

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Rina Sato
Address of property	Unit 6/473-477 Burwood Road, Belmore, NSW.
Lot	6
Strata Plan	SP 96472
Name of Strata Management Co.	Net Strata
Telephone Number of Strata Agent	1300 638 787
Report Date	13 February 2024

General Information

Owner's Name	Rina Sato
Unit Entitlement.	306
Total Unit Entitlement.	10,000

Levy Contributions

Administration Fund contribution.	\$858.70
Capital Works Fund contribution.	\$252.45
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$9,921.69 Debit.
Sinking Fund Balance.	\$115,555.13

Insurances

Building Insurance	Yes
Sum Insured	\$14,275,000.00
Insurance Company	Longitude Insurance
Due Date	30 November 2024
Fire Safety Report Issuing Body	Yes
Certificate Date.	2023
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 5 February 2020	Administration Fund set at \$150,467.00 p.a. Capital Works Fund set at \$46,127.40 p.a.
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	<p>Building insurance continued, Special levy of \$53,000.00 raised to pay for the defect report and legal expenses. All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Annual General Meeting 10 February 2021</p> <p>Extraordinary General Meeting 9 April 2021</p>	<p>Administration Fund set at \$117,235.50 p.a. Capital Works Fund set at \$46,200.00 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p> <p>Special bylaw passed for the installation of pergolas, conditions are as per the latest set of bylaws contained within the Contract of Sale, Meeting closed.</p>
<p>Annual General Meeting 21 February 2022</p>	<p>Administration Fund set at \$115,713.50 p.a. Capital Works Fund set at \$46,200.00 p.a. Building insurance continued, All other matters were bylaws passed (see latest set in the Contract of Sale), meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Annual General Meeting 9 February 2023</p>	<p>Administration Fund set at \$112,247.77 p.a. Capital Works Fund set at \$33,000.00 p.a. Building insurance continued, Motion 10: A fifth levy is to be raised to pay the insurance policy due 1 November 2023. All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Annual General Meeting Notice 22 February 2024</p>	<p>Administration Fund proposed at \$138,457.06 p.a. Capital Works Fund proposed at \$30,000.00 p.a.</p>

	<p>Building insurance continued, Motion 9: Special levy proposed to address the deficit in the Administration Fund, All other matters were meeting formalities as per the scan below, no major works tabled. Meeting closed.</p>
Other comments.	<p>This report is to be taken in context and in conjunction with the scans below.</p>

Strata Plan 96472
Lot 6, 473-477 BURWOOD ROAD BELMORE

Date	Fund	Details	Debit	Credit	Balance
10/03/23	Administrative	BPay Payment: DEFT Bpay 0000050563		858.70	858.70
10/03/23	Capital Works	BPay Payment: DEFT Bpay 0000050563		252.45	1,111.15
01/04/23	Administrative	Levy 1/3/2023-31/5/2023	858.70		252.45
01/04/23	Capital Works	Levy 1/3/2023-31/5/2023	252.45		0.00
01/06/23	Administrative	Levy 1/6/2023-31/8/2023	858.70		(858.70)
01/06/23	Capital Works	Levy 1/6/2023-31/8/2023	252.45		(1,111.15)
19/06/23	Administrative	BPay Payment: DEFT Bpay 0000050563		858.70	(252.45)
19/06/23	Capital Works	BPay Payment: DEFT Bpay 0000050563		252.45	0.00
31/07/23	Administrative	Cheque - CHQ: DEFT Chq 0000050563		858.70	858.70
31/07/23	Capital Works	Cheque - CHQ: DEFT Chq 0000050563		252.45	1,111.15
01/09/23	Administrative	Levy 1/9/2023-30/11/2023	858.70		252.45
01/09/23	Capital Works	Levy 1/9/2023-30/11/2023	252.45		0.00
20/10/23	Insurance Premium	BPay Payment: DEFT Bpay Renewal 0000050563		1,178.10	1,178.10
01/11/23	Insurance Premium	Levy 1/3/2023-29/2/2024 Renewal	1,178.10		0.00
27/11/23	Administrative	BPay Payment: DEFT Bpay 0000050563		858.70	858.70
27/11/23	Capital Works	BPay Payment: DEFT Bpay 0000050563		252.45	1,111.15
01/12/23	Administrative	Levy 1/12/2023-29/2/2024	858.70		252.45
01/12/23	Capital Works	Levy 1/12/2023-29/2/2024	252.45		0.00
			5,622.70	5,622.70	0.00
				Interest Due:	\$0.00
				Total Due:	\$0.00

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(5,709.79)	113,452.53	107,742.74
Levies Receivable	184.55	266.50	451.05
Total Assets	(5,525.24)	113,719.03	108,193.79
LIABILITIES			
Levies Paid in Advance	1,595.15	0.00	1,595.15
GST Liabilities	2,211.59	(1,836.10)	375.49
Accounts Payable	589.71	0.00	589.71
Total Liabilities	4,396.45	(1,836.10)	2,560.35
Net Assets	(9,921.69)	115,555.13	105,633.44
OWNERS FUNDS			
Opening Balance	(2,641.05)	116,641.49	114,000.44
Surplus / Deficit for the period	(7,280.64)	(1,086.36)	(8,367.00)
Closing Balance	(9,921.69)	115,555.13	105,633.44
Total Owners Funds	(9,921.69)	115,555.13	105,633.44

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Actual	Budget	Actual	Budget
	01/01/24 - 08/02/24	01/01/24 - 31/12/24	01/01/23 - 31/12/23	01/01/23 - 31/12/23
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	(\$80.00)	\$0.00	(\$430.02)	\$0.00
Debt Collection Recoveries	\$120.00	\$0.00	\$533.66	\$0.00
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$0.00	\$4,583.63	\$0.00
Expense Recoveries (GST)	\$0.00	\$0.00	\$136.36	\$0.00
Interest				
Interest On Levy Arrears	\$0.00	\$0.00	\$72.22	\$0.00
Levy Income				
Contributions - General	\$0.00	\$129,215.05	\$102,094.12	\$103,457.06
Contributions - General (Insurance Premium Renewal Fund)	\$0.00	\$0.00	\$35,000.00	\$35,000.00
Total Income	\$40.00	\$129,215.05	\$141,989.97	\$138,457.06
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$3.60	\$50.00	\$42.40	\$50.00
DEFT Process Fees	\$2.73	\$100.00	\$97.90	\$90.00
BAS & Tax Administration	\$271.49	\$1,600.00	\$1,561.66	\$1,600.00
Air Conditioning				
Mechanical Ventilation	\$0.00	\$5,000.00	\$2,329.10	\$5,000.00
Building General				
General Maintenance	\$109.09	\$3,000.00	\$5,917.27	\$2,000.00
Garage Security Gate / Shutter	\$0.00	\$700.00	\$350.00	\$880.00
Locks & Doors	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Cleaning				
Cleaning - General	\$1,445.68	\$17,500.00	\$16,733.87	\$16,200.00
Electrical				
Electrical Repairs	\$0.00	\$1,500.00	\$2,222.00	\$1,500.00
Electricity				
Electricity Consumption	\$0.00	\$7,800.00	\$7,516.52	\$5,000.00
Fire Control				
Fire Services	\$963.48	\$20,000.00	\$27,334.57	\$15,000.00
Garden & Grounds				
Gardening	\$0.00	\$500.00	\$0.00	\$500.00
Insurance				
Insurance Valuation Report	\$0.00	\$250.00	\$250.00	\$200.00
Insurance Premium (Insurance Premium Renewal Fund)	\$0.00	\$0.00	\$23,979.64	\$35,000.00
Insurance Premium	\$0.00	\$30,000.00	\$0.00	\$0.00
Legal & Professional Services				
Legal Fees	\$0.00	\$0.00	\$270.00	\$0.00
Lift Repairs				
Lift Maintenance	\$0.00	\$6,000.00	\$7,272.44	\$6,000.00

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Actual	Budget	Actual	Budget
	01/01/24 - 08/02/24	01/01/24 - 31/12/24	01/01/23 - 31/12/23	01/01/23 - 31/12/23
Pest Control				
Pest Control - General	\$0.00	\$600.00	\$589.09	\$500.00
Plumbing				
Plumbing - General	\$0.00	\$2,000.00	\$1,832.20	\$2,000.00
Detention Pit & Pump Maintenance	\$0.00	\$2,000.00	\$1,195.00	\$800.00
Rubbish Removal				
Waste Removal	\$250.00	\$1,500.00	\$1,292.91	\$1,500.00
Security & Intercom				
Intercom Repairs / Replacement	\$0.00	\$750.00	\$1,160.00	\$250.00
Strata/Building Administration				
Debt Collection Fees	\$120.00	\$0.00	\$533.66	\$0.00
Inspection Fees	\$0.00	\$250.00	\$218.83	\$250.00
Land Titles & By-Law Registration	\$0.00	\$3,900.00	\$2,196.62	\$3,900.00
Management Services	\$2,293.60	\$10,874.00	\$9,018.36	\$10,065.00
Printing, Postage & Stationery	\$271.09	\$2,000.00	\$1,917.00	\$1,500.00
Strata Administration	\$808.50	\$4,400.00	\$4,045.41	\$3,500.00
Legislative Compliance	\$758.20	\$1,600.00	\$1,555.91	\$1,150.00
Previous Year Deficit	\$0.00	\$2,641.05	\$0.00	\$20,522.06
Telephone				
Lift Phone & Phone Charges	\$23.18	\$600.00	\$1,225.29	\$2,000.00
Water				
Water Consumption	\$0.00	\$1,100.00	\$1,451.31	\$500.00
Total Expenses	\$7,320.64	\$129,215.05	\$124,108.96	\$138,457.06
Surplus / Deficit	(\$7,280.64)	\$0.00	\$17,881.01	\$0.00

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Capital Works Fund

	Actual	Budget	Actual	Budget
	01/01/24 - 08/02/24	01/01/24 - 31/12/24	01/01/23 - 31/12/23	01/01/23 - 31/12/23
Income				
Interest				
Interest On Levy Arrears	\$0.00	\$0.00	\$21.23	\$0.00
Levy Income				
Contributions - Capital Works Fund	\$0.00	\$34,306.00	\$30,000.64	\$30,000.00
Total Income	\$0.00	\$34,306.00	\$30,021.87	\$30,000.00
Expenses				
Building General				
General Maintenance	\$0.00	\$0.00	\$2,000.00	\$0.00
Capital Works Fund Maintenance	\$1,086.36	\$34,306.00	\$5,856.36	\$30,000.00
Strata/Building Administration				
Strata Administration	\$0.00	\$0.00	\$227.27	\$0.00
Total Expenses	\$1,086.36	\$34,306.00	\$8,083.63	\$30,000.00
Surplus / Deficit	(\$1,086.36)	\$0.00	\$21,938.24	\$0.00

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

ADMINISTRATIVE FUND OTHER INCOME

Date	Ref.	Payee	Details	Amt.	Bal.
Debt Collection Recoveries					
16/01/24	lot 14		lot 14-Arrears Notice Fee - Levy Notice on	\$40.00	\$40.00
26/01/24	lot 14		lot 14-Arrears Notice Fee - Levy Notice on	\$40.00	\$80.00
26/01/24	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$40.00	\$120.00
			Total Debt Collection Recoveries	\$120.00	
Debt Collection Recoveries-Reversal					
06/02/24			Arrears Notice fee Removal	-\$40.00	-\$40.00
06/02/24			Arrears Notice fee Removal	-\$40.00	-\$80.00
			Total Debt Collection Recoveries-Reversal	-\$80.00	
			Total Administrative Other Income	\$40.00	

ADMINISTRATIVE FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Bank Fees					
31/01/24			Service Charge: Service Charge Fee	\$3.60	\$3.60
			Total Bank Fees	\$3.60	
BAS & Tax Administration					
01/02/24	1014100	NETSTRATA	BAS Administration - 01/11/23 - 31/01/24	\$271.49	\$271.49
			Total BAS & Tax Administration	\$271.49	
Cleaning - General					
23/01/24	1010320	DAYTODAY	Cleaning - January 2024	\$1,445.68	\$1,445.68
			Total Cleaning - General	\$1,445.68	
Debt Collection Fees					
01/02/24	1014100	NETSTRATA	Levy Notice on 31/03/2024*	\$120.00	\$120.00
			Total Debt Collection Fees	\$120.00	
DEFT Process Fees					
31/01/24			DEFT Process Fee	\$2.73	\$2.73
			Total DEFT Process Fees	\$2.73	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

Fire Services

24/01/24	1010632	MPK FIRE SAFETY	Replace Pump Room Emergency Light - 20/12/23	\$247.00	\$247.00
01/02/24	1014100	NETSTRATA	Fire Compliance - 01/11/23 - 31/01/24	\$180.38	\$427.38
06/02/24	1016674	MPK FIRE SAFETY	Smoke Alarm Installation - 06/02/24	\$150.00	\$577.38
08/02/24	1016938	MPK FIRE SAFETY	Install Fire Panel - 02/02/24	\$386.10	\$963.48
Total Fire Services				\$963.48	

General Maintenance

11/01/24	1006667	DAYTODAY	Replace Evacuation Plan In Basement - 10/01/24	\$109.09	\$109.09
Total General Maintenance				\$109.09	

Legislative Compliance

01/02/24	1014100	NETSTRATA	Section 258 Compliance - Tenant Update Lot 7	\$44.55	\$44.55
01/02/24	1014100	NETSTRATA	Section 258 Compliance - Tenant Update Lot 11	\$44.55	\$89.10
01/02/24	1014100	NETSTRATA	Section 258 Compliance - Tenant Update Lot 16	\$44.55	\$133.65
01/02/24	1014100	NETSTRATA	Pre-AGM Survey & Preparation	\$580.00	\$713.65
01/02/24	1014100	NETSTRATA	Section 258 Compliance - Tenant Update Lot 5	\$44.55	\$758.20
Total Legislative Compliance				\$758.20	

Lift Phone & Phone Charges

01/02/24	1014100	NETSTRATA	Phone Charges - 1/11/23 - 31/01/24*	\$23.18	\$23.18
Total Lift Phone & Phone Charges				\$23.18	

Management Services

01/02/24	1014100	NETSTRATA	Management Services - 01/02/24 - 30/04/24	\$2,293.60	\$2,293.60
Total Management Services				\$2,293.60	

Printing, Postage & Stationery

01/02/24	1014100	NETSTRATA	Printing & Postage - 01/11/23 - 31/01/24*	\$271.09	\$271.09
Total Printing, Postage & Stationery				\$271.09	

Strata Administration

04/01/24	1004535	PRIME STRATA SUPPORT	Annual Check Of Licenses, Insurances & Qualifications - December 2023	\$808.50	\$808.50
Total Strata Administration				\$808.50	

Waste Removal

02/02/24	1015316	DAYTODAY	Bin Services - 31/01/24	\$250.00	\$250.00
Total Waste Removal				\$250.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

Total Administrative Expenses	\$7,320.64
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CAPITAL WORKS FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Capital Works Fund Maintenance					
25/01/24	1011028	ALSS BATHROOMS	Waterproofing Main Shower - 24/01/24	\$1,086.36	\$1,086.36
Total Capital Works Fund Maintenance				\$1,086.36	
Total Capital Works Expenses				\$1,086.36	



Issue date: 27 November 2023

Certificate of Insurance

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown in the Period of Insurance below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

INSURED:	The Owners of Strata Plan 96472	
INTERESTED PARTY(S):	Name	Classification
DESCRIPTION OF INSURED BUSINESS:	Residential Strata	
SITUATION OF RISK:	473-477 BURWOOD ROAD, BELMORE, NSW 2192	
SECTION 1:	<u>Property - Physical Loss, Destruction or Damage</u> Buildings - \$14,275,000.00 Common Contents - \$142,750.00	
SECTION 2:	<u>Voluntary Workers Personal Accident</u> Accidental Death & Disablement - Insured Weekly Benefits - Insured	
SECTION 3:	<u>Office Bearers' Liability</u> Limit of Indemnity - \$5,000,000.00 in the aggregate Period of Insurance	
SECTION 4:	<u>Fidelity Guarantee</u> Limit - \$100,000.00 in the aggregate Period of Insurance	
SECTION 6:	<u>Public Liability</u> Limit of Indemnity - \$50,000,000.00 each and every Occurrence	
SECTION 7:	<u>Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses</u> (a) Taxation and Audit Costs Limit of Indemnity - \$30,000 in the aggregate Period of Insurance (b) Workplace Health and Safety Breaches Limit of Indemnity - \$150,000 in the aggregate Period of Insurance (c) Legal Defence Expenses Limit of Indemnity - \$50,000 in the aggregate Period of Insurance	
POLICY NUMBER:	LNG-STR-20213206	
PERIOD OF INSURANCE:	30 November 2023 expiring on 30 November 2024 at 4pm Local Standard Time	
INSURER:	Chubb Insurance Australia Limited	

This certificate has been arranged by Us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is in existence at the date we have issued this certificate. If you wish to review the details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy wording, schedule and any other associated policy document.

DISCLAIMER - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

This policy is issued by Longitude Insurance Pty Ltd (ABN 86 152 337 267) as an Authorised Representative (AR 424867) of Austagencies Pty Ltd (ABN 76 006 09 464) (Austagencies). Austagencies have binding authority from Chubb Insurance Australia Limited (ABN 23 001 642 020, AFSL 239687).

Fire Safety Statement

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



Please note:

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

Section 1: Type of statement

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

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

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

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

473 – 477 BURWOOD ROAD, BELMORE NSW 2192

Lot No. (if known)	DP/SP (if known)	Building name (if applicable)
	SP 96472	

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

7 Storey Mixed-Use Building - Basement Parking

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

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

The Owners Corporation of SP96472

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

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

C/- Netstrata PO BOX 265 Hurstville BC 1481

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Automatic fire detection and alarm systems	BCA Specification E2.2a, AS 1670-2004, AS 1851.8-1987	12.01.23	F053619A
Automatic fail-safe devices	BCA Clause D2.21, to meet specified performance criteria	12.01.23	F053619A
Emergency lighting	Clause E4.2, E4.3, E4.4 BCA, AS/NZS 2293.1-2005, AS/NZS 2293.2-1995	12.01.23	F053619A
Exit signs	Clause E4.5, E4.6, E4.7, E4.8 BCA, AS/NZS 2293.1-2005, AS/NZS 2293.2-1995	12.01.23	F053619A
Fire doors	BCA Specification C3.4 & BCA Clauses C2.12, C2.13, C3.4, C3.5, C3.6, C3.7, C3.8, C3.10, D2.8, Specification E1.8 and AS 1905.1-2005, AS 1851.7-1984	12.01.23 30.01.23	F053619A
Fire hydrant systems	Clause E1.3 BCA, AS 2419.1-2005, AS 1851.4-1992	12.01.23	F053619A

Fire Safety Statement



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

Fire seals protecting openings in fire-resisting components of the building	Clause C3.15 BCA, to meet specified performance criteria	12.01.23	F053619A
Hose reel systems	Clause E1.4 BCA, AS 2441-2005, AS 1851.2-1995	12.01.23	F053619A
Lightweight construction	Clause C1.8, Specification C1.8 BCA, to meet specified performance criteria	12.01.23	F053619A
Mechanical air handling systems <ul style="list-style-type: none"> Mechanical ventilation to carpark 	BCA Clauses E2.2a & b, F4.12 and AS/NZS 1668.1-1998, AS 1851.6-1997	12.01.23	F053211A
Lift landing doors	BCA Clause C3.10 and AS 1735.11-1986, AS 1735.11-1986	12.01.23	F053619A
Paths of travel	EP & A Reg.2000, Clauses 184-186	12.01.23	F053619A
Portable fire extinguishers & fire blankets	Clause E1.6 BCA, AS 2444-2001, AS 1851.1-1995	12.01.23	F053619A
Smoke detectors and heat detectors	Specification E2.2(a) BCA, AS 1670.1-1995, AS 3786-1993, AS 1851.8-1987	12.01.23 30.01.23	F053619A
Stretcher lifts	BCA Clause E3.2 & AS 1735.2-2001	12.01.23	F053619A
Wall – wetting sprinkler and drencher systems	Clause C3.4 BCA, AS 2118.2-2010, AS 1851.3-1997	12.01.23	F053619A
Warning and operational signs	BCA D2.23 (Signs on Fire Doors), E3.3 (Lift Signs), EPA Regulations 2000, Clause 183, to meet specified criteria	12.01.23	F053619A
Other including alternative solutions: Fire engineering Report prepared by BCA Innovations; Report No F16-0044 dated 8/08/2017		12.01.23	F053619A
1. To permit non-fire related roof lights within the SOUs at Level 2 to be less than 3m of the SOU's external wall at Level 3	CP2		
2. To permit openings at Ground Floor, Levels 1 to 5 to be within 3m of the site boundaries and to not comply with BCA Clause 3.4	CP		
3. To permit window openings within the	DP4 & EP2.2		

Fire Safety Statement

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



public corridors on Levels 1 and 2 to be unprotected (where the balcony is not open for 75% of the floor area)			
4. To permit extended travel distance of up to 29m to an exit at the Ground Floor (in lieu of BCA Dts20m)	DP4 & EP2.2		
5. To permit extended travel distance of up to 26m to a point of choice within the basement carpark (in lieu of BCA Dts 20m)	DP4 & EP2.2		
6. To permit the stairway serving Basements 1 & 2 to have unobstructed width of no less than 800mm in lieu of BCA Dts 1000mm	DP6		
7. To permit the fire-isolated stairs to discharge within the confines of the building and is not open for at least 2/3 of its perimeter	DP5 & EP2.2		
8. To permit Fire Hydrant Booster Assembly (within 10m of the building) to not be provided with a shielding	EP1.3		

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

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

Part of the building inspected	Date(s) inspected	APFS *
THE WHOLE BUILDING	12.01.23	F053619A

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

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

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
Tobias Keene	2/100 Bath Road, Kirrawee NSW 2232	02 9521 2518	F053619A	
Robert Fuller	13 Wurrook Circuit, Caringbah NSW 2229	02 9542 6777	F053211A	

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

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

Full name (Given Name/s and Family Name)
Katelyn Boulton
Organisation (if applicable)
Netstrata
Title/Position (if applicable)
Fire safety coordinator

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

Fire Safety Statement



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

C/- Netstrata PO BOX 265 Hurstville BC 1481

Phone

8567 6456

Email

firecompliance@netstrata.com.au

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

Section 8: Annual fire safety statement declaration

I, Katelyn Boulton on behalf of SP 96472

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

Owner/Agent Signature

K Boulton

Date issued
8/04/2023

Section 9: Supplementary fire safety statement declaration

I, Click here

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

declare that each critical fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing to at least the standard required by the current fire safety schedule for the building.

Owner/Agent Signature

Date issued

Note:

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

Essential/Critical Fire Safety Measures Schedule

Note: This Schedule is listing the present Standards of Performance which may vary depending upon the dates of installation.
This schedule may not be exhaustive therefore if additional measures are installed, annual certification is also required.

Essential Fire Measure	Standard of Performance	Standard of Maintenance
C-02 Automatic fail-safe devices	BCA Clause D2.21	To meet specified performance criteria
C-03 Automatic Fire Detection and Alarm Systems	BCA Spec. E2.2a, AS 1670-2004	AS 1851.8-1987
C-05 Emergency lighting	Clause E4.2, E4.3, E4.4 BCA, AS/NZS 2293.1-2005 Shop 2 – BCA Part E4.2, E4.3, E4.4 & E4.8 and AS/NZS 2293.1 2005 Maintenance: Operate in conditions of simulated power failure and check for compliance with AS 2293-2	
C-06 Lift Landing Doors	BCA Clause C3.10 and AS 1735.11-1986	AS 1735.11-1986
C-08 Exit signs Illuminated Exit Signs.	Clause E4.5, E4.6, E4.7, E4.8 BCA, AS/NZS 2293.1-2005 Shop 2 – BCA Part E4.5, E4.6 & E4.8 AS/NZS 2293.1 2005 and AS/NZS 2293.3 Maintenance: Operate in conditions of simulated power failure and check for compliance with AS 2293-2	
C-11 Fire doors	BCA Spec. C3.4 & BCA	AS 1851.7-1984

	Clauses C2.12, C2.13, C3.4, C3.5, C3.6, C3.7, C3.8, C3.10, D2.8, Spec. E1.8 and AS 1905.1-2005	
C-12 Fire hydrant systems	Clause E1.3 BCA, AS 2419.1-2005	AS 1851.4-1992
C-13 Fire seals protecting openings in fire-resisting components of the building	Clause C3.15 BCA,	To meet specified Performance criteria
C-16 Hose reel systems	Clause E1.4 BCA, AS 2441-2005	AS 1851.2-1995
C-17 Lightweight construction	Clause C1.8, Spec.C1.8 BCA,	To meet specified Performance criteria
C-18 Mechanical air handling systems - Mechanical ventilation to carpark	BCA Clauses. E2.2a & b, F4.12 and AS/NZS 1668.1- 1998	AS 1851.6-1997
C-TRAVEL Paths of Travel	EP&A Reg. 2000 Clauses 184-186	
C-20 Portable fire extinguishers & fire blankets	Clause E1.6 BCA, AS 2444-2001	
	Shop 2 - AS 1841 1997 General requirements for Portable Fire Extinguishers. AS 1841 .2 1997 for water type extinguishers AS 1841.3 1997 for wet chemical type extinguishers. AS 1841.4 1997 for foam type extinguishers. AS 1841 5 1997 for powder type extinguishers. AS 1841.6 1997 for carbon dioxide type extinguishers. AS 1841. 7 1997 for vaporizing liquid type extinguishers Installation: AS 2444 - 2001	

Maintenance:
AS 1851 Sect. 15 & 16
2005

C-24
Smoke detector and
heat detector

BCA Clause E2.2, NSW
table E2.2a, Clause 4 & 6 of
specification 1670.1-
2004/2015

C-ADDCOND
Stretcher Lifts

BCA Clause E3.2 & AS
1735.2-2001

C-28
Wall – wetting sprinkler and
drencher systems

Clause C3.4 BCA,
AS 2118.2-2010

C-29
Warning and operational
signs

BCA D2.23 (Signs on Fire
Doors), E3.3 (Lift Signs),
EPA Regs. 2000, Clause
183

To meet specified criteria

C-31
Other including alternative

solutions:

Fire Engineering Report
prepared by BCA
Innovations; Report No.
F16-0044 dated 8/08/2017.

Performance
Requirements:

- | | |
|---|-------------|
| | CP2 |
| 1. To permit non-fire rated rooflights within the SOU's at Level 2 to be less than 3m of the SOU's external wall at Level 3. | CP |
| 2. To permit openings at Ground Floor, Levels 1 to 5 to be within 3m of the side boundaries and to not comply with BCA Clause 3.4. | DP4 & EP2.2 |
| 3. To permit window openings within the public corridors on Levels 1 and 2 to be unprotected (where the balcony is not open for 75% of the floor area). | DP4 & EP2.2 |
| | DP4 & EP2.2 |
| 4. To permit extended travel distance of up to 29m to an exit at the Ground Floor (in lieu of BCA DtS 20m) | DP6 |
| 5. To permit extended travel distance of up to 26m to a point of choice within the basement carpark (in lieu of BCA DtS 20m) | DP5 & EP2.2 |
| 6. To permit the stairway serving Basements 1 & 2 to have unobstructed width of no less than 800mm in lieu of BCA DtS 1000mm. | EP1.3 |
| 7. To permit the fire-isolated stairs to discharge within the confines of the building and is not open for at least 2/3 of its perimeter. | |

8. To permit Fire Hydrant Booster Assembly (within 10m of the building) to not be provided with a shielding

BANKSTOWN CUSTOMER SERVICE CENTRE
Ground Floor, Civic Tower, 66-72 Rickard Road,
Bankstown NSW 2200, PO Box 8, Bankstown NSW 1885

CAMPBELL CUSTOMER SERVICE CENTRE
137 Beamish Street, Campbell NSW 2194
PO Box 77, Campbell NSW 2194

CANTERBURY-BANKSTOWN COUNCIL
ABN 45 985 891 846 P. 9707 9000 F. 9707 9700
W. cbcity.nsw.gov.au

05 February 2020

To All Owners, Strata Plan 96472
473-477 BURWOOD ROAD
BELMORE NSW 2192

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING
AT 473-477 BURWOOD ROAD, BELMORE NSW 2192**

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



George Hatzigeorgiou | Direct Line: (02) 02 8567 6411 | Email: george.hatzigeorgiou@netstrata.com.au
Strata Manager

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:	96472 - BURWOOD ROAD 473-477, BELMORE
Meeting date:	Wednesday, 05 February 2020
Commenced:	06:30 PM
Apologies:	Nil
Pre Meeting Voting:	Nil
Present:	Lot 9, Lot 12, Lot 14, Lot 25
Proxies:	Appointing Takashi Inoue of Lot 25 - Lot 2, Appointing the Chairperson - Lot 6
Corporate Authorisation:	Nil
In attendance:	George Hatzigeorgiou of Network Strata Services T/A Netstrata. Allison Benson of Kerin Benson Lawyers
Quorum:	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015 Note: 4 owners were unfinancial
Chairperson:	George Hatzigeorgiou
 Motion 1. Confirmation of Previous General Meeting Minutes	 <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. Vote: All in favour
 Motion 2. Financial Statements	 <u>RESOLVED</u> that the Financial Statements as presented were adopted. Vote: All in favour
 Motion 3. Appointment of an Auditor	 <u>DEFEATED.</u> The Owners Corporation did not appoint an auditor at this time. Vote: All against
 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, All Aussie Fire 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 have confirmed they will continue with the legal claim against Dilcara Construction for the defects outlined in previous report by RHM consultants.

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.**Recovery of Stationery Expenses 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 '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 8.**Car Charger Works (EV Charging)****DEFEATED.**

More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass 'Car Charger Works Programme' By-Law at this time.

Vote:

100% against

Motion 9.**Parking By-Law****DEFEATED.**

More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass Parking By-Law at this time.

Vote:

100% against

Motion 10.**Use of Bicycle Parking Space by Lot 4 Owners and Occupants****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 pass the 'Use of Bicycle Parking Space by Lot 4 Owners and Occupants' by-law at this time.

Vote:

100% against

Notes:

By agreement of owners present at the meeting, it was confirmed further information is needed by the owner of lot 4 to help address queries noted in the by-law.

Motion 11.**Major Building Work (Major Renovations) By-Law****RESOLVED**

The Owners Corporation SPECIALLY RESOLVES pursuant to sections 108, 111 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-law Major Building Work (Major 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 12.
10 Year Capital
Works Plan**

DEFEATED. That the Owners Corporation shall adopt the recommendation of the CapitalWorks fund plan in their annual budget.
Vote: All against
Notes: The Opening balance for the capital works fund report was recommended at \$37,389.00, the owners corporation had a balance of \$8,806.39. The proposed budget amount to be accepted is only for the annual recommended capital works fund budget payment outlined in the capital works fund plan prepared by BIV.

**Motion 13.
The Proposed
Budget & Strata
Levies**

RESOLVED that the proposed budget as presented be amended as Administration fund \$150,467.00 (GST Incl.) and Capital Works fund \$46,127.40 (GST Incl.) for the year commencing 1 January 2020 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 15/03/20, 01/06/20, 01/09/20 & 01/12/20.
Vote: 5 in favour, 1 against
Notes: Please note, the legal fees proposed amount of \$53,000.00 added into the administration account, includes the amount for expert reports and legal costs.

**Motion 14.
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 15.
Call for Nominations
to Strata Committee
and Election**

RESOLVED that the number of members be set at 1 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:
 1. Kate Broughton of Lot 14
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.
Sydney WaterFix**

DEFEATED. That the Owners Corporation DID NOT authorise the strata managing agent to investigate the costs associated with undertaking a Sydney Waterfix water saving audit.
Vote: All against

**Motion 18.
Investigate Energy
Saving Incentives
(Green Incentives)**

DEFEATED. That the Owners Corporation DID NOT authorise the strata managing agent to investigate the costs associated with energy saving incentives.
Vote: All against

**Motion 19.
Schedule of
Programmed
Maintenance**

RESOLVED the Owners Corporation authorised Netstrata to proceed with the schedule of programmed maintenance as included in the Annual General Meeting (AGM) notice.
Vote: All in favour

Motion 20.**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:

All against

Motion 21.**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 22.**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 **05/02/20**, 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 **Kate Broughton** of lot **14** and that **Stefanus Mulyadi** of lot **12** 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 **05/02/2023**.

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

Vote:

All in favour

Motion 23.**Appoint RHM Consultants****RESOLVED**

that by agreement of owners present at the meeting, it was approved to appoint RHM Consultants in accordance to annexure 1 in the agenda notice, to conduct a review of the building defects with the builder and attempt to negotiate an agreed scope of remedial works.

Vote:

All in favour

Notes:

Please note, the date RHM Consultants have establish to attend to each lot is 18th and 19th of February 2020

Motion 24.**Appoint Credwell Consulting****RESOLVED**

that by agreement of owners present at the meeting, it was approved to appoint Credwell Consulting in accordance to annexure 2 in the agenda notice, to conduct inspections and to report on fire and life safety issues for the building claim.

Vote:

All in favour

Motion 25.**Appoint Philip Chun Essential Services****DEFEATED.**

That Philip Chun will NOT be appointed for fire and life safety issues of the scheme.

Vote:

All against

**Motion 26.
Appoint Kerin
Benson Lawyers**

RESOLVED that by agreement of owners present at the meeting, it was approved to appoint Kerin Benson Layers in accordance to annexure 4 in the agenda notice, to act on behalf of the owners corporation in relation to a claim for building defects against the builder and developer of the scheme.

Vote: All in favour

**Motion 27.
Raise Contribution
Funds In Relation to
Defect Works**

RESOLVED that the Owners Corporation resolves to raise a contribution of \$53,000.00 to the administration account, for the expenses in building defect claim and expert reports, which shall fall on the same timeframe as the levy contributions stated in motion 13, which the first contributions become due and payable in quarterly instalments on 15/03/20, 01/06/20, 01/09/20 & 01/12/20.

Vote: All in favour

Notes: Please note, the amount of \$53,000.00 was included in the proposed budget (see motion 13) This motion was included to draw it to the lot owners attention.

Closure: The meeting closed at 08:07 PM



.....
George Hatzigeorgiou
Chairperson

Proposed date for next Annual General Meeting: January 2021

11 February 2021

To All Owners, Strata Plan 96472
473-477 BURWOOD ROAD
BELMORE NSW 2192

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING
AT 473-477 BURWOOD ROAD, BELMORE NSW 2192**

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- 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



George Hatzigeorgiou | Direct Line: (02) 02 8567 6411 | Email: george.hatzigeorgiou@netstrata.com.au
Strata Manager - Licence No. 20224840

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;

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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;

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- Light Fittings
- Any furnishings or personal items
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- Electrical appliances that are not hardwired to the building, e.g. clothes dryers, dishwashers, microwaves & TV's
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- Ceiling Fans

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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:	96472 - BURWOOD ROAD 473-477, BELMORE
Meeting date:	Wednesday, 10 February 2021
Commenced:	06:30 PM
Apologies:	Nil
Pre Meeting Voting:	Nil
Present:	Lot 12, Lot 17, Lot 19
Proxies:	Nil
Corporate Authorisation:	Nil
In attendance:	Mr George Hatzigeorgiou of Network Strata Services T/A Netstrata. Kate Broughton of Lot 14. Tony Lee of Orion Star Property.
Quorum:	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015 Note: 4 owners were unfinancial
Chairperson:	Mr George Hatzigeorgiou

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

DEFEATED. The Owners Corporation did not appoint an auditor at this time.

Vote: All against

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, MPK 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 have confirmed no further building defects (from the previous report by RHM Consultants) at this time.
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.
Schedule of Programmed Maintenance** **RESOLVED** the Owners Corporation authorised Netstrata to proceed with the schedule of programmed maintenance as included in the Annual General Meeting (AGM) notice.
Vote: All in favour
- Motion 8.
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 meeting noted the strata managers advice to consider the recommendation for the annual contribution to the capital works fund, as contained in the report by BIV Reports.
- Motion 9.
The Proposed Budget & Strata Levies** **RESOLVED** that the proposed budget as presented be amended as Administration fund \$117,235.50 (Inc. GST) and Capital Works fund \$46,200.00 (Inc. GST) for the year commencing 1 January 2021 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 01/04/21, 01/06/21, 01/09/21 & 01/12/21.
Vote: All in favour
- Motion 10.
Levy Interest Suspension** **RESOLVED** that the Owners Corporation shall temporarily suspend levy interest for all lots within the strata scheme for a period of 12 months.
Vote: All in favour
- 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** 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 the for registration at NSW Land Registry Services.
- Vote:** 100% in favour
- Motion 14.
Special By-Law
Payment of
Insurance Excesses**
- RESOLVED** by Special Resolution that the Owners Corporation will pass the Payment of Insurance Excess By-Law on the terms set out in the notice of this meeting.
- Vote:** 100% in favour
- Motion 15.
Call for Nominations
to Strata Committee
and Election**
- RESOLVED** that the number of members be set at 1 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:
- Vote:** 1. Kate Broughton of Lot 14 (nominated by Lot 19)
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.
Communication &
Dispute Resolution
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 - '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 the for registration at NSW Land Registry Services.
- Vote:** 100% in favour
- Motion 18.
Change of Mailing
Address**
- 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 19.
NBN Lift Phone
Lines**
- DEFEATED.** the Owners Corporations decided not to undertake the upgrade of the lift phone emergency telephone lines for NBN services at this stage.
- Vote:** 100% against
- Motion 20.
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:** All against

**Motion 21.
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

Closure: The meeting closed at 07:45 PM



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Mr George Hatzigeorgiou
Chairperson

Proposed date for next Annual General Meeting: February 2022

General Discussion: The following general business was tabled at the meeting:

1. Reimburse Legal Costs for Defect Assistance

By agreement of owners present at the meeting, it was approved to follow up with Kerin Benson Lawyers, if any of their legal costs can be reimbursed to the Owners Corporation, by the original builder (Dilcara)

2. Query Regarding Water Consumption on Lot (Shop 2)

By agreement of owners present at the meeting, it was approved to enquire with Kerin Benson Lawyers if a special resolution at a general meeting can reverse the renovation works and water consumption usage and connection by the retail shop being Lot 28 (Shop 2), that was approved at a general meeting.

3. Query on Swapping Parking Space - Request by Lot 4

By agreement of owners present at the meeting, it was approved to enquire with Kerin Benson Lawyers on the feasible process and solution for lot 4 to have a parking space on common property (currently being used as a bike stack area), and surrender their (lot 4) parking space to the owners corporation due to its size being non efficient for their use. All costs are to be allocated to lot 4 for the works.

4. Fire Stair Locks and Handles

By agreement of owners present at the meeting, it was approved to investigate and possibly replacing/installing anti vandal locks and handles on the fire stairs on the scheme to prevent residents from taking them off and walking through the fire stairs as access through the scheme.

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/21 - 31/12/21	01/01/20 - 31/12/20	01/01/20 - 31/12/20	01/01/20 - 31/12/20
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	(\$159.10)	\$0.00	\$159.10
Debt Collection Recoveries	\$0.00	\$350.02	\$0.00	(\$350.02)
Interest				
Interest On Levy Arrears	\$0.00	\$201.63	\$0.00	(\$201.63)
Levy Income				
Contributions - General	\$106,765.00	\$136,787.60	\$136,885.00	\$97.40
Total Income	\$106,765.00	\$137,180.15	\$136,885.00	
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$60.00	\$46.80	\$65.00	\$18.20
DEFT Process Fees	\$75.00	\$71.01	\$90.00	\$18.99
BAS & Tax Administration	\$1,600.00	\$1,561.66	\$1,600.00	\$38.34
Air Conditioning				
Air Conditioning Maintenance	\$3,000.00	\$2,817.28	\$3,000.00	\$182.72
Building General				
Garage Security Gate / Shutter	\$800.00	\$350.00	\$800.00	\$450.00
Locks & Doors	\$1,000.00	\$1,061.00	\$1,000.00	(\$61.00)
General Maintenance	\$2,000.00	\$0.00	\$5,000.00	\$5,000.00
Cleaning				
Cleaning - General	\$10,500.00	\$11,101.12	\$9,500.00	(\$1,601.12)
Electrical				
Electrical Repairs	\$1,100.00	\$1,057.50	\$1,000.00	(\$57.50)
Electricity				
Electricity Consumption	\$14,000.00	\$13,657.96	\$13,000.00	(\$657.96)
Fire Control				
Fire Services	\$15,000.00	\$20,258.32	\$8,000.00	(\$12,258.32)
Garden & Grounds				
Gardening	\$500.00	\$436.36	\$500.00	\$63.64
Insurance				
Insurance Premium	\$15,500.00	\$13,943.95	\$13,500.00	(\$443.95)
Insurance Valuation Report	\$300.00	\$200.00	\$300.00	\$100.00
Legal & Professional Services				
Legal Fees	\$10,000.00	\$38,839.17	\$53,000.00	\$14,160.83
Building Warranty	\$0.00	\$2,575.00	\$0.00	(\$2,575.00)
Lift Repairs				
Lift Maintenance	\$6,500.00	\$4,334.00	\$6,500.00	\$2,166.00
Pest Control				
Pest Control - General	\$500.00	\$0.00	\$500.00	\$500.00
Plumbing				
Plumbing - General	\$1,500.00	\$1,080.00	\$1,500.00	\$420.00

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/21 - 31/12/21	01/01/20 - 31/12/20	01/01/20 - 31/12/20	01/01/20 - 31/12/20
Rubbish Removal				
Waste Removal	\$800.00	\$0.00	\$800.00	\$800.00
Security & Intercom				
Intercom Repairs / Replacement	\$200.00	\$0.00	\$200.00	\$200.00
Strata/Building Administration				
Debt Collection Fees	\$0.00	\$350.02	\$0.00	(\$350.02)
Inspection Fees	\$110.00	\$106.80	\$100.00	(\$6.80)
Land Titles & By-Law Registration	\$3,800.00	\$1,430.45	\$3,800.00	\$2,369.55
Management Services	\$8,120.00	\$7,612.48	\$7,630.00	\$17.52
Printing, Postage & Stationery	\$2,300.00	\$2,279.97	\$1,600.00	(\$679.97)
Strata Administration	\$3,500.00	\$2,546.23	\$900.00	(\$1,646.23)
Legislative Compliance	\$500.00	\$470.59	\$0.00	(\$470.59)
Telephone				
Lift Phone & Phone Charges	\$1,500.00	\$1,271.98	\$2,000.00	\$728.02
Phone Charges	\$0.00	\$654.48	\$0.00	(\$654.48)
Water				
Water Consumption	\$2,000.00	\$1,610.31	\$1,000.00	(\$610.31)
Total Expenses	\$106,765.00	\$131,724.44	\$136,885.00	
GST	\$10,470.50		\$13,582.00	
Surplus / Deficit	\$0.00	\$5,455.71	\$0.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Capital Works Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/21 - 31/12/21	01/01/20 - 31/12/20	01/01/20 - 31/12/20	01/01/20 - 31/12/20
Income				
Interest				
Interest On Levy Arrears	\$0.00	\$75.36	\$0.00	(\$75.36)
Levy Income				
Contributions - Capital Works Fund	\$42,000.00	\$41,934.20	\$41,934.00	(\$0.20)
Total Income	\$42,000.00	\$42,009.56	\$41,934.00	
Expenses				
Air Conditioning				
Air Conditioning Maintenance	\$0.00	\$2,100.00	\$0.00	(\$2,100.00)
Building General				
General Maintenance	\$0.00	\$12,050.00	\$0.00	(\$12,050.00)
Capital Works Fund Maintenance	\$42,000.00	\$0.00	\$41,934.00	\$41,934.00
Legal & Professional Services				
Legal Fees	\$0.00	\$13,195.00	\$0.00	(\$13,195.00)
Total Expenses	\$42,000.00	\$27,345.00	\$41,934.00	
GST	\$4,200.00		\$4,193.40	
Surplus / Deficit	\$0.00	\$14,664.56	\$0.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

Lot	Unit	Owner Names	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	1	N Puanglap & Y Wang	358	\$1,462.75	\$1,462.75	\$1,462.75	\$1,462.75	\$5,851.00
2	2	Aya Yasunaga	306	\$1,250.30	\$1,250.30	\$1,250.30	\$1,250.30	\$5,001.20
3	3	Han Sun	363	\$1,483.15	\$1,483.15	\$1,483.15	\$1,483.15	\$5,932.60
4	4	Jiyun Seo & Changhwan Lee	306	\$1,250.30	\$1,250.30	\$1,250.30	\$1,250.30	\$5,001.20
5	5	Ronald & Sharne Rubera	306	\$1,250.30	\$1,250.30	\$1,250.30	\$1,250.30	\$5,001.20
6	6	Rina Sato	306	\$1,250.30	\$1,250.30	\$1,250.30	\$1,250.30	\$5,001.20
7	7	Joel Flanagan	309	\$1,262.55	\$1,262.55	\$1,262.55	\$1,262.55	\$5,050.20
8	8	S Jeong & S Jang	363	\$1,483.15	\$1,483.15	\$1,483.15	\$1,483.15	\$5,932.60
9	9	Sai Kaneko	312	\$1,274.80	\$1,274.80	\$1,274.80	\$1,274.80	\$5,099.20
10	10	Zofia Perkowska-Guse	368	\$1,503.60	\$1,503.60	\$1,503.60	\$1,503.60	\$6,014.40
11	11	Adi Kurniawan	312	\$1,274.80	\$1,274.80	\$1,274.80	\$1,274.80	\$5,099.20
12	12	S Mulyadi & S Gondosiswanto	312	\$1,274.80	\$1,274.80	\$1,274.80	\$1,274.80	\$5,099.20
13	13	Bin Zhu	312	\$1,274.80	\$1,274.80	\$1,274.80	\$1,274.80	\$5,099.20
14	14	Kate Broughton	315	\$1,287.10	\$1,287.10	\$1,287.10	\$1,287.10	\$5,148.40
15	15	S Islam & MD Mollah	377	\$1,540.40	\$1,540.40	\$1,540.40	\$1,540.40	\$6,161.60
16	16	Peng Liu	374	\$1,528.10	\$1,528.10	\$1,528.10	\$1,528.10	\$6,112.40
17	17	K Asahara & K Yokoyama	318	\$1,299.30	\$1,299.30	\$1,299.30	\$1,299.30	\$5,197.20
18	18	Mie Miyamukai	320	\$1,307.50	\$1,307.50	\$1,307.50	\$1,307.50	\$5,230.00
19	19	Aidong He	363	\$1,483.15	\$1,483.15	\$1,483.15	\$1,483.15	\$5,932.60
20	20	Wati Fu	366	\$1,495.45	\$1,495.45	\$1,495.45	\$1,495.45	\$5,981.80
21	21	Jingwen Yang	374	\$1,528.10	\$1,528.10	\$1,528.10	\$1,528.10	\$6,112.40
22	22	Mikhail Tyurin	323	\$1,319.70	\$1,319.70	\$1,319.70	\$1,319.70	\$5,278.80
23	23	M Shrestha & R Bakhati	368	\$1,503.60	\$1,503.60	\$1,503.60	\$1,503.60	\$6,014.40
24	24	Yang Liu	374	\$1,528.10	\$1,528.10	\$1,528.10	\$1,528.10	\$6,112.40
25	25	Takashi & Yoishiko Inoue	383	\$1,564.90	\$1,564.90	\$1,564.90	\$1,564.90	\$6,259.60
26	26	Mark Maskall	380	\$1,552.65	\$1,552.65	\$1,552.65	\$1,552.65	\$6,210.60
27	27	Peng Chen	396	\$1,618.00	\$1,618.00	\$1,618.00	\$1,618.00	\$6,472.00
28	28	Buildworx Pty Ltd	312	\$1,274.80	\$1,274.80	\$1,274.80	\$1,274.80	\$5,099.20
29	29	Buildworx Pty Ltd	424	\$1,732.40	\$1,732.40	\$1,732.40	\$1,732.40	\$6,929.60
			10000	\$40,858.85	\$40,858.85	\$40,858.85	\$40,858.85	\$163,435.40

Minutes of Extraordinary General Meeting



Strata Plan:	96472 - BURWOOD ROAD 473-477, BELMORE
Meeting date:	Friday, 09 April 2021
Commenced:	06:00 PM
Apologies:	Nil
Pre Meeting Voting:	Lot 11, Lot 17, Lot 25
Present:	Nil
Proxies:	Appointing the Chairperson - Lot 19
Corporate Authorisation:	Nil
In attendance:	Mr George Hatzigeorgiou of Network Strata Services T/A Netstrata
Quorum:	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015 Note: 3 owners were unfinancial
Chairperson:	Mr George Hatzigeorgiou
Motion 1. Confirmation of Previous General Meeting Minutes	<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. Vote: All in favour
Motion 2. Special By-Law (Installation of Awnings/Pergola)	<u>RESOLVED</u> the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law (Installation of Awnings/Pergola)' 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
Closure:	The meeting closed at 06:31 PM

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Mr George Hatzigeorgiou
Chairperson

21 February 2022

To All Owners, Strata Plan No. 96472
473-477 BURWOOD ROAD, BELMORE

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING | STRATA PLAN NO. 96472 AT
473-477 BURWOOD ROAD, BELMORE**

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 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

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
- Maintenance Responsibilities
- Cleaning & Gardening Specifications
- Strata Building Insurance – How am I Covered?
- Strata Definitions
- Frequently Asked Questions

6. 24HR TRADE EMERGENCY SERVICES

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

George Hatzigeorgiou

George Hatzigeorgiou | Direct Line: 02 8567 6411 | Email: george.hatzigeorgiou@netstrata.com.au

MINUTES OF ANNUAL GENERAL MEETING



Strata Plan	96472 - 473-477 BURWOOD ROAD, BELMORE
Meeting date	21/02/2022
Commenced	7:00 PM
Apologies	Nil
Pre Meeting Voting	Lot 25
Owners in Attendance	Lot 14, Lot 8
Proxies	Nil
Corporate Authorisation	Nil
Guests	Nil
Quorum	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015
Chairperson	George Hatzigeorgiou

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

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

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: 3 Resolve, 0 Abstain, 0 Defeat
MOTION 2. Tenant Participation	DEFEATED	The Owners Corporation will not decide what matters tenants may be present for at the meeting at this stage. Vote: 1 Resolve, 0 Abstain, 2 Defeat
MOTION 3. Confirm Financials	RESOLVED	that the Financial Statements as presented were adopted. Vote: 3 Resolve, 0 Abstain, 0 Defeat
MOTION 4. Appoint an Auditor	DEFEATED	The Owners Corporation did not appoint an auditor at this time. Vote: 1 Resolve, 0 Abstain, 2 Defeat
MOTION 5. To confirm the A.F.S.S.	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, MPK Fire Safety Services was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017. Vote: 3 Resolve, 0 Abstain, 0 Defeat
MOTION 6. Consider Building Defects	RESOLVED	that the Owners Corporation discussed the updates regarding the defect rectifications from Dilcara (original builder), and have confirmed no new building defects or rectification required at this time. Vote: 3 Resolve, 0 Abstain, 0 Defeat
MOTION 7. Confirm Insurances	RESOLVED	that the Owners Corporation's insurances as presented were confirmed. Vote: 3 Resolve, 0 Abstain, 0 Defeat

MOTION 8. Approve Maintenance	RESOLVED	<p>the Owners Corporation authorised Netstrata to proceed with the schedule of programmed maintenance as included in the Annual General Meeting (AGM) notice.</p> <p>Vote: 3 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 9. Adopt Capital Works Report	DEFEATED	<p>The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.</p> <p>Vote: 1 Resolve, 0 Abstain, 2 Defeat</p> <p>Notes: The meeting noted the strata managers advice to consider the recommendation for the annual contribution to the capital works fund, as contained in the report by BIV Reports.</p>
MOTION 10. Confirm the Annual Budget	RESOLVED	<p>that the proposed budget as presented be amended as Administration fund \$115,713.50 (Inc. GST) and Capital Works fund \$46,200.00 (Inc. GST) for the year commencing 01 January 2022 to 31 December 2022 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly installments on 01/04/2022, 01/06/2022, 01/09/2022 and 01/12/2022.</p> <p>Vote: 3 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 11. To Suspend Levy Interest	RESOLVED	<p>that the Owners Corporation shall temporarily suspend levy interest for all lots within the strata scheme for a period of 12 months.</p> <p>Vote: 3 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 12. Allow Payment Plans	RESOLVED	<p>that the Owners Corporation shall accept payment plans as per the provisions of the Strata Schemes Management Act 2015.</p> <p>Vote: 3 Resolve, 0 Abstain, 0 Defeat</p>

MOTION 13. Allow Committee Vote	RESOLVED	<p>that the number of members be set at three (3) 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. Julie Azzi of Lot 8 2. Kate Broughton of Lot 14 3. Kaz Asahara of Lot 17 <p>Vote: 3 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 14. 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: 3 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 15. 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: 3 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 16. Obtain Safety Inspection	DEFEATED	<p>The Owners Corporation will not engage suitably qualified experts to undertake a safety inspection of the common areas at this time.</p> <p>Vote: 1 Resolve, 0 Abstain, 2 Defeat</p>
MOTION 17. 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 18. 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 19. Pass Debt Collection By-law</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>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.</p> <p>Vote: 100 % in favour</p>
<p>MOTION 20. Appoint Agent</p>	<p>RESOLVED</p>	<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 21/02/2022, 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 Julie Azzi of lot 8 and that Kate Broughton of lot 14 be 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 21/02/2025 (being 3 years after the commencement of the term).</p> <p>Vote: 3 Resolve, 0 Abstain, 0 Defeat</p>

CLOSURE:

The meeting closed at

7:41 PM

George Hatzigeorgiou

Chairperson

PROPOSED DATE FOR NEXT MEETING:

February 2023

GENERAL DISCUSSION:

The following general business was tabled at the meeting:

1. Lights

By agreement of owners present at the meeting, it was approved for the Strata Manager to obtain two (2) quotes to amend the common property lights and add light sensors throughout the scheme, in aim to save energy costs.

2. Rooftop Furniture

By agreement of owners present at the meeting, it was approved for the Strata Manager to obtain one (1) quote to affix furniture on the rooftop terrace, in aim to make the rooftop terrace more inviting for residents.

3. Rooftop Gardens

By agreement of owners present at the meeting, it was approved for the Strata Manager to obtain one (1) quote to amend parts of the rooftop greenery and add edible herbs or vegetables for the residents to use.

4. Car space Storage Cage

By agreement of owners present at the meeting, it was approved for the Strata Manager to investigate if car park storage cages can be affixed in lot owners parking space, and/or if a new by-law is needed to assist.

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/22 - 31/12/22	01/01/21 - 31/12/21	01/01/21 - 31/12/21	01/01/21 - 31/12/21
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	(\$190.92)	\$0.00	\$190.92
Debt Collection Recoveries	\$0.00	\$668.22	\$0.00	(\$668.22)
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$200.00	\$0.00	(\$200.00)
Expense Recoveries (GST)	\$0.00	\$90.91	\$0.00	(\$90.91)
Owner Refund	\$0.00	\$30.00	\$0.00	(\$30.00)
Insurance Claim Income				
Insurance Claim Income	\$0.00	\$57,899.34	\$0.00	(\$57,899.34)
Interest				
Interest On Levy Arrears	\$0.00	\$534.34	\$0.00	(\$534.34)
Levy Income				
Contributions - General	\$105,335.00	\$106,577.68	\$106,765.00	\$187.32
Total Income	\$105,335.00	\$165,809.57	\$106,765.00	
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$50.00	\$46.40	\$60.00	\$13.60
DEFT Process Fees	\$75.00	\$69.51	\$75.00	\$5.49
BAS & Tax Administration	\$1,600.00	\$1,561.66	\$1,600.00	\$38.34
Air Conditioning				
Air Conditioning Maintenance	\$0.00	\$1,769.10	\$3,000.00	\$1,230.90
Mechanical Ventilation	\$2,500.00	\$0.00	\$0.00	\$0.00
Building General				
General Maintenance	\$2,000.00	\$2,284.45	\$2,000.00	(\$284.45)
Garage Security Gate / Shutter	\$800.00	\$513.64	\$800.00	\$286.36
Locks & Doors	\$1,000.00	\$2,148.00	\$1,000.00	(\$1,148.00)
Cleaning				
Cleaning - General	\$11,500.00	\$14,944.68	\$10,500.00	(\$4,444.68)
Electrical				
Electrical Repairs	\$2,000.00	\$4,894.60	\$1,100.00	(\$3,794.60)
Electricity				
Electricity Consumption	\$13,500.00	\$9,902.58	\$14,000.00	\$4,097.42
Fire Control				
Fire Services	\$16,000.00	\$16,551.10	\$15,000.00	(\$1,551.10)
Garden & Grounds				
Gardening	\$500.00	\$300.00	\$500.00	\$200.00
Insurance				
Insurance Premium	\$11,000.00	\$8,242.14	\$15,500.00	\$7,257.86
Insurance Claims	\$0.00	\$58,635.70	\$0.00	(\$58,635.70)
Insurance Valuation Report	\$200.00	\$200.00	\$300.00	\$100.00
Legal & Professional Services				
Legal Fees	\$10,000.00	\$15,020.00	\$10,000.00	(\$5,020.00)

Report Date: 21st February 2022

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/22 - 31/12/22	01/01/21 - 31/12/21	01/01/21 - 31/12/21	01/01/21 - 31/12/21
Lift Repairs				
Lift Maintenance	\$6,000.00	\$5,989.40	\$6,500.00	\$510.60
Pest Control				
Pest Control - General	\$500.00	\$0.00	\$500.00	\$500.00
Plumbing				
Plumbing - General	\$2,000.00	\$6,904.00	\$1,500.00	(\$5,404.00)
Detention Pit & Pump Maintenance	\$800.00	\$760.00	\$0.00	(\$760.00)
Rubbish Removal				
Waste Removal	\$800.00	\$750.00	\$800.00	\$50.00
Security & Intercom				
Intercom Repairs / Replacement	\$200.00	\$254.50	\$200.00	(\$54.50)
Strata/Building Administration				
Debt Collection Fees	\$0.00	\$668.22	\$0.00	(\$668.22)
Land Titles & By-Law Registration	\$3,500.00	\$3,416.18	\$3,800.00	\$383.82
Management Services	\$8,550.00	\$7,993.12	\$8,120.00	\$126.88
Printing, Postage & Stationery	\$2,000.00	\$1,362.35	\$2,300.00	\$937.65
Strata Administration	\$3,500.00	\$1,471.71	\$3,500.00	\$2,028.29
Legislative Compliance	\$1,150.00	\$1,121.15	\$500.00	(\$621.15)
Inspection Fees	\$110.00	\$0.00	\$110.00	\$110.00
Telephone				
Lift Phone & Phone Charges	\$2,000.00	\$1,950.67	\$1,500.00	(\$450.67)
Water				
Water Consumption	\$1,500.00	\$608.25	\$2,000.00	\$1,391.75
Total Expenses	\$105,335.00	\$170,333.11	\$106,765.00	
GST	\$10,378.50		\$10,470.50	
Surplus / Deficit	\$0.00	(\$4,523.54)	\$0.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Capital Works Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/22 - 31/12/22	01/01/21 - 31/12/21	01/01/21 - 31/12/21	01/01/21 - 31/12/21
Income				
Interest				
Interest On Levy Arrears	\$0.00	\$163.72	\$0.00	(\$163.72)
Levy Income				
Contributions - Capital Works Fund	\$42,000.00	\$42,000.04	\$42,000.00	(\$0.04)
Total Income	\$42,000.00	\$42,163.76	\$42,000.00	
Expenses				
Air Conditioning				
Mechanical Ventilation	\$0.00	\$5,520.00	\$0.00	(\$5,520.00)
Building General				
Locks & Doors	\$0.00	\$4,122.50	\$0.00	(\$4,122.50)
Capital Works Fund Maintenance	\$42,000.00	\$0.00	\$42,000.00	\$42,000.00
Total Expenses	\$42,000.00	\$9,642.50	\$42,000.00	
GST	\$4,200.00		\$4,200.00	
Surplus / Deficit	\$0.00	\$32,521.26	\$0.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

Lot	Unit	Owner Names	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	1	N Puanglap & Y Wang	358	\$1,449.15	\$1,449.15	\$1,449.15	\$1,449.15	\$5,796.60
2	2	Aya Yasunaga	306	\$1,238.65	\$1,238.65	\$1,238.65	\$1,238.65	\$4,954.60
3	3	Han Sun	363	\$1,469.35	\$1,469.35	\$1,469.35	\$1,469.35	\$5,877.40
4	4	Ji Yun Seo & Changhwan Lee	306	\$1,238.65	\$1,238.65	\$1,238.65	\$1,238.65	\$4,954.60
5	5	Ronald & Sharne Rubera	306	\$1,238.65	\$1,238.65	\$1,238.65	\$1,238.65	\$4,954.60
6	6	Rina Sato	306	\$1,238.65	\$1,238.65	\$1,238.65	\$1,238.65	\$4,954.60
7	7	Joel Flanagan	309	\$1,250.80	\$1,250.80	\$1,250.80	\$1,250.80	\$5,003.20
8	8	Julie Azzi	363	\$1,469.35	\$1,469.35	\$1,469.35	\$1,469.35	\$5,877.40
9	9	Sai Kaneko	312	\$1,262.90	\$1,262.90	\$1,262.90	\$1,262.90	\$5,051.60
10	10	Zofia Perkowska-Guse	368	\$1,489.60	\$1,489.60	\$1,489.60	\$1,489.60	\$5,958.40
11	11	Adi Kurniawan	312	\$1,262.90	\$1,262.90	\$1,262.90	\$1,262.90	\$5,051.60
12	12	S Mulyadi & S Gondosiswanto	312	\$1,262.90	\$1,262.90	\$1,262.90	\$1,262.90	\$5,051.60
13	13	Bin Zhu	312	\$1,262.90	\$1,262.90	\$1,262.90	\$1,262.90	\$5,051.60
14	14	Kate Broughton	315	\$1,275.10	\$1,275.10	\$1,275.10	\$1,275.10	\$5,100.40
15	15	S Islam & MD Mollah	377	\$1,526.05	\$1,526.05	\$1,526.05	\$1,526.05	\$6,104.20
16	16	Peng Liu	374	\$1,513.85	\$1,513.85	\$1,513.85	\$1,513.85	\$6,055.40
17	17	K Asahara & K Yokoyama	318	\$1,287.20	\$1,287.20	\$1,287.20	\$1,287.20	\$5,148.80
18	18	Mie Miyamukai	320	\$1,295.30	\$1,295.30	\$1,295.30	\$1,295.30	\$5,181.20
19	19	Aidong He	363	\$1,469.35	\$1,469.35	\$1,469.35	\$1,469.35	\$5,877.40
20	20	Wati Fu	366	\$1,481.50	\$1,481.50	\$1,481.50	\$1,481.50	\$5,926.00
21	21	Jingwen Yang	374	\$1,513.85	\$1,513.85	\$1,513.85	\$1,513.85	\$6,055.40
22	22	Mikhail Tyurin	323	\$1,307.45	\$1,307.45	\$1,307.45	\$1,307.45	\$5,229.80
23	23	M Shrestha & R Bakhati	368	\$1,489.60	\$1,489.60	\$1,489.60	\$1,489.60	\$5,958.40
24	24	Yang Liu	374	\$1,513.85	\$1,513.85	\$1,513.85	\$1,513.85	\$6,055.40
25	25	Takashi & Yoishiko Inoue	383	\$1,550.30	\$1,550.30	\$1,550.30	\$1,550.30	\$6,201.20
26	26	Mark Maskall	380	\$1,538.15	\$1,538.15	\$1,538.15	\$1,538.15	\$6,152.60
27	27	Peng Chen	396	\$1,602.95	\$1,602.95	\$1,602.95	\$1,602.95	\$6,411.80
28	28	Buildworx Pty Ltd	312	\$1,262.90	\$1,262.90	\$1,262.90	\$1,262.90	\$5,051.60
29	29	Buildworx Pty Ltd	424	\$1,716.25	\$1,716.25	\$1,716.25	\$1,716.25	\$6,865.00
			10000	\$40,478.10	\$40,478.10	\$40,478.10	\$40,478.10	\$161,912.40

9 February 2023

To All Owners
473-477 BURWOOD ROAD, BELMORE

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING | STRATA PLAN NO. 96472 AT
473-477 BURWOOD ROAD, BELMORE**

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 called **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 of the guide, go to our website www.netstrata.com.au and search for “Securing your Strata Title or Community Title Property”.

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
- Maintenance Responsibilities
- Cleaning & Gardening Specifications
- Strata Building Insurance – How am I Covered?
- Strata Definitions
- Frequently Asked Questions

6. 24HR TRADE EMERGENCY SERVICES

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

George Hatzigeorgiou

George Hatzigeorgiou | Direct Line: **02 8567 6411** | Email: george.hatzigeorgiou@netstrata.com.au

MINUTES OF Annual General Meeting



Strata Plan	96472 - 473-477 BURWOOD ROAD, BELMORE
Meeting date	09/02/2023
Commenced	6:00 PM
Apologies	Nil
Pre Meeting Voting	Lot 25
In Attendance	Lot 8
Proxies	Nil
Corporate Authorisation	Nil
Guests	Kate Broughton of Lot 14
Quorum	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015
Chairperson	George Hatzigeorgiou

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

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

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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: 2 Resolve, 0 Abstain, 0 Defeat
MOTION 2. Tenant Participation	DEFEATED	The Owners Corporation will not decide what matters tenants may be present for at the meeting at this stage. Vote: 1 Resolve, 0 Abstain, 1 Defeat
MOTION 3. Confirm Financials	RESOLVED	that the Financial Statements as presented were adopted. Vote: 2 Resolve, 0 Abstain, 0 Defeat
MOTION 4. Appoint an Auditor	DEFEATED	The Owners Corporation did not appoint an auditor at this time. Vote: 1 Resolve, 0 Abstain, 1 Defeat Notes: The meeting noted the strata managers advice to consider the recommendation for the appointment of an auditor, by a suitably qualified expert.
MOTION 5. To confirm the A.F.S.S.	RESOLVED	that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process, erection of signage and necessary administrative processes to obtain the statement for the coming year. It was further resolved that the current fire safety contractor, MPK Fire Safety was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021. Vote: 2 Resolve, 0 Abstain, 0 Defeat Notes: It was discussed with the owners present at the meeting, whether the Owners Corporation would like to engage Winfire (a subsidiary of Netstrata), as the competent fire safety contractor for the Strata Scheme, yet the owners present at the meeting have resolved to continue with MPK Fire Safety as the preferred competent fire safety contractor.

MOTION 6. Consider Building Defects	RESOLVED	<p>the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and decided that the Strata Manager is to request a progress update from Dilcara (original builder), on the following items:</p> <ol style="list-style-type: none"> 1. Lot 8 internal window leak, 2. Lot 8 dripping water from above balcony ceiling, 3. Repainting of the top floor walls near lift. <p>Vote: 2 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 7. Confirm Insurances	RESOLVED	<p>that the Owners Corporation's insurances as presented were confirmed.</p> <p>Vote: 2 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 8. Approve Maintenance Schedule	RESOLVED	<p>the Owners Corporation authorised Netstrata to proceed with the schedule of programmed maintenance as included in the Annual General Meeting (AGM) notice.</p> <p>Vote: 2 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 9. Adopt Capital Works Plan	DEFEATED	<p>The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.</p> <p>Vote: 1 Resolve, 0 Abstain, 1 Defeat</p> <p>Notes: The meeting noted the strata managers advice to consider the recommendation for the annual contribution to the capital works fund, as contained in the report by BIV Reports.</p>
MOTION 10. Confirm the Annual Budget	RESOLVED	<p>that the proposed budget as presented be amended as Administration fund \$112,247.77 (Inc. GST) and Capital Works fund \$33,000.00 (Inc. GST) for the year commencing 01/01/2023 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 01/04/23, 01/06/23, 01/09/23 & 01/12/23. It was further resolved to raise a 5th levy of \$38,500.00 (Inc. GST) which will become due and payable on 01/11/23 for the 'Insurance Premium Renewal'.</p> <p>Vote: 2 Resolve, 0 Abstain, 0 Defeat</p>

MOTION 11. Pass Special Levy	DEFEATED	<p>The Owners Corporation WILL NOT raise a Special Levy to repay the current deficit in the Administrative Fund at this time.</p> <p>Vote: 1 Resolve, 0 Abstain, 1 Defeat</p> <p>Notes: It was noted that the previous year deficit will be raised within the proposed budget (as viewed in motion 10).</p>
MOTION 12. Allow Payment Plans	DEFEATED	<p>That the Owners Corporation WILL NOT allow payment plans.</p> <p>Vote: 1 Resolve, 0 Abstain, 1 Defeat</p>
MOTION 13. Allow Committee Vote	RESOLVED	<p>that the number of members be set at three (3) 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. Julie Azzi of Lot 8 2. Kate Broughton of Lot 14 3. Kaz Asahara of Lot 17 <p>Vote: 2 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 14. To Receive Strata Committee Training	DEFEATED	<p>That the elected Strata Committee NOT be enrolled in quarterly training webinars with Netstrata.</p> <p>Vote: 1 Resolve, 0 Abstain, 1 Defeat</p>
MOTION 15. 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: 2 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 16. Obtain Safety Inspection	DEFEATED	<p>The Owners Corporation will not engage suitably qualified experts to undertake a safety inspection of the common areas at this time.</p> <p>Vote: 1 Resolve, 0 Abstain, 1 Defeat</p>

MOTION 17. Approve Netstrata to Submit Strata Hub Information Annually	RESOLVED	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. Vote: 2 Resolve, 0 Abstain, 0 Defeat
MOTION 18. Confirm Manager Report	RESOLVED	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. Vote: 2 Resolve, 0 Abstain, 0 Defeat
MOTION 19. To pass Special By-Law - Enforcement of By-Laws	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 - 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. Vote: 100 % in favour
MOTION 20. 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 21. Pass Parking By-Law	DEFEATED BY SPECIAL RESOLUTION	More than 25% of the Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not pass Parking By-Law at this time. Vote: 49 % against

MOTION 22.
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 09/02/2023, 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 Julie Azzi of lot 8 and that Kate Broughton of lot 14 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 09/02/2026 (being 3 years after the commencement of the term).

* A 'Pay As You Go' disbursement model was approved at the meeting.

Vote: 2 Resolve, 0 Abstain, 0 Defeat

CLOSURE:

The meeting closed at

6:56 PM

George Hatzigeorgiou

Chairperson

PROPOSED DATE FOR NEXT MEETING:

February 2024

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/22 - 31/12/22
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	(\$318.20)	\$0.00	\$318.20
Debt Collection Recoveries	\$0.00	\$1,731.87	\$0.00	(\$1,731.87)
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$130.00	\$0.00	(\$130.00)
Expense Recoveries (GST)	\$0.00	\$90.90	\$0.00	(\$90.90)
Levy Income				
Contributions - General	\$103,457.06	\$105,226.24	\$105,335.00	\$108.76
Contributions - General (Insurance Premium Renewal Fund)	\$35,000.00	\$0.00	\$0.00	\$0.00
Total Income	\$138,457.06	\$106,860.81	\$105,335.00	
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$50.00	\$41.39	\$50.00	\$8.61
DEFT Process Fees	\$90.00	\$87.95	\$75.00	(\$12.95)
BAS & Tax Administration	\$1,600.00	\$1,561.66	\$1,600.00	\$38.34
Air Conditioning				
Mechanical Ventilation	\$5,000.00	\$4,064.10	\$2,500.00	(\$1,564.10)
Building General				
General Maintenance	\$2,000.00	\$830.00	\$2,000.00	\$1,170.00
Garage Security Gate / Shutter	\$880.00	\$440.91	\$800.00	\$359.09
Locks & Doors	\$1,000.00	\$1,084.50	\$1,000.00	(\$84.50)
Cleaning				
Cleaning - General	\$16,200.00	\$16,634.01	\$11,500.00	(\$5,134.01)
Electrical				
Electrical Repairs	\$1,500.00	\$10,834.00	\$2,000.00	(\$8,834.00)
Electricity				
Electricity Consumption	\$5,000.00	\$7,771.50	\$13,500.00	\$5,728.50
Fire Control				
Fire Services	\$15,000.00	\$21,088.99	\$16,000.00	(\$5,088.99)
Garden & Grounds				
Gardening	\$500.00	\$150.00	\$500.00	\$350.00
Insurance				
Insurance Premium	\$0.00	\$32,671.94	\$11,000.00	(\$21,671.94)
Insurance Valuation Report	\$200.00	\$0.00	\$200.00	\$200.00
Insurance Premium (Insurance Premium Renewal Fund)	\$35,000.00	\$0.00	\$0.00	\$0.00
Legal & Professional Services				
Legal Fees	\$0.00	\$5,105.50	\$10,000.00	\$4,894.50
Lift Repairs				
Lift Maintenance	\$6,000.00	\$5,514.48	\$6,000.00	\$485.52

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/22 - 31/12/22
Pest Control				
Pest Control - General	\$500.00	\$0.00	\$500.00	\$500.00
Plumbing				
Plumbing - General	\$2,000.00	\$648.00	\$2,000.00	\$1,352.00
Detention Pit & Pump Maintenance	\$800.00	\$760.00	\$800.00	\$40.00
Rubbish Removal				
Waste Removal	\$1,500.00	\$1,427.49	\$800.00	(\$627.49)
Security & Intercom				
Intercom Repairs / Replacement	\$250.00	\$150.00	\$200.00	\$50.00
Strata/Building Administration				
Debt Collection Fees	\$0.00	\$1,522.78	\$0.00	(\$1,522.78)
Inspection Fees	\$250.00	\$211.29	\$110.00	(\$101.29)
Land Titles & By-Law Registration	\$3,900.00	\$2,132.65	\$3,500.00	\$1,367.35
Management Services	\$10,065.00	\$8,442.68	\$8,550.00	\$107.32
Printing, Postage & Stationery	\$1,500.00	\$1,109.45	\$2,000.00	\$890.55
Strata Administration	\$3,500.00	\$2,618.95	\$3,500.00	\$881.05
Legislative Compliance	\$1,150.00	\$1,091.44	\$1,150.00	\$58.56
Previous Year Deficit	\$20,522.06	\$0.00	\$0.00	\$0.00
Telephone				
Lift Phone & Phone Charges	\$2,000.00	\$2,134.94	\$2,000.00	(\$134.94)
Water				
Water Consumption	\$500.00	\$515.08	\$1,500.00	\$984.92
Total Expenses	\$138,457.06	\$130,645.68	\$105,335.00	
GST	\$12,290.71		\$10,378.50	
Surplus / Deficit	\$0.00	(\$23,784.87)	\$0.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Capital Works Fund

	Accepted Budget	Actual	Accepted Budget	Variance
	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/22 - 31/12/22
Income				
Levy Income				
Contributions - Capital Works Fund	\$30,000.00	\$42,000.04	\$42,000.00	(\$0.04)
Total Income	\$30,000.00	\$42,000.04	\$42,000.00	
Expenses				
Building General				
Capital Works Fund Maintenance	\$30,000.00	\$3,289.00	\$42,000.00	\$38,711.00
Total Expenses	\$30,000.00	\$3,289.00	\$42,000.00	
GST	\$3,000.00		\$4,200.00	
Surplus / Deficit	\$0.00	\$38,711.04	\$0.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

Lot	Unit	Owner Names	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	1	N Puanglap & Y Wang	358	\$1,299.95	\$1,299.95	\$2,678.25	\$1,299.95	\$6,578.10
2	2	Aya Yasunaga	306	\$1,111.15	\$1,111.15	\$2,289.25	\$1,111.15	\$5,622.70
3	3	Han Sun	363	\$1,318.15	\$1,318.15	\$2,715.70	\$1,318.15	\$6,670.15
4	4	Ji Yun Seo & Changhwan Lee	306	\$1,111.15	\$1,111.15	\$2,289.25	\$1,111.15	\$5,622.70
5	5	Ronald & Sharne Rubera	306	\$1,111.15	\$1,111.15	\$2,289.25	\$1,111.15	\$5,622.70
6	6	Rina Sato	306	\$1,111.15	\$1,111.15	\$2,289.25	\$1,111.15	\$5,622.70
7	7	Joel Flanagan	309	\$1,122.05	\$1,122.05	\$2,311.70	\$1,122.05	\$5,677.85
8	8	Julie Azzi	363	\$1,318.15	\$1,318.15	\$2,715.70	\$1,318.15	\$6,670.15
9	9	Sai Kaneko	312	\$1,132.95	\$1,132.95	\$2,334.15	\$1,132.95	\$5,733.00
10	10	Zofia Perkowska-Guse	368	\$1,336.30	\$1,336.30	\$2,753.10	\$1,336.30	\$6,762.00
11	11	Adi Kurniawan	312	\$1,132.95	\$1,132.95	\$2,334.15	\$1,132.95	\$5,733.00
12	12	S Mulyadi & S Gondosiswanto	312	\$1,132.95	\$1,132.95	\$2,334.15	\$1,132.95	\$5,733.00
13	13	Bin Zhu	312	\$1,132.95	\$1,132.95	\$2,334.15	\$1,132.95	\$5,733.00
14	14	Kate Broughton	315	\$1,143.85	\$1,143.85	\$2,356.60	\$1,143.85	\$5,788.15
15	15	S Islam & MD Mollah	377	\$1,369.00	\$1,369.00	\$2,820.45	\$1,369.00	\$6,927.45
16	16	Peng Liu	374	\$1,358.05	\$1,358.05	\$2,797.95	\$1,358.05	\$6,872.10
17	17	K Asahara & K Yokoyama	318	\$1,154.70	\$1,154.70	\$2,379.00	\$1,154.70	\$5,843.10
18	18	Mie Miyamukai	320	\$1,161.95	\$1,161.95	\$2,393.95	\$1,161.95	\$5,879.80
19	19	Aidong He	363	\$1,318.15	\$1,318.15	\$2,715.70	\$1,318.15	\$6,670.15
20	20	Brendan Sleigh	366	\$1,329.00	\$1,329.00	\$2,738.10	\$1,329.00	\$6,725.10
21	21	Jingwen Yang	374	\$1,358.05	\$1,358.05	\$2,797.95	\$1,358.05	\$6,872.10
22	22	Mikhail Tyurin	323	\$1,172.90	\$1,172.90	\$2,416.45	\$1,172.90	\$5,935.15
23	23	M Shrestha & R Bakhati	368	\$1,336.25	\$1,336.25	\$2,753.05	\$1,336.25	\$6,761.80
24	24	Yang Liu	374	\$1,358.05	\$1,358.05	\$2,797.95	\$1,358.05	\$6,872.10
25	25	Takashi & Yoishiko Inoue	383	\$1,390.75	\$1,390.75	\$2,865.30	\$1,390.75	\$7,037.55
26	26	Mark Maskall	380	\$1,379.85	\$1,379.85	\$2,842.85	\$1,379.85	\$6,982.40
27	27	Peng Chen	396	\$1,437.95	\$1,437.95	\$2,962.55	\$1,437.95	\$7,276.40
28	28	Michael & Nabiha Bitar	312	\$1,132.90	\$1,132.90	\$2,334.10	\$1,132.90	\$5,732.80
29	29	Buildworx Pty Ltd	424	\$1,539.65	\$1,539.65	\$3,172.05	\$1,539.65	\$7,791.00
			10000	\$36,312.05	\$36,312.05	\$74,812.05	\$36,312.05	\$183,748.20



NETSTRATA

EST 1996

Notice of

Annual General Meeting

**THE OWNERS – STRATA PLAN 96472
AT 473-477 BURWOOD ROAD, BELMORE**

DATE: Thursday 22 February 2024

TIME: 5:30 PM

VENUE: VIRTUAL MEETING ROOM

Zoom: <https://zoom.us/j/8511681862>

Or Teleconference (02) 8015 6011

Please see the covering letter for further details
on how to join the meeting.

George H. | Direct Line: 02 8567 6411 | Email: george.hatzigeorgiou@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 inception 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

Financial Statements

That the financial statements for the period ending 31/12/2023 be adopted.

For more information, please refer to page 14.

MOTION 3.

Ordinary Resolution

Appointment of an Auditor

That an auditor be appointed for the financial year ending 31/12/2024.

MOTION 4.

Ordinary Resolution

Annual Fire Safety & Window Lock Inspection - Winfire Appointment

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, and accept the quotation as provided by Winfire Pty Ltd for servicing of the same (full quotation attached to this meeting notice).

For more information, please refer to page 28.

MEETING AGENDA

MOTION 5.

Ordinary Resolution

Building Warranties

That the Owners Corporation consider building defects and rectification (provided that the strata scheme is in the warranty period).

MOTION 6.

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 39.

MOTION 7.

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 40.

MOTION 8.

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 1 January 2024 to 31 December 2024 and that levies become due and payable on 01/04/24, 01/06/24, 01/09/24 & 01/12/24. (*Please see notes under Capital Works Fund Plan)

For more information, please refer to page 41.

MOTION 9.

Ordinary Resolution

Special Levy - Budget Deficit Installments

To decide, pursuant to Section 81(4) of the Strata Schemes Management Act 2015, whether the Owners Corporation should raise a Special Levy of \$2,641.05 to offset the deficit in the Administrative Fund from the previous financial year. The Levy, if raised, will be divided amongst all owners according to Units of Entitlements and will become due and payable on dates to be determined at the meeting.

For more information, please refer to page 45.

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
Kaz Asahara	Lot 25
Kate Broughton	Lot 14

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

Restricted Matters

That no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.

MOTION 13.

Ordinary Resolution

Strata Committee Training

That the elected Strata Committee be enrolled in quarterly training webinars with Netstrata.

MOTION 14.

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 15.

Ordinary Resolution

Safety Inspection

To decide whether the Owners Corporation should engage a suitably qualified expert to undertake a routine safety inspection of the common areas of the strata 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 46.

MOTION 17.

Special Resolution

Special By-Law - Recovery of Costs for Fire Services & Works by Owners

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 - Recovery of Costs for Fire Services & Works by Owners', 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 47.

MOTION 18.**Special Resolution****Special By-Law - Recovery of Tenant Related Costs**

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 - Recovery of Tenant Related Costs', 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 49.

MOTION 19.**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 51.

Dated this Friday, January 12, 2024

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. 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.

Motion 3. 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 4. Annual Fire Safety & Window Lock Inspection - Winfire Appointment

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. A quotation from Winfire is attached to this meeting notice and it should be noted that Winfire is a wholly owned subsidiary of Netstrata.

**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 5. 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 Building Defect items and how they will be addressed, this includes any remedial or rectification works that may have been performed under this Act.

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. **Note:** The Occupation Certificate for your scheme was issued on or about 07/10/2017.

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 6. 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

EXPLANATION OF AGENDA ITEMS

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 7. 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 8. 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 in the next budget.

You will note that the closing balance of the Administration fund for the period was -\$2,641.05, notable expenditure being:

1. General Maintenance costs
2. Fire Services costs
3. Lift Maintenance costs

Given the above, we have made the following amendments to the proposed budget for the coming year:

1. Increased General Maintenance budget
2. Increased Cleaning budget
3. Increased fire Services budget

Overall, the proposed budget has been increased by 2.17%. Should you have any questions pertaining to the budget, please contact your strata manager prior to the meeting.

Motion 9. Special Levy - Budget Deficit Installments

As you will note from the financial statements annexed to the meeting notice the Administrative Fund for your scheme is currently in deficit. The Strata Schemes Management Act 2015 dictates that any shortfall in either the Administrative Fund or Capital Works Fund must be repaid in the following financial year. In order to repatriate this deficit it is proposed to raise a Special Levy to cover the shortfall.

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

EXPLANATION OF AGENDA ITEMS

- 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. 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 13. 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.

Motion 14. Strata Hub

The Strata Schemes Management Amendment (Information Regulation 2021) introduces an annual reporting requirement for all Owners Corporations in NSW known as the Strata Hub. The information required to be loaded onto the hub includes but is not limited to;

1. Site Information, including;
 - o Site address
 - o Strata plan number
 - o Number of lots
 - o Date of registration
2. First Annual General Meeting date
3. Most recent Annual General Meeting date
4. Whether the scheme is part of an association
5. NABERS rating (if any)*
6. Date of Occupation Certificate
7. Annual Fire Safety Statement
8. Insurance details
9. Emergency contact details
10. Office bearers details
11. Details of Strata Managing agent (if any)
12. Details of Building Manager (if any)
13. Balance of Capital Works Fund

This motion has been placed on the agenda to determine whether to provide the strata managing agent's contact details as representative of the Strata

EXPLANATION OF AGENDA ITEMS

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 administrative fees will apply.

*NABERS relates to the National Australian Built Environment Rating System.

Motion 15. Safety Inspection

This motion has been proposed in order for all Strata Schemes to consider engaging a suitably qualified expert to undertake a routine safety inspection of the common areas in order to identify any areas of concern that may require attention. The Workplace Health & Safety Act places certain obligations on the owners and controllers of premises to ensure that they are providing a safe work environment for employees or contractors that may enter their place of business. The purpose of the proposed inspection is to ensure the common areas of your scheme are compliant with the legislation.

Within this meeting notice is a schedule of rates from suppliers that are able to undertake the said safety inspections. Should the Owners Corporation elect to undertake the inspection, an allowance will need to be added to the annual budget to accommodate the expense. Further, owners should also be aware that should they choose Solutions In Engineering as the contractor to undertake the report, Netstrata may receive a 7.5% referral fee for organising the work.

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 - Recovery of Costs for Fire Services & Works by Owners

This proposed by-law will assist in addressing specific prohibitions and empowering the owners corporation to recoup associated expenses in relation to fire safety services. It is essential to note that the context of this by-law is pertinent to the upcoming

changes in the fire services standard, AS1851, which is set to commence in February 2025.

This by-law comprises two main sections, focusing on Damaging Common Property and False Fire Alarms. It prohibits triggering false fire alarms and carrying out works that breach laws related to fire services, necessitating the engagement of engineers or consultants or compelling the owners corporation to undertake specific works.

In the event of a breach, the owners corporation has the authority to take corrective actions. For breaches related to false fire alarms or unauthorised works, the owners corporation can recover charges or costs, including those for repairing fire services, engaging consultants, and legal fees. The responsible party is obligated to indemnify the owners corporation for these debts and associated recovery expenses. Additionally, the by-law outlines the recovery process, including the imposition of interest on unpaid debts and the allocation of funds to the Administrative Fund.

The document concludes with a detailed interpretation section, defining key terms such as common property, false fire alarm, and person responsible. It also addresses legal and administrative aspects, ensuring clarity and adherence to the Strata Schemes Management Act.

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 - Recovery of Tenant Related Costs

This by-law is designed to enhance the management and administration of the strata scheme, specifically addressing tenant information. Section 2 outlines the obligations of owners leasing their lots, requiring them to provide comprehensive details about tenants within 14 days of the lease commencement. This information includes the tenant's name, address for service, lease start date, and the letting agent's name if applicable. Additionally, owners must supply the tenant's Australian mobile number and email address, aligning with the increased need for access to apartments as outlined in the Australian Standard AS1851.

Emphasising the significance of access to lots during normal business hours, with a minimum of 3 days' notice, for fire inspections and other required inspections by the owners corporation, the by-law also incorporates the AS1851 fire standard. The

EXPLANATION OF AGENDA ITEMS

reference to AS1851 underscores the importance of compliance with fire safety regulations. In the event of non-compliance, the owners corporation is empowered to recover reasonable costs, damages, and legal fees from the responsible party. Breaches of specific clauses may result in different actions, such as recovering costs associated with the breach. Unpaid debts within a month accrue a 10% per annum interest, with recovered amounts payable into the Administrative Fund. The by-law concludes with definitions and provisions for interpretation, emphasising its precedence in case of conflicts within the strata scheme.

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 19. 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.

BALANCE SHEET

FINANCIAL PERIOD 01/01/2023 - 31/12/2023

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	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(425.76)	113,826.58	113,400.82
Levies Receivable	4,646.05	1,087.45	5,733.50
Total Assets	4,220.29	114,914.03	119,134.32
LIABILITIES			
GST Liabilities	2,939.16	(1,727.46)	1,211.70
Accounts Payable	3,922.18	0.00	3,922.18
Total Liabilities	6,861.34	(1,727.46)	5,133.88
Net Assets	(2,641.05)	116,641.49	114,000.44
OWNERS FUNDS			
Opening Balance	(20,522.06)	94,703.25	74,181.19
Surplus / Deficit for the period	17,881.01	21,938.24	39,819.25
Closing Balance	(2,641.05)	116,641.49	114,000.44
Total Owners Funds	(2,641.05)	116,641.49	114,000.44

INCOME & EXPENDITURE SUMMARY



FINANCIAL PERIOD 01/01/2023 - 31/12/2023

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Administrative Fund

	Actual 01/01/23 - 31/12/23	Budget 01/01/23 - 31/12/23	Actual 01/01/22 - 31/12/22	Budget 01/01/22 - 31/12/22
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	(\$430.02)	\$0.00	(\$318.20)	\$0.00
Debt Collection Recoveries	\$533.66	\$0.00	\$1,731.87	\$0.00
Expenses Recoveries				
Owner Expense Recoveries	\$4,583.63	\$0.00	\$130.00	\$0.00
Expense Recoveries (GST)	\$136.36	\$0.00	\$90.90	\$0.00
Interest				
Interest On Levy Arrears	\$72.22	\$0.00	\$0.00	\$0.00
Levy Income				
Contributions - General	\$102,094.12	\$103,457.06	\$105,226.24	\$105,335.00
Contributions - General (Insurance Premium Renewal Fund)	\$35,000.00	\$35,000.00	\$0.00	\$0.00
Total Income	\$141,989.97	\$138,457.06	\$106,860.81	\$105,335.00
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$42.40	\$50.00	\$41.39	\$50.00
DEFT Process Fees	\$97.90	\$90.00	\$87.95	\$75.00
BAS & Tax Administration	\$1,561.66	\$1,600.00	\$1,561.66	\$1,600.00
Air Conditioning				
Mechanical Ventilation	\$2,329.10	\$5,000.00	\$4,064.10	\$2,500.00
Building General				
General Maintenance	\$5,917.27	\$2,000.00	\$830.00	\$2,000.00
Garage Security Gate / Shutter	\$350.00	\$880.00	\$440.91	\$800.00
Locks & Doors	\$0.00	\$1,000.00	\$1,084.50	\$1,000.00
Cleaning				
Cleaning - General	\$16,733.87	\$16,200.00	\$16,634.01	\$11,500.00
Electrical				
Electrical Repairs	\$2,222.00	\$1,500.00	\$10,834.00	\$2,000.00
Electricity				
Electricity Consumption	\$7,516.52	\$5,000.00	\$7,771.50	\$13,500.00
Fire Control				
Fire Services	\$27,334.57	\$15,000.00	\$21,088.99	\$16,000.00
Garden & Grounds				
Gardening	\$0.00	\$500.00	\$150.00	\$500.00
Insurance				
Insurance Premium	\$0.00	\$0.00	\$32,671.94	\$11,000.00
Insurance Valuation Report	\$250.00	\$200.00	\$0.00	\$200.00
Insurance Premium (Insurance Premium Renewal Fund)	\$23,979.64	\$35,000.00	\$0.00	\$0.00
Legal & Professional Services				
Legal Fees	\$270.00	\$0.00	\$5,105.50	\$10,000.00
Lift Repairs				
Lift Maintenance	\$7,272.44	\$6,000.00	\$5,514.48	\$6,000.00
Pest Control				
Pest Control - General	\$589.09	\$500.00	\$0.00	\$500.00

INCOME & EXPENDITURE SUMMARY



FINANCIAL PERIOD 01/01/2023 - 31/12/2023

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Administrative Fund

	Actual 01/01/23 - 31/12/23	Budget 01/01/23 - 31/12/23	Actual 01/01/22 - 31/12/22	Budget 01/01/22 - 31/12/22
Plumbing				
Plumbing - General	\$1,832.20	\$2,000.00	\$648.00	\$2,000.00
Detention Pit & Pump Maintenance	\$1,195.00	\$800.00	\$760.00	\$800.00
Rubbish Removal				
Waste Removal	\$1,292.91	\$1,500.00	\$1,427.49	\$800.00
Security & Intercom				
Intercom Repairs / Replacement	\$1,160.00	\$250.00	\$150.00	\$200.00
Strata/Building Administration				
Debt Collection Fees	\$533.66	\$0.00	\$1,522.78	\$0.00
Inspection Fees	\$218.83	\$250.00	\$211.29	\$110.00
Land Titles & By-Law Registration	\$2,196.62	\$3,900.00	\$2,132.65	\$3,500.00
Management Services	\$9,018.36	\$10,065.00	\$8,442.68	\$8,550.00
Printing, Postage & Stationery	\$1,917.00	\$1,500.00	\$1,109.45	\$2,000.00
Strata Administration	\$4,045.41	\$3,500.00	\$2,618.95	\$3,500.00
Legislative Compliance	\$1,555.91	\$1,150.00	\$1,091.44	\$1,150.00
Previous Year Deficit	\$0.00	\$20,522.06	\$0.00	\$0.00
Telephone				
Lift Phone & Phone Charges	\$1,225.29	\$2,000.00	\$2,134.94	\$2,000.00
Water				
Water Consumption	\$1,451.31	\$500.00	\$515.08	\$1,500.00
Total Expenses	\$124,108.96	\$138,457.06	\$130,645.68	\$105,335.00
Surplus / Deficit	\$17,881.01	\$0.00	(\$23,784.87)	\$0.00

FINANCIAL PERIOD 01/01/2023 - 31/12/2023

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Capital Works Fund	Actual	Budget	Actual	Budget
	01/01/23 - 31/12/23	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22
Income				
Interest				
Interest On Levy Arrears	\$21.23	\$0.00	\$0.00	\$0.00
Levy Income				
Contributions - Capital Works Fund	\$30,000.64	\$30,000.00	\$42,000.04	\$42,000.00
Total Income	\$30,021.87	\$30,000.00	\$42,000.04	\$42,000.00
Expenses				
Building General				
Capital Works Fund Maintenance	\$5,856.36	\$30,000.00	\$3,289.00	\$42,000.00
General Maintenance	\$2,000.00	\$0.00	\$0.00	\$0.00
Strata/Building Administration				
Strata Administration	\$227.27	\$0.00	\$0.00	\$0.00
Total Expenses	\$8,083.63	\$30,000.00	\$3,289.00	\$42,000.00
Surplus / Deficit	\$21,938.24	\$0.00	\$38,711.04	\$0.00

INCOME & EXPENDITURE

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ADMINISTRATIVE FUND OTHER INCOME

Date	Ref.	Payee	Details	Amt.	Bal.
Contributions - General					
10/05/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$3.00
10/06/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$6.00
27/06/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$9.00
25/07/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$12.00
25/07/23	lot 9		lot 9-Levy Notice Postage Fee	\$3.00	\$15.00
25/07/23	lot 18		lot 18-Levy Notice Postage Fee	\$3.00	\$18.00
24/09/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$21.00
24/09/23	lot 9		lot 9-Levy Notice Postage Fee	\$3.00	\$24.00
24/09/23	lot 18		lot 18-Levy Notice Postage Fee	\$3.00	\$27.00
25/10/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$30.00
25/10/23	lot 9		lot 9-Levy Notice Postage Fee	\$3.00	\$33.00
25/10/23	lot 18		lot 18-Levy Notice Postage Fee	\$3.00	\$36.00
10/11/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$39.00
10/11/23	lot 9		lot 9-Levy Notice Postage Fee	\$3.00	\$42.00
26/11/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$45.00
26/11/23	lot 9		lot 9-Levy Notice Postage Fee	\$3.00	\$48.00
10/12/23	lot 8		lot 8-Levy Notice Postage Fee	\$3.00	\$51.00
Total Contributions - General				\$51.00	

Debt Collection Recoveries

15/01/23	lot 14		lot 14-Arrears Notice Fee - Levy Notice on	\$31.82	\$31.82
15/01/23	lot 11		lot 11-Arrears Notice Fee - Levy Notice on	\$31.82	\$63.64
15/01/23	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$31.82	\$95.46
15/01/23	lot 8		lot 8-Arrears Notice Fee - Levy Notice on	\$31.82	\$127.28
25/01/23	lot 11		lot 11-Arrears Notice Fee - Levy Notice on	\$31.82	\$159.10
25/01/23	lot 14		lot 14-Arrears Notice Fee - Levy Notice on	\$31.82	\$190.92
25/04/23	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$31.82	\$222.74
10/05/23	lot 8		lot 8-Arrears Notice Fee - Levy Notice on	\$31.82	\$254.56
10/05/23	lot 4		lot 4-Arrears Notice Fee - Levy Notice on	\$31.82	\$286.38
10/05/23	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$31.82	\$318.20
25/05/23	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$31.82	\$350.02
10/06/23	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$31.82	\$381.84
10/07/23	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$31.82	\$413.66
25/07/23	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$40.00	\$453.66
25/07/23	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$40.00	\$493.66
10/10/23	lot 14		lot 14-Arrears Notice Fee - Levy Notice on	\$40.00	\$533.66
Total Debt Collection Recoveries				\$533.66	

Debt Collection Recoveries-Reversal

16/01/23		Arrears notice reversal	(\$31.82)	(\$31.82)
16/01/23		Arrears notice reversal	(\$31.82)	(\$63.64)
16/01/23		Arrears notice reversal	(\$31.82)	(\$95.46)
16/01/23		Arrears notice reversal	(\$31.82)	(\$127.28)
13/02/23		arrears notice reversal	(\$31.82)	(\$159.10)
13/02/23		arrears notice reversal	(\$31.82)	(\$190.92)
01/08/23		Arrears Notice Reversal	(\$31.82)	(\$222.74)
01/08/23		Arrears Notice Reversal	(\$31.82)	(\$254.56)

INCOME & EXPENDITURE

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01/08/23	Arrears Notice Reversal	(\$31.82)	(\$286.38)
01/08/23	Arrears Notice Reversal	(\$31.82)	(\$318.20)
01/08/23	Arrears Notice Reversal	(\$31.82)	(\$350.02)
01/08/23	Arrears Notice Reversal	(\$40.00)	(\$390.02)
01/08/23	Arrears Notice Reversal	(\$40.00)	(\$430.02)

Total Debt Collection Recoveries-Reversal (\$430.02)

Expense Recoveries (GST)

01/06/23 lot 29	lot 29-Purchase Key/Swipe Tag - Purchase o	\$90.91	\$90.91
01/09/23 lot 18	lot 18-Purchase Key/Swipe Tag - Purchase o	\$45.45	\$136.36

Total Expense Recoveries (GST) \$136.36

Interest On Levy Arrears

16/05/23 lot 8	lot 8-BPay Payment: DEFT Bpay 0000050565	\$12.56	\$12.56
01/08/23 lot 29	lot 29-BPay Payment: DEFT Bpay 0000050586	\$39.77	\$52.33
01/08/23 lot 29	lot 29-BPay Payment: DEFT Bpay 0000050586	\$19.89	\$72.22

Total Interest On Levy Arrears \$72.22

Owner Expense Recoveries

01/03/23 lot 29	lot 29-Cost for Exclusive Use By-Law - Exc	\$809.09	\$809.09
01/04/23 lot 4	lot 4-Cost for Exclusive Use By-Law - Lot	\$545.45	\$1,354.54
01/12/23 lot 29	lot 29-Fire Compliance - 2x Fire brigade c	\$3,229.09	\$4,583.63

Total Owner Expense Recoveries \$4,583.63

Total Administrative Other Income \$4,946.85

ADMINISTRATIVE FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
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Bank Fees

31/01/23			Service Charge: Service Charge Fee	\$3.40	\$3.40
28/02/23			Service Charge: Service Charge Fee	\$3.60	\$7.00
31/03/23			Service Charge: Service Charge Fee	\$3.60	\$10.60
28/04/23			Service Charge: Service Charge Fee	\$3.20	\$13.80
31/05/23			Service Charge: Service Charge Fee	\$3.80	\$17.60
30/06/23			Service Charge: Service Charge Fee	\$3.60	\$21.20
31/07/23			Service Charge: Service Charge Fee	\$3.80	\$25.00
31/08/23			Service Charge: Service Charge Fee	\$3.20	\$28.20
29/09/23			Service Charge: Service Charge Fee	\$3.80	\$32.00
31/10/23			Service Charge: Service Charge Fee	\$3.00	\$35.00
30/11/23			Service Charge: Service Charge Fee	\$3.20	\$38.20
29/12/23			Service Charge: Service Charge Fee	\$4.20	\$42.40

Total Bank Fees \$42.40

BAS & Tax Administration

01/02/23	894796	NETSTRATA	BAS Administration - 01/11/22 - 31/01/23	\$271.49	\$271.49
01/05/23	924005	NETSTRATA	BAS Administration - 1/02/23 -30/04/23	\$271.49	\$542.98

INCOME & EXPENDITURE

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01/08/23	954261	NETSTRATA	Tax Administration*	\$747.19	\$1,290.17
01/11/23	985363	NETSTRATA	BAS Administration 01/08/23 - 31/10/23	\$271.49	\$1,561.66
Total BAS & Tax Administration				\$1,561.66	

Cleaning - General

24/01/23	891637	DAYTODAY	Cleaning - January 2023	\$1,341.08	\$1,341.08
09/02/23	898774	DAYTODAY	Cleaning - January 2023	\$77.00	\$1,418.08
22/02/23	902295	DAYTODAY	Cleaning - February 2023	\$1,341.08	\$2,759.16
20/03/23	911136	DAYTODAY	Cleaning - March 2023	\$1,341.08	\$4,100.24
21/04/23	920722	DAYTODAY	Cleaning - April 2023	\$1,341.08	\$5,441.32
23/05/23	931937	DAYTODAY	Cleaning - May 2023	\$1,341.08	\$6,782.40
07/06/23	937182	DAYTODAY	Cleaning - June 2023	\$1,341.08	\$8,123.48
14/06/23	939296	DAYTODAY	Cleaning Consumables - May 2023	\$40.91	\$8,164.39
20/07/23	950714	DAYTODAY	Cleaning - July 2023	\$1,341.08	\$9,505.47
21/08/23	961802	DAYTODAY	Cleaning - August 2023	\$1,445.68	\$10,951.15
22/09/23	972842	DAYTODAY	Cleaning - September 2023	\$1,445.68	\$12,396.83
20/10/23	980885	DAYTODAY	Cleaning - October 2023	\$1,445.68	\$13,842.51
22/11/23	992020	DAYTODAY	Cleaning - November 2023	\$1,445.68	\$15,288.19
08/12/23	997943	DAYTODAY	Cleaning - December 2023	\$1,445.68	\$16,733.87
Total Cleaning - General				\$16,733.87	

Debt Collection Fees

01/02/23	894796	NETSTRATA	Levy Notice on 31/03/2023*	\$190.92	\$190.92
01/05/23	924005	NETSTRATA	Levy Notice on 25/04/2023	\$31.82	\$222.74
01/08/23	954261	NETSTRATA	Levy Notice on 30/09/2023*	\$270.92	\$493.66
01/11/23	985363	NETSTRATA	Levy Notice on 10/09/2023	\$40.00	\$533.66
Total Debt Collection Fees				\$533.66	

DEFT Process Fees

27/01/23			DEFT Process Fee	\$2.73	\$2.73
28/02/23			DEFT Process Fee	\$8.18	\$10.91
31/03/23			DEFT Process Fee	\$9.55	\$20.46
28/04/23			DEFT Process Fee	\$4.09	\$24.55
31/05/23			DEFT Process Fee	\$12.95	\$37.50
30/06/23			DEFT Process Fee	\$5.45	\$42.95
31/07/23			DEFT Process Fee	\$2.05	\$45.00
31/08/23			DEFT Process Fee	\$11.95	\$56.95
29/09/23			DEFT Process Fee	\$7.86	\$64.81
31/10/23			DEFT Process Fee	\$12.27	\$77.08
30/11/23			DEFT Process Fee	\$14.68	\$91.76
29/12/23			DEFT Process Fee	\$6.14	\$97.90
Total DEFT Process Fees				\$97.90	

Detention Pit & Pump Maintenance

06/02/23	897715	ALINE SERVICE	Service Maintenance - 02/02/23	\$380.00	\$380.00
04/08/23	957045	ALINE SERVICE	Pit & Pump Service - 02/08/23	\$380.00	\$760.00
01/09/23	966587	PG MARTIN PLUMBING	Unblock Balcony Drain - 24/08/23	\$435.00	\$1,195.00
Total Detention Pit & Pump Maintenance				\$1,195.00	

Electrical Repairs

INCOME & EXPENDITURE



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01/11/23	984308	WINFIRE	U3 Reset Tripped Main Switch & CB - 29/10/23	\$700.00	\$700.00
30/11/23	995609	RESOLUTE MAINTENANCE	Replace 4x LED Downlights - 28/11/23	\$572.00	\$1,272.00
19/12/23	1001572	APEX LED	Repair External LED Lights - 13/12/23	\$950.00	\$2,222.00
Total Electrical Repairs				\$2,222.00	

Electricity Consumption

19/05/23	931129	ENERGY LOCALS	Electricity Consumption - 01/04/23 - 30/04/23	\$431.94	\$431.94
09/06/23	938185	ENERGY LOCALS	Electricity Consumption - 27/04/23 - 31/05/23	\$480.02	\$911.96
30/08/23	964417	ENERGY LOCALS	Electricity Consumption - 31/05/23 - 28/07/23	\$973.38	\$1,885.34
19/09/23	971075	ENERGY LOCALS	Electricity Consumption - 28/07/23 - 29/08/23	\$611.48	\$2,496.82
07/11/23	987505	ENERGY LOCALS	Electricity Consumption - 29/08/23 - 31/10/23	\$3,074.59	\$5,571.41
06/12/23	996440	ENERGY LOCALS	Electricity Consumption - 01/12/22 - 31/03/23	\$1,945.11	\$7,516.52
Total Electricity Consumption				\$7,516.52	

Fire Services

18/01/23	889919	MPK FIRE SAFETY	Annual Fire Safety - 17/01/23	\$3,470.00	\$3,470.00
31/01/23	893275	MPK FIRE SAFETY	2nd Inspection - 30/01/23	\$160.00	\$3,630.00
01/02/23	894796	NETSTRATA	Fire Compliance - 01/11/22 - 31/01/23	\$169.22	\$3,799.22
22/02/23	902505	MPK FIRE SAFETY	Replace roll groove on FIP and 2 Batteries - 21/02/23	\$5,385.00	\$9,184.22
01/04/23	lot 3		lot 3-Fire Inspection - 2nd Inspection At	(\$65.45)	\$9,118.77
01/04/23	lot 11		lot 11-Fire Inspection - 2nd Inspection At	(\$65.45)	\$9,053.32
01/04/23	lot 14		lot 14-Fire Inspection - 2nd Inspection At	(\$65.45)	\$8,987.87
01/04/23	lot 16		lot 16-Fire Inspection - 2nd Inspection At	(\$65.45)	\$8,922.42
01/04/23	lot 20		lot 20-Fire Inspection - 2nd Inspection At	(\$65.45)	\$8,856.97
01/04/23	lot 23		lot 23-Fire Inspection - 2nd Inspection At	(\$65.45)	\$8,791.52
01/04/23	lot 24		lot 24-Fire Inspection - 2nd Inspection At	(\$65.45)	\$8,726.07
01/04/23	lot 28		lot 28-Fire Inspection - 2nd Inspection At	(\$65.45)	\$8,660.62
11/04/23	917706	MPK FIRE SAFETY	Acknowledge Fault & Reset - 06/04/23	\$200.00	\$8,860.62
25/04/23	922110	MPK FIRE SAFETY	Replaced Detector - 24/04/23	\$435.00	\$9,295.62
01/05/23	924005	NETSTRATA	Fire Compliance - 01/02/23 - 30/04/23*	\$532.82	\$9,828.44
08/05/23	927520	MPK FIRE SAFETY	Install Union - 08/05/23	\$350.00	\$10,178.44
16/05/23	930030	MPK FIRE SAFETY	Fire Hydrant & Pumpset Serviced - 28/02/23	\$2,850.00	\$13,028.44
30/05/23	934239	WINFIRE	Install AFSS Display & Signages - 29/05/23	\$569.00	\$13,597.44
31/05/23	935156	MPK FIRE SAFETY	Z7 D20 Locate Source of Smoke Alarm - 31/05/23	\$150.00	\$13,747.44
31/05/23	937761	MPK FIRE SAFETY	Annual Fire Compliance Inspection - 22/05/23	\$1,125.00	\$14,872.44
11/07/23	948331	JOHNSON CONTROLS	Brigade Alarm Attendance Fee - 08/06/22	\$1,600.00	\$16,472.44
12/07/23	948578	JOHNSON CONTROLS	Brigade Alarm Attendance Fee - 22/05/23	\$1,600.00	\$18,072.44
12/07/23	948578	JOHNSON CONTROLS	Processing Fee	\$160.00	\$18,232.44
12/07/23	948580	JOHNSON CONTROLS	Brigade Alarm Attendance Fee - 04/04/23	\$1,600.00	\$19,832.44
12/07/23	948580	JOHNSON CONTROLS	Processing Fee	\$160.00	\$19,992.44
01/08/23	954261	NETSTRATA	Fire Compliance - 01/05/23 - 31/07/23	\$180.38	\$20,172.82
25/09/23	973106	MPK FIRE SAFETY	Rectify FIP Fault - 25/09/23	\$150.00	\$20,322.82
29/09/23	974703	MPK FIRE SAFETY	Install 2x Acid Batteries - 11/08/23	\$1,694.00	\$22,016.82
01/11/23	985363	NETSTRATA	Fire Compliance - 01/08/23 - 31/10/23*	\$992.75	\$23,009.57
01/12/23	995467	MPK FIRE SAFETY	Replace Faulty Detector - 30/11/23	\$295.00	\$23,304.57
08/12/23	998297	WARATAH AIR	AFSS Inspection - 07/12/23	\$560.00	\$23,864.57
14/12/23	999999	MPK FIRE SAFETY	Annual Fire Sfaety Inspection - 13/12/23	\$3,470.00	\$27,334.57
Total Fire Services				\$27,334.57	

Garage Security Gate / Shutter

09/11/23	988830	ULTRALIFT GARAGE DOOR	12 Monthly PM To Shutter - 03/11/23	\$350.00	\$350.00
Total Garage Security Gate / Shutter				\$350.00	

INCOME & EXPENDITURE

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General Maintenance

03/04/23	916369	BRAE GROUP NSW	Seal Wall To Floor Joints - 31/03/23	\$850.00	\$850.00
21/06/23	940996	ZOE HALPIN LANDSCAPE	Concept Design & General Arrangement Plan - 20/06/23	\$360.00	\$1,210.00
11/07/23	948358	RF PAINTING	Remove Graffiti & Put Up Signs - 09/07/23	\$227.27	\$1,437.27
11/07/23	948512	ZOE HALPIN LANDSCAPE	General Arrangement Plan - 10/07/23	\$240.00	\$1,677.27
03/08/23	956763	ZOE HALPIN LANDSCAPE	Concept Design & General Arrangement Plan - 02/08/23	\$600.00	\$2,277.27
04/10/23	976169	ZOE HALPIN LANDSCAPE	Stage 2 30% Deposit - 04/10/23	\$780.00	\$3,057.27
28/11/23	995766	MPK FIRE SAFETY	Isolate All Carpark Zones - 25/11/23	\$800.00	\$3,857.27
19/12/23	1003256	ZOE HALPIN LANDSCAPE	Stage 2 - Remainder - 19/12/23	\$1,820.00	\$5,677.27
20/12/23	1002425	RYAN SIGNAGE	Signage Installation - 20/12/23	\$240.00	\$5,917.27
Total General Maintenance				\$5,917.27	

Inspection Fees

31/01/23	896435	CANTERBURY BANKSTOWN - BANKSTOWN	Annual Fire Safety Statement - 13/01/23	\$102.23	\$102.23
07/12/23	998217	CANTERBURY BANKSTOWN - BANKSTOWN	Inspection Fees_AFSS - 24/11/23	\$116.60	\$218.83
Total Inspection Fees				\$218.83	

Insurance Valuation Report

22/08/23	961706	BLUEPRINT PROPERTY	Insurance Valuation Report - 21/08/23	\$250.00	\$250.00
Total Insurance Valuation Report				\$250.00	

Intercom Repairs / Replacement

08/05/23	927403	PROTECOM	U8 Rectify Intercom - 07/05/23	\$585.00	\$585.00
22/11/23	991998	TESNIK SECURITY	U7 Install New Monitor - 22/11/23	\$575.00	\$1,160.00
Total Intercom Repairs / Replacement				\$1,160.00	

Land Titles & By-Law Registration

20/01/23	890707	ADVOCATUS LAWYERS	Land Titles & By-Law Registration Special By-Law 16	\$60.00	\$60.00
20/01/23	890707	ADVOCATUS LAWYERS	NSWLRS fee	\$140.18	\$200.18
20/01/23	890707	ADVOCATUS LAWYERS	PEXA Fee	\$42.30	\$242.48
01/05/23	924005	NETSTRATA	2 X By-Law Preparation and Lodgement	\$1,456.00	\$1,698.48
23/05/23	932823	ADVOCATUS LAWYERS	Land Titles & By-Law Registration Change of By-Laws; Special By-Law 17	\$60.00	\$1,758.48
23/05/23	932823	ADVOCATUS LAWYERS	NSWLRS Fee	\$140.18	\$1,898.66
23/05/23	932823	ADVOCATUS LAWYERS	PEXA Fee	\$42.30	\$1,940.96
19/07/23	950406	ADVOCATUS LAWYERS	Land Titles & By-Law Registration Change Of By-Laws; Special By-Law 18, 19	\$60.00	\$2,000.96
19/07/23	950406	ADVOCATUS LAWYERS	NSWLRS fee	\$150.36	\$2,151.32
19/07/23	950406	ADVOCATUS LAWYERS	PEXA fee	\$45.30	\$2,196.62
Total Land Titles & By-Law Registration				\$2,196.62	

Legal Fees

22/09/23	973084	KERIN BENSON LAWYERS	Building Defects - 22/09/23	\$270.00	\$270.00
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INCOME & EXPENDITURE



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Total Legal Fees

\$270.00

Legislative Compliance

01/02/23	894796	NETSTRATA	Pre-AGM Survey & Preparation*	\$642.05	\$642.05
01/05/23	924005	NETSTRATA	Lift registration*	\$273.95	\$916.00
05/06/23	936436	DEPARTMENT OF CUSTOMER SERVICE	Strata Hub Administration Fee	\$87.00	\$1,003.00
25/06/23	942176	NETSTRATA	Strata Hub - Initial Registration	\$329.55	\$1,332.55
28/07/23	952803	DEPARTMENT OF CUSTOMER SERVICE	Strata Hub Administration Fee	\$87.00	\$1,419.55
01/08/23	954261	NETSTRATA	Strata Hub - 2023 Annual Reporting	\$136.36	\$1,555.91
Total Legislative Compliance				\$1,555.91	

Lift Maintenance

04/04/23	916811	ELEVATOR SERVICES GROUP	Lift Maintenance - January - March 2023	\$1,420.40	\$1,420.40
30/04/23	922681	ELEVATOR SERVICES GROUP	Lift Maintenance - April - June 2023	\$1,420.40	\$2,840.80
13/07/23	949423	ELEVATOR SERVICES GROUP	Lift Maintenance - July - September 2023	\$1,420.40	\$4,261.20
25/09/23	973587	ELEVATOR SERVICES GROUP	Lift Maintenance - 01/10/23 - 31/12/23	\$1,505.62	\$5,766.82
29/12/23	1003780	ELEVATOR SERVICES GROUP	Lift Maintenance - 01/01/24 - 31/03/24	\$1,505.62	\$7,272.44
Total Lift Maintenance				\$7,272.44	

Lift Phone & Phone Charges

03/01/23	886502	TPG	Phone Charges	\$54.54	\$54.54
31/01/23	896005	TPG	Phone Charges	\$54.54	\$109.08
01/02/23	894796	NETSTRATA	Phone Charges - November 2022 - January 2023	\$17.78	\$126.86
01/03/23	904574	STRATA ESSENTIAL SERVICES	Lift Gateway Dual Sim - March 2023	\$90.00	\$216.86
13/03/23	MB140323		Deposit - TPG Internet	(\$36.27)	\$180.59
01/05/23	924005	NETSTRATA	Phone Charges - February - April 2023*	\$20.58	\$201.17
01/06/23	935247	STRATA ESSENTIAL SERVICES	Lift Gateway Dual Sim - June - August 2023	\$90.00	\$291.17
01/08/23	954261	NETSTRATA	Phone Charges - 01/05/23 - 31/07/23*	\$22.45	\$313.62
04/09/23	966083	STRATA ESSENTIAL SERVICES	Lift Line Phone Charges - 01/09/23 - 30/11/23	\$90.00	\$403.62
01/11/23	985363	NETSTRATA	Phone Charges - 01/08/23 - 31/10/23	\$20.07	\$423.69
01/12/23	996359	STRATA ESSENTIAL SERVICES	Lift Gateway Single SIM - December - February 2023	\$90.00	\$513.69
19/12/23	1002236	STRATA ESSENTIAL SERVICES	Lift Line Phone Charges - 19/12/23	\$711.60	\$1,225.29
Total Lift Phone & Phone Charges				\$1,225.29	

Management Services

01/02/23	894796	NETSTRATA	Management Services - 01/02/23 - 30/04/23	\$2,137.56	\$2,137.56
01/05/23	924005	NETSTRATA	Management Services - 01/05/23 - 31/07/23	\$2,293.60	\$4,431.16
01/08/23	954261	NETSTRATA	Management Services - 01/08/23 - 31/10/23	\$2,293.60	\$6,724.76
01/11/23	985363	NETSTRATA	Management Services - 01/11/23 - 31/01/24	\$2,293.60	\$9,018.36
Total Management Services				\$9,018.36	

Mechanical Ventilation

14/03/23	910013	WARATAH AIR	Maintenance & CO Sensor Test - 13/03/23	\$884.55	\$884.55
30/03/23	913927	WARATAH AIR	AFSS Inspection - 18/01/23	\$560.00	\$1,444.55
30/08/23	965710	WARATAH AIR	Maintenance Of Carpark Exhaust Fan - 11/08/23	\$884.55	\$2,329.10
Total Mechanical Ventilation				\$2,329.10	

INCOME & EXPENDITURE

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Pest Control - General

22/02/23	902311	THE PEST CONTROL COMPANY	Treatment To All Common Areas - 21/02/23	\$409.09	\$409.09
10/03/23	908531	DAYTODAY	Fly Spray System Installation - February 2023	\$180.00	\$589.09
Total Pest Control - General				\$589.09	

Plumbing - General

13/01/23	888548	PG MARTIN PLUMBING	Blockage Removal - 12/01/23	\$446.00	\$446.00
06/03/23	906264	PG MARTIN PLUMBING	Investigation Of Leak - 03/03/23	\$340.00	\$786.00
22/03/23	911953	PG MARTIN PLUMBING	Investigation Of Blockage - 20/03/23	\$290.00	\$1,076.00
04/04/23	915918	PG MARTIN PLUMBING	Plunge & Clear Toilet - 03/04/23	\$486.20	\$1,562.20
26/06/23	943001	PG MARTIN PLUMBING	U10 Attend Site & Plumage Pans - 22/06/23	\$270.00	\$1,832.20
Total Plumbing - General				\$1,832.20	

Printing, Postage & Stationery

01/02/23	894796	NETSTRATA	Printing & Postage - 01/11/22 - 31/01/23*	\$633.17	\$633.17
01/05/23	924005	NETSTRATA	Printing & Postage - 1/02/23 - 30/04/23*	\$676.90	\$1,310.07
01/08/23	954261	NETSTRATA	Electronic Pages - 01/05/23 - 31/07/23*	\$300.83	\$1,610.90
01/11/23	985363	NETSTRATA	Printing & Postage - 01/08/23 - 31/10/23*	\$306.10	\$1,917.00
Total Printing, Postage & Stationery				\$1,917.00	

Strata Administration

06/01/23	888671	PRIME STRATA SUPPORT	Annual check of Licenses, Insurances and Qualifications - July 2021 - June 2022	\$850.50	\$850.50
01/02/23	894796	NETSTRATA	Additional Meetings as per 14.1 & 14.5(b) of MAA (lot 29 reimbursed)*	\$1,444.54	\$2,295.04
01/05/23	924005	NETSTRATA	Fire Compliance - Major CAR Work as per 8.7 & 14.5 (b) of MAA (tender 6 contractors for fire related repairs)*	\$809.08	\$3,104.12
01/08/23	954261	NETSTRATA	Strata Hub - completing the 2023 Strata defects survey	\$136.36	\$3,240.48
01/11/23	985363	NETSTRATA	After Hours Call Out L3 No Power Within Unit - 29/10/23*	\$804.93	\$4,045.41
Total Strata Administration				\$4,045.41	

Waste Removal

10/03/23	908531	DAYTODAY	Waste Removal - February 2023	\$216.00	\$216.00
05/07/23	947099	DAYTODAY	Waste Removal - June 2023	\$236.00	\$452.00
30/10/23	983246	DAYTODAY	Waste Removal - 27/10/23	\$200.00	\$652.00
08/12/23	997943	DAYTODAY	Waste Removal - November 2023	\$300.00	\$952.00
18/12/23	1001682	DAYTODAY	Waste Removal - 15/12/23	\$340.91	\$1,292.91
Total Waste Removal				\$1,292.91	

Water Consumption

27/01/23	892277	SYDNEY WATER	Water Consumption - 15/09/22 - 12/12/22	\$127.50	\$127.50
15/03/23	909936	SYDNEY WATER	Water Consumption - 13/12/23 - 12/03/23	\$195.00	\$322.50
16/06/23	939421	SYDNEY WATER	Water Consumption - 13/03/23 - 12/06/23	\$370.00	\$692.50
20/09/23	971734	SYDNEY WATER	Water Consumption - 13/06/23 - 02/29/23	\$368.99	\$1,061.49
19/12/23	1001663	SYDNEY WATER	Water Consumption - 03/09/23 - 25/11/23	\$389.82	\$1,451.31

INCOME & EXPENDITURE



FINANCIAL PERIOD 01/01/2023 - 31/12/2023

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Total Water Consumption \$1,451.31

Total Administrative Expenses \$100,129.32

CAPITAL WORKS FUND OTHER INCOME

Date	Ref.	Payee	Details	Amt.	Bal.
Interest On Levy Arrears					
16/05/23	lot 8		lot 8-BPay Payment: DEFT Bpay 0000050565	\$3.69	\$3.69
01/08/23	lot 29		lot 29-BPay Payment: DEFT Bpay 0000050586	\$11.69	\$15.38
01/08/23	lot 29		lot 29-BPay Payment: DEFT Bpay 0000050586	\$5.85	\$21.23
Total Interest On Levy Arrears				\$21.23	
Total Capital Works Other Income				\$21.23	

CAPITAL WORKS FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Capital Works Fund Maintenance					
02/08/23	956258	BIV REPORTS	Capital Works Fund Plan - 26/07/23	\$830.00	\$830.00
15/09/23	970588	WARATAH AIR	Replace Faulty Carpark CO Controller - 14/09/23	\$2,150.00	\$2,980.00
23/10/23	981477	NOVIION ENGINEERING	Inspection & Engineering Report - 23/10/23	\$1,790.00	\$4,770.00
18/12/23	1001600	ALSS BATHROOMS	U15 Waterproofing Ensuite Shower - 18/12/23	\$1,086.36	\$5,856.36
Total Capital Works Fund Maintenance				\$5,856.36	
General Maintenance					
11/05/23	928447	END 2 END FENCING	Install Old Style Gate With Padlock - 09/05/23	\$2,000.00	\$2,000.00
Total General Maintenance				\$2,000.00	
Strata Administration					
01/11/23	985363	NETSTRATA	Capital Works Fund report	\$227.27	\$227.27
Total Strata Administration				\$227.27	
Total Capital Works Expenses				\$8,083.63	

INSURANCE PREMIUM RENEWAL FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Insurance Premium					
06/09/23	966995	STRATA INSURANCE SERVICES	Insurance Premium_Increase BSI	\$824.56	\$824.56
06/09/23	966995	STRATA INSURANCE SERVICES	Stamp duty on the Insurance Premium	\$67.46	\$892.02
23/11/23	992259	STRATA INSURANCE SERVICES	Insurance Premium 30/11/23 to 30/11/24	\$21,375.82	\$22,267.84
23/11/23	992259	STRATA INSURANCE SERVICES	Stamp Duty on Insurance Premium	\$1,711.80	\$23,979.64

INCOME & EXPENDITURE



FINANCIAL PERIOD 01/01/2023 - 31/12/2023

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Total Insurance Premium	\$23,979.64
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Total Insurance Premium Renewal Expenses	\$23,979.64
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Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid	
1	1	358	0.00	4,018.40	1,181.40	1,378.30	0.00	6,578.10	0.00	6,578.10	0.00	0.00	
2	2	306	0.00	3,434.80	1,009.80	1,178.10	0.00	5,622.70	0.00	5,622.70	0.00	0.00	
3	3	363	0.00	4,074.60	1,198.00	1,397.55	72.00	6,742.15	0.00	6,742.15	0.00	0.00	
4	4	306	0.00	3,434.80	1,009.80	1,178.10	635.00	6,257.70	0.00	6,257.70	0.00	0.00	
5	5	306	0.00	3,434.80	1,009.80	1,178.10	0.00	5,622.70	0.00	5,622.70	0.00	0.00	
6	6	306	0.00	3,434.80	1,009.80	1,178.10	0.00	5,622.70	0.00	5,622.70	0.00	0.00	
7	7	309	0.00	3,468.40	1,019.80	1,189.65	0.00	5,677.85	0.00	4,916.15	761.70	0.00	
8	8	363	1,489.35	4,074.60	1,198.00	1,397.55	99.70	8,259.20	0.00	6,937.75	1,321.45	16.25	
9	9	312	0.00	3,502.20	1,029.60	1,201.20	16.50	5,749.50	0.00	5,742.90	6.60	0.00	
10	10	368	0.00	4,130.80	1,214.40	1,416.80	0.00	6,762.00	0.00	6,762.00	0.00	0.00	
11	11	312	1,262.90	3,502.20	1,029.60	1,201.20	142.00	7,137.90	0.00	7,137.90	0.00	0.00	
12	12	312	0.00	3,502.20	1,029.60	1,201.20	0.00	5,733.00	0.00	5,733.00	0.00	0.00	
13	13	312	0.00	3,502.20	1,029.60	1,201.20	0.00	5,733.00	0.00	5,733.00	0.00	0.00	
14	14	315	599.46	3,535.80	1,039.60	1,212.75	186.00	6,573.61	0.00	5,429.16	1,144.45	0.00	
15	15	377	1,526.05	4,231.80	1,244.20	1,451.45	0.00	8,453.50	0.00	8,453.50	0.00	0.00	
16	16	374	0.00	4,198.00	1,234.20	1,439.90	72.00	6,944.10	0.00	6,944.10	0.00	0.00	
17	17	318	0.00	3,569.40	1,049.40	1,224.30	0.00	5,843.10	0.00	5,843.10	0.00	0.00	
18	18	320	0.00	3,591.80	1,056.00	1,232.00	59.90	5,939.70	0.00	5,939.70	0.00	0.00	
19	19	363	0.00	4,074.60	1,198.00	1,397.55	0.00	6,670.15	0.00	6,670.15	0.00	0.00	
20	20	366	0.00	4,108.20	1,207.80	1,409.10	72.00	6,797.10	0.00	6,797.10	0.00	0.00	
21	21	374	0.00	4,198.00	1,234.20	1,439.90	0.00	6,872.10	0.00	6,872.10	0.00	0.00	
22	22	323	0.00	3,625.60	1,066.00	1,243.55	0.00	5,935.15	0.00	5,348.70	586.45	0.00	
23	23	368	0.00	4,130.60	1,214.40	1,416.80	72.00	6,833.80	0.00	6,833.80	0.00	0.00	
24	24	374	0.00	4,198.00	1,234.20	1,439.90	72.00	6,944.10	0.00	6,944.10	0.00	0.00	
25	25	383	0.00	4,299.00	1,264.00	1,474.55	0.00	7,037.55	0.00	7,037.55	0.00	0.00	
26	26	380	0.00	4,265.40	1,254.00	1,463.00	0.00	6,982.40	0.00	6,982.40	0.00	0.00	
27	27	396	0.00	4,445.00	1,306.80	1,524.60	0.00	7,276.40	0.00	7,276.40	0.00	0.00	
28	28	312	0.00	3,502.00	1,029.60	1,201.20	72.00	5,804.80	0.00	5,804.80	0.00	0.00	
29	29	424	2,788.10	4,759.40	1,399.20	1,632.40	4,840.00	15,419.10	0.00	13,506.25	1,912.85	77.20	
			10000	7,665.86	112,247.40	33,000.80	38,500.00	6,411.10	197,825.16	0.00	192,091.66	5,733.50	93.45

	Admin	Capital Works	Total
Levies in Arrears	4,646.05	1,087.45	5,733.50
Levies Paid in Advance	0.00	0.00	0.00

Fire Safety Statement

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



Please note:

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

Section 1: Type of statement

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

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

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

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

473 – 477 BURWOOD ROAD, BELMORE NSW 2192

Lot No. (if known)	DP/SP (if known)	Building name (if applicable)
	SP 96472	

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

7 Storey Mixed-Use Building - Basement Parking

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

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

The Owners Corporation of SP96472

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

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

C/- Netstrata PO BOX 265 Hurstville BC 1481

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Automatic fire detection and alarm systems	BCA Specification E2.2a, AS 1670-2004, AS 1851.8-1987	12.01.23	F053619A
Automatic fail-safe devices	BCA Clause D2.21, to meet specified performance criteria	12.01.23	F053619A
Emergency lighting	Clause E4.2, E4.3, E4.4 BCA, AS/NZS 2293.1-2005, AS/NZS 2293.2-1995	12.01.23	F053619A
Exit signs	Clause E4.5, E4.6, E4.7, E4.8 BCA, AS/NZS 2293.1-2005, AS/NZS 2293.2-1995	12.01.23	F053619A
Fire doors	BCA Specification C3.4 & BCA Clauses C2.12, C2.13, C3.4, C3.5, C3.6, C3.7, C3.8, C3.10, D2.8, Specification E1.8 and AS 1905.1-2005, AS 1851.7-1984	12.01.23 30.01.23	F053619A
Fire hydrant systems	Clause E1.3 BCA, AS 2419.1-2005, AS 1851.4-1992	12.01.23	F053619A

Fire Safety Statement



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

Fire seals protecting openings in fire-resisting components of the building	Clause C3.15 BCA, to meet specified performance criteria	12.01.23	F053619A
Hose reel systems	Clause E1.4 BCA, AS 2441-2005, AS 1851.2-1995	12.01.23	F053619A
Lightweight construction	Clause C1.8, Specification C1.8 BCA, to meet specified performance criteria	12.01.23	F053619A
Mechanical air handling systems <ul style="list-style-type: none"> Mechanical ventilation to carpark 	BCA Clauses E2.2a & b, F4.12 and AS/NZS 1668.1-1998, AS 1851.6-1997	12.01.23	F053211A
Lift landing doors	BCA Clause C3.10 and AS 1735.11-1986, AS 1735.11-1986	12.01.23	F053619A
Paths of travel	EP & A Reg.2000, Clauses 184-186	12.01.23	F053619A
Portable fire extinguishers & fire blankets	Clause E1.6 BCA, AS 2444-2001, AS 1851.1-1995	12.01.23	F053619A
Smoke detectors and heat detectors	Specification E2.2(a) BCA, AS 1670.1-1995, AS 3786-1993, AS 1851.8-1987	12.01.23 30.01.23	F053619A
Stretcher lifts	BCA Clause E3.2 & AS 1735.2-2001	12.01.23	F053619A
Wall – wetting sprinkler and drencher systems	Clause C3.4 BCA, AS 2118.2-2010, AS 1851.3-1997	12.01.23	F053619A
Warning and operational signs	BCA D2.23 (Signs on Fire Doors), E3.3 (Lift Signs), EPA Regulations 2000, Clause 183, to meet specified criteria	12.01.23	F053619A
Other including alternative solutions: Fire engineering Report prepared by BCA Innovations; Report No F16-0044 dated 8/08/2017		12.01.23	F053619A
1. To permit non-fire related roof lights within the SOUs at Level 2 to be less than 3m of the SOU's external wall at Level 3	CP2		
2. To permit openings at Ground Floor, Levels 1 to 5 to be within 3m of the site boundaries and to not comply with BCA Clause 3.4	CP		
3. To permit window openings within the	DP4 & EP2.2		

Fire Safety Statement

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



public corridors on Levels 1 and 2 to be unprotected (where the balcony is not open for 75% of the floor area)			
4. To permit extended travel distance of up to 29m to an exit at the Ground Floor (in lieu of BCA Dts20m)	DP4 & EP2.2		
5. To permit extended travel distance of up to 26m to a point of choice within the basement carpark (in lieu of BCA Dts 20m)	DP4 & EP2.2		
6. To permit the stairway serving Basements 1 & 2 to have unobstructed width of no less than 800mm in lieu of BCA Dts 1000mm	DP6		
7. To permit the fire-isolated stairs to discharge within the confines of the building and is not open for at least 2/3 of its perimeter	DP5 & EP2.2		
8. To permit Fire Hydrant Booster Assembly (within 10m of the building) to not be provided with a shielding	EP1.3		

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

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

Part of the building inspected	Date(s) inspected	APFS *
THE WHOLE BUILDING	12.01.23	F053619A

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

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

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
Tobias Keene	2/100 Bath Road, Kirrawee NSW 2232	02 9521 2518	F053619A	
Robert Fuller	13 Wurrook Circuit, Caringbah NSW 2229	02 9542 6777	F053211A	

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

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

Full name (Given Name/s and Family Name)	
Katelyn Boulton	
Organisation (if applicable)	Title/Position (if applicable)
Netstrata	Fire safety coordinator

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

Fire Safety Statement



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

C/- Netstrata PO BOX 265 Hurstville BC 1481

Phone

8567 6456

Email

firecompliance@netstrata.com.au

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

Section 8: Annual fire safety statement declaration

I, Katelyn Boulton on behalf of SP 96472

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

Owner/Agent Signature

K Boulton

Date issued
8/04/2023

Section 9: Supplementary fire safety statement declaration

I, Click here

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

declare that each critical fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing to at least the standard required by the current fire safety schedule for the building.

Owner/Agent Signature

Date issued

Note:

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

Essential/Critical Fire Safety Measures Schedule

Note: This Schedule is listing the present Standards of Performance which may vary depending upon the dates of installation.
This schedule may not be exhaustive therefore if additional measures are installed, annual certification is also required.

Essential Fire Measure	Standard of Performance	Standard of Maintenance
C-02 Automatic fail-safe devices	BCA Clause D2.21	To meet specified performance criteria
C-03 Automatic Fire Detection and Alarm Systems	BCA Spec. E2.2a, AS 1670-2004	AS 1851.8-1987
C-05 Emergency lighting	Clause E4.2, E4.3, E4.4 BCA, AS/NZS 2293.1-2005 Shop 2 – BCA Part E4.2, E4.3, E4.4 & E4.8 and AS/NZS 2293.1 2005 Maintenance: Operate in conditions of simulated power failure and check for compliance with AS 2293-2	
C-06 Lift Landing Doors	BCA Clause C3.10 and AS 1735.11-1986	AS 1735.11-1986
C-08 Exit signs Illuminated Exit Signs.	Clause E4.5, E4.6, E4.7, E4.8 BCA, AS/NZS 2293.1-2005 Shop 2 – BCA Part E4.5, E4.6 & E4.8 AS/NZS 2293.1 2005 and AS/NZS 2293.3 Maintenance: Operate in conditions of simulated power failure and check for compliance with AS 2293-2	
C-11 Fire doors	BCA Spec. C3.4 & BCA	AS 1851.7-1984

Clauses C2.12, C2.13,
C3.4, C3.5, C3.6, C3.7,
C3.8, C3.10, D2.8, Spec.
E1.8 and AS 1905.1-2005

C-12 Fire hydrant systems	Clause E1.3 BCA, AS 2419.1-2005	AS 1851.4-1992
C-13 Fire seals protecting openings in fire-resisting components of the building	Clause C3.15 BCA,	To meet specified Performance criteria
C-16 Hose reel systems	Clause E1.4 BCA, AS 2441-2005	AS 1851.2-1995
C-17 Lightweight construction	Clause C1.8, Spec.C1.8 BCA,	To meet specified Performance criteria
C-18 Mechanical air handling systems - Mechanical ventilation to carpark	BCA Clauses. E2.2a & b, F4.12 and AS/NZS 1668.1- 1998	AS 1851.6-1997
C-TRAVEL Paths of Travel	EP&A Reg. 2000 Clauses 184-186	
C-20 Portable fire extinguishers & fire blankets	Clause E1.6 BCA, AS 2444-2001	
	Shop 2 - AS 1841 1997 General requirements for Portable Fire Extinguishers. AS 1841 .2 1997 for water type extinguishers AS 1841.3 1997 for wet chemical type extinguishers. AS 1841.4 1997 for foam type extinguishers. AS 1841 5 1997 for powder type extinguishers. AS 1841.6 1997 for carbon dioxide type extinguishers. AS 1841. 7 1997 for vaporizing liquid type extinguishers Installation: AS 2444 - 2001	

Maintenance:
AS 1851 Sect. 15 & 16
2005

C-24
Smoke detector and
heat detector

BCA Clause E2.2, NSW
table E2.2a, Clause 4 & 6 of
specification 1670.1-
2004/2015

C-ADDCOND
Stretcher Lifts

BCA Clause E3.2 & AS
1735.2-2001

C-28
Wall – wetting sprinkler and
drencher systems

Clause C3.4 BCA,
AS 2118.2-2010

C-29
Warning and operational
signs

BCA D2.23 (Signs on Fire
Doors), E3.3 (Lift Signs),
EPA Regs. 2000, Clause
183

To meet specified criteria

C-31
Other including alternative

solutions:

Fire Engineering Report
prepared by BCA
Innovations; Report No.
F16-0044 dated 8/08/2017.

Performance
Requirements:

- | | |
|---|-------------|
| | CP2 |
| 1. To permit non-fire rated rooflights within the SOU's at Level 2 to be less than 3m of the SOU's external wall at Level 3. | CP |
| 2. To permit openings at Ground Floor, Levels 1 to 5 to be within 3m of the side boundaries and to not comply with BCA Clause 3.4. | DP4 & EP2.2 |
| 3. To permit window openings within the public corridors on Levels 1 and 2 to be unprotected (where the balcony is not open for 75% of the floor area). | DP4 & EP2.2 |
| 4. To permit extended travel distance of up to 29m to an exit at the Ground Floor (in lieu of BCA DtS 20m) | DP6 |
| 5. To permit extended travel distance of up to 26m to a point of choice within the basement carpark (in lieu of BCA DtS 20m) | DP5 & EP2.2 |
| 6. To permit the stairway serving Basements 1 & 2 to have unobstructed width of no less than 800mm in lieu of BCA DtS 1000mm. | EP1.3 |
| 7. To permit the fire-isolated stairs to discharge within the confines of the building and is not open for at least 2/3 of its perimeter. | |

8. To permit Fire Hydrant Booster Assembly (within 10m of the building) to not be provided with a shielding

BANKSTOWN CUSTOMER SERVICE CENTRE
Ground Floor, Civic Tower, 66-72 Rickard Road,
Bankstown NSW 2200, PO Box 8, Bankstown NSW 1885

CAMPBELL CUSTOMER SERVICE CENTRE
137 Beamish Street, Campbell NSW 2194
PO Box 77, Campbell NSW 2194

CANTERBURY-BANKSTOWN COUNCIL
ABN 45 985 891 846 P. 9707 9000 F. 9707 9700
W. cbcity.nsw.gov.au

QUOTATION



Date: 14/12/2023
Quote No.: 4498
Expires On: 14/02/2024
Prepared For: SP96472
Address: 473 - 477 Burwood Road
Belmore NSW 2192

Winfire Pty Ltd
298 Railway Parade
Carlton NSW 2218
ABN: 34 630 169 836

Property: **SP96472**
Address: **473 - 477 Burwood Road Belmore NSW 2192**

Description: Inspect and certify Fire Measures for a 12 month period, in accordance with the Fire Regulation

We would like to emphasis the importance of passive fire protection, a topic that is currently garnering significant attention. Given the impending changes in NSW's fire compliance legislation, set to come into effect in February 2025, it is strongly advised to consult a passive fire protection expert to thoroughly review this site's penetrations well in advance of this deadline.

QUOTE

We are pleased to submit for your consideration the following quoted items. Should you require any further information or wish to discuss this matter please contact our office on 02 8566 8155.

Details		Cost
Item ID	24767	\$4,100.00
Description	<p>Below is a list of the Fire Safety Measures outlined with the AFSS to be maintained in accordance with the Australian Standards and relevant Building Codes;</p> <ul style="list-style-type: none">-Automatic Fire Detection & Alarm System - Monthly-Automatic Fail-safe Devices - Monthly-Emergency Lighting - 6 Monthly-Exit Signs - 6 Monthly-Fire Door - 6 monthly-Hose Reel Systems - 6 Monthly-Fire Hydrant System - Monthly (excludes annual flow test)-Fire Seals - Annually-Lightweight Construction - Annually-Portable Fire Extinguishers - 6 Monthly-Smoke & Heat Alarms - 6 Monthly. Annual includes 9v battery replacement-Warning & Operational Signs - 6 Monthly-Wall Wetting Sprinkler & Drencher Systems - Monthly-Path of Travel - Annually-Fire Engineer Report <p>Excludes</p> <ul style="list-style-type: none">-Mechanical Air-Lift Landing Doors-Stretcher Lifts	

Item ID	24768	\$490.00
Description	Inspect and verify Child Safety Window Locks, during annual inspection.	

Total:	\$4,590.00
GST:	\$459.00
Total Inc. GST:	\$5,049.00

Quote No.	4498	Date:	
Prepared By:	Glenn Lovie	Order Number:	
Signature:		Customer Name:	
		Customer Signature:	

TERMS & CONDITIONS

Service Agreement

Winfire Pty Ltd (known here forth as Winfire) agrees with the owners corporation to do the work listed in Inclusions below to ensure it complies with the Australian Standards and BCA, commencing from the first scheduled annual inspection to be completed by Winfire. This agreement will automatically renew annually for an additional 12 month period, unless terminated on the basis set out below.
Termination of this agreement by either party must be in writing giving 30 days' notice. Any outstanding invoices must be paid in full within 14 days of the agreement's termination.
Winfire retains the right to terminate this agreement at any time for breach of this agreement.

Inclusions

1. Carry out fire inspection/s to cover each period of 12 months, at the legally required intervals
2. Upon completion of scheduled inspection/s, Winfire will supply a report to property, or its agent outlining any defective/non-compliant items discovered at the time of the inspection. Winfire will also supply a quotation to rectify listed defective items, should Winfire be able to do so.
3. Issuing of an Annual Fire Safety Statement to the Owners Corporation upon completion of the annual inspection or after any defective/non-compliant items are rectified (as the case may be).
4. Replacement of 9 volt batteries (non rechargeable) during annual inspection of all smoke alarms on common property and within individual lots (providing access is given).
5. Time (up to 4 hours) on site during the annual inspection for a Winfire Fire Technician to assist mechanical air, lift contractor, or specialist technician with system testing relating to fire compliance, if required.

Exclusions

- (i) Repair and maintenance due to vandalism, deterioration, faulty equipment or general wear and tear.
- (ii) Submission of the Annual Fire Safety Statement (AFSS) to local government authority, required by law.
- (iii) Advising on any Government or Council fines or infringements issues as a result of late submission of the Annual Fire Safety Statement.
- (iv) Any Government or Council fees and charges, if requirement to submit or lodge reports in relation fire service, inspections or compliance undertake by Winfire on the property.
- (v) Hiring of specialised equipment required for access, such as but not limited to scissor lifts & scaffolding.
- (vi) Any consumable items such as, lighting bulbs and tubes, batteries (excluding 9-volt batteries used in smoke alarms), emergency signage lighting, diesel fuel, fuses, locks, logbooks etc.
- (vii) Fire alarm monitoring.
- (viii) Additional services or request for alternative products to be used outside of the service agreement or quotation.
- (ix) Testing, inspection, or maintenance of the following measures:
 - a. Lifts & emergency lifts along associated areas or items
 - b. Engineering reports
- (x) Any item or measure not listed within our service agreement or quotation or Inclusions is to be assumed not included within the agreed scheduled or pricing.

Site Access

This service agreement covers period of testing, conducted on site. Direct access & full access to the property's common areas must be provided, which may require Winfire to be supplied copies of any keys, access cards or secure codes, on site contact etc to gain access to areas such as pumps rooms, car parks, fire panels, valve rooms & plant rooms, or other such areas.
It is assumed that the owners corporation will ensure that site access will be provided to Winfire when inspections are scheduled. Winfire discloses that if access to any part of the parcel (including individual lots and common property) is not available at the time notified by Winfire, then any subsequent returns to the property will likely result in additional fees.

Inspections & Repair Unit

All residential unit inspections & repairs are undertaken between 7am & 9am, Monday to Friday (excludes public holidays). Common area inspections are completed between 7am – 3pm, Monday to Friday (excluding public holidays).

Call Out Tariff – Fire Techs, Locksmiths, Handyman, Carpentry & Electricians
Call out Weekdays (7am – 3pm): \$150 + GST
Hourly Rate: \$120 + GST

Call Out Tariff – Plumbing
Call out Weekdays (7am – 3pm): \$180 + GST

admin@winfire.com.au - winfire.com.au

(P) 02 8566 8155 - (F)

Hourly Rate: \$135 + GST

Emergency Call Outs Tariff – All Trades – Make Safe ONLY

Weekdays (from 3pm onwards): \$500 + GST, includes 1 hour labour & travel

Weekends & Public Holiday: \$700 + GST, includes 1 hour labour & travel

Pricing & Payment

All quotations are valid for 60 days.

Terms of payment are strictly 30 days from invoice date.

Approved rectification works over the value of \$5,000 may (at Winfire's direction) require a 10% deposit to be paid prior to the works commencement.

All equipment and products used remain the property of Winfire until our invoice is settled and reserve the right to reclaim product/s for unpaid invoice/s without notification.

Only with reasonable just cause, 30 days' written notice is required for cancellation of any contract. Payment will be pro rata calculated and is due and payable on the cancellation date.

Warranty & Liability

Winfire's installation workmanship is guaranteed for 12 months from the installation date on the provision that the equipment or product is installed are used for their intended purpose and the equipment or product is serviced, tested and maintained in accordance with the manufacturer specifications.

If there is a warranty, faulty or warranty claims for equipment and products must be made under that manufacturer's warranty.

Winfire's liability under the terms of this agreement, ceases where the installed safety measures are repaired or interfered with by any person other than an employee or authorised representative of Winfire.

The Winfire workmanship warranty only applies once all of its invoices for that work are paid in full.

Disclosure

Winfire Pty Ltd and its business units, PG Martin Plumbing & Resolute Maintenance Group, is a wholly owned subsidiary of Network Strata Services Pty Ltd, ABN 31 064 303 324. All fees and charges are retained within Winfire Pty Ltd.

Acceptance and Understanding

The owners corporation warrants when accepting this agreement or any quotation from Winfire (including but not limited to, Corrective Action works) that it has sufficient monies available for payment of outlined works and that all Winfire invoices will be paid within 30 days of the completion of works engaged by Winfire.

Please note: that the release of an Annual Fire Safety Statement (AFSS) is dependent on either Winfire, being engaged to complete these works, or all works completed by others and compliance certificates being forwarded to Winfire. If compliance certificates can't be issued, Winfire will be required to inspect the repairs undertaken by the third party at an hourly rate.



Issue date: 27 November 2023

Certificate of Insurance

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown in the Period of Insurance below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

INSURED:	The Owners of Strata Plan 96472	
INTERESTED PARTY(S):	Name	Classification
DESCRIPTION OF INSURED BUSINESS:	Residential Strata	
SITUATION OF RISK:	473-477 BURWOOD ROAD, BELMORE, NSW 2192	
SECTION 1:	<u>Property - Physical Loss, Destruction or Damage</u> Buildings - \$14,275,000.00 Common Contents - \$142,750.00	
SECTION 2:	<u>Voluntary Workers Personal Accident</u> Accidental Death & Disablement - Insured Weekly Benefits - Insured	
SECTION 3:	<u>Office Bearers' Liability</u> Limit of Indemnity - \$5,000,000.00 in the aggregate Period of Insurance	
SECTION 4:	<u>Fidelity Guarantee</u> Limit - \$100,000.00 in the aggregate Period of Insurance	
SECTION 6:	<u>Public Liability</u> Limit of Indemnity - \$50,000,000.00 each and every Occurrence	
SECTION 7:	<u>Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses</u> (a) Taxation and Audit Costs Limit of Indemnity - \$30,000 in the aggregate Period of Insurance (b) Workplace Health and Safety Breaches Limit of Indemnity - \$150,000 in the aggregate Period of Insurance (c) Legal Defence Expenses Limit of Indemnity - \$50,000 in the aggregate Period of Insurance	
POLICY NUMBER:	LNG-STR-20213206	
PERIOD OF INSURANCE:	30 November 2023 expiring on 30 November 2024 at 4pm Local Standard Time	
INSURER:	Chubb Insurance Australia Limited	

This certificate has been arranged by Us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is in existence at the date we have issued this certificate. If you wish to review the details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy wording, schedule and any other associated policy document.

DISCLAIMER - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

This policy is issued by Longitude Insurance Pty Ltd (ABN 86 152 337 267) as an Authorised Representative (AR 424867) of Austagencies Pty Ltd (ABN 76 006 09 464) (Austagencies). Austagencies have binding authority from Chubb Insurance Australia Limited (ABN 23 001 642 020, AFSL 239687).

PAYMENT PLAN	Recommended Annual Capital Works Fund Payment Plan and verification of our Recommendations			Page 5
10 Year Plan for:	The Owners of Strata Plan 96472 - 473 Burwood Road, Belmore			Strata Plan: SP96472
Period covered by the Plan:	31 December 2023 to 31 December 2033			Plan prepared on: 1 August 2023

End of Year	Year Ending	Recommended Capital Works Fund Payment	Annual % change in Capital Works Fund Payment	Adjusted C/Works Fund Payment (increase/decrease)	C/Works Fund Balance + Interest + Annual Payment	Costs in each year refer to the table above (page 3)	Capital Works Fund Balance	Interest on the Capital Works Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	0.75%
							\$109,707	\$823
1	Dec-24	\$34,306			\$144,836	\$8,798	\$136,038	\$1,020
2	Dec-25	\$35,678	4.00%		\$172,737	\$15,319	\$157,418	\$1,181
3	Dec-26	\$37,105	4.00%		\$195,704	\$79,495	\$116,209	\$872
4	Dec-27	\$38,590	4.00%		\$155,670	\$42,917	\$112,753	\$846
5	Dec-28	\$40,133	4.00%		\$153,732	\$18,469	\$135,263	\$1,014
6	Dec-29	\$41,738	4.00%		\$178,016	\$31,840	\$146,176	\$1,096
7	Dec-30	\$43,408	4.00%		\$190,680	\$20,481	\$170,199	\$1,276
8	Dec-31	\$45,144	4.00%		\$216,620	\$55,675	\$160,945	\$1,207
9	Dec-32	\$46,950	4.00%		\$209,102	\$68,658	\$140,444	\$1,053
10	Dec-33	\$48,828	4.00%		\$190,326	\$144,116	\$46,210	\$347
11	Dec-34	\$50,781	4.00%		\$97,338		\$97,338	\$730

Note: some figures may be rounded

Assumptions		Our Recommendation of the Annual Capital Works Fund Payments for the next 11 years is set out in the Table above. Column C (Recommended Capital Works Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Capital Works Fund Payment (negative adjustment) from Column E to ensure that the Capital Works Fund Balance remains positive in each year. Column F includes the Capital Works Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Capital Works Fund Payment for the current year. Column G sets out the Anticipated Expenses in each year. Column H is the Capital Works Fund Balance which remains positive and proves our Recommendations are correct.
Base Annual Capital Works Fund contribution for Capital Items	\$48,306	
Buffer (or adjustment to the base annual contribution)	-\$14,000	
Recommended Annual Fund Contribution (After Buffer)	\$34,306	
Current Annual Capital Works Fund contribution (as instructed)	\$33,000	
Current Capital Works Fund Balance (as instructed)	\$109,707	
Annual Capital Works Fund Payment increase rate	4.00%	
Adopted Investment Rate after tax	0.75%	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Proposed Budget	Actual	Accepted Budget	Variance
	01/01/24 - 31/12/24	01/01/23 - 31/12/23	01/01/23 - 31/12/23	01/01/23 - 31/12/23
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	(\$430.02)	\$0.00	\$430.02
Debt Collection Recoveries	\$0.00	\$533.66	\$0.00	(\$533.66)
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$4,583.63	\$0.00	(\$4,583.63)
Expense Recoveries (GST)	\$0.00	\$136.36	\$0.00	(\$136.36)
Interest				
Interest On Levy Arrears	\$0.00	\$72.22	\$0.00	(\$72.22)
Levy Income				
Contributions - General	\$129,215.05	\$102,094.12	\$103,457.06	\$1,362.94
Contributions - General (Insurance Premium Renewal Fund)	\$0.00	\$35,000.00	\$35,000.00	\$0.00
Total Income	\$129,215.05	\$141,989.97	\$138,457.06	
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$50.00	\$42.40	\$50.00	\$7.60
DEFT Process Fees	\$100.00	\$97.90	\$90.00	(\$7.90)
BAS & Tax Administration	\$1,600.00	\$1,561.66	\$1,600.00	\$38.34
Air Conditioning				
Mechanical Ventilation	\$5,000.00	\$2,329.10	\$5,000.00	\$2,670.90
Building General				
General Maintenance	\$3,000.00	\$5,917.27	\$2,000.00	(\$3,917.27)
Garage Security Gate / Shutter	\$700.00	\$350.00	\$880.00	\$530.00
Locks & Doors	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
Cleaning				
Cleaning - General	\$17,500.00	\$16,733.87	\$16,200.00	(\$533.87)
Electrical				
Electrical Repairs	\$1,500.00	\$2,222.00	\$1,500.00	(\$722.00)
Electricity				
Electricity Consumption	\$7,800.00	\$7,516.52	\$5,000.00	(\$2,516.52)
Fire Control				
Fire Services	\$20,000.00	\$27,334.57	\$15,000.00	(\$12,334.57)
Garden & Grounds				
Gardening	\$500.00	\$0.00	\$500.00	\$500.00
Insurance				
Insurance Valuation Report	\$250.00	\$250.00	\$200.00	(\$50.00)
Insurance Premium (Insurance Premium Renewal Fund)	\$0.00	\$23,979.64	\$35,000.00	\$11,020.36
Insurance Premium	\$30,000.00	\$0.00	\$0.00	\$0.00
Legal & Professional Services				
Legal Fees	\$0.00	\$270.00	\$0.00	(\$270.00)

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Administrative Fund

	Proposed Budget	Actual	Accepted Budget	Variance
	01/01/24 - 31/12/24	01/01/23 - 31/12/23	01/01/23 - 31/12/23	01/01/23 - 31/12/23
Lift Repairs				
Lift Maintenance	\$6,000.00	\$7,272.44	\$6,000.00	(\$1,272.44)
Pest Control				
Pest Control - General	\$600.00	\$589.09	\$500.00	(\$89.09)
Plumbing				
Plumbing - General	\$2,000.00	\$1,832.20	\$2,000.00	\$167.80
Detention Pit & Pump Maintenance	\$2,000.00	\$1,195.00	\$800.00	(\$395.00)
Rubbish Removal				
Waste Removal	\$1,500.00	\$1,292.91	\$1,500.00	\$207.09
Security & Intercom				
Intercom Repairs / Replacement	\$750.00	\$1,160.00	\$250.00	(\$910.00)
Strata/Building Administration				
Debt Collection Fees	\$0.00	\$533.66	\$0.00	(\$533.66)
Inspection Fees	\$250.00	\$218.83	\$250.00	\$31.17
Land Titles & By-Law Registration	\$3,900.00	\$2,196.62	\$3,900.00	\$1,703.38
Management Services	\$10,874.00	\$9,018.36	\$10,065.00	\$1,046.64
Printing, Postage & Stationery	\$2,000.00	\$1,917.00	\$1,500.00	(\$417.00)
Strata Administration	\$4,400.00	\$4,045.41	\$3,500.00	(\$545.41)
Legislative Compliance	\$1,600.00	\$1,555.91	\$1,150.00	(\$405.91)
Previous Year Deficit	\$2,641.05	\$0.00	\$20,522.06	\$20,522.06
Telephone				
Lift Phone & Phone Charges	\$600.00	\$1,225.29	\$2,000.00	\$774.71
Water				
Water Consumption	\$1,100.00	\$1,451.31	\$500.00	(\$951.31)
Total Expenses	\$129,215.05	\$124,108.96	\$138,457.06	
GST	\$12,806.50		\$12,290.71	
Surplus / Deficit	\$0.00	\$17,881.01	\$0.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE
Capital Works Fund

	Proposed Budget	Actual	Accepted Budget	Variance
	01/01/24 - 31/12/24	01/01/23 - 31/12/23	01/01/23 - 31/12/23	01/01/23 - 31/12/23
Income				
Interest				
Interest On Levy Arrears	\$0.00	\$21.23	\$0.00	(\$21.23)
Levy Income				
Contributions - Capital Works Fund	\$34,306.00	\$30,000.64	\$30,000.00	(\$0.64)
Total Income	\$34,306.00	\$30,021.87	\$30,000.00	
Expenses				
Building General				
General Maintenance	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)
Capital Works Fund Maintenance	\$34,306.00	\$5,856.36	\$30,000.00	\$24,143.64
Strata/Building Administration				
Strata Administration	\$0.00	\$227.27	\$0.00	(\$227.27)
Total Expenses	\$34,306.00	\$8,083.63	\$30,000.00	
GST	\$3,430.60		\$3,000.00	
Surplus / Deficit	\$0.00	\$21,938.24	\$0.00	

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

Lot	Unit	Owner Names	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	1	N Puanglap & Y Wang	358	\$1,608.85	\$1,608.85	\$1,608.85	\$1,608.85	\$6,435.40
2	2	Aya Yasunaga	306	\$1,375.15	\$1,375.15	\$1,375.15	\$1,375.15	\$5,500.60
3	3	Mehzabin Farazi & Adem Kolar	363	\$1,631.30	\$1,631.30	\$1,631.30	\$1,631.30	\$6,525.20
4	4	Ji Yun Seo & Changhwan Lee	306	\$1,375.15	\$1,375.15	\$1,375.15	\$1,375.15	\$5,500.60
5	5	Ronald & Sharne Rubera	306	\$1,375.15	\$1,375.15	\$1,375.15	\$1,375.15	\$5,500.60
6	6	Rina Sato	306	\$1,375.15	\$1,375.15	\$1,375.15	\$1,375.15	\$5,500.60
7	7	Joel Flanagan	309	\$1,388.60	\$1,388.60	\$1,388.60	\$1,388.60	\$5,554.40
8	8	Julie Azzi	363	\$1,631.30	\$1,631.30	\$1,631.30	\$1,631.30	\$6,525.20
9	9	Sai Kaneko	312	\$1,402.15	\$1,402.15	\$1,402.15	\$1,402.15	\$5,608.60
10	10	Zofia Perkowska-Guse	368	\$1,653.80	\$1,653.80	\$1,653.80	\$1,653.80	\$6,615.20
11	11	Adi Kurniawan	312	\$1,402.15	\$1,402.15	\$1,402.15	\$1,402.15	\$5,608.60
12	12	S Mulyadi & S Gondosiswanto	312	\$1,402.15	\$1,402.15	\$1,402.15	\$1,402.15	\$5,608.60
13	13	Bin Zhu	312	\$1,402.15	\$1,402.15	\$1,402.15	\$1,402.15	\$5,608.60
14	14	Kate Broughton	315	\$1,415.65	\$1,415.65	\$1,415.65	\$1,415.65	\$5,662.60
15	15	S Islam & MD Mollah	377	\$1,694.20	\$1,694.20	\$1,694.20	\$1,694.20	\$6,776.80
16	16	Peng Liu	374	\$1,680.75	\$1,680.75	\$1,680.75	\$1,680.75	\$6,723.00
17	17	K Asahara & K Yokoyama	318	\$1,429.05	\$1,429.05	\$1,429.05	\$1,429.05	\$5,716.20
18	18	Mie Miyamukai	320	\$1,438.05	\$1,438.05	\$1,438.05	\$1,438.05	\$5,752.20
19	19	Aidong He	363	\$1,631.30	\$1,631.30	\$1,631.30	\$1,631.30	\$6,525.20
20	20	Brendan Sleigh	366	\$1,644.80	\$1,644.80	\$1,644.80	\$1,644.80	\$6,579.20
21	21	Jingwen Yang	374	\$1,680.75	\$1,680.75	\$1,680.75	\$1,680.75	\$6,723.00
22	22	Mikhail Tyurin	323	\$1,451.50	\$1,451.50	\$1,451.50	\$1,451.50	\$5,806.00
23	23	M Shrestha & R Bakhati	368	\$1,653.75	\$1,653.75	\$1,653.75	\$1,653.75	\$6,615.00
24	24	Yang Liu	374	\$1,680.75	\$1,680.75	\$1,680.75	\$1,680.75	\$6,723.00
25	25	Takashi & Yoishiko Inoue	383	\$1,721.15	\$1,721.15	\$1,721.15	\$1,721.15	\$6,884.60
26	26	Mark Maskall	380	\$1,707.70	\$1,707.70	\$1,707.70	\$1,707.70	\$6,830.80
27	27	Peng Chen	396	\$1,779.60	\$1,779.60	\$1,779.60	\$1,779.60	\$7,118.40
28	28	Michael & Nabiha Bitar	312	\$1,402.10	\$1,402.10	\$1,402.10	\$1,402.10	\$5,608.40
29	29	Buildworx Pty Ltd	424	\$1,905.45	\$1,905.45	\$1,905.45	\$1,905.45	\$7,621.80
			10000	\$44,939.60	\$44,939.60	\$44,939.60	\$44,939.60	\$179,758.40

Strata Plan 96472
473-477 BURWOOD ROAD BELMORE

Lot	Unit	Owner Names	UoE	Total
1	1	N Puanglap & Y Wang	358	\$94.55
2	2	Aya Yasunaga	306	\$80.80
3	3	Mehzabin Farazi & Adem Kolar	363	\$95.90
4	4	Jiyyun Seo & Changhwan Lee	306	\$80.80
5	5	Ronald & Sharne Rubera	306	\$80.80
6	6	Rina Sato	306	\$80.80
7	7	Joel Flanagan	309	\$81.60
8	8	Julie Azzi	363	\$95.90
9	9	Sai Kaneko	312	\$82.40
10	10	Zofia Perkowska-Guse	368	\$97.20
11	11	Adi Kurniawan	312	\$82.40
12	12	S Mulyadi & S Gondosiswanto	312	\$82.40
13	13	Bin Zhu	312	\$82.40
14	14	Kate Broughton	315	\$83.20
15	15	S Islam & MD Mollah	377	\$99.55
16	16	Peng Liu	374	\$98.80
17	17	K Asahara & K Yokoyama	318	\$84.00
18	18	Mie Miyamukai	320	\$84.50
19	19	Aidong He	363	\$95.85
20	20	Brendan Sleigh	366	\$96.65
21	21	Jingwen Yang	374	\$98.75
22	22	Mikhail Tyurin	323	\$85.30
23	23	M Shrestha & R Bakhati	368	\$97.20
24	24	Yang Liu	374	\$98.75
25	25	Takashi & Yoishiko Inoue	383	\$101.15
26	26	Mark Maskall	380	\$100.35
27	27	Peng Chen	396	\$104.60
28	28	Michael & Nabiha Bitar	312	\$82.40
29	29	Buildworx Pty Ltd	424	\$112.00
			10000	\$2,641.00

Actual amount(s) may vary.

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: 96472 for the 12 month period ending 31-DEC is as follows;

Time Recorded: 158:33 Hours	Documents Registered: 461	Meetings: 7
No. of Entries: 2066	Invoices Processed: 114	Insurance Work: 5
Emails: 1544	By-law Inquiries: 17	Correspondence: 3
Phone Calls: 56	Inspections: 3	Debt Recovery: 0
Work Orders: 0	Update Details: 17	184 Certificates: 1
General Admin: 0	Fire Compliance: 6	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 \$0.00. It is expected that this brokerage will be \$0.00 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.

Recovery of Costs - Fire and Works by Owner By-Law

1. Introduction

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

2. Damaging Common Property and False Fire Alarms

- 2.1 An owner or occupier must not trigger a false fire alarm.
- 2.2 An owner or occupier must not carry out any works to their lot or the common property around the lot, including work that has been approved, which:
 - 2.2.1 are in breach of, or which place the Owners Corporation's fire services in breach of any Law;
 - 2.2.2 reasonably require in the Owners Corporation needing to engage a structural, fire safety or other engineer, or any other consultant, to assess the condition of the common property (unless the owner or occupier has already entered into a binding agreement to pay, and pays, the costs of that engagement); or
 - 2.2.3 result in the Owners Corporation needing to carry out any work under section 106 of the SSMA.
- 2.3 Each owner must use all reasonable endeavours to ensure that their occupiers and invitees do not:
 - 2.3.1 trigger a false fire alarm; or
 - 2.3.2 carry out any works to which clause 2.2 applies, and:
 - 2.3.3 must upon request provide to the Owners Corporation sufficient evidence to satisfy the Owners Corporation (on the balance of probabilities) that the owner has used those reasonable endeavours.

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

If an owner or occupier breaches this by-law, the Owners Corporation may:

- 3.1 if the breach is of clause 2.1 or 2.3.1, recover from the person responsible the charge issued to the Owners Corporation for that false fire alarm; and
- 3.2 if the breach is of clause 2.2 or 2.3.2, recover from the person responsible its costs or damages flowing from that breach, including:
 - 3.2.1 the cost of carrying out works to the fire services to ensure they are compliant repairing the damaged common property;
 - 3.2.2 the costs of engaging an engineer or consultant as referred to in clause 2.2;
 - 3.2.3 the costs of carrying out any work of the type described in clause 2.2.3;
 - 3.2.4 the Schedule B Costs in connection with clauses 3.2.1-3.2.3;
 - 3.2.5 any legal fees of reasonably obtaining advice in connection with this by-law or any obligations in it; and recover the reasonable expenses of recovering those debts (including but not limited to legal fees and Schedule B Costs), and the owner indemnifies the Owners Corporation in respect of those debts and the expenses of recovering those debts.

4. **Recovery**

- 4.1 A debt will, if not paid within a month of (**Interest Start Date**):
- 4.1.1 sending the invoice to the responsible person; or
 - 4.1.2 otherwise notifying the responsible person of the debt,
- bear interest at the rate of 10% per annum, calculated on a daily basis from the Interest Start Date until payment.
- 4.2 The Owners Corporation may recover all of its expenses of recovering a debt, to the extent possible on an indemnity basis.
- 4.3 All debts, interest on debts and expenses of recovering debts are payable into the Administrative Fund, as an amount payable under a by-law made under Part 7 of the Act.

5. **Interpretation**

In this by-law:

- 5.1 **common property** means the common property for this strata scheme.
- 5.2 **debt** means any amount payable to the Owners Corporation under this by-law, any costs payable to the Owners Corporation under clauses 3.1-3.5 including any administrative costs (or Schedule B Costs).
- 5.3 **false fire alarm** means setting off a fire alarm (including a false fire alarm), so that the fire brigade or other organisation:
- 5.3.1 is required to attend the strata scheme; and
 - 5.3.2 charges the Owners Corporation a fee for that attendance.
- 5.4 **Law** means any Act, Regulation, code, standard or other requirement, including Australian Standard AS1851, which applies to the parcel.
- 5.5 **Legislation** means the *Strata Schemes Management Act* and all other related legislation.
- 5.6 **lot** means a lot in the strata scheme.
- 5.7 **occupier** means an occupier of a lot in the strata scheme.
- 5.8 **owner** means an owner of a lot in the strata scheme.
- 5.9 **person responsible** means, at the Owners Corporation's discretion:
- 5.9.1 the person who has breached any one or more of clauses 2.1-2.3; or
 - 5.9.2 an owner who is in breach of clause 2.2 or 2.3 by failing to use the necessary reasonable endeavours or take the reasonable steps.
- 5.10 **Schedule B Costs** means any costs which a strata managing agent is entitled to charge the Owners Corporation under Schedule B of their agency agreement, or any non-routine duties charges.
- 5.11 **SSMA** means the *Strata Schemes Management Act 2015*.
- 5.12 Any term used in this by-law that is defined in the SSMA will have the same meaning in this by-law as it does in the Act.
- 5.13 If there is any conflict between this by-law and any other by-law of the strata scheme, or any approval given by the Owners Corporation to carry out work, this by-law will apply to the extent of that conflict.
- 5.14 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.

Recovery of Tenant Related Costs By-Law

1. Introduction

The purpose of this by-law is to assist the Owners Corporation to better manage and administer the strata scheme by requiring certain information about tenants.

2. Duties of Owners and Occupiers

2.1 Under section 258 of the SSMA, if a lot is leased, an owner must give notice of the lease to the Owners Corporation within 14 days of the commencement of the lease, and that notice must be in writing and specify:

- 2.1.1 The name of the Tenant;
- 2.1.2 The address for service of the Tenant;
- 2.1.3 The date of commencement of the lease; and
- 2.1.4 The name of any letting agent acting for the owner in respect of that lease.

2.2 In addition to the requirements in section 258(4) of the Act, the owner must provide the following information to the Owners Corporation within 14 days of commencement of the lease:

- 2.2.1 An Australian mobile phone number for the Tenant; and
- 2.2.2 An email address for the Tenant.

2.3 Each owner and occupier must make their lot available during normal business hours, as long as at least 3 business days' notice has been given to them, for fire inspections, and any other inspections required to be carried out by the Owners Corporation (and for any other purpose) under the SSMA or any other Law.

2.4 Each owner must use all reasonable endeavours to ensure that their occupiers make the lot available as set out in clause 2.3.

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

If an owner or occupier breaches this by-law, the Owners Corporation may:

3.1 if the breach is of clause 2.1 and/or 2.2, recover from the owner the reasonable costs issued to the Owners Corporation (including Schedule B Costs and legal costs) flowing from that breach.

3.2 if the breach is of clause 2.3 or 2.4, recover from the person responsible its costs or damages flowing from that breach, including the reasonable costs of reinspection and procuring entry to that lot, including Schedule B Costs and legal costs, and recover the reasonable expenses of recovering those debts (including but not limited to legal fees and Schedule B Costs), and the owner indemnifies the Owners Corporation in respect of those debts and the expenses of recovering those debts.

4. **Recovery**

- 4.1 A debt will, if not paid within a month of (**Interest Start Date**):
 - 4.1.1 sending the invoice to the responsible person; or
 - 4.1.2 otherwise notifying the responsible person of the debt,bear interest at the rate of 10% per annum, calculated on a daily basis from the Interest Start Date until payment.
- 4.2 The Owners Corporation may recover all of its expenses of recovering a debt, to the extent possible on an indemnity basis.
- 4.3 All debts, interest on debts and expenses of recovering debts are payable into the Administrative Fund, as an amount payable under a by-law made under Part 7 of the Act.

5. **Interpretation**

In this by-law:

- 5.1 **common property** means the common property for this strata scheme.
- 5.2 **debt** means any amount payable to the Owners Corporation under this by-law, any costs recoverable by the Owners Corporation under clause 3 including any administrative costs (or Schedule B Costs).
- 5.3 **false fire alarm** means setting off a fire alarm (including a false fire alarm), so that the fire
- 5.4 **Law** means any Act, Regulation, code, standard or other requirement, including Australian Standard AS1851, which applies to the parcel.
- 5.5 **lot** means a lot in the strata scheme.
- 5.6 **Tenant** means a person who is a tenant or sub-tenant at a lot.
- 5.7 **owner** means an owner of a lot in the strata scheme.
- 5.8 **person responsible** means, at the Owners Corporation's discretion:
 - 5.8.1 the person who has breached any one or more of clauses 2.1-2.4; or
 - 5.8.2 an owner who is in breach of clause 2.3 or 2.4 by failing to use the necessary reasonable endeavours or take the reasonable steps.
- 5.9 **Schedule B Costs** means any costs which a strata managing agent is entitled to charge the Owners Corporation under Schedule B of their agency agreement, or any non-routine duties charges.
- 5.10 **SSMA** means the *Strata Schemes Management Act 2015*.
- 5.11 Any term used in this by-law that is defined in the SSMA will have the same meaning in this by-law as it does in the Act.
- 5.12 If there is any conflict between this by-law and any other by-law of the strata scheme, or any approval given by the Owners Corporation to carry out work, this by-law will apply to the extent of that conflict.
- 5.13 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.



NETSTRATA

EST 1996

MANAGING AGENCY AGREEMENT



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1. INTRODUCTION AND TERMS USED

Introduction

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
Cyber Security Insurance	\$3,000,000 – CFC Underwriting Limited, Policy No.: ESM0039694202
Street Address:	298 Railway Parade, Carlton NSW 2218
Postal Address:	P.O. Box 265, Hurstville NSW BC 1481
Email Address:	admin@netstrata.com.au
Phone Number:	1300 638 787
Website:	www.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	A.C.N. 128 855 489
Strata Insurance Services Pty Ltd	A.C.N. 167 214 182
Australian Financial Services License No:	457333
Professional Memberships	National Insurance Brokers Association
Winfire Pty Ltd	A.C.N. 630 169 836
Trade License No:	340616C
Security License No:	000105051
Professional Memberships:	Fire Protection Australia – Gold Member
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.**
- (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.
- (3.41) **'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 14.10(a). 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 _____ 96472 _____ at _____ 473-477 BURWOOD ROAD, BELMORE _____,

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 22/02/2024 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.
- (6.9) 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 appliances and apparatus including but not limited to;
 - Detention pit and pumps
 - Common garage doors and security gates
 - Residual Current Devices
 - Common hot water heaters
 - Common property locks and doors
 - Common air-conditioning systems.
- (7.3) Arrange for other routine maintenance such as carpet cleaning or re-mulching and fertilising of common area 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 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
 - Preparation of an Annual Budget & Monthly Financial Statements
 - Strata Interest (Section 22) Notices
 - All written communication sent and received by scheme,
 - The Minutes Book
 - Policies of Insurance
 - Documents received pursuant to Section 16
 - 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
 - Attending mediation on behalf of the scheme
 - Fire compliance & signing the A.F.S.S.
 - Work performed after normal business hours
 - Preparing for and attending N.C.A.T. proceedings
 - Bulk tendering on Behalf of the Scheme
 - Work arising from changes to legislation
 - Initiating legal action, e.g. Debt Recovery
 - Engaging expert consultants (see 9.4 below) and additional work arising from same
 - Qualifying trade licenses and insurances
 - Liaising with local council or other statutory bodies such as Work Cover or NSW Fair Trading
 - Preparing B.A.S. & income tax returns
 - Appointment of insurance assessors.
- (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.
- (8.3) 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
 - Work arising from reports described in Clause 9
 - Work arising from changes in technology
 - Arrange periodic Council Clean-Ups
 - Pressure Cleaning
 - Works required from the Capital Works Fund as defined by Section 79(2) of the Strata Act
 - Work arising from changes in legislation
 - Pest control and pest inspections
 - Window and facade cleaning
 - Non-essential preventative maintenance
 - 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 all Insurance claims 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).
- (8.26) 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).
- (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(b).
- (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).

Client Communication

- (8.34) Receive and maintain up to 350 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-Out 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 Work 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 (9.5) as well as attend on-site inspections, address communications with the builder to examine and attend defect repairs when instructed by the scheme.
- (9.7) Read advice provided by legal consults and other experts associated with the items listed in item (9.5).

Financial

- (9.8) Provide an online invoice approval system for a nominated committee representative, see item 14.3(d).
- (9.9) Maintain levy arrears payment plans, see item 14.4(b).
- (9.10) 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).
- (9.11) Open and maintain 3 or more investment accounts, see item 14.5(c).
- (9.12) Preparation of financial data for auditing purposes, see item 14.5(c).

Strata Administration

- (9.13) Process applications for minor and major renovations, payable by the lot owner making the application, see item 6.8 and 14.5(b).
- (9.14) 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).
- (9.15) Provide records to the scheme, following the termination of this agreement and prior to the expiration of the term, see item 14.2(f).

Sustainability Projects (See Item 14.5(b))

- (9.16) 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(c))

- (9.17) 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 1
- (vi) For the agent, notices of a grievance under this clause shall be directed to ALL elected Strata Committee 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 the 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

- (11.5) 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.
- (11.6) 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.
- (11.7) 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).
- (11.8) 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

- (11.9) 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;
- (11.10) **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.
- (11.11) **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 and 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.
- (11.12) **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.
- (11.13) **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.
- (11.14) **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

- (11.15) 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.
- (11.16) 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.
- (11.17) 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.
- (11.18) 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 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

- (11.19) 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

- (11.20) 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.
- (11.21) 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.
- (11.22) 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%.
- (11.23) 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.
- (11.24) 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

- (11.25) 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

- (11.26) 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 is 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	Corporate Home Unit Underwriting Agencies
Bannerman's Lawyers	Chambers Russell Lawyers	Strata Energy Services
Holding Redlich Lawyers	Mills Oakley Lawyers	Winfire
J.S. Mueller and Co. Lawyers	DEA Lawyers	Macquarie Bank
Madison Marcus Law	Sparke Helmore	Maddocks

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	<p>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 and charges outlined in Section 14 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; 3 Years \$ 10,848.73 P.A., 2 Years \$ 11,391.16 P.A., 1 Year Agreement \$ 11,933.60 P.A., No Term \$ 12,476.04 P.A.</p>
 Strata Administration	<p>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. Off/On boarding of records relates to the installation or removal of signage at the scheme that references the managing agent, including emergency contacts etc, as well as deregistering owners from the mobile app.</p>
 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. 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	<p>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.</p>
 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 an 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 14.5(b).</p> <p>Note: Where Winfire is appointed by the Owners Corporation, a 25% reduction to items 14.6(a) & (b) applies.</p>
 Trade Compliance	<p>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).</p>
 Pre-AGM Survey and Tenant Meeting Compliance	<p>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, and conducting a tenant meeting (if required).</p>
 Council Clean Up	<p>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.</p>
 Stationery By-law	<p>In the event your Owners Corporation has passed the Stationery By-law, which permits the Owners Corporation to charge lot owners for the costs of printing, postage and stationery, this is for the time taken to issue and collect the stationery By-law charges on lot owners (which is paid directly to the Owners Corporation) as well as administer the ongoing delivery types.</p>
 Debt Recovery Fees	<p>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</p>
 Updating New Tenancies	<p>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.</p>

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) \$ 31.17 **	
(a) Attend AGM completed prior to 6:30pm (Mon to Thurs)	Included
(b) Attend 2 electronic meetings during business hours	Included
(c) Arranging routine and scheduled maintenance to Max. \$5000	Included
(d) Issue routine work orders and quotation requests	Included
(e) Conduct 3 on-site inspections per annum	Included
(f) Process insurance claims to a maximum of \$5000	Included

(14.2) Strata administration	
(a) Out of pocket expenses	At cost +25%
(b) Arrange council clean up	\$11.00 per lot, per clean-up
(c) Bulk tendering	15% of savings gained
(d) Process tenancy notices	\$49.00 per notice
(e) Establish building registers	Price on application
(f) Early handover of records	\$750.00
(g) Off/on boarding of records	\$750.00

(14.3) Financial administration	
(a) Audit preparation	\$49.00 per 15 minute block
(b) Income tax preparation & lodgement	\$525.00 per return
(c) B.A.S. Preparation & lodgement	\$300.00 per return
(d) Online invoice approvals	\$6.60 per lot, per qtr

(14.4) Arrears processing	Charged to Levy Debtor
(a) Issue arrears reminders	\$44.00 per arrears notice
(b) Arrange payment plan	\$100.00 per plan, per mth
(c) Perform skip trace	\$250.00 per trace
(d) Initiate legal action	\$185.00 per action

(14.5) Hourly rates	
(a) Director/senior executive	\$125.00 per 15 minute block
(b) Strata managing agent	\$75.00 per 15 minute block
(c) Clerical/admin staff	\$55.00 per 15 Minute block

Disbursements - Option A <input type="checkbox"/>	
(14.10a) Fixed disbursements (per lot, per month)	\$ 9.95
Telephony charges	
(a) Mobile, SMS, MMS, & STD phone calls	Included
Delivery of information	
(b) Postage charges	
(c) Photocopying, printing and stationery	
(d) Levy payment notices (excluding arrears processing fee)	Included
(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.	Included
(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	Included
(n) Provide copy of insurance certificate via online portal	
(o) Maintain online client portal	
(p) Maintain 'Netstrata Space' mobile application	

(14.6) Statutory compliance	
(a) Fire compliance & administration	\$2.60 per lot, per month*
(b) Sign annual fire safety statement	\$675.00 per statement
(c) Pre-AGM survey & tenant meetings	\$22.00 per lot
(d) Complete safe work certificate	\$75.00 per certificate
(e) Qualify existing trade license	\$55.00 per supplier, per annum
(f) Qualify new trade license	\$125.00 per supplier
(g) Complete strata hub survey	\$75.00 per 15 minute block
(h) Complete o.B.C. Survey	\$75.00 per 15 minute block
*A 25% Reduction applies where Winfire is appointed to complete A.F.S.S.	

(14.7) Insurance**	
(a) Brokerage	If applicable pursuant to Sec.60
(b) Process insurance claims	\$75.00 per 15 minute block
(c) Management fee increase	+25% to item in 14.1
**Applies where Agent IS NOT appointed as an Authorised Representative	

(14.8) Project administration (Only applies when approved by Principal)	
(a) Defect claims	\$75.00 per 15 minute block
(b) D.B.P. Act remedial works	5% of total of works
(c) Building/infrastructure upgrades	\$75.00 per 15 minute block
(d) Legal/mediation matters	\$75.00 per 15 minute block
(e) Sign minor & major works contracts	\$75.00 per 15 minute block

(14.9) Requests by Lot Owners/Residents (Charged to Lot Owner)	
(a) A/Hours Emergency (5pm to 11:59pm)	\$99.00 per call
(b) A/Hours Emergency (12am to 6am)	\$175.00 per call
(c) Process Key/Fob/Bond Request	\$55.00 per 15 minute block
(d) Provide Smoke Detector Cert	\$75.00 per certificate
(e) Process By-law Complaint	\$55.00 per complaint
(f) Online Strata Search	\$55.00 per hour
(g) Section 183 Preparation Fee	\$55.00 per 15 minute block
(h) Issue Section 184 Certificate	Statutory fee, paid by applicant

Disbursements - Option B <input type="checkbox"/>	
(14.10b) Disbursements (pay as you go)	
Telephony charges	
(a) Mobile, SMS, MMS, & STD phone calls	At cost +25%
Delivery of information	
(b) Postage charges	At cost +25%
(c) Photocopying, printing and stationery	\$1.00 per page
(d) Levy payment notices (Ex. arrears processing fee)	\$3.30 per levy
(e) Electronic delivery of information	\$1.00 per email
(f) Issue supplier EFT and remittance advices	\$1.00 per advice
Information storage and data protection	
(g) Hardcopy archiving, storage & retrieval of records	\$2.20 per lot, per month
(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	\$2.20 per lot, per month
(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	\$15.00 per user

The common seal of Strata Plan 96472 was affixed in the presence of the undersigned being the persons authorised to attest the affixing of the seal, on this date 22/02/24.

**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.





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 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:

1. 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.

2. 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.

3. 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.

4. Claims management

Having an in-house broker means we are able 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

5. 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, please see the following link [HERE >](#)



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. Key benefits include;

1. 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 provide these two services simultaneously.



2. 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.

3. 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.

4. 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.

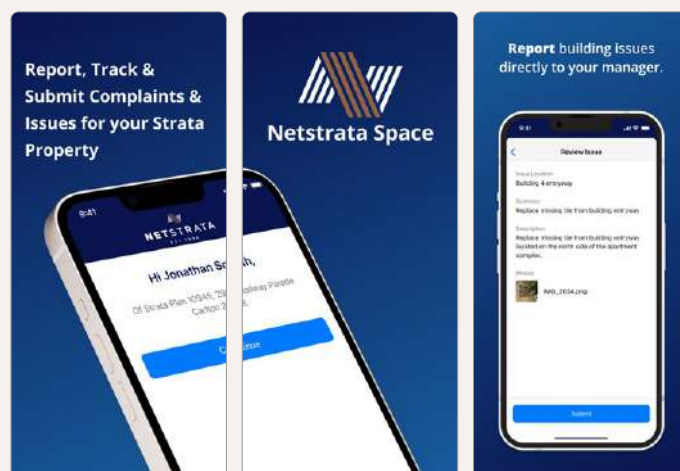
5. Competitive Pricing and Accountability

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.

Netstrata 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.

[DOWNLOAD >](#)



Tax Agent
26193908



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:
 - 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.
 - 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.
 - 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 mortgagee 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 platform which enables owners to signal their vote for each motion on the agenda. Access to the voting portal is possible via the following means:

- Clicking on the link under the 'online' heading within the covering letter supplied with this meeting notice (for owners who elect to receive their correspondence via email).
- Scanning the QR Code included on the covering letter under the 'Online' voting option heading (for owners who elect to receive their correspondence via post).

Owners who may not be able to attend the meeting, or prefer to cast their vote electronically may do so via the electronic platform. There are however the following limitations as imposed in the Strata Schemes Management Regulation 2016 (Regulation 14):

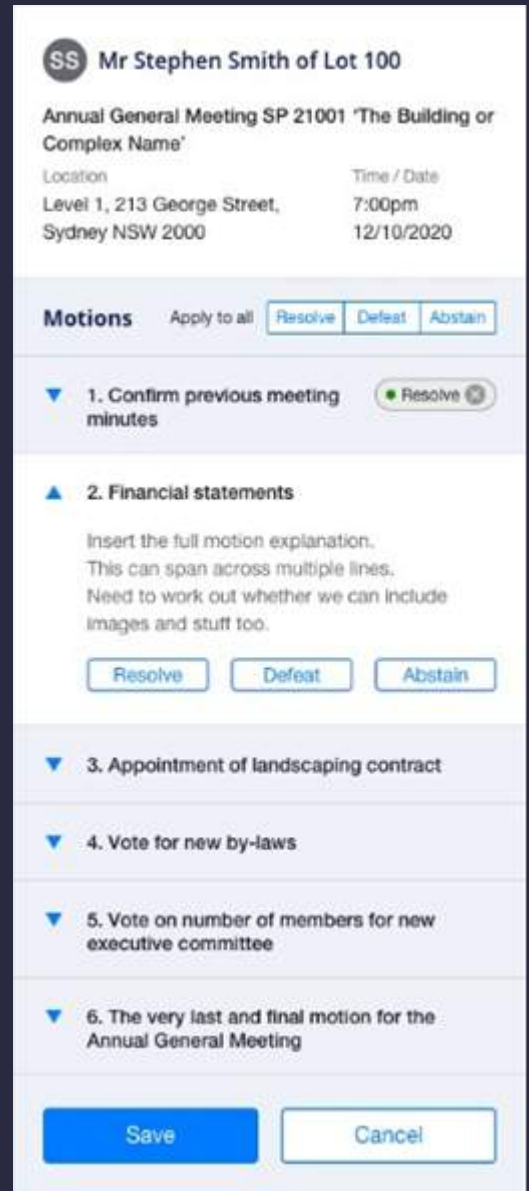
1. The pre-meeting vote may have no effect where a motion is amended at a meeting;
2. A motion that is to be determined wholly by pre-meeting electronic voting may not be amended at the meeting for which the pre-meeting electronic voting is conducted;
3. A motion that is to be determined partly by pre-meeting 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.

PRE-MEETING VOTING

VOTING ELECTRONICALLY

Each Motion will appear on the portal:

- Owners can signal whether they would like to 'Resolve', 'Defeat' or 'Abstain' from voting on each motion on the agenda (except for a strata committee election).
- Once a motion has been voted on, the vote will appear next to the motion and owners will then be led to vote on the next motion.
- If an owner would like to change their vote, this is possible by selecting the relevant motion and changing the vote to be submitted.
- Selecting 'Save' confirms the votes being cast.
- At the commencement of the meeting, all pre-meeting electronic votes which have been cast for each motion are provided to the strata manager who will declare the votes submitted.



The screenshot shows the user interface for Mr Stephen Smith of Lot 100. It displays the meeting details: Annual General Meeting SP 21001 'The Building or Complex Name', Location: Level 1, 213 George Street, Sydney NSW 2000, and Time / Date: 7:00pm, 12/10/2020. Below this, there are three buttons: 'Resolve', 'Defeat', and 'Abstain'. The 'Motions' section lists six items: 1. Confirm previous meeting minutes (with a 'Resolve' button), 2. Financial statements (with a text input area and 'Resolve', 'Defeat', 'Abstain' buttons), 3. Appointment of landscaping contract, 4. Vote for new by-laws, 5. Vote on number of members for new executive committee, and 6. The very last and final motion for the Annual General Meeting. At the bottom, there are 'Save' and 'Cancel' buttons.

Traditionally, owners corporation meetings involve gathering all members in a physical location, which can be time-consuming, inconvenient, and sometimes difficult to achieve due to conflicting schedules. By utilising the Pre-Meeting Electronic Voting platform, owners may participate in the decision-making processes, without physically attending the meeting, by casting a vote conveniently and efficiently from the comfort of their own home or wherever they may be.

By embracing Pre-Meeting Electronic Voting, we can collectively enhance the efficiency, transparency, and inclusivity of the decision-making process within your owners corporation. Together, we will continue to build a stronger and more vibrant community.

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, our office has implemented an electronic voting platform which enables owners to signal their vote for each motion on the agenda. Access to the voting portal is possible via the following means:

- Clicking on the link under the 'online' heading within the covering letter supplied with this meeting notice (for owners who elect to receive their correspondence via email).
- Scanning the QR Code included on the covering letter under the 'Online' voting option heading (for owners who elect to receive their correspondence via post).

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

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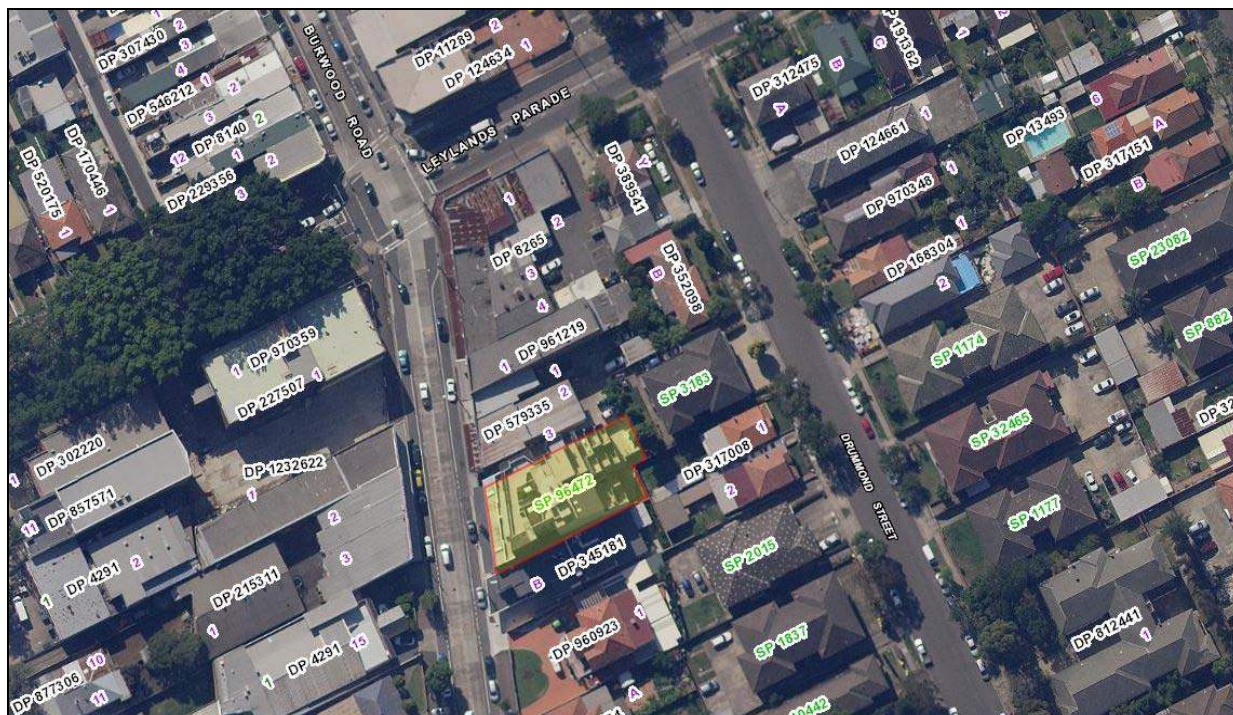
ABN 60 508 188 246

10 YEAR CAPITAL WORKS FUND PLAN

FEBRUARY 2019



473 BURWOOD ROAD, BELMORE :: SP96472



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Annexes

Photographs

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10 Year Capital Works Fund Forecast – Costs Estimates (includes GST)

Page 3

Capital Works Fund Forecast for:		473 Burwood Road, Belmore				Date commencing:		30 November 2018			Strata Plan:		SP96472	
											Today's date:		5 February 2019	
					End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10
Serial	Item	Current Cost Estimate	Approx year required	Escalated amount	Nov-19	Nov-20	Nov-21	Nov-22	Nov-23	Nov-24	Nov-25	Nov-26	Nov-27	Nov-28
1	Structure													
2	Roof	\$2,900	6	\$4,602						\$4,602				
3	Long term capital items	\$14,500	10	\$31,304										\$31,304
4	Appendages													
5	Fire safety	\$4,000	8	\$7,404								\$7,404		
6	Common prop. lighting	\$1,500	4	\$1,823				\$1,823						
7	Garage doors	\$1,500	6	\$2,380						\$2,380				
8	Ventilation	\$10,000	9	\$19,990									\$19,990	
9	Elevators & equipment	\$50,000	7	\$85,691							\$85,691			
10	Guttering & downpipes	\$8,700	4	\$10,575				\$10,575						
11	Entry doors - safety glass	\$2,000	3	\$2,315			\$2,315							
12	Floor tiles	\$8,000	5	\$10,210					\$10,210					
13	Windows	\$5,000	9	\$9,995									\$9,995	
14	Common prop. signage	\$2,000	1	\$2,100	\$2,100									
15	Internal painting	\$12,000	7	\$20,566							\$20,566			
16	Roller door motors	\$1,000	4	\$1,216				\$1,216						
17	Security system	\$3,500	3	\$4,052			\$4,052							
18	Internal balustrade	\$4,500	2	\$4,961		\$4,961								
19	Outside													
20	External painting	\$87,000	8	\$161,031								\$161,031		
21	Landscaping	\$1,000	2	\$1,103		\$1,103								
22	Fences	\$1,800	8	\$3,332								\$3,332		
23	Retaining walls	\$2,000	7	\$3,428						\$3,428				
24	Sealing concrete areas (1)	\$8,000	3	\$9,261			\$9,261							
25	Sealing concrete areas (2)	\$8,000	9	\$15,992									\$15,992	
26	Trip hazards	\$500	1	\$525	\$525									
27	Storm water drains	\$4,350	6	\$6,903						\$6,903				
28	Pathways	\$1,000	6	\$1,587						\$1,587				
29	External balustrade	\$8,700	5	\$11,104					\$11,104					
30	Line marking	\$5,000	5	\$6,381					\$6,381					
31	Common prop. doors	\$3,000	5	\$3,829					\$3,829					
	Total Estimate (rounded)	\$261,450		\$443,659	\$2,625	\$6,064	\$15,628	\$13,614	\$31,524	\$15,472	\$109,685	\$171,766	\$45,977	\$31,304

10 Year Capital Works Fund Forecast – Reasoning for Costs Estimates (includes GST)

Page 4

Capital Works Fund Forecast for:		473 Burwood Road, Belmore		Date commencing:	30 November 2018	Strata Plan:	SP96472
						Today's date:	5 February 2019
Serial	Item	Current Cost Estimate	Approx year required	Comments (Allowance for)			
1	Structure						
2	Roof	\$2,900	6	Contribution towards the repair of the roof			
3	Long term capital items	\$14,500	10	Contribution towards the replacement of the long term capital items			
4	Appendages						
5	Fire safety	\$4,000	8	Contribution towards the renewal of the fire safety			
6	Common prop. lighting	\$1,500	4	Contribution towards the replacement of the common prop. lighting			
7	Garage doors	\$1,500	6	Contribution towards the repair of the garage doors			
8	Ventilation	\$10,000	9	Contribution towards the renewal of the ventilation			
9	Elevators & equipment	\$50,000	7	Contribution towards the renewal of the elevators & equipment			
10	Guttering & downpipes	\$8,700	4	Contribution towards the repair of the guttering & downpipes			
11	Entry doors - safety glass	\$2,000	3	Contribution towards the renewal of the entry doors - safety glass			
12	Floor tiles	\$8,000	5	Contribution towards the repair of the floor tiles			
13	Windows	\$5,000	9	Contribution towards the repair of the windows			
14	Common prop. signage	\$2,000	1	Contribution towards the repair of the common prop. signage			
15	Internal painting	\$12,000	7	Contribution towards the renewal of the internal painting			
16	Roller door motors	\$1,000	4	Contribution towards the repair of the roller door motors			
17	Security system	\$3,500	3	Contribution towards the renewal of the security system			
18	Internal balustrade	\$4,500	2	Contribution towards the renewal of the internal balustrade			
19	Outside						
20	External painting	\$87,000	8	Contribution towards the renewal of the external painting			
21	Landscaping	\$1,000	2	Allowance for the renewal of the landscaping			
22	Fences	\$1,800	8	Contribution towards the repair of the fences			
23	Retaining walls	\$2,000	7	Contribution towards the repair of the retaining walls			
24	Sealing concrete areas (1)	\$8,000	3	Contribution towards the repair of the sealing concrete areas (1)			
25	Sealing concrete areas (2)	\$8,000	9	Contribution towards the repair of the sealing concrete areas (2)			
26	Trip hazards	\$500	1	Removal of any trip hazards			
27	Storm water drains	\$4,350	6	Contribution towards the repair of the storm water drains			
28	Pathways	\$1,000	6	Contribution towards the repair of the pathways			
29	External balustrade	\$8,700	5	Contribution towards the renewal of the external balustrade			
30	Line marking	\$5,000	5	Contribution towards the repair of the line marking			
31	Common prop. doors	\$3,000	5	Contribution towards the repair of the common prop. doors			
	Total Estimate (rounded)	\$261,450					

Recommended Annual Capital Works Fund Payment

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End of Year	Year Ending	Recommended Capital Works Fund Payment	Annual % change in Capital Works Fund Payment	Adjustm't to Capital Works Fund Payment (increase/decrease)	CW/Fund Balance + Interest + Annual CW/Fund Payment	Costs in each year refer to the table above (page 3)	Capital Works Fund Balance	Interest on the Capital Works Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	2.75%
							\$75	\$2
1	Nov-19	\$39,937			\$40,014	\$2,625	\$37,389	\$1,028
2	Nov-20	\$41,934	5.00%		\$80,350	\$6,064	\$74,287	\$2,043
3	Nov-21	\$44,030	5.00%		\$120,360	\$15,628	\$104,732	\$2,880
4	Nov-22	\$46,232	5.00%		\$153,844	\$13,614	\$140,230	\$3,856
5	Nov-23	\$48,543	5.00%		\$192,630	\$31,524	\$161,106	\$4,430
6	Nov-24	\$50,970	5.00%		\$216,506	\$15,472	\$201,034	\$5,528
7	Nov-25	\$53,519	5.00%		\$260,082	\$109,685	\$150,397	\$4,136
8	Nov-26	\$56,195	5.00%		\$210,728	\$171,766	\$38,962	\$1,071
9	Nov-27	\$59,005	5.00%		\$99,038	\$45,977	\$53,061	\$1,459
10	Nov-28	\$61,955	5.00%		\$116,475	\$31,304	\$85,170	\$2,342
11	Nov-29	\$65,053	5.00%		\$152,565		\$152,565	\$4,196

Note: some figures may be rounded

Assumptions		The above table represents our Recommendation of the Annual Capital Works Fund Payments for the next 11 years. Column F includes the Capital Works Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Capital Works Fund Payment for the current year. Column C (Recommended Capital Works Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Capital Works Fund Payment (negative adjustment) to ensure that the Capital Works Fund Balance remains positive in each year.
Base Annual Capital Works Fund contribution for Capital Items	\$42,437	
Buffer (or adjustment to the base annual contribution)	-\$2,500	
Recommended Annual Capital Works Fund Contribution (After Buffer)	\$39,937	
Current Annual Capital Works Fund contribution (as instructed)	\$16,500	
Current Capital Works Fund Balance (as instructed)	\$75	
Annual Capital Works Fund Payment increase rate	5.00%	
Adopted Investment Rate after tax	2.75%	

First Year - Recommended Capital Works Fund Payment per Unit Entitlement and per Lot (PER ANNUM)

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First Year Capital Works Fund Payment			
Lot No	Unit Entitlement	Per Annum: Year 1 Payment	Rate per U/E
1	358	\$1,430	(rounded)
2	306	\$1,222	
3	363	\$1,450	
4	306	\$1,222	
5	306	\$1,222	
6	306	\$1,222	
7	309	\$1,234	
8	363	\$1,450	
9	312	\$1,246	
10	368	\$1,470	
11	312	\$1,246	
12	312	\$1,246	
13	312	\$1,246	
14	315	\$1,258	
15	377	\$1,506	
16	374	\$1,494	
17	318	\$1,270	
18	320	\$1,278	
19	363	\$1,450	
20	366	\$1,462	
21	374	\$1,494	
22	323	\$1,290	
23	368	\$1,470	
24	374	\$1,494	
25	383	\$1,530	
26	380	\$1,518	
27	396	\$1,581	
28	312	\$1,246	
29	424	\$1,693	
	10000	\$39,937	

Recommendation

We consider that the existing Capital Works Fund Balance is low, and that this Balance should be increased over time to allow for future likely expenditure as well as any unforeseen circumstances. We consider that the current annual payments are not sufficient to meet the immediate likely expenditure. We recommend that the Owners Corporation adopt as a minimum the Capital Works Fund Payments as shown in the table below and for the following ten years.

Points of consideration

We have made the following allowances:

- contribution towards the repair of the roof in year 6.
- contribution towards the replacement of the long term capital items, if required.
- in year 8, contribution towards the renewal of the fire safety.
- contribution towards the replacement of the common prop. lighting in year 4.
- in year 6, contribution towards the repair of the garage doors.
- contribution towards the renewal of the ventilation in year 9, if required.
- contribution towards the renewal of the elevators & equipment in year 7.
- in year 4, contribution towards the repair of the guttering & downpipes.
- contribution towards the renewal of the entry doors - safety glass in year 3.
- in year 5, contribution towards the repair of the floor tiles.
- contribution towards the repair of the windows in year 9.
- in year 1, contribution towards the repair of the common prop. signage.
- in year 7, contribution towards the renewal of the internal painting, if required. In order to maintain a fresh appearance and provide constant protection. If performed regularly, repainting will prevent excessive preparation costs in the future.
- contribution towards the repair of the roller door motors in year 4.
- in year 3, contribution towards the renewal of the security system.
- contribution towards the renewal of the internal balustrade in year 2.
- contribution towards the renewal of the external painting in year 8, if required.
- in year 2, allowance for the renewal of the landscaping. The owners may wish to change the plantings, restore landscaped areas and refresh with new bark chips.
- contribution towards the repair of the fences in year 8. Where appropriate, at 50% of the cost in accordance with the Dividing Fences Act, 1991.
- in year 7, contribution towards the repair of the retaining walls.
- contribution towards the repair of the sealing concrete areas (1) in year 3. Which according to industry practitioners should be carried out every 5 years.
- in year 9, contribution towards the repair of the sealing concrete areas (2).
- removal of any trip hazards in year 1. (By the use of a concrete grinder or other appropriate means).
- in year 6, contribution towards the repair of the storm water drains, if required.
- in year 6, contribution towards the repair of the pathways.
- contribution towards the renewal of the external balustrade in year 5.
- in year 5, contribution towards the repair of the line marking.
- contribution towards the repair of the common prop. doors in year 5.

Note that the Capital Works Fund Plan is only an estimate of what items may reasonably require replacement during the term of the Plan. There is no guarantee that a reasonable assessment of a future projection today may in fact come to pass, and indeed, additional items of capital repairs or replacement unforeseen at the time of preparing a Capital Works Fund Plan may occur in the immediate future. This Capital Works Fund Plan should be reviewed periodically when items are no longer required and should be removed, or new items discovered which should be added to the Plan. Funding for this Plan should be obtained from the Capital Works Fund. The shown figures are our recommendation based upon our assessment of the likely expenditure (and an allowance for expenditure) in the 10 year Capital Works Fund Plan requested. The Owners Corporation is entitled to choose whatever Capital Works Fund contributions they deem appropriate for their particular circumstances.

Summary

The following repair or replacement items are recommended at the times scheduled below.

Year	Year Ending	Recommended Capital Works Fund Payment (includes any Extra Costs payment)	Items
1	Nov-19	\$39,937	Trip Hazards Common Prop. Signage
2	Nov-20	\$41,934	Landscaping Internal Balustrade
3	Nov-21	\$44,030	Sealing Concrete Areas (1) Security System Entry Doors - Safety Glass
4	Nov-22	\$46,232	Roller Door Motors Guttering & Downpipes Common Prop. Lighting
5	Nov-23	\$48,543	Common Prop. Doors Line Marking External Balustrade Floor Tiles
6	Nov-24	\$50,970	Pathways Storm Water Drains Garage Doors Roof
7	Nov-25	\$53,519	Retaining Walls Internal Painting Elevators & Equipment
8	Nov-26	\$56,195	Fences External Painting Fire Safety
9	Nov-27	\$59,005	Sealing Concrete Areas (2) Windows Ventilation
10	Nov-28	\$61,955	Long Term Capital Items
11	Nov-29	\$65,053	



W. L. Dobrow FAPI FREI REIV (Aust)

Registered Valuer No. 515 (NSW) - Unrestricted

Real Estate Institute of NSW - Accredited Commercial Specialist & Accredited Practicing Valuer
Australian Property Institute - Certified Practising Valuer

The above assessment has been calculated in accordance with the Strata Schemes Management Act 2015. The recommendations are calculated from an amalgam of estimates and a single figure is provided for practical purposes from within a range of values and combination of a range of estimates. Areas have been calculated from our on-site measurements of the external parts of the building or the subject Strata Plan. Building plans or building surveys should be provided if the Owners Corporation requires more accurate areas. We have relied upon Rawlinsons and the advice of a quantity surveyor at times to assess the cost of replacement and the repair of items and do not accept responsibility for any errors from the above providers of source data. Our inspection of the building only includes easily accessible areas of the property at the time of inspection. We do not identify or comment on the structural integrity (pest, rot or defect, etc), building compliance, or fire safety items of the improvements.

This report is for the use of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this report. Neither the whole nor any part of this report or any reference thereto may be included in any published document, circular or statement or published in any way without our written approval of the form and context in which it may appear. This Capital Works Fund Plan has been prepared on the basis of instruction being for a 10 year Capital Works Fund Plan only in order to satisfy the requirements of the Act and for no other purpose. A comprehensive report should be commissioned if a party requires a more detailed report or for use in litigation matters. We reserve the right to review or withdraw our report at any time. This report does not cover the property's structural condition or environmental contamination, nor is a quantitative survey. This report does not cover occupational health and safety, fire safety, nor council compliance in any respect (ie. flooding, building, etc) nor should it be construed as such.

Photographs

