provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 16. Confirm Manager Report</p>	<p>RESOLVED</p>	<p>that the Owners Corporation reviewed and confirmed the Strata Managers report, Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.</p> <p>Vote: 12 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 17. To pass Special By-Law - Enforcement of By-Laws</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Enforcement of By-Laws' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services.</p> <p>Vote: 100 % in favour</p>

MOTION 18. To pass Special By-Law - Lot Owner Charges	RESOLVED BY SPECIAL RESOLUTION	that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Lot Owner Charges' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services. Vote: 100 % in favour
MOTION 19. Pass Debt Collection By-law	RESOLVED BY SPECIAL RESOLUTION	the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Levying of Debt Collection Expenses' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the NSW Land Registry Services. Vote: 100 % in favour
MOTION 20. Approve Foyer Upgrades	RESOLVED	that the Owners Corporation decided to obtain quotations for the upgrading of the ground level foyers, including such items as the repainting, recarpeting and retiling of the areas (an option for the foyer tiling may be restoration of the existing tiles). Vote: 12 Resolve, 0 Abstain, 0 Defeat

CLOSURE:

The meeting closed at

8:02 PM

Andrew Tunks

Chairperson

PROPOSED DATE FOR NEXT MEETING:

June 2024

GENERAL DISCUSSION:

The following items were raised and will be actioned by the Strata Manager and Building Manager:

1. A query was raised concerning the intercoms at the building, there appears to be several intercoms requiring repairs.
2. The kitchen exhaust fan appears to vent into the apartments, this will be investigated.
3. The irrigation and upkeep of the common area gardens will be investigated.

FAÇADE COMPLIANCE ASSESSMENT

BUILDING CODE OF AUSTRALIA 2016 – AMENDMENT 1



2 Burroway Road, Wentworth Point

DATE ► 24 April 2019

REPORT NO. ► PROJECT 6502 Rev 1

PREPARED FOR ► Net Strata

PREPARED BY ► AE&D

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REVISION STATUS				
REVISION	DATE	STATUS	PREPARED BY	APPROVED BY
6502 - Rev 00	24/4/19	Draft	AW	NH
6502 - Rev 01	31/5/19	Final	AW	NH

COMMERCIAL IN CONFIDENCE

This document contains confidential material that is intended solely for the client commissioning AE&D to prepare this report. The client, project team and all regulatory authorities shall exercise precautionary measures to ensure that the information contained herein is not to be accessed by any third party. AE&D will take no responsibility for the use of any information contained within this report by any third party, unless AE&D's permission is requested and provided in writing.

1.0 EXECUTIVE SUMMARY AND RECOMMENDATIONS

This report provides a Building Code of Australia (BCA) 2016 – Amendment 1 assessment of the building located at 2 Burroway Road, Wentworth Point.

The primary purpose of this report is to identify if there is a non-compliance with BCA C1.9 and C1.14, specifically the non-combustibility of external walls and ancillary elements.

The use of the zinc alum as cladding on the building is satisfactory in that it is all metal extruded aluminum cladding with no combustible core material.

No further works are considered necessary due to the non-combustible nature of the cladding products used on the building.

2.0 INTRODUCTION

This report provides a Building Code of Australia (BCA) 2016 – Amendment 1 assessment of the building located at 2 Burroway Road, Wentworth Point.

The primary purpose of this report is to identify if there is a non-compliance with BCA C1.9 and C1.14, specifically the non-combustibility of external walls and ancillary elements.

AED have been engaged to identify each building and confirm if the external walls are treated with a cladding that would require compliance with BCA C1.9 and C1.14. Section 3.0 of this report has identified those buildings.

AED has identified potentially combustible cladding installed on the building façade.

2.1 Explanatory Information

BCA C1.9 and C1.14 requires that the external walls of buildings required to be of either Type A or B construction as determined by BCA clause C1.1 are non-combustible. The below table details the required type of construction for different building classifications dependent upon the buildings rise in storeys. As such buildings identified as being of type C construction, class 1a (dwellings), 10a (garage, shed or the like) are not required to comprise non-combustible external walls under the Building Code of Australia – Amendment 1.

Table C1.1 TYPE OF CONSTRUCTION REQUIRED

Rise in storeys	Class of building	
	2, 3, 9	5, 6, 7, 8
4 OR MORE	A	A
3	A	B
2	B	C
1	C	C

Part A1.1 of the Building Code provides definitions for non-combustible and external walls:

- **Non-combustible** means—
 - (a) applied to a material — not deemed combustible as determined by AS 1530.1 — Combustibility Tests for Materials; and
 - (b) applied to construction or part of a building — constructed wholly of materials that are not deemed combustible.

The Building Code of Australia 2016 – Amendment 1

Building Code of Australia Amendment 1 was issued in March 2016 specifically to revise and clarify those parts that relate to external walls and potentially combustible cladding.

As this is the current Building Code of Australia version, this assessment report is based on this amendment.

This report will identify noncompliance matters in relation to the following BCA clauses:

- BCA C1.9; and

- BCA C1.14.

'C1.9 Non-combustible building materials

- (a) **In a building required to be of Type A or B construction, the following building elements and their components must be non-combustible:**
 - (i) **External walls and common walls, including all components incorporated in them including the façade covering, framing, and insulation.**
 - (ii) The flooring and floor framing of lift pits.
 - (iii) Non-load-bearing internal walls where they are required to be fire-resisting.
- (b) A shaft, being a lift, ventilating, pipe, garbage, or similar shaft that is not for the discharge of hot products of combustion, that is non-loadbearing, must be of non-combustible construction in –
 - (i) A building required to be of Type A construction; and
 - (ii) A building required to be of Type B construction, subject to C2.10, in
 - (A) A Class 2, 3, or 9 building; and
 - (B) A Class 5, 6, 7 or 8 building if the shaft connects more than 2 storeys.
- (c) A load-bearing internal wall and a loadbearing fire wall, including those that are part of a loadbearing shaft, must comply with specification C1.1.
- (d) The requirements of (a) and (b) do not apply to gaskets, caulking, sealants and damp-proof courses.
- (e) The following materials may be used wherever a non-combustible material is required:
 - (i) Plasterboard.
 - (ii) Perforated gypsum lath with a normal paper finish.
 - (iii) Fibrous-plaster sheet.
 - (iv) Fibre-reinforced cement sheeting.
 - (v) Pre-finished metal sheeting having a combustible surface finish not exceeding 1mm thickness and where the spread of flame index of the product is not greater than 0.
 - (vi) Bonded laminated materials where –
 - (A) Each lamina, including any core, is non-combustible; and
 - (B) Each adhesive layer does not exceed 1mm in thickness and the total thickness of the adhesive layers does not exceed 2mm; and
 - (C) The spread of flame index and the smoke developed index of the bonded laminated material as a whole do not exceed 0 and 3 respectively'.

'C1.14 Ancillary Elements

An ancillary element must not be fixed, installed or attached to the internal or external face of an external wall that is required to be non-combustible unless it is one of the following:

- (a) **An ancillary element that is non-combustible.**
- (b) A gutter, downpipe or other plumbing fixture or fitting.
- (c) A flashing.
- (d) A grate or grille not more than 2m² in area associated with a building service.
- (e) An electrical switch, socket outlet, cover plate or the like.
- (f) A light fitting.
- (g) A required sign.
- (h) A sign other than one provided under (a) or (g) that –
 - (i) achieves a group number of 1 or 2; and
 - (ii) and does not extend beyond one storey; and
 - (iii) Does not extend beyond one fire compartment; and
 - (iv) Is separated vertically from other signs permitted under (h) by at least 2 storeys.
- (i) **An awning, sunshade, canopy, blind or shading hood other than one provided under (a) that –**
 - (i) meets the requirements of Table 4 of specification C1.10 as for a normal element; and
 - (ii) **serves a storey –**
 - (A) **At ground level; or**
 - (B) **Immediately above a storey at ground level ; and**
 - (iv) **Does not serve an exit, where it would render the exit unusable in a fire.**
- (j) A part of a security, intercom or announcement system.
- (k) Wiring.
- (l) A paint, lacquer or a similar finish.
- (m) A gasket, caulking, sealant or adhesive directly associated with (a) to (k)'.

Method of Attachment

Specification C1.1 nominates that any elements must not impair the Fire Resistance Level of the building elements through the means of attachment.

‘Specification C1.1, Clause 2.4 - Method of attachment not to reduce the fire-resistance of building elements

The method of attaching or installing a finish, lining, ancillary element or service installation to a building element must not reduce the fire-resistance of that element to below that required’.

Discussion on External Walls

Prior to Amendment 1 of the Building Code of Australia, cladding to external walls was assessed as either part of the external wall or an attachment.

While Amendment 1 has clarified that the concept of combustible attachments can no longer be considered. The following discussion explains the reasoning behind the previous interpretation that may have been applied to this building and the cladding system.

The Building Code of Australia 2016 (and previous editions prior to 2016 amendment 1) differentiates between an element being an attachment to an external wall and an element being part of an external wall.

An attachment is permitted to be combustible, subject to a number of qualifications which will be discussed shortly, whereas an element that is part of an external wall is not permitted to be combustible.

The distinction between attachment and part of an external wall is not clearly defined in the Building Code of Australia. The CSIRO have recently issued a document that discusses the assessment and characterisation of this issue.

The CSIRO document, *Fire safety guideline for external walls. A guide for high-rise construction in Australia*, Authors: A. Webb and N. White, Version 2, 18 April 2016, states that, in relation to the difference between an external wall and an attachment;

‘The term “external wall” is defined in the BCA as “... an outer wall of a building which is not a common wall”.

The term “attachment” or the difference between an attachment and an external wall is not defined in the BCA.

When a term is not specifically defined in the code, the common usage governs. The following definitions are from Macquarie’s dictionary:

- *Wall - An upright work or structure of stone, brick, or similar material, serving for enclosure, division, support, protection, etc., as one of the upright enclosing sides of a building; Or, Anything which resembles or suggests a wall*
- *Attachment - An adjunct or supplementary device*

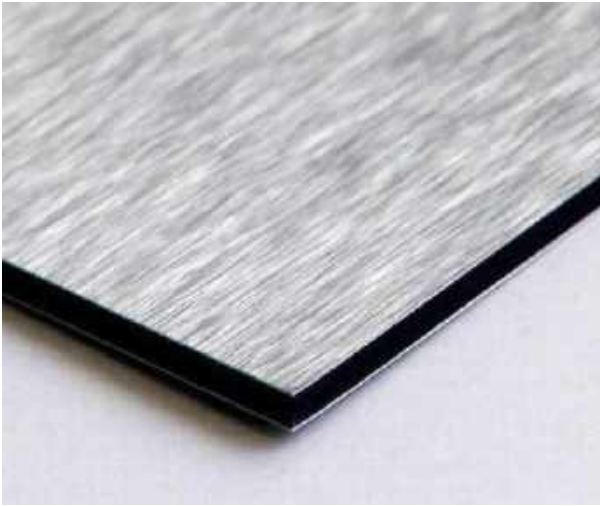

While not intended as a general approach to building code interpretation, CSIRO has applied the following reasoning to determine when a building element should be assessed as an external wall (or integral part of external wall) or an attachment:

- *If the cladding/lining/other item is removed and the remaining structure no longer functions suitably as an external wall (for example, the remaining structure has no fire resistance level, is unable to prevent the penetration of water, is unable to resist wind loads, or in certain applications cannot meet acoustic requirements), then it is considered an integral part of the external wall, and BCA Specification C1.1, Sections 3.1(b) & 4.1 (b) applies.*
- *If the cladding/lining/other item is removed and the remaining wall system still functions as an external wall then Spec C1.1 Clause 2.4 applies.’*

Where this report identifies a material that potentially maybe non-combustible or requires clarification of the certain material a test report must be provided in accordance with AS 1530.1 -1994.

Aluminium Composite Panels (ACP’s) are typically made up of 3 classes of core being 100% Polyethylene (PE), Mineral fibre, and extruded Aluminium core. Of the three types, it is the 100% PE that is the most combustible and non-compliant with the Building Code of Australia where the building is required to be constructed of Type A or B construction.

Mineral fibre and aluminium core ACP's generally have Codemark Certificates, which is a certificate of conformity as defined by Part A1 of the BCA, and therefore can be relied upon as evidence of suitability as outlined in Part A2.2 of the BCA.

Core Type	Typical example
<p>Polyethylene</p> <p>Generally identified by a solid black colour between two sheets of aluminium.</p> <p>This form of cladding (with a Polyethylene Core percentage of greater than 30%) is considered to be a banned product under the <i>Building Products (Safety) Act 2017</i> which came into force on 15 August 2018 and as such, if found on a building of Type A or B construction, it is recommended that this product be removed from any affected building to prevent potential future enforcement action by NSW and Local Government enforcement agencies.</p> <p>See Attachment A for further details of the Building Product Use Ban.</p>	
<p>Mineral Fibre</p> <p>A mixture of non-combustible mineral fibre and PE, varying between 50% to 93% mineral fibre.</p> <p>It is difficult to determine the exact extent of fibre on site, however the more whitish colour, the more fibre is present.</p>	
<p>Extruded Aluminium Core</p> <p>Easily identifiable on site due to the extruded layer of aluminium on the core with significant air gaps visible.</p> <p>This form of panel is generally considered to be non-combustible as determined by AS 1530.1 – 1994 where testing has been undertaken by the manufacturer.</p>	

2.2 Basis of Report

The key basis of this report is to address compliance with the Building Code of Australia (BCA) 2016 – Amendment 1. The scope of services is limited to BCA C1.9 and C1.14.

This report is based on a desktop assessment and inspection, with specific reference to the following:

- A visual, non-destructive external building inspection undertaken by Adam Whitehouse of AED Group, dated 16/4/19.
- The Building Code of Australia 2016 – Amendment 1 prepared by the Australian Building Codes Board.
- The Guide to the BCA 2016 – Amendment 1, prepared by the Australian Building Codes Board.

2.3 Purpose of the Report

The purpose of this report is to assess the following:

- Assessment under the current Building Code of Australia 2016 – Amendment 1, C1.9 and C1.14, and list any departures from the BCA.
- Provide recommendations to address identified non-compliances, and/or identify potential alternative solutions.

2.4 Limitations of the Report

This report should not be construed to infer that an assessment for compliance with the following has been undertaken:

- Any part of the BCA other than BCA C1.9 and C1.14
- Destructive investigation. Visual inspection only;
- Assessment of any structural elements or existing fire resistance levels of the building;
- Assessment of any insulation or sarking material located within external walls of any building;
- Reference to a type of construction under BCA table C1.1 is based on a visual inspection only and should be construed as absolute;
- Requirements of statutory authorities;
- Requirements of any standards not directly identified in this report.
- Heritage significance
- Consideration of Council's local planning policies
- Environmental or planning issues
- Requirements of statutory authorities
- Provision of any construction approvals or certification under Part 4A or Part 5 of the Environmental Planning & Assessment Act 1979.
- This assessment has been made against the contemporary version of the BCA 2016 (Amendment 1) and does not make assessment of the BCA in force at the time of construction.
- This assessment relies on the information provided by Netstrata as being true and accurate. Should any of the provided information be found to be inaccurate, this report shall be considered void.

3.0 BUILDING COMPRISING POTENTIALLY COMBUSTIBLE CLADDING

This report provides a Building Code of Australia (BCA) 2016 – Amendment 1 assessment of the building located at 2 Burroway Road, Wentworth Point.

The primary purpose of this report is to identify if there is a non-compliance with BCA C1.9 and C1.14, specifically the non-combustibility of external walls and ancillary elements.

AED has identified metal cladding installed on the building façade. See below for details on the locations identified.

Comment	Location of Cladding
<p>AED has identified cladding installed on this building elevation.</p> <p><u>Front Elevation (Burroway Road)</u></p> <p>This elevation has been provided with solid metal panels on the lower ground to level 2.</p> <p>This elevation has also been provided with cladding panels installed to the external walls from levels 3 upward (including the residential towers as shown).</p> <p>The panels are metal extruded aluminum cladding and solid metal cladding with no combustible core material.</p> <p>The remainder of the elevation is non-combustible rendered masonry, metal shutters or other wise considered compliant with the provisions of the BCA.</p>	

AED has identified cladding installed on this building elevation.

LHS Elevation (Waterways Street)

This elevation has been provided with solid metal panels on the lower ground to level 2.

This elevation has also been provided with cladding panels installed to the external walls from levels 3 upward (including the residential towers as shown).

The panels are metal extruded aluminum cladding and solid metal cladding with no combustible core material.

The remainder of the elevation is non-combustible rendered masonry, metal shutters or other wise considered compliant with the provisions of the BCA.



AED has identified cladding installed on this building elevation.

RHS Side Elevation (Hill Rd elevation)

This elevation has been provided with solid metal panels on the lower ground to level 2.

This elevation has also been provided with cladding panels installed to the external walls from levels 3 upward (including the residential towers as shown).

The panels are metal extruded aluminum cladding and solid metal cladding with no combustible core material.

The remainder of the elevation is non-combustible rendered masonry, metal shutters or other wise considered compliant with the provisions of the BCA.



AED has identified cladding installed on this building elevation.

Rear elevation (Park St elevation)

This elevation has been provided with solid metal panels on the lower ground to level 2.

This elevation has also been provided with cladding panels installed to the external walls from levels 3 upward (including the residential towers as shown).

The panels are metal extruded aluminum cladding and solid metal cladding with no combustible core material.

The remainder of the elevation is non-combustible rendered masonry, metal shutters or other wise considered compliant with the provisions of the BCA.



AED has identified combustible cladding installed on this building elevation.

Internal Facing Courtyard Elevations (Level 7 up)

This elevation has been provided with cladding panels installed to the external walls to the residential towers facing the courtyard as shown).

The panels are metal extruded aluminum cladding and solid metal cladding with no combustible core material.

The remainder of the elevation is non-combustible rendered masonry, metal shutters or other wise considered compliant with the provisions of the BCA.





4.0 CONCLUSION

This report provides a Building Code of Australia (BCA) 2016 – Amendment 1 assessment of the building located at 2 Burroway Road, Wentworth Point.

The primary purpose of this report is to identify if there is a non-compliance with BCA C1.9 and C1.14, specifically the non-combustibility of external walls and ancillary elements.

The use of the zinc alum as cladding on the building is satisfactory in that it is all metal extruded aluminum cladding with no combustible core material.

No further works are considered necessary due to the non-combustible nature of the cladding products used on the building.

 <p>Prepared by: Adam Whitehouse for AE&D</p>	 <p>Reviewed and Approved by: Nathan Halstead C10 Accredited Fire Engineer No: BPB0161 for AE&D</p>
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5.0 Appendix A- Details on the Aluminium Composite Panel Ban

NOTICE UNDER SECTION 9(1) OF THE *BUILDING PRODUCTS (SAFETY) ACT 2017*

I, Rosemary Ann Webb, Commissioner for Fair Trading, Department of Finance, Services and Innovation:

PROHIBIT the use of aluminium composite panels (ACP) with a core comprised of greater than 30 per cent polyethylene (PE) by mass ('the building product') in any external cladding, external wall, external insulation, façade or rendered finish in:

- o Class 2, 3 and 9 buildings with a rise in storeys of three or more and Class 5, 6, 7 and 8 buildings with a rise in storeys of four or more (Type A construction as defined in the Building Code of Australia); and
- o Class 2, 3 and 9 buildings with a rise in storeys of two or more and Class 5, 6, 7 and 8 buildings with a rise in storeys of three or more (Type B construction as defined in the Building Code of Australia),

subject to the following exceptions:

- a) the building product is not deemed combustible by successfully passing a test in accordance with Australian Standard 1530.1-1994 'Methods for fire tests on building materials, components and structures' (AS 1530.1);

or

- b) the building product and proposed external wall assembly has successfully passed a test for both the EW (external wall fire spread) and BB (building-to-building fire spread) classifications in accordance with Australian Standard 5113 'Fire Propagation testing and classification of external walls of buildings' (AS 5113) and the proponent of the use of the building product tested to AS 5113 documents by statutory declaration that the building product will be installed in a manner identical to the tested prototype wall assembly or façade,

and

- c) the AS 1530.1 or AS 5113 test results to be relied upon to except a building product from the ban are produced by an Accredited Testing Laboratory, and describe the methods and conditions of the test and the form of construction of the tested building product or prototype wall assembly or façade, and are dated on or after 1 July 2017.

This building product use ban commences Wednesday 15 August 2018 and remains in force until it is revoked.

DATED the 10th day of August 2018.



ROSEMARY ANN WEBB

COMMISSIONER FOR FAIR TRADING

DEPARTMENT OF FINANCE, SERVICES AND INNOVATION

Notations

For the purposes of this Notice:

Accredited Testing Laboratory means:

- i. an organisation accredited by the National Association of Testing Authorities (NATA) to undertake the relevant tests; or
- ii. an organisation outside Australia accredited to undertake the relevant tests by an authority, recognised by NATA through a mutual recognition agreement; or
- iii. an organisation recognised as being an *Accredited Testing Laboratory* under legislation at the time the test was undertaken.

Proponent is taken to be one of the following persons:

- i. the person recommending or specifying the use of the building product;
- ii. the person who uses the building product; or
- iii. the Owner within the meaning of the *Building Products (Safety) Act 2017* ('the Act').

Rise in storeys has the meaning given to it in Clause C1.2 of the BCA.

Under the Act, it is an offence for a person to cause a building product to be used in a building in contravention of a building product use ban.¹

It is also an offence under the Act for a person to, in trade or commerce, represent that a building product is suitable for use in a building if that use would contravene a building product use ban.²

Part 4 of the Act makes provision for the identification and rectification of buildings where a building product the subject of a building product use ban has been used in the building for a use that is prohibited by the building product use ban. For the purposes of that Part of the Act, it does not matter if the building product was used in the building before the building product use ban is in force.³

Reasons for Decision

On 23 March 2018, I published a Notice under section 13 of the Act (the Notice) calling for submissions by 23 April 2018 on whether a building product use ban was warranted for the use of ACPs, particularly panels containing a polyethylene core, and/or polystyrene products, and/or other similar substances in any external cladding, external wall, external insulation, façade or rendered finish on a building of 2 or more storeys (use in external cladding).

I received 28 public submissions in response to the Notice. The submissions were provided by a range of stakeholders including developers, builders, industry associations, fire safety consultants, composite panel suppliers and individuals.

In deciding whether to impose a building product use ban, I have had regard to all public submissions that were received in response to the Notice.

¹ Section 15(1), *Building Products (Safety) Act 2017*.

² Section 15(3), *Building Products (Safety) Act 2017*.

³ Section 17(2), *Building Products (Safety) Act 2017*.

I have also considered:

- (a) advice from NSW Fire and Rescue;
- (b) independent expert advice specifically sought by the Department of Finance, Services and Innovation from building safety professionals with relevant technical knowledge and professional expertise;
- (c) the post incident analysis report of the Lacrosse Building fire by The Metropolitan Fire and Emergency Services Board dated 25 November 2014;
- (d) the Economic References Committee, *Non-conforming building products – Interim report: Aluminium composite cladding* dated 6 September 2017;
- (e) the *Australian Government response to the Interim report: Aluminium Composite Cladding* dated 26 February 2018;
- (f) the Phase 1 expert report of Professor Luke Bisby dated 2 April 2018 submitted to the Grenfell Tower Inquiry;
- (g) the approaches which have been adopted by other Australian Regulators, namely Victoria, Tasmania and South Australia on the use of certain types of composite panelling; and
- (h) publications of the NSW Cladding Taskforce.

In reaching a decision, I have had regard to:

- the likely contribution of specific types of ACPs to building fire safety
- whether certain types of ACPs are unsafe within the meaning of the Act and should be banned from use in certain classes of building, and
- whether any compliance tests exist to sufficiently manage the safety risks posed by certain products.

Having considered all of this information, I am satisfied that the building product is unsafe for use in any external cladding, external wall, external insulation, façade or rendered finish in buildings of Type A and Type B construction, as defined in the Building Code of Australia, subject to specified exceptions. I therefore decided to prohibit the use of the building product in the terms of the building product use ban set out above. My reasons for making this decision are as follows:

1) Fires which are associated with ACP with a PE core on Type A and Type B construction pose a safety risk

Recent public events have demonstrated the safety risk associated with the use of ACP with a PE core in multi storey buildings, including Type A and Type B construction. Events such as the Lacrosse building fire in Melbourne on 25 November 2014 and the Grenfell Tower fire in London on 14 June 2017 demonstrated that there are likely to be public safety risks associated with the use of certain types of cladding, including ACP with a PE core. Similar fire events in China, France and the United Arab Emirates have also been linked to the use of combustible cladding.

Fires on multi storey buildings have a range of inherent complexities resulting from the height of the building and may require more specialised equipment. Fires which are associated with external cladding consisting of ACP with a PE core, such as the Lacrosse Building fire and the Grenfell Tower fire, introduce additional risk owing to the rapid vertical spread of fire associated with these building products. Such fires must be carefully managed to respond to the potentially higher incidence of fatalities which are more likely to be caused by such a fire.

The Lacrosse Building fire was managed by an internal sprinkler system that was found to have operated well above specification in the majority of the units impacted by the fire to stop its spread. It therefore cannot be presumed that a sprinkler system would operate to mitigate the spread of fire in similar circumstances.

NSW Fire and Rescue identify building products including ACP with a PE core as a safety risk capable of causing rapid fire spread. The use of such building products may put fire fighters and occupants in unsafe situations including exposure to falling debris in the instance of fire.

2) ACP with a core comprised of greater than 30 per cent PE by mass used in contravention of the National Construction Code (NCC) poses a safety risk within the meaning of the Act

The various types of ACP are distinguished by the composition of their core. The composition of the core is important as it is considered to significantly influence the fire properties of the panel. The majority of ACPs have a core material that is a mixture of PE, mineral fillers and/or fire retardants. The CSIRO, who were asked to provide advice by the Australian Government on the various types of ACPs currently manufactured, described three 'classes' of core composition:

- 1) Less than three per cent PE – such composition produces a product classified as 'A2' ACP under European fire certification;
- 2) Approximately 30 per cent PE – such composition produces a product classified as 'FR' (fire retardant) under European fire certification; and
- 3) Approximately 100 per cent PE.

Unlike European fire certification, the NCC does not consider or make distinctions based on the composition of panels, including the core, as it requires ACP to be non-combustible as defined by AS 1530.1. However, some Australian suppliers identify their ACP products as complying with A2 or FR European standards to represent that the ACP product is non-combustible.

PE is a thermoplastic substance which has poor fire performance and is quickly prone to melting and dripping when exposed to high temperatures, such as in the event of a fire. The heat from a fire can quickly conduct through the outer ACP, noting the width of these panels is no greater than 6mm, and ignite the highly flammable core. These materials combust in a manner that makes fire response extremely challenging for emergency services.

Cladding, including ACP with a PE core of some proportion, is often used for the purposes of aesthetics to act as a cover for part or all of the external walls of a building. In the event of a fire, the use of ACP with a PE core on a multi storey building can significantly increase the amount of energy that is released by the cladding and contribute to the rapid spread of fire.

A ban directed only to ACP with a core comprised of greater than 30 per cent PE targets the impact of the product ban and focuses regulatory intervention on the types of ACP panels that are most likely to pose a safety risk. This threshold aligns with the FR European standard which is considered the benchmark for an ACP product to be of low flammability.

Given that the Victorian Building Authority also enforces a restriction on ACP with a core specifically comprised of 30 per cent or more PE by mass, it is considered appropriate to align NSW's building product use ban with the requirements of the second largest state in which construction work is performed. It is noted however that the Victorian approach differs from the NSW approach. Under the Victorian approach products are required to be submitted to the Victorian Building Appeals Board to be determined whether the proposed use of the product complies with the relevant Act and Regulations. In this regard, the Victorian approach equates to an 'approval' under the Victorian planning and building regime. The NSW approach under the proposed ban creates a specific gateway which affected products must navigate, but still requires that the product and the related construction use is separately and additionally subject to all the normal planning assessment and approvals, including compliance with the NCC, under NSW laws.

3) At present, the NCC is not sufficient to regulate building products and cannot be relied on in isolation to address the safety risks associated with the use of ACP with a core comprised of greater than 30 per cent PE by mass

The NCC is a national performance-based code which outlines mandatory performance requirements for the building and construction industry. Under the NCC, ACP with a PE core is permitted for use if the product satisfies the performance requirements of the NCC.

However, misapplication of or non-compliance with the performance requirements of the NCC raises a significant risk and concern for the safety of buildings and the community.

The operation of the NCC presents challenges to entities in the building industry and regulators. Concerns with the combustibility of external cladding (specifically ACP with a PE core) and the role of the NCC have been noted in reports by domestic and international bodies. There is evidence that NSW is directly affected as the NSW Cladding Taskforce identified over 400 buildings as “having cladding in a quantity, location and/or arrangement which potentially increases fire risks” despite the requirements of the NCC.

Victoria, South Australia and Tasmania have determined it appropriate to implement new measures in addition to existing requirements under the NCC to respond to the challenge of non-compliant cladding.

Based on the sources considered, a genuine concern exists that the NCC cannot be relied on in isolation to address the safety risks associated with the use of ACP with a core comprised of greater than 30 per cent PE by mass.

4) A building product use ban can be imposed subject to exceptions that will enable the use of the building product if a nominated test is satisfied

Expert advice and other sources which I considered identified recognised testing that applies to the building product as determined by Australian Standards and/or in certain circumstances called upon by the NCC, including AS 1530.1 and/or AS 5113. I have formed the view that the safety risk posed by ACP with a core comprised of greater than 30 per cent PE by mass can be managed if the product meets the testing requirements of AS 1530.1 and/or AS 5113. For this reason, the building product use ban is subject to exceptions that permit the use of the building product in Type A and Type B construction if the building product is tested in accordance with either AS 1530.1 or AS 5113.

AS 1530.1 is an individual product test which determines the combustibility of a building material within the criteria given in Clause 3.4 of the Standard. Separately AS 5113 sets out the procedures for the fire propagation testing and classification of external walls of buildings according to their tendency to limit the spread of fire via the external wall and between adjacent buildings. AS 5113 is more appropriate for testing entire wall assemblies or façades consisting of external cladding, rather than an individual product. This Standard is applicable to fire propagation via all external vertical or near vertical surfaces and covers all types of external wall systems, including façades, outer skins, core materials, cavities and attachments. The application of AS 5113 as part of a building product use ban is considered appropriate to ensure that building products that pose a safety risk, including to the lives of occupants, fire fighters and the community, are not used in NSW.

In order to meet the requirements of the proposed exception it is considered appropriate that tests be supported with a report from an Accredited Testing Laboratory which describes the methods and conditions of the test, the form of construction of the tested prototype. Where AS 5113 is relied upon, a statutory declaration will be required by the proponent of the use of the building product to declare that the building product will be installed in a manner identical to the tested prototype wall assembly or façade. This additional step is required to ensure that proponents understand and verify that the prototype wall assembly tested is in fact the wall assembly subsequently used and installed.

To ensure that testing takes account of the understanding of the fire performance of ACP products since the Grenfell Tower Fire, test reports against AS 1530.1 and/or AS 5113 are required to have been undertaken no earlier than 1 July 2017.

Building Products (Safety) Act 2017

Part 4 Identification and rectification of affected buildings

16 Definitions

In this Part:

affected building—see section 17.

affected building notice means a notice under section 18.

general building safety notice means a notice under section 19.

made safe—see section 26.

relevant enforcement authority in relation to a building means:

(a) a relevant enforcement authority for an order under Part 1 of Schedule 5 to the [Environmental Planning and Assessment Act 1979](#) in respect of the building, or

(b) in the case of a building that is not a building within the meaning of the [Environmental Planning and Assessment Act 1979](#), the council for the area in which the building is located.

17 Affected building

(1) For the purposes of this Part, a building is an affected building if a building product the subject of a building product use ban has been used in the building for a use that is prohibited by the building product use ban.

(2) It does not matter that the building product was used in the building before the building product use ban was in force.

18 Identification and notification of particular affected buildings

(1) If the Secretary is satisfied, on reasonable grounds, that a particular building is or may be an affected building, the Secretary may issue a notice under this section (an affected building notice).

(2) An affected building notice is to include the following information:

(a) the location of the building that is or may be an affected building,

(b) particulars of the relevant building product use ban,

(c) particulars of the safety risk posed by the use of the building product to which the building product use ban applies.

(3) The Secretary is to give a copy of an affected building notice to the following:

(a) the owner or owners of the building,

(b) the occupier or occupiers of the building,

(c) the council for the area in which the building is located,

(d) a relevant enforcement authority for the building (if the council is not a relevant enforcement authority for the building),

(e) the Commissioner of Fire and Rescue NSW, if the safety risk posed by the use of the building product relates to a risk of fire.

(4) If the building is the subject of a strata scheme under the [Strata Schemes Management Act 2015](#), a requirement to give notice to the owner or owners of the building is satisfied if notice is given to the owners corporation constituted under that Act.

(5) The Secretary may publish an affected building notice on the internet, but only if the Secretary considers that it is in the public interest to do so.

19 General warning about class of buildings that may be affected buildings

(1) The Secretary may issue a notice under this section (a general building safety notice) if the Secretary is satisfied, on reasonable grounds, that a class of buildings may be affected buildings.

(2) A general building safety notice is a notice that identifies the safety risk posed by the use of a building product that is the subject of a building product use ban in the class of buildings concerned.

(3) A general building safety notice is to include the following information:

(a) particulars of the class of buildings that may be affected buildings, to the extent known to the Secretary,

(b) particulars of the relevant building product use ban,

(c) particulars of the safety risk posed by the use of the building product to which the building product use ban applies.

- (4) A general building safety notice may be given:
 - (a) to all councils or to any councils that the Secretary considers appropriate, and
 - (b) to the Commissioner of Fire and Rescue NSW, if the safety risk posed by the use of the building product relates to a risk of fire.
- (5) The Secretary may publish a general building safety notice on the internet, but only if the Secretary considers that it is in the public interest to do so.

20 Power of relevant enforcement authority to order rectification

- (1) A relevant enforcement authority may make an order under this section (a building product rectification order) in respect of a building.
 - (2) A building product rectification order is an order that requires the owner of a building to do such things as are necessary for either or both of the following purposes:
 - (a) to eliminate or minimise a safety risk posed by the use in the building of a building product to which a building product use ban applies,
 - (b) to remediate or restore the building following the elimination or minimisation of the safety risk.
 - (3) A building product rectification order may be made only if the relevant enforcement authority is satisfied, on reasonable grounds, that the building is an affected building.
 - (4) For the purposes of any proceedings relating to a building product rectification order or proposed building product rectification order, an affected building notice or a general building safety notice is evidence that the use in a building of the building product specified in the notice poses a safety risk of a kind specified by the Secretary in that notice.
 - (5) However, a relevant enforcement authority may make a building product rectification order in respect of a building whether or not the relevant enforcement authority has received an affected building notice or general building safety notice in respect of the building.
- Note. For example, a council may make a building product rectification order if, as a result of its own investigations, it identifies an affected building.*

21 Statutory provisions applicable to building product rectification order

- (1) The [Environmental Planning and Assessment Act 1979](#), and any regulations under that Act, apply to a building product rectification order as if the order were a development control order, except as provided by subsection (3).
- ~~(2) (Repealed)~~
- (3) If a building is not a building within the meaning of the [Environmental Planning and Assessment Act 1979](#), the [Local Government Act 1993](#), and any regulations under that Act, apply to a building product rectification order in respect of the building as if the order were an order made under section 124 of the [Local Government Act 1993](#).
- (4) The regulations may modify the application of any of the statutory provisions referred to in subsection (1) or (3) to or in respect of a building product rectification order.
- (5) The Minister is not to recommend the making of a regulation that modifies the operation of any of those statutory provisions in respect of a building product rectification order except with the concurrence of the Minister administering the relevant statutory provisions concerned.

22 Appeals concerning orders

- (1) A council must give notice to the Secretary of an appeal against a building product rectification order made by the council.
- (2) The Secretary is entitled to appear and be heard on an appeal against a building product rectification order.
- (3) The Land and Environment Court may, on hearing an appeal against a building product rectification order, order the Secretary to amend or revoke an affected building notice or a general building safety notice (without limiting any other powers the Court has on an appeal).

23 Council to report to Secretary on response

- (1) The Secretary may, by notice in writing served on a council that has been given an affected building notice, require the council to provide a report to the Secretary about the steps it has taken in relation to the affected building notice.
- (2) The report is to indicate or include the following:
 - (a) whether the council has made a building product rectification order in respect of the building the subject of the affected building notice,
 - (b) whether the order has been complied with or the progress that has been made towards compliance with the order,

- (c) any other steps that are being taken by the council to ensure that the building the subject of the affected building notice is made safe,
 - (d) such other matters as may be prescribed by the regulations.
- (3) If the council has not made a building product rectification order in respect of the building the subject of the affected building notice, the report is to set out the council's reasons for not making the order.
- (4) The report is to be provided to the Secretary within the period specified by the Secretary in the notice (being a period of not less than 30 days after the notice is served).
- (5) The Secretary may require more than one report to be provided under this section in respect of a building.
- (6) The Secretary may publish a report provided by the council under this section on the internet.
- (7) The Secretary may withhold from publication any information in the report that identifies the particular building that is the subject of the affected building notice.

24 Amendment or revocation of notices

- (1) The Secretary may amend or revoke an affected building notice or a general building safety notice by issuing a further notice.
- (2) The Secretary is to give notice of the amendment or revocation of an affected building notice to each of the following:
- (a) the owner or owners of the building,
 - (b) the occupier or occupiers of the building,
 - (c) the council for the area in which the building is located,
 - (d) any relevant enforcement authority for the building to whom the affected building notice was given,
 - (e) the Commissioner of Fire and Rescue NSW, if the affected building notice was given to the Commissioner.
- (3) The Secretary is to give notice of the amendment or revocation of a general building safety notice to each of the following:
- (a) any council that was given the general building safety notice,
 - (b) the Commissioner of Fire and Rescue NSW, if the general building safety notice was given to the Commissioner.
- (4) An affected building notice or general building safety notice ceases to be in force if it is revoked.




25 Revocation of affected building notice




- (1) The Secretary must revoke an affected building notice if the Secretary is satisfied that:
- (a) the building concerned has been made safe, or
 - (b) the building is not an affected building.
- (2) The Secretary may revoke an affected building notice on the application of an owner of the building or on the Secretary's own initiative.





26 When a building is "made safe"




For the purposes of this Part, a building is made safe if the safety risk that is posed by the use of a building product to which a building product use ban applies, as identified by the Secretary in an affected building notice, is eliminated or, if it is not reasonably practicable to eliminate the safety risk, is minimised as far as practicable.




Table of Building Defects:





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
1.	1 ParkStreet North	Common lobby – level7	Waste outlet penetration in into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
2.	1 ParkStreet North	Common lobby – level6	Waste outlet penetration in into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
3.	1 ParkStreet North	Common lobby – level5	Penetration into fire rated building elements within gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 3 secondary ceiling gas cupboard requirement Item 3 Pipe sealed above. Only false ceiling below in gas cupboard.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
4.	1 ParkStreet North	Common lobby – level4	Visible bubbling to paint at the eastern end of the common lobby.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of water ingress Repair walls and recoat the walls from architectural break to architectural break after rectification of water ingress issues		Item 4 no leak detected. Chemical marks from cleaners. Checked 2/2/22 raining	Refer to Appendix A	Item Complete.
5.	1 ParkStreet North	Common lobby – level4	Large gap observed above the door frame within the waste room. Door set has been inadequately installed.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing Expected recommendation: Contractor to rectify door set in accordance with AS1905.1-2005		Item 5 Complete	Refer to Appendix A	Item completed.
6.	1 ParkStreet North	Common lobby – level2	Waste outlet penetration in into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
7.	10 Burroway Rd Rooftop	Common lobby – level16	Waste outlet penetration in into a fire rated building element within the gas meter service	It is recommended that the following rectification works are undertaken: 1) Contractor to		Snap fire collars fitted. Inspected by ash	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia






ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
			cupboard.	engage a fire engineer to inspect suitability of penetration detailing		passive fire.		
8.	10 Burroway Rd Rooftop	Common lobby – level 16	Penetration through fire rated building element.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 8 complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
9.	10 Burroway Rd	Common lobby – level 15	Penetration through slab soffit within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
10.	10 Burroway Rd	Common lobby – level 15	Honey combing observed to the concrete within the electrical service cupboard.	See section 4.3.6		Item 10 complete	Refer to Appendix A	Item completed
11.	10 Burroway Rd	Common lobby – level 15	Waste outlet penetration into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
12.	10 Burroway Rd	Common lobby – level 15	Poorly detailed penetrations through slab soffit within the fire stairs adjacent to the entry door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
13.	10 Burroway Rd	Common lobby – level 14	Sprinkler head does not sit flush within the plasterboard ceiling and is missing an escutcheon plate.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect the sprinkler Likely rectification: Contractor to rectify sprinkler head ensure rectification works are in accordance with AS2118-2012		Item 13 is complete. Replaced escutcheon	Refer to Appendix A	Item completed
14.	10 Burroway Rd	Common lobby – level 14	Penetration through slab soffit within the fire stairs adjacent to fire	It is recommended that the following rectification works		Complete Complies as per AED	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 -





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
			door.	are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Report		SP93238B - Billbergia
15.	10 Burroway Rd	Common lobby – level 14	Concrete appears to be cracking and shows signs of spalling within the fire stairs adjacent to fire door.	See section 4.3.6		Item 15 is complete. The second photo is of the wall under staircase, that had a large piece of concrete hanging off it. It was a continuation of the first photo	Refer to Appendix A	Item Complete.
16.	10 Burroway Rd	Common lobby – level 11	Penetration through slab soffit within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
17.	10 Burroway Rd	Common lobby – level 11	Waste outlet penetration into a fire rated building element within the cold and hot water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia






ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
18.	10 Burroway Rd	Common lobby – level 11	Visible water staining to the ceiling within the common walkway adjacent to the exit sign.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of water ingress Contractor to make good of affected ceiling area after rectification of water ingress issues		No leak evident 2/2/22 was raining	Refer to Appendix A	Item Complete.
19.	10 Burroway Rd	Common lobby – level 11	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
20.	10 Burroway Rd	Common Lobby – level 9	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 20 Complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
21.	10 Burroway Rd	Common Lobby – level 9	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia






ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
				to inspect suitability of penetration detailing				
22.	10 Burroway Rd	Common Lobby – level9	Visible staining and bubbling of the paint to the wall.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Further investigation required to determine source of water ingress</p> <p>Re-coat the walls from architectural break to architectural break after rectification of water ingress issues</p>		<p>Item 22 Complete</p> <p>No leak evident 2/2/22 was raining</p>	Refer to Appendix A	Item Complete.
23.	10 Burroway Rd	Common Lobby – level9	Visible staining and bubbling of the paint to the wall.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Further investigation required to determine source of water ingress</p> <p>Re-coat the walls from architectural break to architectural break after rectification of water ingress issues</p>	 	Item 23 Complete	Refer to Appendix A	Item Complete.
24.	10 Burroway Rd	Common Lobby – level8	Waste outlet penetration in into a fire rated building element within the	It is recommended that the following rectification works are undertaken:		Snap fire collars fitted.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 -





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
			hot and cold water meter service cupboard.	1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Inspected by ash passive fire.		SP93238B - Billbergia
25.	10 Burroway Rd	Common Lobby – level 8	Penetrations through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
26.	10 Burroway Rd	Common Lobby – level 7	Penetrations through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
27.	10 Burroway Rd	Common Lobby – level 7	Penetration through fire rated building elements within the NBN service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 27 Complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
28.	10 Burroway Rd	Common Lobby – level 7	Waste outlet penetration into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia




ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
29.	10 Burroway Rd	Common Lobby – level7	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
30.	10 Burroway Rd	Common Lobby – level6	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
31.	10 Burroway Rd	Common Lobby – level6	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
32.	10 Burroway Rd	Common Lobby – level6	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
33.	10 Burroway Rd	Common Lobby – level5	Visible signs of water leak from the ceiling into the level 6 common lobby.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Further investigation required to determine source of water ingress</p> <p>Repair and re-coat the walls from architectural break to architectural break after rectification of water ingress issues</p>	 	<p>Item 33 No leak evident</p> <p>2/2/22 was raining</p>	Refer to Appendix A	Item Complete
34.	10 Burroway Rd	Common Lobby – level5	Water ingress within NBN service cupboard.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Contractor to engage a fire engineer to assist in a safe method of rectification</p>		Item 34 No leak evident	Refer to Appendix A	Item Complete
35.	10 Burroway	Common Lobby	Penetration through fire	It is recommended that the following		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout





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	Rd	– level5	rated building elements within the fire stairs adjacent to fire door.	rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing				Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
36.	10 Burroway Rd	Common Lobby – level4	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
37.	10 Burroway Rd	Common Lobby – level4	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
38.	10 Burroway Rd	Common Lobby – level4	Waste outlet penetration into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
39.	10 Burroway Rd	Common Lobby – level4	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
40.	10 Burroway Rd	Common Lobby – level 3	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
41.	10 Burroway Rd	Common Lobby – level 3	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
42.	10 Burroway Rd	Common Lobby – level 3	Visible signs of honey combing to concrete wall within fire stairs.	See section 4.3.6		Item 42 complete	Refer to Appendix A	Item Complete.
43.	10 Burroway Rd	Common Lobby – level 2	Penetration through fire rated building element within CPD cupboard appears to be poorly detailed.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 43 Complete	Refer to Appendix A	Refer to A Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia ED report.




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44.	10 Burroway Rd	Common Lobby – level2	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passivefire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
45.	10 Burroway Rd	Common Lobby – level2	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Complies as per AED Report	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
46.	10 Burroway Rd	Common Lobby – level1	Poorly detailed penetrations through fire rated building elements observed to CPD electrical service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 46 Complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
47.	55 Hill Road	Common lobby – level8	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passivefire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
48.	55 Hill Road	Common lobby – level8	Visible staining and blistering of paintwork to ceiling above fire extinguisher cupboard; directly below rooftop area.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of		Item 48 Complete Leaked sealed from rooftop	Refer to Appendix A	Item Complete.




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				<p>water ingress</p> <p>2) Re-coat the walls from architectural break to architectural break after rectification of water ingress issues e section 4.1.6</p>				
49.	55 Hill Road	Common lobby – level 8	Poor finish of concrete within fire stairshaft.	See section 4.3.6		Item 49 complete. Rendered wall of lift shaft.	Refer to Appendix A	Item Complete.
50.	55 Hill Road	Common lobby – level 7	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Contractor to engage a fire engineer to inspect suitability of penetration detailing</p>		<p>Snap fire collars fitted.</p> <p>Inspected by ash passive fire.</p>	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
51.	55 Hill Road	Common lobby – level 6	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Contractor to engage a fire engineer to inspect suitability of penetration detailing</p>		<p>Snap fire collars fitted.</p> <p>Inspected by ash passive fire.</p>	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia






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52.	55 Hill Road	Common lobby – level 5	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
53.	55 Hill Road	Common lobby – level 3	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire. Item 53	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
54.	55 Hill Road	Common lobby – level 2	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire. Item 54	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
55.	55 Hill Road	Common lobby – level 1	Masonry block has been removed / or not installed.	It is recommended that the following rectification works are undertaken: 1) Contractor to rectify ensuring that stair shaft is fire rated in accordance with		Item 55 Complete	Refer to Appendix A	Item completed






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				current BCA requirements				
56.	55 Hill Road	Common lobby – level 1	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire. Item 56	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
57.	57 Hill Road	Common lobby – level 8	Diagonal cracks to loadbearing concrete wall within fire stair shaft.	See section 4.4.6		Complies as per TTW Structural report	Refer to Appendix A	Item completed
58.	57 Hill Road	Common lobby – level 6	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 58	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
59.	57 Hill Road	Common lobby – level 5	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire.	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia









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60.	57 Hill Road	Common lobby – level 5	Gap to wall junction observed in gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to investigate fire rating of the wall	 	Item 60 complete Fireban 1	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
61.	57 Hill Road	Common lobby – level 4	Visible honeycombing to wall within fire stair shaft.	See section 4.3.6		Item 61 complete	Refer to Appendix A	Item completed







ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
62.	57 Hill Road	Common lobby – level 4	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Snap fire collars fitted. Inspected by ash passive fire. Item 62	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
63.	57 Hill Road	Common lobby – level 3	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 63 Complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
64.	57 Hill Road	Common lobby – level 2	Visible honeycombing to slab soffit within fire stairshaft.	See section 4.3.6		Item 64 Complete	Refer to Appendix A	Item completed

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65.	57 Hill Road	Common lobby – level 2	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing		Item 65 Complete	Refer to Appendix A	Refer Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia r to AED report.
66.	57 Hill Road	Main Switch Room	Visible honeycombing to the concrete column.	See section 4.3.6		Item 66 Complete	Refer to Appendix A	Item completed
67.	57 Hill Road	Main Switch Room	Embedment's observed to the concrete wall.	See section 4.3.6		Item 67 Complete	Refer to Appendix A	Item completed




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68.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth, at the base of the louvres, is deteriorated, damaged and not fit for purpose.	See section 4.1.6		Item 68 complete		Item Complete.
69.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth, at the base of the louvres, is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6		Item 69 Complete		Item Complete.
70.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth, at the base of the louvres, is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6		Item 70 Complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia

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71.	10 Burroway Rd	Rooftop	Waterproofing membrane to the exposed concrete roof section is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6		Item 71 Complete	Refer to Appendix A	Item Complete.
72.	10 Burroway Rd	Rooftop	Waterproofing membrane to the exposed concrete roof section is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6		Item 72 Complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
73.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth, at the base of the louvres, is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6		Item 73 Complete		Item Complete.









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74.	10 Burroway Rd	Rooftop	Waterproofing membrane to the exposed concrete roof sections is deteriorated, damaged and not fit for purpose.	See section 4.1.6		Item 74 Complete		Item Complete.
75.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth at the base of the mechanical ventilation ducts is deteriorated, damaged and not fit for purpose.	See section 4.1.6	  	Item 75 Complete	  	Item Complete.
76.	10 Burroway Rd	Rooftop	Water pooling to the concrete slab surface as a result of inadequate falls towards the waste outlet adjacent to the AC units.	See section 4.2.6		Item 76 Complete	Refer to Appendix A	Item Complete.





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77.	10 Burroway Rd	Rooftop	Severe water pooling to the concrete slab surface as a result of inadequate falls towards the waste outlet adjacent to the AC units.	See section 4.2.6		Item 77 Complete	Refer to Appendix A	Item Complete.
78.	10 Burroway Rd	Rooftop	Discolouration and damage to the waterproofing membrane of the concrete plinths at the base of the louvers.	See section 4.1.6		Item 78 Complete		Item Complete.
79.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinths/exposed concrete slab surfaces is deteriorated, damaged and not fit for purpose.	See section 4.1.6		Item 79 Complete		Item Complete.
80.	10 Burroway	Rooftop	Severe water	See section 4.2.6		Item 80 Complete	Refer to Appendix A	Item Complete.









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	Rd		pooling to the slab surface as a result of inadequate falls towards the waste outlet, beneath the ventilation duct.					
81.	10 Burroway Rd	Rooftop	Waterproofing membrane to the concrete plinths is damaged, discoloured and not fit for purpose.	See section 4.1.6		Item 81 Complete		Item Complete.
82.	10 Burroway Rd	Rooftop	Waterproofing membrane at the top of the parapet walls is deteriorated, damaged and not fit for purpose.	See section 4.1.6		Item 82 Complete		Item Complete.
83.	10 Burroway Rd	Rooftop	Waterproofing membrane to the exposed concrete slab surface is deteriorating and not fit for purpose.	See section 4.1.6		Item 83 Complete		Item Complete.




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84.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth/exposed concrete slab surface is peeling, flaking, deteriorated and not fit for purpose.	See section 4.1.6		Item 84 Complete		Item Complete.
85.	10 Burroway Rd	Rooftop	Severe water pooling to the slab surface as a result of inadequate falls towards the waste outlet.	See section 4.2.6		Item 85 Complete		Item Complete.
86.	10 Burroway Rd	Rooftop	Waterproofing membrane to the exposed concrete slab surface is observed to be peeling, flaking, rapidly deteriorated and not fit for purpose.	See section 4.1.6		Item 86 Complete		Item Complete.
87.	10 Burroway Rd	Rooftop	Waterproofing membrane to the exposed concrete slab surface is observed to be peeling, flaking, rapidly deteriorated and not fit for purpose.	See section 4.1.6		Item 87 complete		Item Complete.
88.	10 Burroway Rd	Fire stairshaft	Honey combing observed to the	See section 4.3.6		Item 88 complete	Refer to Appendix A	Item Complete.



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			concrete wall within the stair shaft.					
89.	10 Burroway Rd	Fire stairshaft	Efflorescence and dampness in the wall due to leaks from the planter box above.	See section 4.5.6		Item 89 Complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
90.	55 Hill Road	Fire stairshaft	Concrete slab soffit is in poor condition and evidence of water ingress from rooftop above.	See section 4.1.6 See section 4.3.6		Item 90 Complete	Refer to Appendix A	Item Complete.
91.	55 Hill Road	Rooftop	Waterproofing membrane to the exposed concrete slab surface installed to door threshold is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6		Item 91 Closed	 	Item Complete.


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92.	55 Hill Road	Rooftop	Waterproofing membrane to the plinth surrounding the base plate is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6		Item 92 Closed		Item Complete.
93.	55 Hill Road	Rooftop	General overview of rooftop with waterproofing membrane to exposed concrete slab surfaces and plinths in poor condition throughout.	See section 4.1.6		Item 93 Closed		Item Complete.
94.	55 Hill Road	Rooftop	Waterproofing membrane to the concrete plinth, beneath AC unit, is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6		Item 94 Closed		Item Complete.
95.	55 Hill Road	Rooftop	Waterproofing membrane to the concrete plinth, adjacent to baseplate, is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6		Item 95 Closed		Item Complete.






ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
96.	55 Hill Road	Rooftop	Waterproofing membrane to the exposed concrete slab surface is in poor condition, cracked/damaged, deteriorated and not fit for purpose.	See section 4.1.6		Item 96 Closed		Item Complete.
97.	55 Hill Road	Rooftop	Waterproofing membrane to the plinth/exposed concrete slab surface is in poor condition, deteriorating and not fit for purpose.	See section 4.1.6		Item 97 Closed		Item Complete.
98.	55 Hill Road	Rooftop	Waterproofing membrane to the plinth / exposed concrete surface at door threshold is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6		Item 98 Closed		Item Complete.
99.	55 Hill Road	Rooftop	Waterproofing membrane to the concrete plinth is in poor condition, deteriorate and not fit for purpose.	See section 4.1.6		Item 99 Closed		Item Complete.

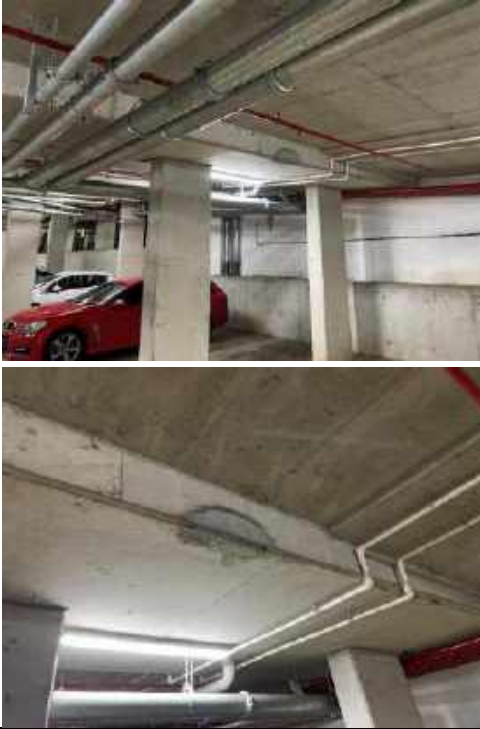


ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
100.	57 Hill Road	Rooftop	Waterproofing membrane to the exposed concrete slab surface is discoloured and in poor condition at the door threshold and landing.	See section 4.1.6		Item 100 Closed		Item Complete.
101.	57 Hill Road	Rooftop	Waterproofing membrane to the concrete plinth is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6	 	Item 101 Closed	 	Item Complete.
102.	57 Hill Road	Rooftop	Waterproofing membrane to the concrete plinth is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6		Item 102 Closed		Item Complete.



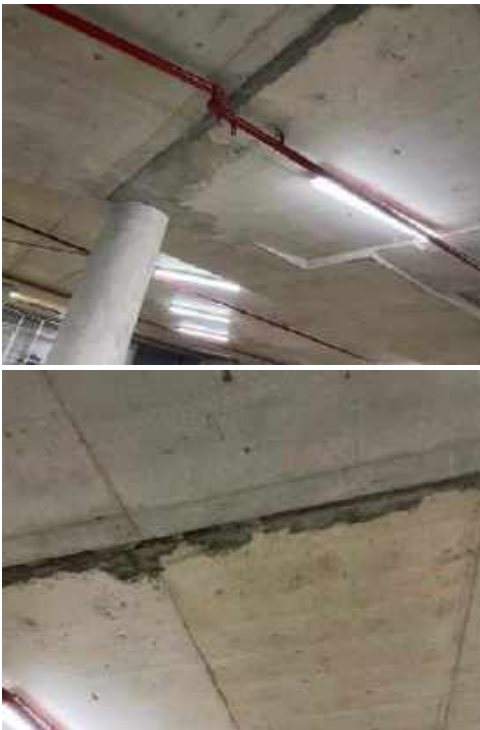
ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
103.	57 Hill Road	Rooftop	Waterproofing membrane to the concrete plinth is in poor condition, deteriorated and not fit for purpose. Also evidence of water pooling is observed	See section 4.1.6 See section 4.2.6		Item 103 Closed		Item Complete.
104.	57 Hill Road	Rooftop	Waterproofing membrane to the concrete plinth is patchy, discoloured and deteriorated in several areas of the slab.	See section 4.1.6		Item 104 Closed	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia
105.	Park Street North	Level 6 – Fire stair shaft	Severe honey combing to concrete wall within stair shaft.	See section 4.3.6		Item 105 Closed	Refer to Appendix A	Item Complete.


ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
106.	Park Street North -	Rooftop	Waterproofing membrane to the exposed	See section 4.1.6		Item 106 Closed	Refer to Appendix A	Item Complete.
107.	Park Street North	Rooftop	Waterproofing membrane to the concrete plinth is discoloured, deteriorated and not fit for purpose. Severe water pounding on the roof surface is observed.	See section 4.1.6 See section 4.2.6		Item 107 Closed	Refer to Appendix A	Item Complete.




ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
108.	Park StreetNorth	Rooftop	Water pooling observed on the roofsurface.	See section 4.2.6		Item 108 Closed	Refer to Appendix A	Item Complete.
109.	Park StreetNorth	Rooftop	Waterproofing membrane to the concrete plinth is discoloured, deteriorated and not fit for purpose.	See section 4.1.6		Item 109 Closed	Refer to Appendix A	Item Complete.



ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
110.	Park Street North	Rooftop	Waterproofing membrane to the concrete plinth is discoloured, deteriorated and not fit for purpose.	See section 4.1.6		Item 110 Closed		Item Complete.
111.	Park Street North	Rooftop	Deterioration and inadequate application of liquid applied waterproofing membrane observed to the concrete plinth.	See section 4.1.6		Item 111 Closed	Refer to Appendix A	Item Complete.
112.	Park Street North	Rooftop	Waterproofing membrane to the plinth is damaged and not fit for purpose.	See section 4.1.6		Item 112 complete	Refer to Appendix A	Item Complete.
113.	Ground Floor	Adjacent to fire pump room	Vertical crack to the wall above fire door set.	See section 4.4.6		Item 113 complete	Refer to Appendix A	Item Complete.
114.	Level 1 – Level 6	Carpark	Leftover formwork embedded in the concrete slab soffit within the carpark above visitor	See section 4.3.6		Item 114 complete	Refer to Appendix A	Item Complete.

ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
			parking spaces.					
115.	Level 1 – Level 6	Carpark	Honeycombing in the concrete beam above visitor parking.	See section 4.3.6		Item 115 Complete	Refer to Appendix A	Item Complete.
116.	Level 1 – Level 6	Carpark	Vertical crack in the concrete beam over 1mm wide adjacent to visitor parking /driveway.	See section 4.4.6		Item 116. Please refer to structural engineer's report	Refer to Appendix A	Item Complete.
117.	Level 1 – Level 6	Carpark	Vertical crack in the concrete element over 1mm wide above the level 1 ramp.	See section 4.4.6		Item 117. Please refer to structural engineer's report	Refer to Appendix A	Item Complete.




ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
118.	Level 1 – Level 6	Carpark	Concrete spalling and corroded nails observed to slab soffit above parking lot 302-1P.	See section 4.3.6		Item 118 Complete	Refer to Appendix A	Item Complete.
119.	Level 1 – Level 6	Carpark	Honey combing to slab soffit adjacent to column situated next to lot 40357H.	See section 4.3.6		Item 119 Complete	Refer to Appendix A	Item Complete.
120.	External Facade & Adjacent Areas	Courtyard Area	No waterproofing membrane behind the protection board was observed.	Section 4.5.6		Item 120 Complete white membrane to top of planter to existing membrane Protection board	Refer to Appendix A	Item Complete.

ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
						against planter membrane		
121	External Facade & Adjacent Areas	Courtyard Area	No waterproofing membrane behind the protection board was observed.	Section 4.5.6	Refer to Appendix A	Item 121 Complete Clear out	Refer to Appendix A	Item Complete.
122	External Facade & Adjacent Areas	Courtyard Area	Planter box with no visible capping or waterproofing membrane to top sections of planter walls.	Section 4.5.6	Refer to Appendix A	Item 122. Membrane to top of planters	Refer to Appendix A	Item Complete.

ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
123	External Facade & Adjacent Areas	Courtyard Area	Planter box with no visible capping. No waterproofing membrane behind the protection board was observed.	See section 4.5.6		Item 123 Clear Out Protection board to existing membrane behind membrane to top of planters	Refer to Appendix A	Item Complete.
124.	External Facade & Adjacent Areas	Adjacent to external façade	Planter box with no visible capping. No waterproofing membrane behind the protection board was observed.	See section 4.5.6		Item 124 Complete - existing membrane Please note items 127/125/124 are outside Regatta boundary they were built after by the street association	Refer to Appendix A	Items 124, 125, 126 & 127 have been confirmed as outside of Regatta Complex as per the Billbergia Report. Item N/A
125.	External Facade & Adjacent Areas	Adjacent to external façade	Planter box with no visible capping. No waterproofing membrane behind the protection board was observed.	See section 4.5.6		Complete Please note items 127/125/124 are outside Regatta boundary. They were built after by the street association	Refer to Appendix A	Items 124, 125 & 127 have been confirmed as outside of Regatta Complex as per the Billbergia Report. Item N/A
126.	External Facade & Adjacent Areas	Park View North – External areas	Horizontal cracking and water egress from the planter box along the crack.	See section 4.4.6 See section 4.5.6		Item 126 Complete	Refer to Appendix A	Completed as per Billbergia Closeout Report - 6 Year report 210929 - AS4604 - SP93238B - Billbergia





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
								
127.	External Facade & Adjacent Areas	Park View North – External areas	Planter box with no visible capping. No waterproofing membrane behind the protection board was observed.	See section 4.5.6		Complete Product used. Please note items 127/125/124 are outside regatta boundary. They were built after by the street association.	Refer to Appendix A	Items 124, 125 & 127 have been confirmed as outside of Regatta Complex as per the Billbergia Report. Item N/A





ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
128.	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Planter box with no visible capping. No waterproofing membrane behind the protection board was observed.	Section 4.5.6		Item 128 complete - membrane top of wall to existing	Refer to Appendix A	Item Complete.
129	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Failed waterproofing, efflorescence and water staining to the planter box.	See section 4.4.6 See section 4.5.6		Item 129 Complete	Refer to Appendix A	Item Complete.
130	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Failed waterproofing, efflorescence and water staining to the planter box.	See section 4.5.6		Item 130 Complete	Refer to Appendix A	Item Complete.

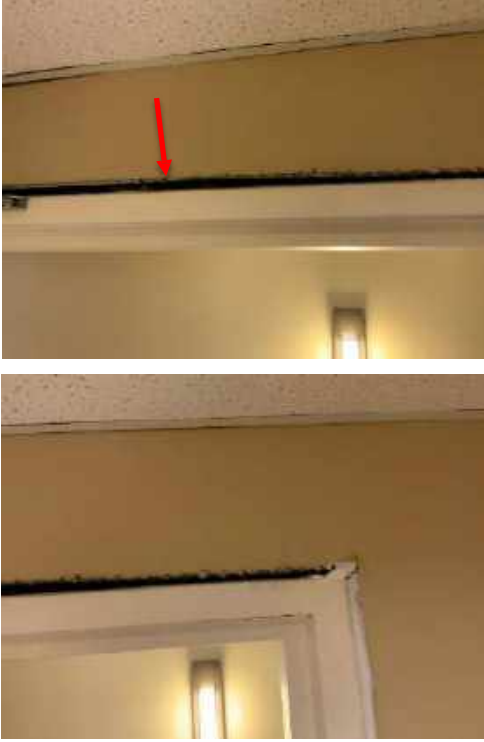



ITEM	AREA	LOCATION	DESCRIPTION OF DEFECTS	RECOMMENDED REMEDIAL WORKS	PHOTOGRAPHS (27 JUNE 2022)	BILLBERGIA COMMENTS	BILLBERGIA PHOTOGRAPHS OF RECTIFICATION	CORE SIGN-OFF (24 April 2023)
131	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Planter box with no visible capping. No waterproofing membrane above the protection board was observed.	Section 4.5.6		Item 131 Protection board to existing membrane	Refer to Appendix A	Item Complete.
132	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Planter box with no visible capping. No waterproofing membrane above the protection board was observed.	See section 4.5.6		Item 132 Could not locate	Refer to Appendix A	Item Complete.
133	External Facade & Adjacent Areas	Adjacent to Water meter and valve room	Water egress from the light fitting indicating water entering the light fitting.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage qualified professional to investigate the source of water ingress into the light fitting Clean affected area, make good and re-paint		Item 133 completed	Refer to Appendix A	Item Complete.





APPENDIX A – BILLBERGIA REPORT







Table of Building Defects – Common Areas






Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
1.	1 Park Street North	Common lobby – level 7	Waste outlet penetration in into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
2.	1 Park Street North	Common lobby – level 6	Waste outlet penetration in into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.




Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
3.	1 Park Street North	Common lobby – level 5	Penetration into fire rated building elements within gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Item 3 secondary ceiling gas cupboard requirement Item 3 Pipe sealed above. Only false ceiling below in gas cupboard.
4.	1 Park Street North	Common lobby – level 4	Visible bubbling to paint at the eastern end of the common lobby.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of water ingress 2) Repair walls and re-coat the walls from architectural break to architectural break after rectification of water ingress issues			Item 4 no leak detected. Chemical marks from cleaners. Checked 2/2/22 raining





Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
5.	1 Park Street North	Common lobby – level 4	Large gap observed above the door frame within the waste room. Door set has been inadequately installed.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing 2) Expected recommendation: Contractor to rectify door set in accordance with AS1905.1-2005			Item 5 Complete
6.	1 Park Street North	Common lobby – level 2	Waste outlet penetration in into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							
7.	10 Burroway Rd Rooftop	Common lobby – level 16	Waste outlet penetration in into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing	 		Snap fire collars fitted. Inspected by ash passive fire.







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
8.	10 Burroway Rd Rooftop	Common lobby – level 16	Penetration through fire rated building element.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Item 8 complete
9.	10 Burroway Rd	Common lobby – level 15	Penetration through slab soffit within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
10.	10 Burroway Rd	Common lobby – level 15	Honey combing observed to the concrete within the electrical service cupboard.	See section 4.3.6			Item 10 complete

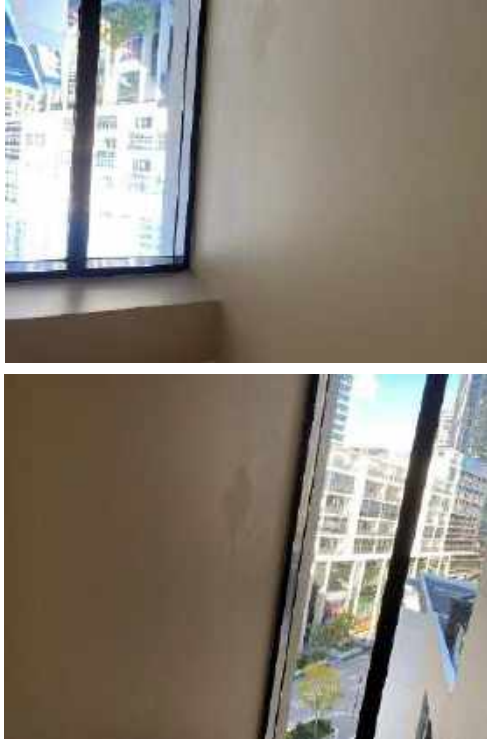



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							
11.	10 Burroway Rd	Common lobby – level 15	Waste outlet penetration in into a fire rated building element within the gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
12.	10 Burroway Rd	Common lobby – level 15	Poorly detailed penetrations through slab soffit within the fire stairs adjacent to the entry door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report





Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
13.	10 Burroway Rd	Common lobby – level 14	Sprinkler head does not sit flush within the plasterboard ceiling and is missing an escutcheon plate.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Contractor to engage a fire engineer to inspect the sprinkler</p> <p>2) Likely rectification: Contractor to rectify sprinkler head ensure rectification works are in accordance with AS2118-2012</p>			Item 13 is complete. Replaced escutcheon
14.	10 Burroway Rd	Common lobby – level 14	Penetration through slab soffit within the fire stairs adjacent to fire door.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Contractor to engage a fire engineer to inspect suitability of penetration detailing</p>			<p>Complete</p> <p>Complies as per AED Report</p>





Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
15.	10 Burroway Rd	Common lobby – level 14	Concrete appears to be cracking and shows signs of spalling within the fire stairs adjacent to fire door.	See section 4.3.6			<p>Item 15 is complete.</p> <p>The second photo is of the wall under staircase, that had a large piece of concrete hanging off it. It was a continuation of the first photo</p>
16.	10 Burroway Rd	Common lobby – level 11	Penetration through slab soffit within the fire stairs adjacent to fire door.	<p>It is recommended that the following rectification works are undertaken:</p> <p>1) Contractor to engage a fire engineer to inspect suitability of penetration detailing</p>			Complies as per AED Report







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
17.	10 Burroway Rd	Common lobby – level 11	Waste outlet penetration in into a fire rated building element within the cold and hot water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
18.	10 Burroway Rd	Common lobby – level 11	Visible water staining to the ceiling within the common walkway adjacent to the exit sign.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of water ingress 2) Contractor to make good of affected ceiling area after rectification of water ingress issues			No leak evident 2/2/22 was raining
19.	10 Burroway Rd	Common lobby – level 11	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.



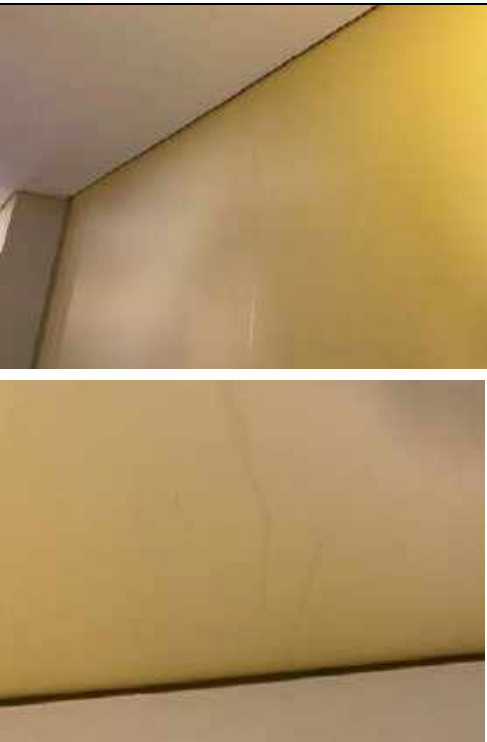

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
20.	10 Burroway Rd	Common Lobby – level 9	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Item 20 Complete
21.	10 Burroway Rd	Common Lobby – level 9	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
22.	10 Burroway Rd	Common Lobby – level 9	Visible staining and bubbling of the paint to the wall.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of water ingress 2) Re-coat the walls from architectural break to architectural break after rectification of water ingress issues			Item 22 Complete No leak evident 2/2/22 was raining







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
23.	10 Burroway Rd	Common Lobby – level 9	Visible staining and bubbling of the paint to the wall.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of water ingress 2) Re-coat the walls from architectural break to architectural break after rectification of water ingress issues			Item 23 Complete
24.	10 Burroway Rd	Common Lobby – level 8	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
25.	10 Burroway Rd	Common Lobby – level 8	Penetrations through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
26.	10 Burroway Rd	Common Lobby – level 7	Penetrations through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
27.	10 Burroway Rd	Common Lobby – level 7	Penetration through fire rated building elements within the NBN service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Item 27 Complete
28.	10 Burroway Rd	Common Lobby – level 7	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
29.	10 Burroway Rd	Common Lobby – level 7	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
30.	10 Burroway Rd	Common Lobby – level 6	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
31.	10 Burroway Rd	Common Lobby – level 6	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.




Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
32.	10 Burroway Rd	Common Lobby – level 6	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
33.	10 Burroway Rd	Common Lobby – level 5	Visible signs of water leak from the ceiling into the level 6 common lobby.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of water ingress 2) Repair and re-coat the walls from architectural break to architectural break after rectification of water ingress issues			Item 33 No leak evident 2/2/22 was raining



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
34.	10 Burroway Rd	Common Lobby – level 5	Water ingress within NBN service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to assist in a safe method of rectification			Item 34 No leak evident
35.	10 Burroway Rd	Common Lobby – level 5	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
36.	10 Burroway Rd	Common Lobby – level 4	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
37.	10 Burroway Rd	Common Lobby – level 4	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
38.	10 Burroway Rd	Common Lobby – level 4	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
39.	10 Burroway Rd	Common Lobby – level 4	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
40.	10 Burroway Rd	Common Lobby – level 3	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
41.	10 Burroway Rd	Common Lobby – level 3	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report
42.	10 Burroway Rd	Common Lobby – level 3	Visible signs of honey combing to concrete wall within fire stairs.	See section 4.3.6			Item 42 complete





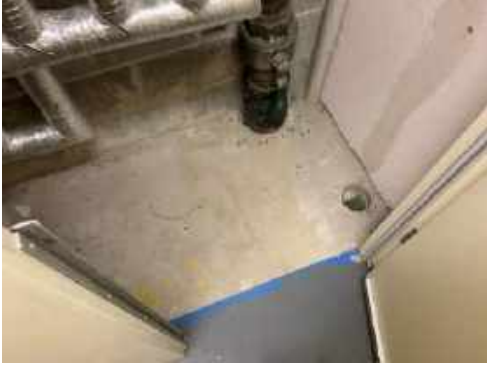

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
43.	10 Burroway Rd	Common Lobby – level 2	Penetration through fire rated building element within CPD cupboard appears to be poorly detailed.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Item 43 Complete






Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
44.	10 Burroway Rd	Common Lobby – level 2	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
45.	10 Burroway Rd	Common Lobby – level 2	Penetration through fire rated building elements within the fire stairs adjacent to fire door.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Complies as per AED Report







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
46.	10 Burroway Rd	Common Lobby – level 1	Poorly detailed penetrations through fire rated building elements observed to CPD electrical service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Item 46 Complete
47.	55 Hill Road	Common lobby – level 8	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
48.	55 Hill Road	Common lobby – level 8	Visible staining and blistering of paintwork to ceiling above fire extinguisher cupboard; directly below rooftop area.	It is recommended that the following rectification works are undertaken: 1) Further investigation required to determine source of water ingress 2) Re-coat the walls from architectural break to architectural break after rectification of water ingress issues e section 4.1.6		 	Item 48 Complete Leaked sealed from rooftop







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							Leaked sealed from rooftop
49.	55 Hill Road	Common lobby – level 8	Poor finish of concrete within fire stair shaft.	See section 4.3.6			Item 49 complete. Rendered wall of lift shaft.
50.	55 Hill Road	Common lobby – level 7	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.






Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
51.	55 Hill Road	Common lobby – level 6	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
52.	55 Hill Road	Common lobby – level 5	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
53.	55 Hill Road	Common lobby – level 3	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire. Item 53





Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
54.	55 Hill Road	Common lobby – level 2	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire. Item 54
55.	55 Hill Road	Common lobby – level 1	Masonry block has been removed / or not installed.	It is recommended that the following rectification works are undertaken: 1) Contractor to rectify ensuring that stair shaft is fire rated in accordance with current BCA requirements			Item 55 Complete
56.	55 Hill Road	Common lobby – level 1	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire. Item 56







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							
57.	57 Hill Road	Common lobby – level 8	Diagonal cracks to load bearing concrete wall within fire stair shaft.	See section 4.4.6			Complies as per TTW Structural report
58.	57 Hill Road	Common lobby – level 6	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Item 58





Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
59.	57 Hill Road	Common lobby – level 5	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire.
60.	57 Hill Road	Common lobby – level 5	Gap to wall junction observed in gas meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to investigate fire rating of the wall			Item 60 complete Fireban 1
61.	57 Hill Road	Common lobby – level 4	Visible honey combing to wall within fire stair shaft.	See section 4.3.6			Item 61 complete






Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							
62.	57 Hill Road	Common lobby – level 4	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Snap fire collars fitted. Inspected by ash passive fire. Item 62
63.	57 Hill Road	Common lobby – level 3	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing			Item 63 Complete

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
64.	57 Hill Road	Common lobby – level 2	Visible honey combing to slab soffit within fire stair shaft.	See section 4.3.6			Item 64 Complete
65.	57 Hill Road	Common lobby – level 2	Waste outlet penetration in into a fire rated building element within the hot and cold water meter service cupboard.	It is recommended that the following rectification works are undertaken: 1) Contractor to engage a fire engineer to inspect suitability of penetration detailing	 		Item 65 Complete



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
66.	57 Hill Road	Main Switch Room	Visible honey combing to the concrete column.	See section 4.3.6			Item 66 Complete
67.	57 Hill Road	Main Switch Room	Embedment's observed to the concrete wall.	See section 4.3.6			Item 67 Complete



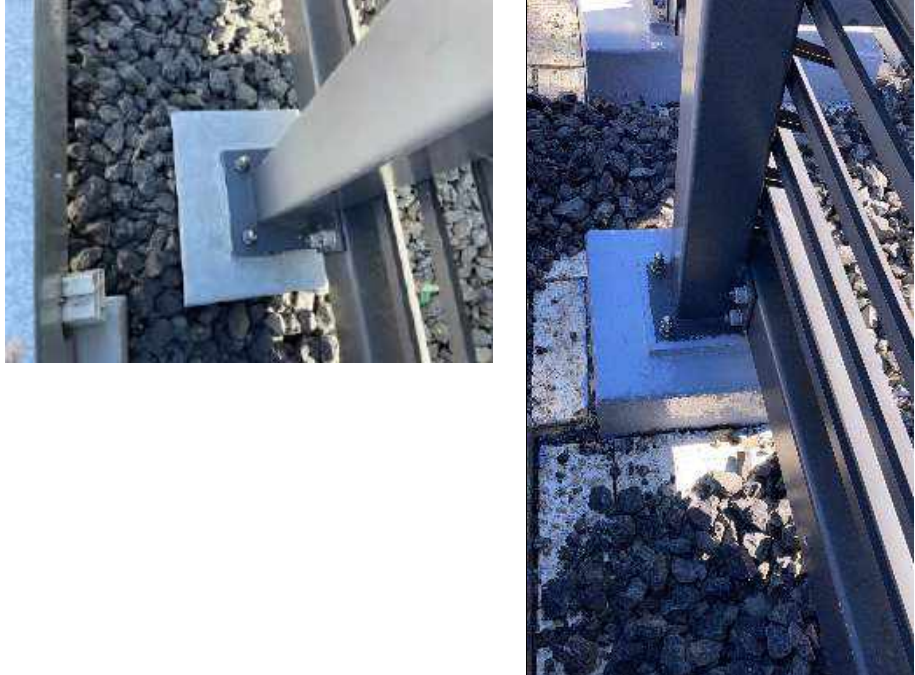
Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							
68.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth/footing at the base of the louvres is deteriorated, damaged and not fit for purpose.	See section 4.1.6	  	 	Item 68 complete







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
69.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth/footing at the base of the louvres is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6			Item 69 Complete
70.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth/footing at the base of the louvres is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6			Item 70 Complete







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
71.	10 Burroway Rd	Rooftop	Waterproofing membrane to the exposed roof section is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6			Item 71 Complete
72.	10 Burroway Rd	Rooftop	Waterproofing membrane to the exposed roof section is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6			Item 72 Complete
73.	10 Burroway Rd	Rooftop	Waterproofing membrane to the plinth/footing at the base of the louvres is discoloured, patchy, cracked, damaged and deteriorated.	See section 4.1.6			Item 73 Complete







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo		Billbergia Comment
74.	10 Burroway Rd	Rooftop	Waterproofing membrane to the roof is deteriorated, damaged and not fit for purpose.	See section 4.1.6				Item 74 Complete
75.	10 Burroway Rd	Rooftop	Waterproofing membrane at the base of the mechanical ventilation ducts is deteriorated, damaged and not fit for purpose.	See section 4.1.6				Item 75 Complete



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
76.	10 Burroway Rd	Rooftop	Water pooling to the slab surface as a result of inadequate falls towards the waste outlet adjacent to the AC units.	See section 4.2.6			Item 76 Complete

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
77.	10 Burroway Rd	Rooftop	Severe water pooling to the slab surface as a result of inadequate falls towards the waste outlet adjacent to the AC units.	See section 4.2.6			Item 77 Complete
78.	10 Burroway Rd	Rooftop	Discolouration and damage to the waterproofing membrane at the base of the louvers.	See section 4.1.6			Item 78 Complete







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
79.	10 Burroway Rd	Rooftop	Waterproofing membrane is deteriorated, damaged and not fit for purpose.	See section 4.1.6			Item 79 Complete
80.	10 Burroway Rd	Rooftop	Severe water pooling to the slab surface as a result of inadequate falls towards the waste outlet, beneath the ventilation duct.	See section 4.2.6			Item 80 Complete
81.	10 Burroway Rd	Rooftop	Membrane is damaged, discoloured and not fit for purpose.	See section 4.1.6			Item 81 Complete

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
82.	10 Burroway Rd	Rooftop	Waterproofing membrane at the top of the parapet walls is deteriorated, damaged and not fit for purpose.	See section 4.1.6			Item 82 Complete
83.	10 Burroway Rd	Rooftop	Waterproofing membrane is, deteriorating and not fit for purpose.	See section 4.1.6			Item 83 Complete
84.	10 Burroway Rd	Rooftop	Waterproofing membrane is peeling, flaking, deteriorated and not fit for purpose.	See section 4.1.6			Item 84 Complete




Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
85.	10 Burroway Rd	Rooftop	Severe water pooling to the slab surface as a result of inadequate falls towards the waste outlet.	See section 4.2.6			Item 85 Complete
86.	10 Burroway Rd	Rooftop	Waterproofing membrane observed to be peeling, flaking, rapidly deteriorated and not fit for purpose.	See section 4.1.6			Item 86 Complete
87.	10 Burroway Rd	Rooftop	Waterproofing membrane observed to be peeling, flaking, rapidly deteriorated and not fit for purpose.	See section 4.1.6			Item 87 Complete


Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable
88.	10 Burroway Rd	Fire stair shaft	Honey combing observed to the concrete wall within the stair shaft.	See section 4.3.6	
89.	10 Burroway Rd	Fire stair shaft	Efflorescence and dampness in the wall due to leaks from the planter box above.	See section 4.5.6	







Billbergia Photo	Billbergia Comment
	Item 88 complete
	Item 88 complete




Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
90.	55 Hill Road	Fire stair shaft	Concrete slab soffit is in poor condition and evidence of water ingress from rooftop above.	See section 4.1.6 See section 4.3.6			Item 90 Complete
91.	55 Hill Road	Rooftop	Waterproofing membrane installed to door threshold is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6			Item 91 Closed
92.	55 Hill Road	Rooftop	Waterproofing membrane at surrounding the base plate is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6			Item 92 Closed



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
93.	55 Hill Road	Rooftop	General overview of rooftop with membrane in poor condition throughout.	See section 4.1.6	 		Item 93 Closed
94.	55 Hill Road	Rooftop	Waterproofing membrane beneath AC unit appears to be in poor condition, deteriorated and not fit for purpose.	See section 4.1.6			Item 94 Closed

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
95.	55 Hill Road	Rooftop	Waterproofing membrane adjacent to baseplate is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6			Item 95 Closed
96.	55 Hill Road	Rooftop	Waterproofing membrane is in poor condition, cracked/damaged, deteriorated and not fit for purpose.	See section 4.1.6			Item 96 Closed
97.	55 Hill Road	Rooftop	Waterproofing membrane is in poor condition, deteriorating and not fit for purpose.	See section 4.1.6			Item 97 Closed




Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
98.	55 Hill Road	Rooftop	Waterproofing membrane installed at door threshold is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6			Item 98 Closed
99.	55 Hill Road	Rooftop	Waterproofing membrane is in poor condition, deteriorate and not fit for purpose.	See section 4.1.6			Item 99 Closed
100.	57 Hill Road	Rooftop	Waterproofing membrane is discoloured and in poor condition at the door threshold and landing.	See section 4.1.6			Item 100 Closed






Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
101.	57 Hill Road	Rooftop	Waterproofing membrane is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6			Item 101 Closed
102.	57 Hill Road	Rooftop	Waterproofing membrane is in poor condition, deteriorated and not fit for purpose.	See section 4.1.6			Item 102 Closed
103.	57 Hill Road	Rooftop	Waterproofing membrane is in poor condition, deteriorated and not fit for purpose. Also evidence of water pooling is observed.	See section 4.1.6 See section 4.2.6			Item 103 Closed








Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							
104.	57 Hill Road	Rooftop	Waterproofing membrane is patchy, discoloured and deteriorated in several areas of the slab.	See section 4.1.6			Item 104 Closed

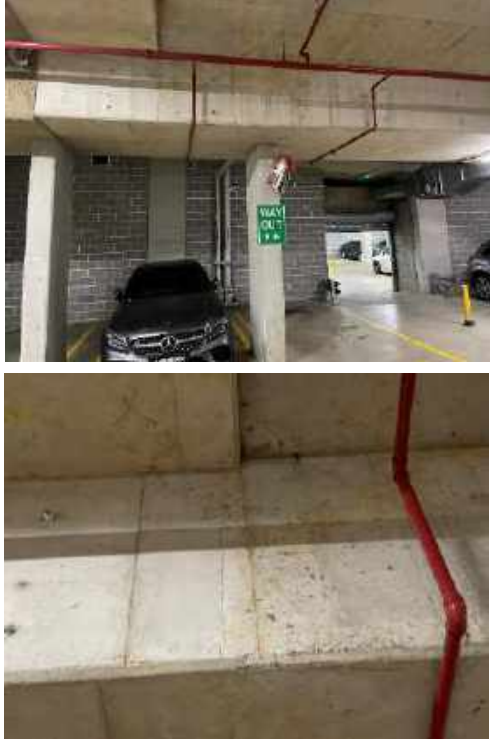

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
105.	Park Street North	Level 6 – Fire stair shaft	Severe honey combing to concrete wall within stair shaft.	See section 4.3.6			Item 105 Complete



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
106.	Park Street North -	Rooftop	Waterproofing membrane to door threshold / landing is deteriorated, damaged and not fit for purpose.	See section 4.1.6		 	Item 106 Complete
107.	Park Street North	Rooftop	Waterproofing membrane is discoloured, deteriorated and not fit for purpose. Severe water ponding on the roof surface is observed.	See section 4.1.6 See section 4.2.6	 	 	Item 107 Complete

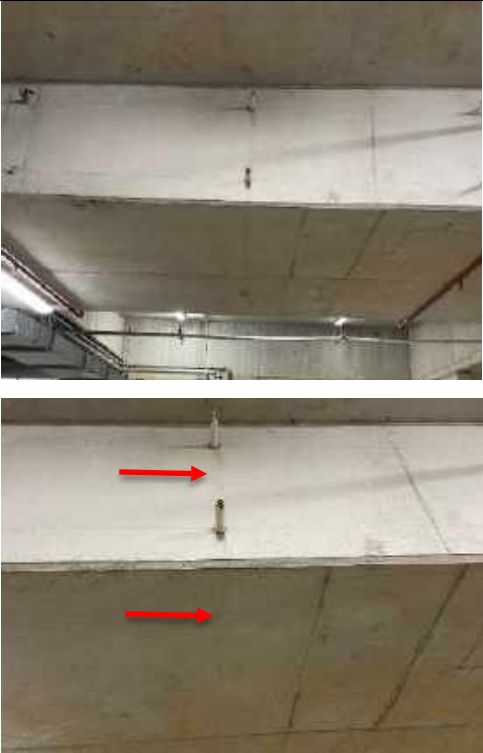

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							
108.	Park Street North	Rooftop	Water pooling observed on the roof surface.	See section 4.2.6			Item 108 Closed
109.	Park Street North	Rooftop	Waterproofing membrane is discoloured, deteriorated and not fit for purpose.	See section 4.1.6			Item 109 Closed

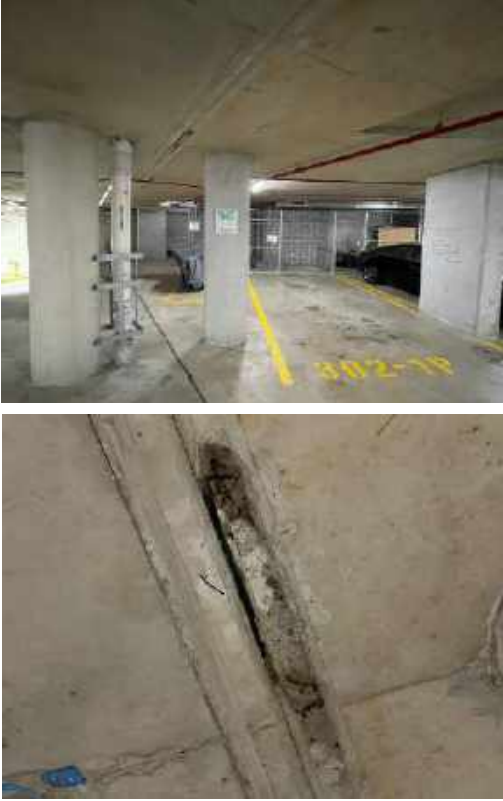
Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
110.	Park Street North	Rooftop	Waterproofing membrane is discoloured, deteriorated and not fit for purpose.	See section 4.1.6		 	Item 110 Closed
111.	Park Street North	Rooftop	Deterioration and inadequate application of liquid applied waterproofing membrane observed to slab edge.	See section 4.1.6		 	Item 111 Closed
112.	Park Street North	Rooftop	Waterproofing membrane is damaged and not fit for purpose.	See section 4.1.6			Item 112 complete

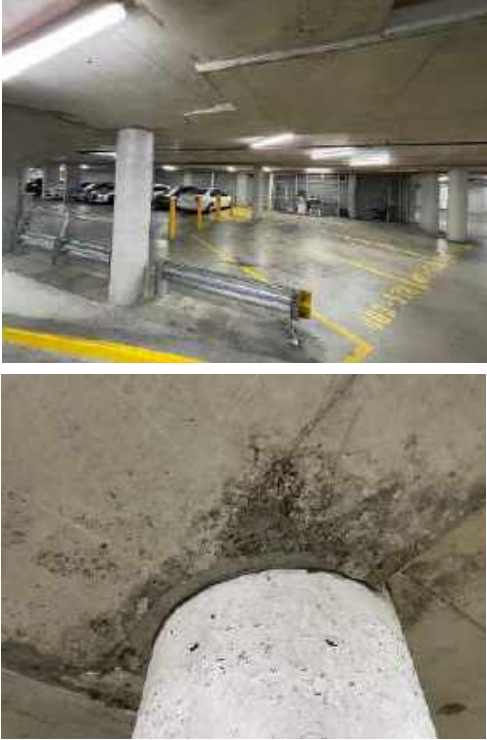



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							Item 112 complete
113.	Ground Floor	Adjacent to fire pump room	Vertical crack to the wall above fire door set.	See section 4.4.6			Item 113 complete
114.	Level 1 – Level 6	Carpark	Leftover formwork embedded in the concrete slab soffit within the carpark above visitor parking spaces.	See section 4.3.6	 		Item 114 complete



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
115.	Level 1 – Level 6	Carpark	Honeycombing in the concrete beam above visitor parking.	See section 4.3.6			Item 115 Complete



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
116.	Level 1 – Level 6	Carpark	Vertical crack in the concrete beam over 1mm wide adjacent to visitor parking / driveway.	See section 4.4.6			Item 116. Please refer to structural engineer's report






Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
117.	Level 1 – Level 6	Carpark	Vertical crack in the concrete element over 1mm wide above the level 1 ramp.	See section 4.4.6			Item 117. Please refer to structural engineer's report







Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
118.	Level 1 – Level 6	Carpark	Concrete spalling and corroded nails observed to slab soffit above parking lot 302-1P.	See section 4.3.6			Item 118 Complete





Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
119.	Level 1 – Level 6	Carpark	Honey combing to slab soffit adjacent to column situated next to lot 403-57H.	See section 4.3.6			Item 119 Complete
120.	External Facade & Adjacent Areas	Courtyard Area	Planter box with no visible capping or clear out / access point pipe observed.. No waterproofing membrane behind the protection board was observed.	Section 4.5.6			Item 120 Complete white membrane to top of planter to existing membrane



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo		Billbergia Comment
								Protection board against planter membrane
121.	External Facade & Adjacent Areas	Courtyard Area	Planter box with no visible capping or clear out / access point pipe observed.	Section 4.5.6				Item 121 Complete Clear out



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
122.	External Facade & Adjacent Areas	Courtyard Area	Planter box with no visible capping or clear out / access point pipe observed.	Section 4.5.6			Item 122. Membrane to top of planters
123.	External Facade & Adjacent Areas	Courtyard Area	Planter box with no visible capping or clear out / access point pipe observed.. No waterproofing membrane behind the protection board was observed.	See section 4.5.6	 	 	Item 123. Clear Out Protection board to existing membrane behind



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							Item 123 membrane to top of planters
124.	External Facade & Adjacent Areas	Adjacent to external façade	Planter box with no visible capping or clear out / access point pipe observed.. No waterproofing membrane behind the protection board was observed.	See section 4.5.6	 		Item 124 Complete - existing membrane Please note items 127/125/124 are outside regatta boundary they were built after by the street association




Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							Item 124 Complete
125.	External Facade & Adjacent Areas	Adjacent to external façade	Planter box with no visible capping or clear out / access point pipe observed.. No waterproofing membrane behind the protection board was observed.	See section 4.5.6	 	 	<p>Complete</p> <p>Please note items 127/125/124 are outside regatta boundary. They were built after by the street association</p>


Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
126.	External Facade & Adjacent Areas	Park View North – External areas	Horizontal cracking and water egress from the planter box along the crack.	See section 4.4.6 See section 4.5.6			Item 126 Complete
127.	External Facade & Adjacent Areas	Park View North – External areas	Planter box with no visible capping or clear out / access point pipe observed. No waterproofing membrane behind the protection board was observed.	See section 4.5.6			Complete Product used Please note items 127/125/124 are outside regatta boundary. They were built after by the street association



Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
128.	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Planter box with no visible capping or clear out / access point pipe observed. No waterproofing membrane behind the protection board was observed.	Section 4.5.6			Item 128 complete - membrane top of wall to existing

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
129.	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Failed waterproofing, efflorescence and water staining to the planter box.	See section 4.4.6 See section 4.5.6			Item 129 Complete

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
130.	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Failed waterproofing, efflorescence and water staining to the planter box.	See section 4.5.6			Item 130 Complete

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
							
131.	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Planter box with no visible capping or clear out / access point pipe observed. No waterproofing membrane above the protection board was observed.	Section 4.5.6			Item 131 Protection board to existing membrane

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
132.	External Facade & Adjacent Areas	10 Burroway Rd – External Areas	Planter box with no visible capping or clear out / access point pipe observed.. No waterproofing membrane above the protection board was observed.	See section 4.5.6		Could not locate	<p>Item 132</p> <p>Could not locate</p>

Item	Area	Location	Description of Defects	Recommended Remedial Works (Inclusive of making good to adjacent surfaces)	Photograph if Necessary or Applicable	Billbergia Photo	Billbergia Comment
133.	External Facade & Adjacent Areas	Adjacent to Water meter and valve room	Water egress from the light fitting indicating water entering the light fitting.	<p>It is recommended that the following rectification works are undertaken:</p> <ol style="list-style-type: none"> 1) Contractor to engage qualified professional to investigate the source of water ingress into the light fitting 2) Clean affected area, make good and re-paint 			Item 133 completed

Conditions of this Defect Report

1. This Report has been prepared in response to the instructions received by Core Project Consulting Pty Ltd by the Client.
 2. This Report and its contents are prepared for the use by the Client and may not be distributed to any third parties without the written approval of Core Project Consulting Pty Ltd. Core Project Consulting Pty Ltd provides no warranty for its contents to any third parties.
 3. Core Project Consulting Pty Ltd retains full copyright ownership in this Report. When full payment for the completion of this Report is received, Core Project Consulting Pty Ltd grants a license to the Client to use this Report only for the purposes under which Core Project Consulting Pty Ltd was instructed to prepare it.
 4. The inspection/s undertaken to complete this Report included only those safely accessible areas and areas that were within the Core Project Consulting Pty Ltd Engineer's line of sight and were close enough to enable reasonable appraisal.
 5. Note the following in relation to the preparation of this Report:
 - a. destructive testing was not undertaken
 - b. insitu materials, vegetation, fixtures or other building elements were not removed or disturbed c. furniture and other chattels were not moved
 - d. enquiries to planning or other authorities were not undertaken
 - e. minor faults are not highlighted in this Report unless when taken together they constitute an area of concern to be addressed.
 6. This report does not consider the possible locations, affects, risks or otherwise general reporting of the presence of asbestos within the property.
 7. Waterproofing of buildings is a challenging task. Typically, water will penetrate the external envelope of every type of building. When water or the effects of water can be observed inside a structure it is likely that penetration has been occurring for some time often by multiple ingress mechanisms. To address all possible mechanisms is generally unnecessary and often requires destructive investigation and remediation works that is not cost-effective. It is our approach to provide practical, cost-effective solutions to waterproofing defects by identifying and addressing primary ingress mechanisms, and to then monitor the outcome of these solutions. It is possible that after a primary ingress mechanism has been rectified a secondary or tertiary mechanism is seen to be also contributing to a waterproofing defect, and may need to be addressed in the future.
 8. Core Project Consulting Pty Ltd limits its liability by producing this Report to a maximum of the value of the services it has provided for this item of work and will not be liable for any indirect or consequential loss or damages including loss of profits or loss of opportunity.
 9. Works quantities where stated are estimates only. Final quantities cannot be confirmed until appropriate access and all investigative works are complete. Contractors shall allow for quantified items as a provisional sum to be adjusted up or down depending on the final quantity required. The Contractor is responsible for final measurement and quantification of work items.
- Note the following in relation to cost estimates in this Report:
- a. Costs are estimates only based on estimated quantities and average market rates where available. b. Costs above are exclusive of GST.
 10. Costs are exclusive of consultancy fees for preparation of specifications, tender management and project supervision.
 - a. Access costs have not been allowed for. Grouping of project items should be conducted to allow for accurate estimates of access costs



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MULTITHANE UVR

POLYURETHANE WATERPROOFING MEMBRANE FOR NON-EXPOSED AREAS

DESCRIPTION

Multithane UVR is a Cross Linked Moisture curing Polyurethane single pack liquid applied waterproof membrane.

Multithane UVR is a single pack, liquid applied, moisture curing, self-leveling capable, waterproofing membrane which cures to form a tough, seamless, durable, and elastomeric (class III) waterproofing membrane. **Multithane UVR** incorporates UV stabilisers and UV absorbers to enable the product to provide greater UV protection and stability than conventional aromatic polyurethane membranes.

Multithane UVR bonds well to most suitable primed substrates. It is suitable for above and below ground applications. Once fully cured it will not re-emulsify, even when fully immersed in water.

Multithane UVR meets the criteria of:

- AS4858:2004 Wet Area Membranes.
- AS4654.1 2012 Waterproofing membranes for external above ground use. Exposed areas must be topped with **Multithane ATC**.
- AS3740:2010 Waterproofing of Domestic Wet Areas.
- The 'Green Star' environmental criteria.

Multithane UVR is one of three versions within the Multithane range which include: **Multithane STD** (self levelling) and **Multithane HV** (High Viscosity, High hold). Please refer to these product data sheets for more information.

The Duram Polyurethane Range of products has been an industry leader for over 30 years.

USES

SUITABLE SURFACES

Multithane UVR has been formulated for most waterproofing applications requiring long term waterproofing for Non-UV exposed waterproofing applications making it ideal for:

- | | |
|--|--|
| <ul style="list-style-type: none">• Balconies• Terraces• Decks• Podiums• Tiled or covered areas• Roofs (non - exposed)• Roofs (exposed) when top coated with Multithane ATC• Shower recess & wet areas (floors and upturns).• Retaining walls• Planters and landscaped areas• Structural slabs• Water retaining structures (e.g. tanks)• Pits and bunded areas• Door flashings | <ul style="list-style-type: none">• Concrete• Cement and cement render• FC and CFC Sheeting• Block & Brick work• Masonry/Stone• FC, CFC, asbestos and Blue board sheeting• Particle board (see notes below) *• Scyon & composite sheeting• Acrylic coatings• Vitreous, ceramic & terra cotta tiles• Bitumen (when primed with Duram Primeseal MC)• Metal (when primed with Duram ME Primer / Primeseal MC)• Timber, Particle Board, Plywood (when primed with Duram Primeseal MC) *• Masonite• Plaster board• Extruded foam• Fibreglass/Gelcoat/PVC |
|--|--|

Advice from Duram should be sort for the most appropriate priming method for these surfaces; Duram has a recommended system for all of the above.

***Note:** Particle Board is not regarded as a suitable substrate for wet areas and particularly shower recesses and should be replaced with CFC sheeting. As a minimum, Particle Board should be sealed with one to two coats of **Duram Primeseal MC**. All joins and corners must be sealed

with a polyurethane sealant and a reinforced fabric used in conjunction with the membrane. Surfaces must be made good and should be sound, stable, dry, clean, and free of dirt, dust, and contaminants and suitably primed.

BENEFITS AND ADVANTAGES

Multithane UVR represents the highest standards in polyurethane waterproofing technology and provides the following benefits and advantages:

- Single pack (no mixing) easy to apply anti-sag technology, up to 0.75mm
- Rapid cure (within 24 hours)
- Low VOC levels. Meets the 'Green Star' environmental criteria.
- Permanently flexible (tests show flexibility < 500% - Class III)
- Bitumen and tar free will not stain grout or tiles.
- Self-leveling 100% bonded seamless membrane (no joints or laps)
- Suitable for immersion in water
- Formulated for wet area and under tile use.
- Safe to use.
- Overcoat with **Rocktuff** for trafficable areas or **Multithane ATC** for UV protection.
- It meets the Class III High Extensibility classification of AS4654.1 2012.
- Can be installed in accordance with AS3740:2010 wet area and AS4654.2 exterior, in exposed membrane applications in conjunction with **Multithane ATC**.
- Does not re-emulsify once fully cured, long term performance.
- Suitable for permanent immersion and the most demanding waterproofing applications
- Excellent chemical & hydrostatic resistance
- Tough, Durable, and flexible
- High strength and puncture resistant
- Easily repaired and or maintained
- Easy to apply
- Odourless when cured
- Formulated to provide long term protection
- Inhibits mould and biological growth
- Australian Made and a long history of Australian use

SPECIFICATION

The information contained in this product data sheet is typical but does not constitute a full specification as conditions and specific requirements may vary from project to project. The instructions should be considered as a minimum requirement. The applicator or contractor must use their skill, knowledge and experience to carry out additional works as may be necessary to meet the requirements of the project. Specification for specific projects should be sought from the company in writing.

LIMITATIONS

- **Multithane UVR** is not designed for long term direct exposure to UV; it contains UV stabilisers for prolonged UV protection. Where extended UV protection is required, **Multithane UVR** should be top coated with **Multithane ATC**.
- **Multithane UVR** is not designed as a trafficable membrane although infrequent maintenance foot-traffic is acceptable during the construction phase.
- **Multithane UVR** is not suitable for direct and prolonged contact with concentrations of chlorine above 10 ppm.
- Direct tile adhesion is not advised. Please note: for direct tile bond applications seek Duram technical advice.
- **Multithane UVR** cannot be applied directly to damp surfaces as this will cause gassing and bubbling of the membrane.
- In exposed areas, **Multithane UVR** must be coated with **Duram Multithane ATC** or covered.
- **Multithane UVR** cannot be applied to slightly damp surfaces the product will not adhere. The surface must dry before the membrane can be applied, freedom from surface water and continual dampness is essential.
- **Important: Although the product incorporates UV stabilisers, UV absorbers and antioxidants to prolong its serviceable life when exposed to sunlight, the product is an aromatic polyurethane and will slowly degrade in the sun. It is therefore highly recommended that the product be overcoated with Multithane ATC which is an aliphatic polyurethane formulated to withstand direct sun exposure. In combination, the system provides the ultimate in long term waterproofing technology.**

PRECAUTIONS IN USE

Risk is considered low when used correctly. Precautions on the pail label and safety data sheets should be observed.

Use in well ventilated areas. Uncured product is combustible so keep all sources of ignition away from product and its vapours.

SURFACE PREPARATION

Good preparation is essential. Surfaces must be sound, stable, dry, clean, and free of dust, loose, flaking, friable material and substances that may diminish adhesion.

Blowholes.

Blowholes and surface imperfections must be made sound and filled with **Resiflex FC** sealant or alternatively a non-shrink mortar, finished flush with the surface. Allow to cure and dry.

PRIMING

Surfaces should ideally be suitably primed with **Duram Primeseal MC** applied at no less than 1 Lt per 4m² or **Duram Primeseal SP** applied at 1Lt per 7m² and allowed to dry. Primers need to be applied at no less than the relevant Duram Primer TDS.

Duram Azcoseal / Multiseal may be used in areas where the moisture content of the surface is low, applied at no less than 1 Lt per 4m².

If there is a risk of entrapped moisture in the substrate which may cause the membrane to bubble or outgas, two coats of **Duram Primeseal MC** should be applied.

Excessively porous, friable, and dusty surfaces may require an additional priming coat.

Metal surfaces must be clean and free of contaminants and then apply **Duram ME Primer**. If rusted, treat to remove rust, apply a rust converter, and then apply **Duram ME Primer**.

Other Duram primers suitable for use with Multithane UVR include **Multiseal** and **Superprime 711**.

Allow primers to touch dry before applying the membrane and refer to the TDS of the relevant primer.

DETAILING PREPARATION

Corners

Prime as required.

General

Apply **Duram Resiflex FC** (a flexible polyurethane sealant) and tool off to form a solid coved 45° fillet extending 10mm on to the adjacent surfaces. Allow to cure. Apply the Duram membrane directly over the sealant and on the adjacent surfaces.

For Additional waterproofing protection or expansion joint requirements the following additional steps may be taken.

Lay a strip of **Duram Leak-Seal Tape** (self-stick, butyl mastic waterproofing membrane with a polyester backed reinforcing fabric) over the cured polyurethane sealant pressing it firmly on the surface. Apply the Duram membrane directly over the tape and on the adjacent surfaces.

Joints, gaps, and Cracks

General

Joints, gaps and cracks should be filled and sealed with **Duram Resiflex FC** and allowed to cure.

Recommendation: The movement of small cracks should not be underestimated and must be covered with a flexible polyurethane sealant and an additional coat of **Multithane UVR**.

Large or Live Cracks

Large cracks should be routed out to form a 'V' and then filled and sealed with **Duram Resiflex FC** joint sealant, as per the TDS. The sealant should be finished slightly proud of the surface and allowed to cure.

After priming, lay a strip of **Duram Leak-Seal Tape** over the joint or crack pressing it firmly on to the substrate. Apply **Multithane UVR** directly to the **Duram Leak-Seal Tape** and extending at least 75mm on to the adjacent surfaces.

Joints - Particularly in CFC Sheeting and Timber sheeting

The sheets should be fully coated with **Duram Resiflex FC**. Butter the edges of each sheet prior to butting the sheets together. Alternatively, the joints should be suitably filled and sealed with **Duram Resiflex FC** and finished slightly proud of the surface and allowed to cure.

After priming, lay a strip of **Duram Leak-Seal Tape** over the joint, pressing it firmly on to the substrate. Apply **Multithane UVR** directly to the **Duram Leak-Seal Tape** extending at least 75mm on to the adjacent surfaces. If the **Duram Leak-Seal** is not used, then follow the procedure as described under 'Large or Live Cracks'.

Waste Outlets, Penetrations and Angles

Waste Outlets: Floor wastes and puddle flanges should be rebated into the floor to allow water to readily drain. Fill all gaps and perimeters with **Duram Resiflex FC**.

Plastic or metal angles: Where required by the Building Code including exterior door barriers and plastic corner angles, or water stops they should be securely embedded in **Duram Resiflex FC**.

Note: Plastic floor waste, puddle flanges, plumbing and water stop angles can be primed with **Duram Superprime 711**.

Note: Some retrofitted flanges may not require priming, seek Duram technical assistance for guidance.

APPLICATION

Apply **Multithane UVR** by brush, roller, broom, or squeegee in a minimum of two coats, usually a day apart so that the dry film thickness is 1.2mm. The minimum wet coat thickness per coat is 0.667mm. The second coat is best applied within 36 hours to achieve inter-coat adhesion bonding and avoid the need to reprime.

Thinning: **Multithane UVR** can be diluted with **DURAM SOLVENT** (only) to meet site demands or product viscosity. The maximum amount of solvent that can be added is 1 Litre per 15 Litre pail. It is recommended that the user contact Duram technical for assistance and guidance on method and ratio of **Multithane UVR** to **DURAM SOLVENT**.

Warning: No alternative types of solvents should be used, using alternative types will lead to product related issues, including no setup & curing, drying, slow cure rate, gassing, gelling, failure of membrane.

Water Resistant Applications:

Apply **Multithane UVR** by brush, roller, broom, or squeegee to a dry film thickness 0.5 mm DFT. The minimum wet coat thickness is 0.6mm.

Single Coat Application:

In ideal conditions - Warm, dry weather, the membrane may be applied in a single coat after correct priming and at prescribed coverage rate and dry film thickness as for 2 coats. The membrane should be monitored to ensure bubbling, pin holing or damage does not occur. If this occurs, the wet membrane should be lightly over-rolled.

Multithane ATC is an aliphatic polyurethane topcoat which extends the life of the exposed membrane by providing UV protection.

When top coating **Multithane UVR**, with **Multithane ATC**, allow **Multithane UVR** to cure and then apply **Multithane ATC** at the approximate rate of 3 to 4 m² per Lt.

COVERAGE

Coverage rate varies depending upon type, condition, porosity, texture of the surface and application technique.

1.5 Litres per m² for two coats combined, i.e. 0.75 Litres per m² per coat. Ensure that the DFT of the cured **Multithane** is 1.2mm for horizontal surfaces (minimum thickness per coat is 0.66mm WFT) and 1.0mm for vertical surfaces (0.55mm WFT).

Water Resistant Non-Tanking Walls: Minimum 0.75L/m² at 0.5mm DFT.

The dry film thickness of the membrane on floors and tanking areas must be 1.0mm DFT with each coat being 500 microns dry film (0.5mmDFT).

DRYING AND CURING

Drying and curing of the product is affected by type, dryness and porosity of the surface, temperature, humidity, ventilation, climate conditions and application technique and therefore drying and curing can only be given as a guide.

Generally, **Multithane UVR** is touch- dry within 4 to 6 hours with full cure within 24 hours. Recoat between 6-24 hours.

TILING, TOPPING OR TOP COATING

Multithane UVR is usually covered.

For Tiling – topped with a bedding of sand /cement screed. Acrylic bonding agents can be used in conjunction with sand/cement screed mixes for better strength and adhesion properties. When tiling, it is essential that adequate expansion joints are installed in accordance with good tiling practice, AS3958.1- 2007.

Covered Roofs – cover with protection sheeting, Geo Textile (drainage cell) pebbles.

Ground Works/Landscaped Areas – cover with protection sheeting and drainage cell prior to gravel drainage -clean fill.

Please note for direct tile stick applications please seek advice from Duram. For exposed applications, **Multithane UVR** must be top coated with **Multithane ATC**.

COLOURS

Grey. Colour may lighten after application in direct sunlight. Note: Slight colour variation may occur between batches.

CLEAN UP

Avoid spills. They are difficult to clean particularly on porous surfaces. On concrete and non-porous surfaces for wet spills use a cloth and **Duram Solvent**. Do not clean off carpets as it is better to allow product to cure and then shave the carpet. Equipment should be immediately cleaned with Duram Solvent.

STORAGE AND PACKAGING

Keep in cool, dry place away from heat, flame, or combustible material. Product contains flammable solvents. Available in 4 Lt and 15 Lt pails. 15 Litre of **Multithane UVR** equates to 19.5kg.

Shelf life: 6 months in unopened container, best used within that period. As this is a moisture curing polyurethane some skinning of the product may occur. This should be cut out and removed. Balance of the product will be suitable for use.

SAFETY AND PRECAUTIONS

Multithane UVR is solvent based. Keep container in safe, ventilated area. Wear appropriate PPE during use. The use of solvent resistant gloves and goggles (against splashes) are recommended. If spraying, which is very rare, the use of self-contained breathing apparatus is recommended. If swallowed do not induce vomiting, give plenty of water to drink. Seek urgent medical advice. If in eyes, flush thoroughly with clean water, holding lid open to ensure any trapped product may be flushed away. Seek medical assistance. If on skin, remove contaminated clothing and wash skin with soap and water. This may not remove the product but will encourage it to cure and can later be peeled off. If inhaled, unlikely due to viscosity of the product, remove person to fresh air and apply artificial respiration if required and seek urgent medical attention. Ensure adequate ventilation. Vapours may collect in low lying areas.

For full safety data refer to the SDS. Observe precautions on the label.

TESTS AND TECHNICAL DATA INFORMATION

Multithane UVR represents the highest standards in Cross Linked Moisture curing Polyurethane waterproofing technology.

1. **Multithane UVR** meets the Class III High Extensibility classification of AS4654.1 2012 as tested by BRANZ.
2. **Multithane UVR** formulation complies with AS4654.1 2012.
3. AS3740-2010 Waterproofing of domestic wet area.
4. AS4858:2004 Internal Wet Area membranes (Non-UV exposed applications).
5. 'Green Star' environmental criteria (Less than 120 grams per Litre).

Tensile Strength	1.18 MPa 363% Elongation
Application/surface temperature range	10 ⁰ C to 35 ⁰ C Substrate Surface Temperature
Elongation	> 360% (Class III Extensibility)
Moisture Vapour Transmission	12.83g/m ² /24 hours

Complete test summary and results are available from Duram upon request. Revision:1- 2020

CONDITIONS OF USE AND DISCLAIMER

The information contained in this TDS is given in good faith based upon our current knowledge and does not imply warranty, express or implied. The information is provided and the product is sold on the basis that the product is used for its intended purpose and is used in a proper workmanlike manner in accordance with the instructions of the TDS in suitable and safe working conditions. Under no circumstances will the Company be liable for loss, consequential or otherwise, arising from the use of the product.

Version: 001-092020

DURAM ABN 25 000 024 064
A DIVISION OF TREMCO CPG AUSTRALIA PTY LTD
The Ultimate in Waterproofing & Protective Coating Technology

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NETSTRATA

EST 1996

Notice of

Annual General Meeting

**THE OWNERS – STRATA PLAN 93238
AT 2 BURROWAY ROAD, WENTWORTH POINT**

DATE: Monday 19 June 2023

TIME: 6:00 PM

VENUE: VIRTUAL MEETING ROOM

Zoom: <https://zoom.us/j/8127506846>

Or Teleconference (02) 8015 6011

Please see the covering letter for further details
on how to join the meeting.

Andrew T. | Direct Line: 02 8567 6410 | Email: andrew.tunks@netstrata.com.au

UNDERSTANDING STRATA PROPERTY MAINTENANCE

One of the most confusing aspects of owning a lot within a Strata Scheme is understanding who is responsible for the maintenance of certain elements within the lot – an individual owner or Owners Corporation (Body Corporate)?

This debate has existed since strata schemes legislation was first inceptioned in 1961 and has been further confused by the way in which owners and Owners Corporations' interpret the maintenance obligations for their strata schemes.

This confusion is further exacerbated because not every strata plan is the same and some Owners Corporations may pass specific resolutions or By-Laws changing or absolving the Owners Corporations maintenance responsibilities.

Briefly; generally each owner is responsible for the maintenance, repair and replacement of all those components of the building that are housed within the external walls of their unit/villa or townhouse or service only their lot (within the lot envelope). Section 106 of the Strata Schemes Management Act 2015 places a mandatory duty on the Owners Corporation to repair and maintain all elements outside of this envelope (the common property) or shared services that may pass through the unit.

In the diagram below, those areas that are generally considered to be common property or the Owners Corporations responsibility to maintain are highlighted in **BLUE**. This applies to strata schemes registered after 1 July 1974.

In this example, all the internal walls and doors are highlighted in **ORANGE** representing lot property. Other typical elements of Lot property include kitchen and bathroom cabinets and accessories, carpets, paintwork and appliances.

For a detailed list of typical lot property and common property maintenance responsibilities go to www.netstrata.com.au

When assessing the maintenance responsibilities for your scheme it is important that a detailed examination of your strata plan and by-laws be undertaken to determine the specific responsibilities associated with your property. Owners should also be familiar with any warranties that may be applicable to apparatus and building structure at their property and the limitations and application of these warranties.

UNDERSTANDING STRATA PROPERTY MAINTENANCE

The cubic airspace of the lot also extends to the balcony or courtyards and is usually defined by a notation on the Strata Plan.

Any shared apparatus, such as pipes or conduits that pass through a lot are still the Owners Corporations responsibility to maintain, even though they are contained within the lot.

These areas are known as 'Structural Cubic Space'.



Lot space within a strata scheme is commonly defined as;

“the cubic airspace contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor”.

Once a pipe or conduit enters the lot, it becomes the 'lot owners' responsibility to maintain if it only services that lot. Common examples include, taps and drainage pipes under sinks & vanities.

MEETING AGENDA

Apologies.

Proxies & Powers of persons present.

Determination of Quorum and Validity of meeting.

The motions to be considered are as follows:

MOTION 1.

Ordinary Resolution

Previous Meeting Minutes

That the minutes of the previous general meeting be confirmed as a true and accurate account of the proceedings of that meeting.

MOTION 2.

Ordinary Resolution

Management Agreement

That the Owners Corporation enter into a new managing agency agreement with Network Strata Services Pty Ltd T/A Netstrata as per the terms and conditions of the agency agreement attached to the notice of this meeting and that the Owners Corporation delegate to the agent the functions of the Owners Corporation as outlined in the agreement.

Should the motion be passed, that two owners be authorised to execute the agreement on behalf of the Owners Corporation.

For more information, please refer to page 15.

MOTION 3.

Ordinary Resolution

Financial Statements

That the financial statements for the period ending 30/04/2023 be adopted.

For more information, please refer to page 29.

MEETING AGENDA

MOTION 4. Ordinary Resolution	Appointment of an Auditor That an auditor be appointed for the financial year ending 30/04/2024.
MOTION 5. Ordinary Resolution	Annual Fire Safety & Window Lock Inspection That the Owners Corporation consider and approve the current Annual Fire Safety Statement (A.F.S.S.) as well as consider arrangements for obtaining the next A.F.S.S. including combining this inspection with an annual window lock audit. NOTE: The current fire safety practitioners are Winfire Pty Ltd who are a wholly owned subsidiary of Netstrata. For more information, please refer to page 46.
MOTION 6. Ordinary Resolution	Building Warranties That the Owners Corporation consider building defects and rectification (provided that the strata scheme is in the warranty period).
MOTION 7. Ordinary Resolution	The Strata Insurances That the Owners Corporation insurances as per attached schedule be confirmed, varied or extended and to consider whether Insurances as per the kind referred to in Section 165(2) of the Act be effected; (a) Office Bearers Liability (b) Fidelity Guarantee For more information, please refer to page 57.

MEETING AGENDA

MOTION 8.

Ordinary Resolution

Capital Works Plan

That the owners corporation review the 10-year capital works fund plan and determine whether to adopt the recommended capital works fund levy for the ensuing year.

For more information, please refer to page 64.

MOTION 9.

Ordinary Resolution

The Proposed Budget

That the proposed budget as presented be received and that levies determined therein under sections 79 (1) & 79 (2)* be confirmed, varied or extended for the period 01/05/2023 to 30/04/2024 and that levies become due and payable on 25/07/23, 01/10/23, 01/01/24 & 01/04/24.

(*Please see notes under Capital Works Fund Plan)

For more information, please refer to page 65.

MOTION 10.

Ordinary Resolution

Arrears and Payment Plans

To determine how the Owners Corporation will deal with overdue levies and whether to allow payment plans to be entered into.

MOTION 11.

Ordinary Resolution

The Strata Committee

That in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the Owners Corporation call for nominations, determine the number of members of the Strata Committee and elect the Strata Committee of the Owners Corporation until the conclusion of the next Annual General Meeting.

The following owners nominated for the Committee prior to the meeting;

Nominee	Nominated by
Xuejun Wen	Lot 155
Sarah Rose Maxwell	Lot 292
Jiayi Chen	Lot 41
Shijian Zhang	Lot 43
Leslie Yong	Lot 45
Adrian Tufis	Lot 59
Fay Pyatt	Lot 85
Sheng Ying Qiu	Lot 127
Julia Lee	Lot 153
Michelle Gable	Lot 224
Harriet Jane Wagner Boyle	Lot 227
Siu Leung	Lot 234
Kun Han	Lot 252
Lin Qun Huang	Lot 268

Note: Owners may nominate a representative for the Committee at the meeting. Nominees should be aware of the responsibilities, liabilities and obligations of the committee imposed by the Act and other legislation such as the Workplace, Health and Safety Act.

MOTION 12.

Ordinary Resolution

Strata Committee Training

That the elected Strata Committee be enrolled in quarterly training webinars with Netstrata.

MOTION 13. Special Resolution	Appointment of Representative to BMC To decide by Special Resolution*, pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 7.4 of the Strata Management Statement of SP93238 that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee. By Special Resolution pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 7.4 of the Strata Management Statement of SP93238 that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee and that the owners corporation further resolves that a substitute member also be appointed.
MOTION 14. Ordinary Resolution	Restricted Matters That no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.
MOTION 15. Ordinary Resolution	Strata Hub To authorise Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021), and to provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme.
MOTION 16. Ordinary Resolution	Strata Managers Report That the Owners Corporation consider the Strata Managers Report on Commissions and Third-Party Training. For more information, please refer to page 81.

MOTION 17. Special Resolution	Special By-Law - Enforcement of By-Laws That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law – Enforcement of By-Laws', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the By-Law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 82.
MOTION 18. Special Resolution	Special By-Law - Lot Owner Charges That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Lot Owner Charges', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the By-Law and a consolidated set of all existing By-Laws for registration at NSW Land Registry Services. For more information, please refer to page 83.
MOTION 19. Special Resolution	Levying of Debt Collection Expenses That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law – Levying of Debt Collection Expenses', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 85.

MEETING AGENDA



MOTION 20.

Ordinary Resolution

Foyer Upgrades

That the Owners Corporation decide to obtain quotations for the upgrading of the ground level foyers, including such items as the repainting, recarpeting and retiling of the areas.

Dated this Friday, June 2, 2023

Netstrata

EXPLANATION OF AGENDA ITEMS

Motion 1. Previous Meeting Minutes

The minutes of your last general meeting will need to be confirmed. A copy of the previous minutes were issued to all owners shortly after the last general meeting, if you have not received a copy of these minutes please contact our office, alternatively you may view a copy of all minutes and meeting notices for your scheme via your owner portal at www.netstrata.com.au. If you have forgotten your username and/or password please email admin@netstrata.com.au.

Motion 2. Management Agreement

Attached is an updated management agreement between our office and your Owners Corporation for your consideration. The agreement has been updated to provide greater transparency of the services that we provide, and explanation of our fees and charges. The agreement affords owners and tenants with greater privacy protection surrounding personal information and provides the ability for the Owners Corporation to redeem some of their administrative expenses via our office. Should you have any questions regarding the proposed we would urge that you contact our office prior to the meeting.

Motion 3. Financial Statements

The financial statements presented and annexed to the notice of this meeting will need to be confirmed. To save time at the meeting, please direct any inquiries regarding the accounts to your strata manager prior to the meeting. A copy of the full financial statements for your scheme can be found at your owner portal on our website. Additionally, if your Owners Corporation agreed at the last Annual General Meeting to obtain a financial auditors report, it will be included in this meeting notice.

It should be noted that there has been a deficit within the administration fund for the past period (1/5/2022 - 30/4/2023) of \$18,297.54, however this has been offset by the previous year opening balance, leaving \$192.10 in the administration fund. The deficit has been brought about by the following items:

1. General maintenance overspend by \$1,337.78
2. Electrical repairs overspend by \$838.47
3. Waste removal invoices amounting to \$2,432.50
4. Building defect claim administration of \$1,890.92
5. Water usage overspend of \$10,190.00
6. Five (5) quarters of Community Association contributions within a 12 month period - Overspend of \$19,570.28

There are a number of budgets whereby the Owners Corporation were under budget which has lessened the defect - Notably in the categories of Locks and Doors, Cleaning, Insurance Premium, Pest Control, Hot Water System Maintenance and Building Management fees.

There were a number of Capital Works Fund expenses, however the closing balance for the period was \$798,154.16.

Motion 4. Appointment of an Auditor

A decision must be made as to the appointment of an auditor. The auditor's role is to provide an independent professional assessment that the financial records of the Owners Corporation are true and accurate.

Note: For Strata Schemes with an Annual Budget of \$250,000+ or those considered to be large strata schemes (more than 100 lots), the appointment of an Auditor is compulsory.

Motion 5. Annual Fire Safety & Window Lock Inspection

If your scheme is required to submit an Annual Fire Safety Statement (A.F.S.S.) to the Local Council, the owners must consider the most recent statement prepared, determine how the statement will be maintained next year and assess the competency** of the Fire Contractor performing the work in accordance with the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.

To ensure ongoing compliance of the fire safety systems as well as window locks installed pursuant to the Strata Schemes Management (Child Window Safety Devices) Act, it has been proposed that a dual inspection for the fire equipment and window locks in each lot be undertaken. This will ensure that both the fire systems and window locks within your scheme are compliant and will limit potential liability for your scheme.

**The competency framework for fire safety practitioners commenced in July 2020. Winfire Pty Ltd (a subsidiary of Netstrata) is currently accredited to complete both the fire safety and window lock inspections for your strata scheme. Should Winfire be appointed to complete the inspection, an asset register will be completed and provided to your Strata Committee as part of the inspection process.

Motion 6. Building Warranties

If your scheme is under the Statutory Warranty provisions as provided by the Home Building Act 1989, the owners must consider any outstanding

EXPLANATION OF AGENDA ITEMS

Building Defect items and how they will be addressed. The Occupational Certificate for your scheme was issued on or about 22/04/2016.

A six-year statutory warranty applies for major defects and two years for other defects. These time limits are calculated from the completion of the building works, which is usually determined by the Occupation Certificate date (or Interim Occupation Certificate Date, whichever is the earlier). For schemes where the building contract was entered into PRIOR to 1 February 2012, a seven-year warranty applies to all defects.

For schemes where the building contract was entered into AFTER 1 January 2018, the Owners Corporation may also consider remedies that are available to them via Part 11 of the Act. All schemes are at liberty to pursue the rectification of any outstanding defects via the provisions of the Design, Building, and Practitioners Act 2020, as well as the Office of Fair Trading and the Office of Building Commissioner.

It should be noted that any reported defects or outstanding maintenance items must also be reported to the Owners Corporations insurers in accordance with the duty of disclosure provisions of the insurance policy, and despite whatever warranties may apply, the Owners Corporation has obligations to repair and maintain common property under Section 106 of the Act.

Motion 7. The Strata Insurances

Insurances already in effect are detailed in the enclosed schedule of insurances, these need to be confirmed, varied or extended. We recommend that a professional valuation of the property be renewed annually. It is a small cost to assure that your asset remains adequately insured.

Apart from the insurances already in place, each year the Owners Corporation is also asked to consider whether they wish to effect insurances known as Office Bearers Liability Insurance (which protects members of the strata committee for negligence or liability whilst they fulfil these positions) and Fidelity Guarantee Insurance (which protects all owners in the event any member of the strata committee misappropriates the Owners Corporations' funds or property). These insurances are contemplated by section 165(2) of the Act.

Motion 8. Capital Works Plan

Every Owners Corporation has a statutory requirement to review their Capital Works Fund plan at each Annual General Meeting. The purpose of the plan is to ensure that the Owners Corporation is budgeting adequately for the long-term

maintenance of the scheme. Here it should be noted that the Owners Corporation must report any shortfall in the plan to prospective purchasers to the scheme via a section 184 Certificate, further, section 80(7) of the Strata Schemes Management Act 2015 requires an Owners Corporation to implement the recommendations of any Capital Works Fund plan so far as practicable.

When reviewing a Capital Works Fund plan, it is important that owners consider the closing balance for the fund (for the past financial year) and the recommended contribution for the ensuing year, ensuring that adequate monies are being raised.

We strongly advise that the Owners Corporation raise the recommended amount as noted in the report, also taking into account the annual opening and closing balance recommendations.

You will note that an extract of the Capital Works Fund Report has been included in this meeting notice, should you wish to obtain a full copy of the report, please contact your strata manager.

Motion 9. The Proposed Budget

We enclose copies of our suggested budget and levies for the coming year, which we believe provides sufficient funding for the strata scheme, subject to consideration and further input by the owners. It should also be noted that under the Strata Schemes Management Act 2015 any shortfall in the administration fund must be made up the next budget.

You will note that the closing balance of the Administration fund for the period was \$192.10 notable expenditure being:

1. General maintenance overspend by \$1,337.78
2. Electrical repairs overspend by \$838.47
3. Waste removal invoices amounting to \$2,432.50
4. Building defect claim administration of \$1,890.92
5. Water usage overspend of \$10,190.00
6. Five (5) quarters of Community Association contributions within a 12 month period - Overspend of \$19,570.28

Given the above, we have made the following amendments to the proposed budget for the coming year:

1. BMC/Community Contributions - \$687,000.00 + GST
2. Water Consumption - \$135,000.00 + GST
3. General Maintenance - \$10,000.00 + GST
4. Window Cleaning - \$24,500.00 + GST

EXPLANATION OF AGENDA ITEMS

5. Lawn Mowing and Gardening - \$18,500.00 + GST
6. Cleaning - General - \$135,000.00 + GST
7. Electrical Repairs - \$4,000.00 + GST

Overall, the proposed budget has been increased by CPI, being 7%. Should you have any questions pertaining to the budget, please contact your strata manager prior to the meeting.

Motion 10. Arrears and Payment Plans

The Owners Corporation must consider how it will deal with owners that fall into arrears with their strata levies. This includes items such as when (if at all) to initiate debt recovery proceedings or whether the Owners Corporation will offer payment plans to owners that fall into arrears. It should be noted that Payment Plans will attract additional administrative fees for your scheme that CANNOT be recouped from owners that fall into arrears.

Motion 11. The Strata Committee

The Strata Committee of an Owners Corporation acts in a similar manner to the board of directors of a company, being involved in the day to day administration of the strata scheme. However, when a managing agent is appointed many of these duties (such as those of the secretary, treasurer and chairperson) are delegated to the agent. In these circumstances, the Strata Committee assumes more of a liaison role through whom contact with the owners and the strata scheme is maintained. Decisions can relate to items such as;

- By-law and Conflict Resolution (including attendance at Mediation and the NCAT)
- Granting permission or refusal to keep animals
- Approving Maintenance Requests
- Authorising/Supervising major maintenance works

The Strata Schemes Management Act 2015 allows between 1 to 9 Strata Committee members, who are elected at each Annual General Meeting. In the event no nominations for the Committee are received the scheme may be administered by our office pursuant to Section 29(4) of the Act.

The Strata Schemes Management Amendment (Information Regulation 2021) requires that certain information pertinent to your scheme be placed onto the NSW Government portal called the 'Strata Hub'. Part of the information required to be reported on this portal are the personal contact details of the office bearers. Netstrata can include the strata

manager's details as the appointed representative of the Owners Corporation and it's Office Bearers to alleviate any concerns with regard to the privacy of contact information. This will be discussed at the meeting.

Motion 12. Strata Committee Training

Strata living is an ever-changing environment with new legislation currently afoot for 2023 and beyond. The NSW Government have several significant legislative changes for the strata sector which are likely to be rolled out over the coming 12-months; as such, it is important that those who are involved in the management of a strata scheme are adequately informed as to how these changes are likely to affect their scheme(s). These changes cover items such as reforms to the Strata Schemes Management Act 2015 and various legislation surrounding the options for the pursuit of building defects.

This motion has been placed on the agenda for the Owners Corporation to consider the enrolment of the elected Strata Committee into quarterly webinars with the Learning & Development Department at Netstrata to learn about the aforementioned legal changes as well as practical topics to assist in the smooth running of their scheme. The training webinars will be facilitated electronically in the future and may cover such topics as:

1. Strata Maintenance
2. Strata Insurance
3. Building Defect Legislation
4. Budgeting and the Capital Works Fund
5. Building Upgrades and Improvements
6. Renovations in Strata
7. Project Intervene (a NSW Government Defect Management Initiative)
8. Pets in Strata
9. Aluminium Composite Panelling (ACP) and Project Remediate
10. The Strata Committee
11. Electric Vehicles (EVs) in Strata
12. The Strata Hub

These webinars are not compulsory however we strongly recommend that Strata Committee members are regularly kept up to date with respect to changes within the strata industry and topics that may benefit the strata scheme. If Owners Corporations choose to have their Strata Committees enrolled as suggested, a flat fee of \$250 will be charged to the Owners Corporation for the year which includes the enrolment of all Strata Committee members as well as recordings of training sessions should any member be unavailable to attend a webinar.

EXPLANATION OF AGENDA ITEMS

Motion 13. Appointment of Representative to BMC

Subject to the provisions of the Strata Management Statement, the Owners Corporation is required to appoint a representative to the Building Management Committee (B.M.C.). It should be noted that this motion requires a Special Resolution, meaning that 75% of owners that vote at the meeting must be in favour of the motion.

Motion 14. Restricted Matters

Strata legislation provides various restrictions to the powers of the Strata Committee. For example, the committee may not raise levies or pass By-laws, these matters may only be determined at a general meeting of the Owners Corporation. The intent of this motion is for the owners to determine whether the current restrictions should be retained as provided current in the legislation or extended further. Unless there is a great need for change, we would recommend the existing restrictions be retained.

Motion 15. Strata Hub

The Strata Schemes Management Amendment (Information Regulation 2021) requires that certain information pertinent to your scheme be placed onto the NSW Government portal called the 'Strata Hub'. Some of the information required includes the following items:

1. Basic information for the scheme (address, strata plan number, number of lots, date of registration)
2. 1st Annual General Meeting (1st AGM) date
3. Annual General Meeting (AGM) date
4. If the scheme is part of an association
5. Nabers rating details (energy rating scheme)
6. Date of issuance of the Occupation Certificate
7. Annual Fire Safety Statement (AFSS) due date and particulars
8. Insurance details including the valuation amount and replacement cost of the building
9. Emergency contact details and the details of the office bearers
10. Details of the strata managing agent and building manager
11. Balance of funds within the Capital Works Fund

This motion has been placed on the agenda in order for the Owners Corporation to authorise Netstrata to submit the required information onto the portal for your scheme and to decide whether to provide the strata managing agent's contact details as representative of the Strata Committee, Office Bearers and emergency contact for the scheme. The process of supplying the required information onto

the 'Strata Hub' portal is expected to take approximately 1-3 hours to administer and as such an additional administration fee will apply.

Motion 16. Strata Managers Report

Section 55 of the Strata Schemes Management Act 2015 obligates a Strata Managing agent to provide a report to the Owners Corporation each year detailing the minute of delegated authority (i.e. the functions performed by the agent) during the previous 12-month period.

Additionally, section 60 of the Act obligates an agent to provide a report to the Owners Corporation outlining any 3rd party commissions received by the agent during the year or any training services provided to the agent during the year. The purpose of this motion is for the Owners Corporation to consider the report provided.

Motion 17. Special By-Law - Enforcement of By-Laws

It is important that all Owners and Occupiers of a lot understand their rights and obligations in adhering to the registered By-Laws for the Strata Scheme. This By-Law is being proposed in order to explain how By-Laws are enforced, as well as making an allowance for the recovery of administrative charges from the offenders of breaches to By-Laws, to which the Owners Corporation have incurred.

The terms within this By-Law are relatively self-explanatory and for it to be passed a Special Resolution is required. This means that 75% of owners that vote at the meeting, taken on a count of Units of Entitlement, must be in favour of the motion.

Motion 18. Special By-Law - Lot Owner Charges

There are many charges that Owners Corporations incur as a result of the actions of individual Owners and Occupants, as such this By-Law is being proposed in order for the Owners Corporation to recover these costs.

The terms and specific administrative charges are detailed within this By-Law and are relatively self-explanatory. For the By-Law to be passed a Special Resolution is required. This means that 75% of owners that vote at the meeting, taken on a count of Units of Entitlement, must be in favour of the motion.

EXPLANATION OF AGENDA ITEMS

Motion 19. Levying of Debt Collection Expenses

The Strata Schemes Management Act has always allowed an Owners Corporation to recover the reasonable expenses incurred for the pursuit of levy arrears by passing these charges directly onto the lot owner responsible for said arrears, however the Act is silent on how an Owners Corporation may recover these charges.

Until recently most Owners Corporations simply added the charges directly to an owners levy notice, however recent decisions of the NSW Civil & Administrative Tribunal (NCAT) have indicated that an Owners Corporation has no authority to issue such charges unless authorised to do so.

The purpose of the 'Levying of Debt Collection' By-law is to provide the relevant authority to the Owners

Corporation to continue this practice so levy arrears may be pursued and the reasonable costs incurred refunded to the Owners Corporation. Owners should also be aware that should the By-law be passed, it will need to be registered on the Certificate of Title held by the Land Registry Services and administrative fees for the preparation and lodgement of the By-law will apply.

Motion 20. Foyer Upgrades

The Strata Manager and Building Manager have recently conducted site inspections and believe that the foyers on the ground level require maintenance. Given the potential expenses involved, it is advised that tenders are sought and a plan put in place for the rejuvenation of the said areas.



MANAGING AGENCY AGREEMENT





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1. INTRODUCTION AND TERMS USED

This agreement (instrument of appointment) provides for the management of strata schemes in New South Wales (N.S.W.) under the provisions of;

-  The Strata Schemes Management Act 2015
-  The Strata Schemes Management Regulation 2016
-  The Property and Stock Agents Act 2002
-  The Property and Stock Agents Regulation 2022

The agreement has been drafted in plain English and is intended to provide as much information, disclosures and transparency as possible, regarding the services provided by Netstrata and their subsidiaries so all owners are able to make an informed decision regarding the management services provided for their scheme.

Should you have any questions about the terms, conditions or contents of this agreement, please do not hesitate to contact our office via the means outlined below.

Applicable Law

The law governing New South Wales, Australia.

2. CORPORATE INFORMATION

Company Name	Network Strata Services Pty Ltd
Year Established	1996
A.C.N.	064 030 324
Trading Name	Netstrata
Corporate License No.	933785
License Expiry	28 February 2026
Registered Tax Agent No.	26193908
Professional Indemnity Insurance (P.I.)	\$30,000,000 - Berkley Insurance Australia, Policy No. 2016080609R5BIA
Public Liability Insurance	\$20,000,000 - CGU Padlock Insurance, Policy No. 01R1204379
Street Address	298 Railway Parade, Carlton NSW 2218
Postal Address	P.O. Box 265, Hurstville BC NSW 1481
Email Address	admin@netstrata.com.au
Phone Number	1300 638 787
Website	netstrata.com.au

PROFESSIONAL MEMBERSHIPS

Strata Community Association (NSW)	Membership No. 3127
Real Estate Institute (NSW)	Membership No. 93654
U.D.I.A.	Supplier Chapter Member
Professional Standards Scheme	Netstrata is a participant in the Strata Community Association (NSW) Professional Standards Scheme under the Professional Standards Act 1984.

SUBSIDIARY COMPANIES

Netstrata Pty Ltd	ACN 128 855 489	Winfire Pty Ltd	ACN 630 169 836
		Trade License No:	340616C
Strata Insurance Services Pty Ltd	ACN 167 214 182	Security License No:	000105051
Australian Financial Services	Lic. No. 457333	Professional Memberships	Fire Protection Australia - Gold Member No.
Professional Memberships	National Insurance Brokers Association	Trading Entities	Winfire Resolute Maintenance Group P.G. Martin Plumbing

3. DEFINITIONS

- (3.1) Terms used in this agreement which are defined in Section 4 of the Strata Schemes Management Act 2015, have the same meaning given to them in that Act, such as **Secretary, Treasurer, Chairperson, Strata Committee, Lot and By-laws**. See Link to Definitions Here
- (3.2) **'Agent'** refers to Network Strata Services Pty Ltd - trading as **'Netstrata'** and their employees
- (3.3) **'Scheme'** or **'Principal'** refers to the Owners Corporation (Body Corporate) identified in this agreement
- (3.4) **'Normal Business Hours'** means between 9am and 5pm, Monday to Friday (excluding Public Holidays)
- (3.5) **'Strata Act'** means the Strata Schemes Management Act 2015
- (3.6) **'Strata Regulation'** means the Strata Schemes Management Regulation 2016
- (3.7) **'Development Act'** means the Strata Schemes Development Act 2015
- (3.8) **'Section'** means a reference to a specific section of the Strata Act
- (3.9) **'G.S.T.'** means Goods and Services Tax, the tax system introduced via the Goods and Services Tax Act (Cth) 1999
- (3.10) **'R.A.B'** means Residential Apartment Buildings (Compliance & Enforcement Powers) Act 2020
- (3.11) **'E.P.A.'** means the Environmental Planning and Assessment Act 1979 & Environmental Planning and Assessment Regulation 2000
- (3.12) **'H.B.A.'** means the Home Building Act 1989
- (3.13) **'D.B.P.'** means the Design Building Practitioners Act 2020
- (3.14) **'W.H. & S'** means the Work Health & Safety Act 2011
- (3.15) **'O.B.C.'** means the N.S.W. Office of Building Commissioner
- (3.16) **'B.C.A.'** means Building Code of Australia
- (3.17) **'N.C.A.T.'** means the N.S.W. Civil & Administrative Tribunal
- (3.18) **'O.F.T.'** means the N.S.W. Office of Fair Trading
- (3.19) **'A.C.N.'** means Australian Company Number
- (3.20) **'B.A.S.'** means Business Activity Statement
- (3.21) **'A.T.O.'** means the Australian Tax Office
- (3.22) **'A.F.S.'** means Australian Financial Services Licence
- (3.23) **'E.F.T.'** means Electronic Funds Transfer
- (3.24) **'E.V.'** means Electronic Vehicle
- (3.38) **'Strata Hub'** refers to the reporting requirements established by the Strata Schemes Management Amendment (Information) Regulation 2021
- (3.39) **'Public Officer'** means a natural person employed by the Agent to be appointed the schemes representative to the ATO pursuant to Section 252 of the Income Tax Assessment Act 1936
- (3.40) **'Authorised Representative'** means the agent has been appointed by an Insurance Broker to assist in the placement of insurance cover
- (3.21) **'Routine Maintenance'** means standard cleaning, gardening, lawnmowing services or building maintenance items including but not limited to; Plumbing • Tiling Roofing & Guttering • Electrical • Handyman Services • Waterproofing • Locksmith • Glazing Services • Painting that are organised by the agent for the scheme during normal business hours that do not exceed \$5,000 and are not an insurable event.
- (3.42) **'Non-Routine Maintenance'** means any maintenance item not defined as routine maintenance.
- (3.43) **'Emergency'** means a burst water service, blocked/broken sewerage system, blocked/broken stormwater service, a roof leak causing significant resultant damage, gas leak, common property electrical fault, security breach, flooding, storm or fire damage, loss of service (i.e. water, gas, electricity), lift breakdown, major vehicular impact, any repair that threatens the immediate safety of residents or any event of a similar nature.
- (3.44) An **'Emergency Matter'** as described in item 6.10 means a situation or issue that would require a resolution of the scheme at a general meeting, for example the raising of a Special Levy or the need for the scheme to determine an issue due to a time constraint, e.g. a Fire Order.
- (3.45) **'Personal Information'** means phone, email, social media, street addresses and postal addresses that may be collected by the agent from owners, tenants and property managing agents within the scheme.
- (3.46) **'Electronic Delivery of Information'** means delivery of notices via a computer or software system such as email, SMS or other similar application
- (3.47) **'Committee'** means the Strata Committee appointed by the Owners Corporation at each Annual General Meeting.
- (3.48) **'Strata Committee Member'** means a current member of the Strata Committee elected at the most recent Annual General Meeting.
- (3.49) **'Common Property'** means the property owned by the Owners Corporation as marked on the Strata Plan for the scheme.
- (3.50) **'Changes to Legislation'** means any change in legislation, regulation, Australian Standard or Building Code of Australia that may impact or change the administrative or statutory obligations of the scheme.
- (3.51) **'Changes in Technology'** means changes or improvements to technology such as the National Broadband Network (N.B.N.), Solar Panels, Charging Stations, grey water systems, 5G Mobile Network, installation of electronic notice boards or other similar installations that may occur.
- (3.52) **'Bulk Tendering'** means group tendering that the agent may undertake from time to time on behalf of their client schemes to gain bulk discounts from service providers. Examples include but are not limited to, utility services such as electricity, cleaning, lift servicing or other maintenance
- (3.53) **'Non-Essential Preventative Maintenance'** means work that is not required to be completed by virtue of a government authority or statutory requirement, however is recommended to be completed to ensure facilities or plant & equipment at the scheme remain functional.
- (3.54) **'Additional Work'** means any work arising that is not described in section 7, 8 or 9 of this agreement.
- (3.55) **'Opt-In Services'** means the scheme must authorise the agent to complete the works pursuant to a resolution of the scheme or strata committee.
- (3.56) **'Opt-Out Services'** means the agent shall perform the function unless a written instruction is received not to do so by the scheme.
- (3.57) **'Project Administration'** means the administrative works undertaken surrounding a particular project including obtaining, reading and distributing proposals, quotations and tenders, associated with the project, including legal opinions, expert reports, and contracts associated with the project, liaising with 3rd parties, attending site or electronic meetings associated with the project.
- (3.58) **'N.A.B.E.R.S. Rating'** means the energy rating system established by the National Australian Built Environment Rating System.
- (3.59) **'Written Instruction'** means that the strata committee or Owners Corporation have provided a written instruction to the agent following the conduct of a properly convened strata committee or Owners Corporation meeting.
- (3.60) **'Fair Use Policy'** refers to use of fixed disbursements outlined in Item 14.10a. Printing, Postage and Stationery is limited to the maximum number of meetings outlined at Items 14.1(a) and (b), distribution of levy notices and issuance of general correspondence.
- (3.25) **'S.T.D.'** means Subscriber Trunk Dialling Phone Calls
- (3.26) **'S.M.S.'** means Short Message Service
- (3.27) **'M.M.S.'** means Multimedia Messaging Service
- (3.28) **'A.W.S.'** means Amazon Web Services
- (3.29) **'D.M.S.'** means Document Management System
- (3.30) **'A.F.S.S.'** means Annual Fire Safety Statement
- (3.31) **'A.G.M.'** means Annual General Meeting
- (3.32) **'S.C.A.'** means Strata Community Association (N.S.W)
- (3.33) **'R.E.I.'** means Real Estate Institute of N.S.W.
- (3.34) **'U.D.I.A'** means the Urban Development Institute of Australia
- (3.35) **'P.A.'** means Per Annum
- (3.36) **'C.A.R.'** means Corrective Action Report
- (3.37) **'Per Minute Block'** includes anytime part thereof

4. PARTIES TO THE AGREEMENT

Both parties acknowledge that they have entered into this agreement voluntarily and will comply with the terms and conditions of the agreement outlined throughout. The parties to this agreement are;

The Principal

The Owners – Strata Plan 93238 at 2 BURROWAY ROAD, WENTWORTH POINT, herein referred to as 'the principal' or 'the scheme', and

The Agent

Network Strata Services Pty Limited, trading as 'Netstrata' herein referred to as 'the agent'

The agent declares that it holds a current NSW Strata Managing Agent's licence, Corporation Licence number 933785 and that this or a replacement licence as well as Professional Indemnity Insurance to a minimum limit of \$10M shall be maintained while this agreement is in force.

The scheme warrants that it has the authority, and has resolved at a general meeting, to enter into this agreement.

5. DURATION OF THIS AGREEMENT

Term

- (5.1) This agreement shall commence on 19/06/2023 for a period of 36 months, and may then be terminated by the principal, by providing 90 days written notice of termination. Note: A reduction in management fees applies for agreements entered into for the maximum 3 year term.
- (5.2) This agreement may be renewed by the parties at any time during the term by entering into a new agreement.
- (5.3) The parties note, that in accordance with Section 50(1)(b) of the Strata Act this agreement must be renewed within 3 years from the commencement date (the date specified in item 5.1 above) and that this clause serves the purposes of Section 50(6)(a) & (b) of the Act.

Ending this Agreement

- (5.4) This agreement may be terminated at any time by the mutual consent of both parties.
- (5.5) This agreement may be terminated by the principal should the agent be declared bankrupt or cease to hold a strata managing agent's license.
- (5.6) This agreement shall remain in force for a period beyond the term, unless;
 - (a) the term expires by virtue of Section 50(1)(b) of the Strata Act (i.e. after 3 years of the date of commencement of the agreement), or
 - (b) the scheme terminates the agreement during the term or prior to the expiration period determined by Section 50(1)(b) of the Act, or
 - (c) the appointment and delegation in items 6.2 & 6.3 are terminated by the compulsory appointment of a manager under Section 237 of the Strata Act or terminated by virtue of an Order made by N.C.A.T. pursuant to Section 72 of the Strata Act.
- (5.7) The scheme acknowledges that pursuant to section 50(3) of the Strata Act, to ensure the validity of a termination of this agreement, a termination pursuant to item 5.6(b) will not be valid unless a meeting of the Owners Corporation is convened and conducted by the agent giving 90 days written notice of the termination.
- (5.8) This agreement may be terminated by the agent at anytime by providing 30 days written notice to the principal.
- (5.9) If this agreement is terminated by the principal prior to the expiry of the term, the Management Fees & Disbursements outlined in Clause 14 and any commissions for the remainder of the term will then become due payable to the agent on the date of receipt of a valid notice of termination, as well as any administrative fees associated with facilitating an early hand-over of books and records.

6. AGENTS APPOINTMENT AND DELEGATED AUTHORITY

- (6.1) The scheme acknowledges that the agent, at their discretion, may at any time perform all the functions conferred under this agreement.
- (6.2) The scheme appoints the agent pursuant to section 49 of the Strata Act.
- (6.3) The scheme delegates to the agent pursuant to sections 52(1)(a) & 54(1) of the Strata Act those functions required to enable the agent to perform the duties specified in clauses 7 and 8 of this agreement as well as delegating to the agent the roles of chairperson, secretary, treasurer, the strata committee, public officer of the scheme, authorised representative and to issue By-law Breach notices pursuant to Section 146 of the Act.
- (6.4) The scheme appoints the agent as a Tax Agent pursuant to our **Terms of Engagement** and execution of this agreement indicates understanding and acceptance of these terms.
- (6.5) The scheme and the agent acknowledge that the 'Opt-In Services' outlined in clause 9 of the agreement cannot be performed by the agent unless a written instruction has been provided to the agent.
- (6.6) The scheme, strata committee and office bearers retain the right to exercise their functions notwithstanding this delegation.
- (6.7) Where appropriate, the scheme authorises the agent to include the scheme in bulk tendering opportunities for services such as electricity supply, other utilities, lift or elevator services, cleaning, gardening or other services that may be applicable to the scheme.

Authority to Issue Charges to Lot Owners Pursuant to Strata By-laws;

- (6.8) Where the scheme has passed a By-law authorising the apportionment of administrative charges to lot owners, such as printing, postage and stationery fees, processing security key and remote control requests, or other fees that may be imposed upon the scheme that may be charged by the scheme to lot owners (including charges within this agreement), the agent shall be authorised to levy owners on behalf of the scheme in accordance with the terms & conditions of the By-law.

Where the scheme has passed a By-law that allows the Owners Corporation to seek reimbursement for expenses that are related directly to an individual lot, including but not limited to the costs of processing;

- Insurance Excesses
- Access or costs associated with rectifying lot property for the submission of the A.F.S.S.
- Renovation Applications
- Where a contractor has been mistakenly engaged to perform work on Lot Property
- Pet Applications
- Emergency Work Performed on Lot Property

the agent shall be authorised to levy owners on behalf of the scheme in accordance with the terms & conditions of the By-law.

Authority to Convene Meetings and Propose Motions

- (6.10) The parties agree that when necessary, the agent shall be authorised to convene meetings of the scheme and strata committee to address emergency matters, funding shortfalls or other items that may require approval of the Owners Corporation or Strata Committee.
- (6.11) The scheme authorises the agent to propose motions or By-laws of an administrative nature for consideration at general meetings of the scheme or Strata Committee.

7. ROUTINE MANAGEMENT DUTIES

For the Management Fees outlined in Item 14.1 of this agreement, the agent will provide the following services and duties;

Routine Repairs and Maintenance

- (7.1) Arrange for day to day or routine maintenance, repair or replacement of the common property including cleaning, gardening & lawn mowing;
- (7.2) Arrange for routine scheduled maintenance of common property apparatus e.g. detention pit & pumps, garage doors, common property locks & doors;
- (7.3) Arrange for other routine maintenance such as carpet cleaning, pressure cleaning or re-mulching and fertilising of common garden areas;
- (7.4) Obtain service agreements for common appliances installed at the scheme, subject to item 8.40 of this agreement;
- (7.5) Obtain 3 quotations for routine maintenance items that exceed the annual budget estimates by 25%, when requested by the Strata Committee;
- (7.6) Undertake periodic inspections of the common property and make recommendations to the scheme as to repairs and maintenance;
- (7.7) If any repair, maintenance or replacement of the common property and personal property of the scheme requires skilled tradespersons or professionals to be retained or materials be purchased, the agent is authorised to engage these services as the scheme's agent.

Meetings

- (7.8) Convene and attend meetings of the Owners Corporation and Strata Committee, subject to items 8.16 to 8.20 of this agreement;
- (7.9) Attendance at meetings via Electronic Means, including, video conferencing, teleconference or other electronic communication device;
- (7.10) Provide meeting rooms at the agents' premises;
- (7.11) Prepare, convene and issue notices & minutes of general meetings and meetings of the Strata Committee; subject to item 14.1(a)&(b);
- (7.12) Chair meetings of the Owners Corporation & Strata Committee, act as Secretary at those meetings and issue minutes of meetings;
- (7.13) Submit motions of an administrative nature, including proposed By-laws for inclusion in General Meetings and Strata Committee Meetings;
- (7.14) Prepare Section 55 and Section 60 Reports for inclusion in A.G.M. notice .

Record Keeping and Financial Management

- (7.15) Subject to the privacy of information outlined in items 8.34 to 8.38 and 11.1 to 11.3 of this agreement, keep and maintain all the schemes records as required by the Strata Act, including but not limited to;
 - The Strata Roll
 - Strata Interest (Section 22) Notices
 - The Minutes Book
 - Documents received pursuant to Section 16
 - Preparation of an Annual Budget & Monthly Financial Statements
 - All written communication sent and received by the scheme,
 - Policies of Insurance
 - Building Defect and Maintenance Reports
 - (7.16) Issue levy payment notices in accordance with the levies raised by the scheme (subject to the disbursement options chosen by the owners at clause 14.10(a) & (b) and Fair Use Policy) and collect & receipt all levy contributions paid;
 - (7.17) Review, approve and pay all invoices and accounts on behalf of the scheme as and when they become due;
 - (7.18) Keep all funds of the scheme in a separate trust account held by Macquarie Bank bearing the name of the scheme and account for the expenses and income of the Administrative and Capital Works fund as required by the Strata Act;
 - (7.19) Invest any surplus funds in up to 2 investments accounts held by Macquarie Bank as permitted by the Act, when directed by the scheme;
 - (7.20) The agent may disburse funds of the scheme provided that such payments are in accordance with the Act and the terms of this agreement;
 - (7.21) The agent shall provide a monthly Financial Statement that will be made available to all owners via the client web portal;
- Insurances** (Where the agent or the agent's subsidiary is appointed as an authorised representative the agent will);
- (7.22) Effect and renew all insurances required by the Strata Act;
 - (7.23) Obtain 3 quotations for renewal of insurances each year;
 - (7.24) Arrange an annual Insurance Valuation;
 - (7.25) Provide all necessary disclosures to the Strata Insurances in accordance with the terms and conditions of the renewal;
 - (7.26) Supply the Certificate of Currency to owners via client online portal;
 - (7.27) Supply the Product Disclosure Statement via the client online portal;
 - (7.28) Process Insurance Claims including the appointment of Insurance Assessors to a maximum limit of \$5,000. For amounts in excess of \$5,000 an hourly rate as outlined in Item 14.5(b) will apply.

Client Communication

- (7.29) Answer all day to day phone, email, postal and facsimile communication during normal business hours, subject to Items 8.34 to 8.38;
- (7.30) Maintain an online client portal and make available the minutes book, financial statements, and other pertinent records for the scheme;
- (7.31) The scheme authorises the agent to distribute notices, minutes, levy payment notices and general correspondence in accordance with the Strata Act or By-laws for the scheme utilising either Australia Post or electronic delivery of this information where applicable.

By-law Administration

- (7.32) Maintain an electronic copy of the schemes By-laws, and any Development Contract, Building, Community or Strata Management Statement;
- (7.33) Answer routine inquiries regarding the schemes By-laws and issue electronic copies to owners and residents when requested
- (7.34) When instructed by the Strata Committee, monitor compliance with By-laws and issue a maximum of 3 written warnings to any one resident for the same By-law breach (within any 12 month period), but not including notices pursuant to section 146 of the Strata Act and subject to item 8.39 of this agreement.

Information Technology and Reporting

- (7.35) Provide an annual inspection report of the general state of repair of the common property of the scheme;
- (7.36) Provide an online portal providing all owners with access to pertinent records of the scheme;
- (7.37) Provide all owners and residents within the scheme with a Mobile Application 'Netstrata Space' for reporting of maintenance issues at the scheme, including installation of on-site QR code for access to the App by owners and residents;

General

- (7.38) Provide general advice and assistance regarding the operation of the Strata Act to the scheme and the Strata Committee;
- (7.39) Implement the decisions of the scheme and Strata Committee so far as they are decisions that are lawful and that apply to routine duties of the agent;
- (7.40) Subject to item 8.3, both parties acknowledge that the scheme is at liberty to perform any function outlined in section 7, 8 or 9 of this agreement and are at liberty to use any qualified trade or expert of their choice. If the agent is directed not to perform any function, then this must only be done by a written direction pursuant to a resolution of a meeting of the scheme and the scheme agrees that it will indemnify and hold harmless the agent in respect of all actions, suits, proceedings, claims or demands which relate to that function.

8. NON-ROUTINE DUTIES – OPT OUT SERVICES

- (8.1) The following Non-Routine duties (opt-out services) are those elements of the administration of the strata scheme that fall outside the normal day to day activities of the Secretary, Treasurer, Chairperson or Strata Committee that will have fees applied by the agent, pursuant to section 14 of this agreement, including, but not limited to;
- Attending to emergency repairs
 - Work performed after normal business hours
 - Work arising from changes to legislation
 - Engaging expert consultants (see 9.4 below) and additional work arising from same
 - Liaising with local council or other statutory bodies such as Work Cover or NSW Fair Trading
 - Attending mediation on behalf of the scheme
 - Preparing for and attending N.C.A.T. proceedings
 - Initiating legal action, e.g. Debt Recovery
 - Fire compliance & signing the A.F.S.S.
 - Bulk tendering on behalf of the Scheme
 - Qualifying trade licenses and insurances
 - Appointment of insurance assessors
 - Preparing B.A.S. & income tax returns
- (8.2) Unless otherwise instructed the agent will provide the services listed in section 8.4 to 8.40 (for the fees indicated) to assist the scheme in complying with their statutory obligations, or to assist with the up-keep of the common property. These are considered Opt-Out Services.
- Both parties acknowledge that the scheme may at any time either perform 'Non-Routine' duties itself or engage a third party to complete the functions on their behalf, subject to item 7.40 of this agreement and that after a request from the scheme or at the sole discretion of the agent, the agent may perform any other 'Non-Routine' duty or function that may not be detailed in Sections 7 or 8 of this agreement.
- Financial**
- (8.4) Maintain wage, income tax, Business Activity Statements (B.A.S.) or other records and prepare returns for lodgement by us as your registered Tax agent as required by law from time to time; see item 14.3(b)&(c) as well as explanation listed in the table at Section 13 of this agreement.
- (8.5) Undertake collection of levy arrears and charge cost to levy debtor, see item 14.4;
- Fire Compliance**
- (8.6) Arrange suitably qualified experts to inspect, test and certify all essential fire safety measures at the scheme, see item 14.6(a);
- (8.7) Arrange for the repair, replacement or maintenance of fire services at the scheme in accordance with any C.A.R., see item 14.5(b)
- (8.8) Sign and submit the Annual Fire Safety Statement as required by the local government authorities; see item 14.6(b)
- (8.9) Arrange repairs, maintenance and quotations for works required as a result of a Fire Rectification Order or upgrade, see item 14.5(b)
- (8.10) Attend to the requirements of the E.P.A. Amendment (Identification of Buildings with External Combustible Cladding) Reg. 2018, see item 14.5(b)
- (8.11) Erect A.F.S.S. signage at the scheme in accordance with E.P.A. (Development Certification and Fire Safety) Regulation 2021
- Note: Where Winfire is appointed to complete the A.F.S.S. a reduction of 25% to administrative charges will apply, see item (14.6 (a) & (b))
- Emergency & Non-Routine Maintenance** (See 14.5(b))
- (8.12) Arrange for non-routine maintenance, repair & replacements of the common property, including but not limited to;
- Emergency repairs & maintenance
 - Arrange periodic Council Clean-Ups
 - Works required from the Capital Works
 - Window and facade cleaning
 - Work arising from reports described in Clause 9
 - Carpet Cleaning
 - Fund as defined by Section 79(2) of the Strata Act
 - Non-essential preventative maintenance
 - Work arising from changes in technology
 - Pest control and pest inspections
 - Work arising from changes in legislation
 - Tree lopping and removal
- Insurances** Where the agent IS NOT appointed as an authorised representative, see item 14.7);
- (8.13) Effect and renew insurances, obtain an annual valuation and quotations as required by the Act for a 'Fee for Service'
- (8.14) Process allclaims and emergency works arising from Insurance claims
- (8.15) Arrange assessors for insurance claims
- Meetings**
- (8.16) Convene, conduct, and minute meetings for the purposes of nominating a Tenant Representative to the Strata Committee, see item 14.5(b)
- (8.17) Pursuant to item 11.7 of this agreement, attend meetings at the scheme after normal business, see item 14.5(b)
- (8.18) Attend adjourned meetings of the scheme or committee or attend any meeting with a duration of greater than 2 hours, see item 14.5(b)
- (8.19) Facilitate the Strata Committee Pre-Annual General Meeting Nomination process, see item 14.6(c);
- (8.20) Arrange Off-Site Meeting Venues, including venue set-up, as well as provision for audio and visual devices; see Items 14.2(a) & 14.5(b)
- Strata Administration**
- (8.21) Qualify Licenses, Qualifications & Insurances of suppliers, see items 14.6(e) & (f)
- (8.22) Rectify deficiencies in records (if any) from Take Over, see Item 14.5(c)
- (8.23) Provide an electronic D.M.S. to facilitate e-delivery of notices; see item 14.10
- (8.24) Prepare & register By-laws or change or answer title requisitions, see 14.5(b)
- (8.25) Subject to clauses 6.8 & 6.9, any work arising under or due to the terms, conditions, or pre-conditions of a By-law, see Item 14.5(b)
- (8.30) Once established, maintain pet, vehicle, key, and asset registers as well as security key bonds that might be applicable to the scheme;
- (8.31) Include the scheme in bulk tendering opportunities for the supply of services, e.g. Utility Supply, Cleaning and Maintenance, see item 14.2(c)
- (8.32) Initiate, answer or represent the scheme at mediation, NCAT, legal proceedings, including consultations with legal representatives; 14.5(b)
- (8.33) Liaise with government or other statutory authorities, including but not limited to Local Council, Work Cover, NSW Fair Trading, Department of Planning and Environment, Land and Property Registration, Office of Building Commissioner, see item 14.5(b)
- (8.26) Provide Translation Services; see item 14.5(c)
- (8.27) Arrange non-routine rubbish removal, see 14.5(c)
- (8.28) Maintain a security key/fob register, see 14.5(c)
- (8.29) Keep, attest & affix the common seal, see 14.5(c)
- Client Communication**
- (8.34) Receive and maintain up to 1,500 emails per annum. For amounts in excess of this, see item 14.5(b), subject to items 6.8 & 6.9
- (8.35) Manage all inquiries regarding the scheme on behalf of the Strata Committee, however any communication, other than with a Strata Committee member, such as an email, phone call or face to face meeting (other than a general meeting) that requires the agents time that extends beyond 30 minutes shall incur fees as outlined in item 14.5(b) of this agreement and may be offset in accordance with the provisions of items 6.8 & 6.9
- (8.36) Read and distribute, (including but not limited to), expert reports referred to in Clause 9 (Opt-In Services) below, contracts to be executed by the scheme, Scope of Work specifications, quotations, proposals or the like for the rates prescribed in item 14.5(b)
- (8.37) Process Tenant Notices and updating of tenant information, see item 14.2(d), subject to items 6.8 & 6.9
- (8.38) Process Afterhours Emergency Calls, see item 14.9(a), subject to items 6.8 & 6.9
- By-law Administration**
- (8.39) At the agents' discretion, administer By-law complaints made by individual residents or lot owners. Where a By-law permits (see items 6.8 & 6.9) this will be charged to the lot that initiated the complaint, and the scheme authorises the agent to initiate this charge.
- Compliance and Certification**
- (8.40) Where applicable, engage suitably qualified experts to ensure the ongoing compliance of apparatus at the scheme, including the registration of the apparatus with the relevant authorities. Examples include but are not limited to;
- Lift Registration
 - Air-Conditioning cooling towers
 - Pool Certification
 - Anchor Point Certification
 - Back Flow Prevention

9. NON- ROUTINE DUTIES - OPT IN SERVICES

- (9.1) Opt-In services are those elements of the administration of the scheme that fall outside the normal day to day activities of the Secretary, Treasurer, Chairperson or Strata Committee, that the agent will perform once instructed to do so by the scheme.
- (9.2) The scheme and the agent acknowledge that Opt-In Services fall outside the delegation provided to the agent under clause 6 of this agreement.
- (9.3) The agent shall only be entitled to charge additional fees for Opt-In services, pursuant to Section 14 of this agreement once an instruction has been given by the scheme or committee. Opt-In Services include, but are not limited to;
- Engaging Expert Consultants (See Item 14.5(b))**
- (9.4) When instructed the agent will engage suitably qualified experts to provide reports, expert opinions, or additional professional services as well as experts to complete compliance reports and inspections on behalf of the scheme, including but not limited to;
- Asbestos Reports
 - Quantity Surveyors
 - Engineers
 - Termite Inspection Reports & Treatment
 - Design Consultants
 - Dilapidation Reports
 - W.H. & S. Reports
 - Architects
 - Capital Works Fund Reports
 - Solicitors & Barristers
- Building Defect Claims (See Item 14.5(b))**
- (9.5) Options available to the scheme to pursue the rectification of building defects include but are not limited to,
- Statutory Warranties under the H.B.A. (if eligible),
 - Action via the O.F.T. or the O.B.C
 - Action pursuant to the D.B.P. (if eligible),
 - Entering into a Deed of rectification with the Builder/Developer
 - Action pursuant to Part 11 of the Strata Act (if eligible),
 - Undertaking to self-rectification of any defects
- (9.6) When instructed, the agent will arrange suitably qualified experts to prepare reports and submit building defect claims, associated with the items listed in item (9.6) as well as attend on-site inspections, address communications with the builder to examine and attend defect repairs when instructed by the scheme (9.8) Read advice provided by legal consultants and other experts associated with the items listed in item (9.6)
- Financial**
- (9.7) Provide an online invoice approval system for a nominated committee representative, see item 14.3(d);
- (9.8) Maintain levy arrears payment plans, see item 14.4(b);
- (9.9) Provide financial statements or reports outside the standard reports provided in the Strata Act or item 7.15 of this agreement, see item 14.5(c)
- (9.10) Open and maintain 3 or more investment accounts, see item 14.5(c)
- (9.11) Preparation of financial data for auditing purposes, see item 14.5(c)
- Strata Administration**
- (9.12) Process applications for minor and major renovations, payable by the lot owner making the application, see item 6.8 and 14.5(b);
- (9.13) Process applications for approval of pets pursuant to the schemes By-laws, payable by the lot owner, see item 6.8 and 14.5(b);
- (9.14) Provide records to the scheme, following the termination of this agreement and prior to the expiration of the term, see item 14. 5(b);
- Sustainability Projects (See Item 14.5(b))**
- (9.15) When instructed, the agent will obtain proposals and tenders for appropriate sustainability projects to be presented to the scheme for determination, including but not limited to;
- The Sydney Water Fix Program
 - Implementation of a N.A.B.E.R.S. Rating
 - Solar Panelling
 - E.V. Charging Stations
 - Upgrade of Hot Water Systems
 - L.E.D. Lighting
- Establishment of Building Registers (14.2(f))**
- (9.16) When requested by the scheme or Strata Committee, the agent will establish the following registers on behalf of the scheme, should these services not be provided by any applicable Building Manager;
- Appliance and Building Asset Registers
 - Resident Vehicle Register
 - Key Register
 - Contracts Register
 - Resident Pets Register
 - Security Bond Register

10. DISPUTE RESOLUTION

- (10.1) In the event a dispute arises between the parties, the complainant must not commence any court, legal or arbitration proceedings (except where the party seeks urgent interlocutory relief) unless it has first complied with this clause;
- (a) Notification**
- The complainant must inform the other party in writing of the following;
- (i) The nature of the dispute;
 - (ii) What clause/s of this agreement, legislation or case law (if applicable), that have been breached, and
 - (iii) What outcome the complainant desires, and
 - (iv) The action the complainant believes will settle this dispute.
 - (v) For the scheme, notices of a grievance under this clause should be directed to the agent via the postal or email addresses listed in Section 2
 - (vi) For the agent, notices of a grievance under this clause shall be directed to ALL elected Strata Committee members at the time of the grievance.
- (b) Best Endeavours to Resolve Dispute**
- On receipt of a complaint, both parties will make every effort to resolve the dispute by mutual negotiation within 21 business days. This may include convening of a Strata Committee or General Meeting (at no cost to the principal) to resolve the matters identified.
- (c) Mediation**
- Any unresolved dispute or difference whatsoever arising out of or in connection with this agreement shall be submitted for mediation to NSW Fair Trading or other appropriate jurisdiction or mediation service agreed by the parties (these costs are to be borne by each party).
- (d) Section 72 Application**
- Should the dispute remain unresolved after mediation, the principal may apply for an order pursuant to section 72 of the Strata Act.
- (e) Survival of this Clause**
- This clause shall survive the expiration or termination of this agreement.
- (10.2) For the purposes of item 10.1 of this agreement, any grievance to the agent may only be submitted following a properly constituted resolution (i.e. meeting) of the Strata Committee or Owners Corporation.
- (10.3) An individual owner shall not be permitted to register a grievance pursuant to this clause, however the agent may elect to deal with any such grievance in a similar manner as outlined in 10.1 should, at the agents discretion, the grievance warrant such a reply.

11. GENERAL TERMS AND CONDITIONS

Record Keeping and Privacy of Information

- (11.1) The scheme acknowledges that the agent will collect private information from owners and tenants that may be required to be passed onto 3rd parties such as contractors and other suppliers to the scheme in order to effectively manage the common property. Unless authorised in writing, the agent shall not be permitted to pass this information onto other owners or tenants within the scheme (particularly where parties may be in dispute) nor will this information be made available during Section 183 inspections.
- (11.2) The principal and agent acknowledge for the purposes of adhering to the Privacy Act 1988 (Cth) and the National Privacy Principles, personal information such as email addresses and phone numbers WILL NOT be maintained by the Owners Corporation on the Strata Roll, however may be maintained by the agent on their client management system for the purpose of distributing notices and other information.
- (11.3) The scheme authorises the agent to have custody of and maintain all records of the scheme in electronic form and to convert existing records of the scheme to a lawfully acceptable electronic form. The scheme authorises the agent to dispose of any paper records, once stored securely electronically, at the agent's discretion.

Work Health & Safety

- (11.4) Both parties acknowledge their responsibilities under the W.H. & S. Act and agree that for the purposes of this Act, the scheme (and not the agent) is in control of the building and all contractors engaged to perform work at the building for either routine, non-routine or emergency work at the scheme. The agent is not and will not in any circumstances be a principal contractor for the building or work done at the building nor will the agent be responsible for the building complying with any requirements of the WH&S Act, or associated legislation.
- (11.5) The parties further acknowledge that the agent has moral and legal responsibilities to provide their staff with a safe working environment, which includes an environment free from bullying, threatening behaviour or physical or sexual harassment.
- (11.6) To comply with the requirements of the WH&S Act, the agent uses safe work method statements for their employees. When a meeting is held on-site that requires attendance by more than 1 employee of the agent, the scheme agrees to reimburse the agent for the reasonable costs of other employees as outlined in item 14.5(b).
- (11.7) Where the strata committee or agent experience situations or receive communications from owners, residents or agents acting on behalf of owners that they deem as harassment, they shall report said incidences to the Strata Committee and the agent shall be entitled to cease any further communication with those individuals and/or issue administrative fees pursuant to the schemes By-laws and pursuant to items 6.8 and 6.9.

Limitations of Agents Expertise

- (11.8) The parties agree and acknowledge that the agent's expertise is limited to the administration of strata schemes in N.S.W. pursuant to the obligations of the Strata Act. The agent may provide guidance, but is not qualified to provide a professional advice on the following matters;
- (11.9) Capital Works Fund Assessment
The parties agree that the agent is not qualified to prepare a Capital Works Fund report for the purposes of Section 80 of the Strata Act and where the scheme elects not to engage a suitably qualified expert to prepare such a report pursuant to Section 80(6) of the Act, it will not rely on the indicative Capital Works Fund budget that may be prepared by the agent
- (11.10) Section 16 Documents
The parties agree that the agent is not qualified to scrutinise plans, warranties, certificates or other information received pursuant to section 16 of the Strata Act & will not hold the agent liable for any deficiencies with information provided to the scheme pursuant to section 16. The parties acknowledge that the scheme should rely on independent experts to verify that any section 16 documents received accord with the requirements of the Strata Act.
- (11.11) Property Inspections
The parties agree that any common area inspections conducted by the agent are 'general' in nature relating to the condition of the common areas. The agent does not purport to be an engineer, building defect consultant or construction expert that is able to provide advice to the principal surrounding the structural integrity of the scheme, compliance with the B.C.A. W.H. & S. or Australian Standards.
- (11.12) Building Defects
The parties agree that the agent is not a qualified building defect expert and that to obtain such advice, the principal should engage suitably qualified experts to provide advice regarding building defects, including the expiration of statutory building warranties and possible legal remedies available to the principal under the H.B.A., D.B.P. and R.A.B Acts, O.B.C., or O.F.T., contractually or otherwise.
- (11.13) Financial, Investment, and Other Advice
The principal acknowledges that any financial, investment, or other advice provided by the agent to the principal is of a general nature only, whose preparation does not take into account the individual circumstances, objections, financial situation or needs of the principal. The principal is advised to consult with their own independent financial, investment or taxation advisor or other appropriately qualified expert.

Indemnities

- (11.14) The agent is a participant in the S.C.A. (NSW) Professional Standards Scheme under the Professional Standards Act 1984 and reserves the right to rely on the limitations provided by this scheme and/or the limitations on liability provided by this agreement.
- (11.15) The agent will not be responsible for any loss or damage occasioned to or by the scheme by reason of exercise of any function or power conferred on the agent or by any alleged failure to exercise such function or power, including the identification of and rectification of building defects or maintenance items via inspections or otherwise and/or pursuit of building defect claims.
- (11.16) This indemnity does not extend to any liability to pay a fine that arises by virtue of section 57 of the Act or any fraud on behalf of the agent.
- (11.17) The scheme agrees that it will at all times indemnify the agent against all actions, suits, proceedings, costs, claims, expenses or demands which may arise in the course of or as a result of the agent's management of the scheme, including all legal expenses incurred by the agent in defence of or initiation of any legal proceedings as well as any excess payable under professional indemnity insurance, by third parties against the agent, by third parties against the agent in which the agent is incorrectly treated as the scheme or by the scheme against the agent arising before, during or after this agreement, including but not limited to the scheme's failure to make decisions, provide appropriate direction or raise adequate funds. The liability of the agent to the scheme arising out of the performance or non-performance of services, whether under the law of contract, tort or otherwise, is limited to the cost of rectifying or repeating the provision of the services.

Note: Changes to items 11.15 to 11.18 will void the Professional Indemnity cover of the agent. They can not be changed or amended.

Appointment as Authorised Representative

- (11.18) The agent will assist the scheme's appointed insurance broker to gather the necessary information to place insurance cover on behalf of the scheme. This information includes but is not limited to arranging the annual insurance valuation, claims history, maintenance history, fire compliance, building defects and other relevant information to assess the risk application to the scheme. Where the agent or their subsidiary ARE NOT appointed as the authorised representative, the management fee listed in item 14.1 shall be adjusted by 25%. If the agent is directed not to act as the authorised representative for the scheme, this must only be done by a written direction pursuant to a resolution of a meeting of the scheme and the scheme agrees that it will indemnify and hold harmless the agent in respect of all actions, suits, proceedings, claims or demands which relate to placing and managing the insurances of the scheme, including processing insurance claims.

G.S.T. and Application of Fees and Disbursements

- (11.19) Any amounts referred to in this agreement which are payable by the scheme to the agent in respect of services provided, including reimbursement of expenses are expressed inclusive of the G.S.T. at a rate of 10%. If that rate varies, the parties agree that the rates specified will also vary.
- (11.20) The fees outlined in item 14.1 are payable quarterly in advance, Items 14.2 to 14.10 are payable quarterly in arrears. Any amount owing by the scheme 3 months after the due date shall incur simple interest calculated at 10% p.a.
- (11.21) The fees outlined in Section 14 at item 14.1 are based on a contract term of 3 years. Where a reduced term contract is entered into, the fees and charges outlined in Section 14 of this agreement will be adjusted as follows; 2 Year Agreement by 5%, 1 Year agreement by 10%, no term agreement by 15%.
- (11.22) All fees have been negotiated between the parties to the agreement and will be adjusted annually on the anniversary date of the agreement by 5% or as adopted in the annual budget of the scheme, whichever is the greater. The agent's fees under this agreement include G.S.T.
- (11.23) The scheme shall be liable to reimburse the agent for all disbursements including but not limited to photocopying, stationery and printing for issuing levy notices, meeting notices and other correspondence for the scheme other than the agreed included services listed in Section 14 of this agreement. Note: A fair use policy applies to all routine services provided. Where the scheme or an office bearer requests administrative services that the agent, in their absolute discretion deems as being excessive (e.g. requesting multiple annual budgets), the agent may charge as per item 14.5(b).

Non-Compete

- (11.24) The scheme agrees that they will not engage the services of any employee, former employee, consultant, contractor, director or partner of the agent or the agents' subsidiaries for a period of 12 months, should this agreement be concluded pursuant to Section 5 of this agreement. The agent discloses that there is a reciprocal term in the employment contracts of each of its' employees and contractors and reserves the right to initiate legal proceedings either jointly or separately should there be a breach of this clause.

Transfer of Agreement

- (11.25) The Principal acknowledges that during the term of this agreement the agent may transfer its business to another agent. If this occurs, then the agent may request the Principal's consent to transfer or novate this agreement to the proposed transferee. The Principal agrees not to unreasonably withhold its consent to a transfer or novation to a transferee if that transferee is licensed, financially sound and appropriately qualified to perform the duties outlined in this agreement.

12. AGENT DISCLOSURES

Disclosure of Rebates, Discounts, Commissions, Benefits or Training Services

- (12.1) The agent discloses that it is a member of S.C.A. (N.S.W.), the R.E.I. of N.S.W. and the U.D.I.A. and from time to time may sponsor events, conferences or seminars that may be held by these organisations.
- (12.2) The agent discloses that from time to time it may use suppliers to the scheme for its own business practices including Macquarie Bank, CRM Insurance Brokers and Khoury Bros. & Co. Accountants however the agent DOES NOT receive any rebate, discount or commission for recommending these suppliers to the scheme.
- (12.3) The agent discloses that from time to time it may receive training services or advice from suppliers to the scheme, including but not limited to;

Grace Lawyers	Dentons	Strata Energy Services
Bannerman's Lawyers	Chambers Russell Lawyers	Winfire
Holding Redlich Lawyers	Mills Oakley Lawyers	Macquarie Bank
J.S. Mueller and Co. Lawyers	DEA Lawyers	Maddocks
Madison Marcus Law	Sparke Helmore	Corporate Home Unit Underwriting Agencies

Where training is provided by suppliers a disclosure will be made via the Section 60 report provided to the scheme at the A.G.M.

- (12.4) The agent discloses that it has Authorised Representative agreements to provide quotations and placement of cover for the renewal of the Owners Corporations Insurances with;

McCormack Harris Insurance Brokers	Honan Insurance Brokers	Coverforce Insurance Brokers
CRM Insurance Brokers	Arthur J Gallagher & Co Brokers	Corporate Home Unit Underwriting Agencies
BCB Insurance Brokers	BAC Insurance Brokers	Austbrokers

When the agent receives a brokerage from these companies for being an authorised representative it will be disclosed to the scheme via the section 60 report provided to the scheme at the A.G.M.

- (12.5) The agent discloses that it has commercial arrangements with (including but not limited to);











AMPAC Debt Recovery Services	Strata Energy Services	Active Utilities
Strategic Collection Services	Strata Essential Services	B Energy
Solutions in Engineering	Savant Energy	Prime Strata Consulting Services

Where these services are used and a retainer or referral fee is received, it will be disclosed via the Section 60 report or financial reports provided to the scheme at the A.G.M.

- (12.6) The agent discloses that Netstrata Pty Limited, WinFire Pty Limited, Resolute Maintenance Group, PG Martin Plumbing and Strata Insurance Services Pty Limited (S.I.S.) (A.F.S. Licence 457333) are wholly owned subsidiaries of the agent. All brokerage fees* charged by S.I.S. are retained by the subsidiary, not the agent. Where WinFire, Resolute Maintenance Group or PG Martin Plumbing are appointed to provide services for the scheme, all charges will be disclosed pursuant to Section 60 and via the financial statement for the scheme.

***Note: S.I.S. does not receive commissions from insurers for providing broking services, a fee for service model is applied.**

13. EXPLANATION OF AGENTS SERVICES, FEES AND DISBURSEMENTS

TYPE	EXPLANATION
 Management Fees	Contracted Management Fees (for the services listed under Section 7 & 8 of this agreement) are calculated based on the size of your scheme (i.e. the number of lots) plus the complexity of your scheme as well as the facilities and apparatus that are installed at the scheme. Our office uses time recording software to assist in the preparation of Section 55 reports (included in the A.G.M. for the scheme) which also assist in reviewing the base management fees. A complete copy of this report is provided to your scheme each year. Note: The fees outlined in Section 14 at item 14.1 are based on a contract term of 3 years. Where a reduced term contract is entered into, the fees and charges outlined in Section 14 of this agreement will be adjust by 2 Year Agreement 5%, 1 Year agreement 10%, no term agreement 15%.
 Strata Administration	Provides for additional administration of your scheme that falls outside the typical administration of your strata scheme, (for example attendance at mediation or tribunal hearings at N.C.A.T. or arranging a council clean-up on behalf of residents), reimbursement for out-of-pocket expenses (for example purchase of a common property notice board) or for the inclusion of your scheme in bulk tendering opportunities, (for example lift contracts or for electricity & gas supply). See Items 14.2 and hourly fees outlined in Item 14.5.
 Disbursements	<p>Disbursements are for reimbursement of the reasonable costs the secretary, treasurer or chairperson would usually incur for the day-to-day administration of the scheme, for example, telephone calls, postage, printing and photocopying charges. Recent changes to the Strata Act now require Owners Corporations to store their data electronically. This requirement has incurred additional costs to facilitate data storage, data security and software.</p> <p>Our Office provides 2 options for recovery of disbursements that are incurred on behalf of your scheme, either 'Pay As You Go' or Fixed Disbursements. Which option is preferable to your scheme will largely depend on the number of meetings that your scheme is likely to undertake each year as well as the ongoing administration and communication provided for owners and residents. Fixed disbursements provide certainty around budgeting, however the Pay as you Go option may be preferable for schemes that do not believe they will require extensive administration. Speak with your manager regarding the best option for your scheme – see list of disbursements and options provided at Items 14.10a and 14.10b.</p>
 Financial Administration	Like any Corporation, your Owners Corporation is required to prepare and lodge tax returns with A.T.O. and where your scheme is registered for G.S.T., your scheme will also have a requirement to lodge quarterly B.A.S. The charges outlined in item 14.3 are based on the annual budget of the scheme (i.e. the amount) and the number of expected transactions during the year as well as whether the scheme is GST Registered. As a registered Tax agent, Netstrata is able to provide this service directly to your Owners Corporation, which avoids the usual expenses that would be incurred by engaging an external Taxation agent. Here it should be noted that this is an 'Opt-Out' service, meaning that should your Owners Corporation wish to prepare their own Tax Return and B.A.S. they are at liberty to do so.
 Statutory Compliance	<p>Your Owners Corporation has numerous compliance obligations that are imposed by various pieces of legislation and regulations. These obligations vary from providing a safe environment for owners, residents and service providers, to ensuring the compliance of plant & equipment at your property. New obligations on your scheme also require your Owners Corporation to submit an annual report to the NSW Government (Strata Hub) and compliance with reporting to the O.B.C.</p> <p>If your scheme is required to submit and A.F.S.S. pursuant to E.P.A. Regulation 2000, the fire compliance charges relate to the administration and management of essential services at the scheme. This includes qualifying the expertise of contractors in accordance with the Competent Fire Safety Practitioners regime, arranging access to ALL lots within the scheme, including the collection of tenant data, liaising with council, signing the Annual Fire Safety Statement, and lodging the statement with council and the NSW Fire Brigade on behalf of the scheme. The charges outlined in 14.6(a) & (b) are based on the complexity of the fire apparatus at the property and liability associated for yearly compliance, and does not include work arising from a Corrective Action Report (C.A.R.) (i.e. correcting a failure with an apparatus) or a fire order issued upon the scheme. Like Financial Administration, this is an Opt-Out service and the scheme is at liberty to perform the administration on their own behalf should they elect to do so, subject to item 7.40. Additional fees for C.A.R. work are outlined in item 15.5(b). Note: Where Winfire is appointed by the Owners Corporation, a 25% reduction to items 14.6(a) & (b) applies.</p>
 Trade Compliance	Is associated with the time taken to verify the bonafides of any contractors performing work at your scheme, including that they hold the appropriate licenses, insurances, qualifications, registrations, and safe work policies in place prior to completing the work that they are being contracted to perform. The fee is calculated based on the number of suppliers that perform work at your scheme from 1 July to 30 June each year, as well as the complexity of the licenses and qualifications that they hold. For efficiency and cost savings this is currently performed externally by Prime Strata Support Services, however can be performed by our office for a fee outlined in Item 14.6(e).
 Pre-AGM Survey and Tenant Meeting Compliance	The Strata Act requires that certain procedures be undertaken as part of the A.G.M. process, this includes calls for nominations to the Strata Committee prior to the A.G.M., inclusions of any nominations in the AGM Notice, as well as notifying tenants of the A.G.M as required by the Strata Act Regulations 2016, & conducting a tenant meeting (if required).
 Council Clean Up	In the event your Owners Corporation elects to undertake regular council clean-ups for their scheme, this provides for the administrative processes associated with booking a routine council clean up and notifying residents of the scheme, including the specifications for proper disposal of goods. This is an 'Opt-In' service decided by the owners of your scheme.
 Debt Recovery Fees	Debt recovery and arrears charges are for the costs associated with pursuing outstanding levies and the initiation of Debt Recovery proceedings. These charges are generally able to be recouped by the Owners Corporation.
 Updating New Tenancies	Section 258 of the Strata Act requires all Landlords to supply the Owners Corporation with details of the lessees of their lot. This requirement has become more important with the introduction of the Competent Fire Safety Practitioners Regime where access to ALL lots during a fire safety inspection is required as well as the introduction of the Strata Hub. Having this data allows for fire inspections to be arranged directly with all residents, which saves the Owners Corporation re-inspection fees and other charges. Where a By-law has been passed by your scheme, these charges may be passed onto lot owners.

14. AGENTS FEES AND DISBURSEMENTS

For the services and disbursements outlined in this agreement, the scheme will pay the agent as per the table outlined below. All fees include G.S.T.

(14.1) Management Fees for Routine Duties (Per Lot, Per Month) \$29.51		(14.6) Statutory Compliance	
(a) Attend AGM completed prior to 6.30pm (Mon to Thurs)	Included	(a) Fire Compliance & Administration	\$1.00 per lot, per month*
(b) Attend 4 electronic meetings during business hours	Included	(b) Sign Annual Fire Safety Statement	\$2,500.00 per statement*
(c) Arranging routine scheduled maintenance to Max. \$5000	Included	(c) Pre-AGM Survey & Tenant Meetings	\$22.00 per lot
(d) Issue routine work orders and quotation requests	Included	(d) Complete Safe Work Certificate	\$75.00 per certificate
(e) Conduct 6 on-site inspections per annum	Included	(e) Qualify Existing Trade License	\$55.00 per supplier, per annum
(f) Process insurance claims to a maximum of \$5000	Included	(f) Qualify New Trade License	\$125.00 per supplier
(14.2) Strata Administration		(g) Complete Strata Hub Survey	\$75.00 per 15 Minute Block
(a) Out of Pocket Expenses	At Cost +25%	(h) Complete O.B.C. Survey	\$75.00 per 15 Minute Block
(b) Arrange Council Clean Up	\$11.00 per lot, per clean-up	*A 25% Reduction applies where Winfire is appointed to complete A.F.S.S.	
(c) Bulk Tendering	15% of Savings Gained	(14.7) Insurance **	
(d) Process Tenancy Notices	\$45.00 per notice	(a) Brokerage	If applicable pursuant to Sec.60
(e) Establish Key Register	Price on Application	(b) Process Insurance Claims	\$75.00 per 15 Minute Block
(f) Establish Building Registers	Price on Application	(c) Management Fee Increase	+25% to item in 14.1
(14.3) Financial Administration		**Applies where Agent IS NOT appointed as an Authorised Representative	
(a) Audit Preparation	\$49.00 per 15 minute block	(14.8) Project Administration (Only applies when approved by Principal)	
(b) Income Tax Preparation & Lodgement	\$820.00 per return	(a) Defect Claims	\$75.00 per 15 Minute Block
(c) B.A.S. Preparation & Lodgement	\$450.00 per return	(b) D.B.P. Act Remedial Works	5% of Total of Works
(d) Online Invoice Approvals	\$6.60 per lot, per qtr	(c) Building/Infrastructure Upgrades	\$75.00 per 15 Minute Block
(14.4) Arrears Processing Charged to Levy Debtor		(d) Legal/Mediation Matters	\$75.00 per 15 Minute Block
(a) Issue Arrears Reminders	\$44.00 per arrears notice	(e) Sign Minor & Major Works Contracts	\$75.00 per 15 minute Block
(b) Arrange Payment Plan	\$100.00 per plan, per month	(14.9) Requests by Lot Owners/Residents Charged to Lot Owner	
(c) Perform Skip Trace	\$250.00 per trace	(a) A/Hours Emergency Admin	\$99.00 per call
(d) Initiate Legal Action	\$185.00 per action	(b) Process Key/Fob/Bond Request	\$49.00 per 15 Minute Block
(14.5) Hourly Rates		(c) Provide Smoke Detector Cert.	\$55.00 per certificate
(a) Director/Senior Executive	\$125.00 per 15 Minute Block	(d) Process By-law Complaint	\$49.00 per complaint
(b) Strata Managing Agent	\$75.00 per 15 Minute Block	(e) Online Strata Search	\$55.00 per hour
(c) Clerical/Admin Staff	\$49.00 per 15 Minute Block	(f) Section 184 Certificates	Statutory fee, paid by applicant
Disbursements – Option A		Disbursements – Option B	
(14.10a) Fixed Disbursements (Per Lot, Per Month) \$5.95		(14.10b) Disbursements – Pay as you Go	
Telephony Charges (a) Mobile, SMS, MMS, & STD Phone Calls Delivery of Information (b) Postage Charges (c) Photocopying, Printing and Stationery (d) Levy Payment Notices (Excluding Arrears Processing fee) (e) Electronic Delivery of Information (f) Issue supplier EFT and Remittance Advices Information Storage and Data Protection (g) Hardcopy Archiving, Storage & Retrieval of Records (h) Store information via an Electronic D.M.S. (i) Software and Computer Licenses (j) AWS Cloud Data Storage & Cyber Security Electronic Communication (k) Conduct Electronic Meetings & Voting Platform (l) Maintain Electronic copy of Strata By-laws (m) Issue Monthly Financial Statement via Online Portal (n) Provide Copy of Insurance Certificate via Online Portal (o) Maintain Online Client Portal (p) Maintain 'Netstrata Space' Mobile Application		Telephony Charges (a) Mobile, SMS, MMS, & STD Phone Calls Delivery of Information (b) Postage Charges (c) Photocopying, Printing and Stationery (d) Levy Payment Notices (e) Electronic Delivery of Information (f) Issue supplier EFT and Remittance Advices Information Storage and Data Protection (g) Hardcopy Archiving, Storage & Record Retrieval (h) Store information via an Electronic D.M.S. (i) Software and Computer Licenses (j) AWS Cloud Data Storage & Cyber Security Electronic Communication (k) Conduct Electronic Meetings & Voting Platform (l) Maintain Electronic copy of Strata By-laws (m) Issue Monthly Financial Statement via Portal (n) Provide Copy of Insurance Certificate via Online (o) Maintain Online Client Portal (p) Maintain 'Netstrata Space' Mobile Application	
	Included		At Cost +25%
	Included		At Cost +25%
	Included		\$1.00 per page
	Included		\$3.30 per levy
	Included		\$1.00 per email
	Included		\$1.00 per advice
	Included		
	Included		\$2.20 Per Lot, Per Month
	Included		(g) to (j)
	Included		
	Included		\$2.20 Per Lot, Per Month
	Included		(k) to (o)
	Included		
	Included		\$15.00 Per User, Per Annum

Note: The Fees outlined in 14.6(c) and 14.10b (g) to (o) are capped for large strata schemes (as defined in the Strata Act).

The common seal of Strata Plan 93238 was affixed in the presence of the undersigned being the persons authorised to attest the affixing of the seal, on this date 19/06/2023

.....
** Name

.....
Signed by representatives of Lot

.....
Signature of the Licensed Strata
Managing Agent on behalf of Network
Strata Services P/L

.....
** Name

.....
Signed by representatives of Lot

** The scheme acknowledges being served with a copy of this agreement when it was signed.

STRATA PLAN

93238

COMMON SEAL

15. OUR BRANDS

Netstrata have provided professional strata management services since 1996 and are evolving into a Full-Service Organisation for your strata property. Our current services include Strata Management, Insurance Broking, Strata Software and now Maintenance.

An outline of the services provided by our subsidiaries is listed below. Here it should be noted your scheme is at liberty to choose any service provider of their choice, they ARE NOT required to use the services of our brands, however as you will note, apart from cost savings and efficiencies there are numerous benefits for your scheme, including responsibility, accountability, availability, and supply chain assurance.

Having access to these resources also means that our strata managers have a unique training advantage, being exposed to the direct knowledge of our brokers, trades and software developers.

STRATA INSURANCE SERVICES (S.I.S)



Strata Insurances are a bespoke insurance product that are not generally understood or placed by most Insurance Brokers. With the current volatility in the general insurance market following the recent natural disasters such as bush fires and flooding events, it is important that your scheme is represented by a broker that specialises in and understands the strata insurance market.

Other key benefits include:

Risk Profiling

Having access to ALL records for your scheme, including the A.F.S.S., asset registers, maintenance records, safety reports, window lock compliance records and claims history means S.I.S. can provide insurers with a complete risk profile that is unable to be provided by external brokers. Because insurers price against risk, providing this information means you can be assured your scheme is receiving the most competitive and thorough insurance proposals possible.

Independence

S.I.S. is an independent Insurance Broker. Being independent means that we are able to source insurance products and proposals from ALL strata insurers and underwriting agencies, we are not limited in choice like other broker owned co-operatives.

Commission Free

Importantly, S.I.S. DOES NOT take commissions for placing insurances on behalf of your scheme, rather a fee for service is applied and disclosed to owners on each insurance renewal, regardless of which insurance quotation is selected by your Owners Corporation. This adds a further layer of independence to the insurance renewal process for your scheme and reduces many of the taxes and charges that are applied to your premium.

Claims Management

Having an in-house broker means we are able to provide a more efficient and effective claims management for any insurable event that may occur at your strata property. This means any damage to your scheme will be remediated sooner and claims paid out more quickly.

Reporting and Disclosure

Strata legislation requires all strata managers to disclose any commissions received at each A.G.M. Our office takes this one step further providing all owners with a notification of renewal and current insurance certificate for your property.

For a complete guide to the broking services provided by S.I.S. for your scheme, [click here](#)

WINFIRE PTY LTD INCORPORATING



Our maintenance division incorporates 3 trading entities, Winfire, Resolute Maintenance, and PG Martin Plumbing. Across these brands we have trade licenses in Electrical, Accredited Fire Technicians, Locksmiths, Carpentry, Plumbing, Roof Plumbing, Draining and Gas fitting.

Other key benefits include:

Safety and Compliance

Winfire was established following the introduction of the NSW Competent Fire Safety Practitioner (C.F.S.P.) regime. Our diversity of skill sets means that we are able to complete two important safety inspections for your property concurrently – Fire Safety and Window Lock Compliance. These inspections not only provide protection and safety assurances, completing the inspections concurrently delivers convenience for residents and cost savings for your Owners Corporation. No other service supplier is able to provide these two services simultaneously.

Priority Access

Due to supply and demand pressure, accessing trades during peak periods such as extreme weather events, can be problematic. Having an in-house maintenance division ensures that your property will be given priority service during peak periods, severe weather events and after-hours emergencies.

Efficiency and Convenience

Having direct access to a variety of trade licenses means our team are able to complete complex maintenance issues without the need to seek alternative trades or sub-contractors. This assures efficiency and continuity of service, providing both convenience and cost savings for your scheme.

Reporting

When our maintenance team is appointed by your scheme to provide scheduled maintenance services, we will provide a detailed report of the services provided, including before and after photos and recommendations for future servicing of common property assets. When requested, we are also able to provide your scheme with an asset register of plant and equipment for your property.

Competitive Pricing and Accountability

Quite simply the buck stops with us. We appreciate that on all levels our office and subsidiaries are servicing your homes, investments, and community. To ensure our ongoing relationship is maintained you can be assured that our pricing is competitive and services of the highest standard.



STRATA SPACE

Strata Space is our proprietary software which enables our office to provide completely unique management services for your Owners Corporation and our Strata Managers.

All owners have access to our online portal and mobile application where they are able to report issues affecting your property and obtain pertinent information regarding your scheme.



NETSTRATA Mobile App

powered by
NETSTRATA

report, track & view maintenance
issues for your property

DOWNLOAD

16. PROFESSIONAL MEMBERSHIPS



PROFESSIONAL
STRATA
MANAGER
Strata Community Association (NSW)



member
REINSW
REAL ESTATE INSTITUTE
OF NEW SOUTH WALES



**GOLD
MEMBER**
Fire Protection
Association Australia



Tax Agent
25 753 9378



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National Insurance Brokers Association

BALANCE SHEET

FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(17,058.03)	523,520.32	506,462.29
Investment A/c Strata Plan 93238 INV	0.00	54,605.37	54,605.37
Investment A/c Strata Plan 93238 Inv2	0.00	103,288.96	103,288.96
Investment A/c Strata Plan 93238 Inv3	0.00	102,281.86	102,281.86
Levies Receivable	48,643.35	5,544.06	54,187.41
Total Assets	31,585.32	789,240.57	820,825.89
LIABILITIES			
Levies Paid in Advance	7,555.37	0.00	7,555.37
GST Liabilities	23,837.85	(8,913.59)	14,924.26
Total Liabilities	31,393.22	(8,913.59)	22,479.63
Net Assets	192.10	798,154.16	798,346.26
OWNERS FUNDS			
Opening Balance	18,489.64	787,303.13	805,792.77
Surplus / Deficit for the period	(18,297.54)	10,851.03	(7,446.51)
Closing Balance	192.10	798,154.16	798,346.26
Total Owners Funds	192.10	798,154.16	798,346.26

INCOME & EXPENDITURE SUMMARY



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Administrative Fund

	Actual 01/05/22 - 30/04/23	Budget 01/05/22 - 30/04/23	Actual 01/05/21 - 30/04/22	Budget 01/05/21 - 30/04/22
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	(\$2,738.15)	\$0.00	(\$1,004.56)	\$0.00
Debt Collection Recoveries	\$16,285.59	\$0.00	\$18,662.43	\$0.00
Expenses Recoveries				
Owner Expense Recoveries	\$1,582.74	\$0.00	\$371.82	\$0.00
Expense Recoveries	\$1,300.00	\$0.00	\$0.00	\$0.00
Interest				
Interest On Levy Arrears	\$4,885.90	\$0.00	\$3,404.81	\$0.00
Levy Income				
Levy Income	(\$1,417.89)	\$0.00	(\$12,504.15)	\$0.00
Contributions - General	\$1,227,664.28	\$1,237,980.00	\$1,078,665.80	\$1,085,000.00
Total Income	\$1,247,562.47	\$1,237,980.00	\$1,087,596.15	\$1,085,000.00
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$67.20	\$100.00	\$65.59	\$100.00
DEFT Process Fees	\$865.49	\$850.00	\$838.35	\$850.00
Audit Report	\$2,204.55	\$2,700.00	\$2,506.36	\$2,500.00
BAS & Tax Administration	\$2,326.23	\$2,700.00	\$2,326.23	\$2,500.00
Income Tax	\$288.90	\$0.00	\$348.60	\$0.00
Building General				
General Maintenance	\$8,337.78	\$7,000.00	\$14,430.96	\$7,000.00
Locks & Doors	\$2,010.46	\$4,500.00	\$4,829.71	\$4,500.00
Window Cleaning	\$0.00	\$15,800.00	\$15,840.00	\$18,000.00
Cleaning				
Cleaning - General	\$128,420.00	\$129,000.00	\$131,154.09	\$128,000.00
Electrical				
Electrical Repairs	\$3,338.47	\$2,500.00	\$2,634.68	\$4,000.00
Fire Control				
Fire Services	\$1,606.05	\$2,400.00	\$2,319.08	\$2,400.00
Garden & Grounds				
Lawn Mowing & Gardening	\$17,571.34	\$17,500.00	\$15,353.56	\$17,500.00
Insurance				
Insurance Premium	\$674.87	\$1,000.00	\$3,688.80	\$3,700.00
Legal & Professional Services				
Legal Fees	\$0.00	\$0.00	\$655.00	\$0.00
Lift Repairs				
Lift Maintenance	\$20,520.00	\$23,000.00	\$34,532.67	\$23,000.00
Pest Control				
Pest Control - General	\$750.00	\$1,000.00	\$800.00	\$1,000.00
Plumbing				
Plumbing - General	\$3,385.00	\$3,500.00	\$2,996.88	\$6,500.00
Hot Water System Maintenance	\$1,900.00	\$6,500.00	\$7,524.37	\$6,500.00
Resident Manager / Caretaker				
Building Manager/Caretaker	\$107,972.10	\$111,000.00	\$91,001.00	\$111,000.00

INCOME & EXPENDITURE SUMMARY



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Administrative Fund

	Actual 01/05/22 - 30/04/23	Budget 01/05/22 - 30/04/23	Actual 01/05/21 - 30/04/22	Budget 01/05/21 - 30/04/22
Rubbish Removal				
Routine Waste / Bin Collection	\$0.00	\$0.00	\$0.00	\$2,000.00
Waste Removal	\$2,432.50	\$0.00	\$0.00	\$0.00
Security & Intercom				
Intercom Repairs / Replacement	\$923.70	\$0.00	\$243.27	\$0.00
Strata/Building Administration				
Building Defect Claim Administration	\$1,890.92	\$0.00	\$1,772.72	\$0.00
Debt Collection Fees	\$19,110.73	\$0.00	\$15,243.01	\$0.00
Inspection Fees	\$0.00	\$0.00	\$195.00	\$0.00
Land Titles & By-Law Registration	\$5,194.30	\$4,400.00	\$4,822.65	\$4,400.00
Management Services	\$99,319.95	\$99,890.00	\$95,508.18	\$96,250.00
Printing, Postage & Stationery	\$14,404.90	\$15,000.00	\$14,322.62	\$18,400.00
Strata Administration	\$7,877.37	\$7,800.00	\$7,817.53	\$7,500.00
BMC/Community Contributions	\$669,570.28	\$650,000.00	\$625,087.52	\$625,500.00
Legislative Compliance	\$7,231.90	\$6,500.00	\$6,497.54	\$4,995.00
AGM Budget Adjustment	\$0.00	\$0.00	\$0.00	(\$86,435.00)
Owner Refund	\$1,500.00	\$0.00	\$0.00	\$0.00
Telephone				
Lift Phone & Phone Charges	\$3,975.02	\$3,340.00	\$3,621.16	\$3,340.00
Water				
Water Consumption	\$130,190.00	\$120,000.00	\$97,132.82	\$70,000.00
Total Expenses	\$1,265,860.01	\$1,237,980.00	\$1,206,109.95	\$1,085,000.00
Surplus / Deficit	(\$18,297.54)	\$0.00	(\$118,513.80)	\$0.00

INCOME & EXPENDITURE SUMMARY



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Capital Works Fund

	Actual 01/05/22 - 30/04/23	Budget 01/05/22 - 30/04/23	Actual 01/05/21 - 30/04/22	Budget 01/05/21 - 30/04/22
Income				
Interest				
Interest On Levy Arrears	\$135.82	\$0.00	\$149.65	\$0.00
Interest On Bank Deposits (Investment Fund)	\$935.36	\$0.00	\$206.90	\$0.00
Interest On Bank Deposits (Investment 2 Fund)	\$2,031.84	\$0.00	\$391.46	\$0.00
Interest On Bank Deposits (Investment 3 Fund)	\$1,908.63	\$0.00	\$373.23	\$0.00
Levy Income				
Contributions - Capital Works Fund	\$155,010.80	\$155,000.00	\$155,010.80	\$155,000.00
Total Income	\$160,022.45	\$155,000.00	\$156,132.04	\$155,000.00
Expenses				
Building General				
General Maintenance	\$28,713.82	\$0.00	\$23,922.85	\$0.00
Locks & Doors	\$7,364.17	\$0.00	\$2,890.00	\$0.00
Capital Works Fund Maintenance	\$0.00	\$155,000.00	\$0.00	\$155,000.00
Window Cleaning	\$23,500.00	\$0.00	\$0.00	\$0.00
Cleaning				
Cleaning - General	\$8,400.00	\$0.00	\$0.00	\$0.00
Electrical				
Electrical Repairs	\$3,444.28	\$0.00	\$3,560.00	\$0.00
Garden & Grounds				
Lawn Mowing & Gardening	\$1,792.50	\$0.00	\$0.00	\$0.00
Legal & Professional Services				
Building Warranty	\$0.00	\$0.00	\$14,880.00	\$0.00
Capital Works Fund Report	\$0.00	\$0.00	\$2,552.73	\$0.00
Lift Repairs				
Lift Maintenance	\$12,698.10	\$0.00	\$0.00	\$0.00
Plumbing				
Plumbing - General	\$15,180.00	\$0.00	\$12,258.93	\$0.00
Hot Water System Maintenance	\$21,530.00	\$0.00	\$17,643.12	\$0.00
Rubbish Removal				
Waste Removal	\$1,965.00	\$0.00	\$0.00	\$0.00
Security & Intercom				
Intercom Repairs / Replacement	\$23,889.55	\$0.00	\$8,126.00	\$0.00
Security Services	\$694.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$149,171.42	\$155,000.00	\$85,833.63	\$155,000.00
Surplus / Deficit	\$10,851.03	\$0.00	\$70,298.41	\$0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
1	101/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
2	102/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
3	103/55 hill road	32	13,618.10	4,319.20	545.60	0.00	759.00	19,241.90	0.00	1,195.61	18,046.29	246.93
4	104/55 hill road	29	0.00	3,914.40	494.40	0.00	0.00	4,408.80	0.00	4,408.80	0.00	0.00
5	105/55 hill road	29	0.00	3,914.40	494.40	0.00	0.00	4,408.80	0.00	4,408.80	0.00	0.00
6	106/55 hill road	27	0.00	3,644.40	460.40	0.00	9.90	4,114.70	0.00	4,114.70	0.00	0.00
7	201/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
8	202/55 hill road	25	0.00	3,374.40	426.20	0.00	80.00	3,880.60	0.00	3,880.60	0.00	0.00
9	203/55 hill road	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
10	204/55 hill road	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
11	205/55 hill road	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
12	206/55 hill road	25	0.00	3,374.40	426.20	0.00	13.20	3,813.80	0.00	3,813.80	0.00	0.00
13	207/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
14	308/55 hill road	35	1,187.40	4,724.20	596.80	0.00	0.00	6,508.40	0.00	6,508.40	0.00	0.00
15	301/55 hill road	27	0.00	3,644.40	460.40	0.00	16.50	4,121.30	0.00	4,121.30	0.00	0.00
16	302/55 hill road	25	0.00	3,374.40	426.20	0.00	80.00	3,880.60	0.00	3,880.60	0.00	0.00
17	303/55 hill road	26	0.00	3,509.40	443.40	0.00	80.00	4,032.80	0.00	4,032.80	0.00	0.00
18	304/55 hill road	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	4,850.75	1,050.15 cr	0.00
19	305/55 hill road	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
20	306/55 hill road	25	903.10	3,374.40	426.20	0.00	70.00	4,773.70	0.00	3,877.53	896.17	28.08
21	307/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
22	408/55 Hill Road	35	0.00	4,724.20	596.80	0.00	13.20	5,334.20	0.00	5,334.20	0.00	0.00
23	401/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
24	402/55 hill road	26	0.00	3,509.40	443.40	0.00	3.30	3,956.10	0.00	3,956.10	0.00	0.00
25	403/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
26	404/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
27	405/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
28	406/55 hill road	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,880.60	80.00 cr	0.00
29	407/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
30	508/55 hill road	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,321.00	0.00	0.00
31	501/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
32	502/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
33	503/55 hill road	26	0.00	3,509.40	443.40	0.00	70.00	4,022.80	0.00	4,022.80	0.00	32.45
34	504/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	4,032.80	80.00 cr	0.00
35	505/55 hill road	26	0.42	3,509.40	443.40	0.00	0.00	3,953.22	0.00	4,625.91	672.69 cr	0.00
36	506/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
37	507/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00

FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
38	608/55 hill road	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
39	601/55 hill road	27	0.00	3,644.40	460.40	0.00	35.00	4,139.80	0.00	4,139.80	0.00	19.22
40	602/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
41	603/55 hill road	26	0.00	3,509.40	443.40	0.00	13.20	3,966.00	0.00	3,966.00	0.00	0.00
42	604/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
43	605/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
44	606/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
45	607/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
46	711/55 hill road	26	0.00	3,509.40	443.40	0.00	80.00	4,032.80	0.00	4,032.80	0.00	0.00
47	712/55 hill road	36	0.00	4,859.20	613.80	0.00	13.20	5,486.20	0.00	5,486.20	0.00	0.00
48	701/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
49	702/55 hill road	26	0.00	3,509.40	443.40	0.00	6.60	3,959.40	0.00	3,959.40	0.00	0.00
50	703/55 hill road	26	885.35	3,509.40	443.40	0.00	44.90	4,883.05	0.00	4,883.05	0.00	11.83
51	704/55 hill road	26	0.42	3,509.40	443.40	0.00	70.00	4,023.22	0.00	4,023.28	0.06 cr	13.94
52	705/55 hill road	26	0.00	3,509.40	443.40	0.00	3.30	3,956.10	0.00	3,956.10	0.00	0.00
53	706/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
54	707/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
55	708/55 hill road	29	0.00	3,914.40	494.40	0.00	0.00	4,408.80	0.00	4,408.80	0.00	0.00
56	709/55 hill road	29	0.00	3,914.40	494.40	0.00	0.00	4,408.80	0.00	4,408.80	0.00	0.00
57	710/55 hill road	34	1,153.45	4,589.20	579.80	0.00	175.00	6,497.45	0.00	3,801.98	2,695.47	31.29
58	811/55 hill road	24	0.00	3,239.40	409.20	0.00	0.00	3,648.60	0.00	3,648.60	0.00	0.00
59	812/55 hill road	35	6.60	4,724.20	596.80	0.00	19.80	5,347.40	0.00	5,337.50	9.90	0.00
60	801/55 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
61	802/55 hill road	26	7,122.40	3,509.40	443.40	0.00	2,055.70	13,130.90	0.00	13,130.90	0.00	1,052.69
62	803/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
63	804/55 hill road	26	15.90 cr	3,509.40	443.40	0.00	0.00	3,936.90	0.00	4,016.90	80.00 cr	0.00
64	805/55 hill road	26	0.00	3,509.40	443.40	0.00	70.00	4,022.80	0.00	4,022.80	0.00	26.20
65	806/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
66	807/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	4,032.80	80.00 cr	0.00
67	808/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
68	809/55 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
69	810/55 hill road	30	0.00	4,049.40	511.60	0.00	0.00	4,561.00	0.00	4,561.00	0.00	0.00
70	201/57 hill road	33	0.00	4,454.20	562.60	0.00	0.00	5,016.80	0.00	5,016.80	0.00	0.00
71	202/57 hill road	37	0.00	4,994.20	630.80	0.00	0.00	5,625.00	0.00	5,705.00	80.00 cr	0.00
72	203/57 hill road	38	1,289.15	5,129.20	648.00	0.00	0.00	7,066.35	0.00	7,066.35	0.00	0.00
73	204/57 hill road	38	0.00	5,129.20	648.00	0.00	0.00	5,777.20	0.00	5,777.20	0.00	0.00
74	205/57 hill road	22	3.60 cr	2,969.60	375.20	0.00	35.00	3,376.20	0.00	3,376.20	0.00	10.12
75	206/57 hill road	22	80.00 cr	2,969.60	375.20	0.00	16.50	3,281.30	0.00	4,124.10	842.80 cr	0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
76	207/57 hill road	33	0.00	4,454.20	562.60	0.00	0.00	5,016.80	0.00	5,016.80	0.00	0.00
77	308/57 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
78	309/57 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
79	301/57 hill road	33	0.00	4,454.20	562.60	0.00	0.00	5,016.80	0.00	5,016.80	0.00	0.00
80	302/57 hill road	38	0.00	5,129.20	648.00	0.00	0.00	5,777.20	0.00	5,777.20	0.00	0.00
81	303/57 hill road	38	0.00	5,129.20	648.00	0.00	70.00	5,847.20	0.00	5,927.52	80.32 cr	22.63
82	304/57 hill road	38	0.00	5,129.20	648.00	0.00	0.00	5,777.20	0.00	5,777.20	0.00	0.00
83	305/57 hill road	22	0.00	2,969.60	375.20	0.00	0.00	3,344.80	0.00	3,344.80	0.00	0.00
84	306/57 hill road	22	0.00	2,969.60	375.20	0.00	80.00	3,424.80	0.00	3,424.80	0.00	0.00
85	307/57 hill road	33	0.00	4,454.20	562.60	0.00	13.20	5,030.00	0.00	5,026.70	3.30	0.00
86	405/57 hill road	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
87	406/57 hill road	26	888.65	3,509.40	443.40	0.00	73.30	4,914.75	0.00	4,914.75	0.00	21.74
88	401/57 hill road	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,321.00	0.00	0.00
89	402/57 hill road	37	0.20 cr	4,994.20	630.80	0.00	35.00	5,659.80	0.00	5,659.80	0.00	1.78
90	403/57 hill road	38	4.60	5,129.20	648.00	0.00	150.00	5,931.80	0.00	4,462.93	1,468.87	30.07
91	404/57 hill road	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,321.00	0.00	0.00
92	505/57 hill road	25	0.00	3,374.40	426.20	0.00	70.00	3,870.60	0.00	3,868.98	1.62	42.99
93	506/57 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	4,032.80	80.00 cr	0.00
94	501/57 hill road	37	0.00	4,994.20	630.80	0.00	0.00	5,625.00	0.00	5,625.00	0.00	0.00
95	502/57 hill road	35	0.00	4,724.20	596.80	0.00	13.20	5,334.20	0.00	5,334.20	0.00	0.00
96	503/57 hill road	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,321.00	0.00	0.00
97	504/57 hill road	33	0.00	4,454.20	562.60	0.00	178.30	5,195.10	0.00	5,195.10	0.00	57.19
98	605/57 hill road	26	908.18	3,509.40	443.40	0.00	210.00	5,070.98	0.00	5,158.72	87.74 cr	65.19
99	606/57 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	4,032.80	80.00 cr	0.00
100	601/57 hill road	36	3.30	4,859.20	613.80	0.00	26.40	5,502.70	0.00	4,121.25	1,381.45	0.00
101	602/57 hill road	35	0.00	4,724.20	596.80	0.00	16.50	5,337.50	0.00	5,337.50	0.00	0.00
102	603/57 hill road	35	0.00	4,724.20	596.80	0.00	80.00	5,401.00	0.00	5,401.00	0.00	0.00
103	604/57 hill road	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,864.80	0.00	0.00
104	707/57 hill road	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
105	708/57 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
106	709/57 hill road	26	0.00	3,509.40	443.40	0.00	35.00	3,987.80	0.00	4,067.80	80.00 cr	13.46
107	701/57 hill road	37	0.00	4,994.20	630.80	0.00	0.00	5,625.00	0.00	5,705.00	80.00 cr	0.00
108	702/57 hill road	38	0.00	5,129.20	648.00	0.00	0.00	5,777.20	0.00	5,777.20	0.00	0.00
109	703/57 hill road	38	0.00	5,129.20	648.00	0.00	0.00	5,777.20	0.00	5,777.20	0.00	0.00
110	704/57 hill road	35	0.00	4,724.20	596.80	0.00	80.00	5,401.00	0.00	5,401.00	0.00	0.00
111	705/57 hill road	30	0.00	4,049.40	511.60	0.00	70.00	4,631.00	0.00	4,631.00	0.00	37.44
112	706/57 hill road	36	0.00	4,859.20	613.80	0.00	0.00	5,473.00	0.00	5,473.00	0.00	0.00
113	807/57 hill road	28	0.00	3,779.40	477.40	0.00	0.00	4,256.80	0.00	4,256.80	0.00	0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
114	808/57 hill road	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
115	809/57 hill road	26	0.00	3,509.40	443.40	0.00	210.00	4,162.80	0.00	4,162.80	0.00	63.22
116	801/57 hill road	43	127.03 cr	5,804.00	733.20	0.00	0.00	6,410.17	0.00	6,410.17	0.00	0.00
117	802/57 hill road	34	0.00	4,589.20	579.80	0.00	210.00	5,379.00	0.00	5,344.00	35.00	0.00
118	803/57 hill road	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
119	804/57 hill road	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	3,876.75	1,292.25	0.00
120	805/57 hill road	30	0.00	4,049.40	511.60	0.00	3.30	4,564.30	0.00	4,564.30	0.00	0.00
121	806/57 hill road	36	0.00	4,859.20	613.80	0.00	0.00	5,473.00	0.00	5,473.00	0.00	0.00
122	201/10 burrow ay	39	0.00	5,264.20	665.00	0.00	13.20	5,942.40	0.00	5,942.40	0.00	0.00
123	202/10 burrow ay	21	0.00	2,834.60	358.00	0.00	0.00	3,192.60	0.00	3,192.60	0.00	0.00
124	205/10 burrow ay	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,864.80	0.00	0.00
125	206/10 burrow ay	44	0.00	5,939.00	750.20	0.00	6.60	6,695.80	0.00	6,695.80	0.00	0.00
126	301/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
127	302/10 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
128	303/10 burrow ay	38	0.00	5,129.20	648.00	0.00	62.94	5,840.14	0.00	4,395.84	1,444.30	0.00
129	304/10 burrow ay	28	0.00	3,779.40	477.40	0.00	0.00	4,256.80	0.00	4,256.80	0.00	0.00
130	305/10 burrow ay	27	0.00	3,644.40	460.40	0.00	105.00	4,209.80	0.00	4,209.80	0.00	26.71
131	306/10 burrow ay	27	2,079.96	3,644.40	460.40	0.00	2,248.00	8,432.76	0.00	5,474.86	2,957.90	76.39
132	307/10 burrow ay	28	0.00	3,779.40	477.40	0.00	0.00	4,256.80	0.00	4,256.80	0.00	0.00
133	308/10 burrow ay	42	20.00	5,669.00	716.20	0.00	33.00	6,438.20	0.00	6,438.20	0.00	0.00
134	407/10 burrow ay	33	52.70	4,454.20	562.60	0.00	35.00	5,104.50	0.00	5,184.53	80.03 cr	14.03
135	401/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
136	402/10 burrow ay	26	0.00	3,509.40	443.40	0.00	23.10	3,975.90	0.00	3,969.30	6.60	0.00
137	403/10 burrow ay	39	0.00	5,264.20	665.00	0.00	0.00	5,929.20	0.00	5,929.20	0.00	0.00
138	404/10 burrow ay	38	0.00	5,129.20	648.00	0.00	0.00	5,777.20	0.00	5,777.20	0.00	0.00
139	405/10 burrow ay	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
140	406/10 burrow ay	36	0.00	4,859.20	613.80	0.00	0.00	5,473.00	0.00	5,473.00	0.00	0.00
141	507/10 burrow ay	33	1,059.50	4,454.20	562.60	0.00	0.00	6,076.30	0.00	6,076.10	0.20	0.00
142	501/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.75	0.75 cr	0.00

LEVY POSITIONS

FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
143	502/10 burrow ay	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
144	503/10 burrow ay	33	0.00	4,454.20	562.60	0.00	80.00	5,096.80	0.00	5,096.80	0.00	0.00
145	504/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
146	505/10 burrow ay	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
147	506/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
148	607/10 burrow ay	33	0.00	4,454.20	562.60	0.00	127.96	5,144.76	0.00	5,144.76	0.00	12.51
149	601/10 burrow ay	34	1,153.45	4,589.20	579.80	0.00	35.00	6,357.45	0.00	6,357.45	0.00	15.72
150	602/10 burrow ay	26	1,958.38	3,509.40	443.40	0.00	111.60	6,022.78	0.00	6,022.78	0.00	51.55
151	603/10 burrow ay	33	0.00	4,454.20	562.60	0.00	0.00	5,016.80	0.00	3,762.60	1,254.20	0.00
152	604/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
153	605/10 burrow ay	25	7,802.20	3,374.40	426.20	0.00	2,087.40	13,690.20	0.00	12,738.67	951.53	1,223.14
154	606/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
155	709/10 burrow ay	28	0.00	3,779.40	477.40	0.00	41.60	4,298.40	0.00	4,298.40	0.00	10.87
156	710/10 burrow ay	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,944.80	80.00 cr	0.00
157	711/10 burrow ay	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
158	712/10 burrow ay	33	0.00	4,454.20	562.60	0.00	35.00	5,051.80	0.00	5,051.80	0.00	0.00
159	701/10 burrow ay	34	0.00	4,589.20	579.80	0.00	16.50	5,185.50	0.00	5,185.50	0.00	0.00
160	702/10 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
161	703/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
162	704/10 burrow ay	34	0.00	4,589.20	579.80	0.00	6.60	5,175.60	0.00	5,175.60	0.00	0.00
163	705/10 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
164	706/10 burrow ay	35	0.00	4,724.20	596.80	0.00	35.00	5,356.00	0.00	5,436.58	80.58 cr	16.57
165	707/10 burrow ay	33	0.00	4,454.20	562.60	0.00	0.00	5,016.80	0.00	5,096.80	80.00 cr	0.00
166	708/10 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
167	810/10 burrow ay	27	936.00	3,644.40	460.40	0.00	70.00	5,110.80	0.00	5,110.80	0.00	13.38
168	811/10 burrow ay	31	0.00	4,184.20	528.60	0.00	16.50	4,729.30	0.00	4,729.30	0.00	0.00

LEVY POSITIONS

FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
169	812/10 burrow ay	23	0.00	3,104.40	392.20	0.00	3.30	3,499.90	0.00	3,499.90	0.00	0.00
170	813/10 burrow ay	35	0.00	4,724.20	596.80	0.00	16.50	5,337.50	0.00	5,337.50	0.00	0.00
171	801/10 burrow ay	36	0.00	4,859.20	613.80	0.00	35.00	5,508.00	0.00	5,508.00	0.00	19.87
172	802/10 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
173	803/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
174	804/10 burrow ay	34	0.00	4,589.20	579.80	0.00	1,334.00	6,503.00	0.00	4,106.72	2,396.28	86.44
175	805/10 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.62	0.18	0.00
176	806/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
177	807/10 burrow ay	45	3.30	6,074.00	767.20	0.00	13.20	6,857.70	0.00	6,857.70	0.00	0.00
178	808/10 burrow ay	31	0.00	4,184.20	528.60	0.00	0.00	4,712.80	0.00	4,712.80	0.00	0.00
179	809/10 burrow ay	24	0.00	3,239.40	409.20	0.00	0.00	3,648.60	0.00	3,648.60	0.00	0.00
180	910/10 burrow ay	27	0.00	3,644.40	460.40	0.00	80.00	4,184.80	0.00	4,184.80	0.00	0.00
181	911/10 burrow ay	31	0.00	4,184.20	528.60	0.00	0.00	4,712.80	0.00	4,712.80	0.00	0.00
182	912/10 burrow ay	23	0.00	3,104.40	392.20	0.00	0.00	3,496.60	0.00	3,496.60	0.00	0.00
183	913/10 burrow ay	33	0.00	4,454.20	562.60	0.00	0.00	5,016.80	0.00	5,096.80	80.00 cr	0.00
184	901/10 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
185	902/10 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
186	903/10 burrow ay	33	0.00	4,454.20	562.60	0.00	0.00	5,016.80	0.00	5,096.80	80.00 cr	0.00
187	904/10 burrow ay	33	0.00	4,454.20	562.60	0.00	3.30	5,020.10	0.00	5,020.10	0.00	0.00
188	905/10 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
189	906/10 burrow ay	34	1,160.05	4,589.20	579.80	0.00	0.00	6,329.05	0.00	6,329.05	0.00	0.00
190	907/10 burrow ay	40	0.00	5,399.00	682.00	0.00	13.20	6,094.20	0.00	6,094.20	0.00	0.00
191	908/10 burrow ay	31	0.00	4,184.20	528.60	0.00	0.00	4,712.80	0.00	4,712.80	0.00	0.00
192	909/10 burrow ay	24	0.00	3,239.40	409.20	0.00	0.00	3,648.60	0.00	3,648.60	0.00	0.00
193	1010/10 burrow ay	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
194	1011/10 burrow ay	31	0.00	4,184.20	528.60	0.00	0.00	4,712.80	0.00	4,712.80	0.00	0.00

LEVY POSITIONS

FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
195	1012/1 0 burrow ay	23	0.00	3,104.40	392.20	0.00	3.30	3,499.90	0.00	3,499.90	0.00	0.00
196	1013/1 0 burrow ay	33	1,119.50	4,454.20	562.60	0.00	0.00	6,136.30	0.00	6,136.30	0.00	0.00
197	1001/1 0 burrow ay	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,321.00	0.00	0.00
198	1002/1 0 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
199	1003/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,249.00	80.00 cr	0.00
200	1004/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
201	1005/1 0 burrow ay	26	0.00	3,509.40	443.40	0.00	162.35	4,115.15	0.00	4,115.15	0.00	0.00
202	1006/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
203	1007/1 0 burrow ay	40	0.00	5,399.00	682.00	0.00	0.00	6,081.00	0.00	6,081.00	0.00	0.00
204	1008/1 0 burrow ay	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,864.80	0.00	0.00
205	1009/1 0 burrow ay	24	0.00	3,239.40	409.20	0.00	0.00	3,648.60	0.00	3,648.60	0.00	0.00
206	1110/1 0 burrow ay	27	0.00	3,644.40	460.40	0.00	35.00	4,139.80	0.00	3,113.60	1,026.20	10.98
207	1111/1 0 burrow ay	31	0.00	4,184.20	528.60	0.00	0.00	4,712.80	0.00	4,712.80	0.00	0.00
208	1112/1 0 burrow ay	23	780.30	3,104.40	392.20	0.00	140.00	4,416.90	0.00	4,416.90	0.00	27.29
209	1113/1 0 burrow ay	33	0.00	4,454.20	562.60	0.00	162.35	5,179.15	0.00	5,179.15	0.00	0.00
210	1101/1 0 burrow ay	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,401.00	80.00 cr	0.00
211	1102/1 0 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
212	1103/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
213	1104/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	115.00	5,284.00	0.00	5,284.00	0.00	16.97
214	1105/1 0 burrow ay	26	0.00	3,509.40	443.40	0.00	6.60	3,959.40	0.00	3,959.40	0.00	0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
215	1106/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	16.50	5,185.50	0.00	5,185.50	0.00	0.00
216	1107/1 0 burrow ay	40	0.00	5,399.00	682.00	0.00	16.50	6,097.50	0.00	6,097.50	0.00	0.00
217	1108/1 0 burrow ay	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,864.80	0.00	0.00
218	1109/1 0 burrow ay	24	0.00	3,239.40	409.20	0.00	0.00	3,648.60	0.00	3,648.60	0.00	0.00
219	1210/1 0 burrow ay	27	0.00	3,644.40	460.40	0.00	80.00	4,184.80	0.00	4,184.80	0.00	0.00
220	1211/1 0 burrow ay	31	1,051.65	4,184.20	528.60	0.00	0.00	5,764.45	0.00	5,764.45	0.00	0.00
221	1212/1 0 burrow ay	23	3,916.74	3,104.40	392.20	0.00	1,066.12	8,479.46	0.00	8,479.46	0.00	85.20
222	1213/1 0 burrow ay	33	3.30	4,454.20	562.60	0.00	141.30	5,161.40	0.00	3,854.42	1,306.98	34.17
223	1201/1 0 burrow ay	36	0.00	4,859.20	613.80	0.00	0.00	5,473.00	0.00	5,473.00	0.00	0.00
224	1202/1 0 burrow ay	26	976.70 cr	3,509.40	443.40	0.00	16.50	2,992.60	0.00	2,992.60	0.00	0.00
225	1203/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	13.20	5,182.20	0.00	5,182.20	0.00	0.00
226	1204/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	80.00	5,249.00	0.00	5,249.00	0.00	0.00
227	1205/1 0 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
228	1206/1 0 burrow ay	35	0.00	4,724.20	596.80	0.00	105.00	5,426.00	0.00	5,502.04	76.04 cr	36.00
229	1207/1 0 burrow ay	40	6,227.20	5,399.00	682.00	0.00	2,054.00	14,362.20	0.00	10,009.91	4,352.29	690.09
230	1208/1 0 burrow ay	32	5,005.82	4,319.20	545.60	0.00	1,716.12	11,586.74	0.00	11,586.88	0.14 cr	191.32
231	1209/1 0 burrow ay	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,880.60	80.00 cr	0.00
232	1310/1 0 burrow ay	28	0.00	3,779.40	477.40	0.00	0.00	4,256.80	0.00	4,256.80	0.00	0.00
233	1311/1 0 burrow ay	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,944.80	80.00 cr	0.00
234	1312/1 0 burrow ay	23	0.00	3,104.40	392.20	0.00	6.60	3,503.20	0.00	3,503.20	0.00	0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
235	1313/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
236	1301/1 0 burrow ay	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,321.00	0.00	0.00
237	1302/1 0 burrow ay	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
238	1303/1 0 burrow ay	34	1,046.55 cr	4,589.20	579.80	0.00	0.00	4,122.45	0.00	5,222.45	1,100.00 cr	0.00
239	1304/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
240	1305/1 0 burrow ay	26	0.00	3,509.40	443.40	0.00	3.30	3,956.10	0.00	3,956.10	0.00	0.00
241	1306/1 0 burrow ay	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,401.00	80.00 cr	0.00
242	1307/1 0 burrow ay	41	1,410.33	5,534.00	699.00	0.00	70.00	7,713.33	0.00	7,713.33	0.00	25.53
243	1308/1 0 burrow ay	31	0.00	4,184.20	528.60	0.00	0.00	4,712.80	0.00	4,712.80	0.00	0.00
244	1309/1 0 burrow ay	24	0.00	3,239.40	409.20	0.00	0.00	3,648.60	0.00	3,648.60	0.00	0.00
245	1410/1 0 burrow ay	28	0.00	3,779.40	477.40	0.00	80.00	4,336.80	0.00	5,343.80	1,007.00 cr	0.00
246	1411/1 0 burrow ay	31	0.00	4,184.20	528.60	0.00	0.00	4,712.80	0.00	4,712.80	0.00	0.00
247	1412/1 0 burrow ay	23	0.00	3,104.40	392.20	0.00	0.00	3,496.60	0.00	3,496.60	0.00	0.00
248	1413/1 0 burrow ay	33	0.00	4,454.20	562.60	0.00	0.00	5,016.80	0.00	5,016.80	0.00	0.00
249	1401/1 0 burrow ay	36	1,241.30	4,859.20	613.80	0.00	35.00	6,749.30	0.00	6,751.55	2.25 cr	14.06
250	1402/1 0 burrow ay	26	3.30	3,509.40	443.40	0.00	26.40	3,982.50	0.00	3,975.90	6.60	0.00
251	1403/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
252	1404/1 0 burrow ay	34	0.00	4,589.20	579.80	0.00	3.30	5,172.30	0.00	5,172.30	0.00	0.00
253	1405/1 0 burrow ay	26	0.00	3,509.40	443.40	0.00	80.00	4,032.80	0.00	4,032.80	0.00	0.00
254	1406/1 0 burrow ay	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,401.00	80.00 cr	0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
255	1407/10 burroway	40	0.00	5,399.00	682.00	0.00	0.00	6,081.00	0.00	6,081.00	0.00	0.00
256	1408/10 burroway	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	3,648.60	1,216.20	0.00
257	1409/10 burroway	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
258	1510/10 burroway	28	0.00	3,779.40	477.40	0.00	0.00	4,256.80	0.00	4,256.80	0.00	0.00
259	1511/10 burroway	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,864.80	0.00	0.00
260	1512/10 burroway	24	0.00	3,239.40	409.20	0.00	0.00	3,648.60	0.00	3,648.60	0.00	0.00
261	1513/10 burroway	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
262	1501/10 burroway	36	0.00	4,859.20	613.80	0.00	0.00	5,473.00	0.00	5,553.00	80.00 cr	0.00
263	1502/10 burroway	27	0.00	3,644.40	460.40	0.00	0.00	4,104.80	0.00	4,104.80	0.00	0.00
264	1503/10 burroway	34	0.00	4,589.20	579.80	0.00	80.00	5,249.00	0.00	5,249.00	0.00	0.00
265	1504/10 burroway	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
266	1505/10 burroway	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
267	1506/10 burroway	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,321.00	0.00	0.00
268	1507/10 burroway	40	2,638.34	5,399.00	682.00	0.00	1,764.80	10,484.14	0.00	10,484.14	0.00	257.90
269	1508/10 burroway	32	0.00	4,319.20	545.60	0.00	6.60	4,871.40	0.00	4,871.40	0.00	0.00
270	1509/10 burroway	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,880.60	80.00 cr	0.00
271	1610/10 burroway	28	45.00 cr	3,779.40	477.40	0.00	0.00	4,211.80	0.00	4,211.80	0.00	0.00
272	1611/10 burroway	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,864.80	0.00	0.00
273	1612/10 burroway	24	0.00	3,239.40	409.20	0.00	80.00	3,728.60	0.00	3,728.60	0.00	0.00
274	1613/10 burroway	34	0.10	4,589.20	579.80	0.00	16.50	5,185.60	0.00	5,179.00	6.60	0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
275	1601/10 burroway	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,401.00	80.00 cr	0.00
276	1602/10 burroway	31	0.00	4,184.20	528.60	0.00	16.50	4,729.30	0.00	4,729.30	0.00	0.00
277	1603/10 burroway	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
278	1604/10 burroway	34	0.00	4,589.20	579.80	0.00	0.00	5,169.00	0.00	5,169.00	0.00	0.00
279	1605/10 burroway	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
280	1606/10 burroway	35	0.00	4,724.20	596.80	0.00	80.00	5,401.00	0.00	5,401.00	0.00	0.00
281	1607/10 burroway	40	0.00	5,399.00	682.00	0.00	0.00	6,081.00	0.00	6,081.00	0.00	0.00
282	1608/10 burroway	32	1,156.38	4,319.20	545.60	0.00	245.00	6,266.18	0.00	6,266.18	0.00	87.22
283	1609/10 burroway	25	0.00	3,374.40	426.20	0.00	70.00	3,870.60	0.00	3,870.60	0.00	18.72
284	1701/10 burroway	45	0.00	6,074.00	767.20	0.00	0.00	6,841.20	0.00	6,841.20	0.00	0.00
285	1702/10 burroway	26	882.05	3,509.40	443.40	0.00	73.30	4,908.15	0.00	4,908.15	0.00	19.02
286	1703/10 burroway	35	0.00	4,724.20	596.80	0.00	0.00	5,321.00	0.00	5,321.00	0.00	0.00
287	1704/10 burroway	41	0.00	5,534.00	699.00	0.00	80.00	6,313.00	0.00	6,313.00	0.00	0.00
288	1705/10 burroway	32	0.00	4,319.20	545.60	0.00	80.00	4,944.80	0.00	4,944.80	0.00	0.00
289	1706/10 burroway	29	0.00	3,914.20	494.40	0.00	0.00	4,408.60	0.00	4,408.60	0.00	0.00
290	201/1p ark st nth	26	0.00	3,509.40	443.40	0.00	0.00	3,952.80	0.00	3,952.80	0.00	0.00
291	202/1p ark st nth	30	0.00	4,049.20	511.60	0.00	0.00	4,560.80	0.00	4,560.80	0.00	0.00
292	203/1p ark st nth	31	0.00	4,184.20	528.60	0.00	16.50	4,729.30	0.00	4,729.30	0.00	0.00
293	301/1p ark st nth	21	0.00	2,834.40	358.00	0.00	80.00	3,272.40	0.00	3,272.40	0.00	0.00
294	302/1p ark st nth	21	0.00	2,834.40	358.00	0.00	35.00	3,227.40	0.00	3,227.40	0.00	9.71
295	303/1p ark st nth	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
296	304/1p ark st nth	29	0.00	3,914.20	494.40	0.00	80.00	4,488.60	0.00	4,488.60	0.00	0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
297	305/1p ark st nth	29	0.00	3,914.20	494.40	0.00	0.00	4,408.60	0.00	4,408.60	0.00	0.00
298	401/1p ark st nth	22	0.00	2,969.40	375.20	0.00	0.00	3,344.60	0.00	3,344.60	0.00	0.00
299	402/1p ark St Nth	20	0.00	2,699.60	341.00	0.00	0.00	3,040.60	0.00	3,040.60	0.00	0.00
300	403/1p ark st nth	30	0.00	4,049.20	511.60	0.00	16.50	4,577.30	0.00	4,577.30	0.00	0.00
301	404/1p ark st nth	29	0.00	3,914.20	494.40	0.00	35.00	4,443.60	0.00	4,443.60	0.00	12.33
302	405/1p ark st nth	30	0.00	4,049.20	511.60	0.00	3.30	4,564.10	0.00	4,564.10	0.00	0.00
303	406/1p ark st nth	29	0.00	3,914.20	494.40	0.00	0.00	4,408.60	0.00	4,408.60	0.00	0.00
304	407/1p ark st nth	29	0.00	3,914.20	494.40	0.00	0.00	4,408.60	0.00	4,408.60	0.00	0.00
305	501/1p ark st nth	24	0.00	3,239.40	409.20	0.00	0.00	3,648.60	0.00	3,648.60	0.00	0.00
306	502/1p ark st nth	20	0.00	2,699.60	341.00	0.00	0.00	3,040.60	0.00	3,040.60	0.00	0.00
307	503/1p ark st nth	30	0.00	4,049.20	511.60	0.00	80.00	4,640.80	0.00	4,640.80	0.00	0.00
308	504/1p ark st nth	29	0.00	3,914.20	494.40	0.00	35.00	4,443.60	0.00	4,524.04	80.44 cr	24.49
309	505/1p ark st nth	30	0.00	4,049.20	511.60	0.00	0.00	4,560.80	0.00	4,560.80	0.00	0.00
310	506/1p ark st nth	29	0.00	3,914.20	494.40	0.00	0.00	4,408.60	0.00	4,408.60	0.00	0.00
311	507/1p ark st nth	30	0.00	4,049.20	511.60	0.00	0.00	4,560.80	0.00	3,420.60	1,140.20	0.00
312	601/1p ark st nth	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
313	602/1p ark st nth	20	0.00	2,699.60	341.00	0.00	105.00	3,145.60	0.00	1,520.30	1,625.30	0.00
314	603/1p ark st nth	30	1,017.75	4,049.20	511.60	0.00	70.00	5,648.55	0.00	6,182.80	534.25 cr	17.07
315	604/1p ark st nth	29	0.00	3,914.20	494.40	0.00	35.00	4,443.60	0.00	4,443.60	0.00	12.33
316	605/1p ark st nth	30	0.00	4,049.20	511.60	0.00	58.10	4,618.90	0.00	4,638.54	19.64 cr	13.04
317	606/1p ark st nth	29	0.00	3,914.20	494.40	0.00	0.00	4,408.60	0.00	4,408.60	0.00	0.00
318	607/1p ark st nth	30	1,024.35	4,049.20	511.60	0.00	326.20	5,911.35	0.00	3,489.54	2,421.81	55.97
319	710/1p ark st nth	32	0.00	4,319.20	545.60	0.00	0.00	4,864.80	0.00	4,864.80	0.00	0.00
320	701/1p ark st nth	25	0.00	3,374.40	426.20	0.00	0.00	3,800.60	0.00	3,800.60	0.00	0.00
321	702/1p ark st nth	21	0.00	2,834.40	358.00	0.00	105.00	3,297.40	0.00	3,297.40	0.00	28.54
322	703/1p ark st nth	30	0.00	4,049.20	511.60	0.00	0.00	4,560.80	0.00	4,560.80	0.00	0.00

LEVY POSITIONS



FINANCIAL PERIOD 01/05/2022 - 30/04/2023

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid	
323	704/1p ark st nth	29	0.00	3,914.20	494.40	0.00	0.00	4,408.60	0.00	4,408.60	0.00	0.00	
324	705/1p ark st nth	30	174.26 cr	4,049.20	511.60	0.00	105.00	4,491.54	0.00	3,161.98	1,329.56	0.00	
325	706/1p ark st nth	29	0.00	3,914.20	494.40	0.00	150.00	4,558.60	0.00	3,798.75	759.85	15.47	
326	707/1p ark st nth	30	0.00	4,049.20	511.60	0.00	0.00	4,560.80	0.00	4,560.80	0.00	0.00	
327	708/1p ark st nth	35	27.87 cr	4,724.20	596.80	0.00	140.00	5,433.13	0.00	4,160.32	1,272.81	57.06	
328	709/1p ark st nth	36	0.00	4,859.20	613.80	0.00	185.00	5,658.00	0.00	2,776.50	2,881.50	0.00	
329	203/10 burrow ay	28	0.00	3,779.40	477.40	0.00	0.00	4,256.80	0.00	4,256.80	0.00	0.00	
330	204/10 burrow ay	29	0.00	3,914.20	494.40	0.00	0.00	4,408.60	0.00	4,488.60	80.00 cr	0.00	
331	711/1p ark st nth	33	0.00	4,454.20	562.60	0.00	3.30	5,020.10	0.00	5,020.10	0.00	14.03	
332	712/1p ark st nth	35	1,019.20	4,724.20	596.80	0.00	245.00	6,585.20	0.00	6,585.69	0.49 cr	42.16	
			10000	70,197.16	1,349,764.40	170,513.60	0.00	22,882.04	1,613,357.20	0.00	1,566,725.16	46,632.04	5,212.31

	Admin	Capital Works	Total
Levies in Arrears	48,643.35	5,544.06	54,187.41
Levies Paid in Advance	7,555.37 cr	0.00	7,555.37 cr

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

2-10 BURROWAY RD, WENTWORTH POINT, 2127

Lot No (if known)

DP/SP (if known)

Building Name (if applicable)

93238 and 94094

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

RESIDENTIAL/COMMERCIAL, "STOREYS ABOVE GROUND" = (17), "STOREYS BELOW GROUND" = (1),

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

Name

The Owners Corporation of SP93238 & 94094

Address

C/- Netstrata PO BOX 265 Hurstville BC 1481

Section 4: Fire Safety Measures

Fire safety measure	Minimum standard of performance	Date(s) Assessed	APFS *
Access Panels, Doors and Hoppers	BCA Clause C3.13	5/05/2022	F046075A
Automatic Fail Safe Devices	BCA Clause D2.1 & D2.21	5/05/2022	F046075A

2-10 Burroway Rd, Wentworth Point, 2127

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Automatic Fire Detection and Alarm System	BCA Spec. E2.2a & AS1670.1-2004, AS/NZS 1668.1-1998	5/05/2022	F046075A
Automatic Fire Suppression System	BCA Spec. E1.5 & AS 2118.1-1999, AS2118.2-1995 AS2118.4-1995 & Olsson Fire Engineering Report NO. S13078 Rev, FER2.0 dated 5 August 2015	5/05/2022	F046075A
Building Occupant Warning System	BCA Spec. E1.5, BCA Spec. E2.2a & AS1670.1 -2004 - Clause 3.22(b)	5/05/2022	F046075A
Emergency Lifts to high rise portion	BCA Clause E3.4 & AS1735.2-2001 & Olsson Fire Engineering Report NO. S13078 Rev, FER2.0 dated 5 August 2015	5/05/2022	F046075A
Emergency Lighting	BCA Clause E4.2, E4.4 & AS/NZS 2293.1-2005	5/05/2022	F046075A
Emergency Evacuation Plan	AS 3745 - 2002	5/05/2022	F046075A
Exit signs	BCA Clauses E4.5, E4.6, E4.8 and AS/NZS 2293.1 -2005	5/05/2022	F046075A
Fire Control Centers and Rooms	BCA Spec E1.8 & Olsson Engineering Report No. S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F046075A
Fire Blankets	AS 2444-2001	5/05/2022	F046075A
Fire Dampers	BCA C3.15, AS/NZS 1668.1-1998 & AS 1682.1&2 -1990	5/05/2022	F053211A
Fire Doors	BCA Clause C3.2, C3.4, C3.5, C3.6, C3.7 & C3.8, Spec C3.4 and AS 1905.1-2005 & Olsson Engineering Report No.S13078 Rev. FER 2.0 dated 5 August 2015.	5/05/2022	F046075A

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Fire Hose Reels	BCA Clause E1.4 & AS 2441-2005 & Olsson Engineering Report No.S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F046075A
Fire Hydrant System	BCA Clause E1.3 & AS 2419.1-2005 & Olsson Engineering Report NO. S13078 Rev. FER 1.1 dated 28 November 2014	5/05/2022	F046075A
Fire Seals, Collars	BCA Clause C3.15, C3.16 & AS 1530.4-2005	5/05/2022	F046075A
Fire Shutters	BCA Spec C3.4 & AS 1905.2-2005	5/05/2022	F046075A
Lightweight construction	BCA Clause C1.8, C3.17 & AS 1530.3-1999	5/05/2022	F046075A
Mechanical Air Handling System	BCA Clause E2.2, AS/NZS 1668.1-1998 & Olsson Engineering Report No. S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F053211A
Paths of Travel	Ep & Reg 2000 Clause 186 & Olsson Engineering Report No. S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F046075A
Portable Fire Extinguishers	BCA E1.6 & AS 2444-2001	5/05/2022	F046075A
Pressurising Systems	BCA E2.2 & AS/NZS1668.1 - 1998	5/05/2022	F053211A
Required Exit Doors (power operated)	BCA Clause D2.19	5/05/2022	F046075A
Self-Closing Fire Hoppers	BCA Clause C3.13 & AS 1530.4-2005	5/05/2022	F046075A
Smoke Hazard Management System	BCA Part E2 & AS/NZS1668.1-1998 & Olsson	5/05/2022	F046075A

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



	Engineering Report No.S13078 Rev. FER 2.0 dated 5 August 2015		
Smoke Detectors and Heat Detectors	BCA Spec E2.2a & AS1670.1-2004, AS/NZS1668.1-1998 & Olsson Engineering Report No. S13078 Rev. FER 2.0 dated 5 August 2015	5/05/2022	F046075A
Solid Core Doors	BCA Clause C3.11	5/05/2022	F046075A
Warning and Operational Signs	EP & A Reg 2000 Clause 183, BCA Clause C3.6, D2.23, E3.3	5/05/2022	F046075A
Fire Engineering notes outline within Fire engineering Report by Olsson Fire and Risk No.S13078 Rev.FER 2.0 dated 5 August 2015	a) FRLs to retail portions reduced from 180mins -120mins b) Compliant spandrel separation not provided to all vertically aligned openings in different storeys in Cores 1 & 4 c) Tower portion assessed as a separate building. The fire wall to provide separation is not vertical for full height of the building.	5/05/2022	F046075A
	Public corridors are up to 67m in length and are not proposed to be separated into 40m intervals. e) Deletion of fire shutter and separating Block D & Block G		
	while still considering each block as a separate building. f) Travel distance by non-fire-isolated stairway to a road or open space exceeds 80m (up to 95m)		
	or within 80m but not by the same flight and landing from storey. g) More than 50% of the required exits from the car park on Level 2,3 & 4 consists of		
	horizontal exits. h) A maintenance program is to be maintained in accordance with AS1851 and AS2293.2, and is to incorporate system interface testing		
	where relevant.		

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

Part of the building inspected	Date(s) inspected	APFS *
WHOLE OF BUILDING	5/05/2022	F046075A

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

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

Full name	Phone	Email	Accreditation No.*	Signature
NATHAN NASH	1300 889 301	ADMIN@PHOENIXFIRE.COM.AU	F045277A	
DANIEL HALTEH	1300 889 301	ADMIN@PHOENIXFIRE.COM.AU	F046075A	
ROBERT FULLER	02 9542 6777	ROB@WARATAHAIR.COM.AU	F053211A	

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

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

Full Name	
Katelyn Danielson	
Organisation (if applicable)	Title/Position (if applicable)
Netstrata	Fire safety coordinator
Phone	Email
8567 6456	katelyn.danielson@netstrata.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, Katelyn Danielson on behalf of SP93238 & SP9406 (insert full name) being the: ☐ owner ☒ owner's agent

declare that:

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



- i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
- ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and

- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

Owner/Agent Signature

K Danielson

Date Issued

29/07/2022



Section 9: Supplementary fire safety statement declaration

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

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

Owner/Agent Signature

Date Issued

Note:

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

Final / Interim Fire Safety Certificate

Issued under the Environmental Planning and Assessment Regulation 2000, Clauses 170 and 173

Type of certificate (see note 1)	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final
Certificate Name owner/agent Address (see notes 2 & 3)	I, CHRIS KELLY of BILLBERGIA CONSTRUCTIONS P/L certify that: (a) each of the essential fire measures listed below: <ul style="list-style-type: none"> ▪ has been assessed by a person (chosen by me) who was properly qualified to do so, and ▪ was found, when it was assessed, to have been properly implemented and to be capable of performing to a standard not less than that required by the most recent fire safety schedule (copy attached) for the building for which the certificate is issued. (b) The information contained in this certificate is, to the best of my knowledge and belief, true and accurate.
Identification of Building	Address: Hill Road and Burroway Road, WENTWORTH POINT, NSW Municipality: Auburn City Council
Particulars of Building	<input checked="" type="radio"/> Whole <input type="radio"/> part building: Description of part:
Date of Assessment	Date: 21 JULY 2016
Owner of Building	Name: FAIRMEAD BUSINESS P/L Address: SUIT 101, 25 ANGAS ST MEADOW BANK

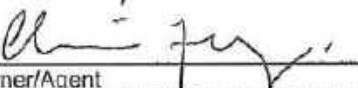
Fire Safety Schedule

(Pursuant to Clause 168 of the Environmental Planning and Assessment Regulation 2000)

	Essential Fire Safety Measures	Standard of Performance
1.	Access Panels, Doors and Hoppers	BCA Clause C3.13
2.	Automatic Fail Safe Devices	BCA Clause D2.19 & D2.21
3.	Automatic Fire Detection and Alarm System	BCA Spec. E2.2a & AS 1670.1 – 2004, AS/NZS 1668.1 – 1998
4.	Automatic Fire Suppression System	<p>BCA Spec. E1.5 & AS 2118.1 – 1999, AS2118.2-1995 AS 2118.4 – 1995 (Residential)</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) The loading bay door shall automatically open when a fire is detected by sprinklers at any carpark level. b) In the carpark, café/ restaurant G3-101R/G3-102R and retail G2-104R/G2-104s, fast response type sprinkler heads shall be used instead of standard response heads. Sprinkler activation shall be no greater than 68° and having a Response Time Index (RTI) of not greater than 50 (ms)^{1/2}. c) In the sprinklered Class 2 areas, the system shall be designed such that a single sprinkler head is located inside each SOU, within 1.5m of the entrance door. d) The community room area on Level 2 shall be provided with sprinklers. e) The loading bay door shall automatically open when a fire is detected by sprinklers at any carpark level. f) Tyco Type WS specific Application Window sprinklers shall be provided to the glazing between restaurant (G3-101R) and residential lobby in Core 3 (on the restaurant side).
5.	Building Occupant Warning System	BCA Spec. E1.5, BCA Spec. E2.2a & AS 1670.1 – 2004 – Clause 3.22(b)
6.	Emergency Lifts to high rise portion.	<p>BCA Clause E3.4 & AS 1735.2 – 2001</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) Omission of emergency lifts in lower-rise portion of the building.
7.	Emergency Lighting	BCA Clause E4.2, E4.4 & AS/NZS 2293.1 – 2005
8.	Emergency Evacuation Plan	AS 3745 – 2002
9.	Exit Signs	BCA Clauses E4.5, NSW E4.6 & E4.8 and AS/NZS 2293.1 – 2005

	Essential Fire Safety Measures	Standard of Performance
10.	Fire Control Centres and Rooms	<p>BCA Spec. E1.8</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <p>a) The main Fire Indicator Panel shall be placed inside the fire control centre.</p>
11.	Fire Blankets	AS 2444 – 2001
12.	Fire Dampers	BCA Clause C3.15, AS/NZS 1668.1 – 1998 & AS 1682.1&2 - 1990
13.	Fire Doors	<p>BCA Clause C3.2, C3.4, C3.5, C3.6, C3.7 & C3.8, Spec C3.4 and AS 1905.1 – 2005</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <p>a) All doorways to the fire-isolated stairways fitted with self-closing - /60/30 fire doors with doorsets with an FRL of at least -/60-/30 when tested to AS1530.4, with an ambient and medium smoke seal system that has a smoke leakage rate of <40m³/h when tested to AS1520.7.</p> <p>b) All SOU entry doors fitted with self-closing -/60/30 fire doors with doorsets with an FRL of at least -/60-/30 when tested to AS1530.4, with an ambient and medium smoke seal system that has a smoke leakage rate of <40m³/h when tested to AS1520.7.</p> <p>c) All doorways at the separation of carparks shall be provided with self-closing fire doors with an FRL of 120/120/30.</p>
14.	Fire Hose Reels.	<p>BCA Clause E1.4 & AS 2441 – 2005</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <p>a) Portable fire extinguishers to replace hose reels on residential levels.</p>
15.	Fire Hydrant System	<p>BCA Clause E1.3 & AS 2419.1 – 2005</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <p>a) Omission of ring main to the portions of the building with an effective height of less than 25m.</p> <p>b) Location of fire hydrant booster to be documented in the FER due to multiple entrances to the site.</p>
16.	Fire Seals, Collars	BCA Clause C3.15, C3.16 & AS 1530.4 – 2005

	Essential Fire Safety Measures	Standard of Performance
17.	Fire Shutters	BCA Spec. C3.4 & AS 1905.2 – 2005
18.	Lightweight Construction	BCA Clause C1.8, C3.17 & AS 1530.3 – 1999
19.	Mechanical Air Handling System	BCA Clause E2.2, AS/NZS 1668.1 – 1998
20.	Paths of Travel	<p>EP&A Reg 2000 Clause 186</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) To permit travel distances to be exceeded as follows <ul style="list-style-type: none"> • In carpark - distance to a point of choice up to 29m in lieu of 20m • In carpark - distance to nearest of two or more exits up to 64m in lieu of 40m. • Travel distance from SOU's to a single exit or point of choice up to 13m in lieu of 6m. b) To permit the fire isolated passageway discharge to be within 6m of unprotected openings.
21.	Portable Fire Extinguishers	BCA Clause E1.6 & AS 2444 – 2001
22.	Pressurising Systems	BCA Clause E2.2 & AS/NZS 1668.1 – 1998
23.	Required Exit Doors (power operated)	BCA Clause D2.19
24.	Self-Closing Fire Hoppers	BCA Clause C3.13 & AS 1530.4 – 2005
25.	Smoke Hazard Management System	<p>BCA Part E2 & AS/NZS 1668.1 – 1998</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) Omission of a zone smoke control system to level 1 retail portion.
26.	Smoke Detectors and Heat Detectors	<p>BCA Spec E2.2a & AS 1670.1-2004, AS/NZS 1668.1-1998</p> <p>Refer to Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016 noting:</p> <ul style="list-style-type: none"> a) In unsprinklered Class 2 areas, heat detectors inside each SOU, within 1.5m of entry doorway in accordance with AS1670.1-2004.
27.	Solid Core Doors	BCA Clause C3.11
28.	Warning and Operational Signs	EP&A Reg 2000 Clause 183, BCA Clause C3.6, D2.23, E3.3
29.	Fire Engineering notes outlined within Fire Engineering Report prepared by Olsson Fire and Risk No. S13078 Rev. FER 3.0 dated 8 July 2016	<ul style="list-style-type: none"> a) FRL's to the retail portions reduced from 180 minutes to 120 minutes. b) Compliant spandrel separation not provided to all vertically aligned openings in different storeys in Cores 1 and 4. c) Tower portion assessed as a separate building. The fire wall to provide separation is not vertical for full height

	Essential Fire Safety Measures	Standard of Performance
		<p>of the building.</p> <p>d) Public corridors are up to 67m in length and are not proposed to be separated into 40m intervals.</p> <p>e) Deletion of fire shutter and separating Block D and Block G while still considering each block as a separate building.</p> <p>f) Travel distance by non fire-isolated stairway to a road or open space exceeds 80m (up to 95m) or within 80m but not by the same flight and landing from storey.</p> <p>g) More than 50% of the required exits from the carpark on Level 2, 3 and 4 consists of horizontal exits.</p> <p>h) A maintenance program is to be maintained in accordance with AS1851 and AS2293.2, and is to incorporate system interface testing where relevant.</p> <p>i) All combustible materials within the restaurant shall be kept 50.8mm from Tyco Type WS specific Application Window Sprinklers.</p> <p>j) Glazing between restaurant (G3-101R) and residential lobby in Core 3 (on the restaurant side) shall be fixed shut and shall be at least 6mm thick and heat strengthened or tempered glass.</p> <p>k) The residential lobby area of Core 3 shall not house any combustibles. Signage stating 'FIRE SAFETY REQUIREMENT: STORAGE OF COMBUSTIBLES PROHIBITED' in text minimum 20mm in height in a colour contrasting with the background shall be erected in a visible location of the residential lobby</p>
Date of Certificate	Date: 21/07/2016.	
Signature	 Owner/Agent	



Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Renewal Certificate

CHU Residential Strata Insurance Plan

Policy Number	HU0006084568
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Plan Number	270778
The Insured	THE OWNERS STRATA PLAN 93238, 94094 IN DP 270778 & THE BMC
Situation	2 BURROWAY ROAD WENTWORTH POINT NSW 2127
Policy Period	31/05/2023 to 31/05/2024 at 4:00pm

Policies Selected

Policy 1 – Insured Property

Building: \$157,700,000

Common Area Contents: \$1,577,000

Loss of Rent & Temporary Accommodation (total payable): \$23,655,000

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$100,000

Total Disablement: \$1,000 per week

Policy 4 – Workers Compensation

Not Available

Policy 5 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$5,000,000

Policy 7 – Machinery Breakdown

Sum Insured: \$100,000

Policy 8 – Catastrophe Insurance

Sum Insured: \$23,655,000

Extended Cover - Loss of Rent & Temporary Accommodation: \$3,548,250

Escalation in Cost of Temporary Accommodation: \$1,182,750

Cost of Removal, Storage and Evacuation: \$1,182,750

Policy 9 – Government Audit Costs and Legal Expenses



Government Audit Costs: \$25,000

Appeal expenses – common property health & safety breaches: \$100,000

Legal Defence Expenses: \$50,000

Policy 10 – Lot owners' fixtures and improvements (per lot)

Sum Insured: \$250,000

Flood Cover is excluded.

Flood Exclusion

Despite anything contained elsewhere in Your Policy We will not pay for loss or damage caused by or arising directly or indirectly from Flood.

Flood means the covering of normally dry land by water that has escaped or been released from the normal confines of any of the following:

- a. a lake (whether or not it has been altered or modified);
- b. a river (whether or not it has been altered or modified);
- c. a creek (whether or not it has been altered or modified);
- d. another natural watercourse (whether or not it has been altered or modified);
- e. a reservoir;
- f. a canal;
- g. a dam.

The Table of Benefits in Policy 3 – Voluntary Workers is replaced by

Insured Event	Benefit
1. Death	\$100,000
2. Total and irrecoverable loss of all sight in both eyes	\$100,000
3. Total and permanent loss of the use of both hands or of the use of both feet or the use of one hand and one foot	\$100,000
4. Total and permanent loss of the use of one hand or of the use of one foot	\$50,000
5. Total and irrecoverable loss of all sight in one eye	\$50,000
6.a. Total Disablement from engaging in or attending to usual profession, business or occupation in respect of each week of Total Disablement up to a maximum of 104 weeks. The maximum benefit per week is:	\$1,000
6.b. Partial Disablement from engaging in or attending to usual profession, business or occupation in respect of each week of Partial Disablement up to a maximum of 104 weeks. The maximum benefit per week is:	\$500

7.	The reasonable cost of domestic assistance certified by a qualified medical practitioner that a Voluntary Worker is totally disabled from performing his/her usual profession, business, occupation or usual household activities – in respect of each week of disablement a weekly benefit not exceeding \$250 up to a maximum of:	\$2,500
8.	The reasonable cost of travel expenses necessarily incurred at the time of, or subsequent to, the sustaining of bodily injury to obtain medical treatment – up to a maximum of:	\$1,000
9.	The reasonable cost of home tutorial expenses if the Voluntary Worker is a full time student – in respect of each week of Total Disablement a weekly benefit not exceeding \$125 up to a maximum of:	\$1,250
10.	The reasonable cost of burial or cremation of a Voluntary up to a maximum of:	\$2,500

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Excesses

Policy 1 – Insured Property

Standard: \$5,000

Policy 7 – Machinery Breakdown

Standard: \$1,000

Other excesses payable are shown in the Policy Wording.



Terrorism endorsement

You have disclosed that:

- a. 20% or more of the Building's area is used for a non-residential purpose; OR
- b. the Building Sum Insured shown above is equal to or greater than \$50,000,000.

Based on Your disclosure this Policy (or part thereof) is a policy to which the Terrorism Insurance Act 2003 (the Act) applies. We have reinsured Our liability under the Act with the Commonwealth Government reinsurer, the Australian Reinsurance Pool Corporation (ARPC). We are required to pay a premium to the ARPC, and that amount, together with the cost of that part of the cover provided by them and administrative costs associated with the legislation, is reflected in the premium charged to You.

This additional premium totals \$5,619.15 and is subject to government taxes and charges, such as GST and Stamp Duty, where applicable.

As Your disclosure indicates that the Act now applies to this policy, the General Exclusion 'Act of Terrorism' is deleted and replaced with the following.

1. Act of Terrorism

Death, injury, illness, loss, damage, liability, cost or expense directly or indirectly caused by, contributed to, resulting from or arising out of, or in connection with any:

- a. Act of Terrorism, regardless of any other cause or event contributing concurrently or in any sequence to the loss;
- b. action in controlling, preventing, suppressing, retaliating against, or responding to any Act of Terrorism.

Date of Issue

25/05/2023



Refer to **Important Information** below for excess descriptions and confirmation of cover. Please refer to your Product Disclosure Statement and Policy Wording for further terms and conditions that apply.

Important Information

Confirmation of cover

The cover provided by this schedule forms part of your contract of insurance and is in force for the Period of Insurance shown. Cover is subject to the policy terms, conditions, limitations and exclusions. Please refer to your policy document and PDS.

Your duty when you renew your policy

This document sets out the information we hold about you, your property and your policy.

By law, you must take reasonable care not to make a misrepresentation. This means before renewal, you must review this information and tell us if anything is wrong or if there have been any changes. Some types of changes may impact our offer of renewal terms.

If we do not hear from you and you renew your policy, this means you agree that the information you have previously provided to us is correct and that nothing has changed.

If you do not tell us about anything that has changed, or if any of the information is misleading, incomplete, inaccurate or fraudulent we may reduce or not pay a claim, cancel your policy or treat it as if it never existed.

If anything is unclear, please contact us.

Excesses – explanatory notes

Whenever an Excess and amount is shown in the Schedule or Policy Wording, You must pay or contribute the stated amount for each claim You make against the Insured Event.

Water Damage Excess

The following Excess will apply to Policy 1 – Insured Property for loss or damage caused by:

- a. Damage from bursting, leaking, discharging or overflowing of tanks, apparatus or pipes
- b. Rainwater

The additional Excess payable will be shown on Your Policy Schedule.

Other excesses apply. These are listed on your Policy Schedule or described in the Policy Wording.



Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	HU0006084569
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	31/05/2023 to 31/05/2024 at 4:00pm
Plan Number	93238
Situation	2 BURROWAY ROAD WENTWORTH POINT NSW 2127

Policies Selected

Policy 1 – Insured Property

Not Available

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$200,000

Total Disablement: \$2,000 per week

Policy 4 – Workers Compensation

Not Available

Policy 5 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$5,000,000

Policy 7 – Machinery Breakdown

Not Selected

Policy 8 – Catastrophe Insurance

Not Available

Policy 9 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000

Appeal expenses – common property health & safety breaches: \$100,000

Legal Defence Expenses: \$50,000



Policy 10 – Lot owners' fixtures and improvements (per lot)

Not Available

Date Printed

26/05/2023

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

15 Year Cash Flow Tracking Sheet

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

$$\text{Opening Balance} + \text{Total Levy Contributions} + \text{Interest} - \text{Anticipated Expenses} = \text{Closing Balance}$$

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Exc. GST)	Closing Balance
1	30/04/2022	717,005.00	155,000.00	10,125.94	6,831.82	875,299.12
2	30/04/2023	875,299.12	159,650.00	12,050.36	27,380.00	1,019,619.48
3	30/04/2024	1,019,619.48	164,439.50	11,432.43	417,360.91	778,130.50
4	30/04/2025	778,130.50	169,372.69	18,350.26	94,499.09	871,354.36
5	30/04/2026	871,354.36	174,453.87	21,362.47	18,276.36	1,048,894.34
6	30/04/2027	1,048,894.34	179,687.49	25,095.90	46,729.09	1,206,948.64
7	30/04/2028	1,206,948.64	185,078.11	28,530.64	62,918.18	1,357,639.21
8	30/04/2029	1,357,639.21	190,630.45	32,323.67	32,693.64	1,547,899.69
9	30/04/2030	1,547,899.69	196,349.36	36,049.02	87,791.82	1,692,506.25
10	30/04/2031	1,692,506.25	202,239.84	32,510.61	697,420.00	1,229,836.70
11	30/04/2032	1,229,836.70	208,307.04	23,821.41	550,521.82	911,443.33
12	30/04/2033	911,443.33	214,556.25	22,760.13	14,320.00	1,134,439.71
13	30/04/2034	1,134,439.71	220,992.94	27,901.48	9,740.91	1,373,593.22
14	30/04/2035	1,373,593.22	227,622.73	31,882.46	140,812.73	1,492,285.68
15	30/04/2036	1,492,285.68	234,451.41	26,224.97	887,914.55	865,047.51

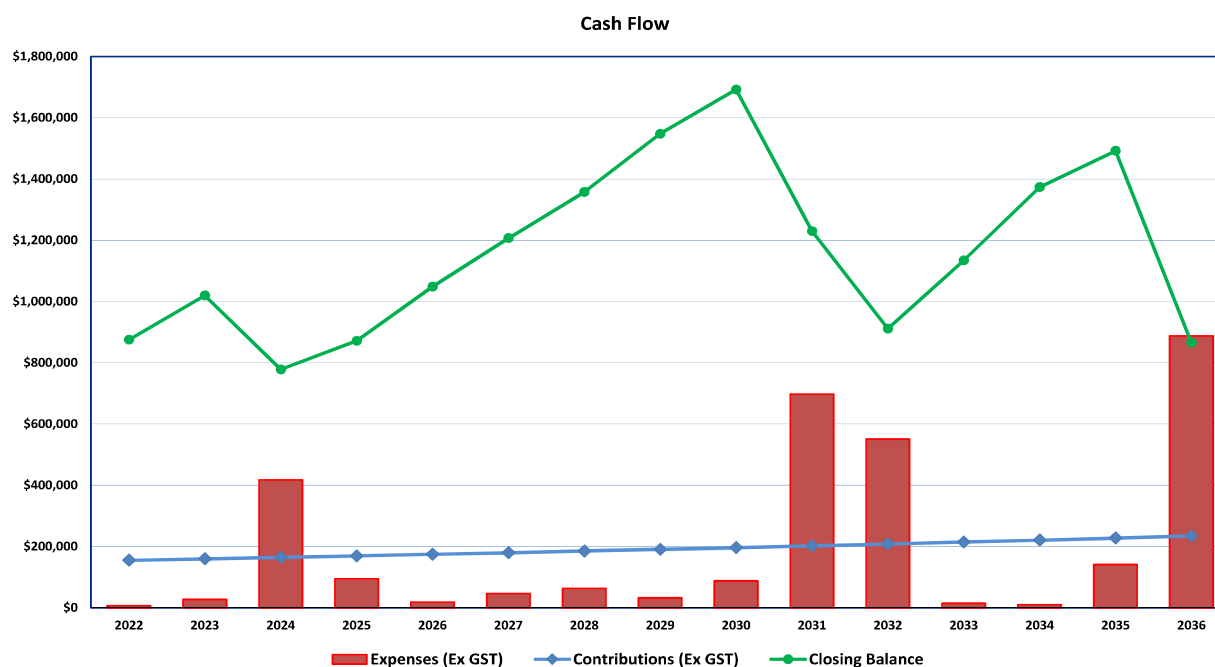
15 Year Cash Flow Graph

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.



PROPOSED BUDGET

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Administrative Fund

Proposed Budget

01/05/23 - 30/04/24

Actual

01/05/22 - 30/04/23

Accepted Budget

01/05/22 - 30/04/23

Variance

01/05/22 - 30/04/23

Income

Debt Collection Recoveries

Debt Collection Recoveries-Reversal	\$0.00	(\$2,738.15)	\$0.00	\$2,738.15
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Debt Collection Recoveries	\$0.00	\$16,285.59	\$0.00	(\$16,285.59)
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Expenses Recoveries

Owner Expense Recoveries	\$0.00	\$1,582.74	\$0.00	(\$1,582.74)
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Expense Recoveries	\$0.00	\$1,300.00	\$0.00	(\$1,300.00)
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Interest

Interest On Levy Arrears	\$0.00	\$4,885.90	\$0.00	(\$4,885.90)
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Levy Income

Levy Income	\$0.00	(\$1,417.89)	\$0.00	\$1,417.89
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Contributions - General	\$1,325,515.00	\$1,227,664.28	\$1,237,980.00	\$10,315.72
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Total Income

\$1,325,515.00

\$1,247,562.47

\$1,237,980.00

Expenses

Accounting, Taxation & Banking

Bank Fees	\$100.00	\$67.20	\$100.00	\$32.80
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DEFT Process Fees	\$900.00	\$865.49	\$850.00	(\$15.49)
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Audit Report	\$2,700.00	\$2,204.55	\$2,700.00	\$495.45
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BAS & Tax Administration	\$2,900.00	\$2,326.23	\$2,700.00	\$373.77
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Income Tax	\$0.00	\$288.90	\$0.00	(\$288.90)
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Building General

General Maintenance	\$10,000.00	\$8,337.78	\$7,000.00	(\$1,337.78)
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Locks & Doors	\$4,500.00	\$2,010.46	\$4,500.00	\$2,489.54
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Window Cleaning	\$24,500.00	\$0.00	\$15,800.00	\$15,800.00
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Cleaning

Cleaning - General	\$135,000.00	\$128,420.00	\$129,000.00	\$580.00
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Electrical

Electrical Repairs	\$4,000.00	\$3,338.47	\$2,500.00	(\$838.47)
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Fire Control

Fire Services	\$2,400.00	\$1,606.05	\$2,400.00	\$793.95
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Garden & Grounds

Lawn Mowing & Gardening	\$18,500.00	\$17,571.34	\$17,500.00	(\$71.34)
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Insurance

Insurance Premium	\$2,000.00	\$674.87	\$1,000.00	\$325.13
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Lift Repairs

Lift Maintenance	\$23,000.00	\$20,520.00	\$23,000.00	\$2,480.00
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Pest Control

Pest Control - General	\$1,500.00	\$750.00	\$1,000.00	\$250.00
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Plumbing

Plumbing - General	\$3,950.00	\$3,385.00	\$3,500.00	\$115.00
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Hot Water System Maintenance	\$6,500.00	\$1,900.00	\$6,500.00	\$4,600.00
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Resident Manager / Caretaker

Building Manager/Caretaker	\$113,000.00	\$107,972.10	\$111,000.00	\$3,027.90
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Rubbish Removal

Waste Removal	\$0.00	\$2,432.50	\$0.00	(\$2,432.50)
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PROPOSED BUDGET



FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Administrative Fund

Proposed Budget

01/05/23 - 30/04/24

Actual

01/05/22 - 30/04/23

Accepted Budget

01/05/22 - 30/04/23

Variance

01/05/22 - 30/04/23

Security & Intercom

Intercom Repairs / Replacement	\$0.00	\$923.70	\$0.00	(\$923.70)
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Strata/Building Administration

Building Defect Claim Administration	\$0.00	\$1,890.92	\$0.00	(\$1,890.92)
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Debt Collection Fees	\$0.00	\$19,110.73	\$0.00	(\$19,110.73)
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Land Titles & By-Law Registration	\$6,250.00	\$5,194.30	\$4,400.00	(\$794.30)
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Management Services	\$106,880.00	\$99,319.95	\$99,890.00	\$570.05
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Owner Refund	\$0.00	\$1,500.00	\$0.00	(\$1,500.00)
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Printing, Postage & Stationery	\$15,000.00	\$14,404.90	\$15,000.00	\$595.10
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Strata Administration	\$8,000.00	\$7,877.37	\$7,800.00	(\$77.37)
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BMC/Community Contributions	\$687,000.00	\$669,570.28	\$650,000.00	(\$19,570.28)
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Legislative Compliance	\$7,950.00	\$7,231.90	\$6,500.00	(\$731.90)
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Telephone

Lift Phone & Phone Charges	\$3,985.00	\$3,975.02	\$3,340.00	(\$635.02)
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Water

Water Consumption	\$135,000.00	\$130,190.00	\$120,000.00	(\$10,190.00)
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Total Expenses

	\$1,325,515.00	\$1,265,860.01	\$1,237,980.00	
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GST	\$119,041.50		\$111,788.00	
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Surplus / Deficit

\$0.00

(\$18,297.54)

\$0.00

PROPOSED BUDGET



FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Capital Works Fund

Proposed Budget

01/05/23 - 30/04/24

Actual

01/05/22 - 30/04/23

Accepted Budget

01/05/22 - 30/04/23

Variance

01/05/22 - 30/04/23

Income

Interest

Interest On Levy Arrears	\$0.00	\$135.82	\$0.00	(\$135.82)
Interest On Bank Deposits (Investment Fund)	\$0.00	\$935.36	\$0.00	(\$935.36)
Interest On Bank Deposits (Investment 2 Fund)	\$0.00	\$2,031.84	\$0.00	(\$2,031.84)
Interest On Bank Deposits (Investment 3 Fund)	\$0.00	\$1,908.63	\$0.00	(\$1,908.63)

Levy Income

Contributions - Capital Works Fund	\$165,850.00	\$155,010.80	\$155,000.00	(\$10.80)
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Total Income

\$165,850.00 \$160,022.45 \$155,000.00

Expenses

Building General

General Maintenance	\$0.00	\$28,713.82	\$0.00	(\$28,713.82)
Locks & Doors	\$0.00	\$7,364.17	\$0.00	(\$7,364.17)
Window Cleaning	\$0.00	\$23,500.00	\$0.00	(\$23,500.00)
Capital Works Fund Maintenance	\$165,850.00	\$0.00	\$155,000.00	\$155,000.00

Cleaning

Cleaning - General	\$0.00	\$8,400.00	\$0.00	(\$8,400.00)
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Electrical

Electrical Repairs	\$0.00	\$3,444.28	\$0.00	(\$3,444.28)
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Garden & Grounds

Lawn Mowing & Gardening	\$0.00	\$1,792.50	\$0.00	(\$1,792.50)
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Lift Repairs

Lift Maintenance	\$0.00	\$12,698.10	\$0.00	(\$12,698.10)
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Plumbing

Plumbing - General	\$0.00	\$15,180.00	\$0.00	(\$15,180.00)
Hot Water System Maintenance	\$0.00	\$21,530.00	\$0.00	(\$21,530.00)

Rubbish Removal

Waste Removal	\$0.00	\$1,965.00	\$0.00	(\$1,965.00)
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Security & Intercom

Intercom Repairs / Replacement	\$0.00	\$23,889.55	\$0.00	(\$23,889.55)
Security Services	\$0.00	\$694.00	\$0.00	(\$694.00)

Total Expenses

\$165,850.00 \$149,171.42 \$155,000.00
GST \$16,585.00 \$15,500.00

Surplus / Deficit

\$0.00 \$10,851.03 \$0.00

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	101/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
2	102/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
3	103/55 hill road	32 L	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
4	104/55 hill road	29	\$1,179.60	\$1,179.60	\$1,179.60	\$1,179.60	\$4,718.40
5	105/55 hill road	29	\$1,179.60	\$1,179.60	\$1,179.60	\$1,179.60	\$4,718.40
6	106/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
7	201/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
8	202/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
9	203/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
10	204/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
11	205/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
12	206/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
13	207/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
14	308/55 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
15	301/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
16	302/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
17	303/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
18	304/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
19	305/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
20	306/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
21	307/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
22	408/55 Hill Road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
23	401/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
24	402/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
25	403/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
26	404/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
27	405/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
28	406/55 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
29	407/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
30	508/55 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
31	501/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
32	502/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
33	503/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
34	504/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
35	505/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
36	506/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
37	507/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
38	608/55 hill road	34	\$1,383.00	\$1,383.00	\$1,383.00	\$1,383.00	\$5,532.00
39	601/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
40	602/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
41	603/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
42	604/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
43	605/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
44	606/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
45	607/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
46	711/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
47	712/55 hill road	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
48	701/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
49	702/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
50	703/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
51	704/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
52	705/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
53	706/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
54	707/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
55	708/55 hill road	29	\$1,179.60	\$1,179.60	\$1,179.60	\$1,179.60	\$4,718.40
56	709/55 hill road	29	\$1,179.60	\$1,179.60	\$1,179.60	\$1,179.60	\$4,718.40
57	710/55 hill road	34	\$1,383.00	\$1,383.00	\$1,383.00	\$1,383.00	\$5,532.00
58	811/55 hill road	24	\$976.20	\$976.20	\$976.20	\$976.20	\$3,904.80
59	812/55 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
60	801/55 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
61	802/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
62	803/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
63	804/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
64	805/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
65	806/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
66	807/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
67	808/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
68	809/55 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
69	810/55 hill road	30	\$1,220.25	\$1,220.25	\$1,220.25	\$1,220.25	\$4,881.00
70	201/57 hill road	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
71	202/57 hill road	37	\$1,505.00	\$1,505.00	\$1,505.00	\$1,505.00	\$6,020.00
72	203/57 hill road	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60
73	204/57 hill road	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60
74	205/57 hill road	22	\$894.85	\$894.85	\$894.85	\$894.85	\$3,579.40
75	206/57 hill road	22	\$894.85	\$894.85	\$894.85	\$894.85	\$3,579.40
76	207/57 hill road	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
77	308/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
78	309/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
79	301/57 hill road	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
80	302/57 hill road	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60
81	303/57 hill road	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
82	304/57 hill road	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60
83	305/57 hill road	22	\$894.85	\$894.85	\$894.85	\$894.85	\$3,579.40
84	306/57 hill road	22	\$894.85	\$894.85	\$894.85	\$894.85	\$3,579.40
85	307/57 hill road	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
86	405/57 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
87	406/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
88	401/57 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
89	402/57 hill road	37	\$1,505.00	\$1,505.00	\$1,505.00	\$1,505.00	\$6,020.00
90	403/57 hill road	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60
91	404/57 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
92	505/57 hill road	25	\$1,016.90	\$1,016.90	\$1,016.90	\$1,016.90	\$4,067.60
93	506/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
94	501/57 hill road	37	\$1,505.00	\$1,505.00	\$1,505.00	\$1,505.00	\$6,020.00
95	502/57 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
96	503/57 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
97	504/57 hill road	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
98	605/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
99	606/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
100	601/57 hill road	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
101	602/57 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
102	603/57 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
103	604/57 hill road	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
104	707/57 hill road	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
105	708/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
106	709/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
107	701/57 hill road	37	\$1,505.00	\$1,505.00	\$1,505.00	\$1,505.00	\$6,020.00
108	702/57 hill road	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
109	703/57 hill road	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60
110	704/57 hill road	35	\$1,423.65	\$1,423.65	\$1,423.65	\$1,423.65	\$5,694.60
111	705/57 hill road	30	\$1,220.25	\$1,220.25	\$1,220.25	\$1,220.25	\$4,881.00
112	706/57 hill road	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
113	807/57 hill road	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
114	808/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
115	809/57 hill road	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
116	801/57 hill road	43	\$1,749.00	\$1,749.00	\$1,749.00	\$1,749.00	\$6,996.00
117	802/57 hill road	34	\$1,383.00	\$1,383.00	\$1,383.00	\$1,383.00	\$5,532.00
118	803/57 hill road	34	\$1,383.00	\$1,383.00	\$1,383.00	\$1,383.00	\$5,532.00
119	804/57 hill road	34	\$1,383.00	\$1,383.00	\$1,383.00	\$1,383.00	\$5,532.00
120	805/57 hill road	30	\$1,220.25	\$1,220.25	\$1,220.25	\$1,220.25	\$4,881.00
121	806/57 hill road	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
122	201/10 burroway	39	\$1,586.35	\$1,586.35	\$1,586.35	\$1,586.35	\$6,345.40
123	202/10 burroway	21	\$854.20	\$854.20	\$854.20	\$854.20	\$3,416.80
124	205/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
125	206/10 burroway	44	\$1,789.70	\$1,789.70	\$1,789.70	\$1,789.70	\$7,158.80
126	301/10 burroway	34	\$1,383.00	\$1,383.00	\$1,383.00	\$1,383.00	\$5,532.00
127	302/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
128	303/10 burroway	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60
129	304/10 burroway	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
130	305/10 burroway	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
131	306/10 burroway	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
132	307/10 burroway	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
133	308/10 burroway	42	\$1,708.35	\$1,708.35	\$1,708.35	\$1,708.35	\$6,833.40
134	407/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
135	401/10 burroway	34	\$1,383.00	\$1,383.00	\$1,383.00	\$1,383.00	\$5,532.00

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
136	402/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
137	403/10 burroway	39	\$1,586.35	\$1,586.35	\$1,586.35	\$1,586.35	\$6,345.40
138	404/10 burroway	38	\$1,545.65	\$1,545.65	\$1,545.65	\$1,545.65	\$6,182.60
139	405/10 burroway	27	\$1,098.25	\$1,098.25	\$1,098.25	\$1,098.25	\$4,393.00
140	406/10 burroway	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
141	507/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
142	501/10 burroway	34	\$1,383.00	\$1,383.00	\$1,383.00	\$1,383.00	\$5,532.00
143	502/10 burroway	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
144	503/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
145	504/10 burroway	34	\$1,382.95	\$1,382.95	\$1,382.95	\$1,382.95	\$5,531.80
146	505/10 burroway	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
147	506/10 burroway	34	\$1,382.95	\$1,382.95	\$1,382.95	\$1,382.95	\$5,531.80
148	607/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
149	601/10 burroway	34	\$1,382.95	\$1,382.95	\$1,382.95	\$1,382.95	\$5,531.80
150	602/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
151	603/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
152	604/10 burroway	34	\$1,382.95	\$1,382.95	\$1,382.95	\$1,382.95	\$5,531.80
153	605/10 burroway	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
154	606/10 burroway	34	\$1,382.95	\$1,382.95	\$1,382.95	\$1,382.95	\$5,531.80
155	709/10 burroway	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
156	710/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
157	711/10 burroway	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
158	712/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
159	701/10 burroway	34	\$1,382.95	\$1,382.95	\$1,382.95	\$1,382.95	\$5,531.80
160	702/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
161	703/10 burroway	34	\$1,382.95	\$1,382.95	\$1,382.95	\$1,382.95	\$5,531.80
162	704/10 burroway	34	\$1,382.95	\$1,382.95	\$1,382.95	\$1,382.95	\$5,531.80

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
163	705/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
164	706/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
165	707/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
166	708/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
167	810/10 burroway	27	\$1,098.20	\$1,098.20	\$1,098.20	\$1,098.20	\$4,392.80
168	811/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
169	812/10 burroway	23	\$935.50	\$935.50	\$935.50	\$935.50	\$3,742.00
170	813/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
171	801/10 burroway	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
172	802/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
173	803/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
174	804/10 burroway	34 L	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
175	805/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
176	806/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
177	807/10 burroway	45	\$1,830.35	\$1,830.35	\$1,830.35	\$1,830.35	\$7,321.40
178	808/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
179	809/10 burroway	24	\$976.15	\$976.15	\$976.15	\$976.15	\$3,904.60
180	910/10 burroway	27	\$1,098.20	\$1,098.20	\$1,098.20	\$1,098.20	\$4,392.80
181	911/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
182	912/10 burroway	23	\$935.50	\$935.50	\$935.50	\$935.50	\$3,742.00
183	913/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
184	901/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
185	902/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
186	903/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
187	904/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
188	905/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
189	906/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
190	907/10 burroway	40	\$1,627.00	\$1,627.00	\$1,627.00	\$1,627.00	\$6,508.00
191	908/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
192	909/10 burroway	24	\$976.15	\$976.15	\$976.15	\$976.15	\$3,904.60
193	1010/10 burroway	27	\$1,098.20	\$1,098.20	\$1,098.20	\$1,098.20	\$4,392.80
194	1011/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
195	1012/10 burroway	23	\$935.50	\$935.50	\$935.50	\$935.50	\$3,742.00
196	1013/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
197	1001/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
198	1002/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
199	1003/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
200	1004/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
201	1005/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
202	1006/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
203	1007/10 burroway	40	\$1,627.00	\$1,627.00	\$1,627.00	\$1,627.00	\$6,508.00
204	1008/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
205	1009/10 burroway	24	\$976.15	\$976.15	\$976.15	\$976.15	\$3,904.60
206	1110/10 burroway	27	\$1,098.20	\$1,098.20	\$1,098.20	\$1,098.20	\$4,392.80
207	1111/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
208	1112/10 burroway	23	\$935.50	\$935.50	\$935.50	\$935.50	\$3,742.00
209	1113/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
210	1101/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
211	1102/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
212	1103/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
213	1104/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
214	1105/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
215	1106/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
216	1107/10 burroway	40	\$1,627.00	\$1,627.00	\$1,627.00	\$1,627.00	\$6,508.00

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
217	1108/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
218	1109/10 burroway	24	\$976.15	\$976.15	\$976.15	\$976.15	\$3,904.60
219	1210/10 burroway	27	\$1,098.20	\$1,098.20	\$1,098.20	\$1,098.20	\$4,392.80
220	1211/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
221	1212/10 burroway	23	\$935.50	\$935.50	\$935.50	\$935.50	\$3,742.00
222	1213/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
223	1201/10 burroway	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
224	1202/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
225	1203/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
226	1204/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
227	1205/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
228	1206/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
229	1207/10 burroway	40 P	\$1,627.00	\$1,627.00	\$1,627.00	\$1,627.00	\$6,508.00
230	1208/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
231	1209/10 burroway	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
232	1310/10 burroway	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
233	1311/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
234	1312/10 burroway	23	\$935.50	\$935.50	\$935.50	\$935.50	\$3,742.00
235	1313/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
236	1301/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
237	1302/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
238	1303/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
239	1304/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
240	1305/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
241	1306/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
242	1307/10 burroway	41	\$1,667.65	\$1,667.65	\$1,667.65	\$1,667.65	\$6,670.60
243	1308/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
244	1309/10 burroway	24	\$976.15	\$976.15	\$976.15	\$976.15	\$3,904.60
245	1410/10 burroway	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
246	1411/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
247	1412/10 burroway	23	\$935.50	\$935.50	\$935.50	\$935.50	\$3,742.00
248	1413/10 burroway	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
249	1401/10 burroway	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
250	1402/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
251	1403/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
252	1404/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
253	1405/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
254	1406/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
255	1407/10 burroway	40	\$1,627.00	\$1,627.00	\$1,627.00	\$1,627.00	\$6,508.00
256	1408/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
257	1409/10 burroway	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
258	1510/10 burroway	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
259	1511/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
260	1512/10 burroway	24	\$976.15	\$976.15	\$976.15	\$976.15	\$3,904.60
261	1513/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
262	1501/10 burroway	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
263	1502/10 burroway	27	\$1,098.20	\$1,098.20	\$1,098.20	\$1,098.20	\$4,392.80
264	1503/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
265	1504/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
266	1505/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
267	1506/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
268	1507/10 burroway	40	\$1,627.00	\$1,627.00	\$1,627.00	\$1,627.00	\$6,508.00
269	1508/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
270	1509/10 burroway	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
271	1610/10 burroway	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
272	1611/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
273	1612/10 burroway	24	\$976.15	\$976.15	\$976.15	\$976.15	\$3,904.60
274	1613/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
275	1601/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
276	1602/10 burroway	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
277	1603/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
278	1604/10 burroway	34	\$1,382.90	\$1,382.90	\$1,382.90	\$1,382.90	\$5,531.60
279	1605/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
280	1606/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
281	1607/10 burroway	40	\$1,627.00	\$1,627.00	\$1,627.00	\$1,627.00	\$6,508.00
282	1608/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
283	1609/10 burroway	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
284	1701/10 burroway	45	\$1,830.35	\$1,830.35	\$1,830.35	\$1,830.35	\$7,321.40
285	1702/10 burroway	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
286	1703/10 burroway	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
287	1704/10 burroway	41	\$1,667.65	\$1,667.65	\$1,667.65	\$1,667.65	\$6,670.60
288	1705/10 burroway	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
289	1706/10 burroway	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
290	201/1park st nth	26	\$1,057.55	\$1,057.55	\$1,057.55	\$1,057.55	\$4,230.20
291	202/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
292	203/1park st nth	31	\$1,260.95	\$1,260.95	\$1,260.95	\$1,260.95	\$5,043.80
293	301/1park st nth	21	\$854.20	\$854.20	\$854.20	\$854.20	\$3,416.80
294	302/1park st nth	21	\$854.20	\$854.20	\$854.20	\$854.20	\$3,416.80
295	303/1park st nth	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
296	304/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
297	305/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
298	401/1park st nth	22	\$894.85	\$894.85	\$894.85	\$894.85	\$3,579.40
299	402/1Park St Nth	20	\$813.45	\$813.45	\$813.45	\$813.45	\$3,253.80
300	403/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
301	404/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
302	405/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
303	406/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
304	407/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
305	501/1park st nth	24	\$976.15	\$976.15	\$976.15	\$976.15	\$3,904.60
306	502/1park st nth	20	\$813.45	\$813.45	\$813.45	\$813.45	\$3,253.80
307	503/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
308	504/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
309	505/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
310	506/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
311	507/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
312	601/1park st nth	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
313	602/1park st nth	20	\$813.45	\$813.45	\$813.45	\$813.45	\$3,253.80
314	603/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
315	604/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
316	605/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
317	606/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
318	607/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
319	710/1park st nth	32	\$1,301.60	\$1,301.60	\$1,301.60	\$1,301.60	\$5,206.40
320	701/1park st nth	25	\$1,016.85	\$1,016.85	\$1,016.85	\$1,016.85	\$4,067.40
321	702/1park st nth	21	\$854.20	\$854.20	\$854.20	\$854.20	\$3,416.80
322	703/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
323	704/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
324	705/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80

CONTRIBUTION SUMMARY



FINANCIAL PERIOD 01/05/2023 - 30/04/2024

SP93238 - 2 BURROWAY ROAD, WENTWORTH POINT (Generated: 02/06/2023)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
325	706/1park st nth	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
326	707/1park st nth	30	\$1,220.20	\$1,220.20	\$1,220.20	\$1,220.20	\$4,880.80
327	708/1park st nth	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
328	709/1park st nth	36	\$1,464.30	\$1,464.30	\$1,464.30	\$1,464.30	\$5,857.20
329	203/10 burroway	28	\$1,138.90	\$1,138.90	\$1,138.90	\$1,138.90	\$4,555.60
330	204/10 burroway	29	\$1,179.55	\$1,179.55	\$1,179.55	\$1,179.55	\$4,718.20
331	711/1park st nth	33	\$1,342.25	\$1,342.25	\$1,342.25	\$1,342.25	\$5,369.00
332	712/1park st nth	35	\$1,423.60	\$1,423.60	\$1,423.60	\$1,423.60	\$5,694.40
		10000	\$406,747.75	\$406,747.75	\$406,747.75	\$406,747.75	\$1,626,991.00

ANNUAL REPORT FROM STRATA MANAGER

Functions Performed Under Delegated Authority

Section 55 of the Strata Schemes Management Act 2015 obligates all strata managers to provide a report at least once a year outlining the functions performed under the delegated authority granted by the Owners Corporation to the agent. A summary of the major events for Strata Plan No: 93238 for the 12 month period ending 30-APR is as follows;

Time Recorded: 263:59 Hours	Documents Registered: 1638	Meetings: 1
No. of Entries: 5403	Invoices Processed: 225	Insurance Work: 1
Emails: 2505	By-law Inquiries: 3	Correspondence: 7
Phone Calls: 123	Inspections: 2	Debt Recovery: 2
Work Orders: 0	Update Details: 220	184 Certificates: 24
General Admin: 115	Fire Compliance: 5	SMS's Issued: 0

Privacy of information:

Owners should be aware that all correspondence, including letters, facsimile transmissions and emails are retained on the file of the Owners Corporation. Whilst personal information such as phone numbers, addresses and email addresses will not be maintained on the Strata Roll, all correspondence must be made available during a Section 183 Inspection and may be viewed by other lot owners and prospective purchasers to the scheme.

In regards to the privacy of your information; Netstrata is required by law to protect the privacy of your personal information under the National Privacy Principles. This statement is an abbreviated version of our Privacy Statement; the complete text is published on our website www.netstrata.com.au; go to the 'Privacy' page. Alternatively you can request a copy from us by email or post. Briefly we gather and maintain personal information about you on behalf of your scheme of which we are the appointed managers. The legislation from which the National Privacy Principles have been derived largely supersedes sections of the Strata Schemes Management Act 2015 that previously permitted access to this information by third parties. Notwithstanding this, some of your personal information may be still be accessed by certain third parties in particular circumstances, for example to tradespersons during an emergency.

Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent an unreasonable threat to safety, damage to property, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

Report Pursuant to Section 60

Netstrata discloses that it has commercial arrangements with suppliers that may also provide services to your scheme including Macquarie Bank, Khoury Bros. & Co Accountants and CRM Brokers. Whilst we use and recommend these providers we DO NOT receive any rebate, discount or commission for providing this recommendation.

Netstrata discloses that its Strata Managers and Administrative staff receive training services from industry bodies and suppliers that may provide services to your scheme including but not limited to Strata Community Australia, U.D.I.A., R.E.I., Grace Lawyers, Bannermans Lawyers, Mills Oakley lawyers and J.S. Mueller & Co.

The agent discloses that it has commercial arrangements with AMPAC Debt Recovery Services, Strategic Collection Services, Strata Energy Services and Prime Strata Consulting Services. Where these services are used and a referral fee is received, it will be disclosed and approved via this report.

Netstrata discloses that it is an authorised representative of CRM Brokers, Coverforce, and McCormack Harris. When insurances for your scheme are arranged through these entities our office receives a share of the brokerage charged, which last year was \$175.10. It is expected that this brokerage will be \$191.17 next year. The Brokerage received funds the administrative requirements for placing insurances and processing insurance claims on behalf of your scheme including providing 3 quotations, researching and providing a complete claims history and providing the insurer with other relevant information that is required to be disclosed as part of the renewal process. Where the brokerage is not received a fee for service will be applied.

Netstrata discloses that Strata Insurance Services Pty Ltd (A.F.S. License 457333) and WinFire Pty Ltd, Resolute Maintenance Group and PG Martin Plumbing are wholly owned subsidiaries of the agent. When insurances are placed on behalf of your scheme all brokerage charged is retained by the subsidiary, not the agent. Strata Insurance Services Pty Ltd DOES NOT receive commissions for arranging insurance cover on behalf of your Owners Corporation. In the event WinFire, Resolute or PG Martin are engaged to undertake maintenance work or inspections at your scheme, the fees and charges associated with these works are detailed in the financial reports for your Owners Corporation.

Special By-Law – Enforcement of By-Laws

Compliance with By-Laws

Each Owner, Occupier and Permitted Person must, at their own expense and in a timely fashion, perform and observe the By-Laws for the scheme and take all reasonable steps to ensure that their invitees also comply. If an invitee does not comply, the Owner or Occupier must take all reasonable steps to ensure that the invitee leaves the scheme.

Enforcing a By-Law

- a) The Owners Corporation may do anything in a Lot or on the Common Property that an Owner or Occupier should have done under the Act or the By-Laws but which it has not done or, in the opinion of the Owners Corporation, has not been done properly.
- b) The Owners Corporation may enforce a By-Law by legal means.
- c) The Owners Corporation, Strata Committee or Strata Manager may issue notices to an Owner or Occupier informing them of a breach of the By-Laws for the scheme.
- d) The Owners Corporation, Strata Committee or Strata Manager may issue a 'Notice to Comply' pursuant to Section 146 of the Act for non-compliance of the By-Laws and notices of the same.
- e) The Owners Corporation, Strata Committee or Strata Manager may seek a monetary penalty pursuant to Section 147 of the Act for a breach of a 'Notice to Comply'.
- f) Unless instructed by the Strata Committee, the Owners Corporation will not be involved in a dispute between the Owners and/or Occupants of two lots.

Owners Corporation Right to Remedy Breach

Where the Owner or Occupier (or the visitor/s) of a Lot breaches a By-Law, the Owners Corporation reserve the right to apply the following administrative fees for communicating and/or remedying the breach to the offending Lot Owner:

- a) A fee of \$50 for notifying in writing to, or remedying a breach of a By-Law for, the Owner or Occupier of a Lot for a second time (the first notification will bear no Administrative Fee).
- b) A fee of \$100 for notifying in writing to, or remedying a breach of a By-Law for, the Owner or Occupier of a Lot for a third time.
- c) A fee of \$250 for notifying the Owner or Occupier of a Lot with respect to Section 146 of the Act by issuing a notice to comply with a By-Law.

Any Administration Fee charged by the Owners Corporation to a Lot Owner shall be applied to the Lot as a debt. Where an Administrative Fee has been applied pursuant to this By-law, a Lot Owner may apply to the Owners Corporation or Strata Committee that the Administrative Fee be reduced or waived. In the event the Owners Corporation rejects a request made by a Lot Owner, all charges imposed by this By-Law shall stand.

Definitions

The following terms are defined to mean:

'Common Property' means those elements of the building noted as Common Property on the registered Strata Plan for the scheme.

'Lot' means any Lot in the Strata Plan.

'Owner' means the owner/s of the Lot.

'Owners Corporation' means the Owners Corporation created by the registration of a Strata Plan.

'Strata Committee' means the Strata Committee elected by the Owners Corporation at any given time.

'Strata Manager' means the Strata Managing Agent for the Owners Corporation.

'the Act' means the Strata Schemes Management Act 2015. Where any terms used in this By-Law are defined in the Strata Schemes Management Act 2015 (and any subsequent legislation), they will have the same meaning as the terms attributed under that Act.

Special By-Law – Lot Owner Charges

Introduction

The intent of this By-Law is to provide the Owners Corporation with a mechanism to recover the reasonable expenses incurred by the Owners Corporation when addressing administrative and other issues on behalf of individual Lot Owners.

Lot Owner Obligations & Rights

- a) A Lot Owner shall be liable to compensate the Owners Corporation for the costs of any Administrative Charges incurred by the Owners Corporation as follows (but not limited to):
 - I. Tenant updates to the Strata Roll pursuant to Section 258 of the Act.
 - II. Administrative Fees imposed to arrange afterhours emergencies.
 - III. By-Law Breaches
 - IV. Fines for the late submission of the A.F.S.S.
 - V. Additional Inspection Fees to gain access to a Lot during the A.F.S.S. (except for the initial inspection).
 - VI. Security key and key fob/swipe Administration Fees
 - VII. Arrears Fees and Debt Collection Charges for the recovery of overdue Levies.
 - VIII. Levy Notice Postage Fees.
 - IX. Arranging repairs and maintenance for Lot property items.
 - X. Animal/Pet request Application Fees, including the addition of approved animals to a pet register where applicable.
 - XI. Renovation request Application Fees, including the addition of the renovations to a register where applicable.
 - XII. Costs for defending an adjudication, tribunal or other legal application made by a Lot Owner or for the costs of Debt Recovery action initiated by the Owners Corporation or the Owners Corporation's agents.
 - XIII. Any other Administrative Fee deemed reasonable by the Strata Committee.
- b) Any Administration Fee charged by the Owners Corporation to a Lot Owner shall be applied to the Lot as a Debt. Where an Administrative Fee has been applied pursuant to this By-Law, a Lot Owner may apply to the Owners Corporation or Strata Committee that the Administrative Fee be reduced or waived. In the event the Owners Corporation rejects a request made by a Lot Owner, all charges imposed by this By-Law shall stand.

Owners Corporation Obligations & Rights

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

- a) The Owners Corporation shall have the power to recover all costs outlined above from a Lot Owner as a Debt by way of a Levy charged to the Lot.
- b) The Owners Corporation must serve upon the Owner a written notice of the contribution payable.
- c) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act.
- d) The Owners Corporation may initiate Debt Recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act.
- e) All monies recovered by the Owners Corporation shall form part of the Fund to which the relevant contribution belongs.

Definitions

The following terms are defined to mean:

'Common Property' means those elements of the building noted as Common Property on the registered Strata Plan for the scheme.

'Lot' means any Lot in the Strata Plan.

'Owner' means the Owner/s of the Lot.

'Occupier' means the Occupier of a Lot.

'Owners Corporation' means the Owners Corporation created by the registration of a Strata Plan.

'Strata Committee' means the Strata Committee elected by the Owners Corporation at any given time.

'The Act' means the Strata Schemes Management Act 2015. Where any terms used in this By-Law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.

'Works' means any repair, maintenance, replacement or refurbishment undertaken at the Strata Scheme.



Levying of Debt Collection Expenses By-Law

PART 1 - Preamble

- (i) The intention of this By-law is to provide a mechanism for the Owners Corporation to add any expenses incurred associated with the pursuit of Levy Arrears and/or Debt Recovery Action for outstanding levies onto an owner by adding the charges directly to the lot owners' notice of contributions or 'Levy Notice'.
- (ii) The expenses shall include but will not be limited to expenses charged by the Strata Managing Agent, Debt Collection agents or Solicitors engaged by the Owners Corporation or the reasonable expenses of the strata committee that are incurred during the debt recovery process.
- (iii) These expenses will include any expenses or levies issued by the Owners Corporation prior to the commencement of this By-law.

PART 2 - Definitions & Interpretation

2.1 In this by-law, unless the context otherwise requires or permits:

'Agent' means any person engaged by the Owners Corporation to pursue levy arrears of a lot owner, including but not limited to the Strata Managing Agent, Debt Collection Agents or Solicitors.

'Costs' includes any charge, fee or invoice imposed on the Owners Corporation by an agent engaged by the Owners Corporation or the reasonable expenses of the strata committee for the pursuit of levy arrears or debt recovery against a lot owner.

'Levy Payment Notice' means a notice issued by the Owners Corporation to an owner of a lot as notification that a payment for a standard levy, special levy or charge upon the lot is due and payable to the Owners Corporation.

'Lot' means any lot in the strata plan.

'Owner' means the owner/s of the Lot.

'Owners Corporation' means the Owners Corporation created by the registration of strata plan for the scheme

'Owners Corporations Agents' means the Strata Managing Agent, Strata Committee or any contractor, legal counsel, debt recovery agent or other personnel engaged by the Owners Corporation for the pursuit of levy arrears.

'Reasonable expenses of the strata committee' means expenses that may approved by the strata committee at a properly convened executive committee meeting from time to time.

'The Act' means the Strata Schemes Management Act 2015.

2.2 Where any terms used in this by-law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.

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

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

PART 3 - Powers, Duties and Obligations of the Owners Corporation

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

- (i) The Owners Corporation shall have the authority to add all costs associated with the recovery of levy arrears and/or Debt Recovery Action from a lot owner as a debt by way of a levy charged to the lot;
- (ii) Any Debt Recovery expenses may be added to an owners' Levy Payment Notice that is issued by the Owners Corporation from time to time;
- (iii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;
- (iv) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act;
- (v) The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act;
- (vi) All monies recovered by the Owners Corporation shall form part of the fund to which the relevant contribution belongs.

PART 4 - Owners Right of Appeal

(i) In the event that a lot owner believes the expenses levied upon them pursuant to this By-law are unreasonable, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.

(ii) In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause D)(i) above, all charges imposed by the Owners Corporation shall stand.

WHAT'S COVERED BY STRATA BUILDING INSURANCE

WHAT IS BUILDING INSURANCE

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as a result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary & Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for the routine maintenance items or building defects such as the repair of leaking shower trays, settlement/movement cracks in walls & ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison to think of is motor vehicle insurance. You can insure your vehicle against having an accident, however you cannot insure your vehicle for wearing out. This same principle applies to Strata Building Insurance.

HOW IS AN OWNER OF A LOT PROPERTY PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the building' against accidental or malicious damage – section 160 (1), Strata Schemes Management Act 2015 (the Act).

Lot space within a strata scheme is commonly defined as;

“the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor”

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within the lot, such as;

- Internal walls
- Internal doors
- Toilets, baths & basins
- Shower screens
- Built-in wardrobes
- Kitchen sinks, cabinets and bench tops
- Appliances, such as wall and bench ovens, cook tops, range hoods, hot water heaters and bathroom & laundry exhaust fans

For example, a leaking tap washer in the kitchen or leak through a shower

WHAT'S COVERED BY STRATA BUILDING INSURANCE

screen is the lot owners' responsibility to maintain. However, by virtue of the term 'the building' being included in section 160 (1), many of the building components contained within the 'lot' are protected by the mandatory Building Insurance that is taken out by the Owners Corporation.

Simply speaking these items are the lot owners' responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged via an insurable event.

ARE MY CONTENTS COVERED?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and underlay
- Floating floorboards
- Wallpaper
- Curtains and blinds
- Light fittings
- Paint work on walls & ceilings
- Wall tiles located on internal walls
- Any furnishing or personal contents
- Electrical appliances that are not hardwired into the building e.g. clothes dryers, dishwashers or microwaves

Owner-occupiers may extend the cover on their contents insurance to include the items not covered by the strata building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-resident or investor owners may take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot. However all owners should undertake their own inquiries with their insurer or insurance broker to ensure their contents are adequately protected by their contents policy

STATUTORY INFORMATION

QUORUM (CLAUSE 17, SCHEDULE 1)

1. A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
2. A quorum is present at a meeting only in the following circumstances:
 - (a) If not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy.
 - (b) If not less than one quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election.
 - (c) If there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.
3. A person who has voted, or intends to vote, on a motion or at an election at a meeting by permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
4. If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:
 - (a) Adjourn the meeting for at least 7 days, or
 - (b) Declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.
5. If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

RESOLUTIONS

Ordinary Resolution

A motion put to a meeting of the Owners Corporation is decided according to the majority in number of votes cast for and against the motion with each person having one vote for each lot in respect of which the person is entitled to vote.

Special Resolution

If a motion put to a general meeting of the Owners Corporation requires a special resolution*, the passing of a special resolution requires that a vote to be taken by units of entitlement and that not more than one quarter of the units of entitlement represented at the meeting and entitled to vote, vote against the motion.

Unanimous Resolution

If a motion put to a general meeting of the Owners Corporation requires a unanimous resolution*, the passing of a unanimous resolution requires that no vote to be cast against the motion.

*Such motions are clearly indicated in the form of motion.

STATUTORY INFORMATION

VOTING RIGHTS (PART 4, SCHEDULE 1)

You, or where this notice is addressed to a corporation, your company nominee, may vote at the meeting:

1. Either in person at the meeting or by duly appointed *proxy whose instrument of appointment is given to the secretary of the Owners Corporation before the commencement of the meeting;
2. Except in the case of a motion requiring a unanimous resolution, only if all contributions levied and payable on the above lot(s), and any other monies recoverable under the above Act by the Owners Corporation from you at the date of this notice, have been duly paid before the commencement of the meeting; and
3. In the case of an owner of a lot subject to a first mortgage shown on the strata roll (a priority vote), only if the mortgagee fails or neglects to exercise the voting power conferred on him by schedule 2 part 2 of the above Act.
4. Where this notice is addressed to a corporation, the company nominee voting at the meeting must be the company nominee/s specified on the section 22 notice and strata roll for the Owners Corporation. The nominee must also provide the chairperson with a written authorisation of their entitlement to vote at the meeting.
5. A power of attorney may only cast a vote at the meeting via a duly completed Proxy Appointment Form signed by the owner/s of the lot they are representing.

PRE-MEETING ELECTRONIC VOTING

Owners Corporations may allow for 'Pre-Meeting Electronic Voting' which is a means of casting a vote electronically, up to 24 hours before the commencement of a meeting.

Our office has implemented an electronic voting mechanism which is accessible via the Netstrata weblink portal established for your Strata Scheme. Owners who cannot attend a meeting or prefer to vote electronically may logon to the portal (website - <https://portal.netstrata.com.au/>) and cast a vote for the motions being considered at the meeting. There are however the following limitations as imposed in the Strata Schemes Management Regulation 2016 (Regulation 14):

1. The pre-meeting vote may have no effect where a motion is amended at a meeting;
2. A motion that is to be determined wholly by pre-meeting electronic voting may not be amended at the meeting for which the pre-meeting electronic voting is conducted;
3. A motion that is to be determined partly by pre-meeting electronic voting must not be amended at the meeting for which the pre-meeting electronic voting is conducted if the effect of the amendment is to change the subject matter of the original motion;
4. A pre-meeting vote may not be counted for the purposes of a Strata Committee election.

GENERAL MEETING INFORMATION

OFFICE LOCATION & ACCESS

Our Meeting Rooms are located above 'Hardcore Gym', pedestrian entry from 298 Railway Parade, Carlton. Parking is available at the rear of our premises and Carlton railway station from Railway Parade. Lift Access for disabled or less mobile persons is available via our rear entry with prior notification to your strata manager. The facilities at our office enable the meetings for your scheme to be conducted in a comfortable and business like environment and avoid potential W.H. & S. issues and other liabilities for your scheme.

ABOUT THE AGENDA

A synopsis of the motions to be determined at this meeting as well as the statutory requirements relating to the conduct of a general meeting are detailed in the meeting notice. Whilst they are largely self-explanatory, we urge you to read them so you are fully aware of your rights and obligations surrounding the matters to be determined.

MEETING DURATION

The duration of the meeting will largely depend on the number of motions to be determined. A simple proxy meeting (i.e. one conducted via proxy/postal vote) may only take a few minutes, whereas an Annual General Meeting usually last around 1 hour.

WHERE TO FIND OUT MORE

Copies of 'Strata Living', an owner's guide produced by NSW Fair Trading is available from the NSW Fair Trading website www.fairtrading.nsw.gov.au. Strata Living is a useful guide outlining all your rights, obligations and responsibilities of owning in and the administration of Strata Properties in NSW.

You can also find out more regarding the operation of your scheme, strata legislation and other useful information by visiting our website www.netstrata.com.au.

QUESTIONS?

We encourage your questions and feedback surrounding all aspects of the administration of your strata property, however to save time at the meeting we'd ask that any questions you may have regarding the agenda or attachments be directed to your strata manager prior to the meeting.

VOTING & ATTENDANCE

If you are unable to attend the meeting you may signal your voting via the Proxy/Voting form enclosed with the meeting notice or vote online via your owner portal at www.netstrata.com.au. Please note however only committee members may vote at committee meetings.

GENERAL DISCUSSIONS

If time permits there will be a general discussion period at the conclusion of the meeting so owners have an opportunity to raise other matters not on the agenda, however any decisions made will be limited to the delegated authority of the manager.



www.netstrata.com.au

P: 1300 638 787

admin@netstrata.com.au

Emergency (after hours): 1300 663 760

Head Office

298 Railway Parade
Carlton NSW 2218

Wollongong Office

Suite 3.03, 3 Rawson St
Wollongong NSW 2500

Sydney CBD Sales Office

Level 26, 44 Market St
Sydney NSW 2000

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CAPITAL WORKS FUND PLAN

2 BURROWAY ROAD RESIDENTIAL

2 Burroway Road

Wentworth Point NSW 2127

Strata Plan 93238



Report details	
Inspection date:	23/03/2017
Inspector:	Joseph Bechara

NEW SOUTH WALES

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

QUEENSLAND

18 Park Rd Milton 4064
PO Box 1584 Milton 4064

VICTORIA

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



24 March 2017

The Executive Committee
Strata Plan 93238
2 Burroway Road
Wentworth Point NSW 2127

Dear Committee Members,

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

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

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

Key Report Data Levies Summary – First Financial Year

Levy Per Unit Entitlement (Total sinking fund levy divided by unit entitlements)	\$9.26
Total Unit Entitlements	10000
Total Sinking Fund Levy	\$92,583.34

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

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph	3
Report Detail	Section 2
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	6
Inspector's Building Report & Building Specific Report Notes	8
Report Notes	9

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

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

Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	2 Burroway Road Residential
Building Address	2 Burroway Road Wentworth Point NSW 2127
Strata Plan (SP) No	93238
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	Reg. 2016
Number of Unit Entitlements	10000
Number of Units	332
Estimated Starting Sinking Fund Balance	\$63,127
Starting date of Financial Year for Report	1/05/2016
GST Status	Registered for GST
Current Sinking Fund Levy per Lot Entitlement (Inc. GST)	\$9.26

Report assumptions & information

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

15 Year Levy Table

Year	Year To dd/mm/yyyy	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	30/04/2017	92,583.34	8,416.67	9.26	0.84	2.32	0.21
2	30/04/2018	170,500.00	15,500.00	17.05	1.55	4.26	0.39
3	30/04/2019	203,500.00	18,500.00	20.35	1.85	5.09	0.46
4	30/04/2020	231,000.00	21,000.00	23.10	2.10	5.78	0.53
5	30/04/2021	253,000.00	23,000.00	25.30	2.30	6.33	0.58
6	30/04/2022	260,843.00	23,713.00	26.08	2.37	6.52	0.59
7	30/04/2023	268,929.13	24,448.10	26.89	2.44	6.72	0.61
8	30/04/2024	277,265.93	25,205.99	27.73	2.52	6.93	0.63
9	30/04/2025	285,861.18	25,987.38	28.59	2.60	7.15	0.65
10	30/04/2026	294,722.88	26,792.99	29.47	2.68	7.37	0.67
11	30/04/2027	303,859.29	27,623.57	30.39	2.76	7.60	0.69
12	30/04/2028	313,278.93	28,479.90	31.33	2.85	7.83	0.71
13	30/04/2029	322,990.58	29,362.78	32.30	2.94	8.08	0.73
14	30/04/2030	333,003.29	30,273.03	33.30	3.03	8.33	0.76
15	30/04/2031	343,326.39	31,211.49	34.33	3.12	8.58	0.78

15 Year Cash Flow Tracking Sheet

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

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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/04/2017	63,127.00	84,166.68	2,472.44	0.00	149,766.12
2	30/04/2018	149,766.12	155,000.00	5,121.67	18,645.45	291,242.34
3	30/04/2019	291,242.34	185,000.00	8,929.35	7,540.00	477,631.69
4	30/04/2020	477,631.69	210,000.00	13,221.87	39,998.18	660,855.38
5	30/04/2021	660,855.38	230,000.00	18,232.60	0.00	909,087.98
6	30/04/2022	909,087.98	237,130.00	23,805.21	29,330.91	1,140,692.28
7	30/04/2023	1,140,692.28	244,481.03	23,936.01	488,758.18	920,351.14
8	30/04/2024	920,351.14	252,059.94	24,193.55	33,736.36	1,162,868.27
9	30/04/2025	1,162,868.27	259,873.80	29,399.32	83,540.91	1,368,600.48
10	30/04/2026	1,368,600.48	267,929.89	35,030.58	23,804.55	1,647,756.40
11	30/04/2027	1,647,756.40	276,235.72	32,833.80	777,382.73	1,179,443.19
12	30/04/2028	1,179,443.19	284,799.03	29,848.40	103,396.36	1,390,694.26
13	30/04/2029	1,390,694.26	293,627.80	36,131.44	0.00	1,720,453.50
14	30/04/2030	1,720,453.50	302,730.26	31,231.09	1,085,671.82	968,743.03
15	30/04/2031	968,743.03	312,114.90	18,973.38	634,845.45	664,985.86

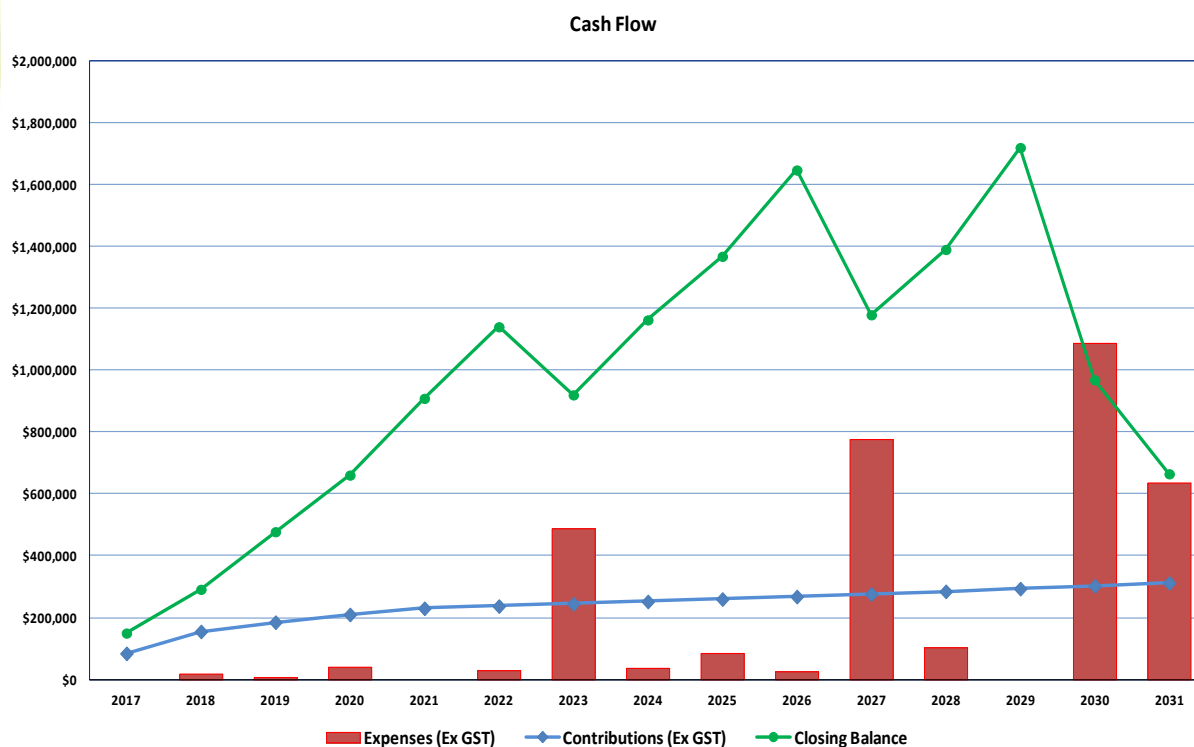
15 Year Cash Flow Graph

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

Contributions line - Total sinking fund contributions per year.

Expenses line – Total anticipated expenses in each year.

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



Anticipated Expenditures Table Year 1 - 15

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

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

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

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

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

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
1. Building internals to 10 Burroway levels 1-17																
Repaint lobby walls	52,220	-	-	-	-	-	-	62,718	-	-	-	-	-	-	-	80,068
Repaint lobby ceilings	19,580	-	-	-	-	-	-	23,516	-	-	-	-	-	-	-	30,022
Repaint timber unit entry and service doors to complete complex	64,680	-	-	-	-	-	-	77,682	-	-	-	-	-	-	-	99,173
Replacement of thick pile pattern carpets	102,795	-	-	-	-	-	-	-	-	-	-	139,495	-	-	-	-
Replacement of wallpaper	3,600	-	-	-	-	-	-	-	-	-	-	4,885	-	-	-	-
Maintain internal lobby sensor lights	7,225	-	-	7,680	-	-	8,416	-	-	9,224	-	-	10,108	-	-	11,078
Sub Total (Incl. GST)		0	0	7,680	0	0	8,416	163,916	0	9,224	0	144,380	10,108	0	0	220,341
2. Building internals to 55 & 57 Hill Road levels 1-8																
Repaint ceilings	30,240	-	-	-	-	-	-	36,319	-	-	-	-	-	-	-	46,366
Repaint walls	84,480	-	-	-	-	-	-	101,463	-	-	-	-	-	-	-	129,531
Maintain internal lobby sensor lights	6,800	-	7,011	-	7,452	-	7,921	-	8,420	-	8,950	-	9,514	-	10,113	-
Maintain glass auto aluminium doors and motors	4,128	-	4,256	-	4,524	-	4,809	-	5,112	-	5,433	-	5,775	-	6,139	-
Replace thick pile pattern carpet	158,760	-	-	-	-	-	-	-	-	-	-	215,441	-	-	-	-
Sub Total (Incl. GST)		0	11,267	0	11,976	0	12,730	137,782	13,532	0	14,383	215,441	15,289	0	16,252	175,897
3. Building internals to Park Street North levels 1-7																
Repaint ceilings	14,100	-	-	-	-	-	-	16,934	-	-	-	-	-	-	-	21,619
Repaint walls	34,480	-	-	-	-	-	-	41,411	-	-	-	-	-	-	-	52,867
Replacement of wallpaper	10,125	-	-	-	-	-	-	-	-	-	-	13,740	-	-	-	-
Maintain internal lobby sensor lights	2,975	-	3,067	-	3,260	-	3,466	-	3,684	-	3,916	-	4,162	-	4,424	-
Replace thick pile pattern carpet	74,025	-	-	-	-	-	-	-	-	-	-	100,453	-	-	-	-
Sub Total (Incl. GST)		0	3,067	0	3,260	0	3,466	58,345	3,684	0	3,916	114,193	4,162	0	4,424	74,486

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
4. Vehicle accessways to SP 93238 only																
Repaint line marking	9,425	-	-	-	10,329	-	-	-	-	12,032	-	-	-	-	14,017	-
Maintain storage cages and bolts	2,525	-	2,603	-	2,767	-	2,941	-	3,127	-	3,323	-	3,533	-	3,755	-
Maintain car wash bay	784	-	808	-	859	-	913	-	971	-	1,032	-	1,097	-	1,166	-
Sub Total (Incl. GST)		0	3,411	0	13,955	0	3,854	0	4,098	12,032	4,355	0	4,630	0	18,938	0
5. External walkways and level 7 shared garden																
Walkway maintenance program	85,750	-	-	-	-	-	-	102,988	-	-	-	-	-	-	-	131,479
Maintain sections of sandstone	9,328	-	-	-	10,223	-	-	11,550	-	-	-	-	13,051	-	-	-
Maintain planter boxes	28,957	-	-	-	-	-	-	34,778	-	-	-	-	-	-	-	44,399
Sub Total (Incl. GST)		0	0	0	10,223	0	0	137,766	11,550	0	0	0	13,051	0	0	175,878
6. Fixtures and fittings																
Maintain letterboxes	40,298	-	-	-	-	-	-	-	-	-	-	-	56,380	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	0	56,380	0	0	0
7. Plant - Rooftop hot water plant and Roof surface																
Replacement of gas Rheem commercial instantaneous	45,727	-	-	-	-	-	-	-	-	-	-	62,053	-	-	-	-
Replacement of waterproofed membrane to all blocks	666,000	-	-	-	-	-	-	-	-	-	-	-	-	-	990,460	-
Replacement of 410 litre storage tanks	10,356	-	-	-	-	-	-	-	-	-	-	14,053	-	-	-	-
Replacement of 325 litre storage tanks	12,000	-	-	-	-	-	-	-	-	-	-	16,284	-	-	-	-
Replacement of hot water circulator pumps	22,260	-	-	-	-	-	-	-	-	-	-	30,207	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	122,597	0	0	990,460	0
8. Lift																
Maintain security access system	1,209	-	1,246	-	1,325	-	1,408	-	1,497	-	1,591	-	1,691	-	1,798	-
Refurbish lift interior	49,695	-	-	-	-	-	-	-	-	-	-	-	-	-	73,905	-
Overhaul lift motor	143,821	-	-	-	-	-	-	-	-	-	-	195,168	-	-	-	-
Replace lift	633,298	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	1,246	0	1,325	0	1,408	0	1,497	0	1,591	195,168	1,691	0	75,703	0
9. Garbage refuse / bin room																
Replacement of compactors	50,000	-	-	-	-	-	-	-	-	63,832	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	63,832	0	0	0	0	0	0
Grand Total (Incl. GST)		0	18,991	7,680	40,739	0	29,874	497,809	34,361	85,088	24,245	791,779	105,311	0	1,105,777	646,602
Contingency Allowance (Incl. GST)		0	1,519	614	3,259	0	2,390	39,825	2,749	6,807	1,940	63,342	8,425	0	88,462	51,728
Grand Total Expenses (Incl. Contingency Allowance and GST)		0	20,510	8,294	43,998	0	32,264	537,634	37,110	91,895	26,185	855,121	113,736	0	1,194,239	698,330

Building Data List from the Property Inspection for 2 Burroway Road Residential

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

'Items' – identifies and describes the maintenance item

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

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

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

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

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

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

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

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. Building internals to 10 Burroway levels 1-17							
Repaint lobby walls	2,611	m2	20.00	52,220.00	7	8	Ongoing painting program
Repaint lobby ceilings	979	m2	20.00	19,580.00	7	8	Ongoing painting program
Repaint timber unit entry and service doors to complete complex	588	Ea	110.00	64,680.00	7	8	Ongoing painting program
Replacement of thick pile pattern carpets	979	m2	105.00	102,795.00	11	12	Replace as required
Replacement of wallpaper	16	m2	225.00	3,600.00	11	12	
Maintain internal lobby sensor lights	17	Ea	425.00	7,225.00	3	3	
2. Building internals to 55 & 57 Hill Road levels 1-8							
Repaint ceilings	1,512	m2	20.00	30,240.00	7	8	Ongoing painting program
Repaint walls	4,224	m2	20.00	84,480.00	7	8	Ongoing painting program
Maintain internal lobby sensor lights	16	levels	425.00	6,800.00	2	2	
Maintain glass auto aluminium doors and motors	4	Ea	1,031.97	4,128.00	2	2	Repair as required
Replace thick pile pattern carpet	1,512	m2	105.00	158,760.00	11	12	Replace as required
3. Building internals to Park Street North levels 1-7							
Repaint ceilings	705	m2	20.00	14,100.00	7	8	Ongoing painting program
Repaint walls	1,724	m2	20.00	34,480.00	7	8	Ongoing painting program
Replacement of wallpaper	45	m2	225.00	10,125.00	11	12	
Maintain internal lobby sensor lights	7	levels	425.00	2,975.00	2	2	Repair as required
Replace thick pile pattern carpet	705	m2	105.00	74,025.00	11	12	Replace as required
4. Vehicle accessways to SP 93238 only							
Repaint line marking	1,885	Lm	5.00	9,425.00	4	5	Repaint as required
Maintain storage cages and bolts	1	Item	2,525.00	2,525.00	2	2	Replace as required
Maintain car wash bay	1	Item	784.00	784.00	2	2	
5. External walkways and level 7 shared garden							
Walkway maintenance program	686	m2	125.00	85,750.00	7	8	Repair of membrane below hard tiled surfaces and walkways
Maintain sections of sandstone	212	m2	44.00	9,328.00	4	4	
Maintain planter boxes	318	m2	91.06	28,957.00	7	8	Membrane replacement as required
6. Fixtures and fittings							

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Maintain letterboxes	332	units	121.38	40,298.00	12	13	Replace as required
7. Plant - Rooftop hot water plant and Roof surface							
Replacement of gas Rheem commercial instantaneous	26	Item	1,758.73	45,727.00	11	12	Replace as required
Replacement of waterproofed membrane to all blocks	5,328	m2	125.00	666,000.00	14	15	
Replacement of 410 litre storage tanks	3	Ea	3,452.00	10,356.00	11	12	Replace as required
Replacement of 325 litre storage tanks	4	Ea	3,000.00	12,000.00	11	12	Replace as required
Replacement of hot water circulator pumps	12	Ea	1,855.00	22,260.00	11	12	Replace as required
8. Lift							
Maintain security access system	5	Item	241.76	1,209.00	2	2	Ongoing maintenance program
Refurbish lift interior	5	Item	9,939.07	49,695.00	14	15	Refurbish as required
Overhaul lift motor	5	Ea	28,764.22	143,821.00	11	12	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
Replace lift	5	Ea	126,659.52	633,298.00	29	30	Replace as required
9. Garbage refuse / bin room							
Replacement of compactors	2	Ea	25,000.00	50,000.00	9	10	

Inspector's Report for 2 Burroway Road Residential

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

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

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

3. The painting cost estimates are as accurate as possible. However, due to privacy considerations, access restrictions to some areas and the varied nature of the property, it is recommended that the Owners Corporation obtain quotes for painting work well in advance of when the work is to be carried out to allow for any shortfall or excess in funds.
4. The membrane on the roof needs regular maintenance and replacement over time which has been included in this report.
5. A walkway maintenance program was included for repairs and maintenance to the external common area walkways & stairways.
6. Lift maintenance has been included in this report.
7. Thank you to Ian for his time and patience during the inspection.

Report Notes

Capital Works Fund Plan (NSW)

This forecast satisfies the current requirements of section 80 of the Strata Schemes Management Act 2015, which states:

80 Owners corporation to prepare 10-year capital works fund plan

- (1) *An owners corporation is to prepare a plan of anticipated major expenditure to be met from the capital works fund for a 10-year period commencing on the first annual general meeting of the owners corporation.*
- (2) *An owners corporation is to prepare a plan for each 10-year period following the 10-year period to which the first plan applied. The plan is to be prepared for the annual general meeting at which the period covered by the previous plan expires.*
- (3) *An owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared under this section and must review the plan at least once every 5 years.*
- (4) *A plan under this section is to include the following:*
 - (a) *details of proposed work or maintenance,*
 - (b) *the timing and anticipated costs of any proposed work,*
 - (c) *the source of funding for any proposed work,*
 - (d) *any other matter the owners corporation thinks fit,*
 - (e) *any other matter prescribed by the regulations for the purposes of this section.*
- (5) *A plan under this section is to be finalised by the end of the next annual general meeting of the owners corporation after the annual general meeting for which the plan is prepared.*
- (6) *An owners corporation may engage expert assistance in the preparation of a plan under this section.*
- (7) *An owners corporation is, so far as practicable (and subject to any adjustment under this section), to implement each plan prepared under this section.*

A Capital Works Fund is established pursuant to section 74 of the Strata Schemes Management Act 2015, which states:

74 Capital works fund

- (1) **Establishment of fund**
An owners corporation must establish a capital works fund.
- (2) **Amounts payable to fund**
An owners corporation must pay the following amounts into the capital works fund:
 - (a) *the contributions levied on, and paid by, owners for payment into the fund,*
 - (b) *any amounts paid to the owners corporation by way of discharge of insurance claims, unless paid into the administrative fund,*
 - (c) *any amounts paid to the owners corporation under Part 11,*
 - (d) *any amount received by the owners corporation that is not required or permitted to be paid into the administrative fund,*
 - (e) *the proceeds of any investment of the fund.*
- (3) *An owners corporation may also pay the following amounts into the capital works fund:*
 - (a) *any income of the owners corporation,*
 - (b) *any amount that may be, but is not required to be, paid into the fund under this Act.*
- (4) **Amounts payable from fund**
An owners corporation may pay money from its capital works fund only for the following purposes:
 - (a) *payments of the kind for which estimates have been made under section 79 (2),*
 - (b) *payments made in accordance with this Division on a distribution of a surplus in the fund,*
 - (c) *payments of amounts for the purposes of Part 11,*
 - (d) *the transfer of money to the administrative fund or to pay expenditure that should have been paid from the administrative fund.*
- (5) **Exemption**
An owners corporation for a strata scheme comprising 2 lots need not establish a capital works fund if:
 - (a) *the owners corporation so determines by unanimous resolution, and*
 - (b) *the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and*
 - (c) *no building or part of a building in the strata scheme is situated outside those lots.*

THIS REPORT DEALS WITH THE CAPITAL WORKS FUND PLAN.

Implementation - It is the responsibility of the Executive Committee and the Owners Corporation to implement this plan so far as is practicable.

Interaction with Capital Works Fund - The source of funding for all proposed work or maintenance is presumed to be the capital works fund. No allowance has been made for proposed work or maintenance that is funded by means other than the capital works fund.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Executive Committee has some flexibility to make minor adjustments to the timing of any proposed work. More major adjustments to the timing of work may require an ordinary resolution of the Executive Committee, or complete revision of the Plan. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

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

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

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

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

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

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

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

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

Safety - The inspection does not cover safety issues.

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

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

Window Safety Device – It is mandatory to install a safety device/ lock that restricts the opening of an openable window to less than 12.5cm. The device must be able to withstand a specific outward pushing force. All windows in every apartment building above a certain height must comply. (Section 118 Strata Schemes Management Act 2015; section 30 Strata Schemes Management Regulation 2016). An allowance has been made for the installation of these devices. Contact our office should you require a quotation to install these devices.

Other Matters - Unless otherwise included, this report does not include matters that are not anticipated major expenditures to be met from the capital works fund.

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

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