

# SydneyStrataReport

property strata inspections

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## STRATA REPORT

|                                  |                                                    |
|----------------------------------|----------------------------------------------------|
| Client                           | Infinity Property Agents                           |
| Address of property              | Unit 416/1 Bruce Bennetts Place,<br>Maroubra, NSW. |
| Lot                              | 59                                                 |
| Strata Plan                      | SP 74790                                           |
| Name of Strata Management Co.    | Strata Plus                                        |
| Address of Strata agent          | Surry Hills                                        |
| Telephone Number of Strata Agent | 9319 1899                                          |
| Report Date                      | 10 May 2022                                        |

## General Information

|              |                          |
|--------------|--------------------------|
| Owner's Name | Manohar & Mrs Suman Gill |
|--------------|--------------------------|

## Levy Contributions

|                               |                          |
|-------------------------------|--------------------------|
| Admin Fund per Quarter        | \$1,049.93               |
| Sinking Fund per Quarter      | \$168.26                 |
| Are There any Special Levies? | No on records presented. |
| Admin. Fund Balance Approx.   | \$221,959.25             |
| Sinking Fund Balance.         | \$1,323,544.41           |

## Insurances

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

## Meetings

|                                        |                                                                                                                        |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Annual General Meeting<br>16 July 2012 | Building insurance continued,<br>Administration Fund set at \$411,007.00 p.a.<br>Sinking Fund set at \$178,872.80 p.a. |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------|

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

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

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

|                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Annual General Meeting<br/>10 August 2022</p> <p>Strata Committee Meeting<br/>7 September 2022</p> <p>Strata Committee Meeting<br/>7 November 2022</p> | <p>Administration Fund set at \$724,258.00 p.a.<br/>Capital Works Fund set at \$116,492.25 p.a.<br/>Building insurance continued,<br/>BMC representatives elected,<br/>All other matters were meeting formalities as per the attachment below,<br/>Strata Committee Meeting:<br/>General matters recorded only.<br/>Meeting closed.</p> <p>Resolved to accept fee proposals for design of the remedial works,<br/>Resolved to accept the fee proposal for certification of the work once completed and resolved to accept the fee proposal from Leo &amp; Associates to prepare the scope for remedial works and painting of the building (see comments below).</p> <p>Building manager's report tabled, general ongoing s recorded as per the attachment below.</p> |
| <p>Strata Committee Meeting<br/>7 February 2023</p>                                                                                                       | <p>Fire damper repairs to be completed by 24 February for the years Annual Fire Safety Certificate,<br/>Cladding replacement documents were lodged on November 2022, the O.C. has not heard back from council yet. Invasive investigations will have to be done to determine which parts of the building need cladding replacement. Test samples will be taken and analysed and sent to the council for them to decide which parts of the cladding need to be replaced, see comments below.<br/>Building manager's report tabled, general ongoing s recorded as per the attachment below.</p>                                                                                                                                                                        |
|                                                                                                                                                           | <p>This strata report is to be taken in context with the scans below.<br/>The Defects Deed of Settlement is separately attached and dated 2019 but defect were mostly remediated in the 2012-2016 period.<br/>All buildings must be repainted every 8 to 12 years, undertaking façade repairs is a normal part of good building maintenance. A strata loan is all that is mentioned, this can raise levies a little in order to make the repayments but repainted buildings are an investment as apart from looking better repainting re-waterproofs the areas covered.<br/>All records are searched but we cannot claim to have</p>                                                                                                                                 |

|  |                                            |
|--|--------------------------------------------|
|  | sighted every file related to each search. |
|--|--------------------------------------------|

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

**Member Statement**

**ABN: 80 351 183 859**

01/01/2021 through 09/05/2023

Mr Manohar & Mrs Suman Gill  
C/- Infinity Property Agents  
Suite 38  
112-122 McEvoy Street  
ALEXANDRIA NSW 2015

|                             |                                                                        |
|-----------------------------|------------------------------------------------------------------------|
| Statement Date              | 09-May-2023                                                            |
| Plan Ref.                   | 74790                                                                  |
| Property Address            | Apartment 416<br>Lot 59<br>1 Bruce Bennetts Place<br>MAROUBRA NSW 2035 |
| Enquiries (9am-5pm Mon-Fri) | 02 8198 8500                                                           |
| Mail                        | PO Box H181 Royal Exchange Post Office<br>Sydney NSW 1225              |
| Email                       | levies@strataplus.com.au                                               |
| Website                     | www.strataplus.com.au                                                  |

| <u>Date</u> | <u>Due Date</u> | <u>Details</u>                             | <u>Debit (\$)</u> | <u>Credit (\$)</u> | <u>Balance (\$)</u> |
|-------------|-----------------|--------------------------------------------|-------------------|--------------------|---------------------|
| 31/12/2020  |                 | Members Transaction Balance at: 31/12/2020 |                   |                    | 1,075.86            |
| 22/01/2021  |                 | Deposit BPAY                               |                   | (1,075.86)         | 0.00                |
| 25/03/2021  | 01/05/2021      | Administration Fund (01/05/21 - 31/07/21)  | 918.09            |                    | 918.09              |
| 25/03/2021  | 01/05/2021      | Capital Works Fund (01/05/21 - 31/07/21)   | 157.77            |                    | 1,075.86            |
| 26/04/2021  |                 | Deposit BPAY                               |                   | (1,075.86)         | 0.00                |
| 09/07/2021  | 09/08/2021      | Administration Fund (01/08/21 - 31/10/21)  | 918.09            |                    | 918.09              |
| 09/07/2021  | 09/08/2021      | Capital Works Fund (01/08/21 - 31/10/21)   | 157.77            |                    | 1,075.86            |
| 29/07/2021  |                 | Deposit BPAY                               |                   | (1,075.86)         | 0.00                |
| 28/10/2021  | 29/11/2021      | Administration Fund (01/11/21 - 31/01/22)  | 1,067.86          |                    | 1,067.86            |
| 28/10/2021  | 29/11/2021      | Capital Works Fund (01/11/21 - 31/01/22)   | 165.36            |                    | 1,233.22            |
| 25/11/2021  |                 | Deposit BPAY                               |                   | (1,233.22)         | 0.00                |
| 23/12/2021  | 01/02/2022      | Administration Fund (01/02/22 - 30/04/22)  | 1,067.86          |                    | 1,067.86            |
| 23/12/2021  | 01/02/2022      | Capital Works Fund (01/02/22 - 30/04/22)   | 165.36            |                    | 1,233.22            |
| 25/01/2022  |                 | Deposit BPAY                               |                   | (1,233.22)         | 0.00                |
| 27/03/2022  | 01/05/2022      | Administration Fund (01/05/22 - 31/07/22)  | 992.97            |                    | 992.97              |
| 27/03/2022  | 01/05/2022      | Capital Works Fund (01/05/22 - 31/07/22)   | 161.57            |                    | 1,154.54            |
| 28/04/2022  |                 | Deposit BPAY                               |                   | (1,154.54)         | 0.00                |
| 17/08/2022  | 17/09/2022      | Administration Fund (01/08/22 - 31/10/22)  | 1,049.93          |                    | 1,049.93            |
| 17/08/2022  | 17/09/2022      | Capital Works Fund (01/08/22 - 31/10/22)   | 168.26            |                    | 1,218.19            |
| 09/09/2022  |                 | Deposit BPAY                               |                   | (1,218.19)         | 0.00                |
| 29/09/2022  | 01/11/2022      | Administration Fund (01/11/22 - 31/01/23)  | 1,049.93          |                    | 1,049.93            |
| 29/09/2022  | 01/11/2022      | Capital Works Fund (01/11/22 - 31/01/23)   | 168.26            |                    | 1,218.19            |
| 10/10/2022  |                 | Deposit BPAY                               |                   | (1,218.19)         | 0.00                |
| 24/12/2022  | 01/02/2023      | Administration Fund (01/02/23 - 30/04/23)  | 1,049.93          |                    | 1,049.93            |
| 24/12/2022  | 01/02/2023      | Capital Works Fund (01/02/23 - 30/04/23)   | 168.26            |                    | 1,218.19            |
| 23/01/2023  |                 | Deposit BPAY                               |                   | (1,218.19)         | 0.00                |
| 30/03/2023  | 01/05/2023      | Administration Fund (01/05/23 - 31/07/23)  | 1,049.93          |                    | 1,049.93            |
| 30/03/2023  | 01/05/2023      | Capital Works Fund (01/05/23 - 31/07/23)   | 168.26            |                    | 1,218.19            |
| 19/04/2023  |                 | Deposit BPAY                               |                   | (1,218.19)         | 0.00                |
|             |                 |                                            | 10,645.46         | (11,721.32)        | 0.00                |

**Statement Summary 01/01/2021 through 09/05/2023**

|                        |          |                             |          |
|------------------------|----------|-----------------------------|----------|
| General Admin Levies   | 9,164.59 | Capital Works Fund Levies   | 1,480.87 |
| General Admin Interest | 0.00     | Capital Works Fund Interest | 0.00     |

PANORAMA - SP74790  
1 Bruce Bennetts Place MAROUBRA NSW 2035

Member Statement

ABN: 80 351 183 859

01/01/2021 through 09/05/2023



Payment Slip

Strata Plus

\* Register at [deft.com.au](http://deft.com.au) or by calling 1800 672 162. Your Reference Number: 2671 7807 7100 5062 5



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

**Post:** DEFT Payment Systems  
GPO Box 4690  
SYDNEY NSW 2001

**Mr Manohar & Mrs Suman Gill**  
**Plan:** 74790  
Apartment 416  
Lot 59



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

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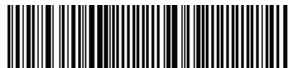
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Required**



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

**Member Statement**  
**ABN: 80 351 183 859**

01/01/2021 through 09/05/2023

## **Access Your Account Online**

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

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

### **FREQUENTLY ASKED QUESTIONS**

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

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

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



# Certificate of Currency

|                                                         |                                                       |
|---------------------------------------------------------|-------------------------------------------------------|
| <b>Insured:</b>                                         | The Owners - Strata Plan No 74790                     |
| <b>Policy Number:</b>                                   | 01GS543987                                            |
| <b>Policy Period:</b>                                   | From: 4PM on 28/02/2023<br>To: 4PM on 28/02/2024      |
| <b>Particulars Of Insurance:</b>                        | Residential Strata Insurance                          |
| <b>Location:</b>                                        | "Pacific Square", 717 Anzac Parade, Maroubra NSW 2035 |
| <b>Sum Insured:</b>                                     |                                                       |
| General Liability                                       | \$50,000,000                                          |
| Crime Insurance                                         | \$100,000                                             |
| Machinery Breakdown                                     | Insured Separately                                    |
| Management Committee Liability                          | \$10,000,000                                          |
| Voluntary Workers (in the aggregate any one period)     | \$200,000                                             |
| Voluntary Workers (per volunteer)                       | \$200,000                                             |
| Professional Expenses (in the aggregate any one period) | \$30,000                                              |
| Appeal Expenses (in the aggregate any one period)       | \$150,000                                             |
| <b>Chubb Proportion:</b>                                | 100%                                                  |
| <b>Date:</b>                                            | 27 February 2023                                      |

All the values on this Certificate of Currency are correct as at 27 February 2023 and may only be subject to change within the Policy Period by written agreement between the Insurer and the Insured.

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

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



Josh Zarin | **Chubb Insurance Australia Limited**  
Strata Underwriter NSW

# MINUTES OF GENERAL MEETING

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

The Owners – Strata Plan No. 74790

## **Panorama**

1 Bruce Bennetts Avenue, Maroubra

The meeting was held on Thursday 20 June 2019

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

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

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

APOLOGIES: C Fiskerstrand Lot 100

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

Those present determined that Rebecca Fisher chair the meeting.

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

The meeting was declared open at 6:30pm.

## **MINUTES**

| <b>CONFIRMATION OF RECORDS</b>             |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                       |
|--------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>MOTION 1</b>                            | <b>CONFIRMATION OF MINUTES</b>                             | RESOLVED THAT the minutes of the last general meeting of the owners corporation held 29 November 2018 be confirmed as a true and accurate record of that meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                    | Clause 8 (1) of Schedule 1 of the Act |
| <b>CONTRACTS OF THE OWNERS CORPORATION</b> |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                       |
| <b>MOTION 2</b>                            | <b>CONTRACT FOR BASEMENT HYDRAULIC RECTIFICATION WORKS</b> | RESOLVED THAT the Owners Corporation of Strata Plan No. 74790 instruct the strata manager to affix the seal to and sign the contract for the hydraulic works in the basement with Forrester & Johnson.<br><br>These works will be undertaken by Forrester & Johnston and will cost \$1,773,216.00 ex GST.<br><br>Note: Settlement amount reached with Lendlease was \$2,382,680.00 ex GST. This was resolved at the EGM 7 March 2018.<br><br>The complete contract will be available for review at the meeting, and you can also view the complete contract with all annexures at the following link | Sections 15(h), 49 & 50 of the Act    |

|                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                         |  |
|-----------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                 |                                                       | <a href="https://www.dropbox.com/sh/dzzw486jf2wxyzh/AAC5FSNX6v0Y8rUC7G9klGMIa?dl=0">https://www.dropbox.com/sh/dzzw486jf2wxyzh/AAC5FSNX6v0Y8rUC7G9klGMIa?dl=0</a>                                                                                                                                                                                                       |  |
| <b>MOTION 3</b> | <b>CDC APPLICATION</b>                                | RESOLVED THAT the Owners Corporation of Strata Plan No. 74790 instructs the strata manager to affix the seal and sign the Complying Development Certificate Application for the basement hydraulic works referred to in motion 2.                                                                                                                                       |  |
| <b>MOTION 4</b> | <b>LEVY PAYMENT</b>                                   | RESOLVED THAT the Owners Corporation of Strata Plan No. 74790 instructs the strata manager to sign the levy payment form so that the correct payment method can be set up. Further that once this is done that the strata manager be instructed to pay the LSL levy of \$5,980.71 to Randwick City Council as per the basement hydraulic works referred to in motion 2. |  |
| <b>MOTION 5</b> | <b>QUESTIONS FOR PROJECT MANAGER &amp; CONTRACTOR</b> | RESOLVED THAT the Owners Corporation took the opportunity to ask any questions relating to the works of the project manager and the contractor Forrester & Johnson.                                                                                                                                                                                                     |  |
| <b>MOTION 6</b> | <b>CLOSURE</b>                                        | There being no further business, the chairperson closed the meeting at 7:45pm.                                                                                                                                                                                                                                                                                          |  |

Further Notes;

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

**PACIFIC SQUARE**  
**Development Programme**  
v1 18/06/2019

| ID | Task Name                                                             | Duration        | Start               | Finish             | <div> <div>2019</div> <div> <div>June</div> <div>July</div> <div>August</div> <div>September</div> <div>October</div> <div>November</div> <div>December</div> <div>January</div> </div> </div> |  |  |  |  |  |  |  |  |  |  |  |
|----|-----------------------------------------------------------------------|-----------------|---------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 1  | <b>Basement Hydraulic Rectification Works</b>                         | <b>145 days</b> | <b>Thu 20/06/19</b> | <b>Thu 5/12/19</b> | <div> <div>3 10 17 24 1 8 15 22 29 5 12 19 26 2 9 16 23 30 7 14 21 28 4 11 18 25 2 9 16 23 30 6 13 1</div> <div>Basement Hydraulic Rectification Works</div> </div>                            |  |  |  |  |  |  |  |  |  |  |  |
| 2  | Contract Execution                                                    | 1 day           | Thu 20/06/19        | Thu 20/06/19       | <div> <div>Contract Execution</div> </div>                                                                                                                                                     |  |  |  |  |  |  |  |  |  |  |  |
| 3  | Stage One Works Notification (as per F&J construction program)        | 0 days          | Mon 1/07/19         | Mon 1/07/19        | <div> <div>1/07 ♦ Stage One Works Notification (as per F&amp;J construction program)</div> </div>                                                                                              |  |  |  |  |  |  |  |  |  |  |  |
| 4  | Pre Construction (Contractor Design Workshop)                         | 21 days         | Fri 21/06/19        | Mon 15/07/19       | <div> <div>Pre Construction (Contractor Design Workshop)</div> </div>                                                                                                                          |  |  |  |  |  |  |  |  |  |  |  |
| 5  | CDC Application Obtained                                              | 21 days         | Fri 21/06/19        | Mon 15/07/19       | <div> <div>CDC Application Obtained</div> </div>                                                                                                                                               |  |  |  |  |  |  |  |  |  |  |  |
| 6  | Stage One Commence                                                    | 0 days          | Mon 15/07/19        | Mon 15/07/19       | <div> <div>15/07 ♦ Stage One Commence</div> </div>                                                                                                                                             |  |  |  |  |  |  |  |  |  |  |  |
| 7  | Construction of Stages One - Twelve (as per F&J construction program) | 123 days        | Tue 16/07/19        | Thu 5/12/19        | <div> <div>Construction of Stages One - Twelve (as per F&amp;J construction program)</div> </div>                                                                                              |  |  |  |  |  |  |  |  |  |  |  |
| 8  | <b>Handover Expected PC Date</b>                                      | 0 days          | Thu 5/12/19         | Thu 5/12/19        | <div> <div>Handover Expected PC Date ♦ 5/12</div> </div>                                                                                                                                       |  |  |  |  |  |  |  |  |  |  |  |

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



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# MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 74790

## Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Thursday 4 July 2019

at Building Managers Office, Pacific Square

PRESENT:

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

PRESENT BY PROXY:

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

IN ATTENDANCE:

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

Those present determined that Rebecca Fisher chair the meeting.

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

The meeting was declared open at 6:30pm

## MINUTES

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



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

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

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

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

#### Further Notes:

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

# MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 74790

## **Panorama**

1 Bruce Bennetts Place, Maroubra

The meeting was held immediately after the Annual General Meeting

on Thursday 4 July 2019

at Building Managers Office, Pacific Square

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

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

Those present determined that Rebecca Fisher chair the meeting.

The chairperson declared a quorum.

## **MINUTES**

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

|                 |                |                                                                               |  |
|-----------------|----------------|-------------------------------------------------------------------------------|--|
| <b>MOTION 7</b> | <b>CLOSURE</b> | There being no further business the chairperson closed the meeting at 7:05pm. |  |
|-----------------|----------------|-------------------------------------------------------------------------------|--|

Further Notes:

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

# MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 74790

## Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Wednesday, 29 July 2020

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

PRESENT:

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

APOLOGY: A Wood Lot 16

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

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

Those present determined that Jack Liu chair the meeting.

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

The meeting was declared open at 6:30pm

## MINUTES

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

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



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

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

|                  |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MOTION 23</b> | <b>RESTRICTIONS OVER THE STRATA COMMITTEE</b> | RESOLVED that no matters are to be restricted matters. All matters relative to the management of the strata scheme are to be in accordance with the current provisions of the <i>Strata Schemes Management Act 2015 (NSW)</i> and/or future amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>MOTION 24</b> | <b>MINOR RENOVATION ANNUAL AUTHORITY</b>      | RESOLVED that, subject to the registration of the by-law, the functions of the owners corporation under Section 110 of the <i>Strata Schemes Management Act 2015</i> be delegated to the strata committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>MOTION 25</b> | <b>BMC REPRESENTATIVES</b>                    | <p>The owners corporation SPECIALLY RESOLVED to appoint a representative and substitute representative to the building management committee;</p> <ul style="list-style-type: none"> <li>(a) RESOLVED to appoint Rob Drozdowski of Lot 8 to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and</li> <li>(b) RESOLVED to appoint Julie Sherwin of Lot 102 as substitute representative from the strata committee to represent the interests of the owners corporation in the representative's absence.</li> </ul> <p style="text-align: right;">Total unit of entitlements voting: 990<br/>In favour: 990 unit of entitlements (100%)<br/>Against: 0 unit of entitlements (0%)</p> |
| <b>CLOSURE</b>   |                                               | There being no further business the meeting closed at 7.25pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

# MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 74790

## **Panorama**

1 Bruce Bennetts Place, Maroubra

The meeting was held immediately after the Annual General Meeting  
on Wednesday, 29 July 2020  
at Gym room of Botanica, 140 Maroubra Road, Maroubra NSW 2035

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

|                |                   |                           |
|----------------|-------------------|---------------------------|
| IN ATTENDANCE: | J Liu             | Strata Plus               |
|                | R O'Connor        | Excel Building Management |
|                | M Vera            | Lot 17                    |
|                | SP & DC Johnson   | Lot 98                    |
|                | A Ridgley         | Lot 121                   |
|                | A Spella-Barberet | Lot 122                   |

Those present determined that Jack Liu chair the meeting.

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

## **MINUTES**

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

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

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



Pacific Square  
717 Anzac Parade, Maroubra NSW 2035  
Telephone: 9349 5962  
Telephone: 9349 5463  
Telephone: 9167 6966  
pacific@excelbm.com.au

# Building Managers Report

## Strata Committee Meeting Panorama SP 74790 – 29<sup>th</sup> July 2020

Logged Date 17<sup>th</sup> July 2020

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

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

Strata Manager: Jack Liu

Internal Distribution: [headoffice@excelbm.com.au](mailto:headoffice@excelbm.com.au)

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



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




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





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



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



## MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 74790

### Panorama

1 Bruce Bennetts Pl Maroubra NSW 2035

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

PRESENT:

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

IN ATTENDANCE:

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

Those present determined that Fiona Mak chair the meeting.

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

### MINUTES

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



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

## MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 74790

### Panorama

1 Bruce Bennetts Place, Maroubra NSW 2035

The meeting was held on Wednesday, 27 October 2021

via Microsoft Teams

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

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

|                                |                                                  |
|--------------------------------|--------------------------------------------------|
| PRESENT BY COMPANY<br>NOMINEE: | R & M Drozdowski Pty Ltd (Lot 8) to R Drozdowski |
|--------------------------------|--------------------------------------------------|

|                |            |                           |
|----------------|------------|---------------------------|
| IN ATTENDANCE: | R O'Connor | Excel Building Management |
|                | M Wickey   | Strata Plus               |

Those present determined that Maxine Wickey chair the meeting.

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

The meeting was declared open at 6:00pm.

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

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

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

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



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

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

## MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 74790

### Panorama

1 Bruce Bennetts Place. Maroubra NSW 2035

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

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

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

Those present determined that Maxine Wickey chair the meeting.

The chairperson declared a quorum.

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

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

## MINUTES OF STRATA COMMITTEE MEETING

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

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

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

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

Those present determined that Fiona Mak chair the meeting.

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

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

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

## MINUTES OF GENERAL MEETING

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

The Owners – Strata Plan No. 74790

### Panorama

1 Bruce Bennetts Place, Maroubra

The meeting was held on Monday, 14 March 2022

Via Zoom

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

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

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

Those present determined that Fiona Mak chair the meeting.

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

The meeting was declared open at 5:00pm

### MINUTES

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

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



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

## MINUTES OF STRATA COMMITTEE MEETING

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

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

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

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

APOLOGIES: P Samios Lot 117

IN ATTENDANCE: F Mak Strata Plus

Those present determined that Fiona Mak chair the meeting.

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

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

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

## MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 74790

### PANORAMA

1 Bruce Bennetts Place MAROUBRA NSW 2035

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

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

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

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

Those present determined that Fiona Mak chair the meeting.

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

The meeting was declared open at 5:30pm

### MINUTES

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

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

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

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

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



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

## MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 74790

**Panormana**

1 Bruce Bennetts Place MAROUBRA NSW 2035

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

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

Those present determined that Fiona Mak chair the meeting.

The chairperson declared a quorum.

### MINUTES

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

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

## MINUTES OF STRATA COMMITTEE MEETING

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

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

The meeting was held on Monday 7 November 2022  
 at the Centre Management Office

PRESENT: J Bowen Lot 4  
 R Drozdowski Lot 8  
 C Nguyen Lot 71  
 J Sherwin Lot 102  
 P Samios Lot 117

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

Those present determined that Fiona Mak chair the meeting.

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

| STATUTORY MATTERS  |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION 1           | ACTING MEMBERS          | <p>THAT the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.</p> <p style="text-align: right;"><b>MOTION WITHDRAWN</b></p> <p><i>Notes: Motion withdrawn as no acting members were received.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| MOTION 2           | CONFIRMATION OF MINUTES | <p><b>RESOLVED</b> that the minutes of the last committee meeting held 15 September 2022 be confirmed as a true and accurate record of that meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| MOTION 3           | PECUNIARY INTEREST      | <p>It was <b>NOTED</b> that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| MOTION 4           | FINANCIAL STATEMENTS    | <p><b>RESOLVED</b> that the financial statements as presented by Strata Plus for the period ending 30 September 2022 be adopted and note the following:</p> <ul style="list-style-type: none"> <li>a) The Committee agreed to add \$200,000.00 from the capital works fund into an at call term deposit account.</li> <li>b) Accounting mistakes from previous months were raised but not actioned yet. Strata Manager to follow up.</li> <li>c) The electricity contract is due to be tendered – strata manager to go to tender.</li> <li>d) Electronic data storage charge has been put on hold for the moment. To be discussed at the next meeting further.</li> <li>e) Strata Manager to follow up on Lot 88 arrears recovery process.</li> </ul> |
| BY- LAW COMPLIANCE |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| MOTION 5           | BY-LAW NON-COMPLIANCE   | <p>THAT the strata manager can issue a notice of the owners corporation on an owner or occupier requiring them to comply with a specific by-law. The instruction is to be given be either the building manager or the secretary and one other member of the committee.</p> <p style="text-align: right;"><b>MOTION WITHDRAWN</b></p> <p><i>Notes: Motion withdrawn as no instances of non-compliance were reported.</i></p>                                                                                                                                                                                                                                                                                                                           |

| BUILDING MANAGEMENT & MAINTENANCE |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION 6                          | BUILDING MANAGERS REPORT             | <p><b>RESOLVED</b> that the building manager's report was tabled and received by the strata committee. The strata committee issued the following instructions:</p> <ul style="list-style-type: none"> <li>a) The Project Studio has submitted the Development Application.</li> <li>b) CJ Duncan has started doing invasive testing</li> <li>c) Unit 903 has failed waterproofing in their bathroom which is causing a small amount of water ponding. Will be attended to at a later date.</li> <li>d) Window cleaning is being tendered.</li> <li>e) Abseiling repaired will be commencing soon.</li> <li>f) Mail theft still occurring mainly from three thieves.</li> <li>g) Strata Manger to follow up on the cost recovery by-law.</li> </ul> |
| MOTION 7                          | BUILDING MANAGEMENT COMMITTEE UPDATE | <p>The BMC Representative advised the following:</p> <ul style="list-style-type: none"> <li>a) Motorbikes are being parked on common property obstructing fire exits and the like. Building Management will be focusing on solutions for preventing this.</li> <li>b) Basement will be cleaned around December.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| NEXT MEETING                      |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| MOTION 8                          | NEXT MEETING                         | <p><b>RESOLVED</b> that the next strata committee meeting will be held at 3:00PM 30<sup>th</sup> January 2022.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                   | CLOSURE                              | <p>The chairperson declared the meeting closed at 5:01 PM.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | MATTERS ARISING                      | <p>The following matters were raised at the meeting</p> <ul style="list-style-type: none"> <li>a) Strata Manger to follow up on the cost recovery by-law.</li> <li>b) Electronic data storage to be added to next agenda.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## MINUTES OF STRATA COMMITTEE MEETING

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

The Owners– Strata Plan No 74790

### Panorama

1 Bruce Bennetts Place, Maroubra NSW 2035

The meeting was held on Tuesday, 14 February 2023  
at the Centre Management Office

|                |                   |                             |
|----------------|-------------------|-----------------------------|
| PRESENT:       | J Bowen           | Lot 4                       |
|                | R Drozdowski      | Lot 8                       |
|                | H Nguyen          | Lot 71                      |
|                | J Sherwin         | Lot 102                     |
|                | P Samios          | Lot 117                     |
| IN ATTENDANCE: | A Spella-Barberet | Lot 122                     |
|                | Kim Langley       | St George Community Housing |
|                | R O'Connor        | Excel Building Management   |
|                | I Pereira         | Excel Building Management   |
|                | M Wickey          | Strata Plus                 |

Those present determined that Maxine Wickey chair the meeting.

The chairperson declared a quorum, and the meeting was opened at 3:00pm.

| STATUTORY MATTERS |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION 1          | ACTING MEMBERS                                           | <p><i>THAT the strata committee receive and accept the appointment of any acting members for the purpose of this meeting of the strata committee.</i></p> <p style="text-align: right;"><i>MOTION WITHDRAWN</i></p> <p><i>Note: As no acting members were appointed the motion was withdrawn.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| MOTION 2          | CONFIRMATION OF MINUTES                                  | RESOLVED that the minutes of the last committee meeting held 7 November 2022 be confirmed as a true and accurate record of that meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| MOTION 3          | PECUNIARY INTEREST                                       | It was NOTED that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| MOTION 4          | MEDIATION LOT 22 APPOINTMENT OF CHAMBERS RUSSELL LAWYERS | <p>THAT the Strata Committee of the Owners – Strata Plan No. 74790 RESOLVES pursuant to Section 103(3)(a) of the <i>Strata Schemes Management Act 2015</i> to engage Chambers Russell Lawyers to act on behalf of The Owners – Strata Plan No 74790 in relation to an application for mediation filed by Victor Huang with Mediation Services of Fair Trading and all matters incidental thereto and to pay all of Chambers Russell Lawyers reasonable costs in acting for the owners corporation as disclosed in the costs agreement and costs disclosure between Chambers Russell Lawyers and the owners corporation dated 31 January 2023 attached to the notice of meeting.</p> <p style="text-align: right;">MOTION DEFEATED</p> |
| MOTION 5          | MEDIATION LOT 22 APPOINTMENT OF BANNERMANS LAWYERS       | Subject to motion 4 being defeated THAT the Strata Committee of the Owners – Strata Plan No. 74790 RESOLVES pursuant to Section 103(3)(a) of the <i>Strata Schemes Management Act 2015</i> to engage Bannermans Lawyers to act on behalf of The Owners – Strata Plan No 74790 in relation to an application for mediation filed by Victor Huang with Mediation Services of Fair Trading and all matters incidental thereto and to pay all of Bannermans Lawyers reasonable costs in acting for the owners corporation as disclosed in the costs agreement and costs                                                                                                                                                                   |

|                   |                                                                | disclosure between Bannermans Lawyers and the owners corporation dated 31 January 2023 attached to the notice of meeting.<br><div>MOTION DEFEATED</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |          |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
|-------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|------|-------|----------|----------------|--------------|-----|-------|----------|----------------|--------------|-----|-------|----------|----------------|--------------|-----|-------|----------|----------------|--------------|-----|-------|----------|----------------|--------------|----|-------|----------|----------------|--------------|----|-------|----------|----------------|--------------|----|-------|----------|
| MOTION 6          | MEDIATION LOT 22<br>APPOINTMENT OF<br>BARTIER PERRY<br>LAWYERS | Subject to motions 4 and 5 being defeated THAT the Strata Committee of the Owners – Strata Plan No. 74790 RESOLVES pursuant to Section 103(3)(a) of the <i>Strata Schemes Management Act 2015</i> to engage Bartier Perry Lawyers to act on behalf of The Owners - Strata Plan No 74790 in relation to an application for mediation filed by Victor Huang with Mediation Services of Fair Trading and all matters incidental thereto and to pay all of Bartier Perry Lawyers reasonable costs in acting for the owners corporation as disclosed in the costs agreement and costs disclosure between Bartier Perry Lawyers and the owners corporation dated 31 January 2023 attached to the notice of meeting.<br><div>MOTION DEFEATED</div>                                                                                                                                                                                                                                                                                                                                                                                                                             |       |          |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| MOTION 7          | MEDIATION LOT 22                                               | Subject to motions 4, 5 and 6 being defeated, that the strata committee RESOLVED that Maxine Wickey of Strata Plus represent the owners corporation in relation to an application for mediation filed by Victor Huang with Mediation Services of Fair Trading.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |          |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| FINANCIAL MATTERS |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |          |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| MOTION 8          | FINANCIAL<br>STATEMENTS                                        | RESOLVED that the financial statements as presented by Strata Plus for the period ending 31 January 2023 be adopted with the following noted:<br><div>+ We will be over budget due to the fire damper repairs.</div> <div>+ Strata managing agent to oncharge costs for non-access during fire testing.</div> <div>+ There have been a considerable number of garbage chute blockages.</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |          |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| MOTION 9          | TERM DEPOSITS                                                  | RESOLVED that the treasurer provides any further direction to the Strata Managing Agent regarding the investment of Owners Corporations funds in short term investment accounts with the Owners Corporations bankers including the following: <table><tr><th>Inst</th><th>Balance</th><th>Term</th><th>Rates</th><th>Maturity</th></tr><tr><td>#1CW Macquarie</td><td>\$264,070.70</td><td>180</td><td>3.25%</td><td>15/05/23</td></tr><tr><td>#2CW Macquarie</td><td>\$134,988.21</td><td>180</td><td>2.85%</td><td>17/04/23</td></tr><tr><td>#3CW Macquarie</td><td>\$141,392.21</td><td>180</td><td>2.60%</td><td>20/02/23</td></tr><tr><td>#4CW Macquarie</td><td>\$186,569.97</td><td>180</td><td>3.00%</td><td>01/05/23</td></tr><tr><td>#5CW Macquarie</td><td>\$108,446.96</td><td>90</td><td>3.10%</td><td>30/04/23</td></tr><tr><td>#6CW Macquarie</td><td>\$105,034.50</td><td>90</td><td>3.00%</td><td>13/02/23</td></tr><tr><td>#7CW Macquarie</td><td>\$200,902.04</td><td>30</td><td>2.15%</td><td>22/02/23</td></tr></table> <div>+ February term deposits to be rolled over.</div> <div>+ Strata managing agent to advise of the 'At Call' rate.</div> | Inst  | Balance  | Term | Rates | Maturity | #1CW Macquarie | \$264,070.70 | 180 | 3.25% | 15/05/23 | #2CW Macquarie | \$134,988.21 | 180 | 2.85% | 17/04/23 | #3CW Macquarie | \$141,392.21 | 180 | 2.60% | 20/02/23 | #4CW Macquarie | \$186,569.97 | 180 | 3.00% | 01/05/23 | #5CW Macquarie | \$108,446.96 | 90 | 3.10% | 30/04/23 | #6CW Macquarie | \$105,034.50 | 90 | 3.00% | 13/02/23 | #7CW Macquarie | \$200,902.04 | 30 | 2.15% | 22/02/23 |
| Inst              | Balance                                                        | Term                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Rates | Maturity |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| #1CW Macquarie    | \$264,070.70                                                   | 180                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3.25% | 15/05/23 |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| #2CW Macquarie    | \$134,988.21                                                   | 180                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2.85% | 17/04/23 |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| #3CW Macquarie    | \$141,392.21                                                   | 180                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2.60% | 20/02/23 |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| #4CW Macquarie    | \$186,569.97                                                   | 180                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3.00% | 01/05/23 |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| #5CW Macquarie    | \$108,446.96                                                   | 90                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3.10% | 30/04/23 |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| #6CW Macquarie    | \$105,034.50                                                   | 90                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3.00% | 13/02/23 |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| #7CW Macquarie    | \$200,902.04                                                   | 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2.15% | 22/02/23 |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| MOTION 10         | AGED ARREARS &<br>DEBT RECOVERY                                | RESOLVED that the aged arrears report was tabled and reviewed, and further instructions provided for Strata Plus to recover arrears in accordance with their standard procedures including authorising and instructing Bugden Allen Graham Lawyers to lodge statement of claims and/or commence further recovery proceedings for Lot owners greater than 120 days in arrears in or to the effect of the costs disclosures tabled at the meeting.<br><div>+ Lot 88 (Unit 611) Ms Zhou – balance \$15,781.97 – strata managing agent to obtain an update from the lawyers.</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |          |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| BY-LAW COMPLIANCE |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |          |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |
| MOTION 11         | BY-LAW<br>NON-COMPLIANCE                                       | RESOLVED that the strata manager can issue a notice of the owners corporation on an owner or occupier requiring them to comply with a specific by-law. The instruction is to be given be either the building manager or the secretary and one other member of the committee.<br><div>+ Building manager is to prepare breach notices in relation to items being stored in carspaces.</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |          |      |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |     |       |          |                |              |    |       |          |                |              |    |       |          |                |              |    |       |          |

|                                              |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |                                             | <ul style="list-style-type: none"> <li>+ Building management to issue a breach notice to the resident who plays ball with their poodle in the common area foyer of their floor.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>BUILDING MANAGEMENT &amp; MAINTENANCE</b> |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>MOTION 12</b>                             | <b>BUILDING MANAGER'S REPORT</b>            | <p>RESOLVED that the building manager's report was tabled and reviewed, and further instructions provided relating to the report and/or the maintenance and repair of the common property including but not limited to the following:</p> <ul style="list-style-type: none"> <li>+ Project Studios need to undertake further investigations.</li> <li>+ Unit 112 – further water testing outside the bedroom is required, based on the results may need to waterproof the terrace and all adjoining tenancies including dividing walls and then re-tile.</li> <li>+ Unit 914 – water testing of the external façade and concrete roof drainage is required. Based on the findings, may need to repair the entire external façade and repaint and waterproof the concrete roof (noting that ducting is mounted to this roof). In addition, may need to replace 2 bedroom windows if the water test reveals that they are leaking, however not sure if this is required at this stage.</li> <li>+ Fire damper repairs – D-Tech Engineering will complete the common area fire damper defect repairs by 24 February 2023. The last audit undertaken noted that 85% of the dampers failed. Dampers are being replaced and hatches will be reinstated.<br/>I-Fire can write a fire engineered solution for dampers that are located next to fire sprinklers but are not affected in that location.</li> <li>+ Carpets – it is difficult to keep the carpets clean. It was agreed that the replacement of the carpets happens after the exterior works have been completed. Levies over the next 1 to 2 years will cover the cost of the carpets and painting. It was noted that level 1's carpets were only replaced 5 years ago.</li> </ul> |
| <b>MOTION 13</b>                             | <b>BUILDING MANAGEMENT COMMITTEE UPDATE</b> | <p>THAT the building manager's report be tabled and received, and that the strata committee issue instructions accordingly.</p> <p style="text-align: right;"><b>MOTION WITHDRAWN</b></p> <p><i>Note: The update will be provided in the following motion.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>MOTION 14</b>                             | <b>FAÇADE PAINTING &amp; WORKS PROJECT</b>  | <p>RESOLVED that the strata committee were provided with an update regarding the painting and façade project with the following noted:</p> <ul style="list-style-type: none"> <li>+ The Development Applications (DA's) for the replacement of the cladding were lodged in early November and have not received the approval as of yet.</li> <li>+ Invasive investigations noted above will need to be done so that the remediation forms part of the scope of works.</li> <li>+ Another information session will be held for owners to discuss loans further, this will be held once the figures have been determined. A general meeting will then be held with the strata plans to raise the required funds.</li> <li>+ A works schedule will be required so this too can be presented to the owners.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>MOTION 15</b>                             | <b>OUTSTANDING MATTERS</b>                  | <p>RESOLVED that the strata committee meeting be provided an update on the following matters:</p> <ul style="list-style-type: none"> <li>+ Registration of cost recovery by-law resolved at AGM August 2022 – the by-law has not been registered and now outside the required timeframe for registration. Strata managing agent to present the by-law at a general meeting to be held by paper vote at no cost to the owners corporation.</li> <li>+ Electricity contract – the electricity contract is to be tendered by Active Utilities.</li> <li>+ Strata Hub – an update is to be provided to the strata committee. Strata managing agent to advise what the ongoing maintenance fee will be.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>MOTION 16</b>                             | <b>STANDING INSTRUCTIONS</b>                | <p>RESOLVED that the strata committee provides further standing instructions to the Building Manager or Strata Managing Agent concerning the management and maintenance of the common property as noted following:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



|                     |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                     | <p>+ Electronic Data Storage fee – was previously \$0.50 per lot and was increased to \$2 per lot per month. J Sherwin disputed with M Lever of Strat Plus and he agreed to reduce the cost to \$1.25 per lot per month until the contract is renewed. The increase in cost is due to the additional development costs of the new portal and building management facility. The cost equates to \$3,000 per annum which is the same cost as Building Link.</p> <p>M Lever advised that there can't be different fees for different buildings and will be the same for all schemes.</p> <p>The building manager is to be provided a demonstration on how to use the system.</p> |
| <b>NEXT MEETING</b> |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>MOTION 17</b>    | <b>NEXT MEETING</b> | RESOLVED that the next strata committee meeting will be held at 3:00pm on Monday, 15 May 2023 in the Building manager's office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                     | <b>CLOSURE</b>      | The chairperson declared the meeting closed at 4:19pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

# BUILDING DEFECTS REPORT

Of the property at:

**Strata Plan 74790  
1 Bruce Bennett's Place  
Maroubra NSW 2035**

For the Client:

**THE PROPRIETORS OF STRATA PLAN No. 74790  
C/- Strata Plus Pty Ltd  
Level 2, 80 Cooper Street  
Surry Hills NSW 2010  
Attention: David Moore**

By:

**DEMLAKIAN STRATA & REMEDIAL  
Level 2, 5 Ridge Street (P.O. Box 6553)  
NORTH SYDNEY NSW 2060**

**September, 2011**

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## **APPENDIX A        CONDITIONS OF REPORT**

## **APPENDIX B        PHOTOGRAPHS**



## **1.0 INTRODUCTION**

### **Brief**

Demlakian Strata & Remedial were instructed by Mr David Moore of Strata Plus Pty Ltd on behalf of the Owner's Corporation of Strata Plan 74790 to carry out an inspection of the building including the common areas to identify building defects and prepare a report of our observations.

Suitably qualified engineers from our firm attended the property and carried out the inspections on 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> September, 2011. The inspections were visual in nature only and were carried out in available and accessible areas of the property. Neither removal of coverings or testing of services and/or materials was carried out at the time of our inspection.

We have been advised that a significant number of construction related defects have been observed in the property. The purpose of this report is to identify such defects and tabulate the defect type and location. The scope of this report does not allow full investigation of the cause of each defect, although this service can be provided as a supplement to this report if and when required. We note that this investigation would involve additional testing including localised removal of finishes.

Please note that this report should be read in conjunction with the 'Conditions of Report' attached in Appendix A and similarly, we have attached the accompanying photos in Appendix B, both located at the rear of this report.

## **2.0 DESCRIPTION**

The development is a 9 storey block comprising of 133 Units, over 1 levels of basement car parking.

The buildings are constructed with reinforced concrete and load bearing masonry walls with a concrete flat slab roof.

We understand that the above strata property was registered in 2005; therefore we assume the existing building is approximately 6 years old.

## **3.0 GENERAL OBSERVATIONS**

Majority of defects were in form of white staining to balconies/terraces and walls of the building, waterproofing issues, cracking in walls, detaching of render, and rusting issues. The cause for most of aforementioned defects is poor workmanship and use of unsuitable materials.

White staining was observed on most balconies/terraces, mainly on balustrades and areas adjacent to balustrades. The main reason for white staining is failure of or inadequate waterproofing. Cracking and detached render was observed not only on balconies/terraces but also on building facades. Rusting was observed predominantly on balconies/terraces in light fittings, metal parts of balustrades and fire sprinklers. This indicates use of unsuitable materials.



It was noted that at the time of the inspections some defective rendered facades were in process of patching up. These works were observed in the south façade of the building.

It was reported by residents that during recent wet weather a considerable number of leaks through windows, services, pipes and other areas have occurred. The rainfall experienced during this period would be considered 'normal weather' conditions. The rainfall intensities experienced in this locality were by no means extreme and significantly lighter than those for which the building would be expected to remain water tight. Thus any suggestion that conditions constitute 'abnormal weather' is unfounded.

As outlined in the defects list below the various building issues result mostly from defective workmanship.

## **4.0 DEFECTS**

Each of the defect types have been assessed and collated into the following specific types. For each type general details and typical causes are noted. Further investigation would be required to specifically identify exact causes. This will need to be done as part of the defect rectification.

Individual defect locations and reference to photographs is provided in section 5.0.

### **1. Internal Cracking**

Cracking is caused by excess stress being placed on the area. Most commonly this stress is the result of excessive movement of the building or inadequate provision for movement when the finishes were applied. Following items are defects as they do not comply with the requirements listed below.

#### **a. Cracks in Walls**

Cracks greater than 1mm are defects that need to be repaired according to Guide to Standards and Tolerances which refers to Appendix C of AS 2870 – 1996.

#### **b. Skirting Cracks/Gaps**

Cracks greater than 1mm are defects that need to be repaired according to Guide to Standards and Tolerances which refers to Appendix C of AS 2870 – 1996.

#### **c. Cracks in Concrete**

Cracks greater than 1mm are defects that need to be repaired according to Guide to Standards and Tolerances which refers to Appendix C of AS 2870 – 1996.

### **2. External Cracking**

Cracking is caused by excess stress being placed on the area. Most commonly this stress is the result of excessive movement of the building or inadequate provision for movement when the finishes were applied. Numerous cracks were observed on the faced of the building.

Cracks greater than 1mm are defects that need to be repaired according to Guide to Standards and Tolerances which refers to Appendix C of AS 2870 – 1996.

This item is a defect as it does not comply with the requirements listed above.



### 3. Water Stains/Mould

Water ingress and water staining within the units suggests absence or failure of waterproof membranes and or incorrectly installed flashings and damp proof courses. Alternatively the membrane may have ripped or cracked in areas. Water leaking into the garages suggests that the slab of the building is also not appropriately waterproofed. Water leaking at windows suggests that the flashings were not correctly installed and thus rather than water exiting through the weep holes it is being diverted down the brickwork cavity. It is also possible that the flashing has not been turned up and water is running into the slab. Thus, the moisture may be due to entrapped water. A lack of a drip groove around the windows may also have led to water ingress.

As the existence of these products is large enough to cause damage in the form of staining, it is a breach of the BCA which states:

‘A building is to be constructed to avoid the likelihood of-

- (a) The creation of unhealthy or dangerous conditions; and
- (b) Damage to building elements caused by dampness or water overflow from bathrooms, laundries and the like.’

Prolonged exposure of building elements to moisture causes mould growth.

This item is a defect as it does not comply with the requirements listed above.

### 4. Weather Proofing

The author was notified that water entered the building in some areas during periods of rainfall. In some areas it was observed that balcony sliding doors do not close properly, glass on windows is too small for the frame; which was causing the outside “weather” (e.g. water and wind) enter the inside of the unit/building.

The Objective of *Building Code of Australia (2005) Part F01* is to:

‘(a) safeguard occupants from illness or injury and protect the building from damage caused by-

- (i) surface water and
- (ii) external moisture entering a building
- (iii) the accumulation of internal moisture in a building’

The *Building Code of Australia (Section F01.2)* states that:

‘Surface water resulting from a storm having an average recurrence interval of 100 years must not enter the building.’

This item is a defect as it does not comply with the requirements listed above.

### 5. Inadequate Waterproofing

Water ingress within the units suggests absence or failure of waterproof membranes and or incorrectly installed flashings and damp proof courses. Alternatively the membrane may have ripped or cracked in areas. Water leaking into the slab of the building is also not appropriately waterproofed. Water leaking at windows suggests that the flashings were not



correctly installed and thus rather than water exiting through the weep holes it is being diverted down the brickwork cavity. It is also possible that the flashing has not been turned up and water is running into the slab. Thus, the high moisture readings may be due to entrapped water. A lack of a drip groove around the windows may also have led to water ingress.

According to the Guide to Standards and Tolerance (2003) section 30:

‘Roofs, gutters, flashings, skylights, window frame joints or window seals which leak under normal weather conditions for the particular terrain, will be considered a defect.’

and

According to the Home Building Act (NSW) 1989 the following warranties are implied in every contract in relations to residential building work – Section 18B (a)(b)

(a) ‘a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.’

(b) ‘A warranty that all materials supplied by the holder or person will be good and suitable for the purpose for which they are used and that, unless otherwise stated in the contract, those materials will be new.’

This item is a defect as it does not comply with the requirements listed above.

## **6. Drainage/Ventilation Issues**

Several areas in the building were subject to ponding water, water coming out of drains, and “spitters” that track water onto the soffit of the balcony below. These are defects as recognised by the Building Code of Australia (BCA):

### **Section FO1**

- a) safeguard occupants from illness or injury and protect the building from damage caused by –
  - (i) surface water; and
  - (ii) external moisture entering a building; and
  - (iii) the accumulation of internal moisture in a building; and
- b) protect other property from damage caused by redirected surface water.

### **Section FP1.3**

‘A drainage system for the disposal of surface water must-

- (a) convey surface water to an appropriate outfall; and
- (b) avoid the entry of water into a building; and
- (c) avoid water damaging the building’

Water ponding may also be a slip hazard for occupants. This is a breach of the BCA,

Clause FO1: “safeguard occupants from illness or injury from damage caused by (i) surface water”



Some areas in the units do not contain adequate ventilation. This can be problematic if the natural ventilation in the room is not adequate. The Building Code of Australia requires that:

#### Section F4.6

‘Natural ventilation provided in accordance with F4.5(a) must consist of permanent openings, windows, doors or other devices which can be opened-

- (a) with an aggregate opening or openable size not less than 5% of the floor area of the room required to be ventilated; and
- (b) open to
  - i. suitable sized court, or space open to the sky; or
  - ii. an open veranda, carport, or the like; or
  - iii. an adjoining room in accordance with F4.7’

This item is a defect as it does not comply with the requirements listed above.

### 7. No Spitters/Inadequate Spitters

Spitters are used to remove water from balconies and prevent ponding of surface water. They are generally PVC pipes extending from the balcony that drain away any surface water that gathers on the balcony.

We have observed that the spitters are flush with the building at multiple locations. This is problematic as rather than removing the water entirely from the building, the water exiting from the balconies is being washed down the side of the walls or tracking down the underside of the slab. Any membrane issues would be exasperated by this, causing water to seep directly into the walls.

A lack of spitters is considered a defect as it causes a breach of the *Building Code of Australia (2005)*:

‘A drainage system for the disposal of surface water must-

- (a) convey surface water to an appropriate outfall;
- (b) avoid the entry of water into a building; and
- (c) avoid water damaging the building.’

This item is a defect as it does not comply with the requirements listed above.

### 8. Rusting

Many fixtures within the unit areas have begun to rust. Amongst other areas, most notable rusting was observed in metal parts of balustrades, balcony/terrace light fittings, fire sprinklers, and in the pool area. This indicates that inadequate coatings and materials have been used for the environment. The Home Building Act (NSW 1989) recognises this as a breach:





Section 18B (b) 'A warranty that all materials supplied by the holder or person will be good and suitable for the purpose for which they are used and that, unless otherwise stated in the contract, those materials will be new.'

This item is a defect as it does not comply with the requirements listed above.

## **9. Corrosion of Reinforcement**

Corroding reinforcement was observed on some balconies, stairwells and other areas of the building. In addition to rusting the reinforcement was exposed, rather than cover with concrete. Corrosion weakens the reinforcement, and therefore the overall strength of building elements, also corrosion of reinforcement can cause cracking in the surrounding concrete.

This Poor workmanship is a breach of The Home Building Act (NSW 1989):

Section 18B (a) 'warranty that the work and any materials used in doing the work will be reasonably fit for the specified purpose or result, if the person for whom the work is done expressly makes known to the holder of the license or person required to hold a license, or another person with express or apparent authority to enter into or vary contractual arrangements on behalf of the holder or person, the particular purpose for which the work is required or the result that the owner desires the work to achieve, so as to show that the owner relies on the holder's or person's skill and judgement.'

This item is a defect as it does not comply with the requirements listed above.

## **10. Indentations in Surfaces**

Numerous dents were observed in all areas of the building. These dents are the result of poor workmanship and therefore are defective as it does not comply with the requirements listed below.

This Poor workmanship is a breach of The Home Building Act (NSW 1989):

Section 18B (a) 'a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.'

## **11. General Poor Workmanship**

Messy work and some defective construction often results from a lack of care taken by the builder.

This Poor workmanship is a breach of The Home Building Act (NSW 1989):

Section 18B (a) 'a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.'

This item is a defect as it does not comply with the requirements listed above.

## **12. Chipped/Damaged Render**

Drummy render may indicate cracks in the wall behind or more likely the breaking of the bonds between the brickwork and render due to movement or poor preparation prior to



rendering. Cement based, render has little to no flexibility and thus movement can cause cracking or delaminating. A lack of expansion joints along with inadequate positioning of these joints is often the cause of drummy render.

In order to prevent areas of render from further chipping away the drummy sections need to be removed and the areas appropriately re-rendered. This may also be done to areas of render which have already chipped. To prevent a 'patchy' look the entire wall or section containing the repaired section should be painted.

Section 18B of the Home Building Act (1989) expresses the following warranties:

- (a) a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.'
- (b) a warranty that all materials supplied by the holder or person will be good and suitable for the purpose for which they are used and that, unless otherwise stated in the contract, those materials will be new.

This item is a defect as it does not comply with the requirements listed above.

### **13. Bubbling/Peeling/Missing Paint**

Peeling and bubbling paint results from either poor adhesion or excess moisture behind the paint layer. Poor preparation of the surface of the building prior to paint application may have resulted in poor adhesion between the paint and render. However, as the building has produced high moisture readings, it is likely that excess moisture ingress is resulting in the peeling and bubbling of the paintwork around the building.

As stated in the Guide to Standards and Tolerances (2003) section 16:

'Coatings used are to be suitable for the relevant conditions and relevant wear and tear. They are to be applied in a workmanlike manner and the manufacturer's instruction unless otherwise specified'

This item is a defect as it does not comply with the requirements listed above.

### **14. Not Working as Intended**

In a number of areas, building elements were observed to be faulty such as dislodged doors, and water coming out of drains, and therefore defeating the purpose of aforementioned elements.

Section 18B of the Home Building Act (1989) expresses the following warranties:

- (a) a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.'
- (b) a warranty that all materials supplied by the holder or person will be good and suitable for the purpose for which they are used and that, unless otherwise stated in the contract, those materials will be new.

This item is a defect as it does not comply with the requirements listed above.



## **15. Broken/Missing Materials**

In a number of areas we have observed broken or missing materials, such as missing door stop, missing storm mould, and broken balcony floor tiles. These defects are associated with Section 18B of the Home Building Act (1989) expresses the following warranties:

- (a) a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.'
- (b) a warranty that all materials supplied by the holder or person will be good and suitable for the purpose for which they are used and that, unless otherwise stated in the contract, those materials will be new.

This item is a defect as it does not comply with the requirements listed above.

## **16. Chipped/Damaged Plaster**

A number of chips and damages were observed in plasterboard elements inside units. Majority of defects were caused by poor workmanship where plasterboard was either damaged during initial works or it was damaged as a result of poor workmanship.

The Guide to Standards and Tolerance (2003) section 18 recognises that 'If plaster peaking or jointing is obvious in normal daylight conditions' it is a defect. Any crack larger than 1mm is also recognised as a defect.

Section 18B of the Home Building Act (1989) expresses the following warranties:

- (a) a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.'
- (b) a warranty that all materials supplied by the holder or person will be good and suitable for the purpose for which they are used and that, unless otherwise stated in the contract, those materials will be new.

This item is a defect as it does not comply with the requirements listed above.

## **17. Unfinished Repairs**

Patchy repairs and incomplete repairs were observed throughout the building (in some locations the render was re-rendered, however the area was left unpainted).

Section 18B of the Home Building Act (1989) expresses the following warranty:

- (a) a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.'

This item is a defect as it does not comply with the requirements listed above.

## **18. Clearance in Balustrades**

Instances in where the balustrade does not comply with the BCA were noted, this defect is a serious safety issue due to high clearance between balustrades and/or wall of the building and the balustrade.



The Building Code of Australia (2005) section D2.16 (g)ii states that for a balustrade, ‘any opening does not permit a 125mm sphere to pass through it and for stairs, the space is measured above the nosings.’

This item is a defect as it does not comply with the requirements listed above.

## **19. Penetrations in Surfaces**

Penetrations in ceilings and walls were observed in numerous locations of the building. Particularly large penetration was observed in the ceiling of the gym (Refer to Photograph PG9).

Section 18B of the Home Building Act (1989) expresses the following warranty:

(a) a warranty that the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract.’

This item is a defect as it does not comply with the requirements listed above.



## 5.0 DEFECTS LIST

| Unit No. | Defect No. | Defect Location                                         | Comment                                                                                                   | Defect Type | Photo No. |
|----------|------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------|-----------|
| 101      | 1          | Kitchen                                                 | Lights are not flush with the ceiling.                                                                    | 11          | 101.1     |
| 101      | 2          | Kitchen                                                 | The fan above the stove it crooked.                                                                       | 11          | 101.2     |
| 101      | 3          | Kitchen                                                 | Chipped paint around pantry door.                                                                         | 13          | 101.3     |
| 101      | 4          | Kitchen                                                 | The kitchen divider is chipped.                                                                           | 16          | 101.4     |
| 101      | 5          | Living Room                                             | Gap between the skirting board and the wall was observed.                                                 | 1b          | 101.5     |
| 101      | 6          | Balcony                                                 | Messy sealant application between roof and wall.                                                          | 11          | 101.6     |
| 101      | 7          | Balcony                                                 | Rust marks on the dividing wall.                                                                          | 8           | 101.7     |
| 101      | 8          | Balcony                                                 | Chipped render on balcony balustrade.                                                                     | 12          | 101.8     |
| 101      | 9          | Balcony                                                 | Cracking on balustrade and divider wall.                                                                  | 1c          | 101.8     |
| 101      | 10         | Balcony                                                 | Cracking below control joint.                                                                             | 1c          | 101.9     |
| 101      | 11         | Bedroom                                                 | Light switch installed upside down.                                                                       | 11          | On file   |
| 101      | 12         | Dining Room                                             | Cracking on cornice.                                                                                      | 1a          | 101.10    |
| 101      | 13         | Bathroom                                                | Chipped paint on door frame.                                                                              | 13          | 101.11    |
| 101      | 14         | Bathroom                                                | Messy sealant application between wall and ceiling.                                                       | 11          | 101.12    |
| 102      | 15         | Kitchen                                                 | Messy sealant application below stove fan.                                                                | 11          | 102.1     |
| 102      | 16         | Dining Room                                             | Gap between the skirting board and the wall was observed.                                                 | 1b          | On file   |
| 102      | 17         | Living Room                                             | Gap between the skirting board and the wall was observed.                                                 | 1b          | On file   |
| 102      | 18         | Balcony                                                 | Crack on dividing wall.                                                                                   | 1c          | 102.2     |
| 102      | 19         | Balcony                                                 | Mould on bottom of balustrades.                                                                           | 3           | 102.2     |
| 102      | 20         | Bedroom                                                 | Messy finish of carpet to wall.                                                                           | 11          | 102.3     |
| 102      | 21         | Bedroom                                                 | Water marks on the carpet around the window.                                                              | 3           | 102.3     |
| 102      | 22         | Bathroom                                                | Messy and uneven application of grout in shower.                                                          | 11          | On file   |
| 102      | 23         | Bathroom                                                | Rust on bottom of bathroom door frame.                                                                    | 8           | 102.4     |
| 103      | 24         | East bedroom – adjacent to sliding doors to the balcony | Gap between the wall and the skirting board was observed to be approximately 2mm.                         | 1b          | 103.1     |
| 103      | 25         | Balcony – north wall                                    | Spitter/drainage hole is above the floor level.                                                           | 7           | 103.2     |
| 103      | 26         | Terrace – south-west corner                             | Crack in the junction of the wall of the building and the balustrade was observed to be greater than 1mm. | 2           | 103.3     |



| Unit No. | Defect No. | Defect Location                       | Comment                                                                                      | Defect Type | Photo No. |
|----------|------------|---------------------------------------|----------------------------------------------------------------------------------------------|-------------|-----------|
| 103      | 27         | Terrace – wall above sliding doors    | Horizontal and vertical cracking on the wall of the building appears to be greater than 1mm. | 2           | 103.4     |
| 103      | 28         | Ceiling – western side of the balcony | Staining, and bubbling & blistering of paint was observed in the ceiling.                    | 8           | 103.5     |
| 104      | 29         | East bedroom                          | Gap of 2mm was observed between the west wall and the skirting board.                        | 1b          | 104.1     |
| 104      | 30         | Ceiling – east bathroom               | Water stain was observed above the shower in the bathroom.                                   | 5           | 104.2     |
| 105      | 31         | Kitchen                               | Cracked/bubbling paint above the cupboard.                                                   | 13          | 105.1     |
| 105      | 32         | Kitchen                               | Damaged plaster in the fridge cabinet.                                                       | 16          | 105.2     |
| 105      | 33         | Kitchen                               | Cracked sealant between the bench and wall.                                                  | 1           | 105.3     |
| 105      | 34         | Kitchen                               | Uneven gap above the stove fan.                                                              | 11          | 105.4     |
| 105      | 35         | Kitchen                               | Messy application of grout below the cupboards.                                              | 11          | 105.5     |
| 105      | 36         | Living Room                           | The kitchen divider is chipped.                                                              | 16          | On file   |
| 105      | 37         | Living Room                           | Cracks between the cornice sections.                                                         | 1b          | On file   |
| 105      | 38         | Study                                 | Moisture marks on the walls.                                                                 | 3           | 105.6     |
| 105      | 39         | Study                                 | Lights not flush with the ceiling.                                                           | 11          | 105.7     |
| 105      | 40         | Study                                 | Plaster chipped.                                                                             | 16          | On file   |
| 105      | 41         | Balcony                               | Mould on balustrades.                                                                        | 3           | 105.8     |
| 105      | 42         | Balcony                               | Separation crack between ceiling and wall.                                                   | 1a          | 105.9     |
| 105      | 43         | Balcony                               | Chipped render.                                                                              | 12          | On file   |
| 105      | 44         | Bedroom                               | Indentation in the ceiling.                                                                  | 10          | On file   |
| 105      | 45         | Bedroom                               | Cracking in tiles was observed.                                                              | 1b          | On file   |
| 105      | 46         | Bathroom                              | Cracked wall tile.                                                                           | 1           | 105.10    |
| 105      | 47         | Bathroom                              | Peeling paint on ceiling.                                                                    | 13          | On file   |
| 105      | 48         | Bathroom                              | Mould growth around sealant, below the wall.                                                 | 3           | 105.11    |
| 105      | 49         | Laundry                               | The door scrapes.                                                                            | 11          | On file   |
| 105      | 50         | Laundry                               | Messy application of grout around the tiles.                                                 | 11          | On file   |
| 105      | 51         | Laundry                               | Bracket has rusted.                                                                          | 8           | 105.12    |
| 106      | 52         | East bedroom                          | Missing silicone between the sliding door frame and the threshold was observed.              | 1c          | 106.1     |



| Unit No. | Defect No. | Defect Location                       | Comment                                                                                                                             | Defect Type | Photo No.     |
|----------|------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|
| 106      | 53         | Balcony – south-west corner           | Missing and poorly applied sealant in junctions between walls, and wall and the ceiling.                                            | 11          | 106.2         |
| 111      | 54         | Terrace – south-west                  | Rusted fitting was observed on the floor.                                                                                           | 8           | 111.1         |
| 111      | 55         | Terrace – southern side               | Missing sealant was observed in oversized expansion joint.                                                                          | 11          | 111.2         |
| 111      | 56         | Terrace – south-east                  | Vertical crack greater than 1mm was observed on the wall.                                                                           | 2           | 111.3         |
| 111      | 57         | Terrace – balustrade                  | In multiple locations, sandy and chipped render on balustrade wall was observed.                                                    | 12          | 111.4         |
| 111      | 58         | Terrace – southern                    | Horizontal cracking along the wall of the building was observed.                                                                    | 2           | 111.5         |
| 111      | 59         | North wall of the building – west end | Chipped/striped off render between expansion joints was observed.                                                                   | 2           | 111.6         |
| 112      | 60         | West bathroom – ceiling               | Mould was observed in the ceiling of the bathroom.                                                                                  | 3           | 112.1         |
| 112      | 61         | Terrace – north balustrade wall       | Spitter/drainage hole is too high to drain any stormwater.                                                                          | 7           | 112.2         |
| 112      | 62         | Terrace – south-west                  | Gap of 3mm was measured in the junction between wall of the building and the balustrade.                                            | 2           | 112.3         |
| 112      | 63         | Terrace                               | Rusting was observed in the fire sprinkler & light fitting.                                                                         | 8           | 112.4 & 112.5 |
| 112      | 64         | Terrace – east                        | Missing sealant was observed between the ceiling and the wall.                                                                      | 11          | 112.6         |
| 112      | 65         | Terrace – adjacent to sliding doors   | Cracking in the wall was measured to be greater than 3mm.                                                                           | 2           | 112.7         |
| 113      | 66         | Hallway                               | The skirting between the bedrooms was observed to be separated from the plasterboard wall.                                          | 1b          | 113.1         |
| 113      | 67         | Laundry                               | A vertical crack greater than 1 mm in width was observed on the wall.                                                               | 1c          | 113.2         |
| 113      | 68         | Terrace – west                        | Chipped render was observed on the block wall.                                                                                      | 12          | 113.3         |
| 114      | 69         | Eastern bedroom                       | No stopper has been installed for the Eastern bedroom to living room sliding door. This has caused damage to the plasterboard wall. | 15          | 114.1         |
| 114      | 70         | Terrace                               | Water staining and mould were observed on tiles and adjacent balustrade wall.                                                       | 3           | 114.2         |
| 115      | 71         | Entrance                              | Indentation in East wall                                                                                                            | 10          | 115.1         |



| Unit No. | Defect No. | Defect Location                  | Comment                                                                                                                                                         | Defect Type | Photo No. |
|----------|------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 115      | 72         | Kitchen                          | Crack in wall adjacent to the kitchen                                                                                                                           | 1a          | On file   |
| 115      | 73         | Living Room- West Wall           | Crack below cornice                                                                                                                                             | 1a          | On file   |
| 115      | 74         | Living Room                      | Gap between the skirting board and the wall was observed.                                                                                                       | 1b          | On file   |
| 115      | 75         | Living Room                      | Ceiling missing paint                                                                                                                                           | 13          | On file   |
| 115      | 76         | Living Room- East Wall           | Crack below cornice                                                                                                                                             | 1a          | On file   |
| 115      | 77         | Bedroom                          | Paint missing on cornice                                                                                                                                        | 13          | On file   |
| 115      | 78         | Wardrobe                         | Crack between ceiling and wall                                                                                                                                  | 1a          | On file   |
| 115      | 79         | Bathroom                         | Lights are not flush with the ceiling                                                                                                                           | 11          | On file   |
| 115      | 80         | Bathroom                         | Messy application of sealant                                                                                                                                    | 11          | On file   |
| 115      | 81         | Bathroom                         | Messy grout on walls and drain in shower enclosure                                                                                                              | 11          | 115.2     |
| 115      | 82         | Balcony                          | Mould on balustrades                                                                                                                                            | 3           | 115.3     |
| 115      | 83         | Balcony                          | Water staining in the form of efflorescence between tiles                                                                                                       | 3           | 115.3     |
| 115      | 84         | Balcony                          | Large gap between tiles and wall                                                                                                                                | 11          | On file   |
| 115      | 85         | Balcony                          | Staining on unit wall                                                                                                                                           | 3           | On file   |
| 115      | 86         | Balcony                          | Mould growing on hob above balcony                                                                                                                              | 3           | On file   |
| 115      | 87         | Balcony                          | Crack on wall of unit                                                                                                                                           | 1c          | 115.4     |
| 115      | 88         | Balcony                          | Peeled/chipped render on top of balustrade                                                                                                                      | 12          | On file   |
| 116      | 89         | Ceiling – north-west             | Water stain was observed in the ceiling.                                                                                                                        | 5           | 116.1     |
| 116      | 90         | Terrace                          | In multiple locations staining and mould were observed in the balustrade wall. Also missing grout was observed between the balustrade wall and the floor tiles. | 3           | 116.2     |
| 116      | 91         | Terrace – west                   | Missing sealant was observed between the ceiling and the west wall.                                                                                             | 11          | 116.3     |
| 116      | 92         | Terrace – exterior of balustrade | Staining was observed on the wall, indicating waterproofing failure.                                                                                            | 5           | 116.4     |
| 116      | 93         | Terrace – north-east             | Missing render and signs of previous repairs were observed.                                                                                                     | 12          | 116.5     |
| 117      | 94         | Unit extension                   | The carpet had not been properly trimmed.                                                                                                                       | 11          | 117.1     |
| 117      | 95         | South terrace                    | Chipped render was observed.                                                                                                                                    | 12          | 117.2     |
| 117      | 96         | West terrace                     | A vertical crack and water stalactites were observed.                                                                                                           | 2           | 117.3     |
| 117      | 97         | West terrace                     | It was noted that screws were present on the floor of the west                                                                                                  | 11 &        | 117.4     |





| Unit No. | Defect No. | Defect Location      | Comment                                                                                                                                                                                                                                       | Defect Type | Photo No.     |
|----------|------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|
|          |            |                      | terrace, adjacent to the copper façade that runs to the top of the building. The owner advised that 4 panels had been previously dislodged during strong winds. We recommend investigation into the structural adequacy of the copper panels. | 14          |               |
| 201      | 98         | South bedroom        | No sealant was observed between the door frame and the window stool.                                                                                                                                                                          | 11          | 201.1         |
| 201      | 99         | Terrace – north      | Missing fire sprinkler was observed.                                                                                                                                                                                                          | 15          | 201.2         |
| 201      | 100        | Balcony – south-east | Vegetation growth was observed along the balustrade wall, most likely due to inadequate waterproofing/drainage.                                                                                                                               | 5           | 201.3         |
| 201      | 101        | Balcony – south      | Rusting was observed on metal elements of the glass balustrade.                                                                                                                                                                               | 8           | On file       |
| 202      | 102        | Balcony              | The storm mould beneath the balcony door frames was missing.                                                                                                                                                                                  | 15          | 202.1         |
| 203      | 103        | Entrance             | The wall behind the door is missing paint                                                                                                                                                                                                     | 13          | On file       |
| 203      | 104        | Living               | Missing paint                                                                                                                                                                                                                                 | 13          | On file       |
| 203      | 105        | Balcony              | Cracking near top of wall                                                                                                                                                                                                                     | 1c          | 203.1         |
| 203      | 106        | Bedroom 1            | Cracked plaster                                                                                                                                                                                                                               | 16          | 203.2         |
| 203      | 107        | Bedroom 1            | Missing paint on walls                                                                                                                                                                                                                        | 13          | On file       |
| 203      | 108        | Bathroom             | Paint missing around light fitting                                                                                                                                                                                                            | 13          | On file       |
| 203      | 109        | Bathroom             | Mould on ceiling access box                                                                                                                                                                                                                   | 3           | 203.3         |
| 203      | 110        | Main Bedroom         | Paint peeled off walls                                                                                                                                                                                                                        | 13          | 203.4         |
| 204      | 111        | West bedroom – north | Missing sealant and cracking was observed between the window frame and adjacent areas.                                                                                                                                                        | 11          | 204.1 & 204.2 |
| 204      | 112        | East bathroom        | Dislodged shower jet was observed.                                                                                                                                                                                                            | 15          | 204.3.        |
| 204      | 113        | Balcony – east       | Gap between the balustrade wall and the wall of the building was measured to be 5mm.                                                                                                                                                          | 2           | 204.4         |
| 205      | 114        | Balcony – east       | Missing sealant was observed between the ceiling and the wall.                                                                                                                                                                                | 11          | 205.1         |
| 205      | 115        | Balcony – west       | Missing sealant and crack larger than 1mm were observed.                                                                                                                                                                                      | 2 & 11      | 205.2         |
| 206      | 116        | Balcony – west       | A crack was observed between the wall and balustrade.                                                                                                                                                                                         | 2           | 206.1         |
| 206      | 117        | Balcony – west       | A crack was observed on the upper section of the wall                                                                                                                                                                                         | 2           | 206.2         |



| Unit No. | Defect No. | Defect Location | Comment                                                                              | Defect Type | Photo No. |
|----------|------------|-----------------|--------------------------------------------------------------------------------------|-------------|-----------|
| 206      | 118        | Balcony         | The owner reported that water emerges from the balcony drain and floods the balcony. | 14          | 206.3     |
| 206      | 119        | North bedroom   | A crack was observed below the bedroom window sill.                                  | 1b          | 206.4     |
| 211      | 120        | Entrance        | Damaged plaster above ceiling                                                        | 16          | On file   |
| 211      | 121        | Entrance        | Paint missing below the ceiling                                                      | 13          | On file   |
| 211      | 122        | Entrance        | Distorted plaster ceiling                                                            | 16          | On file   |
| 211      | 123        | Study           | Louvers on window get stuck                                                          | 15          | On file   |
| 211      | 124        | Study           | Cracked cornice                                                                      | 1a          | On file   |
| 211      | 125        | Balcony         | Messy grout application below balustrades                                            | 11          | 211.1     |
| 211      | 126        | Balcony         | Mould an staining on balustrades                                                     | 3           | On file   |
| 211      | 127        | Living          | Bubbled plaster on the feature wall                                                  | 16          | On file   |
| 211      | 128        | Living          | Separation crack between window sill and wall                                        | 1           | On file   |
| 211      | 129        | Living          | Messy finish and paintwork around window sill                                        | 11          | On file   |
| 211      | 130        | Laundry         | Intense smell emerging                                                               | 6           | On file   |
| 211      | 131        | Laundry         | Paint missing on walls                                                               | 13          | On file   |
| 211      | 132        | Laundry         | Mould marks on walls                                                                 | 3           | 211.3     |
| 211      | 133        | Laundry         | Crack on wall                                                                        | 1a          | 211.3     |
| 211      | 134        | Bathroom        | Light not flush with the ceiling                                                     | 11          | On file   |
| 211      | 135        | Bathroom        | Missing paint on the ceiling                                                         | 13          | On file   |
| 211      | 136        | Bathroom        | Rust stains on tiles                                                                 | 8           | 211.4     |
| 211      | 137        | Bathroom        | Messy grout around bath tub                                                          | 11          | 211.4     |
| 211      | 138        | Hallway         | Deformed/bubbled plaster below ceiling                                               | 16          | On file   |
| 211      | 139        | Hallway         | Missing paint around bedroom door                                                    | 13          | On file   |
| 211      | 140        | Private balcony | Crack on both balustrades                                                            | 1c          | 211.5     |
| 211      | 141        | Private Balcony | Heaters plugged in cause fuses to blow                                               | 15          | On file   |
| 211      | 142        | Both Balconies  | Pond water and drains back flow                                                      | 6           | On file   |
| 211      | 143        | Main Bedroom    | Cracks above cornices                                                                | 1a          | 211.6     |
| 211      | 144        | Main Bedroom    | Buckled plaster above cornices                                                       | 1a          | On file   |
| 211      | 145        | Wardrobe        | Stains on the ceiling                                                                | 3           | On file   |
| 211      | 146        | En-suite        | Cracked plaster around light fitting                                                 | 1a          | On file   |



| Unit No. | Defect No. | Defect Location           | Comment                                                                                                                                                            | Defect Type | Photo No. |
|----------|------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 211      | 147        | En-suite                  | No fan or external opening                                                                                                                                         | 6           | On file   |
| 211      | 148        | En-suite                  | Mould on ceiling access board                                                                                                                                      | 3           | 211.7     |
| 211      | 149        | Bedroom 1                 | Missing paint above and below cornices                                                                                                                             | 13          | On file   |
| 211      | 150        | Kitchen                   | The stove fan has fallen apart                                                                                                                                     | 15          | 211.8     |
| 211      | 151        | Kitchen                   | Drawers are chipped                                                                                                                                                | 15          | On file   |
| 211      | 152        | Kitchen                   | Microwave is not working                                                                                                                                           | 15          | On file   |
| 211      | 153        | Kitchen                   | Bottom dishwasher blows main transformer as water backflows                                                                                                        | 15          | On file   |
| 212      | 154        | Balcony – east            | A cracked tile was observed adjacent to the balustrade post.                                                                                                       | 15          | 212.1     |
| 213      | 155        | Kitchen                   | A crack was observed on the kitchen plasterboard bulkhead                                                                                                          | 1a          | 213.1     |
| 213      | 156        | Hallway                   | Moisture staining was observed on the hallway ceiling.                                                                                                             | 5           | 213.2     |
| 213      | 157        | Balcony                   | Spalling concrete was observed surrounding the fire sprinkler outlet on the balcony. The owner reported that dripping has been observed emerging from this defect. | 12          | 213.3     |
| 214      | 158        | Laundry                   | Dislodged doors and missing metal cover above doors were observed.                                                                                                 | 14          | 214.1     |
| 214      | 159        | East bedroom – south-west | Mould was observed in the corner between two walls.                                                                                                                | 3           | 214.2     |
| 214      | 160        | Balustrade wall           | Crack was measured to be 1.5mm on top of the balustrade wall.                                                                                                      | 2           | 214.3     |
| 214      | 161        | Balcony                   | Gap of 4mm was measured between the balustrade and the west wall of the unit.                                                                                      | 2           | 214.4     |
| 214      | 162        | Balcony                   | On the external face of the balustrade, previous repairs have been observed. This section hasn't been repainted.                                                   | 17          | 214.5     |
| 215      | 163        | Unit entrance             | Moisture damage was observed in the plasterboard wall adjacent to the entrance.                                                                                    | 3           | 215.1     |
| 215      | 164        | Balcony – east            | A horizontal crack was observed in the upper portion of the balcony wall.                                                                                          | 2           | 215.2     |
| 216      | 165        | Balcony                   | Gap between fixed balcony panels was measured to be 7mm. This is allowing water and wind to penetrate inside the unit.                                             | 4           | 216.1     |
| 216      | 166        | Balcony                   | Cracking greater than 1mm and missing sealant were observed on the west side of the balcony.                                                                       | 2           | 216.2     |
| 216      | 167        | Balcony                   | Rusted light fitting and glass balustrade screws were observed.                                                                                                    | 8           | On file   |



| Unit No. | Defect No. | Defect Location                     | Comment                                                                                                                         | Defect Type | Photo No.     |
|----------|------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|
| 216      | 168        | Balcony                             | Paint marks were observed on the exterior face of the balustrade/wall.                                                          | 11          | On file       |
| 217      | -          | -                                   | No noticeable defects were observed in this unit.                                                                               | -           | -             |
| 301      | 169        | Laundry                             | Gap between two walls appears to be greater than 3mm.                                                                           | 2           | 301.1         |
| 301      | 170        | Balcony                             | Rusting in the light fitting and in the metal holders of the glass balustrade.                                                  | 8           | 301.2         |
| 302      | 171        | Living room                         | A penetration hole was observed adjacent to the living room light fitting.                                                      | 19          | 302.1         |
| 303      | 172        | Balcony – east                      | Horizontal crack greater than 1mm was observed on the wall.                                                                     | 2           | 303.1         |
| 303      | 173        | Balcony                             | Cracking was observed on the slab edge on the exterior to the balustrade.                                                       | 2           | 303.2         |
| 304      | -          | -                                   | No noticeable defects were observed in this unit.                                                                               | -           | -             |
| 305      | 174        | Living room – balcony sliding doors | Gap between the wall and the skirting board was observed to be 2mm.                                                             | 2           | 305.1         |
| 305      | 175        | Balcony – west wall                 | Missing silicon was observed in parts of the expansion joint.                                                                   | 11          | 305.2         |
| 305      | 176        | Balcony – east wall                 | Vertical crack greater than 3mm was observed in the wall.                                                                       | 2           | 305.3         |
| 305      | 177        | Balcony – balustrade                | Drainage hole appears to be partially blocked.                                                                                  | 6           | 305.4         |
| 306      | 178        | Balcony – west wall                 | Cracking greater than 2mm was observed in the wall.                                                                             | 2           | 306.1         |
| 306      | 179        | Balcony – drainage                  | It has been reported that water comes out of drains and floods the balcony.                                                     | 6           | 306.2         |
| 306      | 180        | Living room – central area          | It has been reported that the light does not work properly.                                                                     | 14          | 306.3         |
| 306      | 181 & 182  | Hallway – east                      | It has been reported that one of the down lights does not work, and it “wavy” down lights have been observed in multiple areas. | 11 & 14     | 306.4 & 306.5 |
| 306      | 183        | Sliding doors to the balcony        | It has been reported that the sliding doors do not close properly.                                                              | 14          | 306.6         |
| 307      | -          | -                                   | No noticeable defects were observed in this unit.                                                                               | -           | -             |
| 308      | 184        | Balcony – north                     | Horizontal cracking in walls greater than 1mm was observed in multiple locations.                                               | 2           | 308.1         |
| 309      | 185        | Kitchen                             | Dislodged element of the kitchen cupboards.                                                                                     | 14          | 309.1         |
| 309      | 186        | Living room                         | Unaligned doors of the storage area.                                                                                            | 11          | 309.2         |



| Unit No. | Defect No. | Defect Location      | Comment                                                                                                                                                 | Defect Type | Photo No. |
|----------|------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 309      | 187        | Balcony - ceiling    | Rusting was observed in the light fitting and in the sprinkler.                                                                                         | 8           | On file   |
| 310      | -          | -                    | No access was provided to this unit.                                                                                                                    | -           | -         |
| 311      | 188        | East bedroom.        | Large gap was observed between the door and ceiling.                                                                                                    | 11          | 311.1     |
| 311      | 189        | Living room.         | Dent to the wall was observed.                                                                                                                          | 10          | 311.2     |
| 311      | 190        | East balcony – east. | Vertical cracking over 1mm was observed in the wall.                                                                                                    | 2           | 311.3     |
| 311      | 191        | East balcony – west. | Horizontal cracking was observed adjacent to the balustrade.                                                                                            | 2           | 311.4     |
| 311      | 192        | West balcony – east. | Cracking in the render greater than 1mm was observed.                                                                                                   | 2           | 311.5     |
| 312      | 193        | Balcony – west wall. | Vertical cracking in the wall was measured to be greater than 2mm.                                                                                      | 2           | 312.1     |
| 312      | 194        | Balcony              | Cracking in the slab along the balustrade edge was observed. Missing sealant was observed in the junction between the balustrade and the concrete slab. | 11          | 312.2     |
| 313      | 195        | Balcony - west       | Chipped render was observed adjacent to the balustrade.                                                                                                 | 12          | 313.1     |
| 313      | 196        | Balcony - east       | Missing sealant was observed between the sliding door frame and the wall.                                                                               | 11          | 313.2     |
| 314      | 197        | En-suite bathroom    | Down lights appear to be “wavy” and dislodged.                                                                                                          | 11          | 314.1     |
| 314      | 198        | Balcony – ceiling    | Rust stains were observed on the fire sprinkler.                                                                                                        | 8           | 314.2     |
| 314      | 199        | Balcony.             | Cracking greater than 1mm was observed on the exterior slab edge of the balcony.                                                                        | 2           | 314.3     |
| 315      | 200        | Balcony – east wall  | Blistering and bubbling of paint was observed on the wall.                                                                                              | 13          | 315.1     |
| 316      | -          | -                    | No access to this unit was provided.                                                                                                                    | -           | -         |
| 317      | 201        | Hallway – north wall | Gap between the wall and the skirting board was observed to be 2mm.                                                                                     | 1b          | 317.1     |
| 317      | 202        | Balcony – east       | Over 1m long and greater than 1mm in width vertical crack was observed, the crack appears to be previously repaired.                                    | 2           | 317.2     |
| 317      | 203        | Balcony – east       | Top and bottom of the balustrade wall are not aligned.                                                                                                  | 11          | 317.3     |
| 401      | 204        | Balcony – south-east | Horizontal & vertical cracking greater than 1mm was observed in the balustrade.                                                                         | 2           | 401.1     |
| 401      | 205        | Balcony              | Badly rusted screws on the balustrade were observed.                                                                                                    | 8           | 401.2     |
| 401      | 206        | Balcony              | Broken floor tile was observed on the balcony.                                                                                                          | 15          | 401.3     |



| Unit No. | Defect No. | Defect Location         | Comment                                                                                                                         | Defect Type | Photo No. |
|----------|------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 402      | 207        | Bathroom                | Water stains around the vent                                                                                                    | 3           | 402.1     |
| 402      | 208        | Bathroom                | Missing paint on the ceiling                                                                                                    | 13          | 402.2     |
| 402      | 209        | Living Room             | Bubbling paint above cornice                                                                                                    | 13          | On file   |
| 402      | 210        | Living Room             | Paint missing on wall                                                                                                           | 13          | On file   |
| 402      | 211        | Bedroom 1               | Chipped wood on door frame                                                                                                      | 15          | On file   |
| 402      | 212        | Balcony                 | Hole in render on dividing wall                                                                                                 | 12          | 402.3     |
| 402      | 213        | Balcony                 | Door frame is rusting                                                                                                           | 8           | 402.4     |
| 403      | 214        | West Bedroom            | The skirting between the bedrooms was observed to be separated from the plasterboard wall.                                      | 1b          | 403.1     |
| 403      | 215        | East Bedroom            | A crack 1 mm in width was observed below the window sill.                                                                       | 1b          | 403.2     |
| 404      | 216        | Balcony – north-west    | Cracking over 2mm was observed on top of the balustrade wall.                                                                   | 2           | 404.1     |
| 404      | 217        | Balcony – north-east    | Horizontal crack was observed just above the soffit of 404 balcony. Inadequate sealant was observed in the expansion joint.     | 2           | 404.2     |
| 404      | 218        | East bathroom           | Dislodged vent was observed in the bathroom.                                                                                    | 11          | 404.3     |
| 404      | 219        | West En-suite bathroom  | Gap between the waterstop and tiles was measured to be 2.5mm. Rusting in the door frame was observed adjacent to the waterstop. | 11          | 404.4     |
| 404      | 220        | Kitchen – sink          | Leaking kitchen sink was observed.                                                                                              | 14          | On file   |
| 405      | -          | -                       | No access to this unit was provided.                                                                                            | -           | -         |
| 406      | -          | -                       | No access to this unit was provided.                                                                                            | -           | -         |
| 407      | 221        | Kitchen                 | The kitchen range hood was observed to be out of line.                                                                          | 14          | 407.1     |
| 407      | 222        | East and West Bathrooms | The toilets in both bathrooms did not cease to flush.                                                                           | 14          | 407.2     |
| 407      | 223        | Hallway                 | The hinges of the folding doors to the storage area were damaged.                                                               | 14          | 407.3     |
| 407      | 224        | Balcony                 | Rust staining was observed on the soffit of the balcony above.                                                                  | 8           | 407.4     |
| 407      | 225        | Balcony                 | A vertical crack greater than 1 mm in width was observed on the balustrade.                                                     | 2           | 407.5     |
| 407      | 226        | Balcony                 | A vertical crack greater than 1 mm in width was observed on the balustrade.                                                     | 2           | 407.6     |



| Unit No. | Defect No. | Defect Location      | Comment                                                                                                  | Defect Type | Photo No. |
|----------|------------|----------------------|----------------------------------------------------------------------------------------------------------|-------------|-----------|
| 407      | 227        | Balcony - West       | A horizontal crack greater than 1mm in width was observed on the western wall adjoining the balustrade.  | 2           | 407.7     |
| 408      | 228        | East Balcony         | Cracking greater than 1 mm in width was observed on slab on the external side of the balustrade.         | 2           | 408.1     |
| 408      | 229        | East Balcony         | Water staining was observed on the Northern wall of the Eastern balcony.                                 | 3           | 408.2     |
| 408      | 230        | East Balcony         | Rust staining was observed on the sealant below the door frame                                           | 8           | 408.3     |
| 408      | 231        | South Balcony        | A crack greater than 1 mm in width was observed on the balustrade above the Western control joint.       | 2           | 408.4     |
| 409      | 232        | Laundry              | Dislodged laundry door was observed.                                                                     | 14          | 409.1     |
| 409      | 233        | Living room          | The light was reported to be faulty.                                                                     | 14          | 409.2     |
| 409      | 234        | Balcony – south-west | Crack between the balustrade and the wall was measured to be greater than 3mm.                           | 2           | 409.3     |
| 409      | 235        | Balcony              | Chipped render on top of the balustrade were observed in multiple locations. Render appears to be sandy. | 12          | 409.4     |
| 409      | 236        | Balcony – exterior   | Water stains on the exterior of the balustrade due to failed waterproofing.                              | 3           | 409.5     |
| 409      | 237        | Balcony              | Rusted light fitting was observed.                                                                       | 8           | 409.6     |
| 410      | -          |                      | No noticeable defects were observed in this unit                                                         | -           | -         |
| 411      | 238        | Living Room          | Tape appears to be painted over in the ceiling and is peeling off.                                       | 11          | 411.1     |
| 411      | 239        | Hallway              | The pin of the door hinge to the storage area has dropped out.                                           | 14          | 411.2     |
| 411      | 240        | Eastern Toilet       | The toilet seal is unaligned with the toilet bowl.                                                       | 11          | 411.3     |
| 411      | 241        | Kitchen              | The kitchen range hood was observed to be out of line.                                                   | 11          | 411.4     |
| 411      | 242        | Western Balcony      | Bubbling paint was observed in the North Eastern corner of the balcony                                   | 13          | 411.5     |
| 411      | 243        | Eastern Balcony      | Rust staining was observed on the sealant below the door frame                                           | 8           | 411.6     |
| 412      | 244        | Balcony.             | Cracking between the balustrade and the slab and missing sealant were observed.                          | 2           | 412       |
| 412      | 245        | Balcony – north-east | Missing silicone was observed between the wall and the                                                   | 11          | 412       |



| Unit No. | Defect No. | Defect Location          | Comment                                                                                                         | Defect Type | Photo No.       |
|----------|------------|--------------------------|-----------------------------------------------------------------------------------------------------------------|-------------|-----------------|
|          |            |                          | ceiling.                                                                                                        |             |                 |
| 413      | 246        | Balcony                  | Cracking between the balustrade and the slab and missing sealant were observed.                                 | 2           | 413.1           |
| 413      | 247        | Hallway                  | Twisted down-lights were observed.                                                                              | 11          | 413.2           |
| 413      | 248        | North bedroom – wardrobe | Cracking in the junction between the ceiling and the wall was observed.                                         | 1a          | 413.3           |
| 413      | 249        | North bedroom – wardrobe | Cracking in the slab was measured to be 4.5mm.                                                                  | 1c          | 413.4           |
| 413      | 250        | Bathroom                 | Missing silicon was observed around edges of the manhole.                                                       | 11          | 413.5           |
| 414      | 251        | Kitchen                  | The kitchen range hood was observed to be out of line.                                                          | 14          | 414.1           |
| 414      | 252        | Eastern Bathroom         | 5 floor tiles adjacent to the shower drain were completely dislodged.                                           | 11          | 414.2           |
| 414      | 253        | Eastern Bedroom          | The plasterboard on the Southern wall of the Eastern has been damaged and repaired, but has not been repainted. | 17          | 414.3           |
| 414      | 254        | Balcony                  | Damage to the top of the balustrade was observed.                                                               | 12          | 414.4           |
| 414      | 255 & 256  | Balcony                  | Cracking and water staining were observed on the bulkhead on the Western section of the balcony.                | 2 & 3       | 414.5           |
| 415      | 257        | Balcony.                 | Water staining was observed on the balcony.                                                                     | 3           | 415.1           |
| 415      | 258        | Bathroom.                | Dow-light was reported to be faulty.                                                                            | 14          | On file         |
| 416      | 259        | Kitchen                  | The kitchen range hood was observed to be out of line.                                                          | 11          | 416.1           |
| 416      | 260        | Living Room              | Cracking paint along the skirting trim was observed                                                             | 13          | 416.2           |
| 416      | 261        | Balcony                  | Cracking along the joint of the balustrade and party wall was observed.                                         | 2           | 416.3           |
| 416      | 262        | Balcony                  | A vertical crack greater than 1 mm wide was observed Western balcony wall                                       | 2           | 416.4 and 416.5 |
| 416      | 263        | Balcony                  | A horizontal crack greater than 1 mm wide was observed Western balcony wall                                     | 2           | 416.6           |
| 417      | 264        | Entrance                 | Buckled plaster on ceiling                                                                                      | 16          | On file         |
| 417      | 265        | Dining Room              | Stains adjacent to light switch                                                                                 | 3           | On file         |
| 417      | 266        | Dining Room              | Mould around fixture                                                                                            | 3           | On file         |





| Unit No. | Defect No. | Defect Location            | Comment                                                        | Defect Type | Photo No. |
|----------|------------|----------------------------|----------------------------------------------------------------|-------------|-----------|
| 417      | 267        | Kitchen                    | Messy grout below kitchen cupboards                            | 11          | 417.1     |
| 417      | 268        | Kitchen                    | Board below dishwasher is dislodged                            | 15          | 417.1     |
| 417      | 269        | Kitchen                    | Kitchen sink not securely attached to the bench                | 15          | 417.2     |
| 417      | 270        | Kitchen                    | Window sill and frame detaching                                | 15          | 417.3     |
| 417      | 271        | Kitchen                    | Separation crack between cupboards and wall                    | 1           | On file   |
| 417      | 272        | Balcony                    | Rust mark below door frame                                     | 8           | 417.4     |
| 417      | 273        | Living                     | Skirting cracked around sliding door to balcony                | 1b          | On file   |
| 417      | 274        | Study                      | Light fitting not flush against ceiling                        | 11          | On file   |
| 417      | 275        | Bedroom 1                  | Wardrobe mirror door disrupted from runners                    | 15          | 417.5     |
| 417      | 276        | Bedroom 1                  | Gap between the skirting board and the wall was observed.      | 1b          | On file   |
| 417      | 277        | Bedroom 2                  | Cracks above cornice                                           | 1a          | On file   |
| 417      | 278        | Bedroom 2                  | Indentation marks on skirting                                  | 10          | On file   |
| 417      | 279        | Bedroom 2                  | Indentation marks on skirting                                  | 10          | On file   |
| 417      | 280        | Laundry                    | Plaster indented on ceiling                                    | 10          | On file   |
| 417      | 281        | Laundry                    | Missing paint on skirting                                      | 13          | 417.6     |
| 417      | 282        | Laundry                    | Door frame missing paint                                       | 13          | On file   |
| 417      | 283        | Main Bedroom               | Cracking above and below cornice                               | 1a          | On file   |
| 417      | 284        | Main Bedroom               | Missing paint on cornice                                       | 13          | On file   |
| 417      | 285        | Main Bedroom               | Carpet has buckled and has water staining                      | 15&3        | 417.7     |
| 417      | 286        | Wardrobe                   | Missing paint adjacent to the Ensuite door                     | 13          | On file   |
| 417      | 287        | En-suite                   | Peeling paint on door frame                                    | 13          | On file   |
| 417      | 288        | En-suite                   | Crack between ceiling and tiles in shower                      | 1           | On file   |
| 417      | 289        | Bathroom                   | Paint has peeled off the door                                  | 13          | On file   |
| 417      | 290        | Bathroom                   | Moisture mark on the ceiling                                   | 3           | On file   |
| 417      | 291        | Bathroom                   | Large separation between bench pieces and the benches and wall | 11          | 417.8     |
| 417      | 292        | Bathroom                   | Messy sealant between the vanity and wall                      | 11          | On file   |
| 501      | 293        | South bedroom – south-east | Water ingress through the south wall was reported.             | 4           | 501.1     |
| 501      | 294        | Balcony                    | Rusted metal parts of the balustrade were observed.            | 8           | 501.2     |
| 502      | 295        | Entry                      | The entry door handle was observed to be loose.                | 15          | 502.1     |



| Unit No. | Defect No. | Defect Location                 | Comment                                                                                                                                                                                     | Defect Type | Photo No.       |
|----------|------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 502      | 296 & 297  | Entry                           | Hairline cracks surrounding the entry door were observed. The owner reported that due to the silicone seal on the door frame, the door needs to be slammed shut for the door lock to catch. | 1a & 14     | 502.2 and 502.3 |
| 502      | 298        | Balcony                         | A horizontal 1 mm wide was observed on the upper portion of the column.                                                                                                                     | 2           | 502.4           |
| 503      | 300        | Laundry/storage area            | Large gap was observed between storage doors and the frame.                                                                                                                                 | 11          | 503.1           |
| 503      | 301        | Balcony – east                  | Cracking in the wall of 2.5mm was measured.                                                                                                                                                 | 2           | 503.2           |
| 503      | 302        | Balcony – east                  | Missing sealant was observed between the floor and the ceiling.                                                                                                                             | 11          | 503.3           |
| 504      | 303        | Balcony – east                  | Rust in the fire sprinkler was observed.                                                                                                                                                    | 8           | 504.1           |
| 504      | 304        | Balcony – west                  | Crack between the sliding door frame and the wall was measured to be 2mm.                                                                                                                   | 11          | 504.2           |
| 505      | -          | -                               | No noticeable defects were observed in this unit                                                                                                                                            | -           | -               |
| 506      | 305        | Balcony                         | Missing sealant between the sliding doors and the wall was observed.                                                                                                                        | 11          | 506.1           |
| 506      | 306        | Balcony                         | Un-grouted/unsealed section under the sliding door frame was observed.                                                                                                                      | 11          | 506.2           |
| 506      | 307        | Balcony                         | Brown staining was observed in the balustrade and the floor, most likely dye to water dripping from the balcony above.                                                                      | 3           | 506.3           |
| 506      | 308        | Balcony – west                  | Horizontal crack greater than 1mm was observed in the wall.                                                                                                                                 | 2           | 506.4           |
| 506      | 309        | Balcony                         | Rusting in the light fitting and in the metal parts of the balustrade were observed.                                                                                                        | 8           | On file         |
| 507      | 310        | West en-suite bathroom          | Water penetration was observed on tiles outside of shower “tray”.                                                                                                                           | 5           | 507.1           |
| 507      | 311        | Balcony                         | Rusting in the light fittings was observed.                                                                                                                                                 | 8           | 507.2           |
| 507      | 312        | Balcony – western               | Missing sealant was observed between the ceiling and the wall.                                                                                                                              | 11          | On file         |
| 508      | 313        | North balcony – north           | Horizontal crack appears to greater than 1mm.                                                                                                                                               | 2           | 508.1           |
| 508      | 314        | South-east bedroom - south-west | Water penetration through the window was reported.                                                                                                                                          | 4           | On file.        |
| 509      | 315        | Laundry                         | Excessive gap between the frame and doors.                                                                                                                                                  | 11          | 509.1           |
| 509      | 316        | South-west bedroom              | Balcony sliding doors are not aligned to the wall.                                                                                                                                          | 11          | 509.2           |
| 509      | 317        | Living room/balcony             | Sliding doors are not “weatherproof”.                                                                                                                                                       | 4           | 509.3           |



| Unit No. | Defect No. | Defect Location            | Comment                                                                                                                               | Defect Type | Photo No. |
|----------|------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 509      | 318 & 319  | Balcony – balustrade       | Water staining was observed on the exterior face of the balustrade. Horizontal crack was observed between two balconies.              | 2 & 3       | 509.4     |
| 509      | 320        | Balcony                    | Rusting in the light fitting, fire sprinkler and metal parts of the balustrade were observed.                                         | 8           | On file   |
| 510      | 321        | Balcony – west.            | Cracking in the balustrade greater than 1mm was measured.                                                                             | 2           | 510.1     |
| 510      | 322        | Bathroom – west            | Water staining and penetration was observed around toilet.                                                                            | 3           | 510.2     |
| 510      | 323        | Balcony/wall – east        | Horizontal cracking greater than 1mm was observed on the wall.                                                                        | 2           | 510.3     |
| 511      | 324        | Sun Room                   | Hairline cracks were observed on the plasterboard wall. It was noted that no stopper exists to dampen the impact of the sliding door. | 1a          | 511.1     |
| 511      | 325        | Kitchen                    | The kitchen range hood was observed to be out of line.                                                                                | 11          | 511.2     |
| 511      | 326        | Eastern Bathroom           | Moisture staining was observed on the plasterboard ceiling                                                                            | 3           | 511.3     |
| 511      | 327        | Western Bathroom           | Rusting was observed at the base of the door frame to the Western Bathroom.                                                           | 8           | 511.4     |
| 511      | 328        | Western Balcony            | Chipped paint and render was observed on the balustrade                                                                               | 13          | 511.5     |
| 511      | 329        | Eastern Balcony – West     | A diagonal crack 1 mm wide was observed on the Western wall of the Eastern balcony.                                                   | 2           | 511.6     |
| 511      | 330        | Eastern Balcony – East     | A crack greater than 1 mm wide was observed in the balcony slab edge.                                                                 | 1           | 511.7     |
| 512      | 331        | Laundry                    | Mould was observed in the ceiling and on walls.                                                                                       | 3           | 512.1     |
| 512      | 332        | North bedroom              | Fire sprinkler was observed to be dislodged.                                                                                          | 11          | 512.2     |
| 512      | 333        | Balcony                    | Missing storm mould/sealant was observed under the sliding doors.                                                                     | 15          | 512.3     |
| 512      | 334        | Balcony.                   | Rust in the light fitting and in the fire sprinkler were observed.                                                                    | 8           | On file   |
| 513      | 335        | Hallway & south bathroom   | Twisted down-lights were observed in the ceiling.                                                                                     | 14          | 513.1     |
| 513      | 336        | North bedroom – north-west | Mould was observed in the ceiling.                                                                                                    | 3           | 513.2     |
| 513      | 337        | Balcony                    | Staining and mould were observed at the edge of the balcony slab.                                                                     | 3           | 513.3     |



| Unit No. | Defect No. | Defect Location      | Comment                                                                                                                                                       | Defect Type | Photo No. |
|----------|------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 513      | 338        | Balcony              | Rust in the light fitting and in the fire sprinkler were observed.                                                                                            | 8           | 513.4     |
| 514      | 339        | Kitchen              | Staining was observed in the ceiling.                                                                                                                         | 3           | 514.1     |
| 514      | 340        | Balcony/wall – west  | Staining was observed on the wall adjacent to the balcony.                                                                                                    | 3           | 514.2     |
| 514      | 341        | Balcony – west       | Missing sealant was observed in the wall, just below the ceiling.                                                                                             | 11          | 514.3     |
| 515      | 342        | Balcony              | Staining and crack greater than 1mm between the balustrade and the slab were observed.                                                                        | 3           | 515.1     |
| 515      | 343        | Bathroom             | Dislodged fire sprinkler was observed.                                                                                                                        | 11          | 515.2     |
| 515      | 344        | Bathroom             | Rusting in the bathroom door frame and in the carpet were observed.                                                                                           | 8           | 515.3     |
| 515      | 345        | Kitchen.             | Dislodged kitchen sink.                                                                                                                                       | 15          | 515.4     |
| 516      | 346        | Balcony/wall – west  | Vertical cracking was observed in the wall adjacent to the balustrade.                                                                                        | 2           | 516.1     |
| 516      | 347        | Balcony              | Rusting was observed in metal parts of the balustrade.                                                                                                        | 8           | 516.2     |
| 516      | 348        | Bathroom             | Water penetration was observed in the ceiling.                                                                                                                | 5           | 516.3     |
| 517      | 349        | Balcony – north-west | Rusted and exposed reinforcement was observed between the balustrade and the wall.                                                                            | 9           | 517.1     |
| 517      | 350        | Balcony – east       | Cracking and missing render around water tap was observed.                                                                                                    | 11          | 517.2     |
| 517      | 351        | West bedroom         | Gap of 4mm was observed between the skirting board and the wall.                                                                                              | 1b          | 517.3     |
| 601      | -          | -                    | No access to this unit was provided.                                                                                                                          | -           | -         |
| 602      | 352        | Terrace              | A horizontal crack greater than 1 mm in width was observed on the South Eastern corner                                                                        | 2           | 602.1     |
| 602      | 353        | Terrace              | A section of render has come away from the South facing façade. In addition, a crack greater than 1 mm in width was observed below in the void in the render. | 12          | 602.2     |
| 602      | 354        | Terrace              | Rust staining was observed on the soffit of the balcony above.                                                                                                | 8           | 602.3     |
| 603      | 355        | Northern Balcony     | Cracking greater than 1 mm in width was observed on the slab edge beyond the balustrade.                                                                      | 2           | 603.1     |
| 603      | 356        | Western Terrace      | A crack greater than 1 mm in width was observed on the                                                                                                        | 2           | 603.2     |



| Unit No. | Defect No. | Defect Location      | Comment                                                                                                                                          | Defect Type | Photo No. |
|----------|------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
|          |            |                      | terrace balustrade.                                                                                                                              |             |           |
| 603      | 357        | Western Terrace      | A horizontal crack greater than 1 mm in width was observed on the terrace balustrade and adjoining wall on the North East corner of the terrace. | 2           | 603.3     |
| 603      | 358        | Western Terrace      | A vertical crack greater than 1 mm in width was observed on the Southern wall of the terrace.                                                    | 2           | 603.4     |
| 604      | -          | -                    | No noticeable defects were observed in this unit                                                                                                 | -           | -         |
| 605      | 359        | Balcony              | The render upper section of the Eastern wall appeared to be bulging.                                                                             | 12          | 605.1     |
| 605      | 360        | Bedroom              | A crack was observed in the butt joint of the window sill.                                                                                       | 1b          | 605.2     |
| 605      | 361        | Living Room          | A separation gap was observed in the skirting along the Eastern wall.                                                                            | 1b          | 605.3     |
| 605      | 362        | Entrance             | A gap greater than 10 mm was observed below the entry door.                                                                                      | 14          | 605.4     |
| 606      | 363        | Balcony – west       | Staining was observed on the balustrade.                                                                                                         | 3           | 606.1     |
| 606      | 364        | Balcony – west       | Missing sealant was observed between the ceiling and the wall.                                                                                   | 11          | 606.2     |
| 606      | 365        | Balcony – east       | Staining and horizontal cracking greater than 1mm was observed adjacent to the balcony.                                                          | 2 & 3       | 606.3     |
| 607      | 366        | Kitchen              | A drummy tile was observed on the kitchen floor. The tile was observed to be cracked.                                                            | 11          | 607.1     |
| 607      | 367        | Kitchen              | The kitchen range hood was observed to be out of line.                                                                                           | 11          | 607.2     |
| 607      | 368        | Western Bathroom     | The owners report that water ingress has occurred from the bathroom into the walk in wardrobe and the carpet becomes wet.                        | 5           | 607.3     |
| 607      | 369        | Balcony              | Rust staining was observed on the soffit of the balcony above.                                                                                   | 8           | 607.4     |
| 608      | 370        | Kitchen              | The kitchen range hood was observed to be out of line.                                                                                           | 11          | 608.1     |
| 608      | 371        | Southern Balcony     | No sealant has been provided under the balcony door                                                                                              | 11          | 608.2     |
| 609      | 372        | Laundry/storage area | Faulty doors and large gap between the frame and doors were observed.                                                                            | 11          | 609.1     |
| 609      | 373        | Kitchen              | Dislodged power point was observed.                                                                                                              | 11          | 609.2     |
| 609      | 374        | Kitchen              | Twisted down-lights were observed in the ceiling.                                                                                                | 11          | 609.3     |



| Unit No. | Defect No. | Defect Location | Comment                                                                                         | Defect Type | Photo No. |
|----------|------------|-----------------|-------------------------------------------------------------------------------------------------|-------------|-----------|
| 609      | 375        | Balcony         | Staining on exterior face of the balustrade was observed.                                       | 3           | 609.4     |
| 610      | 376        | Kitchen         | Dishwasher not working                                                                          | 15          | On file   |
| 610      | 377        | Kitchen         | Stain on ceiling                                                                                | 3           | 610.1     |
| 610      | 378        | Living          | Stain on wall                                                                                   | 3           | 610.2     |
| 610      | 379        | Bedroom 1       | Broken blind                                                                                    | 15          | 610.3     |
| 611      | 380        | Entrance        | Paint peeling                                                                                   | 13          | On file   |
| 611      | 381        | Living Room     | Cornice paint extends onto the wall below                                                       | 11          | 611.1     |
| 611      | 382        | Balcony         | Balustrades not painted to the ground                                                           | 13          | 611.2     |
| 611      | 383        | Balcony         | Chipped render on balustrade                                                                    | 12          | On file   |
| 611      | 384        | Balcony         | Cracked plaster on ceiling                                                                      | 16          | 611.3     |
| 611      | 385        | Balcony         | Cracking on balustrade                                                                          | 1c          | 611.4     |
| 611      | 386        | Kitchen         | Cupboards are misaligned                                                                        | 11          | On file   |
| 611      | 387        | Kitchen         | Bubbling/peeling paint between cupboards and ceiling                                            | 13          | On file   |
| 611      | 388        | Kitchen         | Lights not flush against the ceiling                                                            | 11          | On file   |
| 611      | 389        | Bedroom 1       | Stain on ceiling                                                                                | 3           | On file   |
| 611      | 390        | Bedroom 1       | Cornice paint extends onto the walls below                                                      | 13          | On file   |
| 611      | 391        | Bathroom        | Ceiling fixture not securely attached                                                           | 11          | On file   |
| 611      | 392        | Private Balcony | Crack on dividing wall                                                                          | 1c          | 611.5     |
| 611      | 393        | Private Balcony | Cracks around weep holes                                                                        | 1c          | On file   |
| 611      | 394        | Private Balcony | Large crack along the bottom of the dividing wall                                               | 1c          | 611.6     |
| 611      | 395        | Main Balcony    | Missing paint on wall and ceiling                                                               | 13          | On file   |
| 611      | 396        | En-suite        | Messy grout between tiles                                                                       | 11          | 611.7     |
| 611      | 397        | En-suite        | Mould on ceiling access box                                                                     | 3           | 611.8     |
| 611      | 398        | En-suite        | Missing paint on ceiling above shower enclosure                                                 | 13          | 611.8     |
| 612      | 399        | Hallway         | The trim above the storage folding door was observed to be dislodged.                           | 15          | 612.1     |
| 612      | 400        | Terrace         | A crack greater than 1 mm was observed on the terrace balustrade                                | 2           | 612.2     |
| 612      | 401        | Terrace         | A crack greater than 1 mm in width was observed adjacent to the weep hole on the Southern wall. | 2           | 612.3     |



| Unit No. | Defect No. | Defect Location      | Comment                                                                                                   | Defect Type | Photo No.       |
|----------|------------|----------------------|-----------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 613      | 402        | Laundry/storage area | Large gap between the frame and doors were observed.                                                      | 1a          | 613.1           |
| 613      | 403        | Balcony – east       | Crack in the balustrade greater than 1mm, and previous repairs were observed.                             | 2           | 613.2           |
| 613      | 404        | Balcony – east       | Chipped and sandy render was observed on top of the balustrade.                                           | 12          | 613.3           |
| 613      | 405        | Balcony – south      | Multiple stains were observed on the wall.                                                                | 3           | 613.4           |
| 614      | 406        | Eastern Bedroom      | A crack under the window sill was observed                                                                | 1b          | 614.1           |
| 614      | 407        | Balcony              | Excess waster staining was observed to be building up on the South Western corner from the balcony above. | 3           | 614.2 and 614.3 |
| 701      | 408        | Kitchen              | Paint on skirting                                                                                         | 11          | 701.1           |
| 701      | 409        | Living Room          | Bubbled plaster on wall                                                                                   | 16          | 701.2           |
| 701      | 410        | Balcony              | Mould on bottom of balustrade                                                                             | 3           | 701.3           |
| 701      | 411        | Balcony              | Crack on unit wall                                                                                        | 1c          | 701.4           |
| 702      | 412        | Kitchen              | Stains on the wall                                                                                        | 3           | 702.1           |
| 702      | 413        | Kitchen              | Gap between the skirting board and the wall was observed.                                                 | 1b          | 702.2           |
| 702      | 414        | Balcony              | Rusting of light fitting and rust marks on the roof                                                       | 8           | On file         |
| 702      | 415        | Balcony              | Cracked render adjacent to the sliding door                                                               | 12          | 702.3           |
| 702      | 416        | Balcony              | Crack along the bottom of the wall                                                                        | 2           | 702.3           |
| 702      | 417        | Living Room          | Paint missing below windows                                                                               | 13          | On file         |
| 702      | 418        | Living Room          | Chipped wood on window sill                                                                               | 15          | 702.4           |
| 702      | 419        | Living Room          | Missing paint on the wall                                                                                 | 13          | On file         |
| 702      | 420        | Wardrobe             | Chipped plaster on the wall                                                                               | 16          | 702.5           |
| 702      | 421        | En-suite             | Chipped paint on access box opening                                                                       | 13          | 702.6           |
| 702      | 422        | En-suite             | Chipped plaster around the light fitting                                                                  | 16          | 702.7           |
| 703      | 423        | Kitchen              | Chipped tile                                                                                              | 15          | 703.1           |
| 703      | 424        | Laundry              | Mould on the ceiling                                                                                      | 3           | 703.2           |
| 703      | 425        | Hallway              | Chipped plaster and paint above skirting                                                                  | 16          | 703.3           |
| 703      | 426        | Study                | Study door missing paint on areas around the runners                                                      | 13          | 703.4           |
| 703      | 427        | Study                | Cracked Square on wall adjoining study and lounge                                                         | 1a          | 703.5           |





| Unit No. | Defect No. | Defect Location        | Comment                                                        | Defect Type | Photo No. |
|----------|------------|------------------------|----------------------------------------------------------------|-------------|-----------|
| 703      | 428        | Study                  | Chipped plaster on wall                                        | 16          | On file   |
| 703      | 429        | Study                  | Crack below cornice                                            | 1a          | 703.6     |
| 703      | 430        | Lounge                 | Crack above skirting                                           | 1b          | On file   |
| 703      | 431        | Lounge                 | Water staining on carpet below window                          | 4           | 703.7     |
| 703      | 432        | Lounge                 | Carpet doesn't reach skirting                                  | 15          | On file   |
| 703      | 433        | Lounge                 | Missing cornice piece                                          | 15          | 703.8     |
| 703      | 434        | Lounge                 | Water seeps in the window when it rains                        | 4           | On file   |
| 703      | 435        | Lounge                 | Crack above the door                                           | 1a          | 703.9     |
| 703      | 436        | Balcony                | Water ponds                                                    | 6           | On file   |
| 703      | 437        | Balcony                | Water staining in the form of efflorescence on the balustrade  | 3           | 703.10    |
| 703      | 438        | Bedroom 1              | Cracking below cornice                                         | 1a          | On file   |
| 703      | 439        | En-suite               | Paint on tiles                                                 | 11          | On file   |
| 703      | 440        | En-suite               | Cracking above door frame                                      | 1a          | On file   |
| 703      | 441        | En-suite               | Lack of grout around shower drain                              | 15          | On file   |
| 703      | 442        | Bathroom               | Toilet is not securely attached                                | 15          | On file   |
| 703      | 443        | Main Bedroom           | Broken plaster                                                 | 16          | 703.11    |
| 703      | 444        | Main Bedroom           | Crack below cornice                                            | 1a          | 703.12    |
| 704      | 445        | Entrance               | Missing paint on cornice above door                            | 13          | 704.1     |
| 704      | 446        | Entrance               | Paint has peeled off the doorframe                             | 13          | On file   |
| 704      | 447        | Dining Room            | Moisture staining on carpet                                    | 3           | 704.2     |
| 704      | 448        | Main Bedroom           | Gap between the skirting board and the wall was observed.      | 1b          | On file   |
| 704      | 449        | En-suite               | Cracked plaster around light fitting                           | 16          | On file   |
| 704      | 450        | En-suite               | Moisture stain on roof                                         | 3           | On file   |
| 704      | 451        | Balcony                | Rust stains on balustrade                                      | 8           | 704.3     |
| 704      | 452        | Kitchen                | Light fitting not flush with ceiling                           | 11          | On file   |
| 704      | 453        | Kitchen                | Messy grout below cupboards                                    | 11          | On file   |
| 704      | 454        | Study                  | Crack above door                                               | 1a          | On file   |
| 704      | 455        | Laundry                | Drain is rusting                                               | 8           | 704.4     |
| 705      | 456        | West en-suite bathroom | Water staining was observed just outside the shower.           | 5           | 705.1     |
| 705      | 457        | Balcony – east         | Missing sealant was observed between the ceiling and the wall. | 11          | 705.2     |





| Unit No. | Defect No. | Defect Location    | Comment                                                      | Defect Type | Photo No. |
|----------|------------|--------------------|--------------------------------------------------------------|-------------|-----------|
| 705      | 458        | Balcony            | Rusting was observed in the fire sprinkler & light fitting.  | 8           | On file   |
| 706      | 459        | Balcony            | Untidy sealant was observed in the expansion joint.          | 11          | 706.1     |
| 706      | 460        | Balcony – east     | Horizontal cracking was observed in the adjacent balustrade. | 2           | 706.2     |
| 706      | 461        | Balcony            | Rusting in metal elements of the balustrade was observed.    | 8           | 706.3     |
| 707      | 462        | Entrance           | Paint missing on the ceiling                                 | 13          | On file   |
| 707      | 463        | Entrance           | Patchy repair on ceiling                                     | 17          | 707.1     |
| 707      | 464        | Entrance           | Paint on skirting                                            | 11          | On file   |
| 707      | 465        | Dining Room        | Crack below window sill                                      | 1a          | 707.2     |
| 707      | 466        | Dining Room        | Window hinges have rusted                                    | 8           | 707.3     |
| 707      | 467        | Dining Room        | Crack between window sill and frame                          | 1           | On file   |
| 707      | 468        | Dining Room        | Paint from feature wall not meeting skirting and cornices    | 11&13       | 707.4     |
| 707      | 469        | Kitchen            | The top surface of the bench is peeling away                 | 15          | 707.5     |
| 707      | 470        | Kitchen            | Messy/cracked grout between bench and wall                   | 11&1        | 707.6     |
| 707      | 471        | Kitchen            | Messy grout between floor tiles and cupboards                | 11          | 707.7     |
| 707      | 472        | Bathroom           | Door sill has moisture staining                              | 3           | On file   |
| 707      | 473        | Bathroom           | Peeling/messy render between ceiling and wall                | 11&12       | On file   |
| 707      | 474        | Bathroom           | Mould growth on the grout around the bath tub                | 3           | 707.8     |
| 707      | 475        | Study              | Patchy repair                                                | 17          | On file   |
| 707      | 476        | Main Bedroom       | Water ingress around window                                  | 4           | On file   |
| 707      | 477        | Main Bedroom       | Chipped skirting                                             | 15          | On file   |
| 707      | 478        | Main bedroom       | Separation crack between window sill and wall                | 1           | On file   |
| 707      | 479        | Wardrobe           | Patchy roof repairs                                          | 17          | On file   |
| 707      | 480        | En-suite           | Messy grout around shower enclosure                          | 11          | On file   |
| 707      | 481        | Decorative Balcony | Moisture marks and mould on balustrades                      | 3           | On file   |
| 707      | 482        | Decorative Balcony | Cracked balustrades                                          | 1c          | On file   |
| 707      | 483        | Decorative Balcony | Stone level significantly lower than original                | 15          | On file   |
| 707      | 484        | Decorative Balcony | Water sealant, black and visible                             | 11          | On file   |
| 707      | 485        | Bedroom 1          | Crack between window frame and window sill                   | 1           | On file   |
| 707      | 486        | Living Room        | Cracking in the cornice was observed.                        | 1c          | On file   |
| 707      | 487        | Living Room        | Water ingress below window, carpet is stained                | 3&4         | On file   |



| Unit No. | Defect No. | Defect Location | Comment                                                                 | Defect Type | Photo No. |
|----------|------------|-----------------|-------------------------------------------------------------------------|-------------|-----------|
| 707      | 488        | Balcony         | Balustrade cracked and paint peeling                                    | 1c&13       | On file   |
| 707      | 489        | Balcony         | Mould growth on ceiling                                                 | 3           | On file   |
| 707      | 490        | Balcony         | Crack along the wall of the unit                                        | 1c          | On file   |
| 707      | 491        | Balcony         | Messy grout along the balustrade                                        | 11          | On file   |
| 708      | 492        | Entrance        | Separation crack between the door frame and wall                        | 1           | 708.1     |
| 708      | 493        | Entrance        | Chipped plaster above the cornice                                       | 16          | On file   |
| 708      | 494        | Living Room     | When one sliding door is closed with mild force the other one opens     | 14          | On file   |
| 708      | 495        | Living Room     | The hob beneath the door leading to the balcony is chipped and indented | 15          | On file   |
| 708      | 496        | Living Room     | Separation crack between the skirting and sliding door                  | 1b          | 708.2     |
| 708      | 497        | Living Room     | Crack in plaster between hallway and lounge room                        | 1a          | On file   |
| 708      | 498        | Living Room     | Messy render around light switch in hallway                             | 11          | On file   |
| 708      | 499        | Kitchen         | Lights not flush against the ceiling                                    | 11          | On file   |
| 708      | 500        | Kitchen         | Broken plaster around the ceiling light                                 | 16          | On file   |
| 708      | 501        | Kitchen         | Water stain on window sill                                              | 3           | 708.3     |
| 708      | 502        | Kitchen         | Cracking around window frame                                            | 1           | On file   |
| 708      | 503        | Kitchen         | Crack in ceiling skirting                                               | 1b          | On file   |
| 708      | 504        | Kitchen         | Missing paint- adjacent to fridge and around phone                      | 13          | 708.4     |
| 708      | 505        | Laundry         | Paint peeled off top of doors exposing steel below                      | 13          | 708.5     |
| 708      | 506        | Bathroom        | Door frame missing paint                                                | 13          | On file   |
| 708      | 507        | Bathroom        | Peeling paint between ceiling and wall                                  | 13          | On file   |
| 708      | 508        | Bathroom        | Lights not flush with ceiling                                           | 11          | On file   |
| 708      | 509        | Bathroom        | Paint missing around one light                                          | 13          | On file   |
| 708      | 510        | Bedroom 1       | Chipped paint on wall and missing paint on the ceiling                  | 13          | On file   |
| 708      | 511        | Bedroom 1       | Peeling paint between ceiling and wall                                  | 13          | On file   |
| 708      | 512        | Bedroom 1       | Lights not flush with ceiling                                           | 11          | On file   |
| 708      | 513        | Bedroom 2       | Paint missing from the door frame                                       | 13          | On file   |
| 708      | 514        | Bedroom 2       | Floods under the window and around the wardrobe during times of rain    | 4           | On file   |



| Unit No. | Defect No. | Defect Location          | Comment                                                                                                                            | Defect Type | Photo No. |
|----------|------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 708      | 515        | Main Bedroom             | Paint missing from the door frame                                                                                                  | 13          | On file   |
| 708      | 516        | Main Bedroom             | Chipped plaster on wall                                                                                                            | 16          | 708.6     |
| 709      | 517        | Balcony                  | Rusting in metal elements of the balustrade was observed.                                                                          | 8           | 709.1     |
| 709      | 518        | Balcony                  | Staining on exterior face of the balustrade was observed.                                                                          | 3           | 709.2     |
| 709      | 519        | Balcony – east           | Missing sealant was observed between the ceiling and the wall.                                                                     | 11          | 709.3     |
| 710      | 520        | Balcony                  | A crack greater than 1mm in width was observed between the balustrade and adjoining wall on the West of the balcony.               | 3           | 710.1     |
| 710      | 521        | Balcony                  | A crack greater than 1mm in width was observed between the balustrade and adjoining wall on the West of the balcony.               | 3           | 710.2     |
| 710      | 522        | Balcony                  | 2 cracked tiles were observed on the balcony floor.                                                                                | 15          | 710.3     |
| 711      | 523        | Kitchen                  | Damaged shelf was observed.                                                                                                        | 15          | 711.1     |
| 711      | 524        | Living room – north      | Damaged timber under the window frame. It was reported that the window does not close properly.                                    | 14          | 711.2     |
| 711      | 525        | Living room/east balcony | Gap greater than 3mm was observed between the sliding door and the wall.                                                           | 11          | 711.3     |
| 711      | 526        | Living room – exterior   | Multiple vertical crack were observed under the living room window.                                                                | 1a          | 711.4     |
| 711      | 527        | West balcony             | Missing sealant was observed in the expansion joint.                                                                               | 11          | 711.5     |
| 711      | 528        | Balcony                  | Rusting was observed in the light fitting, fire sprinkler, gas fitting and fire sprinkler on the exterior face of the living room. | 8           | On file   |
| 712      | 529        | Storage area             | Glue appears to be left on the door frame.                                                                                         | 11          | On file   |
| 712      | 530        | East bedroom             | Gap between the wall and the door frame to the balcony was observed.                                                               | 11          | On file   |
| 713      | 531        | Balcony                  | A crack greater than 1mm in width was observed between the balustrade and adjoining wall on the South of the balcony.              | 2           | 713.1     |
| 713      | 532        | Balcony                  | Rust staining was observed on the soffit of the balcony above.                                                                     | 8           | 713.2     |
| 714      | 533        | Living room              | Missing sealant was observed between the sliding door frame and the wall.                                                          | 11          | 714.1     |
| 714      | 534        | Balcony – south-west     | Stains in walls were observed in multiple locations.                                                                               | 3           | 714.2     |
| 801      | 535        | Balcony                  | A tile in the South West corner of the balcony has become                                                                          | 15          | 801.1     |



| Unit No. | Defect No. | Defect Location            | Comment                                                                                                                  | Defect Type | Photo No. |
|----------|------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
|          |            |                            | completely dislodged                                                                                                     |             |           |
| 801      | 536        | Balcony                    | A crack greater than 1mm was observed between the balustrade and adjoining wall on the South West corner of the balcony. | 2           | 801.2     |
| 802      | 537        | East en-suite bathroom     | Rust in bottom of the door frame was observed.                                                                           | 8           | 802.1     |
| 802      | 538        | Laundry                    | It was reported that bad smell comes from the laundry drain.                                                             | 6 & 14      | 802.2     |
| 802      | 539        | Laundry                    | Laundry doors can not be closed.                                                                                         | 14          | 802.3     |
| 802      | 540        | Balcony                    | Rusting was observed in the light fitting and in the ceiling.                                                            | 8           | 802.4     |
| 802      | 541        | Balcony – south            | Water staining and cracking was observed adjacent to the balustrade.                                                     | 3           | 802.5     |
| 802      | 542        | Exterior west bedroom wall | Chipped render was observed on the wall.                                                                                 | 12          | 802.6     |
| 802      | 543        | Living room – south        | Cracking between the window frame and the wall was observed on the exterior of the window.                               | 2           | 802.7     |
| 803      | 544        | North bedroom              | Cracking was observed in the west wall.                                                                                  | 1a          | 803.1     |
| 804      | -          | -                          | No noticeable defects were observed in this unit                                                                         | -           | -         |
| 805      | 545        | Balcony                    | Rusting in the fire sprinkler was observed.                                                                              | 8           | 805.1     |
| 806      | 546        | Living room                | Missing sealant was observed between the window and the wall.                                                            | 11          | 806.1     |
| 806      | 547        | East bedroom - west        | Gap of 2mm was observed between the skirting board and the wall.                                                         | 1b          | 806.2     |
| 806      | 548        | Balcony                    | Missing sealant was observed between the ceiling and the wall.                                                           | 11          | 806.3     |
| 806      | 549        | Balcony – west             | Full length horizontal crack was observed on the wall.                                                                   | 2           | 806.4     |
| 807      | 550        | Kitchen                    | Fan is dislodged                                                                                                         | 15          | 807.1     |
| 807      | 551        | Kitchen                    | Mould on roof                                                                                                            | 3           |           |
| 807      | 552        | Laundry                    | Cover on the dryer is missing                                                                                            | 15          | 807.2     |
| 807      | 553        | En-suite and Bathroom      | Mould around vanity and in shower enclosure                                                                              | 3           | On file   |
| 807      | 554        | En-suite and Bathroom      | Toilet seats are loose                                                                                                   | 15          | 807.3     |
| 807      | 555        | Main Bedroom               | Penetration in wall, revealing screw                                                                                     | 11          | 807.4     |
| 807      | 556        | Main bedroom               | Missing paint                                                                                                            | 13          | On file   |
| 807      | 557        | Wardrobe                   | Cracked/chipped plaster                                                                                                  | 16          | On file   |
| 807      | 558        | Bedroom 1                  | Missing Paint                                                                                                            | 13          | On file   |



| Unit No. | Defect No. | Defect Location                | Comment                                                                                                                           | Defect Type | Photo No. |
|----------|------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 807      | 559        | Balcony                        | Cracked balustrade                                                                                                                | 1c          | 807.5     |
| 807      | 560        | Balcony                        | Rusting on ceiling and light fitting                                                                                              | 8           | 807.6     |
| 807      | 561        | Living Room                    | Bubbled plaster below window                                                                                                      | 16          | On file   |
| 807      | 562        | Entrance                       | Repair works have not been repainted                                                                                              | 17          | 807.7     |
| 808      | 563        | Living Room                    | Separation cracking was observed between the step to the balcony and the surrounding wall and door frame.                         | 1a          | 808.1     |
| 808      | 564        | Kitchen                        | The kitchen range hood was observed to be out of line.                                                                            | 11          | 808.2     |
| 808      | 565        | Eastern Balcony                | A crack in the balustrade glass was observed                                                                                      | 2           | 808.3     |
| 808      | 566        | Eastern Balcony                | Render adjacent to the door to the kitchen was observed to be chipped                                                             | 12          | 808.4     |
| 808      | 567        | Southern Balcony               | A crack was observed between the balustrade and adjoining wall on the West of the balcony.                                        | 2           | 808.5     |
| 808      | 568        | Southern Balcony               | A crack was observed between the balustrade and adjoining wall on the East of the balcony                                         | 2           | 808.6     |
| 809      | -          | -                              | No access to this unit was provided.                                                                                              | -           | -         |
| 810      | 569        | West bedroom                   | Extensive gap was observed between the skirting board and the wall.                                                               | 1b          | 810.1     |
| 810      | 570        | Adjacent to west bathroom door | Extensive gap was observed between the skirting board and the wall.                                                               | 1b          | 810.2     |
| 810      | 571        | Balcony - west                 | Cracking of 2mm was measured between the balustrade and the wall.                                                                 | 2           | 810.3     |
| 810      | 572        | Balcony                        | Rusting was observed in the fire sprinkler & light fitting.                                                                       | 8           | On file   |
| 811      | 573        | Sun Room                       | It was observed that no stopper exists to dampen the impact of the sliding door and damage was observed on the plasterboard wall. | 15          | 811.1     |
| 811      | 574        | Western Balcony                | A horizontal crack greater than 1 mm in width was observed on the North Eastern corner of the balcony.                            | 2           | 811.2     |
| 811      | 575        | Eastern Balcony                | A horizontal crack greater than 1mm in width was observed on the Western wall.                                                    | 2           | 811.3     |
| 811      | 576        | Eastern Balcony                | A vertical crack greater than 1 mm in width was observed on                                                                       | 2           | 811.4     |



| Unit No. | Defect No. | Defect Location             | Comment                                                                                                     | Defect Type | Photo No. |
|----------|------------|-----------------------------|-------------------------------------------------------------------------------------------------------------|-------------|-----------|
|          |            |                             | the upper portion of the Eastern wall.                                                                      |             |           |
| 812      | 577        | Laundry                     | Large gap was observed between the frame and the door.                                                      | 1a          | 812.1     |
| 812      | 578        | Balcony - south             | Missing render was observed adjacent to the balcony.                                                        | 12          | 812.2     |
| 812      | 579        | Balcony                     | Missing silicon was observed between the balustrade and the slab.                                           | 11          | 812.3     |
| 812      | 580        | Balcony                     | Gap greater than 125mm was observed between the balustrade and the wall.                                    | 18          | 812.4     |
| 813      | 581        | Balcony - south             | Crack was observed between the balustrade and the wall.                                                     | 2           | 813.1     |
| 813      | 582        | Balcony - south/living room | Rust was observed on the metal along the living room window.                                                | 8           | 813.2     |
| 814      | 583        | East bathroom               | Dislodged hinge in the shower was observed.                                                                 | 14          | 814.1     |
| 814      | 584        | Balcony – south-west        | Water staining was observed in balustrades/balcony walls.                                                   | 3           | 814.2     |
| 814      | 585        | Balcony – west              | Staining and cracking were observed on the balustrade.                                                      | 3           | 814.3     |
| 901      | 586        | Balcony                     | A crack greater was observed between the balustrade and adjoining wall on the East of the balcony.          | 2           | 901.1     |
| 901      | 587        | Balcony                     | Render was observed to be spalling from the upper section of the Eastern wall.                              | 12          | 901.2     |
| 901      | 588        | Balcony                     | A crack greater than 1mm was observed between the balustrade and adjoining wall on the West of the balcony. | 2           | 901.3     |
| 902      | 589        | South Western Bedroom       | A crack beneath the cornice was observed                                                                    | 1a          | 902.1     |
| 903      | 590        | East bedroom                | Gap in the ceiling was observed.                                                                            | 1a          | 903.1     |
| 903      | 591        | Balcony                     | Rusting was observed in the fire sprinkler & light fitting.                                                 | 8           | 903.2     |
| 904      | 592        | Dining Room                 | Marking on cornice, above bedroom door                                                                      | 3           | On file   |
| 904      | 593        | Balcony                     | Messy finish between door frame and wall                                                                    | 11          | On file   |
| 904      | 594        | Balcony                     | Messy attachment of pipes coming from the wall                                                              | 11          | 904.1     |
| 904      | 595        | Balcony                     | Peeling paint below the pipes                                                                               | 13          | 904.1     |
| 904      | 596        | Balcony                     | Crack along the bottom of the wall                                                                          | 1c          | 904.2     |
| 904      | 597        | Living Room                 | Mark on cornice                                                                                             | 3           | On file   |
| 904      | 598        | Kitchen                     | Messy sealant around the sink                                                                               | 11          | 904.3     |
| 904      | 599        | Kitchen                     | Mark on the ceiling                                                                                         | 3           | On file   |
| 904      | 600        | Laundry                     | Water staining in the form of efflorescence on the drain                                                    | 3           | 904.4     |



| Unit No. | Defect No. | Defect Location      | Comment                                                                                  | Defect Type | Photo No. |
|----------|------------|----------------------|------------------------------------------------------------------------------------------|-------------|-----------|
| 904      | 601        | Laundry              | Staining on the wall                                                                     | 3&6         | On file   |
| 904      | 602        | Bathroom             | Messy grout around the door                                                              | 11          | On file   |
| 904      | 603        | Bathroom             | Chipped plaster around the light fitting                                                 | 16          | On file   |
| 904      | 604        | Main Bedroom         | Missing paint above the skirting                                                         | 13          | On file   |
| 905      | 605        | Kitchen              | Twisted down-lights were observed.                                                       | 11          | 905.1     |
| 905      | 606        | Laundry              | It was reported that light isn't working.                                                | 14          | 905.2     |
| 905      | 607        | Hallway              | Crack between the cornice and the ceiling was observed.                                  | 1a          | 905.3     |
| 905      | 608        | Balcony – north-east | Horizontal cracking was observed in columns.                                             | 2           | 905.4     |
| 905      | 609        | Balcony              | Missing silicon was observed in the junction between sliding door frame and the ceiling. | 11          | 905.5     |
| 906      | 610        | Living room/balcony  | It was reported that balcony doors do not close properly.                                | 14          | 906.1     |
| 906      | 611        | East bedroom         | Window glass is too short for the frame.                                                 | 14          | 906.2     |
| 907      | 612        | Entrance             | Carpet join is very evident                                                              | 11          | 907.1     |
| 907      | 613        | Kitchen              | Cracked/indented plaster on fridge cabinet                                               | 16          | On file   |
| 907      | 614        | Living Room          | Crack below window sill                                                                  | 1           | 907.2     |
| 907      | 615        | Living Room          | Gap between the skirting board and the wall was observed.                                | 1b          | 907.3     |
| 907      | 616        | Living Room          | Indent in hob beneath sliding door                                                       | 10          | 907.4     |
| 907      | 617        | Living Room          | Cracked plaster, adjacent to sliding door                                                | 16          | 907.4     |
| 907      | 618        | Living Room          | Crack below sliding door                                                                 | 1           | 907.4     |
| 907      | 619        | Balcony              | Missing paint on balustrade                                                              | 13          | On file   |
| 907      | 620        | Balcony              | Cracking on balustrade                                                                   | 1c          | 907.5     |
| 907      | 621        | Laundry              | Missing paint on the door frame                                                          | 13          | 907.6     |
| 907      | 622        | Bedroom              | Chipped plaster on the walls                                                             | 16          | 907.7     |
| 907      | 623        | Bedroom              | Missing paint                                                                            | 13          | On file   |
| 907      | 624        | Bathroom             | Crack between walls                                                                      | 1a          | 907.8     |
| 908      | 625        | Living room/balcony  | Missing silicon was observed between the sliding door frame and the adjacent wall.       | 11          | 908.1     |
| 908      | 626        | South bathroom       | Small rust stains were observed in the fire sprinkler.                                   | 8           | 908.2     |
| 908      | 627        | Balcony – south      | Crack in the wall larger greater than 1mm was observed.                                  | 2           | 908.3     |
| 909      | 628        | Kitchen              | The kitchen range hood was observed to be out of line.                                   | 14          | 909.1     |





| Unit No. | Defect No. | Defect Location                 | Comment                                                                                                       | Defect Type | Photo No.       |
|----------|------------|---------------------------------|---------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 909      | 629        | Bathroom                        | Ponding water was observed surrounding the bathroom drain.                                                    | 6           | 909.2           |
| 909      | 630        | Bathroom                        | Water staining was observed on the bathroom ceiling above the shower and surrounding the vent.                | 5           | 909.3           |
| 909      | 631        | Living Room                     | Damaged plasterboard was observed adjacent to the bathroom entrance                                           | 16          | 909.4           |
| 909      | 632        | Hallway                         | The folding doors in the hallway did not properly operate.                                                    | 14          | 909.5           |
| 909      | 633        | Balcony                         | The waterproofing on the Eastern and Western sections of the balcony have been repaired and are left untiled. | 17          | 909.6 and 909.7 |
| 910      | 634        | Living Room                     | The plasterboard wall was observed to be damaged adjacent to the balcony entrance.                            | 16          | 910.1           |
| 910      | 635        | Western Bedroom                 | A crack was observed in the skirting along the Southern wall.                                                 | 1b          | 910.2           |
| 910      | 636        | Balcony                         | A crack was observed between the balustrade and adjoining wall on the West of the balcony.                    | 2           | 910.3           |
| 910      | 637        | Balcony                         | Rust staining was observed on the soffit of the balcony above.                                                | 8           | 910.4           |
| 911      | 638        | Exterior north wall of the unit | Rusting was observed in the metal.                                                                            | 8           | 911.1           |
| 911      | 639        | West balcony – ceiling          | Rust stains were observed in the ceiling.                                                                     | 8           | 911.2 & 911.3   |
| 911      | 640        | West balcony – north            | Blocked spitter/drainage hole.                                                                                | 6           | 911.4           |
| 911      | 641        | East balcony.                   | Missing sealant was observed between the ceiling and the wall.                                                | 11          | 911.5           |
| 911      | 642        | East balcony – east             | Missing render was observed adjacent to the balcony.                                                          | 12          | 911.6 & 911.7   |
| 911      | 643        | East balcony – west             | Concrete debris and cracking greater than 1mm in the wall were observed.                                      | 2           | 911.8           |
| 912      | 644        | Balcony – north                 | Gap between the balustrade and the wall is greater than 125mm.                                                | 18          | 912.1           |
| 912      | 645        | Balcony – north                 | Cracking and chipped render were observed on the balcony slab.                                                | 2 & 12      | 912.2           |
| 912      | 646        | Balcony – south                 | Vertical crack greater than 1mm was observed in the wall adjacent to the balcony.                             | 2           | 912.3 & 912.4   |





| Unit No.     | Defect No. | Defect Location                | Comment                                                                                                | Defect Type | Photo No. |
|--------------|------------|--------------------------------|--------------------------------------------------------------------------------------------------------|-------------|-----------|
| 912          | 647        | North bedroom                  | Cracking in the wall and missing silicon were observed.                                                | 2 & 11      | 912.5     |
| 912          | 648        | Balcony                        | Rusting was observed in the fire sprinkler & light fitting.                                            | 8           | 912.6     |
| 913          | 649        | Hallway                        | The hinges of the folding storage doors have been damaged and hence the doors do not operate properly. | 14          | 913.1     |
| 913          | 650        | Kitchen                        | The kitchen range hood was observed to be out of line.                                                 | 11          | 913.2     |
| 913          | 651        | Balcony                        | A crack was observed between the balustrade and adjoining wall on the South of the balcony.            | 2           | 913.3     |
| 914          | 652        | Balcony – south-west           | Staining on walls was observed in multiple locations.                                                  | 3           | 914.1     |
| 914          | 653        | Balcony – north                | Gap/missing sealant was observed between the window frame and the wall.                                | 11          | 914.2     |
| Carpark – B2 | 654        | Car space P317                 | Crack of 1.5mm was measured in the floor slab.                                                         | 1c          | C1        |
| Carpark – B2 | 655        | Adjacent to car space P317     | Crack of 1.5mm was measured in the floor slab.                                                         | 1c          | C2        |
| Carpark – B2 | 656        | Above car space P510           | Water staining was observed in the ceiling.                                                            | 3           | C3        |
| Carpark – B2 | 657        | Car space P611                 | Crack of 1.5mm was measured in the floor slab.                                                         | 1c          | C4        |
| Carpark – B2 | 658        | Car Space P414                 | Large vertical and horizontal displacements were observed at the expansion joint.                      | 11          | C5        |
| Carpark – B2 | 659        | Car Space P111                 | Water staining and moisture were observed in the floor and the adjacent wall.                          | 3           | C6        |
| Carpark – B2 | 660        | Driveway from Piccadilly Place | Gap between the wall and the kerb were measured to be greater than 10mm.                               | 1c          | C7        |
| Carpark – B2 | 661        | Car space P613                 | Crack of 1.5mm was measured in the floor slab.                                                         | 1c          | C8        |
| Carpark – B2 | 662        | Car space P113                 | Crack of 1.5mm was measured in the floor slab.                                                         | 1c          | C9        |
| Carpark – B2 | 663        | Above car space P205           | Cracking and water staining were observed in the ceiling.                                              | 1c & 3      | C10       |



| Unit No.     | Defect No. | Defect Location            | Comment                                                                           | Defect Type | Photo No. |
|--------------|------------|----------------------------|-----------------------------------------------------------------------------------|-------------|-----------|
| Carpark – B2 | 664        | Adjacent to car space P203 | Missing cap from the “slab pipe” and water staining were observed.                | 15          | C11       |
| Carpark – B2 | 665        | Adjacent to car space P203 | Crack of 2 mm was measured in the floor slab.                                     | 1c          | C12       |
| Carpark – B2 | 666        | Across P309                | Cracking and staining were observed in the ceiling.                               | 1c & 3      | C13       |
| Carpark – B2 | 667        | Above car space P201       | Cracking in the ceiling was observed.                                             | 1c          | C14       |
| Carpark – B2 | 668        | Above car space P201       | Cracking and staining were observed in the ceiling.                               | 1c & 3      | C15       |
| Carpark – B2 | 669        | Above car space P802       | Cracking and staining were observed in the ceiling.                               | 1c & 3      | C16 & C17 |
| Carpark – B2 | 670        | Adjacent to car space M1   | Cracking of 1.5mm was observed in the floor slab.                                 | 1c          | C18       |
| Carpark – B2 | 671        | Car space P307             | Cracking of 1.5mm was observed in the floor slab.                                 | 1c          | C19       |
| Carpark – B2 | 672        | Car space P903             | Cracking and staining were observed in the ceiling.                               | 1c & 3      | C20       |
| Carpark – B2 | 673        | Car space P307             | Cracking and staining were observed in the ceiling.                               | 1c          | C21       |
| Carpark – B2 | 674        | Adjacent to car space P501 | Large vertical and horizontal displacements were observed at the expansion joint. | 11          | C22       |
| Carpark – B2 | 675        | Adjacent to car space P909 | Cracking of 1.5mm was observed in the floor slab.                                 | 1c          | C23       |
| Carpark – B2 | 676        | Adjacent to car space P116 | Cracking of 1.5mm was observed in the floor slab.                                 | 1c          | C24       |
| Carpark – B2 | 677        | Car space P414             | Large vertical and horizontal displacements were observed at the expansion joint. | 11          | C25       |
| Lift shaft   | 678        | Far west lift shaft        | Water table of approximately 50mm was observed in the lift shaft.                 | 5 & 6       | L1 – L4   |



| Unit No.          | Defect No. | Defect Location                            | Comment                                                                                        | Defect Type | Photo No. |
|-------------------|------------|--------------------------------------------|------------------------------------------------------------------------------------------------|-------------|-----------|
| East Stairwell    | 679        | Level 10                                   | Staining and moisture were observed in walls.                                                  | 3           | S1        |
| East Stairwell    | 680        | Level 10 & Level 9                         | Cracking and formwork remains were observed in soffits of stairs in Level 10, 9 & 8.           | 1c & 11     | S2 – S4   |
| East Stairwell    | 681        | Level 8 and most of other levels           | Nails popping out of the stair soffit was observed in numerous locations on most levels.       | 11          | S5        |
| East Stairwell    | 682        | Level 8                                    | Gap between stairs and the wall was measured to be over 20mm.                                  | 11          | S6        |
| East Stairwell    | 683        | Level 7                                    | Larger than necessary hole was observed around the metal pipe.                                 | 11          | S7        |
| East Stairwell    | 684        | Level 5                                    | Gap between stairs and the wall was measured to be greater than 30mm.                          | 11          | S8        |
| East Stairwell    | 685        | Ground level exit door from East Stairwell | Rusting was observed in metal parts of the door and door frame.                                | 8           | S9        |
| Central Stairwell | 686        | Level 10                                   | Leftover materials were observed in the slab-ceiling.                                          | 11          | S10       |
| Central Stairwell | 687        | Level 9                                    | Nails popping out of the ceiling, and exposed reinforcement bars were observed in the ceiling. | 11          | S11       |
| Central Stairwell | 688        | Level 8                                    | Cracking in the ceiling of 1.5mm was measured.                                                 | 1c          | S12       |
| Central Stairwell | 689        | Level 7                                    | Formwork/timber leftovers were observed in the soffit of stairs.                               | 11          | S13       |
| Central Stairwell | 690        | Level 7                                    | Saw dust was observed in the soffit of stairs.                                                 | 11          | S14       |
| Central Stairwell | 691        | Level 6                                    | Formwork/timber leftovers were observed in the soffit of stairs.                               | 11          | S15       |
| Central Stairwell | 692        | Level 5                                    | Large hole was observed in the ceiling, and conduit left in the south wall.                    | 19          | S16 – S17 |
| Central Stairwell | 693        | Level 5                                    | Metal “plate” was observed in the ceiling.                                                     | 11          | S18       |



| Unit No.          | Defect No. | Defect Location                               | Comment                                                                                            | Defect Type | Photo No. |
|-------------------|------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------|-------------|-----------|
| Central Stairwell | 694        | Level 4 and most other levels                 | Nails popping out of the ceiling were observed around the metal pipe.                              | 11          | S19       |
| Central Stairwell | 695        | Level 1                                       | Gap between stairs and the wall was measured to be greater than 50mm.                              | 11          | S20       |
| Central Stairwell | 696        | Ground level exit door from Central Stairwell | Rusting was observed in metal parts of the door and door frame.                                    | 8           | S21 & S22 |
| West Stairwell    | 697        | Level 9                                       | Exposed reinforcement bars were observed in the north wall.                                        | 9           | S23       |
| West Stairwell    | 698        | Level 8                                       | Metal “plate” was observed. Nails popping around metal pipe and walls was observed on most levels. | 11          | S24       |
| West Stairwell    | 699        | Level 7                                       | Exposed reinforcement bars were observed in the raiser of level 7 stairs.                          | 9           | S25       |
| West Stairwell    | 700        | Level 4                                       | Gap greater than 10mm was observed between the wall and stairs.                                    | 11          | S26       |
| West Stairwell    | 701        | Level 2                                       | Gap greater than 10mm was observed between the wall and stairs.                                    | 11          | S27       |
| West Stairwell    | 702        | Ground level exit door from West Stairwell    | Rusting was observed in metal parts of the door and door frame.                                    | 8           | S28       |
| Hallways          | 703        | Comms cupboard & Fire Hose Reel Rooms         | Unpainted walls of rooms were observed on all levels.                                              | 13          | H1 – H3   |
| Hallways          | 704        | Adjacent to Unit 106                          | Dislodged fire sprinkler was observed in the ceiling.                                              | 11          | H4        |
| Hallways          | 705        | Adjacent to Unit 203                          | Vertical crack greater than 1mm was observed in the wall junction.                                 | 1a          | H5        |
| Hallways          | 706        | Level 3 east side – garbage room              | Dislodged ventilation grill on the wall was observed.                                              | 15          | H6        |
| Hallways          | 707        | Level 2 west side – garbage room              | Peeling paint was observed on the floor of most garbage rooms.                                     | 13          | H7        |
| Hallways          | 708        | Level 4 - East elevators                      | Dislodged ventilation grill was observed adjacent to elevators.                                    | 15          | H8        |
| Hallways          | 709        | Level 8 east side – garbage room.             | Honeycombing was observed in the wall.                                                             | 11          | H9        |
| Hallways          | 710        | All comms cupboard rooms.                     | Penetration hole appears to be greater than necessary for cobs.                                    | 19          | H10       |
| Hallways          | 711        | Level 6 west side – garbage room.             | Large gaps between walls and between wall and the ceiling                                          | 1a          | H11       |



| Unit No.        | Defect No. | Defect Location                       | Comment                                                                   | Defect Type | Photo No.     |
|-----------------|------------|---------------------------------------|---------------------------------------------------------------------------|-------------|---------------|
|                 |            |                                       | were observed.                                                            |             |               |
| Hallways        | 712        | Level 6 west side – garbage room.     | Dislodged ventilation grill on the wall was observed.                     | 15          | H12           |
| Hallways        | 713        | Level 7 west side – garbage room.     | Missing ventilation grill from the wall was observed.                     | 15          | H13           |
| Hallways        | 714        | Level 8 west – garbage room.          | Cracking at junction between two walls was observed.                      | 1a          | H14           |
| Hallways        | 715        | Level 8 west – comms cupboard room.   | Unaligned plasterboards walls were observed.                              | 11          | H15           |
| Hallways        | 716        | Level 8 west – west window.           | Gap between window sill and the wall was observed to be greater than 1mm. | 1b          | H16           |
| Hallways        | 717        | Level 8 west – adjacent to elevators. | Dislodged ventilation grill was observed in the ceiling.                  | 15          | H17           |
| Pool & Gym Area | 718        | Pool.                                 | Rusting was observed in numerous areas of the pool.                       | 8           | PG1 7<br>PG 2 |
| Pool & Gym Area | 719        | Pool area – north-east.               | Rusting in metal was observed on the wall.                                | 8           | PG3           |
| Pool & Gym Area | 720        | Pool area – east side.                | Gaps between the ventilation grills and the ceiling were observed.        | 11          | PG4           |
| Pool & Gym Area | 721        | Pool area – east side.                | Build-up of white matter was observed on window handles.                  | 3           | PG5           |
| Pool & Gym Area | 722        | Pool area – south side.               | Gap between the wall and ceiling was observed.                            | 1b          | PG6           |
| Pool & Gym Area | 723        | Pool area – south-west.               | Bubbling and blistering of paint was observed in the ceiling.             | 13          | PG7           |
| Pool & Gym Area | 724        | Gym area – south.                     | Gap between metal covers was observed.                                    | 11          | PG8           |
| Pool & Gym Area | 725 & 26   | Gym area – west.                      | Large hole and dislodged fire sprinkler were observed in the ceiling.     | 15 & 19     | PG9           |
| Pool & Gym Area | 726        | Gym area – north.                     | Gap between hollow cable coverings and the wall was observed.             | 11          | PG10          |
| Pool & Gym Area | 727        | Entrance – north.                     | Rusting in handrails was observed.                                        | 8           | PG11          |
| East            | -          | East elevation.                       | Overview of the elevation.                                                | -           | E1            |



| Unit No.        | Defect No. | Defect Location                       | Comment                                                                                      | Defect Type | Photo No. |
|-----------------|------------|---------------------------------------|----------------------------------------------------------------------------------------------|-------------|-----------|
| Elevation       |            |                                       |                                                                                              |             |           |
| East Elevation  | 729        | East elevation.                       | Water staining was observed along a number of balconies on the left drop.                    | 3           | E2        |
| East Elevation  | 730        | Ground level / pool wall.             | Rust staining was observed in the wall.                                                      | 8           | E3        |
| North Elevation | 731        | Ground level.                         | Missing/inadequate sealant was observed in the control joint.                                | 11          | E4        |
| North Elevation | -          | North elevation.                      | Overview of north elevation.                                                                 | -           | E5        |
| North Elevation | 732 & 733  | East end – entrance to pool/gym area. | Horizontal cracking, water staining and peeling paint were observed on walls.                | 2 & 3       | E6        |
| North Elevation | 734        | East end – first floor.               | Horizontal cracking adjacent to control joint was observed on the first floor.               | 2           | E7        |
| North Elevation | 735        | Central area.                         | Missing/chipped sections of render on the wall were observed on the second floor.            | 12          | E8        |
| North Elevation | 736        | West end.                             | Water staining on balcony walls was observed.                                                | 3           | E9        |
| North Elevation | 737        | West end.                             | Missing/chipped sections of render on the wall were observed between second and third floor. | 12          | E10       |
| North Elevation | 738        | West end.                             | Water staining on balcony walls was observed.                                                | 3           | E11       |
| North Elevation | 739        | West end.                             | Missing/chipped sections of render on the wall were observed in numerous locations.          | 12          | E12 & E13 |
| North Elevation | 740        | West end.                             | Vertical crack was measured to be 4mm on the terrace wall.                                   | 3           | E14       |
| North Elevation | 741        | North-east corner.                    | Missing/chipped sections of render on walls were observed.                                   | 12          | E15       |
| West Elevation  | -          | West elevation.                       | Overview of the west elevation.                                                              | -           | E16       |
| West            | 742        | First floor terrace wall.             | Numerous water stains were observed on the wall.                                             | 3           | E17 &     |



| Unit No.        | Defect No. | Defect Location              | Comment                                                                             | Defect Type | Photo No. |
|-----------------|------------|------------------------------|-------------------------------------------------------------------------------------|-------------|-----------|
| Elevation       |            |                              |                                                                                     |             | E18       |
| West Elevation  | 743        | Central area.                | Numerous cracks were observed in the “red column”/                                  | 2           | E19       |
| West Elevation  | 744        | South end – top levels.      | Water staining was observed in numerous locations along balcony edges.              | 3           | E20       |
| South Elevation | -          | South elevation – west end.  | Overview of the elevation.                                                          | -           | E21       |
| South Elevation | 745        | Central area.                | Numerous cracks and previous repairs were observed on the façade.                   | 2 & 17      | E22       |
| South Elevation | 746        | West end fire exit door.     | Rusting was observed in metal parts of the door.                                    | 8           | E23       |
| South Elevation | 747        | West end – first floor.      | Water staining was observed on the wall.                                            | 3           | E24       |
| South Elevation | 748        | West end – first floor.      | Crack of 1.5mm was measured in the balustrade wall.                                 | 2           | E25       |
| South Elevation | 749        | Central area fire exit door. | Rusting was observed in metal parts of the door.                                    | 8           | E26 & E27 |
| South Elevation | 750 & 751  | Central area.                | Missing render and untidy section of the façade was observed between level 1 and 2. | 11 & 12     | E28       |
| South Elevation | 752        | Central area.                | Missing render adjacent to exit doors.                                              | 12          | E29       |
| South Elevation | 753        | Central area.                | Missing/inadequate sealant was observed in vertical control joint.                  | 11          | E30       |
| South Elevation | 754        | Piccadilly Place elevation.  | Numerous water stains were observed on the wall adjacent to the carpark entrance.   | 3           | E31 & E33 |
| South Elevation | 755        | Central area.                | Numerous water stains were observed at balcony slab edges.                          | 3           | E32       |
| South Elevation | 756        | East end.                    | Numerous water stains were observed at balcony slab edges.                          | 3           | E34 & E35 |
| South           | 757        | South-east corner.           | No sealant was found in the control joint.                                          | 11          | E36       |



| Unit No.        | Defect No. | Defect Location       | Comment                                                                  | Defect Type | Photo No. |
|-----------------|------------|-----------------------|--------------------------------------------------------------------------|-------------|-----------|
| Elevation       |            |                       |                                                                          |             |           |
| South Elevation | 758        | South-west stairwell. | Numerous rust sections were observed in handrails.                       | 8           | E37       |
| South Elevation | 759        | South-west stairwell. | Nails popping out of the ceiling were observed.                          | 11          | E38       |
| South Elevation | 760        | South-west stairwell. | Rusted reinforcement bar was observed adjacent to the exit doors.        | 9           | E39       |
| South Elevation | 761        | South-west stairwell. | Rusted metal was observed in the ceiling/wall just above the exit doors. | 9           | E40       |
| South Elevation | 762        | South-west stairwell. | Rusting was observed in metal parts of exit doors.                       | 8           | E41       |



## 6.0 CONCLUSIONS

As advised above our inspection has confirmed that the building contains a significant number of construction related defects.

In particular, this report has identified some seven hundred and sixty two (762) individual defects. Each instance has been categorised into the nineteen (19) defect types listed in section 4.0. In each defect type the specific breach in accordance with the relevant standards and regulations has been identified.

We consider that all of the identified defects result from defective work and are thus the responsibility of the builder.

We thus recommend the following course of action:

1. Initially we recommend that this report be presented to the builder with a view to having the defects repaired. As part of this process, further testing would be required to ensure all defective items are identified and corrected.
2. Should the above attempt to reach a negotiated outcome with the builder be unsuccessful then we recommend recourse through either the Consumer Trader and Tendering Tribunal (CTTT) or the Court System. In this regard we suggest that you obtain legal advice.
3. In the event that the matter proceeds through either the CTTT or the Court System we confirm that we would be able to act as an expert witness in this matter. In this regard the contents of our report would need to be converted to format as an expert witness statement including a Scott Schedule with detailed repair methodologies and costing of the defects. We note that in this instance we recommend that a more detailed inspection involving removal of finishes and further testing be carried out.

Whilst this would involve additional cost and disturbance, we advise that this would be required to allow the greater certainty required by an expert witness statement.

Finally, we trust that the above report meets your present requirement.

As noted this report has been prepared as an initial defect report and not an expert witness statement. If required we can prepare the latter (based on this report and the additional investigations noted above) under the direction of your legal practitioner.

If you wish to discuss any aspect of this report, please do not hesitate to contact the undersigned.

Yours Faithfully,

Milivoj Vojvodic

Project Engineer

**DEMLAKIAN STRATA & REMEDIAL**

Encl. Appendix A  
Appendix B



# **APPENDIX A**

## **Conditions of Report**



## CONDITIONS OF REPORT

This inspection has been executed and the report compiled in accordance with the terms and conditions as listed hereunder:-

1. This report is prepared for the exclusive use of the Client and may not be copied in part or in full without the prior written consent of Demlakian Strata & Remedial (**DS&R**).
2. This report is prepared for the exclusive purpose of assessment of the structural condition of, and recommendation of remedial actions as specified in section 2.0 of the report, and may not be suitable for any other purpose.
3. The site inspection was visual in nature and therefore the observations made in this report do not include unexposed degradation of structural components due to either infestation of foreign matter or concealed corrosive attack whose damage is not visually obvious.
4. DS&R shall use its best endeavours at all times but any inspection carried out by DS&R is made on a visual basis only. Unless noted otherwise, the inspection generally is made without the removal of any elements of the building or its contents or the earth adjacent to the structure. The inspection and report is limited to areas described on the title page and where reasonable access is available and does not cover damage or distress concealed by floor coverings, large furniture, features or any other elements.
5. Any cavity-brick building structure within 1km of the coast line, and more than 30 years old, may have corroding brick ties and wind erosion of lime mortar within the cavity and/or roof spaces. These items are not readily visible and are not covered in this report, but we recommend that they be periodically inspected within an on-going maintenance program and repaired as needed.
6. In the course of inspecting rendered walls or tiled areas (such as bathrooms and laundry areas), it is accepted practice to check only a sample of the wall finishes to identify areas of drumminess. The size of sample taken is then assumed to be representative of the general state and condition of the overall wall finishes. Therefore, it is anticipated that not every individual instance of drummy render or loose tiling would be identified and recorded. Therefore, in the event that this information is required, then a detailed survey would need to be commissioned.

We have not included within this report, items that we consider to be the responsibility of the Unit and/or Owners Corporation. Typically, these items would include:

Items which would constitute being part of on-going maintenance program required by such properties, such as general 'wear and tear', leaking taps and shower heads, loose curtain rails, misaligned doors to bathroom/kitchen cabinetry.

- Inspecting and testing electrical appliances such as exhaust fans and cook tops and hot water systems etc.
- Drainage systems.
- Damage that may have occurred due to misuse by owners and tenants.



# **APPENDIX B**

## **Photographs**

# Deed of Settlement and Release

## Pacific Square Stage 1

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

Clycut Pty Limited (**Clycut**)

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

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

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

MinterEllison

L A W Y E R S

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

# Deed of Settlement and Release

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|                                                         |           |
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# Details

---

Date

July 2014

## Parties

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

|                |                                                         |
|----------------|---------------------------------------------------------|
| Notice details | Unit 304, 203 New South Head Road<br>Edgecliff NSW 2027 |
|                | Attention: David Boyer                                  |

## Background

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



# Agreed terms

---

## 1. Defined terms & interpretation

### 1.1 Defined terms

In this document:

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

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

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

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

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

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

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

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

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

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

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

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

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

### 1.2 Interpretation

In this deed, unless the contrary intention appears:

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

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

## **2. Releases**

### **2.1 Releases**

Upon entry into this deed:

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

### **2.2 Proceedings**

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

## **2.3 Bar to proceedings**

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

## **3. Confidentiality**

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

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

## **4. GST**

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

## **5. General**

### **5.1 Binding effect of this deed**

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

### **5.2 Further assurance**

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

### **5.3 Counterparts**

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

### **5.4 Severability**

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

### **5.5 Waiver**

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

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

## **5.6 Variation**

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

## **5.7 Costs and outlays**

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

## **5.8 Governing law and jurisdiction**

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

## **5.9 Entire agreement**

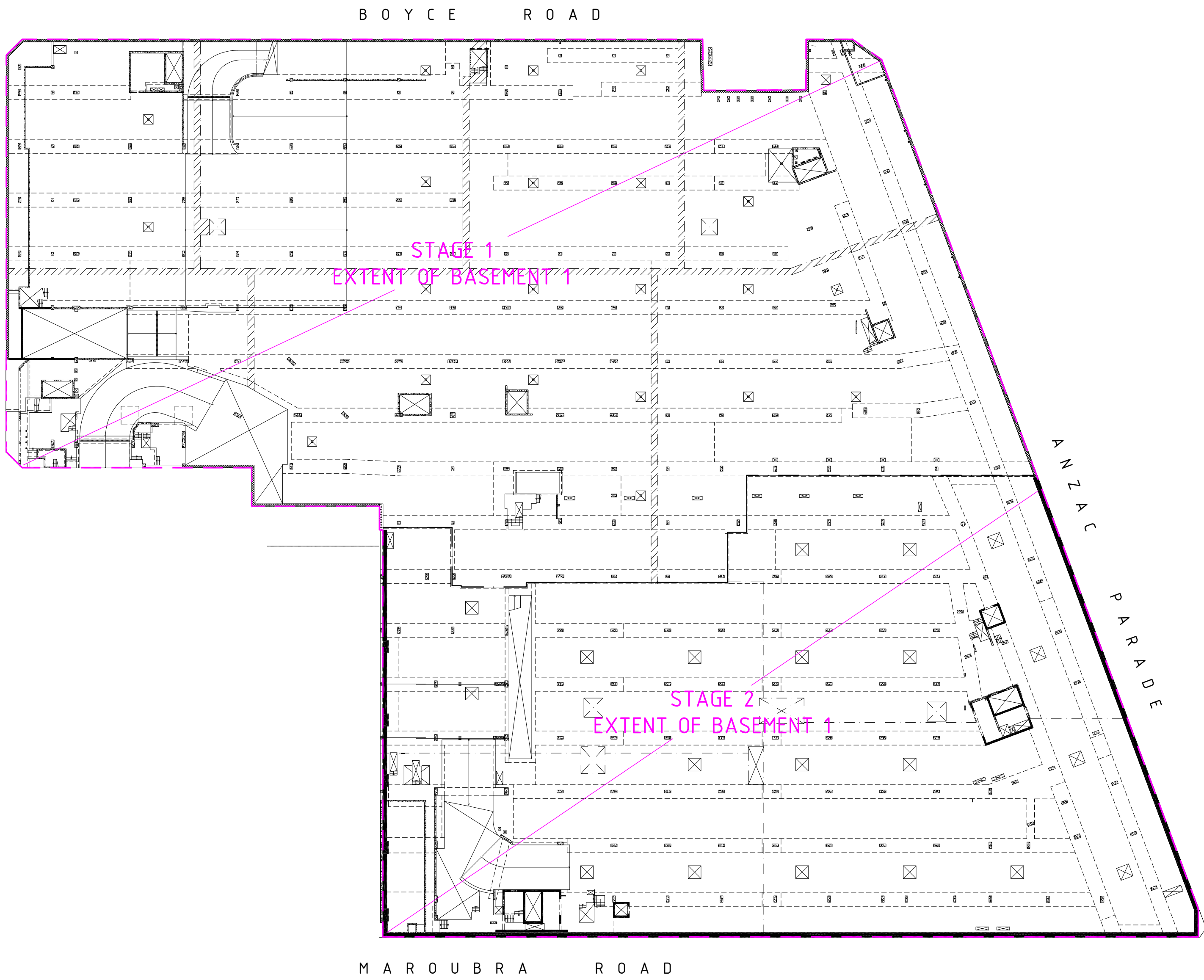
This deed constitutes the entire agreement of the parties relating to the subject matter of this deed and supersedes all prior understandings, negotiations, agreements, written or oral, express or implied, in relation to that subject matter.

## **5.10 Authority to execute**

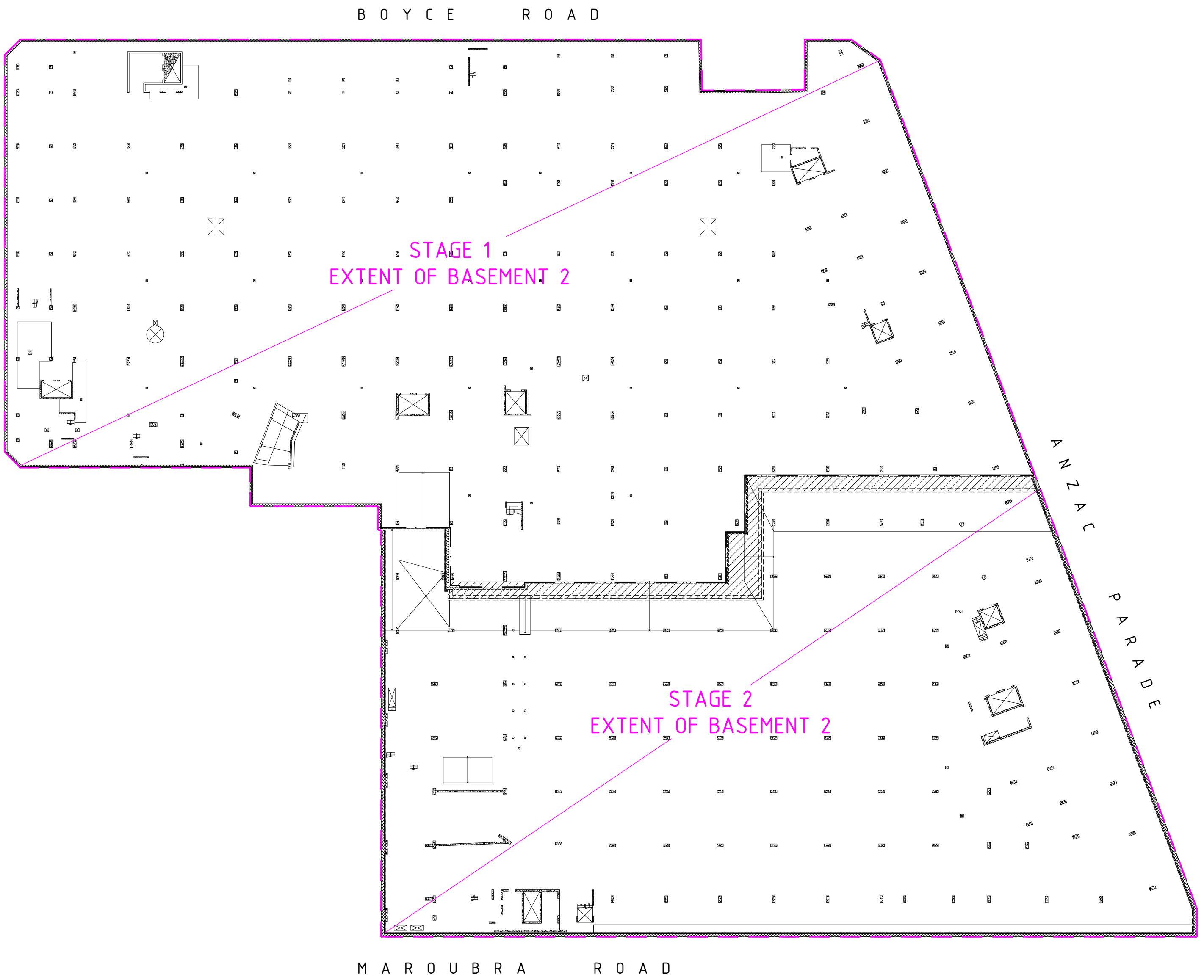
Each party who executes this document declares that they have full authority to execute it and that they have obtained any necessary consents or approvals.

# Schedule 1 - Basement Plans

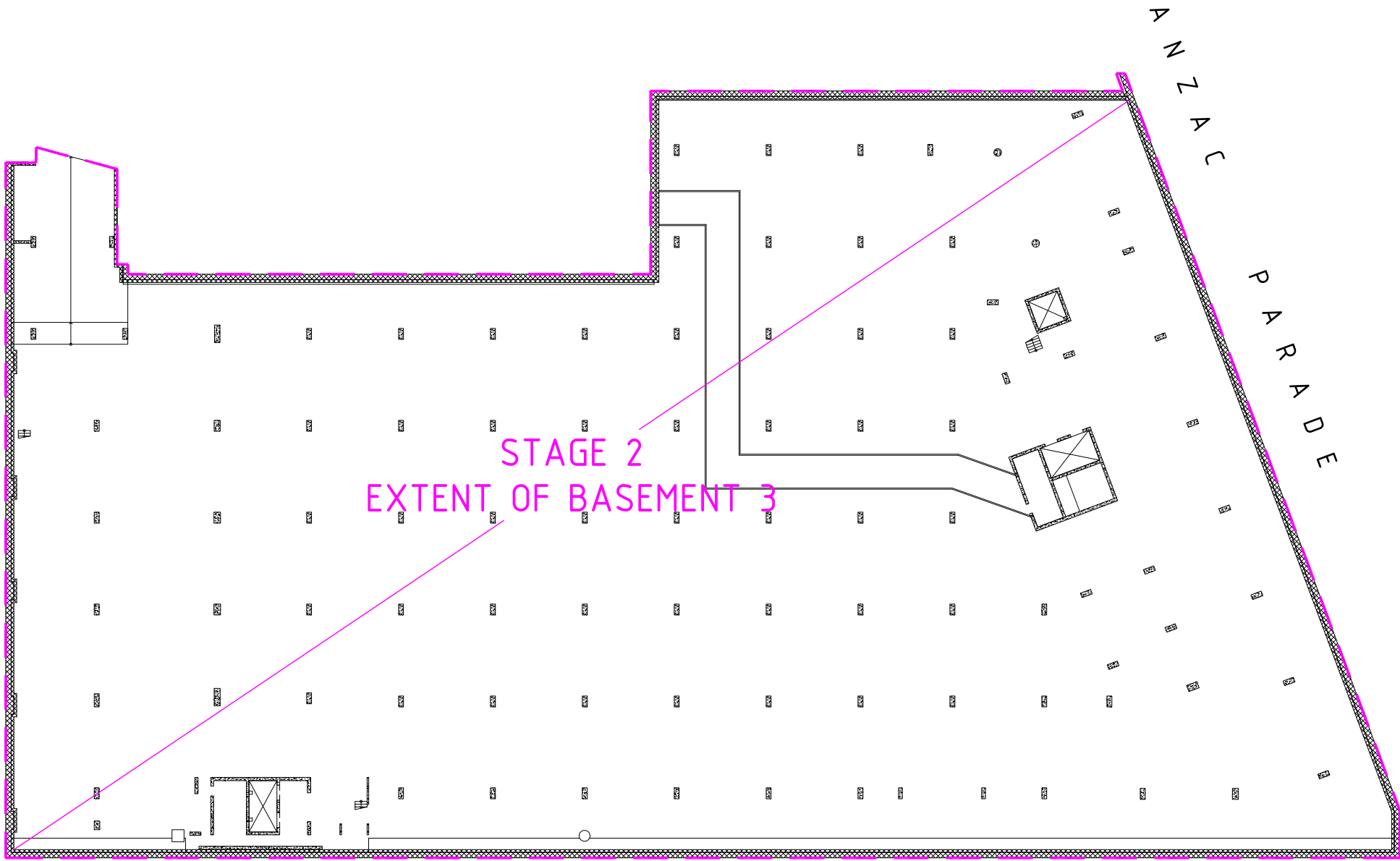
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BASEMENT 1 PROFILE PLAN

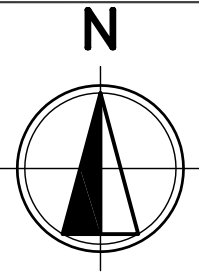


BASEMENT 2 PROFILE PLAN



BASEMENT 3 PROFILE PLAN

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



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P/+61 2 9770 3300  
E/info@bgeeng.com  
bgeeng.com—



PACIFIC SQUARE  
707-745 ANZAC PARADE  
MAROUBRA NSW 2035

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

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

## Schedule 2- Basement Car Park Rectified Defects

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

# Signing Page

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**EXECUTED** as a deed.

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

\_\_\_\_\_  
Signature of director

\_\_\_\_\_  
Name of director (print)



\_\_\_\_\_  
Signature of director/company secretary  
(Please delete as applicable)

\_\_\_\_\_  
Name of director/company secretary (print)



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

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

\_\_\_\_\_  
Name of secretary (print)



\_\_\_\_\_  
Signature of member of the Executive Committee of The Owners – Strata Plan No. 74378

\_\_\_\_\_  
Name of member (print)



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

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

\_\_\_\_\_  
Name of secretary (print)



\_\_\_\_\_  
Signature of member of the Executive Committee of The Owners – Strata Plan No. 74405

\_\_\_\_\_  
Name of member (print)





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

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

\_\_\_\_\_  
Name of secretary (print)

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

← \_\_\_\_\_  
Name of member (print)

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

← \_\_\_\_\_  
Signature of director

\_\_\_\_\_  
Name of director (print)

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

← \_\_\_\_\_  
Name of director/company secretary (print)

## NOTICE OF ANNUAL GENERAL MEETING

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

### TO THE OWNERS

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

### DATE, PLACE AND TIME

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

### AGENDA

#### Enquires

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

#### 1. NOTICE DATE: 12 July 2022

#### 2. Preliminaries

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

#### 3. Opening

- + confirm chairperson
- + commencement of meeting

#### 4. Consideration of attached motions

#### 5. Closure

## MOTIONS FOR CONSIDERATION

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

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

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

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

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

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



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

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

## Explanatory Notes

### + receipt of proxies

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

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

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

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

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

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

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

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

### + determination of a quorum

(Clause 17 of Schedule 1 of the Act)

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

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

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

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

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

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

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

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

(b) Declare that those present constitutes a quorum.

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

## ADJOURNMENTS

(Clause 20 of Schedule 1 of the Act)

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

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

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

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

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

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

### **INSURANCE RENEWAL (refer agenda item no. 2.3)**

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

### **BUILDING VALUATION (refer agenda item no. 2.4)**

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

### **BUILDING DEFECTS (refer agenda item no. 2.6)**

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

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

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

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

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

### **APPOINTMENT OF AUDITOR (refer agenda item no. 3.2)**

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

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

### **ADMINISTRATIVE FUND (refer agenda item no. 4.1)**

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

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

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

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

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

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

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

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

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

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

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

#### **RESTRICTIONS ON SPENDING (refer agenda item no. 4.6)**

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

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

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

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

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

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

The Chairperson will

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

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

#### **STRATA COMMITTEE ELECTION (refer agenda item no. 5.4)**

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

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

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

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

**BMC REPRESENTATIVES (refer agenda item no. 5.8)**

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

**NSW STRATA HUB (refer agenda item no. 5.9)**

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

# MINUTES OF ANNUAL GENERAL MEETING

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

The Owners – Strata Plan No. 74790

## Panorama

1 Bruce Bennetts Place, Maroubra NSW 2035

The meeting was held on Wednesday, 27 October 2021

via Microsoft Teams

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

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

|                                |                                                  |
|--------------------------------|--------------------------------------------------|
| PRESENT BY COMPANY<br>NOMINEE: | R & M Drozdowski Pty Ltd (Lot 8) to R Drozdowski |
|--------------------------------|--------------------------------------------------|

|                |            |                           |
|----------------|------------|---------------------------|
| IN ATTENDANCE: | R O'Connor | Excel Building Management |
|                | M Wickey   | Strata Plus               |

Those present determined that Maxine Wickey chair the meeting.

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

The meeting was declared open at 6:00pm.

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

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



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

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

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

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

## MINUTES OF STRATA COMMITTEE MEETING

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

The Owners – Strata Plan No. 74790

### Panorama

1 Bruce Bennetts Place. Maroubra NSW 2035

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

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

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

Those present determined that Maxine Wickey chair the meeting.

The chairperson declared a quorum.

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

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

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

**Opinion**

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

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

**Basis for Opinion**

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

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

**Emphasis of Matter - Basis of Accounting**

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

**Responsibilities of the Owners Corporation for the Financial Report**

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

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

**Auditor's Responsibilities for the Audit of the Financial Report**

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

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

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

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

Kelly Partners Assurance Services



Joel Russell CA  
Client Director - North Sydney

Dated this 24<sup>th</sup> day of June 2022



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

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

**Balance Sheet Detail**

as at 30/04/2022

Registered for GST

(\$)

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

## 825.10 - Cheque Account

825.10.1 - Administrative Fund 265,260.67

825.10.2 - Capital Works/Sinking Fund 294,130.64

## 825.20 - Investments

825.20.1 - Investment #1 261,524.19

825.20.2 - Investment #2 134,351.79

825.20.3 - Investment #3 140,970.46

825.20.4 - Investment #4 184,999.61

825.20.5 - Investment #5 107,276.24

825.20.6 - Investment #6 104,046.18

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

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

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

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

Registered for GST

| <u>Account Number</u> | <u>Account Description</u> | <u>Actual YTD (\$)</u> | <u>Budget (\$)</u> | <u>Actual versus Budget (%)</u> |
|-----------------------|----------------------------|------------------------|--------------------|---------------------------------|
|-----------------------|----------------------------|------------------------|--------------------|---------------------------------|

**Administration Fund****Revenue**

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

**Expense**

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

# Revenue & Expense (Actual / Budget)

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

Registered for GST

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

KELLY + PARTNERS  
AUDIT

# Revenue & Expense (Actual / Budget)

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

Registered for GST

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

## Capital Works Fund

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

KELLY+PARTNERS  
AUDIT



The Owners - Strata Plan No. 74790

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

Levy Position

Registered for GST

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

Administration Fund

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

Registered for GST

Administration Fund

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

Registered for GST

# Administration Fund

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

Registered for GST

## Administration Fund

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



Registered for GST

## Administration Fund

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

Registered for GST

# Capital Works Fund

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

Registered for GST

Capital Works Fund

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

Registered for GST

# Capital Works Fund

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

# Levy Position

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

Registered for GST

## Capital Works Fund

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

Registered for GST

## Capital Works Fund

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

KELLY+PARTNERS  
AUDIT

Registered for GST

Other

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

Registered for GST

Other

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



Registered for GST

Other

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

Registered for GST

Other

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

Registered for GST

Other

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



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

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

**NOTE 1 - ACCOUNTING POLICY**

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

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

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

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

**NOTE 3 - LEVIES IN ARREARS / ADVANCE**

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

**NOTE 4 - INSURANCE COMMISSION**

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

**NOTE 5 – INCOME TAX**

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

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

**NOTE 6 – OTHER DEBTORS**

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

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

**NOTE 7 – PREPAYMENTS**

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

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

**NOTE 8 – ACCRUALS**

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

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



## **Financials**

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

**Plan 74790**

1 Bruce Bennetts Place, MAROUBRA NSW 2035

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

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

**Aged Balance List**

As at 30/06/2022

Registered for GST

+ Debt Collection Active

# Payment Plan Active

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

# Aged Balance List

As at 30/06/2022

Registered for GST

+ Debt Collection Active

# Payment Plan Active

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



# Aged Balance List

As at 30/06/2022

Registered for GST

+ Debt Collection Active

# Payment Plan Active

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

# Aged Balance List

As at 30/06/2022

Registered for GST

+ Debt Collection Active

# Payment Plan Active

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



ABN 80 351 183 859

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

as at 30/06/2022

Registered for GST

(\$)

**Assets**

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

**Total Assets** 1,499,664.90**Less Liabilities**

|                                      |           |
|--------------------------------------|-----------|
| <b>925 - Trade Creditors - Total</b> | 43,270.89 |
| <b>940 - GST Clearing - Total</b>    | 2,422.71  |
| <b>Total Liabilities</b>             | 45,693.60 |

**Net Assets** 1,453,971.30**Represented by:**

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

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

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

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

Registered for GST

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

**Administration Fund****Revenue**

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

**Expense**

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

# Revenue & Expense (Actual / Budget)

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

Registered for GST

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

# Revenue & Expense (Actual / Budget)

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

Registered for GST

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

## Capital Works Fund

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

## Certificate of Currency

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

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

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

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



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



# Certificate of Currency

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

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

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

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



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

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

ABN 80 351 183 859

PANORAMA - SP74790

1 Bruce Bennetts Place MAROUBRA NSW 2035

**Proposed Budget**

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

Registered for GST

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

**Administration Fund****Revenue**

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

**Expense**

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

# Proposed Budget

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

Registered for GST

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

# Proposed Budget

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

Registered for GST

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

## Capital Works Fund

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

Registered for GST

Budget Item Comments

Account Number

Administration Fund

310.90

strata loan fees

350.13

20k general repairs & 15k balcony/balustrade

350.17.9

carpet blower hire

End - Administration Fund

Capital Works Fund

End - Capital Works Fund

### Annual Levies

Levy Notice uses Incl GST

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

2016 Sinking Fund Report Pg 3 Total Levy Contribution)

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

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

### Payment Schedule for Levies

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

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

# Capital Works Fund Plan

## Pacific Square - Panorama Owners Corporation

1 Bruce Bennetts Place

Maroubra NSW 2035

Strata Plan 74790



### Report details

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

#### NEW SOUTH WALES

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

#### QUEENSLAND

9 Gardner Close, Milton 4064  
PO Box 1584 Milton 4064

#### VICTORIA

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





1/06/2022

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

Dear Committee Members,

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

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

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

**Key Report Data Levies Summary – First Financial Year**

|                                                                                        |              |
|----------------------------------------------------------------------------------------|--------------|
| Levy Per Unit Entitlement (Total capital works fund levy divided by unit entitlements) | \$12.42      |
| Total Unit Entitlements                                                                | 10000        |
| Total Capital Works Fund Levy                                                          | \$124,200.00 |

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

| Report Index                                                 | Page No.         |
|--------------------------------------------------------------|------------------|
| <b>Owners Report Summary</b>                                 | <b>Section 1</b> |
| Building Details and Report Inputs Page                      | 2                |
| 15 Year Cash Flow Tracking & Graph with New Levies           | 3                |
| <b>Report Detail</b>                                         | <b>Section 2</b> |
| 15 Year Anticipated Expenditure Table                        | 4                |
| Building Data List from Property Inspection                  | 9                |
| Inspector's Building Report & Building Specific Report Notes | 22               |
| Report Notes                                                 | 23               |

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Yours sincerely,

The Team at Solutions in Engineering

## Building Details & Report Inputs

### Supplied information

|                                                                |                                              |
|----------------------------------------------------------------|----------------------------------------------|
| Building Name                                                  | Pacific Square - Panorama Owners Corporation |
| Building Address                                               | 1 Bruce Bennetts Place<br>Maroubra NSW 2035  |
| Strata Plan No.                                                | 74790                                        |
| Plan Type                                                      | Strata Plan                                  |
| Registered Plan Date/Year of Construction                      | 2005                                         |
| Number of Unit Entitlements                                    | 10000                                        |
| Number of Units                                                | 133                                          |
| Estimated Capital Works Fund Balance                           | \$1,087,200                                  |
| Starting date of Financial Year for Report                     | 1/05/2021                                    |
| GST Status                                                     | Registered for GST                           |
| Current Capital Works Fund Levy per Lot Entitlement (Inc. GST) | \$12.42                                      |

### Report assumptions & information

|                                                                                                                                                                      |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Assumed Interest Rate on invested funds (For funds over \$10,000) Years 1 - 3                                                                                        | 1.70%    |
| Assumed Interest Rate on invested funds (For funds over \$10,000) Years 4 - 15                                                                                       | 3.00%    |
| Company Taxation Rate                                                                                                                                                | 25.00%   |
| Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Capital Works Fund balances over \$10,000 - Years 1 - 3  | 1.28%    |
| Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Capital Works Fund balances over \$10,000 - Years 4 - 15 | 2.25%    |
| Contingency Allowance - For minor and/or unforeseen expenses                                                                                                         | 10%      |
| Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.                                  | 3.00%    |
| Forecast Period - Number of years the forecasts                                                                                                                      | 15 years |

### 15 Year Levy Table

| Year | Year To<br>dd/mm/yyyy | Total Contribution |               | Contribution per Unit Entitlement |               | Quarterly Contribution |               |
|------|-----------------------|--------------------|---------------|-----------------------------------|---------------|------------------------|---------------|
|      |                       | Including GST      | GST Component | Including GST                     | GST Component | Including GST          | GST Component |
| 1    | 30/04/2022            | 124,200.00         | 11,290.91     | 12.42                             | 1.13          | 3.11                   | 0.28          |
| 2    | 30/04/2023            | 127,926.00         | 11,629.64     | 12.79                             | 1.16          | 3.20                   | 0.29          |
| 3    | 30/04/2024            | 172,700.10         | 15,700.01     | 17.27                             | 1.57          | 4.32                   | 0.39          |
| 4    | 30/04/2025            | 224,510.13         | 20,410.01     | 22.45                             | 2.04          | 5.61                   | 0.51          |
| 5    | 30/04/2026            | 269,412.15         | 24,492.01     | 26.94                             | 2.45          | 6.74                   | 0.61          |
| 6    | 30/04/2027            | 277,494.51         | 25,226.77     | 27.75                             | 2.52          | 6.94                   | 0.63          |
| 7    | 30/04/2028            | 285,819.35         | 25,983.58     | 28.58                             | 2.60          | 7.15                   | 0.65          |
| 8    | 30/04/2029            | 294,393.92         | 26,763.08     | 29.44                             | 2.68          | 7.36                   | 0.67          |
| 9    | 30/04/2030            | 303,225.75         | 27,565.98     | 30.32                             | 2.76          | 7.58                   | 0.69          |
| 10   | 30/04/2031            | 312,322.52         | 28,392.96     | 31.23                             | 2.84          | 7.81                   | 0.71          |
| 11   | 30/04/2032            | 321,692.20         | 29,244.75     | 32.17                             | 2.92          | 8.04                   | 0.73          |
| 12   | 30/04/2033            | 331,342.96         | 30,122.09     | 33.13                             | 3.01          | 8.28                   | 0.75          |
| 13   | 30/04/2034            | 341,283.25         | 31,025.75     | 34.13                             | 3.10          | 8.53                   | 0.78          |
| 14   | 30/04/2035            | 351,521.75         | 31,956.52     | 35.15                             | 3.20          | 8.79                   | 0.80          |
| 15   | 30/04/2036            | 362,067.41         | 32,915.22     | 36.21                             | 3.29          | 9.05                   | 0.82          |

## 15 Year Cash Flow Tracking Sheet

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

$$\text{Opening Balance} + \text{Total Levy Contributions} + \text{Interest} - \text{Anticipated Expenses} = \text{Closing Balance}$$

| Year | Year To    | Opening Balance | Total Levy Contributions (Exc. GST) | Interest (After Tax) | Anticipated Expenses (Exc. GST) | Closing Balance |
|------|------------|-----------------|-------------------------------------|----------------------|---------------------------------|-----------------|
| 1    | 30/04/2022 | 1,087,200.00    | 112,909.09                          | 14,638.78            | 0.00                            | 1,214,747.87    |
| 2    | 30/04/2023 | 1,214,747.87    | 116,296.36                          | 12,196.03            | 640,162.73                      | 703,077.53      |
| 3    | 30/04/2024 | 703,077.53      | 157,000.09                          | 8,723.82             | 200,058.18                      | 668,743.26      |
| 4    | 30/04/2025 | 668,743.26      | 204,100.12                          | 17,060.71            | 25,079.09                       | 864,825.00      |
| 5    | 30/04/2026 | 864,825.00      | 244,920.14                          | 17,814.45            | 391,063.64                      | 736,495.95      |
| 6    | 30/04/2027 | 736,495.95      | 252,267.74                          | 18,574.06            | 74,231.82                       | 933,105.93      |
| 7    | 30/04/2028 | 933,105.93      | 259,835.77                          | 23,842.14            | 6,746.36                        | 1,210,037.48    |
| 8    | 30/04/2029 | 1,210,037.48    | 267,630.84                          | 30,139.24            | 8,661.82                        | 1,499,145.74    |
| 9    | 30/04/2030 | 1,499,145.74    | 275,659.77                          | 36,460.98            | 32,975.45                       | 1,778,291.04    |
| 10   | 30/04/2031 | 1,778,291.04    | 283,929.56                          | 31,985.87            | 997,323.64                      | 1,096,882.83    |
| 11   | 30/04/2032 | 1,096,882.83    | 292,447.45                          | 27,969.90            | 0.00                            | 1,417,300.18    |
| 12   | 30/04/2033 | 1,417,300.18    | 301,220.87                          | 34,735.81            | 48,193.64                       | 1,705,063.22    |
| 13   | 30/04/2034 | 1,705,063.22    | 310,257.50                          | 41,854.32            | 0.00                            | 2,057,175.04    |
| 14   | 30/04/2035 | 2,057,175.04    | 319,565.23                          | 49,282.49            | 53,249.09                       | 2,372,773.67    |
| 15   | 30/04/2036 | 2,372,773.67    | 329,152.19                          | 26,864.22            | 2,686,769.09                    | 42,020.99       |

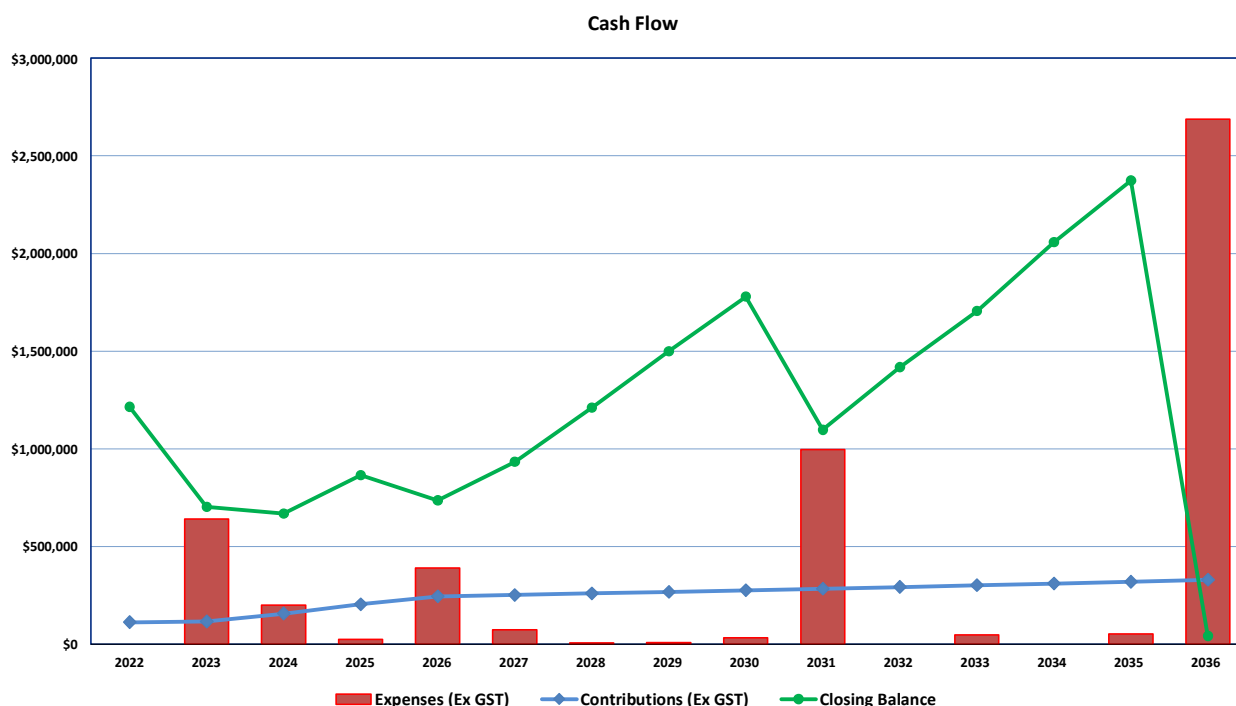
## 15 Year Cash Flow Graph

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

Contributions line - Total capital works fund contributions per year.

Expenses line – Total anticipated expenses in each year.

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



## Anticipated Expenditures Table Year 1 - 15

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

**'Expenditure Items'** - lists the different areas and items of expenditure.

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

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

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

| Expenditure Item                                                    | Current Cost | Year 1 (2022) | Year 2 (2023)  | Year 3 (2024) | Year 4 (2025) | Year 5 (2026) | Year 6 (2027) | Year 7 (2028) | Year 8 (2029) | Year 9 (2030) | Year 10 (2031) | Year 11 (2032) | Year 12 (2033) | Year 13 (2034) | Year 14 (2035) | Year 15 (2036) |
|---------------------------------------------------------------------|--------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>1. BUILDING EXTERIOR</b>                                         |              |               |                |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Repaint building exterior                                           | 255,920      | -             | 263,598        | -             | -             | -             | -             | -             | -             | -             | 333,918        | -              | -              | -              | -              | -              |
| Maintain building exterior (total: 5335m2) - 5%                     | 14,605       | -             | 15,043         | -             | -             | -             | -             | -             | -             | -             | 19,056         | -              | -              | -              | -              | -              |
| Maintain west side louvers                                          | 6,207        | -             | -              | 6,585         | -             | -             | 7,196         | -             | -             | 7,863         | -              | -              | 8,592          | -              | -              | 9,389          |
| Repaint door face – both sides including architraves                | 809          | -             | 833            | -             | -             | -             | -             | -             | -             | -             | 1,056          | -              | -              | -              | -              | -              |
| Replace timber Doors (total: 1)                                     | 1,240        | -             | -              | -             | -             | 1,396         | -             | -             | -             | -             | 1,618          | -              | -              | -              | -              | 1,876          |
| Maintain windows                                                    | 20,370       | -             | 20,981         | -             | -             | -             | 23,614        | -             | -             | -             | 26,578         | -              | -              | -              | 29,914         | -              |
| Repaint balcony ceilings, undersides and edges                      | 61,757       | -             | 63,610         | -             | -             | -             | -             | -             | -             | -             | 80,579         | -              | -              | -              | -              | -              |
| Maintain balcony ceiling, undersides and edges (total: 2378m2) – 5% | 7,226        | -             | 7,443          | -             | -             | -             | 8,377         | -             | -             | -             | 9,428          | -              | -              | -              | 10,612         | -              |
| Maintain balustrades                                                | 3,116        | -             | -              | -             | -             | 3,507         | -             | -             | -             | -             | 4,066          | -              | -              | -              | -              | 4,713          |
| Maintain balcony sliding doors                                      | 8,645        | -             | -              | 9,171         | -             | -             | 10,022        | -             | -             | 10,951        | -              | -              | 11,967         | -              | -              | 13,076         |
| Building waterproofing maintenance                                  | 3,055        | -             | -              | -             | -             | 3,438         | -             | -             | -             | -             | 3,986          | -              | -              | -              | -              | 4,621          |
| Building electrical maintenance                                     | 15,428       | -             | -              | -             | -             | 17,364        | -             | -             | -             | -             | 20,130         | -              | -              | -              | -              | 23,336         |
| Plumbing and drainage maintenance                                   | 17,556       | -             | -              | -             | -             | 19,759        | -             | -             | -             | -             | 22,907         | -              | -              | -              | -              | 26,555         |
| General building maintenance                                        | 24,738       | -             | -              | -             | -             | 27,843        | -             | -             | -             | -             | 32,277         | -              | -              | -              | -              | 37,418         |
| <b>Sub Total (Incl. GST)</b>                                        |              | <b>0</b>      | <b>371,508</b> | <b>15,756</b> | <b>0</b>      | <b>73,307</b> | <b>49,209</b> | <b>0</b>      | <b>0</b>      | <b>18,814</b> | <b>555,599</b> | <b>0</b>       | <b>20,559</b>  | <b>0</b>       | <b>40,526</b>  | <b>120,984</b> |
| <b>2. ACCESS FOR WORK AT HEIGHTS</b>                                |              |               |                |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Hire scaffold / elevated platform / abseiling                       | 85,825       | -             | 88,400         | -             | -             | -             | -             | -             | -             | -             | 111,982        | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                                        |              | <b>0</b>      | <b>88,400</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>111,982</b> | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       |

| Expenditure Item                                     | Current Cost | Year 1 (2022) | Year 2 (2023)  | Year 3 (2024)  | Year 4 (2025) | Year 5 (2026)  | Year 6 (2027) | Year 7 (2028) | Year 8 (2029) | Year 9 (2030) | Year 10 (2031) | Year 11 (2032) | Year 12 (2033) | Year 13 (2034) | Year 14 (2035) | Year 15 (2036) |
|------------------------------------------------------|--------------|---------------|----------------|----------------|---------------|----------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>3. ROOFING</b>                                    |              |               |                |                |               |                |               |               |               |               |                |                |                |                |                |                |
| Maintain liquid membrane (total: 1953m2) - 10%       | 14,387       | -             | -              | -              | -             | 16,193         | -             | -             | -             | -             | 18,772         | -              | -              | -              | -              | 21,762         |
| Replace liquid membrane                              | 202,682      | -             | -              | -              | -             | 228,120        | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| Repaint door face – both sides including architraves | 404          | -             | 416            | -              | -             | -              | -             | -             | -             | -             | 527            | -              | -              | -              | -              | -              |
| Maintain metal barrier                               | 1,116        | -             | -              | -              | -             | 1,256          | -             | -             | -             | -             | 1,456          | -              | -              | -              | -              | 1,688          |
| <b>Sub Total (Incl. GST)</b>                         |              | <b>0</b>      | <b>416</b>     | <b>0</b>       | <b>0</b>      | <b>245,569</b> | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>20,755</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>23,450</b>  |
| <b>4. MAIN FOYER</b>                                 |              |               |                |                |               |                |               |               |               |               |                |                |                |                |                |                |
| Repaint walls                                        | 3,105        | -             | 3,198          | -              | -             | -              | -             | -             | -             | -             | 4,051          | -              | -              | -              | -              | -              |
| Repaint ceilings                                     | 455          | -             | 469            | -              | -             | -              | -             | -             | -             | -             | 594            | -              | -              | -              | -              | -              |
| Repaint door face – one side including architraves   | 506          | -             | 521            | -              | -             | -              | -             | -             | -             | -             | 660            | -              | -              | -              | -              | -              |
| Maintain glass entry door                            | 697          | -             | 718            | -              | 762           | -              | 808           | -             | 857           | -             | 909            | -              | 965            | -              | 1,024          | -              |
| Maintain floor tiles (total: 36m2) – 10%             | 670          | -             | -              | -              | -             | 754            | -             | -             | -             | -             | 874            | -              | -              | -              | -              | 1,013          |
| Replace floor tiles                                  | 6,032        | -             | -              | -              | -             | -              | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                         |              | <b>0</b>      | <b>4,906</b>   | <b>0</b>       | <b>762</b>    | <b>754</b>     | <b>808</b>    | <b>0</b>      | <b>857</b>    | <b>0</b>      | <b>7,088</b>   | <b>0</b>       | <b>965</b>     | <b>0</b>       | <b>1,024</b>   | <b>1,013</b>   |
| <b>5. WEST END FOYER</b>                             |              |               |                |                |               |                |               |               |               |               |                |                |                |                |                |                |
| Repaint walls                                        | 2,363        | -             | 2,434          | -              | -             | -              | -             | -             | -             | -             | 3,083          | -              | -              | -              | -              | -              |
| Repaint ceilings                                     | 374          | -             | 385            | -              | -             | -              | -             | -             | -             | -             | 488            | -              | -              | -              | -              | -              |
| Maintain timber panelling                            | 374          | -             | 385            | -              | -             | -              | -             | -             | -             | -             | 488            | -              | -              | -              | -              | -              |
| Maintain front entry door                            | 174          | -             | 179            | -              | 190           | -              | 202           | -             | 214           | -             | 227            | -              | 241            | -              | 256            | -              |
| Maintain floor tiles (total: 36m2) – 10%             | 670          | -             | -              | -              | -             | 754            | -             | -             | -             | -             | 874            | -              | -              | -              | -              | 1,013          |
| Replace floor tiles                                  | 6,032        | -             | -              | -              | -             | -              | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| Maintain furniture                                   | 244          | -             | -              | -              | -             | -              | 283           | -             | -             | -             | -              | -              | 338            | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                         |              | <b>0</b>      | <b>3,383</b>   | <b>0</b>       | <b>190</b>    | <b>754</b>     | <b>485</b>    | <b>0</b>      | <b>214</b>    | <b>0</b>      | <b>5,160</b>   | <b>0</b>       | <b>579</b>     | <b>0</b>       | <b>256</b>     | <b>1,013</b>   |
| <b>6. LOBBIES AND HALLWAYS</b>                       |              |               |                |                |               |                |               |               |               |               |                |                |                |                |                |                |
| Repaint walls                                        | 67,883       | -             | 69,919         | -              | -             | -              | -             | -             | -             | -             | 88,572         | -              | -              | -              | -              | -              |
| Repaint ceilings                                     | 30,288       | -             | 31,197         | -              | -             | -              | -             | -             | -             | -             | 39,519         | -              | -              | -              | -              | -              |
| Repaint door face – one side including architraves   | 25,783       | -             | 26,556         | -              | -             | -              | -             | -             | -             | -             | 33,641         | -              | -              | -              | -              | -              |
| Replace carpet                                       | 122,787      | -             | -              | 130,265        | -             | -              | -             | -             | -             | -             | -              | -              | -              | -              | -              | 185,726        |
| <b>Sub Total (Incl. GST)</b>                         |              | <b>0</b>      | <b>127,672</b> | <b>130,265</b> | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>161,732</b> | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>185,726</b> |
| <b>7. FIRE STAIRS AND EXITWAYS</b>                   |              |               |                |                |               |                |               |               |               |               |                |                |                |                |                |                |
| Repaint walls                                        | 17,663       | -             | 18,193         | -              | -             | -              | -             | -             | -             | -             | 23,046         | -              | -              | -              | -              | -              |
| Repaint ceilings                                     | 1,683        | -             | 1,733          | -              | -             | -              | -             | -             | -             | -             | 2,196          | -              | -              | -              | -              | -              |
| Repaint door face – one side including architraves   | 2,730        | -             | 2,812          | -              | -             | -              | -             | -             | -             | -             | 3,562          | -              | -              | -              | -              | -              |
| Maintain balustrades                                 | 1,418        | -             | -              | -              | -             | 1,596          | -             | -             | -             | -             | 1,850          | -              | -              | -              | -              | 2,145          |
| <b>Sub Total (Incl. GST)</b>                         |              | <b>0</b>      | <b>22,738</b>  | <b>0</b>       | <b>0</b>      | <b>1,596</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>30,654</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>2,145</b>   |

| Expenditure Item                                   | Current Cost | Year 1 (2022) | Year 2 (2023) | Year 3 (2024) | Year 4 (2025) | Year 5 (2026) | Year 6 (2027) | Year 7 (2028) | Year 8 (2029) | Year 9 (2030) | Year 10 (2031) | Year 11 (2032) | Year 12 (2033) | Year 13 (2034) | Year 14 (2035) | Year 15 (2036) |
|----------------------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>8. GARBAGE ROOMS</b>                            |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Repaint walls                                      | 7,650        | -             | 7,880         | -             | -             | -             | -             | -             | -             | -             | 9,982          | -              | -              | -              | -              | -              |
| Repaint ceilings                                   | 1,683        | -             | 1,733         | -             | -             | -             | -             | -             | -             | -             | 2,196          | -              | -              | -              | -              | -              |
| Repaint door face – one side including architraves | 1,820        | -             | 1,875         | -             | -             | -             | -             | -             | -             | -             | 2,375          | -              | -              | -              | -              | -              |
| Repaint floors                                     | 1,620        | -             | 1,669         | -             | -             | -             | 1,878         | -             | -             | -             | 2,114          | -              | -              | -              | 2,379          | -              |
| <b>Sub Total (Incl. GST)</b>                       |              | <b>0</b>      | <b>13,157</b> | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>1,878</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>16,667</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>2,379</b>   | <b>0</b>       |
| <b>9. BASEMENT LIFT FOYER</b>                      |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Repaint walls                                      | 180          | -             | 185           | -             | -             | -             | -             | -             | -             | -             | 235            | -              | -              | -              | -              | -              |
| Repaint ceilings                                   | 388          | -             | 400           | -             | -             | -             | -             | -             | -             | -             | 506            | -              | -              | -              | -              | -              |
| Maintain front entry door                          | 174          | -             | 179           | -             | 190           | -             | 202           | -             | 214           | -             | 227            | -              | 241            | -              | 256            | -              |
| Maintain glass walls                               | 374          | -             | -             | 397           | -             | -             | 434           | -             | -             | 474           | -              | -              | 518            | -              | -              | 566            |
| Maintain floor tiles (total: 29m2) – 10%           | 503          | -             | -             | -             | -             | 566           | -             | -             | -             | -             | 656            | -              | -              | -              | -              | 761            |
| Replace floor tiles                                | 4,859        | -             | -             | -             | -             | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                       |              | <b>0</b>      | <b>764</b>    | <b>397</b>    | <b>190</b>    | <b>566</b>    | <b>636</b>    | <b>0</b>      | <b>214</b>    | <b>474</b>    | <b>1,624</b>   | <b>0</b>       | <b>759</b>     | <b>0</b>       | <b>256</b>     | <b>1,327</b>   |
| <b>10. BASEMENT LIFT FOYER - WEST END</b>          |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Repaint walls                                      | 810          | -             | 834           | -             | -             | -             | -             | -             | -             | -             | 1,057          | -              | -              | -              | -              | -              |
| Repaint ceilings                                   | 201          | -             | 207           | -             | -             | -             | -             | -             | -             | -             | 262            | -              | -              | -              | -              | -              |
| Maintain entry door                                | 348          | -             | 358           | -             | 380           | -             | 403           | -             | 428           | -             | 454            | -              | 482            | -              | 511            | -              |
| Maintain floor tiles (total: 15m2) – 10%           | 335          | -             | -             | -             | -             | 377           | -             | -             | -             | -             | 437            | -              | -              | -              | -              | 507            |
| Replace floor tiles                                | 2,513        | -             | -             | -             | -             | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                       |              | <b>0</b>      | <b>1,399</b>  | <b>0</b>      | <b>380</b>    | <b>377</b>    | <b>403</b>    | <b>0</b>      | <b>428</b>    | <b>0</b>      | <b>2,210</b>   | <b>0</b>       | <b>482</b>     | <b>0</b>       | <b>511</b>     | <b>507</b>     |
| <b>11. EXTERNAL WALKWAYS</b>                       |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Walkway maintenance program                        | 655          | -             | -             | -             | -             | 737           | -             | -             | -             | -             | 855            | -              | -              | -              | -              | 991            |
| <b>Sub Total (Incl. GST)</b>                       |              | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>737</b>    | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>855</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>991</b>     |
| <b>12. FIXTURES AND FITTINGS</b>                   |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                |
| Maintain letterboxes                               | 2,214        | -             | -             | 2,349         | -             | -             | 2,567         | -             | -             | 2,805         | -              | -              | 3,065          | -              | -              | 3,349          |
| Maintain common lighting                           | 834          | -             | -             | 885           | -             | -             | 967           | -             | -             | 1,056         | -              | -              | 1,154          | -              | -              | 1,262          |
| Replace signage                                    | 350          | -             | -             | 371           | -             | -             | 406           | -             | -             | 443           | -              | -              | 484            | -              | -              | 529            |
| Replace community noticeboard                      | 375          | -             | -             | -             | -             | -             | -             | -             | -             | -             | 489            | -              | -              | -              | -              | -              |
| Maintain security access system                    | 700          | -             | -             | 743           | -             | -             | 811           | -             | -             | 887           | -              | -              | 969            | -              | -              | 1,059          |
| Maintain communication / data system               | 618          | -             | -             | 656           | -             | -             | 716           | -             | -             | 783           | -              | -              | 855            | -              | -              | 935            |
| Replace cameras and recording device               | 4,440        | -             | -             | -             | -             | 4,997         | -             | -             | -             | -             | 5,793          | -              | -              | -              | -              | 6,716          |
| Replace intercom panels - per entrance             | 1,750        | -             | -             | -             | 1,912         | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| Replace intercom handsets - per unit               | 14,158       | -             | -             | -             | 15,471        | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | -              |
| <b>Sub Total (Incl. GST)</b>                       |              | <b>0</b>      | <b>0</b>      | <b>5,004</b>  | <b>17,383</b> | <b>4,997</b>  | <b>5,467</b>  | <b>0</b>      | <b>0</b>      | <b>5,974</b>  | <b>6,282</b>   | <b>0</b>       | <b>6,527</b>   | <b>0</b>       | <b>0</b>       | <b>13,849</b>  |



| Expenditure Item                                                 | Current Cost | Year 1 (2022) | Year 2 (2023) | Year 3 (2024) | Year 4 (2025) | Year 5 (2026) | Year 6 (2027) | Year 7 (2028) | Year 8 (2029) | Year 9 (2030) | Year 10 (2031) | Year 11 (2032) | Year 12 (2033) | Year 13 (2034) | Year 14 (2035) | Year 15 (2036)   |
|------------------------------------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|------------------|
| <b>13. LANDSCAPING</b>                                           |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                  |
| Replace waterproofing liquid membrane to Garden planter boxes    | 6,158        | -             | -             | -             | -             | 6,931         | -             | -             | -             | -             | -              | -              | -              | -              | -              | -                |
| Maintain waterproofing liquid membrane to Garden beds            | 758          | -             | -             | -             | -             | 853           | -             | -             | -             | -             | 989            | -              | -              | -              | -              | 1,147            |
| <b>Sub Total (Incl. GST)</b>                                     |              | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>7,784</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>989</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>1,147</b>     |
| <b>14. FIRE EQUIPMENT</b>                                        |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                  |
| Maintain fire equipment                                          | 9,092        | -             | -             | -             | -             | 10,233        | -             | -             | -             | -             | 11,863         | -              | -              | -              | -              | 13,752           |
| Replace fire hose reel                                           | 625          | -             | -             | -             | -             | 703           | -             | -             | -             | -             | 815            | -              | -              | -              | -              | 945              |
| Replace fire extinguisher                                        | 250          | -             | -             | -             | -             | 281           | -             | -             | -             | -             | 326            | -              | -              | -              | -              | 378              |
| Replace electric fire pump                                       | 10,200       | -             | -             | -             | -             | -             | -             | -             | -             | -             | 13,309         | -              | -              | -              | -              | -                |
| Maintain electric fire pump                                      | 700          | -             | -             | 743           | -             | -             | 811           | -             | -             | 887           | -              | -              | 969            | -              | -              | 1,059            |
| Replace diesel fire pump                                         | 12,748       | -             | -             | -             | -             | -             | -             | -             | -             | -             | 16,633         | -              | -              | -              | -              | -                |
| Maintain diesel fire pump                                        | 646          | -             | -             | 685           | -             | -             | 749           | -             | -             | 818           | -              | -              | 894            | -              | -              | 977              |
| Maintain diesel fire pump fuel lines and equipment               | 344          | -             | -             | 365           | -             | -             | 399           | -             | -             | 436           | -              | -              | 476            | -              | -              | 520              |
| Maintain diesel fire pump batteries                              | 250          | -             | -             | 265           | -             | -             | 290           | -             | -             | 317           | -              | -              | 346            | -              | -              | 378              |
| Maintain water tank                                              | 1,250        | -             | -             | -             | -             | 1,407         | -             | -             | -             | -             | 1,631          | -              | -              | -              | -              | 1,891            |
| <b>Sub Total (Incl. GST)</b>                                     |              | <b>0</b>      | <b>0</b>      | <b>2,058</b>  | <b>0</b>      | <b>12,624</b> | <b>2,249</b>  | <b>0</b>      | <b>0</b>      | <b>2,458</b>  | <b>44,577</b>  | <b>0</b>       | <b>2,685</b>   | <b>0</b>       | <b>0</b>       | <b>19,900</b>    |
| <b>15. LIFTS</b>                                                 |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                  |
| Replace lift and upgrade equipment                               | 1,520,000    | -             | -             | -             | -             | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | 2,299,136        |
| Upgrade lift interior                                            | 39,756       | -             | -             | 42,177        | -             | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | -                |
| Maintain sump pump                                               | 5,650        | -             | 5,820         | -             | 6,174         | -             | 6,550         | -             | 6,949         | -             | 7,372          | -              | 7,821          | -              | 8,297          | -                |
| Replace sump pump                                                | 5,650        | -             | -             | -             | -             | -             | -             | 6,746         | -             | -             | -              | -              | -              | -              | -              | -                |
| <b>Sub Total (Incl. GST)</b>                                     |              | <b>0</b>      | <b>5,820</b>  | <b>42,177</b> | <b>6,174</b>  | <b>0</b>      | <b>6,550</b>  | <b>6,746</b>  | <b>6,949</b>  | <b>0</b>      | <b>7,372</b>   | <b>0</b>       | <b>7,821</b>   | <b>0</b>       | <b>8,297</b>   | <b>2,299,136</b> |
| <b>16. PLANT - WATER</b>                                         |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                  |
| Replace recirculation pumps                                      | 1,500        | -             | -             | -             | -             | -             | 1,739         | -             | -             | -             | -              | -              | 2,076          | -              | -              | -                |
| Replace Raypack hot water system with continuous hot water units | 31,164       | -             | -             | -             | -             | 35,075        | -             | -             | -             | -             | -              | -              | -              | -              | -              | -                |
| Replace Rheem storage tank (430L)                                | 8,726        | -             | -             | -             | -             | -             | -             | -             | -             | -             | 11,385         | -              | -              | -              | -              | -                |
| <b>Sub Total (Incl. GST)</b>                                     |              | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>35,075</b> | <b>1,739</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>11,385</b>  | <b>0</b>       | <b>2,076</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>         |
| <b>17. PLANT - AIR CONDITIONING</b>                              |              |               |               |               |               |               |               |               |               |               |                |                |                |                |                |                  |
| Maintain ventilation system                                      | 1,948        | -             | -             | 2,067         | -             | -             | 2,258         | -             | -             | 2,468         | -              | -              | 2,696          | -              | -              | 2,947            |
| Maintain ventilation ducting                                     | 2,200        | -             | -             | 2,334         | -             | -             | 2,550         | -             | -             | 2,787         | -              | -              | 3,045          | -              | -              | 3,328            |
| Replace heavy duty ventilation fans                              | 4,500        | -             | -             | -             | -             | 5,065         | -             | -             | -             | -             | 5,871          | -              | -              | -              | -              | 6,807            |
| Replace exhaust fans                                             | 1,652        | -             | -             | -             | -             | 1,859         | -             | -             | -             | -             | 2,155          | -              | -              | -              | -              | 2,499            |
| Replace condenser pump                                           | 20,703       | -             | -             | -             | -             | -             | -             | -             | -             | -             | -              | -              | -              | -              | -              | -                |
| Replace VSD's                                                    | 3,347        | -             | -             | -             | -             | -             | -             | -             | -             | -             | 4,367          | -              | -              | -              | -              | -                |
| <b>Sub Total (Incl. GST)</b>                                     |              | <b>0</b>      | <b>0</b>      | <b>4,401</b>  | <b>0</b>      | <b>6,924</b>  | <b>4,808</b>  | <b>0</b>      | <b>0</b>      | <b>5,255</b>  | <b>12,393</b>  | <b>0</b>       | <b>5,741</b>   | <b>0</b>       | <b>0</b>       | <b>15,581</b>    |

| Expenditure Item                                                  | Current Cost | Year 1 (2022) | Year 2 (2023)  | Year 3 (2024)  | Year 4 (2025) | Year 5 (2026)  | Year 6 (2027) | Year 7 (2028) | Year 8 (2029) | Year 9 (2030) | Year 10 (2031)   | Year 11 (2032) | Year 12 (2033) | Year 13 (2034) | Year 14 (2035) | Year 15 (2036)   |
|-------------------------------------------------------------------|--------------|---------------|----------------|----------------|---------------|----------------|---------------|---------------|---------------|---------------|------------------|----------------|----------------|----------------|----------------|------------------|
| <b>18. PLANT - ELECTRICAL</b>                                     |              |               |                |                |               |                |               |               |               |               |                  |                |                |                |                |                  |
| Replace electrical switchboard                                    | 63,175       | -             | -              | -              | -             | -              | -             | -             | -             | -             | -                | -              | -              | -              | -              | -                |
| <b>Sub Total (Incl. GST)</b>                                      |              | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>         |
| <b>Grand Total (Incl. GST)</b>                                    |              | <b>0</b>      | <b>640,163</b> | <b>200,058</b> | <b>25,079</b> | <b>391,064</b> | <b>74,232</b> | <b>6,746</b>  | <b>8,662</b>  | <b>32,975</b> | <b>997,324</b>   | <b>0</b>       | <b>48,194</b>  | <b>0</b>       | <b>53,249</b>  | <b>2,686,769</b> |
| <b>Contingency Allowance (Incl. GST)</b>                          |              | <b>0</b>      | <b>64,016</b>  | <b>20,006</b>  | <b>2,508</b>  | <b>39,106</b>  | <b>7,423</b>  | <b>675</b>    | <b>866</b>    | <b>3,298</b>  | <b>99,732</b>    | <b>0</b>       | <b>4,819</b>   | <b>0</b>       | <b>5,325</b>   | <b>268,677</b>   |
| <b>Grand Total Expenses (Incl. Contingency Allowance and GST)</b> |              | <b>0</b>      | <b>704,179</b> | <b>220,064</b> | <b>27,587</b> | <b>430,170</b> | <b>81,655</b> | <b>7,421</b>  | <b>9,528</b>  | <b>36,273</b> | <b>1,097,056</b> | <b>0</b>       | <b>53,013</b>  | <b>0</b>       | <b>58,574</b>  | <b>2,955,446</b> |





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

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

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the quantity of that item in scope

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

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

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

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

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

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

| Items                                                               | Qty  | Unit  | Rate (\$) | Value (\$) | Next Due | Total Life | Comments                                          |
|---------------------------------------------------------------------|------|-------|-----------|------------|----------|------------|---------------------------------------------------|
| <b>1. BUILDING EXTERIOR</b>                                         |      |       |           |            |          |            |                                                   |
| Repaint building exterior                                           | 5335 | m2    | 47.97     | 255,920.00 | 2        | 8          | Ongoing painting program - includes access        |
| Maintain building exterior (total: 5335m2) - 5%                     | 267  | m2    | 54.70     | 14,605.00  | 2        | 8          | Cement render maintenance                         |
| Maintain west side louvres                                          | 1    | Item  | 6,206.56  | 6,207.00   | 3        | 3          | Ongoing replacement and maintenance               |
| Repaint door face – both sides including architraves                | 8    | ea.   | 101.11    | 809.00     | 2        | 8          | Ongoing painting program                          |
| Replace timber Doors (total: 1)                                     | 1    | ea.   | 1,239.80  | 1,240.00   | 5        | 5          | Timber door replacement                           |
| Maintain windows                                                    | 133  | Units | 153.16    | 20,370.00  | 2        | 4          | Replace parts, seals, mechanism repairs & locks   |
| Repaint balcony ceilings, undersides and edges                      | 2378 | m2    | 25.97     | 61,757.00  | 2        | 8          | Ongoing painting program                          |
| Maintain balcony ceiling, undersides and edges (total: 2378m2) – 5% | 119  | m2    | 60.72     | 7,226.00   | 2        | 4          | balcony soffit maintenance                        |
| Maintain balustrades                                                | 1    | Item  | 3,116.44  | 3,116.00   | 5        | 5          | Metal balustrade repairs                          |
| Maintain balcony sliding doors                                      | 133  | Units | 65.00     | 8,645.00   | 3        | 3          | Balcony sliding door maintenance                  |
| Building waterproofing maintenance                                  | 1    | Item  | 3,055.00  | 3,055.00   | 5        | 5          | Ongoing water penetration management              |
| Building electrical maintenance                                     | 133  | Units | 116.00    | 15,428.00  | 5        | 5          | Electrical maintenance works                      |
| Plumbing and drainage maintenance                                   | 133  | Units | 132.00    | 17,556.00  | 5        | 5          | Water, sewer and stormwater repairs & maintenance |
| General building maintenance                                        | 133  | Units | 186.00    | 24,738.00  | 5        | 5          | Fund for future building maintenance works        |
| <b>2. ACCESS FOR WORK AT HEIGHTS</b>                                |      |       |           |            |          |            |                                                   |
| Hire scaffold / elevated platform / abseiling                       | 1    | Item  | 85,825.49 | 85,825.00  | 2        | 8          | Equipment for access to levels above ground floor |
| <b>3. ROOFING</b>                                                   |      |       |           |            |          |            |                                                   |
| Maintain liquid membrane (total: 1953m2) - 10%                      | 195  | m2    | 73.78     | 14,387.00  | 5        | 5          | Liquid acrylic membrane repairs                   |
| Replace liquid membrane                                             | 1953 | m2    | 103.78    | 202,682.00 | 5        | 20         | Liquid acrylic membrane replacement               |
| Repaint door face – both sides including architraves                | 2    | ea.   | 202.22    | 404.00     | 2        | 8          | Ongoing painting program                          |
| Maintain metal barrier                                              | 1    | Item  | 1,116.44  | 1,116.00   | 5        | 5          | Balustrade repairs                                |

| Items                                              | Qty  | Unit | Rate (\$) | Value (\$) | Next Due | Total Life | Comments                                                |
|----------------------------------------------------|------|------|-----------|------------|----------|------------|---------------------------------------------------------|
| <b>4. MAIN FOYER</b>                               |      |      |           |            |          |            |                                                         |
| Repaint walls                                      | 138  | m2   | 22.50     | 3,105.00   | 2        | 8          | Ongoing painting program                                |
| Repaint ceilings                                   | 34   | m2   | 13.37     | 455.00     | 2        | 8          | Ongoing painting program                                |
| Repaint door face – one side including architraves | 5    | ea.  | 101.11    | 506.00     | 2        | 8          | Ongoing painting program - include service doors        |
| Maintain glass entry door                          | 4    | ea.  | 174.16    | 697.00     | 2        | 2          | Front entry door maintenance                            |
| Maintain floor tiles (total: 36m2) – 10%           | 4    | m2   | 167.55    | 670.00     | 5        | 5          | Tiled walkway maintenance                               |
| Replace floor tiles                                | 36   | m2   | 167.55    | 6,032.00   | 30       | 45         | Tiled walkway replacement                               |
| <b>5. WEST END FOYER</b>                           |      |      |           |            |          |            |                                                         |
| Repaint walls                                      | 105  | m2   | 22.50     | 2,363.00   | 2        | 8          | Ongoing painting program                                |
| Repaint ceilings                                   | 28   | m2   | 13.37     | 374.00     | 2        | 8          | Ongoing painting program                                |
| Maintain timber panelling                          | 1    | Item | 374.16    | 374.00     | 2        | 8          | Timber feature maintenance                              |
| Maintain front entry door                          | 1    | ea.  | 174.16    | 174.00     | 2        | 2          | Front entry door maintenance                            |
| Maintain floor tiles (total: 36m2) – 10%           | 4    | m2   | 167.55    | 670.00     | 5        | 5          | Tiled walkway maintenance                               |
| Replace floor tiles                                | 36   | m2   | 167.55    | 6,032.00   | 30       | 45         | Tiled walkway replacement                               |
| Maintain furniture                                 | 1    | ea.  | 244.00    | 244.00     | 6        | 6          | Furniture maintenance                                   |
| <b>6. LOBBIES AND HALLWAYS</b>                     |      |      |           |            |          |            |                                                         |
| Repaint walls                                      | 3017 | m2   | 22.50     | 67,883.00  | 2        | 8          | Ongoing painting program                                |
| Repaint ceilings                                   | 1296 | m2   | 23.37     | 30,288.00  | 2        | 8          | Ongoing painting program                                |
| Repaint door face – one side including architraves | 255  | ea.  | 101.11    | 25,783.00  | 2        | 8          | Ongoing painting program - include service doors        |
| Replace carpet                                     | 1286 | m2   | 95.48     | 122,787.00 | 3        | 12         | Carpet replacement                                      |
| <b>7. FIRE STAIRS AND EXITWAYS</b>                 |      |      |           |            |          |            |                                                         |
| Repaint walls                                      | 785  | m2   | 22.50     | 17,663.00  | 2        | 8          | Ongoing painting program                                |
| Repaint ceilings                                   | 72   | m2   | 23.37     | 1,683.00   | 2        | 8          | Ongoing painting program                                |
| Repaint door face – one side including architraves | 27   | ea.  | 101.11    | 2,730.00   | 2        | 8          | Timber door repaint - includes service doors - internal |
| Maintain balustrades                               | 1    | Item | 1,418.00  | 1,418.00   | 5        | 5          | Metal balustrade repairs                                |
| <b>8. GARBAGE ROOMS</b>                            |      |      |           |            |          |            |                                                         |
| Repaint walls                                      | 340  | m2   | 22.50     | 7,650.00   | 2        | 8          | Ongoing painting program                                |
| Repaint ceilings                                   | 72   | m2   | 23.37     | 1,683.00   | 2        | 8          | Ongoing painting program                                |
| Repaint door face – one side including architraves | 18   | ea.  | 101.11    | 1,820.00   | 2        | 8          | Timber door repaint - includes service doors - internal |
| Repaint floors                                     | 72   | m2   | 22.50     | 1,620.00   | 2        | 4          | Ongoing painting program inline with paint cycles       |

| Items                                                         | Qty | Unit  | Rate (\$) | Value (\$) | Next Due | Total Life | Comments                                  |
|---------------------------------------------------------------|-----|-------|-----------|------------|----------|------------|-------------------------------------------|
| <b>9. BASEMENT LIFT FOYER</b>                                 |     |       |           |            |          |            |                                           |
| Repaint walls                                                 | 8   | m2    | 22.50     | 180.00     | 2        | 8          | Ongoing painting program                  |
| Repaint ceilings                                              | 29  | m2    | 13.37     | 388.00     | 2        | 8          | Ongoing painting program                  |
| Maintain front entry door                                     | 1   | ea.   | 174.16    | 174.00     | 2        | 2          | Front entry door maintenance              |
| Maintain glass walls                                          | 1   | Item  | 374.16    | 374.00     | 3        | 3          | Feature wall maintenance                  |
| Maintain floor tiles (total: 29m2) – 10%                      | 3   | m2    | 167.55    | 503.00     | 5        | 5          | Tiled walkway maintenance                 |
| Replace floor tiles                                           | 29  | m2    | 167.55    | 4,859.00   | 30       | 45         | Tiled walkway replacement                 |
| <b>10. BASEMENT LIFT FOYER - WEST END</b>                     |     |       |           |            |          |            |                                           |
| Repaint walls                                                 | 36  | m2    | 22.50     | 810.00     | 2        | 8          | Ongoing painting program                  |
| Repaint ceilings                                              | 15  | m2    | 13.37     | 201.00     | 2        | 8          | Ongoing painting program                  |
| Maintain entry door                                           | 2   | ea.   | 174.16    | 348.00     | 2        | 2          | Front entry door maintenance              |
| Maintain floor tiles (total: 15m2) – 10%                      | 2   | m2    | 167.55    | 335.00     | 5        | 5          | Tiled walkway maintenance                 |
| Replace floor tiles                                           | 15  | m2    | 167.55    | 2,513.00   | 30       | 45         | Tiled walkway replacement                 |
| <b>11. EXTERNAL WALKWAYS</b>                                  |     |       |           |            |          |            |                                           |
| Walkway maintenance program                                   | 1   | Item  | 655.20    | 655.00     | 5        | 5          | Concrete repairs                          |
| <b>12. FIXTURES AND FITTINGS</b>                              |     |       |           |            |          |            |                                           |
| Maintain letterboxes                                          | 133 | Units | 16.65     | 2,214.00   | 3        | 3          | Mailbox replacement                       |
| Maintain common lighting                                      | 1   | Item  | 834.00    | 834.00     | 3        | 3          | Light maintenance and replacement         |
| Replace signage                                               | 1   | Item  | 350.00    | 350.00     | 3        | 3          | Signage replacement or new installs       |
| Replace community noticeboard                                 | 1   | ea.   | 375.00    | 375.00     | 10       | 20         | Noticeboard replacement                   |
| Maintain security access system                               | 1   | Item  | 700.00    | 700.00     | 3        | 3          | Intercom entry system replacement         |
| Maintain communication / data system                          | 1   | Item  | 618.24    | 618.00     | 3        | 3          | Communication and data system maintenance |
| Replace cameras and recording device                          | 4   | ea.   | 1,110.00  | 4,440.00   | 5        | 5          | Security surveillance camera replacement  |
| Replace intercom panels - per entrance                        | 1   | Item  | 1,750.00  | 1,750.00   | 4        | 16         | Security surveillance camera replacement  |
| Replace intercom handsets - per unit                          | 133 | ea.   | 106.45    | 14,158.00  | 4        | 16         | Television (MATV) antenna replacement     |
| <b>13. LANDSCAPING</b>                                        |     |       |           |            |          |            |                                           |
| Replace waterproofing liquid membrane to Garden planter boxes | 1   | Item  | 6,158.00  | 6,158.00   | 5        | 20         | Garden bed waterproofing replacement      |
| Maintain waterproofing liquid membrane to Garden beds         | 1   | Item  | 758.00    | 758.00     | 5        | 5          | Garden bed waterproofing repairs          |

| Items                                                            | Qty | Unit     | Rate (\$)  | Value (\$)   | Next Due | Total Life | Comments                                         |
|------------------------------------------------------------------|-----|----------|------------|--------------|----------|------------|--------------------------------------------------|
| <b>14. FIRE EQUIPMENT</b>                                        |     |          |            |              |          |            |                                                  |
| Maintain fire equipment                                          | 133 | Units    | 68.36      | 9,092.00     | 5        | 5          | Ongoing maintenance                              |
| Replace fire hose reel                                           | 1   | ea.      | 625.00     | 625.00       | 5        | 5          | Fire hose reel replacement                       |
| Replace fire extinguisher                                        | 1   | ea.      | 250.00     | 250.00       | 5        | 5          | Fire extinguisher replacement                    |
| Replace electric fire pump                                       | 1   | ea.      | 10,200.00  | 10,200.00    | 10       | 20         | Electric pump replacement                        |
| Maintain electric fire pump                                      | 1   | ea.      | 700.00     | 700.00       | 3        | 3          | Electric pump replacement                        |
| Replace diesel fire pump                                         | 1   | ea.      | 12,748.00  | 12,748.00    | 10       | 20         | Diesel pump replacement                          |
| Maintain diesel fire pump                                        | 1   | ea.      | 646.00     | 646.00       | 3        | 3          | Diesel pump replacement                          |
| Maintain diesel fire pump fuel lines and equipment               | 1   | ea.      | 344.00     | 344.00       | 3        | 3          | Diesel pump replacement                          |
| Maintain diesel fire pump batteries                              | 1   | ea.      | 250.00     | 250.00       | 3        | 3          | Diesel pump replacement                          |
| Maintain water tank                                              | 1   | Item     | 1,250.00   | 1,250.00     | 5        | 5          | Diesel pump replacement                          |
| <b>15. LIFTS</b>                                                 |     |          |            |              |          |            |                                                  |
| Replace lift and upgrade equipment                               | 4   | ea.      | 380,000.00 | 1,520,000.00 | 15       | 30         | Lift complete replacement - guides, cables, gear |
| Upgrade lift interior                                            | 4   | Item     | 9,939.07   | 39,756.00    | 3        | 20         | Lift interior replacement - cabin and floor      |
| Maintain sump pump                                               | 2   | ea.      | 2,825.00   | 5,650.00     | 2        | 2          | Replace as required                              |
| Replace sump pump                                                | 2   | ea.      | 2,825.00   | 5,650.00     | 7        | 20         | Replace as required                              |
| <b>16. PLANT - WATER</b>                                         |     |          |            |              |          |            |                                                  |
| Replace recirculation pumps                                      | 2   | ea.      | 750.00     | 1,500.00     | 6        | 6          | Recirculation pump replacement                   |
| Replace Raypack hot water system with continuous hot water units | 12  | ea.      | 2,597.00   | 31,164.00    | 5        | 18         | Raypack hot water unit replacement               |
| Replace Rheem storage tank (430L)                                | 3   | ea.      | 2,908.76   | 8,726.00     | 10       | 20         | Raypack storage tank replacement                 |
| <b>17. PLANT - AIR CONDITIONING</b>                              |     |          |            |              |          |            |                                                  |
| Maintain ventilation system                                      | 1   | Item     | 1,947.61   | 1,948.00     | 3        | 3          | Internal ventilation system repairs              |
| Maintain ventilation ducting                                     | 1   | Item     | 2,200.00   | 2,200.00     | 3        | 3          | Internal ventilation system repairs              |
| Replace heavy duty ventilation fans                              | 1   | ea.      | 4,500.00   | 4,500.00     | 5        | 5          | Ventilation fan replacement                      |
| Replace exhaust fans                                             | 1   | ea.      | 1,652.04   | 1,652.00     | 5        | 5          | Exhaust fan replacement                          |
| Replace condenser pump                                           | 4   | ea.      | 5,175.73   | 20,703.00    | 22       | 40         | Replace as required                              |
| Replace VSD's                                                    | 2   | ea.      | 1,673.49   | 3,347.00     | 10       | 20         | Replace as required                              |
| <b>18. PLANT - ELECTRICAL</b>                                    |     |          |            |              |          |            |                                                  |
| Replace electrical switchboard                                   | 133 | Per unit | 475.00     | 63,175.00    | 32       | 50         | Replace as required                              |

## Building Photo Section

| Item Group                 | Photo                                                                                                                                                                    | Comment                     |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| BUILDING EXTERIOR          |                                                                                        |                             |
| ACCESS FOR WORK AT HEIGHTS |                                                                                                                                                                          |                             |
| ROOFING                    |   | Rooftop and plant equipment |



| Item Group | Photo                                                                                | Comment                  |
|------------|--------------------------------------------------------------------------------------|--------------------------|
|            |   |                          |
| MAIN FOYER |  | Paint walls and ceilings |

| Item Group           | Photo                                                                                                                                                                                                                                                                                                                                                                                                   | Comment                    |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| WEST END FOYER       |  <p>The first photo shows a long, narrow hallway with a dark patterned carpet and white walls, leading to a bright exit. The second photo shows an elevator lobby with a stainless steel door and a window. The third photo shows a hallway with blue carpeting and white walls, with a glass door on the right.</p> | Painted walls and ceilings |
| LOBBIES AND HALLWAYS |  <p>The photo shows a staircase with concrete steps and metal railings, leading down. The walls are white.</p>                                                                                                                                                                                                      | Painted walls and doors    |

| Item Group               | Photo                                                                                | Comment                  |
|--------------------------|--------------------------------------------------------------------------------------|--------------------------|
|                          |   |                          |
| FIRE STAIRS AND EXITWAYS |  | Painted walls and floors |



| Item Group     | Photo                                                                                                                                                                    | Comment     |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                |                                                                                        |             |
| GARBAGE ROOMS  |   | Glass walls |
| BASEMENT FOYER | <div data-bbox="359 1579 422 1612">LIFT</div>                                        |             |

| Item Group                        | Photo                                                                                                                                                                                                                                                            | Comment                                       |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| BASEMENT LIFT<br>FOYER - WEST END |  <p>The first photo shows a noticeboard with several notices and a map. The second photo shows a circular ceiling light. The third photo shows a wall of black mailboxes.</p> | Mailboxes, lighting and noticeboard           |
| EXTERNAL WALKWAYS                 |                                                                                                                                                                                                                                                                  |                                               |
| FIXTURES AND FITTINGS             |  <p>The photo shows a red fire control panel mounted on a wall, with a fire pump and hose reel visible below it.</p>                                                         | Fire control panel, fire pumps and hose reels |

| Item Group  | Photo                                                                                | Comment   |
|-------------|--------------------------------------------------------------------------------------|-----------|
|             |   |           |
| LANDSCAPING |  | Lifts x 4 |



| Item Group     | Photo                                                                                                                                                                                                                                                                                                                                | Comment                                      |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| FIRE EQUIPMENT |  <p>The first photograph shows two red fire pumps mounted on a wall, connected to green pipes. The second photograph shows a large industrial boiler with a silver heat exchanger. The third photograph shows three large grey storage tanks.</p> | Storage tanks, boilers and circulation pumps |
| LIFTS          |  <p>The photograph shows a cooling tower with a grey metal frame and a white fan. The number 14 is visible on the side of the tower.</p>                                                                                                         | Cooling towers                               |

| Item Group                  | Photo                                                                               | Comment |
|-----------------------------|-------------------------------------------------------------------------------------|---------|
|                             |  |         |
| PLANT - WATER               |                                                                                     |         |
| PLANT - AIR<br>CONDITIONING |                                                                                     |         |
| PLANT - ELECTRICAL          |                                                                                     |         |

## Inspector's Report for Pacific Square - Panorama Owners Corporation

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1. **INFLATION** - It is necessary to offset the effects of inflation of construction materials and labour costs and to ensure that adequate funds are available to provide for major works which frequently become necessary as the property ages, but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. **UPDATES** - We recommend that this report be updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. **WATERPROOFING** - Waterproofing requires regular maintenance and replacement.
4. **Site Meeting** held 27/05/2022 on site with Julie Sherwin and Stephen Lovegrove. Report adjusted as per discussions that took place during this meeting.



## Report Notes

### Capital Works Fund Plan (NSW)

*This forecast satisfies the current requirements of the Strata Schemes Management Act 2015, which states:*

#### **80 Owners corporation to prepare 10-year capital works fund plan**

- (1) *An owners corporation is to prepare a plan of anticipated major expenditure to be met from the capital works fund for a 10-year period commencing on the first annual general meeting of the owners corporation.*
- (2) *An owners corporation is to prepare a plan for each 10-year period following the 10-year period to which the first plan applied. The plan is to be prepared for the annual general meeting at which the period covered by the previous plan expires.*
- (3) *An owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared under this section and must review the plan at least once every 5 years.*
- (4) *A plan under this section is to include the following:*
  - (a) *details of proposed work or maintenance,*
  - (b) *the timing and anticipated costs of any proposed work,*
  - (c) *the source of funding for any proposed work,*
  - (d) *any other matter the owners corporation thinks fit,*
  - (e) *any other matter prescribed by the regulations for the purposes of this section.*
- (5) *A plan under this section is to be finalised by the end of the next annual general meeting of the owners corporation after the annual general meeting for which the plan is prepared.*
- (6) *An owners corporation may engage expert assistance in the preparation of a plan under this section.*
- (7) *An owners corporation is, so far as practicable (and subject to any adjustment under this section), to implement each plan prepared under this section.*

*A Capital Works Fund is established pursuant to section 74 of the Strata Schemes Management Act 2015, which states:*

#### **74 Capital works fund**

- (1) **Establishment of fund**  
*An owners corporation must establish a capital works fund.*
- (2) **Amounts payable to fund**  
*An owners corporation must pay the following amounts into the capital works fund:*
  - (a) *the contributions levied on, and paid by, owners for payment into the fund,*
  - (b) *any amounts paid to the owners corporation by way of discharge of insurance claims, unless paid into the administrative fund,*
  - (c) *any amounts paid to the owners corporation under Part 11,*
  - (d) *any amount received by the owners corporation that is not required or permitted to be paid into the administrative fund,*
  - (e) *the proceeds of any investment of the fund.*
- (3) *An owners corporation may also pay the following amounts into the capital works fund:*
  - (a) *any income of the owners corporation,*
  - (b) *any amount that may be, but is not required to be, paid into the fund under this Act.*
- (4) **Amounts payable from fund**  
*An owners corporation may pay money from its capital works fund only for the following purposes:*
  - (a) *payments of the kind for which estimates have been made under section 79 (2),*
  - (b) *payments made in accordance with this Division on a distribution of a surplus in the fund,*
  - (c) *payments of amounts for the purposes of Part 11,*
  - (d) *the transfer of money to the administrative fund or to pay expenditure that should have been paid from the administrative fund.*
- (5) **Exemption**  
*An owners corporation for a strata scheme comprising 2 lots need not establish a capital works fund if:*

- (a) *the owners corporation so determines by unanimous resolution, and*
- (b) *the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and*
- (c) *no building or part of a building in the strata scheme is situated outside those lots.*

## **THIS REPORT DEALS WITH THE CAPITAL WORKS FUND PLAN.**

**Implementation** - It is the responsibility of the Strata Committee and the Owners Corporation to implement this plan so far as is practicable.

**Interaction with Capital Works Fund** - The source of funding for all proposed work or maintenance is presumed to be the capital works fund. No allowance has been made for proposed work or maintenance that is funded by means other than the capital works fund.

**Figures used and updates** - The figures used in the forecast are typical for this type of building and normal usage. The Strata Committee has some flexibility to make minor adjustments to the timing of any proposed work. More major adjustments to the timing of work may require an ordinary resolution of the Strata Committee, or complete revision of the Plan. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

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

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

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

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

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

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

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

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

**Safety** - The inspection does not cover safety issues.



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

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

**Window Safety Device** – It is mandatory to install a safety device/ lock that restricts the opening of an openable window to less than 12.5cm. The device must be able to withstand a specific outward pushing force. All windows in every apartment building above a certain height must comply. (Section 118 Strata Schemes Management Act 2015; section 30 Strata Schemes Management Regulation 2016). An allowance has been made for the installation of these devices. Contact our office should you require a quotation to install these devices.

**Other Matters** - Unless otherwise included, this report does not include matters that are not anticipated major expenditures to be met from the capital works fund.

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

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

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



7 July 2022



The Secretary  
The Owners - Strata Plan No. 74790  
C/- Strata Plus  
PO Box H181  
AUSTRALIA SQUARE NSW 1215

Our Ref: AM:NH:40508  
Your Ref: Fiona Mak

**By Email: [Fiona.Mak@strataplus.com.au](mailto:Fiona.Mak@strataplus.com.au)**

Dear Fiona

**RE: BY-LAW FOR RULES AND RECOVERY OF COSTS BY OWNERS CORPORATION**

---

**1. My Brief**

I am asked to draft a by-law that will permit the owners corporation to recover from the owners and occupiers of the lots the costs and expenses associated with repairs to common property, insurance excesses, false fire alarms, fire inspection callouts and breaches of by-laws.

**2. The By-Law**

The by-law I have prepared is set out in the **attached** document. Please read the by-law carefully to ensure it is satisfactory. If you require any changes to the by-law, please let me know.

**3. Overview of the By-Law**

The by-law sets out rules owners and occupiers will need to follow. These rules prohibit owners and occupiers breaching any by-law, setting off a false fire alarm, refusing to give the owners corporation's contractors access to any lot including for fire safety inspections and repairs or pest treatments, damaging common property, dumping rubbish on common property, dirtying common property, failing to give access to their lots when required to do so by law, losing an access key or doing anything that may increase the insurance premiums for a strata scheme.

The by-law also requires owners to take all reasonable steps to ensure that their tenants comply with the by-law. The by-law also requires owners and occupiers to ensure that their guests and contractors comply with the by-law.

If an owner or occupier breaches the by-law, that person will be liable to pay or reimburse the owners corporation for any expenses the owners corporation incurs as a result of the breach of the by-law. This will include cleaning costs, false fire alarm charges, reinspection costs, access key replacement costs, costs to remedy the breach of the by-law including consultant's costs, and costs to repair damage to the common property.

The owners corporation will need to make a written demand for payment of these expenses by any owner or occupier.

P 02 9562 1266  
F 02 9567 8551  
W [muellers.com.au](http://muellers.com.au)  
E [enquiries@muellers.com.au](mailto:enquiries@muellers.com.au)

LEVEL 1,  
240 PRINCES HIGHWAY  
ARNCLIFFE NSW 2205



*Liability limited by a scheme approved under Professional Services Legislation.*

If an owner or occupier does not pay the expenses one month after they become due and payable, interest will accrue on the expenses at the rate of 10% per annum.

An owner or occupier who breaches the by-law will also be liable to reimburse the owners corporation for any costs it incurs recovering those expenses or interest including strata manager's costs and legal costs. The by-law will allow the owners corporation to include reference to those amounts that are due by an owner on the levy account of the owner, levy notices served on the owner and section 184 certificates issued in respect of the owner's lot.

The by-law will also allow the owners corporation to appropriate any payments made by an owner or occupier towards those expenses, interest and any recovery costs in any manner it deems fit.

The by-law also says that if a lot is sold, then the new owner becomes liable to pay any overdue expenses, interest or recovery costs together with the former owner.

#### **4. Comments about the By-Law**

The by-law does not allow an owners corporation to impose fines or charges on owners and occupiers who breach the by-law. Rather, the by-law will only permit the owners corporation to recover from any owner or occupier who breaches the by-law any cost or expense the owners corporation actually incurs as a result of that breach, interest on that cost and expense, and recovery costs. This means that any amount the owners corporation claims from an owner or occupier pursuant to the by-law must be a cost or expense the owners corporation has actually incurred as a result of that owner or occupier's breach of the by-law (and not a fine or penalty), or interest, or a recovery cost.

The by-law will apply to both owners and occupiers, and the by-law will require owners to take all reasonable steps to ensure that their tenants comply with the by-law. But this will not give the owners corporation the right to impose an expense on an owner every time the owner's tenant breaches the by-law. The owners corporation will only be able to impose an expense on an owner for a breach of the by-law committed by his or her tenant, where the owner did not take all reasonable steps to ensure that the tenant would comply with the by-law. So, for example, if a tenant damages the common property whilst moving into the building, the owners corporation will be able to impose on the owner of the lot the expense of repairing that damage provided that the owner did not take all reasonable steps to ensure that the tenant complied with the by-law and did not damage common property. The by-law will operate like this because it is not possible for the by-law to make an owner strictly liable for the breaches of his or her tenant.

The by-law covers novel territory. This is because the by-law will purport to impose monetary liabilities on owners and occupiers. There is considerable uncertainty as to whether or not it is possible for a by-law to impose monetary liabilities on owners and occupiers. In one case, the NSW Supreme Court said that this was not possible and that the only way an owners corporation could impose monetary liabilities on owners was through contributions levied under the strata legislation: see *OSP 60919 -v- CTTT* [2009] NSWSC 1158. However, in a subsequent case, the NSW Supreme Court could not see why an appropriately worded by-law could not impose a monetary liability on an owner in appropriate circumstances: see *Italian Forum Ltd -v- OSP60919* [2012] NSWSC 895. The issue has never been conclusively determined. In our view, it is possible for a by-law to impose monetary liabilities on owners and occupiers. Nevertheless, it is important that you realise that there is at least some uncertainty as to the ability of the by-law to allow the owners corporation to recover the expenses, interest and recovery costs from owners and occupiers who breach the by-law. If the by-law is deemed invalid, there is a risk that the owners corporation will be ordered to refund to owners and occupiers any amounts it has collected from them under the by-law.

The by-law also covers novel ground because it purports to put in place a regime that will apply when the by-law is breached which is different to (and which supplements) the regime for by-law breaches that is prescribed in the strata legislation (e.g. issue of notices to comply). In *Lynch, Glenn and Jenny owners of lot 75a. -v- SP36458* [1999] NSWSSB 55 the Strata Schemes Board expressed some doubt about the

ability of a by-law to include a self-executing regime for punishment for non-compliance of the by-law. However, in *North Wind Pty Ltd -v- Proprietors – Strata Plan 3143* [1981] NSWLR 809, the NSW Supreme Court held that the by-law enforcement mechanisms laid down in the strata legislation were not exhaustive and that Parliament had not “covered the field” in relation to that particular topic. This supports the view that by-laws can contain provisions which afford self-executing remedies consequent on breach. The issue has never been conclusively determined. In our view, it is possible for a by-law to include its own regime for dealing with breaches. Nevertheless, it is important that you realise that there is at least some uncertainty as to the ability of the by-law to do so. If the by-law is deemed invalid, there is a risk that the owners corporation will be ordered to refund to owners and occupiers any amounts it has collected from them under the by-law.

The by-law attempts to prohibit owners and occupiers failing or refusing to give the owners corporation access to their lots when requested to by the owners corporation to enable the owners corporation to exercise its functions under the strata legislation or undertake fire or pest inspections and makes owners and occupiers liable for any costs the owners corporation incurs if they refuse access to their lots in breach of the by-law. This aspect of the by-law may not be enforceable. This is because the strata legislation generally only permits the owners corporation to access a lot with the consent of the occupier of the lot or an access order made by NCAT. This means the by-law might be inconsistent with the legislation by attempting to compel owners and occupiers to give the owners corporation access. Please bear this in mind.

#### **5. Motion to Adopt the By-Law**

The by-law will need to be approved by a special resolution that is passed at a general meeting. I have drafted a suitable motion to adopt the by-law. No more than 25% of votes calculated on a unit entitlement basis can be cast against the motion.

#### **6. Registration of the By-Law**

If the by-law is approved by an owners corporation, the by-law and a consolidated set of by-laws will need to be lodged for registration at NSW Land Registry Services within six months of the meeting at which the by-law is approved. The by-law will have no force or effect until it is registered.

I trust that the by-law is satisfactory and I thank you for your instructions. We **enclose** our Memorandum of Fees.

Yours faithfully



**J.S. MUELLER & CO**

**Adrian Mueller | Partner**

E: [adrianmueller@muellers.com.au](mailto:adrianmueller@muellers.com.au)

## NOTICE OF STRATA COMMITTEE MEETING

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

TO The Owners – Strata Plan No. 74790  
**Panorama**  
1 Bruce Bennetts Place MAROUBRA NSW 2035

### DATE, PLACE AND TIME

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

### AGENDA

1. Preliminaries
  - + recording of persons present and in attendance
  - + receipt of proxies
  - + recording of apologies
  - + determination of a quorum
2. Opening
  - + confirming chairperson
  - + commencement time
3. Consideration of attached motions
4. Closure

## INFORMATION

### **QUORUM** *(Clause 12 of schedule 2 of the Act)*

A motion submitted at a meeting of a strata committee must not be considered unless there is a quorum present to consider and vote on the motion. A quorum is present at a meeting:

- (a) in the case of a strata committee which has only one member, if the member is present,
- (b) in any other case, if not less than one-half of the persons entitled to vote on the motion are present.

A person who has voted, or intends to vote by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.

### **ELIGIBILITY TO VOTE** *(Clause 9(4) of Schedule 2 of the Act)*

You cannot vote if the contributions for your lot have not been paid or if you were nominated for the strata committee by a member who has not paid the contributions for their lot. The relevant consideration is whether or not the owner of the lot was an un-financial at the date notice of the meeting and did not pay before the meeting.

### **DISCLOSURES OF PECUNIARY INTEREST** *(Clause 18 of schedule 2 of the Act)*

The nature of the interest must be disclosed at a meeting and the particulars are to be kept in a book for this purpose.

### **NON MEMBER ATTENDANCE** *(Clause 13 of schedule 2 of the Act)*

Owners or company nominees of a lot in the scheme may attend a strata committee meeting however they are not entitled to address the meeting unless authorised by a resolution of the meeting.

NOTICE DATE: 12 July 2022

## MOTIONS FOR CONSIDERATION

| STATUTORY MATTERS           |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                        |
|-----------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| MOTION 1                    | ACTING MEMBERS                              | THAT pursuant to section 34 of the Strata Schemes Management Act 2015, the strata committee receive and accept the appointment of any acting members of the strata committee for the purpose of this meeting of the strata committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Section 34 of the Act                                  |
| MOTION 2                    | CONFIRMATION OF MINUTES                     | THAT the minutes of the last strata committee meeting held 17 June 2022 be confirmed as a true and accurate record of that meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                        |
| MOTION 3                    | PECUNIARY INTEREST                          | <p>THAT the strata committee:</p> <ul style="list-style-type: none"> <li>(a) receive any disclosures regarding pecuniary interests;</li> <li>(b) record the details of these interests in the disclosure book;</li> <li>(c) for each disclosure made, determine whether that member can                             <ul style="list-style-type: none"> <li>1. be present during the deliberations for that matter, or</li> <li>2. take any part in the decision of that matter.</li> </ul> </li> </ul> <p><b>Notes to motion:</b></p> <p><i>Disclosure of any interest in relation to a corporation or other body, or a specified person for a matter. This might be employment, membership, partnership, though can be any type of relationship</i></p> |                                                        |
| MOTION 4                    | ELECTION OF OFFICE BEARERS                  | THAT the secretary, treasurer and chairperson of the strata committee be elected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Section 41 of the Act and Clause 11 of the Regulations |
| STRATA COMMITTEE GOVERNANCE |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                        |
| MOTION 5                    | ELECTRONIC SERVICE OF INSURANCE INFORMATION | THAT the strata committee resolve to accept all insurance and product disclosure information via email, and that the nominated email address of the owners corporation be determined.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                        |
| MOTION 6                    | FINANCIAL REPORTS & INVOICE APPROVALS       | <p>THAT</p> <ul style="list-style-type: none"> <li>(a) the strata committee confirm that the treasurer be nominated to receive the monthly financial reports.</li> <li>(b) The treasurer be added as an external approver to approve                             <ul style="list-style-type: none"> <li>i. All invoices excluding utilities</li> <li>ii. All invoices including utilities</li> <li>iii. Invoices over \$X only</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                    |                                                        |
| MOTION 7                    | CODE OF CONDUCT                             | THAT the attached Code of Conduct be accepted and signed by all members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                        |
| NEXT MEETING                |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                        |
| MOTION 8                    | NEXT MEETING                                | THAT the date, time and location of the next meeting(s) of the strata committee be determined.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                        |

## MINUTES OF STRATA COMMITTEE MEETING

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

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

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

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

APOLOGIES: P Samios Lot 117

IN ATTENDANCE: F Mak Strata Plus

Those present determined that Fiona Mak chair the meeting.

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

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

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





## COMMITTEE CODE OF CONDUCT

This Code is an instrument to support the fair and timely decision making of the committee.  
The wording of these undertakings has been agreed by the current committee.

|               |  |
|---------------|--|
| I (full name) |  |
| of SP / DP No |  |

*agree to adhere to these undertakings as part of my acceptance of my role as a committee member*

- + Acknowledge and agree to vote at committee meetings to achieve a decision that is in the best interests of all owners. It is noted that at a general meeting I have the right to vote in my own interest.
- + To disclose any personal current or future conflict of interest and remind my fellow members when appropriate
- + To disclose any awareness of a potential conflict of interest with another member or supplier.
- + To act honestly and fairly
- + To respect fellow members opinions and differences
- + To trust and support fellow committee members in carrying out their assigned duties
- + Should I not agree with the majority decision of the committee, I will still work to support the decision of the committee.
- + Have detailed familiarity with the scheme's by-laws
- + To commit to meeting attendance and read materials before the start of the meeting. Should attendance not be possible then contact will be made with the strata manager to assist with the quorum.
- + To agree to a minimum of quarterly meetings that should run for no more than 90 minutes with no more than 15 motions
- + To commit to devoting time to assist with the progressing of scheme matters outside of meetings.
- + To acknowledge that the Secretary is the nominated individual to provide instruction to the strata manager and building manager.
- + To minimize email traffic at all times.
- + To work to timely decision making. Review of correspondence within 5 business days of receipt unless specified otherwise in the 1st sentence of the body of the email.
- + To foster a spirit of teamwork and co-operation with respectful communications (written & verbal) amongst
  - o Fellow committee members
  - o Owners and occupiers
  - o Strata managing agent
  - o Suppliers engaged by the scheme
- + To accept the guidance of the strata manager and contracted specialists to ensure compliance with legislation. If clarity is needed then committee will seek this in writing.
- + To keep confidential contact details of all committee members, owners, residents and other related parties.
- + Understand that if a transgression of this Code occurs then the committee member is afforded the opportunity to provide surety that further transgressions will not occur. With continued transgression the committee can seek in writing the resignation of the committee member. If the request is ignored, then the committee will seek a general meeting with a motion to remove the individual and for a replacement member to be elected.

Signed: ..... Date: .....

SEND COMPLETED FORM TO  
your strata manager's email address  
or  
info@strataplus.com.au



# FORM 1 | GENERAL MEETING PROXY APPOINTMENT

Strata Schemes Management Act 2015 (Schedule 1 Clauses 23, 25, 26), Strata Schemes Management Regulation 2016 Clause 13

|                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MUST</b> insert to show the date of completion and signing of this form                                                                                                                                                                                                                                                                                                                                                | Date & Time                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>MUST</b> be the full name(s) as reflected on the title of your lot and in the strata roll. If jointly owned, then all names must be recorded. If owned by a corporation, the name of the corporation must be noted (not the name of the company nominee)                                                                                                                                                               | I/We                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>MUST</b> insert the Lot number. This is not always your unit/suite number. If unsure contact Strata Plus or refer to a recent levy notice                                                                                                                                                                                                                                                                              | the owners of lot                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>MUST</b> insert the Strata Plan No.                                                                                                                                                                                                                                                                                                                                                                                    | in                                                                                       | SP No .....                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>MUST</b> insert the proxy holder's name                                                                                                                                                                                                                                                                                                                                                                                | appoint                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Insert</b> where the proxy holder is from eg Lot X                                                                                                                                                                                                                                                                                                                                                                     | of                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).                                                                                                                                                                                                                                                                                                              |                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Tick and/or complete</b> whichever applies.<br>The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings.<br>Period of meetings <b>MUST</b> be specified in a clear manner.<br>If no nomination is made, the proxy will take effect for 12 months or 2 consecutive annual general meetings, whichever is the greater.                                                        | Period<br>or<br>number of<br>meetings<br>for which<br>appointment of<br>proxy has effect | <input type="checkbox"/> <b>1 meeting</b><br><input type="checkbox"/> ..... meetings<br><input type="checkbox"/> <b>1 month</b><br><input type="checkbox"/> ..... months<br><input type="checkbox"/> <b>12 months or 2 consecutive annual general meetings</b>                                                                                                                                                                                                           |
| <b>*Circle</b> paragraph 1 or 2, whichever applies.<br>If you circle option 2, then specify the matters and any limitations on the manner in which you want the proxy to vote on the lines provided for option 2.<br><b>*Strike out</b> paragraph 3 if proxy is not authorised to vote on this matter.<br>Even if not struck out, but if no information is provided then the proxy cannot vote regarding managing agents. | Authorisation given                                                                      | <b>*1.</b> This form authorises the proxy to vote on my/our behalf on <b>all matters.</b><br><b>OR</b><br><b>*2.</b> This form authorises the proxy to vote on my/our behalf on <b>the following matters only:</b><br>.....<br>.....<br><b>*3.</b> If a vote is taken on whether ..... (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, <b>I/we want the proxy to vote as follows:</b><br>..... |
| A person can only hold one proxy if the scheme has 20 lots or less.<br>Limit to a number equal to not more than 5% of the total number of lots                                                                                                                                                                                                                                                                            | Limit on number of proxies                                                               | <b>*4.</b> I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.                                                                                                                                                                                                                                                                                             |
| Signatures of <b>ALL</b> owners recorded on title <b>MUST</b> sign. If owned by a corporation, the proxy <b>MUST</b> be executed by the company pursuant to the Corporations Act 2001.                                                                                                                                                                                                                                    | Signature of owner(s)                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

REFER OVER FOR IMPORTANT INFORMATION

SEND COMPLETED FORM TO

info@strataplus.com.au



*Strata Schemes Management Act 2015 (Schedule 1 Clauses 23, 25, 26), Strata Schemes Management Regulation 2016 Clause 13*

## NOTES ON APPOINTMENT OF PROXIES

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
  - (a) if the strata scheme has 20 lots or less, one,
  - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
  - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
  - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

## NOTES ON RIGHTS OF PROXIES TO VOTE

1. A duly appointed proxy:
  - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
  - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and (
  - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
  - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
  - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
  - (c) if the right to vote on any such matter is limited by this form.



## APPOINTMENT OF COMPANY NOMINEE FORM

|                           |                                              |
|---------------------------|----------------------------------------------|
| Date                      |                                              |
| To                        | Secretary of the Owners of Strata Plan ..... |
| Company Name as per title |                                              |
| owner of lot(s)           |                                              |

In accordance with section 154 (1) of the *Strata Schemes Management Act (NSW) 2015* we hereby give notice that

|                         |  |
|-------------------------|--|
| Nominee name            |  |
| of (Australian address) |  |

is appointed company nominee for the purposes of exercising the rights of the Company vested by virtue of the *Strata Schemes Management Act (NSW) 2015* as at the day of this notice and thereafter, until revoked by the Company in writing to the secretary of the owners corporation.

|                         |  |
|-------------------------|--|
| Nominee's phone         |  |
| Nominee's email address |  |

Executed in accordance with section 127 of the *Corporations Act 2001* in the presence of:

|                      |      |           |
|----------------------|------|-----------|
| Secretary / Director | Name | Signature |
| Director             | Name | Signature |

### IMPORTANT TO NOTE

This document must be signed in accordance with section 127 of the *Corporations Act 2001* which states that:

- (1) A company may execute a document without using a common seal if the document is signed by:
  - (a) 2 directors of the company; or
  - (b) a director and a company secretary of the company; or
  - (c) for a proprietary company that has a sole director who is also the sole company secretary – that director.
- (2) A company with a common seal may execute a document if the seal is fixed to the document and the fixing of the seal is witnessed by:
  - (a) 2 directors of the company; or
  - (b) a director and a company secretary of the company; or
  - (c) for a proprietary company that has a sole director who is also the sole company secretary – that director.

SEND COMPLETED FORM TO

[info@strataplus.com.au](mailto:info@strataplus.com.au)

If you have any questions, simply contact your Strata Plus strata manager.



## OWNERS CORPORATION OWNER FORM

|                 |  |          |  |
|-----------------|--|----------|--|
| STRATA PLAN NO. |  | UNIT NO. |  |
|-----------------|--|----------|--|

Your details are safeguarded in accordance with The Privacy Act 2000 and our Privacy Policy as per [strataplus.com.au](http://strataplus.com.au)  
If you consent to receiving notifications electronically, then your email address forms part of the books and records of your scheme.  
Electing to receive notifications electronically reduces the postal charges to your scheme.

|                                                                                  |  |
|----------------------------------------------------------------------------------|--|
| PREFERRED TITLE & OWNER(S) NAME(S)<br>Eg Dr & Mrs Brown, Mr A Wong & Miss B Wong |  |
|----------------------------------------------------------------------------------|--|

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

|                                                                               |                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CORRESPONDENCE</b>                                                         | <b>Email address:</b><br><b>(only one)</b><br><br>I/we <b>authorise</b> the owners corporation to electronically send communication to this email address<br><br>_____<br>Signature(s) _____ Dated |
| AUSTRALIAN POSTAL ADDRESS<br><i>Only complete if not receiving via email.</i> |                                                                                                                                                                                                    |

**Levy notices** are sent to your nominated address.

If there is a delay in receiving your payment, the same address is used for contact purposes.  
Please note that if your agent pays your levies you can specify their email address below. If you do have a tenant, you must provide the owners corporation with full lease details within 14 days of them moving in. You can do this by completing our Tenancy Notice Form.

|                                                                              |                                                                                                                                                                                                    |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LEVY NOTICES</b>                                                          | <b>Email address:</b><br><b>(only one)</b><br><br>I/we <b>authorise</b> the owners corporation to electronically send communication to this email address<br><br>_____<br>Signature(s) _____ Dated |
| AUSTRALIAN POSTAL ADDRESS<br><i>Only complete if not receiving via email</i> |                                                                                                                                                                                                    |

Having your emergency contact details enables us to contact you in our capacity as your scheme's Agent.  
The details do not form part of the records of the scheme unless there are specifically related by-laws or resolutions for your scheme.

|               |               |                   |                    |
|---------------|---------------|-------------------|--------------------|
| MOBILE NUMBER | DAYTIME PHONE | AFTER HOURS PHONE | ALTERNATE CONTACT  |
|               |               |                   | Full Name<br>Phone |

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

You can directly update your details by login to My Property portal  
If you have lost your login details simply click on REQUEST OWNERS LOGIN on our website homepage



## STRATA COMMITTEE NOMINATION FORM

### NOMINEE

I .....  
sole owner/co-owner/company nominee (*please circle which is relevant*)

of Lot ..... in Strata Plan No. ....

nominate .....

to stand for election to the strata committee at the annual general meeting (AGM)

Signature of owner(s): .....

Date: .....

### ACCEPTANCE OF NOMINATION

I .....  
sole owner/co-owner/company nominee/non-owner (*please circle which is relevant*)

of Lot..... in Strata Plan No. ....

- ✓ consent to the nomination to stand for election to the strata committee at the AGM, and
- ✓ have read the strata committee election information to confirm my eligibility, and
- ✓ declare the following pecuniary interest .....
- ✓ disclose my connection with the original owner .....

Signed: .....

Date: .....

### IMPORTANT TO NOTE

- + If you are a sole owner or company nominee and self-nominating, please complete both sections of the form
- + Sections 31 & 32 of the *Strata Schemes Management Act 2015 (NSW)* set out the eligibility requirements
- + Schedule 2 of the Act sets out the obligation to disclose a direct or indirect pecuniary interest in a matter to be considered at a meeting.
- + If there are no declarations of interest or connected person disclosures then write "N/A"
- + Forms should be returned to our office prior to the meeting if possible

SEND COMPLETED FORM TO

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If you have any questions, simply contact your Strata Plus strata manager.



# SINKING FUND PLAN

## PACIFIC SQUARE - PANORAMA

1 Bruce Bennetts Place

Maroubra NSW 2035

Strata Plan 74790



### Report details

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

#### NEW SOUTH WALES

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

#### QUEENSLAND

18 Park Rd Milton 4064  
PO Box 1584 Milton 4064

#### VICTORIA

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





10 October 2016

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

Dear Committee Members,

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

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

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

**Key Report Data Levies Summary – First Financial Year**

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

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

| Report Index                                                 | Page No.         |
|--------------------------------------------------------------|------------------|
| <b>Owners Report Summary</b>                                 | <b>Section 1</b> |
| Building Details and Report Inputs Page                      | 2                |
| 15 Year Cash Flow Tracking & Graph with New Levies           | 3                |
| 15 Year Cash Flow Tracking & Graph with Old Levies           | 4                |
| <b>Report Detail</b>                                         | <b>Section 2</b> |
| 15 Year Anticipated Expenditure Table                        | 5                |
| Building Data List from Property Inspection                  | 8                |
| Inspector's Building Report & Building Specific Report Notes | 10               |
| Report Notes                                                 | 11               |

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

Yours sincerely,

The Team at Solutions in Engineering



## Building Details & Report Inputs

### Supplied information

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

### Report assumptions & information

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

### 15 Year Levy Table

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

## 15 Year Cash Flow Tracking Sheet

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

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

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

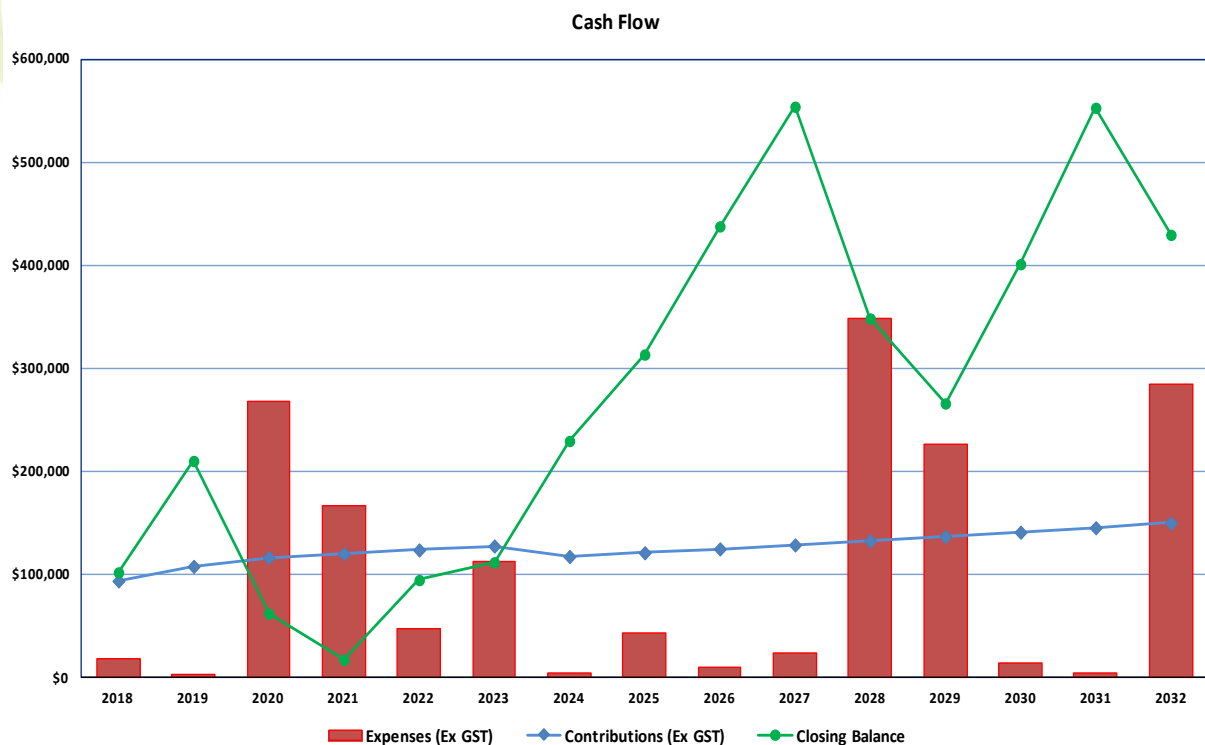
## 15 Year Cash Flow Graph

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

Contributions line - Total sinking fund contributions per year.

Expenses line – Total anticipated expenses in each year.

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



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

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

### 15 Year Cash Flow Tracking Sheet

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

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

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

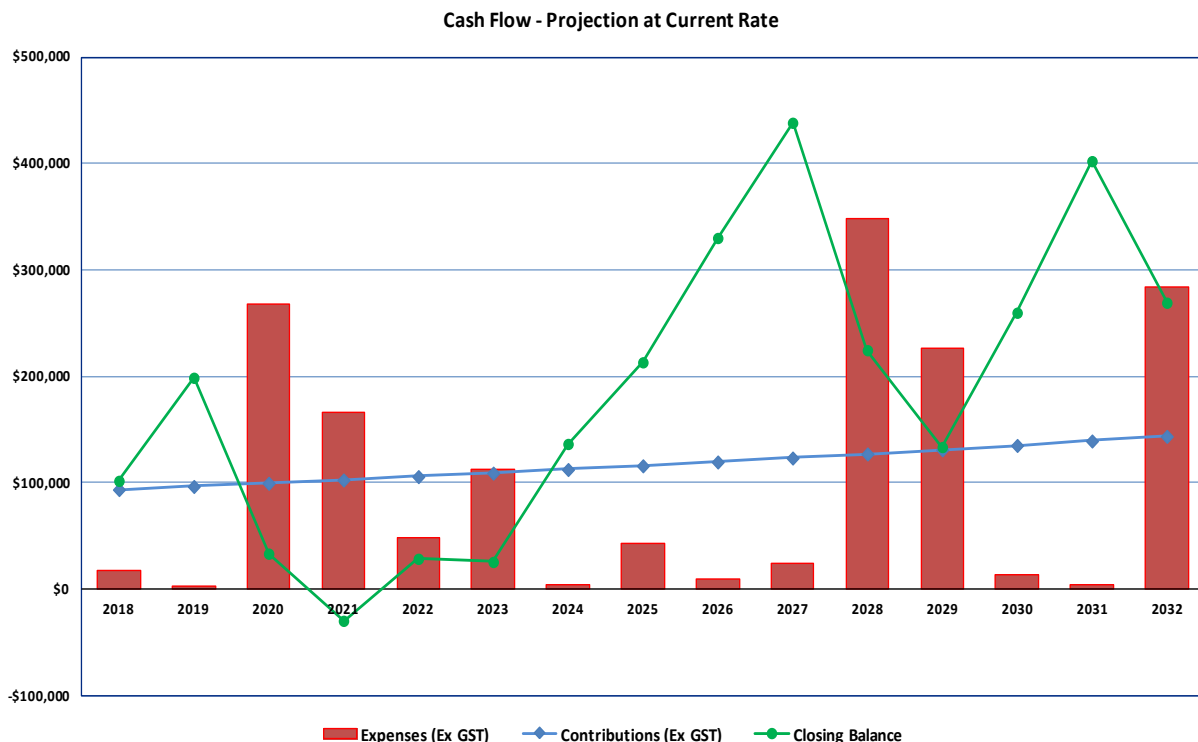
### 15 Year Cash Flow Graph

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

Contributions line - Total sinking fund contributions per year.

Expenses line – Total anticipated expenses in each year.

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



## Anticipated Expenditures Table Year 1 - 15

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

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

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

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

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

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

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

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

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

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

'Items' – identifies and describes the maintenance item

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

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

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

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

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

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

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

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

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



## Inspector's Report for Pacific Square - Panorama

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

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

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

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

## Report Notes

### Sinking Fund Plan (NSW)

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

#### **69 Sinking fund to be established**

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

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

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

### **THIS REPORT DEALS WITH THE SINKING FUND BUDGET.**

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

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

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

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

**Safety** - The inspection does not cover safety issues.

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

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

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

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

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

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

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

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

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

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

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