

# SydneyStrataReport

property strata inspections

0478 151999 | (02) 80114701 | [servicedesk@stratareport.net.au](mailto:servicedesk@stratareport.net.au) | [www.stratareport.net.au](http://www.stratareport.net.au)



## STRATA REPORT

Client	Infinity Property Agents
Address of property	Unit 309/19-21 Grosvenor Street, Neutral Bay, NSW.
Lot	44 & 67
Strata Plan	SP 82955
Name of Strata Management Co.	Wellman Strata
Telephone Number of Strata Agent	8065 6575
Report Date	10 November 2023

## General Information

Owner's Name	Shane Haitana
Unit Entitlement.	Lot 44: 977 Lot 67: 17
Total Unit Entitlement.	100,000

## Levy Contributions

Administration Fund contribution.	Lot 44: \$1,387.47 Lot 67 \$24.12
Capital Works Fund contribution.	Lot 44: \$409.78 Lot 67: \$7.13
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$34,002.10
Sinking Fund Balance.	\$549,658.58

## Insurances

Building Insurance	Yes
Sum Insured	\$33,770,000.00
Insurance Company	CHU
Due Date	8 June 2024
Pet Friendly?	Owners corporation permission needed.

## Meetings

--	--

Annual General Meeting 15 April 2019	Administration Fund set at \$402,999.70 p.a. Capital Works set at \$105,029.10 p.a. Building insurance continued, All other matters were meeting formalities, general bylaws passed and general maintenance as per the scan below, no major works tabled. Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.
Annual General Meeting 22 June 2020	Administration Fund set at \$310,975.50 p.a. Capital Works set at \$201,232.35 p.a. Building insurance continued, Waterproofing to Units 307,388,310,311,106,107 & 505 to be undertaken at a cost of \$93,347.00 plus GST which is fully funded, no special levy required. All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.
Annual General Meeting 29 April 2021	Administration Fund set at \$344,124.00 p.a. Capital Works set at \$221,864.83 p.a. Building insurance continued, Motion 13: Planning for costs to be drafted with North Sydney Council to streamline billing, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. BMC representative elected, Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.
Strata Committee Meetings: July 2021, September 2021 & November 2021.	It was recorded that the building is undergoing a general repaint, All other maintenance is as per the attachments below.
Annual General Meeting 29 March 2022	Administration Fund set at \$350,350.00 p.a. Capital Works set at \$291,500.00 p.a. Building insurance continued.

	<p>All other matters were meeting formalities and general maintenance as per the scan below, Meeting closed.</p>
<p>Strata Committee Meeting 22 February 2023</p> <p>Annual General Meeting 29 March 2023</p> <p>Strata Committee Meeting 20 April 2023</p> <p>Strata Committee Meeting 22 August 2023</p>	<p>A report on building works needed is in the process of compilation, a decision of how to proceed will be made upon consideration of tenders to be received.</p> <p>Administration Fund set at \$503,508.50 p.a. Capital Works set at \$210,655.50 p.a. Building insurance continued, Motion 12: Resolved to consider Pinnacle's tender for works and its comparison table. All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Meeting formalities recorded only Meeting closed.</p> <p>Remedial works to the northern roof and podium, balcony works to Unit 111, 168 and 503. Works to the concrete roof north and south and other works as per the agenda of this meeting below are recorded to be undertaken. Meeting closed.</p> <p>Preservation Technologies quote of \$212,201.00 was quotes for the works, Other general maintenance is as per the attachment below.</p>
Other comments.	<p>This report is to be taken in context and in conjunction with the scans below.</p>



# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Building Address:** 19-25 Grosvenor Street  
 :  
**Suburb:** NEUTRAL BAY  
**Building Name:** Lucca Apartments  
**GST?:** Yes

**Units:** 99      **Lots:** 99  
**State:** NSW      **Post Code:** 2089  
**ABN:** 52 937 243 693  
**Manager:** Shane Haitana

**Lot#:** 44      **Unit#:** 309      **Units of Entitlement:** 977      **Paid To:** 31/12/23  
**Owner Name:** Ruth Oh      **Contribution Schedule:** 977

Levies									
Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/16	916	Quarterly Admin / Sinking Levies from 01/10/2016 to 31/12/2016 FULLY PAID	\$1,135.90	\$1,135.90	\$0.00	\$0.00	\$0.00	\$0.00	\$103.27
		Admin	\$878.30	\$878.30	\$0.00	\$0.00	\$0.00	\$0.00	\$79.85
		Capital Works	\$257.60	\$257.60	\$0.00	\$0.00	\$0.00	\$0.00	\$23.42
01/01/17	917	Quarterly Admin / Sinking Levies from 01/01/2017 to 31/03/2017 FULLY PAID	\$1,150.45	\$1,150.45	\$0.00	\$0.00	\$0.00	\$0.00	\$104.58
		Admin	\$886.65	\$886.65	\$0.00	\$0.00	\$0.00	\$0.00	\$80.60
		Capital Works	\$263.80	\$263.80	\$0.00	\$0.00	\$0.00	\$0.00	\$23.98
01/04/17	1267	Standard Levy Contribution Schedule from 01/04/2017 to 30/06/2017 FULLY PAID	\$1,156.95	\$1,156.95	\$0.00	\$0.00	\$0.00	\$0.00	\$105.18
		Admin	\$922.47	\$922.47	\$0.00	\$0.00	\$0.00	\$0.00	\$83.86
		Capital Works	\$234.48	\$234.48	\$0.00	\$0.00	\$0.00	\$0.00	\$21.32
01/07/17	1268	Standard Levy Contribution Schedule from 01/07/2017 to 30/09/2017 FULLY PAID	\$1,156.95	\$1,156.95	\$0.00	\$0.00	\$0.00	\$0.00	\$105.18
		Admin	\$922.47	\$922.47	\$0.00	\$0.00	\$0.00	\$0.00	\$83.86
		Capital Works	\$234.48	\$234.48	\$0.00	\$0.00	\$0.00	\$0.00	\$21.32
01/07/17	1554	Special Levy: Building Defects Litigation (Instalment 1) FULLY PAID	\$214.94	\$214.94	\$0.00	\$0.00	\$0.00	\$0.00	\$19.54
		Admin	\$214.94	\$214.94	\$0.00	\$0.00	\$0.00	\$0.00	\$19.54
		Capital Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/10/17	1269	Standard Levy Contribution Schedule from 01/10/2017 to 31/12/2017 FULLY PAID	\$1,156.95	\$1,156.95	\$0.00	\$0.00	\$0.00	\$0.00	\$105.18
		Admin	\$922.47	\$922.47	\$0.00	\$0.00	\$0.00	\$0.00	\$83.86
		Capital Works	\$234.48	\$234.48	\$0.00	\$0.00	\$0.00	\$0.00	\$21.32

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Page 2

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 44      **Unit#:** 309  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 977  
**Contribution Schedule:** 977

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/17	1653	Special Levy: Building Defects Litigation (Instalment 2) FULLY PAID	\$214.94	\$214.94	\$0.00	\$0.00	\$0.00	\$0.00	\$19.54
		Admin	\$214.94	\$214.94	\$0.00	\$0.00	\$0.00	\$0.00	\$19.54
		Capital Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/01/18	1270	Standard Levy Contribution Schedule from 01/01/2018 to 31/03/2018 FULLY PAID	\$1,126.95	\$1,126.95	\$0.00	\$0.00	\$0.00	\$0.00	\$102.45
		Admin	\$861.53	\$861.53	\$0.00	\$0.00	\$0.00	\$0.00	\$78.32
		Capital Works	\$265.42	\$265.42	\$0.00	\$0.00	\$0.00	\$0.00	\$24.13
30/04/18	1914	Standard Levy Contribution Schedule from 01/04/2018 to 30/06/2018 FULLY PAID	\$1,210.25	\$1,210.25	\$0.00	\$0.00	\$0.00	\$0.00	\$110.03
		Admin	\$966.64	\$966.64	\$0.00	\$0.00	\$0.00	\$0.00	\$87.88
		Capital Works	\$243.61	\$243.61	\$0.00	\$0.00	\$0.00	\$0.00	\$22.15
01/07/18	1915	Standard Levy Contribution Schedule from 01/07/2018 to 30/09/2018 FULLY PAID	\$1,210.25	\$1,210.25	\$0.00	\$0.00	\$0.00	\$0.00	\$110.03
		Admin	\$966.64	\$966.64	\$0.00	\$0.00	\$0.00	\$0.00	\$87.88
		Capital Works	\$243.61	\$243.61	\$0.00	\$0.00	\$0.00	\$0.00	\$22.15
01/10/18	1916	Standard Levy Contribution Schedule from 01/10/2018 to 31/12/2018 FULLY PAID	\$1,210.25	\$1,210.25	\$0.00	\$0.00	\$0.00	\$0.00	\$110.03
		Admin	\$966.64	\$966.64	\$0.00	\$0.00	\$0.00	\$0.00	\$87.88
		Capital Works	\$243.61	\$243.61	\$0.00	\$0.00	\$0.00	\$0.00	\$22.15
01/01/19	1917	Standard Levy Contribution Schedule from 01/01/2019 to 31/03/2019 FULLY PAID	\$1,210.25	\$1,210.25	\$0.00	\$0.00	\$0.00	\$0.00	\$110.03
		Admin	\$966.64	\$966.64	\$0.00	\$0.00	\$0.00	\$0.00	\$87.88
		Capital Works	\$243.61	\$243.61	\$0.00	\$0.00	\$0.00	\$0.00	\$22.15
30/04/19	2419	Standard Levy Contribution Schedule from 01/04/2019 to 30/06/2019 FULLY PAID	\$1,251.05	\$1,251.05	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$990.21	\$990.21	\$0.00	\$0.00	\$0.00	\$0.00	\$90.02
		Capital Works	\$260.84	\$260.84	\$0.00	\$0.00	\$0.00	\$0.00	\$23.71
01/07/19	2420	Standard Levy Contribution Schedule from 01/07/2019 to 30/09/2019 FULLY PAID	\$1,251.05	\$1,251.05	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$990.21	\$990.21	\$0.00	\$0.00	\$0.00	\$0.00	\$90.02
		Capital Works	\$260.84	\$260.84	\$0.00	\$0.00	\$0.00	\$0.00	\$23.71

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Page 3

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 44      **Unit#:** 309  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 977  
**Contribution Schedule:** 977

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/19	2421	Standard Levy Contribution Schedule from 01/10/2019 to 31/12/2019 FULLY PAID	\$1,251.05	\$1,251.05	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$990.21	\$990.21	\$0.00	\$0.00	\$0.00	\$0.00	\$90.02
		Capital Works	\$260.84	\$260.84	\$0.00	\$0.00	\$0.00	\$0.00	\$23.71
01/01/20	2422	Standard Levy Contribution Schedule from 01/01/2020 to 31/03/2020 FULLY PAID	\$1,251.05	\$1,251.05	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$990.21	\$990.21	\$0.00	\$0.00	\$0.00	\$0.00	\$90.02
		Capital Works	\$260.84	\$260.84	\$0.00	\$0.00	\$0.00	\$0.00	\$23.71
30/04/20	2771	Standard Levy Contribution Schedule from 01/04/2020 to 30/06/2020 FULLY PAID	\$1,251.06	\$1,251.06	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$990.22	\$990.22	\$0.00	\$0.00	\$0.00	\$0.00	\$90.02
		Capital Works	\$260.84	\$260.84	\$0.00	\$0.00	\$0.00	\$0.00	\$23.71
01/08/20	3002	Standard Levy Contribution Schedule from 01/07/2020 to 30/09/2020 FULLY PAID	\$1,251.05	\$1,251.05	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$528.87	\$528.87	\$0.00	\$0.00	\$0.00	\$0.00	\$48.08
		Capital Works	\$722.18	\$722.18	\$0.00	\$0.00	\$0.00	\$0.00	\$65.65
01/10/20	3003	Standard Levy Contribution Schedule from 01/10/2020 to 31/12/2020 FULLY PAID	\$1,251.05	\$1,251.05	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$528.87	\$528.87	\$0.00	\$0.00	\$0.00	\$0.00	\$48.08
		Capital Works	\$722.18	\$722.18	\$0.00	\$0.00	\$0.00	\$0.00	\$65.65
01/01/21	3004	Standard Levy Contribution Schedule from 01/01/2021 to 31/03/2021 FULLY PAID	\$1,251.05	\$1,251.05	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$528.87	\$528.87	\$0.00	\$0.00	\$0.00	\$0.00	\$48.08
		Capital Works	\$722.18	\$722.18	\$0.00	\$0.00	\$0.00	\$0.00	\$65.65
01/04/21	3005	Standard Levy Contribution Schedule from 01/04/2021 to 30/06/2021 FULLY PAID	\$1,251.05	\$1,251.05	\$0.00	\$0.00	\$0.00	\$0.00	\$113.73
		Admin	\$528.87	\$528.87	\$0.00	\$0.00	\$0.00	\$0.00	\$48.08
		Capital Works	\$722.18	\$722.18	\$0.00	\$0.00	\$0.00	\$0.00	\$65.65
01/07/21	3436	Standard Levy Contribution Schedule from 01/07/2021 to 30/09/2021 FULLY PAID	\$1,513.80	\$1,513.80	\$0.00	\$0.00	\$0.00	\$0.00	\$137.62
		Admin	\$1,152.17	\$1,152.17	\$0.00	\$0.00	\$0.00	\$0.00	\$104.74
		Capital Works	\$361.63	\$361.63	\$0.00	\$0.00	\$0.00	\$0.00	\$32.88

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 44      **Unit#:** 309  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 977  
**Contribution Schedule:** 977

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/21	3437	Standard Levy Contribution Schedule from 01/10/2021 to 31/12/2021 FULLY PAID	\$1,513.80	\$1,513.80	\$0.00	\$0.00	\$0.00	\$0.00	\$137.62
		Admin	\$1,152.17	\$1,152.17	\$0.00	\$0.00	\$0.00	\$0.00	\$104.74
		Capital Works	\$361.63	\$361.63	\$0.00	\$0.00	\$0.00	\$0.00	\$32.88
01/01/22	3438	Standard Levy Contribution Schedule from 01/01/2022 to 31/03/2022 FULLY PAID	\$1,513.80	\$1,513.80	\$0.00	\$0.00	\$0.00	\$0.00	\$137.62
		Admin	\$1,152.17	\$1,152.17	\$0.00	\$0.00	\$0.00	\$0.00	\$104.74
		Capital Works	\$361.63	\$361.63	\$0.00	\$0.00	\$0.00	\$0.00	\$32.88
01/05/22	3850	Standard Levy Contribution Schedule from 01/04/2022 to 30/06/2022 FULLY PAID	\$1,585.70	\$1,585.70	\$0.00	\$0.00	\$0.00	\$0.00	\$144.15
		Admin	\$756.92	\$756.92	\$0.00	\$0.00	\$0.00	\$0.00	\$68.81
		Capital Works	\$828.78	\$828.78	\$0.00	\$0.00	\$0.00	\$0.00	\$75.34
01/07/22	3851	Standard Levy Contribution Schedule from 01/07/2022 to 30/09/2022 FULLY PAID	\$1,585.70	\$1,585.70	\$0.00	\$0.00	\$0.00	\$0.00	\$144.15
		Admin	\$756.92	\$756.92	\$0.00	\$0.00	\$0.00	\$0.00	\$68.81
		Capital Works	\$828.78	\$828.78	\$0.00	\$0.00	\$0.00	\$0.00	\$75.34
01/10/22	3852	Standard Levy Contribution Schedule from 01/10/2022 to 31/12/2022 FULLY PAID	\$1,585.70	\$1,585.70	\$0.00	\$0.00	\$0.00	\$0.00	\$144.15
		Admin	\$756.92	\$756.92	\$0.00	\$0.00	\$0.00	\$0.00	\$68.81
		Capital Works	\$828.78	\$828.78	\$0.00	\$0.00	\$0.00	\$0.00	\$75.34
01/01/23	3853	Standard Levy Contribution Schedule from 01/01/2023 to 31/03/2023 FULLY PAID	\$1,585.70	\$1,585.70	\$0.00	\$0.00	\$0.00	\$0.00	\$144.15
		Admin	\$756.92	\$756.92	\$0.00	\$0.00	\$0.00	\$0.00	\$68.81
		Capital Works	\$828.78	\$828.78	\$0.00	\$0.00	\$0.00	\$0.00	\$75.34
01/05/23	4325	Standard Levy Contribution Schedule from 01/04/2023 to 30/06/2023 FULLY PAID	\$1,797.25	\$1,797.25	\$0.00	\$0.00	\$0.00	\$0.00	\$163.38
		Admin	\$1,387.47	\$1,387.47	\$0.00	\$0.00	\$0.00	\$0.00	\$126.13
		Capital Works	\$409.78	\$409.78	\$0.00	\$0.00	\$0.00	\$0.00	\$37.25
01/07/23	4326	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 FULLY PAID	\$1,797.25	\$1,797.25	\$0.00	\$0.00	\$0.00	\$0.00	\$163.38
		Admin	\$1,387.47	\$1,387.47	\$0.00	\$0.00	\$0.00	\$0.00	\$126.13
		Capital Works	\$409.78	\$409.78	\$0.00	\$0.00	\$0.00	\$0.00	\$37.25



# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 44      **Unit#:** 309  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 977  
**Contribution Schedule:** 977

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/23	4327	Standard Levy Contribution Schedule from 01/10/2023 to 31/12/2023 FULLY PAID	\$1,797.25	\$1,797.25	\$0.00	\$0.00	\$0.00	\$0.00	\$163.38
		Admin	\$1,387.47	\$1,387.47	\$0.00	\$0.00	\$0.00	\$0.00	\$126.13
		Capital Works	\$409.78	\$409.78	\$0.00	\$0.00	\$0.00	\$0.00	\$37.25
<b>Levy Totals for the Period 01/10/16 to 31/12/23</b>			<b>\$39,690.44</b>	<b>\$39,690.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,608.21</b>

#### Receipts

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
30/12/16	752	Quarterly Admin / Sinking Levies for 01/01/2017 to 31/03/2017 Receipt; bpay-payment - DEFT Bpay 0000002503	\$886.65	\$263.80	\$1,150.45	\$0.00	\$0.00	\$104.58
01/05/17	950	Standard Levy Contribution Schedule for 01/04/2017 to 30/06/2017 Receipt; bpay-payment - DEFT Bpay 0000002503	\$922.47	\$234.48	\$1,156.95	\$0.00	\$0.00	\$105.18
30/06/17	1109	Standard Levy Contribution Schedule for 01/07/2017 to 30/09/2017 Receipt; bpay-payment - DEFT Bpay 0000002503	\$922.47	\$234.48	\$1,156.95	\$0.00	\$0.00	\$105.18
30/06/17	1110	Special Levy: Building Defects Litigation (Instalment 1) Receipt; bpay-payment - DEFT Bpay 0000002503	\$214.94	\$0.00	\$214.94	\$0.00	\$0.00	\$19.54
18/09/17	1315	Standard Levy Contribution Schedule for 01/10/2017 to 31/12/2017 Receipt; bpay-payment - DEFT Bpay 0000002503	\$922.47	\$234.48	\$1,156.95	\$0.00	\$0.00	\$105.18
18/09/17	1316	Special Levy: Building Defects Litigation (Instalment 2) Receipt; bpay-payment - DEFT Bpay 0000002503	\$214.94	\$0.00	\$214.94	\$0.00	\$0.00	\$19.54
18/12/17	1532	Standard Levy Contribution Schedule for 01/01/2018 to 31/03/2018 Receipt; bpay-payment - DEFT Bpay 0000002503	\$861.53	\$265.42	\$1,126.95	\$0.00	\$0.00	\$102.45
30/04/18	1706	Standard Levy Contribution Schedule for 01/04/2018 to 30/06/2018 Receipt; bpay-payment - DEFT Bpay 0000002503	\$966.64	\$243.61	\$1,210.25	\$0.00	\$0.00	\$110.03
29/06/18	1805	Standard Levy Contribution Schedule for 01/07/2018 to 30/09/2018 Receipt; bpay-payment - DEFT Bpay 0000002503	\$966.64	\$243.61	\$1,210.25	\$0.00	\$0.00	\$110.03
28/09/18	2002	Standard Levy Contribution Schedule for 01/10/2018 to 31/12/2018 Receipt; bpay-payment - DEFT Bpay 0000002503	\$966.64	\$243.61	\$1,210.25	\$0.00	\$0.00	\$110.03

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Page 6

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 44      **Unit#:** 309  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 977  
**Contribution Schedule:** 977

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Receipts(Continued)

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
17/12/18	2086	Standard Levy Contribution Schedule for 01/01/2019 to 31/03/2019 Receipt; bpay-payment - DEFT Bpay 0000002503	\$966.64	\$243.61	\$1,210.25	\$0.00	\$0.00	\$110.03
13/05/19	2306	Standard Levy Contribution Schedule for 01/04/2019 to 30/06/2019 Receipt; bpay-payment - DEFT Bpay 0000002503	\$990.21	\$260.84	\$1,251.05	\$0.00	\$0.00	\$113.73
14/06/19	2373	Standard Levy Contribution Schedule for 01/07/2019 to 30/09/2019 Receipt; bpay-payment - DEFT Bpay 0000002503	\$990.21	\$260.84	\$1,251.05	\$0.00	\$0.00	\$113.73
20/09/19	2516	Standard Levy Contribution Schedule for 01/10/2019 to 31/12/2019 Receipt; bpay-payment - DEFT Bpay 0000002503	\$990.21	\$260.84	\$1,251.05	\$0.00	\$0.00	\$113.73
16/12/19	2654	Standard Levy Contribution Schedule for 01/01/2020 to 31/03/2020 Receipt; bpay-payment - DEFT Bpay 0000002503	\$990.21	\$260.84	\$1,251.05	\$0.00	\$0.00	\$113.73
08/05/20	2872	Standard Levy Contribution Schedule for 01/04/2020 to 30/06/2020 Receipt; bpay-payment - DEFT Bpay 0000002503	\$990.22	\$260.84	\$1,251.06	\$0.00	\$0.00	\$113.73
11/08/20	3027	Standard Levy Contribution Schedule for 01/07/2020 to 30/09/2020 Receipt; bpay-payment - DEFT Bpay 0000002503	\$528.87	\$722.18	\$1,251.05	\$0.00	\$0.00	\$113.73
18/09/20	3110	Standard Levy Contribution Schedule for 01/10/2020 to 31/12/2020 Receipt; bpay-payment - DEFT Bpay 0000002503	\$528.87	\$722.18	\$1,251.05	\$0.00	\$0.00	\$113.73
17/12/20	3262	Standard Levy Contribution Schedule for 01/01/2021 to 31/03/2021 Receipt; bpay-payment - DEFT Bpay 0000002503	\$528.87	\$722.18	\$1,251.05	\$0.00	\$0.00	\$113.73
30/03/21	3414	Standard Levy Contribution Schedule for 01/04/2021 to 30/06/2021 Receipt; bpay-payment - DEFT Bpay 0000002503	\$528.87	\$722.18	\$1,251.05	\$0.00	\$0.00	\$113.73
23/06/21	3554	Standard Levy Contribution Schedule for 01/07/2021 to 30/09/2021 Receipt; bpay-payment - DEFT Bpay 0000002503	\$1,152.17	\$361.63	\$1,513.80	\$0.00	\$0.00	\$137.62
29/09/21	3713	Standard Levy Contribution Schedule for 01/10/2021 to 31/12/2021 Receipt; bpay-payment - DEFT Bpay 0000002503	\$1,152.17	\$361.63	\$1,513.80	\$0.00	\$0.00	\$137.62
23/12/21	3844	Standard Levy Contribution Schedule for 01/01/2022 to 31/03/2022 Receipt; bpay-payment - DEFT Bpay 0000002503	\$1,152.17	\$361.63	\$1,513.80	\$0.00	\$0.00	\$137.62
17/05/22	4070	Standard Levy Contribution Schedule for 01/04/2022 to 30/06/2022 Receipt; bpay-payment - DEFT Bpay 0000002503	\$756.92	\$828.78	\$1,585.70	\$0.00	\$0.00	\$144.15

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Page 7

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 44      **Unit#:** 309  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 977  
**Contribution Schedule:** 977

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Receipts(Continued)

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
22/06/22	4137	Standard Levy Contribution Schedule for 01/07/2022 to 30/09/2022 Receipt; apo-cheque - DEFT Chq 0000002503	\$756.92	\$828.78	\$1,585.70	\$0.00	\$0.00	\$144.15
28/09/22	4303	Standard Levy Contribution Schedule for 01/10/2022 to 31/12/2022 Receipt; bpay-payment - DEFT Bpay 0000002503	\$756.92	\$828.78	\$1,585.70	\$0.00	\$0.00	\$144.15
23/12/22	4429	Standard Levy Contribution Schedule for 01/01/2023 to 31/03/2023 Receipt; bpay-payment - DEFT Bpay 0000002503	\$756.92	\$828.78	\$1,585.70	\$0.00	\$0.00	\$144.15
19/04/23	4616	Standard Levy Contribution Schedule for 01/04/2023 to 30/06/2023 Receipt; bpay-payment - DEFT Bpay 0000002503	\$1,387.47	\$409.78	\$1,797.25	\$0.00	\$0.00	\$163.38
16/06/23	4745	Standard Levy Contribution Schedule for 01/07/2023 to 30/09/2023 Receipt; apo-cheque - DEFT Chq 0000002503	\$1,387.47	\$409.78	\$1,797.25	\$0.00	\$0.00	\$163.38
22/09/23	4908	Standard Levy Contribution Schedule for 01/10/2023 to 31/12/2023 Receipt; bpay-payment - DEFT Bpay 0000002503	\$1,387.47	\$409.78	\$1,797.25	\$0.00	\$0.00	\$163.38
<b>Receipt Totals for the Period 01/10/16 to 31/12/23</b>			<b>\$26,525.17</b>	<b>\$12,029.37</b>	<b>\$38,554.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,504.94</b>

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Building Address:** 19-25 Grosvenor Street  
**:**  
**Suburb:** NEUTRAL BAY  
**Building Name:** Lucca Apartments  
**GST?:** Yes

**Units:** 99      **Lots:** 99  
**State:** NSW      **Post Code:** 2089  
**ABN:** 52 937 243 693  
**Manager:** Shane Haitana

**Lot#:** 67      **Unit#:** 309s  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 17  
**Contribution Schedule:** 17

**Paid To:** 31/12/23

Levies									
Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/16	971	Quarterly Admin / Sinking Levies from 01/10/2016 to 31/12/2016 FULLY PAID	\$19.80	\$19.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1.80
		Admin	\$15.30	\$15.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1.39
		Capital Works	\$4.50	\$4.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.41
01/01/17	972	Quarterly Admin / Sinking Levies from 01/01/2017 to 31/03/2017 FULLY PAID	\$20.05	\$20.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1.82
		Admin	\$15.45	\$15.45	\$0.00	\$0.00	\$0.00	\$0.00	\$1.40
		Capital Works	\$4.60	\$4.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.42
01/04/17	1367	Standard Levy Contribution Schedule from 01/04/2017 to 30/06/2017 FULLY PAID	\$20.15	\$20.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1.83
		Admin	\$16.07	\$16.07	\$0.00	\$0.00	\$0.00	\$0.00	\$1.46
		Capital Works	\$4.08	\$4.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.37
01/07/17	1368	Standard Levy Contribution Schedule from 01/07/2017 to 30/09/2017 FULLY PAID	\$20.15	\$20.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1.83
		Admin	\$16.07	\$16.07	\$0.00	\$0.00	\$0.00	\$0.00	\$1.46
		Capital Works	\$4.08	\$4.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.37
01/07/17	1577	Special Levy: Building Defects Litigation (Instalment 1) FULLY PAID	\$3.74	\$3.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.34
		Admin	\$3.74	\$3.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.34
		Capital Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/10/17	1369	Standard Levy Contribution Schedule from 01/10/2017 to 31/12/2017 FULLY PAID	\$20.15	\$20.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1.83
		Admin	\$16.07	\$16.07	\$0.00	\$0.00	\$0.00	\$0.00	\$1.46
		Capital Works	\$4.08	\$4.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.37

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Page 2

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 67      **Unit#:** 309s  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 17  
**Contribution Schedule:** 17

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/17	1676	Special Levy: Building Defects Litigation (Instalment 2) FULLY PAID	\$3.74	\$3.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.34
		Admin	\$3.74	\$3.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.34
		Capital Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/01/18	1370	Standard Levy Contribution Schedule from 01/01/2018 to 31/03/2018 FULLY PAID	\$19.60	\$19.60	\$0.00	\$0.00	\$0.00	\$0.00	\$1.78
		Admin	\$14.98	\$14.98	\$0.00	\$0.00	\$0.00	\$0.00	\$1.36
		Capital Works	\$4.62	\$4.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.42
30/04/18	2014	Standard Levy Contribution Schedule from 01/04/2018 to 30/06/2018 FULLY PAID	\$21.05	\$21.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1.92
		Admin	\$16.81	\$16.81	\$0.00	\$0.00	\$0.00	\$0.00	\$1.53
		Capital Works	\$4.24	\$4.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39
01/07/18	2015	Standard Levy Contribution Schedule from 01/07/2018 to 30/09/2018 FULLY PAID	\$21.05	\$21.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1.92
		Admin	\$16.81	\$16.81	\$0.00	\$0.00	\$0.00	\$0.00	\$1.53
		Capital Works	\$4.24	\$4.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39
01/10/18	2016	Standard Levy Contribution Schedule from 01/10/2018 to 31/12/2018 FULLY PAID	\$21.05	\$21.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1.92
		Admin	\$16.81	\$16.81	\$0.00	\$0.00	\$0.00	\$0.00	\$1.53
		Capital Works	\$4.24	\$4.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39
01/01/19	2017	Standard Levy Contribution Schedule from 01/01/2019 to 31/03/2019 FULLY PAID	\$21.05	\$21.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1.92
		Admin	\$16.81	\$16.81	\$0.00	\$0.00	\$0.00	\$0.00	\$1.53
		Capital Works	\$4.24	\$4.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39
30/04/19	2519	Standard Levy Contribution Schedule from 01/04/2019 to 30/06/2019 FULLY PAID	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.97
		Admin	\$17.21	\$17.21	\$0.00	\$0.00	\$0.00	\$0.00	\$1.56
		Capital Works	\$4.54	\$4.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.41
01/07/19	2520	Standard Levy Contribution Schedule from 01/07/2019 to 30/09/2019 FULLY PAID	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.97
		Admin	\$17.21	\$17.21	\$0.00	\$0.00	\$0.00	\$0.00	\$1.56
		Capital Works	\$4.54	\$4.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.41

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 67      **Unit#:** 309s  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 17  
**Contribution Schedule:** 17

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/19	2521	Standard Levy Contribution Schedule from 01/10/2019 to 31/12/2019 FULLY PAID	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.97
		Admin	\$17.21	\$17.21	\$0.00	\$0.00	\$0.00	\$0.00	\$1.56
		Capital Works	\$4.54	\$4.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.41
01/01/20	2522	Standard Levy Contribution Schedule from 01/01/2020 to 31/03/2020 FULLY PAID	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.97
		Admin	\$17.21	\$17.21	\$0.00	\$0.00	\$0.00	\$0.00	\$1.56
		Capital Works	\$4.54	\$4.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.41
30/04/20	2794	Standard Levy Contribution Schedule from 01/04/2020 to 30/06/2020 FULLY PAID	\$21.77	\$21.77	\$0.00	\$0.00	\$0.00	\$0.00	\$1.98
		Admin	\$17.23	\$17.23	\$0.00	\$0.00	\$0.00	\$0.00	\$1.57
		Capital Works	\$4.54	\$4.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.41
01/08/20	3102	Standard Levy Contribution Schedule from 01/07/2020 to 30/09/2020 FULLY PAID	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.97
		Admin	\$9.18	\$9.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.83
		Capital Works	\$12.57	\$12.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1.14
01/10/20	3103	Standard Levy Contribution Schedule from 01/10/2020 to 31/12/2020 FULLY PAID	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.97
		Admin	\$9.18	\$9.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.83
		Capital Works	\$12.57	\$12.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1.14
01/01/21	3104	Standard Levy Contribution Schedule from 01/01/2021 to 31/03/2021 FULLY PAID	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.97
		Admin	\$9.18	\$9.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.83
		Capital Works	\$12.57	\$12.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1.14
01/04/21	3105	Standard Levy Contribution Schedule from 01/04/2021 to 30/06/2021 FULLY PAID	\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.97
		Admin	\$9.18	\$9.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.83
		Capital Works	\$12.57	\$12.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1.14
01/07/21	3511	Standard Levy Contribution Schedule from 01/07/2021 to 30/09/2021 FULLY PAID	\$26.35	\$26.35	\$0.00	\$0.00	\$0.00	\$0.00	\$2.39
		Admin	\$20.06	\$20.06	\$0.00	\$0.00	\$0.00	\$0.00	\$1.82
		Capital Works	\$6.29	\$6.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.57

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 67      **Unit#:** 309s  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 17  
**Contribution Schedule:** 17

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/21	3512	Standard Levy Contribution Schedule from 01/10/2021 to 31/12/2021 FULLY PAID	\$26.35	\$26.35	\$0.00	\$0.00	\$0.00	\$0.00	\$2.39
		Admin	\$20.06	\$20.06	\$0.00	\$0.00	\$0.00	\$0.00	\$1.82
		Capital Works	\$6.29	\$6.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.57
01/01/22	3513	Standard Levy Contribution Schedule from 01/01/2022 to 31/03/2022 FULLY PAID	\$26.35	\$26.35	\$0.00	\$0.00	\$0.00	\$0.00	\$2.39
		Admin	\$20.06	\$20.06	\$0.00	\$0.00	\$0.00	\$0.00	\$1.82
		Capital Works	\$6.29	\$6.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.57
01/05/22	3950	Standard Levy Contribution Schedule from 01/04/2022 to 30/06/2022 FULLY PAID	\$27.60	\$27.60	\$0.00	\$0.00	\$0.00	\$0.00	\$2.51
		Admin	\$13.18	\$13.18	\$0.00	\$0.00	\$0.00	\$0.00	\$1.20
		Capital Works	\$14.42	\$14.42	\$0.00	\$0.00	\$0.00	\$0.00	\$1.31
01/07/22	3951	Standard Levy Contribution Schedule from 01/07/2022 to 30/09/2022 FULLY PAID	\$27.60	\$27.60	\$0.00	\$0.00	\$0.00	\$0.00	\$2.51
		Admin	\$13.18	\$13.18	\$0.00	\$0.00	\$0.00	\$0.00	\$1.20
		Capital Works	\$14.42	\$14.42	\$0.00	\$0.00	\$0.00	\$0.00	\$1.31
01/10/22	3952	Standard Levy Contribution Schedule from 01/10/2022 to 31/12/2022 FULLY PAID	\$27.60	\$27.60	\$0.00	\$0.00	\$0.00	\$0.00	\$2.51
		Admin	\$13.18	\$13.18	\$0.00	\$0.00	\$0.00	\$0.00	\$1.20
		Capital Works	\$14.42	\$14.42	\$0.00	\$0.00	\$0.00	\$0.00	\$1.31
01/01/23	3953	Standard Levy Contribution Schedule from 01/01/2023 to 31/03/2023 FULLY PAID	\$27.60	\$27.60	\$0.00	\$0.00	\$0.00	\$0.00	\$2.51
		Admin	\$13.18	\$13.18	\$0.00	\$0.00	\$0.00	\$0.00	\$1.20
		Capital Works	\$14.42	\$14.42	\$0.00	\$0.00	\$0.00	\$0.00	\$1.31
01/05/23	4425	Standard Levy Contribution Schedule from 01/04/2023 to 30/06/2023 FULLY PAID	\$31.25	\$31.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2.84
		Admin	\$24.12	\$24.12	\$0.00	\$0.00	\$0.00	\$0.00	\$2.19
		Capital Works	\$7.13	\$7.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.65
01/07/23	4426	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 FULLY PAID	\$31.25	\$31.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2.84
		Admin	\$24.12	\$24.12	\$0.00	\$0.00	\$0.00	\$0.00	\$2.19
		Capital Works	\$7.13	\$7.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.65

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Page 5

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 67      **Unit#:** 309s  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 17  
**Contribution Schedule:** 17

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/10/23	4427	Standard Levy Contribution Schedule from 01/10/2023 to 31/12/2023 FULLY PAID	\$31.25	\$31.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2.84
		Admin	\$24.12	\$24.12	\$0.00	\$0.00	\$0.00	\$0.00	\$2.19
		Capital Works	\$7.13	\$7.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.65
<b>Levy Totals for the Period 01/10/16 to 31/12/23</b>			<b>\$690.55</b>	<b>\$690.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62.72</b>

#### Receipts

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
01/05/17	943	Quarterly Admin / Sinking Levies for 01/01/2017 to 31/03/2017 Receipt; bpay-payment - DEFT Bpay 0000002526	\$0.00	\$0.25	\$0.25	\$0.00	\$0.01	\$0.02
01/05/17	944	Standard Levy Contribution Schedule for 01/04/2017 to 30/06/2017 Receipt; bpay-payment - DEFT Bpay 0000002526	\$16.07	\$4.08	\$20.15	\$0.00	\$0.00	\$1.83
30/06/17	1096	Standard Levy Contribution Schedule for 01/07/2017 to 30/09/2017 Receipt; bpay-payment - DEFT Bpay 0000002526	\$16.07	\$4.08	\$20.15	\$0.00	\$0.00	\$1.83
30/06/17	1097	Special Levy: Building Defects Litigation (Instalment 1) Receipt; bpay-payment - DEFT Bpay 0000002526	\$3.74	\$0.00	\$3.74	\$0.00	\$0.00	\$0.34
18/09/17	1295	Standard Levy Contribution Schedule for 01/10/2017 to 31/12/2017 Receipt; bpay-payment - DEFT Bpay 0000002526	\$16.07	\$4.08	\$20.15	\$0.00	\$0.00	\$1.83
18/09/17	1296	Special Levy: Building Defects Litigation (Instalment 2) Receipt; bpay-payment - DEFT Bpay 0000002526	\$3.74	\$0.00	\$3.74	\$0.00	\$0.00	\$0.34
18/12/17	1525	Standard Levy Contribution Schedule for 01/01/2018 to 31/03/2018 Receipt; bpay-payment - DEFT Bpay 0000002526	\$14.98	\$4.62	\$19.60	\$0.00	\$0.00	\$1.78
30/04/18	1696	Standard Levy Contribution Schedule for 01/04/2018 to 30/06/2018 Receipt; bpay-payment - DEFT Bpay 0000002526	\$16.81	\$4.24	\$21.05	\$0.00	\$0.00	\$1.92
29/06/18	1797	Standard Levy Contribution Schedule for 01/07/2018 to 30/09/2018 Receipt; bpay-payment - DEFT Bpay 0000002526	\$16.81	\$4.24	\$21.05	\$0.00	\$0.00	\$1.92
28/09/18	1991	Standard Levy Contribution Schedule for 01/10/2018 to 31/12/2018 Receipt; bpay-payment - DEFT Bpay 0000002526	\$16.81	\$4.24	\$21.05	\$0.00	\$0.00	\$1.92



# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Page 6

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 67      **Unit#:** 309s  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 17  
**Contribution Schedule:** 17

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Receipts(Continued)

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
17/12/18	2085	Standard Levy Contribution Schedule for 01/01/2019 to 31/03/2019 Receipt; bpay-payment - DEFT Bpay 0000002526	\$16.81	\$4.24	\$21.05	\$0.00	\$0.00	\$1.92
13/05/19	2304	Standard Levy Contribution Schedule for 01/04/2019 to 30/06/2019 Receipt; bpay-payment - DEFT Bpay 0000002526	\$17.21	\$4.54	\$21.75	\$0.00	\$0.00	\$1.97
12/07/19	2432	Standard Levy Contribution Schedule for 01/07/2019 to 30/09/2019 Receipt; bpay-payment - DEFT Bpay 0000002526	\$17.21	\$4.54	\$21.75	\$0.00	\$0.00	\$1.97
20/09/19	2509	Standard Levy Contribution Schedule for 01/10/2019 to 31/12/2019 Receipt; bpay-payment - DEFT Bpay 0000002526	\$17.21	\$4.54	\$21.75	\$0.00	\$0.00	\$1.97
16/12/19	2648	Standard Levy Contribution Schedule for 01/01/2020 to 31/03/2020 Receipt; bpay-payment - DEFT Bpay 0000002526	\$17.21	\$4.54	\$21.75	\$0.00	\$0.00	\$1.97
09/04/20	2813	Standard Levy Contribution Schedule for 01/04/2020 to 30/06/2020 Receipt; bpay-payment - DEFT Bpay 0000002526	\$17.23	\$4.54	\$21.77	\$0.00	\$0.00	\$1.98
11/08/20	3026	Standard Levy Contribution Schedule for 01/07/2020 to 30/09/2020 Receipt; bpay-payment - DEFT Bpay 0000002526	\$9.18	\$12.57	\$21.75	\$0.00	\$0.00	\$1.97
18/09/20	3105	Standard Levy Contribution Schedule for 01/10/2020 to 31/12/2020 Receipt; bpay-payment - DEFT Bpay 0000002526	\$9.18	\$12.57	\$21.75	\$0.00	\$0.00	\$1.97
17/12/20	3256	Standard Levy Contribution Schedule for 01/01/2021 to 31/03/2021 Receipt; bpay-payment - DEFT Bpay 0000002526	\$9.18	\$12.57	\$21.75	\$0.00	\$0.00	\$1.97
30/03/21	3408	Standard Levy Contribution Schedule for 01/04/2021 to 30/06/2021 Receipt; bpay-payment - DEFT Bpay 0000002526	\$9.18	\$12.57	\$21.75	\$0.00	\$0.00	\$1.97
22/06/21	3549	Standard Levy Contribution Schedule for 01/07/2021 to 30/09/2021 Receipt; bpay-payment - DEFT Bpay 0000002526	\$20.06	\$6.29	\$26.35	\$0.00	\$0.00	\$2.39
29/09/21	3704	Standard Levy Contribution Schedule for 01/10/2021 to 31/12/2021 Receipt; bpay-payment - DEFT Bpay 0000002526	\$20.06	\$6.29	\$26.35	\$0.00	\$0.00	\$2.39
16/12/21	3816	Standard Levy Contribution Schedule for 01/01/2022 to 31/03/2022 Receipt; bpay-payment - DEFT Bpay 0000002526	\$20.06	\$6.29	\$26.35	\$0.00	\$0.00	\$2.39
26/04/22	4016	Standard Levy Contribution Schedule for 01/04/2022 to 30/06/2022 Receipt; bpay-payment - DEFT Bpay 0000002526	\$13.18	\$14.42	\$27.60	\$0.00	\$0.00	\$2.51

# WELLMAN STRATA MANAGEMENT PTY LTD

## OWNER TRANSACTION SUMMARY from 01/10/16 to 31/12/23

### Contribution Schedule

Page 7

Liability Limited by a Scheme Approved under Professional Standards Legislation.

**S/Plan:** 82955  
**Lot#:** 67      **Unit#:** 309s  
**Owner Name:** Ruth Oh

**Units of Entitlement:** 17  
**Contribution Schedule:** 17

**Paid To:** 31/12/23  
**Interest:** \$0.00  
**Total Due:** \$0.00 as at 10/11/23

#### Receipts(Continued)

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
22/06/22	4130	Standard Levy Contribution Schedule for 01/07/2022 to 30/09/2022 Receipt; apo-cheque - DEFT Chq 0000002526	\$13.18	\$14.42	\$27.60	\$0.00	\$0.00	\$2.51
28/09/22	4296	Standard Levy Contribution Schedule for 01/10/2022 to 31/12/2022 Receipt; bpay-payment - DEFT Bpay 0000002526	\$13.18	\$14.42	\$27.60	\$0.00	\$0.00	\$2.51
23/12/22	4424	Standard Levy Contribution Schedule for 01/01/2023 to 31/03/2023 Receipt; bpay-payment - DEFT Bpay 0000002526	\$13.18	\$14.42	\$27.60	\$0.00	\$0.00	\$2.51
19/04/23	4606	Standard Levy Contribution Schedule for 01/04/2023 to 30/06/2023 Receipt; bpay-payment - DEFT Bpay 0000002526	\$24.12	\$7.13	\$31.25	\$0.00	\$0.00	\$2.84
16/06/23	4741	Standard Levy Contribution Schedule for 01/07/2023 to 30/09/2023 Receipt; apo-cheque - DEFT Chq 0000002526	\$24.12	\$7.13	\$31.25	\$0.00	\$0.00	\$2.84
22/09/23	4902	Standard Levy Contribution Schedule for 01/10/2023 to 31/12/2023 Receipt; bpay-payment - DEFT Bpay 0000002526	\$24.12	\$7.13	\$31.25	\$0.00	\$0.00	\$2.84
<b>Receipt Totals for the Period 01/10/16 to 31/12/23</b>			<b>\$445.96</b>	<b>\$204.99</b>	<b>\$650.95</b>	<b>\$0.00</b>	<b>\$0.01</b>	<b>\$59.12</b>

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 10/11/2023 07:34 am User: Sarah Gonzales

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 1

## Balance Sheet - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2023 to 10/11/2023

	Administrative	Capital Works	TOTAL THIS YEAR
<b>Assets</b>			
Cash At Bank			
Strata Plan 82955	\$10,935.03	\$242,930.45	\$253,865.48
Strata Plan 82955--1 year expiring	\$0.00	\$300,000.00	\$300,000.00
Accounts Receivable - DP 1144637	\$0.00	\$6,127.00	\$6,127.00
Accounts Receivable - SP 82954	\$356.40	\$0.00	\$356.40
Accounts Receivable--Debtors	\$346.50	\$0.00	\$346.50
Levies Receivable	\$2,049.53	\$536.07	\$2,585.60
Prepaid Expenses	\$21,750.62	\$0.00	\$21,750.62
GST Liabilities	\$927.14	\$70.09	\$997.23
<b>Total Assets</b>	<b>\$36,365.22</b>	<b>\$549,663.61</b>	<b>\$586,028.83</b>
<b>Liabilities</b>			
Accounts Paid in Advance	\$346.50	\$0.00	\$346.50
Accounts Payable	\$(198.00)	\$0.00	\$(198.00)
BAS Clearing	\$0.26	\$0.00	\$0.26
Deposits--Other	\$1,863.65	\$0.00	\$1,863.65
Paid in Advance	\$350.71	\$5.03	\$355.74
<b>Total Liabilities</b>	<b>\$2,363.12</b>	<b>\$5.03</b>	<b>\$2,368.15</b>
<b>Net Assets</b>	<b>\$34,002.10</b>	<b>\$549,658.58</b>	<b>\$583,660.68</b>
<b>Owners Funds</b>			
Opening Balance	\$(37,629.39)	\$381,257.67	\$343,628.28
Net Income For The Period	\$71,631.49	\$168,400.91	\$240,032.40
<b>Total Owners Funds</b>	<b>\$34,002.10</b>	<b>\$549,658.58</b>	<b>\$583,660.68</b>

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 10/11/2023 07:34 am User: Sarah Gonzales

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 2

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2023 to 10/11/2023

### Administrative Fund

	TOTAL THIS YEAR	Last Year Actual
<b>Income</b>		
<b>Contribution</b>		
Contribution Due	\$457,733.13	\$318,501.33
Interest on Overdues	\$478.23	\$257.89
<b>Total Contribution</b>	<b>\$458,211.36</b>	<b>\$318,759.22</b>
<b>Other Income</b>		
Key, Fob & Swipe Monies Received	\$0.00	\$0.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Recoveries</b>		
Recoveries - Legal Fees	\$570.00	\$130.00
Recoveries - Other	\$15,521.97	\$0.00
Recoveries - Owner	\$150.00	\$0.00
Recoveries - Utility	\$1,543.36	\$7,857.28
<b>Total Recoveries</b>	<b>\$17,785.33</b>	<b>\$7,987.28</b>
<b>Total Administrative Fund Income</b>	<b>\$475,996.69</b>	<b>\$326,746.50</b>
<b>Expenses</b>		
<b>Admin</b>		
Accounting & Reporting	\$0.00	\$660.00
Accounting & Taxation Services	\$575.00	\$757.26
Accounting Creditor Approval	\$0.00	\$0.00
Agent Disbursements	\$(6,679.70)	\$3,019.29
Audit Services	\$1,102.50	\$1,050.00
BAS Process Fee	\$1,250.00	\$1,531.25
Building Manager	\$25,870.99	\$26,018.52
Building Manager--Additional Services	\$2,096.00	\$1,120.00
Building Manager--Office Expenses	\$10,099.94	\$16,913.67
Consultants.	\$0.00	\$299.00
Legal & Debt Collection Fees	\$510.00	\$160.00
Levy Cont.--BMC	\$173,893.45	\$168,096.44
Management Fee	\$12,903.00	\$15,876.72
Management Fee--Schedule B	\$10,698.98	\$9,759.70
Registration/License/Compliance Fees	\$554.23	\$710.84
Strata Hub	\$2,399.89	\$0.00
<b>Total Admin</b>	<b>\$235,274.28</b>	<b>\$245,972.69</b>
<b>Insurance</b>		

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 10/11/2023 07:34 am User: Sarah Gonzales

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 3

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2023 to 10/11/2023

### Administrative Fund

	TOTAL THIS YEAR	Last Year Actual
<b>Insurance (Continued)</b>		
Insurance--Premiums	\$2,881.97	\$2,688.11
<b>Total Insurance</b>	<b>\$2,881.97</b>	<b>\$2,688.11</b>
<b>Maint Bldg</b>		
Cleaning--Carpet/Furniture	\$440.00	\$1,099.00
Cleaning--Contracts	\$45,431.74	\$46,350.00
Cleaning--Materials	\$2,515.01	\$6,394.55
Cleaning--Toilet Requisites	\$0.00	\$998.16
Cleaning--Windows/Glass	\$4,500.00	\$7,280.00
Electrical--LED, Lamps & Tubes	\$1,740.00	\$790.00
Exhaust/Ventilation Systems	\$1,843.00	\$1,997.86
Garbage Chute	\$1,400.00	\$2,800.00
Garbage Compactor	\$2,043.55	\$1,836.60
General Repairs	\$5,126.33	\$8,289.62
Lift Maintenance Contract	\$24,566.16	\$25,768.72
Lift Telephone	\$170.00	\$2,040.00
Pest/Vermin Control	\$1,400.00	\$1,745.45
Telephone & PABX Equipment	\$1,000.00	\$1,016.15
<b>Total Maint Bldg</b>	<b>\$92,175.79</b>	<b>\$108,406.11</b>
<b>Maint Grounds</b>		
Landscaping/Gardening	\$3,131.82	\$4,124.74
<b>Total Maint Grounds</b>	<b>\$3,131.82</b>	<b>\$4,124.74</b>
<b>Utility</b>		
Electricity	\$70,901.34	\$35,980.10
<b>Total Utility</b>	<b>\$70,901.34</b>	<b>\$35,980.10</b>
<b>Total Administrative Fund Expenses</b>	<b>\$404,365.20</b>	<b>\$397,171.75</b>
<b>Administrative Fund Surplus/Deficit</b>	<b>\$71,631.49</b>	<b>\$(70,425.25)</b>
<b>Opening Balance for the period</b>	<b>\$(37,629.39)</b>	<b>\$32,795.86</b>
<b>Closing Balance for the period</b>	<b>\$34,002.10</b>	<b>\$(37,629.39)</b>

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 10/11/2023 07:34 am User: Sarah Gonzales

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 4

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2023 to 10/11/2023

### Capital Works Fund

	TOTAL THIS YEAR	Last Year Actual
<b>Income</b>		
<b>Contribution</b>		
Contribution Due	\$191,504.44	\$264,999.70
Interest on Overdues	\$268.33	\$144.27
<b>Total Contribution</b>	<b>\$191,772.77</b>	<b>\$265,143.97</b>
<b>Total Capital Works Fund Income</b>	<b>\$191,772.77</b>	<b>\$265,143.97</b>
<b>Expenses</b>		
<b>Admin</b>		
Capital Works / Sinking Fund Assessment	\$916.36	\$0.00
Levy Cont.--BMC	\$760.55	\$2,281.65
<b>Total Admin</b>	<b>\$1,676.91</b>	<b>\$2,281.65</b>
<b>Maint Bldg</b>		
Doors & Windows--Capital Works	\$1,120.00	\$1,800.00
Electrical	\$0.00	\$477.70
General Replacement	\$3,497.00	\$5,255.26
Mechanical--Fans	\$717.95	\$1,850.00
Plumbing & Drainage	\$1,260.00	\$538.50
Replacement--Intercom	\$0.00	\$0.00
Security Equipment, CCTV etc	\$0.00	\$2,734.30
<b>Total Maint Bldg</b>	<b>\$6,594.95</b>	<b>\$12,655.76</b>
<b>Remedial Repair</b>		
Remedial Repair--Consultants/Engineers	\$13,900.00	\$6,580.00
Remedial Repair--Waterproofing	\$1,200.00	\$28,450.00
<b>Total Remedial Repair</b>	<b>\$15,100.00</b>	<b>\$35,030.00</b>
<b>Total Capital Works Fund Expenses</b>	<b>\$23,371.86</b>	<b>\$49,967.41</b>
<b>Capital Works Fund Surplus/Deficit</b>	<b>\$168,400.91</b>	<b>\$215,176.56</b>
<b>Opening Balance for the period</b>	<b>\$381,257.67</b>	<b>\$166,081.11</b>
Fund Transfer	\$0.00	\$0.00
<b>Closing Balance for the period</b>	<b>\$549,658.58</b>	<b>\$381,257.67</b>



**Policy No:** HU0048315  
**Period of Insurance:**  
**From:** 08/06/21  
**To:** 08/06/22 at 4.00 pm

**The Insured & Situation:**  
The Owners - Strata Plan 82954, 82955 &  
BMC FOR DP 1144637  
19-25 GROSVENOR STREET  
NEUTRAL BAY  
NSW 2089

## Certificate of Currency - Tax Invoice

Cover Selected	Sum Insured
POLICY 1 INSURED PROPERTY (Building)	33,770,000
Loss of Rent/Temp Accommodation (15%)	5,065,500
INSURED PROPERTY (Common Area Contents)	337,700
FLOOD	Selected
POLICY 2 LIABILITY TO OTHERS	Limit of Liability - 50,000,000
POLICY 3 VOLUNTARY WORKERS - Refer to Table of Benefits	200,000/2,000
POLICY 4 WORKERS COMPENSATION (ACT, TAS & WA ONLY)	Not selected
POLICY 5 FIDELITY GUARANTEE	100,000
POLICY 6 OFFICE BEARER'S LEGAL LIABILITY	Limit of Liability - 1,000,000
POLICY 7 MACHINERY BREAKDOWN	100,000
Loss of Rent/Temp Accommodation (20%)	20,000
POLICY 8 CATASTROPHE INSURANCE (Insured Property)	5,065,500
Extended cover - Rent/Temp Accommodation (15%)	759,825
Escalation in Cost of Temp Accommodation (5%)	253,275
Cost of Storage and Evacuation (5%)	253,275
POLICY 9 PART A - Government Audit Costs	25,000
PART B - Appeal Expenses - common property health & safety breaches	100,000
PART C - Legal Defence Expenses	50,000
POLICY 10 LOT OWNER'S FIXTURES AND IMPROVEMENTS (per lot)	250,000

Date of Issue:  
Issue Fee Incl GST:  
Issue Fee GST:

This certificate confirms that on the date of issue noted above, a policy existed for the sums insured shown.

It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate is issued as a matter of information only and confers no rights on the certificate holder.

CHU Underwriting Agencies Pty Ltd is an underwriting intermediary acting on behalf of the insurers.

Our Ref: 19101451

New South Wales/ACT  
Level 33, 101 Miller Street  
North Sydney 2060  
PO Box 500, North Sydney  
2059  
Phone: 1300 361 263  
Fax: 1300 361 269  
info\_nsw@chu.com.au

Victoria / Tasmania  
Level 21, 150 Lonsdale Street  
Melbourne 3000  
GPO Box 3208, Melbourne 3001  
Phone: 03 8695 4000  
Fax: 03 9620 1969  
info\_vic@chu.com.au

Queensland  
Level 13, King George Central  
145 Ann Street, Brisbane 4000  
GPO Box 705, Brisbane 4001  
Phone: 07 3135 7900  
Fax: 07 3135 7901  
info\_qld@chu.com.au

Western Australia  
Level 4, 55 St Georges Terrace  
Perth 6000  
PO Box 5721, Perth 6831  
Phone: 08 9466 8600  
Fax: 08 9466 8601  
info\_wa@chu.com.au

South Australia  
Ground Floor  
208 Greenhill Road  
Eastwood 5063  
Phone: 08 8394 0444  
Fax: 08 8394 0445  
info\_sa@chu.com.au



**Print:** 18 April 2019

**To:** The Owners – Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street,  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Minutes of Annual General Meeting

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

Meeting Particulars	
Strata Plan Number & Building Name:	Strata Plan 82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
Type of Meeting:	Annual General Meeting
Date of Meeting:	Monday 15 <sup>th</sup> April, 2019
Time of Meeting:	6:30PM
Meeting Venue:	The Neutral Bay Club, 3 Westleigh St, Neutral Bay NSW 2089
Facilitator:	Wellman Strata Management Pty Ltd ('Wellman Strata')

**Present in Person:** H & M Greenrod (Lots 1 & 73), S Leong (Lots 2, 59 & 85), T Jones (Lots 16 & 53), M Wallis (Lots 17 & 90), A Preston (Lot 23), R & J Aureli (Lots 24, 72 & 81), P Russell-Cook (Lot 31), M Miller & C Bassett (Lots 36 & 87) and A & S Davenport (Lots 37, 46, 76 & 77).

**Present by Proxy:** C Pettit (Lot 8) proxy to A Davenport (Lots 37, 46, 76 & 77).  
S Cole (Lot 34) proxy to C Bassett (Lots 36 & 87).

**Apologies:** A & H MacDonald (Lots 48 & 70)

**In Attendance:** D Biordi of Luna Management  
N Tilbrook of Wellman Strata Management Pty Ltd ('Wellman Strata')

**Quorum:** At 7:00PM, the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meetings in accordance with the provisions set out in the Strata Schemes Management Act 2015, Schedule 1, Clause 17 (4)(b).

Resolution 1: Minutes	Resolution Type:	Ordinary
<b>RESOLVED</b> that the minutes of the previous general meeting be confirmed as a true record and account of the proceedings at that meeting.		
Resolution 2: Financial Statements	Resolution Type:	Ordinary
<b>RESOLVED</b> that the Owners Corporation adopt the audited financial statements for the year end 31 <sup>st</sup> December 2018.		



<b>Resolution 3: Auditor</b>	<b>Resolution Type:</b>	<b>Ordinary</b>
<b>RESOLVED</b> that the Owners Corporation appoint an auditor for the strata scheme.		

<b>Resolution 4: Capital Works Fund Plan</b>	<b>Resolution Type:</b>	<b>Ordinary</b>
<b>RESOLVED</b> that the Owners Corporation revise the existing capital works fund for the 10-year period commencing on 14 <sup>th</sup> September 2010.		

<b>Resolution 5: Annual Budget &amp; Contributions</b>	<b>Resolution Type:</b>	<b>Ordinary</b>			
a) <b>RESOLVED ON AMENDMENT</b> that the statement of estimated receipts and payments (" <b>budget</b> ") as determined in accordance with Sub Section 79 (1) and 79 (2) of the <i>Strata Schemes Management Act 2015</i> for the period 01/01/2019 to 31/12/2019 and, as set out in the meeting agenda, be adopted.					
<p style="text-align: center;"><b><i>Note – the scheme is registered for GST</i></b></p>					
b) <b>RESOLVED ON AMENDMENT</b> that the Owners Corporation levy and collect the total annual contribution in the following amounts:					
<b>ADMINISTRATION FUND</b>		<b>\$ 402,999.70 incl GST</b>			
<b>CAPITAL WORKS FUND</b>		<b>\$ 105,029.10 incl GST</b>			
Or, any other amount as may be amended by the Owners corporation to be levied in accordance with sections 79 (1) and 79 (2) of the <i>Strata Schemes Management Act 2015</i> to be due and payable as set out in the table below:					
<b><u>Date</u></b>		<b><u>Method of Calculation</u></b>		<b><u>Admin Fund</u></b>	<b><u>Capital Works Fund</u></b>
01/01/2019	*	As per unit entitlement.		<b>\$ 98,938.90 incl GST</b>	<b>\$ 24,934.25 incl GST</b>
01/04/2019		As per unit entitlement.		<b>\$ 101,353.33 incl GST</b>	<b>\$ 26,698.28 incl GST</b>
01/07/2019		As per unit entitlement.		<b>\$ 101,353.33 incl GST</b>	<b>\$ 26,698.28 incl GST</b>
01/10/2019		As per unit entitlement.		<b>\$ 101,353.33 incl GST</b>	<b>\$ 26,698.28 incl GST</b>
c) <b>RESOLVED</b> that the Owners Corporation levy and collect the following additional contribution as at <b>1/01/2020</b> :					
<b>ADMINISTRATION FUND</b>		<b>\$ 101,353.33 incl GST</b>			
<b>CAPITAL WORKS FUND</b>		<b>\$ 26,698.28 incl GST</b>			
<b><i>To be noted: Mr M Wallis addressed the meeting in relation to the cleaning of the exterior façade of this complex. It was RESOLVED to amend the above Administration Fund contribution by means of a \$7,000 increase as a "once off" cost to accommodate such costs. Cleaning to be undertaken at a time that is appropriate to coincide with proposed exterior painting schedule.</i></b>					

<b>Resolution 6: Overdue Contributions</b>	<b>Resolution Type:</b>	<b>Ordinary</b>
<p><b>RESOLVED</b> that the Owners Corporation deal with overdue contributions payable to the Owners Corporation as follows:</p> <p><b>Part A   Payment Plans</b></p> <p>In respect of any payment plan under section 85 (5) of the <i>Strata Schemes Management Act 2015</i> ("<b>Payment Plan</b>"):</p> <p>(i) The Owners Corporation will in fact enter into any Payment Plan that it has agreed to enter into in accordance with that section 85 (5).</p> <p>(ii) While the lot owner concerned complies with a Payment Plan, the Owners Corporation will not take action under section 86 of the <i>Strata Schemes Management Act 2015</i> to recover such unpaid contributions and interest as are the subject of that Payment Plan, nor the expenses of the Owners Corporation incurred in recovering the same.</p> <p>(iii) However, if the lot owner concerned ceases to comply with a Payment Plan, the Owners Corporation will proceed as set out in <b>Part B</b> below in respect of the whole of the unpaid contributions and interest the subject of that Payment Plan and the expenses of the Owners Corporation incurred in recovering the same.</p> <p><b>Part B   Recovery Action on Arrears</b></p>		

In respect of any unpaid contributions and interest which have remained unpaid for a period of at least seven (7) days after the date that they became due and payable:

- (i) The Owners Corporation will first issue a written demand for immediate payment ("**First Demand**").
- (ii) If those unpaid contributions and interest remain wholly or partly unpaid for a further seven (7) days after the issue of the First Demand, the Owners Corporation will issue a second written demand for immediate payment ("**Second Demand**").
- (iii) If after then, those unpaid contributions and interest remain wholly or partly unpaid for a further 14 days after the issue of the Second Demand, the Owners Corporation will engage solicitors to issue a final demand for immediate payment of the unpaid amount ("**Legal Demand**").
- (iv) If the unpaid contributions and interest remain unpaid after a further 14 days following the issue of the Legal Demand, the owners corporation will engage solicitors to issue a notice of action in accordance with section 86 (4) of the *Strata Schemes Management Act 2015* ("**Notice of Action**") in respect of the action proposed to be taken under (iv) below.
- (v) On the expiry of the required 21 days after the giving of the Notice of Action the owners corporation will commence proceedings against the lot owner concerned for the recovery of the unpaid contributions, interest and the expenses of the owners corporation incurred in recovering the same in the New South Wales Civil and Administrative Tribunal or the Local Court of New South Wales, subject to and in accordance with legal advice.
- (vi) Where a person is jointly and severally liable for unpaid contributions and interest under section 84 of the *Strata Schemes Management Act 2015* the Owners Corporation will take steps against that person in accordance with the remaining provisions of this motion as if that person was the owner of the lot referred to.

Resolution 7: Insurance	Resolution Type:	Ordinary
<p>a) <b>RESOLVED</b> that the Owners Corporation confirm the insurances currently held by the strata scheme.</p> <p>b) <b>RESOLVED</b> that the Owners Corporation confirm the cover for liability of officers or members of the strata committee for damage to property, death or bodily injury in accordance with section (165)(2)(a) of the Strata Schemes Management Act 2015.</p> <p>c) <b>RESOLVED</b> that the Owners Corporation confirm the cover for misappropriation of money or other property of the Owners Corporation in accordance with section 165(2)(b) of the Strata Schemes Management Act 2015.</p> <p>d) That the Owners Corporation commission a valuer to provide a valuation in accordance with Section 161 of the Strata Schemes Management Act 2015 and to clearly specify all matters excluded at the front of the valuation report. - <b>DEFEATED</b></p>		

Resolution 8: Report of the Managing Agent	Resolution Type:	Ordinary
<b>RESOLVED</b> that the Owners Corporation receives the report as set out in the table below by the strata managing agent as to whether, and what, commissions or training services have been provided or paid for or are likely to be so provided to or paid for the agent for the following 12 months.		
Commission/s paid on insurance within prior 12-month period	\$3,667.66	
Estimate of commission/s payable within the next 12-month period	\$3,851.04	

Resolution 9: Strata Committee	Resolution Type:	Ordinary
<p>a) <b>RESOLVED</b> that the Chairperson declared all written nominations and called for all oral nominations to the Strata Committee.</p> <ul style="list-style-type: none"> <li>- C Pettit (Lot 8)</li> <li>- A Davenport (Lots 37, 46, 76 &amp; 77)</li> <li>- C Bassett (Lots 36 &amp; 87)</li> <li>- S Leong (Lots 2, 59 &amp; 85)</li> <li>- M Wallis (Lots 17 &amp; 90)</li> </ul> <p>b) <b>RESOLVED</b> that the number of members of the Strata Committee be determined at <u>five (5)</u>.</p>		

c) **RESOLVED** that the members of the Strata Committee be elected:

- C Pettit (Lot 8)
- A Davenport (Lots 37, 46, 76 & 77)
- C Bassett (Lots 36 & 87)
- S Leong (Lots 2, 59 & 85)
- M Wallis (Lots 17 & 90)

**Resolution 10: Restricted Matters**

**Resolution Type:**

**Ordinary**

**RESOLVED** that the Owners Corporation place no restriction on any matter or, class of matter, and is to be determined only by the Owners Corporation at a general meeting.

**Resolution 11: Annual Fire Safety Statement**

**Resolution Type:**

**Ordinary**

**RESOLVED** that the Owners Corporation do the following:

- (a) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and
- (b) To submit any corrective action report to the Strata Committee to determine what further action is required, if any; and
- (c) To delegate to the strata manager the following functions pursuant to the Agency Agreement additional duties schedule:
  - i. undertake the seeking of quotations and engaging the contractor to prepare the statement; and
  - ii. sign the statement on behalf of the scheme (only where applicable) and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner

**Resolution 12: By-Law – Shade Sails**

**Resolution Type:**

**Special**

**SPECIALLY RESOLVED** that the Owners Corporation authorise the Authorised Owner to take such action the subject of section 108(1) of the Strata Schemes Management Act 2015 as required to carry out the Permitted Works subject to and in accordance with the Conditions, the ongoing maintenance of which is to be the responsibility of the Authorised Owner.

**Note** in accordance with section 108(5) of the Strata Schemes Management Act 2015 this resolution has no effect unless:

- (a) the owners corporation obtains the written consent of the owner to the making of a by-law to provide for the maintenance of the common property by the owner, and
- (b) the owners corporation makes such a by-law.

**Explanatory note** (Cl 4(2)(c) Sch 1 SSMA 2015): This motion proposes to authorise the doing of works to add to, alter or erect a structure on the common property by special resolution under section 108 of the Strata Schemes Management Act 2015.

In this motion:

**Authorised Owner** means the Owner as defined in the Proposed By-Law;

**Conditions** means the provisions of the Proposed By-Law;

**Permitted Works** means works permitted or required to be done by the Owner in accordance with the Proposed By-Law; and

**Proposed By-Law** means the proposed by-law in the document headed 'Proposed Change of By-Laws – Special By-Law 2' annexed to the agenda for this meeting.

**Resolution 13: Create By-Law – Shade Sails**

**Resolution Type:**

**Special**

**SPECIALLY RESOLVED** that the Owners Corporation make a by-law to which Division 3 of Part 7 of the Strata Schemes Management Act 2015 applies in the form of the Proposed By-Law and to complete, affix the seal to and lodge in the Registrar-General's office notification of the same in the form approved under the Real Property Act 1900 as contemplated by section 141(2)(a) of the Strata Schemes Management Act 2015.

**Note** in accordance with section 142 and 143(1) of the Strata Schemes Management Act 2015 the Owners Corporation may only make or change the Proposed By-Law with the written consent of the owner or owners of the lot(s) on whom the by-law confers rights or special privileges.

**Explanatory note** (Cl 4(2)(c) Sch 1 SSMA 2015): This motion proposes to adopt a common property rights by-law by special resolution.

In this motion:

**Proposed By-Law** means the proposed by-law in the document headed 'Proposed Change of By-Laws – Special By-Law 2' annexed to the agenda for this meeting.

<b>Resolution 14: BMC Representative</b>	<b>Resolution Type:</b>	<b>Special</b>
<b>SPECIALLY RESOLVED</b> that The Owners – Strata Plan 82955 pursuant to Schedule 1C, clause 2(4) of the Strata Schemes (Freehold Development) Act 1973, elect Mr Adam Davenport as representative to the building management committee as constituted by the registration of strata management statement, dealing number R969732.		

**THERE BEING NO FURTHER BUSINESS,**  
**THE CHAIRPERSON CLOSED THE MEETING AT 7:53PM**



**Print:** 18 April 2019

**To:** The Owners – Strata Plan 82955  
“Lucca Apartments”  
19-25 Grosvenor Street  
NEUTRAL BAY NSW 2089

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Strata Committee Meeting

*Schedule 2, Strata Schemes Management Act 2015*

Meeting Particulars	
Strata Plan Number & Building Name:	Strata Plan 82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Monday 15 <sup>th</sup> April, 2019
Time of Meeting:	Immediately following the conclusion of the Annual General Meeting
Meeting Venue:	The Neutral Bay Club – 3 Westleigh St, Neutral Bay NSW 2089
Facilitator:	Wellman Strata Management Pty Ltd (‘Wellman Strata’)

**Present in Person:** S Leong (Lots 2, 59 & 85), M Wallis (Lots 17 & 90), C Bassett (Lots 36 & 87) and A Davenport (Lots 37, 46, 76 & 77).

**Present by Proxy:** C Pettit (Lot 8) proxy to A Davenport (Lots 37, 46, 76 & 77).

**In Attendance:** H & M Greenrod (Lots 1 & 73), T Jones (Lots 16 & 53), A Preston (Lot 23), R & J Aureli (Lots 24, 72 & 81), P Russell-Cook (Lot 31), M Miller (Lots 36 & 87) and S Davenport (Lots 37, 46, 76 & 77).  
D Biordi of Luna Management  
N Tilbrook of Wellman Strata Management Pty Ltd (‘Wellman Strata’)

**Quorum:** At 7:53PM, the Chairperson declared a meeting quorum for the purpose of addressing the resolutions of the meeting.

Resolution 1: Minutes
<b>RESOLVED</b> that the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.
Resolution 2: Office Bearers
<b>RESOLVED</b> that the Strata Committee elect its office bearers, as follows: i. Chairperson – A Davenport ii. Secretary – C Bassett iii. Treasurer – S Leong

<b>Resolution 3: Next Meeting</b>
That the Strata Committee determine a date to convene its next meeting – <i>to be confirmed</i>

#### General Discussion

- Discussion was held in relation to the ongoing smell emanating into the building and courtyard areas from the Grease Trap. D Biordi addressed the meeting advising that the maintenance contractors of the grease trap have now been changed and this has recently been serviced. He will monitor moving forward to see if this odour desists. It was further noted that a 'sewerage smell' around the complex which has been ongoing since inception of this scheme. D Biordi advised that he has sourced a quote from Prime Water to assess and clean the stormwater system pit for a total amount of \$4,726.52 (Gst incl).. Strata Committee resolved to proceed with engaging Prime Water. Building Management was requested to obtain a fee proposal for a hydraulic engineer to investigate this matter further if this continues after this service.
- Question was raised in relation to the automatic release of the foyer doors in the event of a power failure. Building Manager to seek clarification from fire contractor that these doors do operate on a battery component in the event of a power failure.

**THERE BEING NO FURTHER BUSINESS,**  
**THE CHAIRPERSON CLOSED THE MEETING AT 8:03PM**



**Print:** 08 July 2020

**To:** The Owners – Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street,  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Notice of Annual General Meeting

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

Meeting Particulars	
Strata Plan Number & Building Name:	Strata Plan 82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
Type of Meeting:	Annual General Meeting
Date of Meeting:	Monday 22 <sup>nd</sup> June, 2020
Time of Meeting:	6:00PM
Meeting Venue:	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, Strata Schemes Management Regulation 2016
Facilitator:	Wellman Strata Management Pty Ltd ('Wellman Strata')

**Present in Person:** H Greenrod (Lot 1 & 73), C Pettitt (Lot 8), A Preston (Lot 23), R & J Aureli (Lot 24, 72 & 81), S Cole (Lot 34), A Davenport (Lot 37, 46, 76 & 77), P Willis-Craig (Lot 42) and D Denovan (Lot 49 & 56)

**Present by Proxy:** N Smith (Wellman Strata) proxy for Randata Pty Ltd (Lot 16 & 53)

**In Attendance:** D Rosa and D Biordi of Luna Facilities Management  
N Smith of Wellman Strata Management Pty Ltd ('Wellman Strata')

**Quorum:** At 6:30pm, the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting in accordance with the provisions set out in the Strata Schemes Management Act 2015, Schedule 1, Clause 17 (4)(b).

Resolution 1: Minutes	Resolution Type:	Ordinary
<b>RESOLVED</b> that the minutes of the previous general meeting be confirmed as a true record and account of the proceedings at that meeting.		

<b>Resolution 2: Financial Statements</b>	<b>Resolution Type:</b>	<b>Ordinary</b>
<b>RESOLVED</b> that the Owners Corporation consider and adopt the audited financial statements for the scheme for the year end 31 <sup>st</sup> December 2019.		

<b>Resolution 3: Auditor</b>	<b>Resolution Type:</b>	<b>Ordinary</b>
<b>RESOLVED</b> that the Owners Corporation appoint an auditor for the strata scheme.		

<b>Resolution 4: Capital Works Fund Plan</b>	<b>Resolution Type:</b>	<b>Ordinary</b>
<b>RESOLVED</b> that the Owners Corporation acknowledge the report prepared for the capital works fund for the 10-year period commencing on 17 <sup>th</sup> February 2020 and, review the plan as required when determining the funding requirements of the capital works fund.		

Resolution 5: Annual Budget & Contributions	Resolution Type:	Ordinary			
a) <b>RESOLVED</b> that the statement of estimated receipts and payments (" <b>budget</b> ") as determined in accordance with Sub Section 79 (1) and 79 (2) of the <i>Strata Schemes Management Act 2015</i> for the period 01/01/2020 to 31/12/2020 and, as set out in <b>Annexure D</b> annexed to the meeting agenda be adopted.					
<p style="text-align: center;"><b>Note – the scheme is registered for GST</b></p>					
b) <b>RESOLVED</b> that, the Owners Corporation levy and collect the total annual contribution in the following amounts:					
<b>ADMINISTRATION FUND</b>		<b>\$ 310,975.50 incl. GST</b>			
<b>CAPITAL WORKS FUND</b>		<b>\$ 201,232.35 incl. GST</b>			
Or, any other amount as may be amended by the Owners corporation to be levied in accordance with sections 79 (1) and 79 (2) of the <i>Strata Schemes Management Act 2015</i> to be due and payable as set out in the table below:					
<u>Date</u>		<u>Method of Calculation</u>		<u>Admin Fund</u>	<u>Capital Works Fund</u>
01/01/2020	*	As per unit entitlement.		\$ 101,353.22 incl. GST	\$ 26,698.38 incl. GST
01/04/2020	*	As per unit entitlement.		\$ 101,353.22 incl. GST	\$ 26,698.38 incl. GST
01/07/2020		As per unit entitlement.		\$ 54,133.63 incl. GST	\$ 73,917.87 incl. GST
01/10/2020		As per unit entitlement.		\$ 54,133.63 incl. GST	\$ 73,917.87 incl. GST
c) <b>RESOLVED</b> that, the Owners Corporation levy and collect the following additional contribution as at <b>1/01/2021</b> :					
<b>ADMINISTRATION FUND</b>		<b>\$ 54,133.63 incl. GST</b>			
<b>CAPITAL WORKS FUND</b>		<b>\$ 73,917.87 incl. GST</b>			
<i>*The 01/01/2020 and 01/04/2020 quarterly instalment have already been levied.</i>					

<b>Resolution 6: Overdue Contributions</b>	<b>Resolution Type:</b>	<b>Ordinary</b>
<b>RESOLVED</b> that the Owners Corporation deal with overdue contributions payable to the Owners Corporation as follows:		
<b><u>Part A   Payment Plans</u></b>		
In respect of any payment plan under section 85 (5) of the <i>Strata Schemes Management Act 2015</i> (" <b>Payment Plan</b> "):		
<p>(i) The Owners Corporation will in fact enter into any Payment Plan that it has agreed to enter into in accordance with that section 85 (5).</p> <p>(ii) While the lot owner concerned complies with a Payment Plan, the Owners Corporation will not take action under section 86 of the <i>Strata Schemes Management Act 2015</i> to recover such unpaid contributions and interest as are the subject of that Payment Plan, nor the expenses of the Owners Corporation incurred in recovering the same.</p> <p>(iii) However, if the lot owner concerned ceases to comply with a Payment Plan, the Owners Corporation will proceed as set out in <b>Part B</b> below in respect of the whole of the unpaid contributions and interest the subject of that Payment Plan and the expenses of the Owners Corporation incurred in recovering the same.</p>		
<b><u>Part B   Recovery Action on Arrears</u></b>		



In respect of any unpaid contributions and interest which have remained unpaid for a period of at least seven (7) days after the date that they became due and payable:

- (i) The Owners Corporation will first issue a written demand for immediate payment ("**First Demand**").
- (ii) If those unpaid contributions and interest remain wholly or partly unpaid for a further seven (7) days after the issue of the First Demand, the Owners Corporation will issue a second written demand for immediate payment ("**Second Demand**").
- (iii) If after then, those unpaid contributions and interest remain wholly or partly unpaid for a further 14 days after the issue of the Second Demand, the Owners Corporation will engage solicitors to issue a final demand for immediate payment of the unpaid amount ("**Legal Demand**").
- (iv) If the unpaid contributions and interest remain unpaid after a further 14 days following the issue of the Legal Demand, the owners corporation will engage solicitors to issue a notice of action in accordance with section 86 (4) of the *Strata Schemes Management Act 2015* ("**Notice of Action**") in respect of the action proposed to be taken under (iv) below.
- (v) On the expiry of the required 21 days after the giving of the Notice of Action the owners corporation will commence proceedings against the lot owner concerned for the recovery of the unpaid contributions, interest and the expenses of the owners corporation incurred in recovering the same in the New South Wales Civil and Administrative Tribunal or the Local Court of New South Wales, subject to and in accordance with legal advice.
- (vi) Where a person is jointly and severally liable for unpaid contributions and interest under section 84 of the *Strata Schemes Management Act 2015* the Owners Corporation will take steps against that person in accordance with the remaining provisions of this motion as if that person was the owner of the lot referred to.

Resolution 7: Insurance	Resolution Type:	Ordinary
<p>a) <b>RESOLVED</b> that the Owners Corporation confirm the insurances currently held by the strata scheme as set out in <b>Annexure E</b> of the meeting agenda. It was further <b>RESOLVED</b> for Wellman Strata to make enquiries with BAC Insurance Brokers to advise on the appropriate level of cover for Public Liability insurance as it was noted that the cover is at the legally required minimum. The Owners Corporation advised that due to the size of Lucca, and the large number of people walking in and around the building, the cover should be increased.</p> <p>b) <b>RESOLVED</b> that the Owners Corporation confirm cover for liability of officers or members of the strata committee for damage to property, death or bodily injury in accordance with section (165)(2)(a) of the Strata Schemes Management Act 2015 as set out in <b>Annexure E</b> of the meeting agenda.</p> <p>c) <b>RESOLVED</b> that the Owners Corporation confirm cover for misappropriation of money or other property of the Owners Corporation in accordance with section 165(2)(b) of the Strata Schemes Management Act 2015 as set out in <b>Annexure E</b> of the meeting agenda.</p> <p>d) <b>RESOLVED</b> that the Owners Corporation commission a valuer to provide a valuation in accordance with Section 161 of the Strata Schemes Management Act 2015 and to clearly specify all matters excluded at the front of the valuation report.</p> <p><b>Discussion Notes:</b></p> <ul style="list-style-type: none"> <li>- <i>Wellman Strata advised the Owners Corporation that a professional valuation had not been undertaken for Lucca in the last 5 years and is overdue. It is recommended that a valuation be undertaken every 2-3 years at a minimum. Concerns were raised due to the risk it presents to Lucca. Wellman Strata to arrange ASAP.</i></li> <li>- <i>It was discussed that BAC Insurance Brokers be contacted to ensure they physically attend the Lucca building to properly view the property in full and correct any errors on the insurance proposal form and update/increase insurance where required. It was previously raised that BAC Insurance Brokers did not have the full/correct details for the building which may affect the insurance. This matter was brought up with the previous Strata Manager, however, it was not followed up on. Wellman Strata to follow up with BAC Insurance Brokers to ensure physical inspections are being undertaken and that the information on file for Lucca is correct.</i></li> </ul>		

Resolution 8: Report of the Managing Agent	Resolution Type:	Ordinary
<b>RESOLVED</b> that the Owners Corporation accepts the report by the strata managing agent as to whether, and what, commissions or training services have been provided or paid for or are likely to be so provided to or paid for the agent for the following 12 months.		
Commission/s paid on insurance within prior 12-month period		<b>\$296.75 incl GST (Insurance via BMC)</b>
Estimate of commission/s payable within the next 12-month period		<b>\$329.45 incl GST (Insurance via BMC)</b>

Resolution 9: Strata Committee	Resolution Type:	Ordinary
<p>a) The Chairperson declared that no written nominations were received and called for all oral nominations to the Strata Committee.</p> <ul style="list-style-type: none"> <li>- W Tian (Lot 2)</li> <li>- C Pettitt (Lot 8)</li> <li>- P Willis-Craig (Lot 42)</li> <li>- A Davenport (Lot 46)</li> <li>- D Denovan (Lot 49)</li> </ul> <p>b) <b>RESOLVED</b> that the number of members of the Strata Committee be determined at <b>five (5)</b>.</p> <p>c) <b>RESOLVED</b> that the members of the Strata Committee be elected as follows:</p> <ul style="list-style-type: none"> <li>- W Tian (Lot 2)</li> <li>- C Pettitt (Lot 8)</li> <li>- P Willis-Craig (Lot 42)</li> <li>- A Davenport (Lot 46)</li> <li>- D Denovan (Lot 49)</li> </ul>		

Resolution 10: Restricted Matters	Resolution Type:	Ordinary
<b>RESOLVED</b> that the Owners Corporation <u>place no restriction</u> on any matter or, class of matter, is to be determined only by the Owners Corporation at a general meeting.		

Resolution 11: Annual Fire Safety Statement	Resolution Type:	Ordinary
<b>RESOLVED</b> that the Owners Corporation to do the following:		
<p>(a) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and</p> <p>(b) To submit any corrective action report to the Strata Committee to determine what further action is required, if any; and</p> <p>(c) To delegate to the strata manager the following functions pursuant to the Agency Agreement additional duties schedule:</p> <ul style="list-style-type: none"> <li>i. undertake the seeking of quotations and engaging the contractor to prepare the statement; and</li> <li>ii. sign the statement on behalf of the scheme (only where applicable) and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner</li> </ul>		

Resolution 12: BMC or Community Representative	Resolution Type:	Special
<b>SPECIALLY RESOLVED</b> that The Owners – Strata Plan 82955 pursuant to Schedule 1C, clause 2(4) of the Strata Schemes (Freehold Development) Act 1973, elect A. Davenport as representative to the building management committee as constituted by the registration of strata management statement, dealing number R969732.		

Resolution 13: Strata Management Agency Agreement	Resolution Type:	Ordinary
<p><b>RESOLVED</b> that, pursuant to s 49 of the <i>Strata Schemes Management Act 2015</i> ('Act'), the Owners Corporation renew the appointment of Wellman Strata Management Pty Limited ('Agent') as strata managing agent for the scheme and:</p> <ul style="list-style-type: none"> <li>i. Delegates to the <i>Agent</i> all of the functions of: <ul style="list-style-type: none"> <li>a. the owners corporation (other than those listed in section 52 (2) of the Act; and</li> <li>b. its chairperson, treasurer and secretary</li> </ul> <p>that is necessary to enable the <i>Agent</i> to carry out the '<i>agreed services</i>' and the '<i>additional services</i>' as defined in Schedules A1 and A2 of the new strata management agency agreement dated 22 June 2020 ('<b>2020 Agreement</b>'); and,</p> </li> <li>ii. That the delegation to the <i>Agent</i> be subject to the conditions and limitations outlined in the <i>2020 Agreement</i>;</li> <li>iii. That the owners corporation execute the <i>2020 Agreement</i> to give effect to this appointment and delegation;</li> <li>iv. That authority be given for the affixing of the common seal of the owners corporation to the <i>2020 Agreement</i> and witnessed by 2 members of the strata committee;</li> <li>v. That if 2 members are not available, authority passes to 1 member and the Secretary of the owners corporation.</li> </ul>		

Resolution 14: Building Management Services	Resolution Type:	Ordinary
<p><b>RESOLVED</b> that the Owners Corporation pursuant to section 67 of the Strata Schemes Management Act 2015 re-appoint Luna Facilities Management by the instrument in writing tabled at this meeting/annexed to the agenda for this meeting (“building manager agreement”) and to execute that building manager agreement by affixing the seal to it under the authority of this resolution.</p> <p><b>Note: Amendments made to new agreement:</b></p> <ol style="list-style-type: none"> <li>1. 8.3 added which allows provision for either party to terminate the agreement.</li> <li>2. 9.2 Agreement to terms of option to renew agreement.</li> <li>3. Schedule 1 item 1 Proposed term 36 months</li> <li>4. 2018 rate \$2,008.50 + 3% = New proposed rate Schedule 1 item 2 is \$2,068.75 + GST Per month</li> </ol>		

**THERE BEING NO FURTHER BUSINESS,  
THE CHAIRPERSON CLOSED THE MEETING AT 7:22PM**



**Print:** 08 July 2020

**To:** The Owners – Strata Plan 82955  
“Lucca Apartments”  
19-25 Grosvenor Street  
NEUTRAL BAY NSW 2089

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Strata Committee Meeting

*Schedule 2, Strata Schemes Management Act 2015*

Meeting Particulars	
Strata Plan Number & Building Name:	Strata Plan 82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Monday 22 <sup>nd</sup> June, 2020
Time of Meeting:	Immediately following the conclusion of the Annual General Meeting
Meeting Venue:	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, Strata Schemes Management Regulation 2016
Facilitator:	Wellman Strata Management Pty Ltd ('Wellman Strata')

**Present in Person:** C Pettitt (Lot 8), P Willis-Craig (Lot 42), A Davenport (Lot 46) and D Denovan (Lot 49).

**Apologies:** W Tian (Lot 2)

**In Attendance:** D Rosa and D Biordi of Luna Facilities Management  
N Smith of Wellman Strata Management Pty Ltd ('Wellman Strata')

**Quorum:** At 7:22pm, the Chairperson declared a meeting quorum for the purpose of addressing the resolutions of the meeting.

Resolution 1: Minutes
<b>RESOLVED</b> that the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.
Resolution 2: Office Bearers
<b>RESOLVED</b> that the Strata Committee elect its office bearers as follows: <ul style="list-style-type: none"><li>- Chairperson – A Davenport (Lot 46)</li><li>- Secretary – C Pettitt (Lot 8)</li><li>- Treasurer – W Tian (Lot 2)</li></ul>

<b>Resolution 3: Next Meeting</b>
<b>RESOLVED</b> that the Strata Committee convene its next meeting on <b>Monday 7<sup>th</sup> September 2020 at 6.00pm.</b>

**THERE BEING NO FURTHER BUSINESS,**  
**THE CHAIRPERSON CLOSED THE MEETING AT 7:32PM**

**MEETING NOTES:**

- **Waterproofing Repairs**

Building management and the strata committee updated the owners present at the meeting concerning major waterproofing works that have risen over the last few months. These works require urgent attention to stop further water ingress into the affected units and common areas. Units affected are listed as follows – 307, 388, 310, 311, 106, 107 and 505. Building management assisted by getting a quote from SRS (Strategic Remedial Services) who have done previous repairs at the building. SRS quoted to carry out all repairs collectively for a total cost of \$93,347.00 + GST. Strata committee agreed that this is a good price considering the amount of work required. Wellman Strata confirmed that the Capital Works Fund has sufficient funds to afford the repairs. Building management to enter into a contract to commence the works as soon as convenient.

- **Internal Painting**

Building management advised that the internal painting following the recent completion of the fire defect works is to commence on Monday 29<sup>th</sup> June 2020.

- **Removal of Bamboo to Atrium**

The Strata Committee discussed the removal of the Bamboo from the atrium which was requested by the owner of lot 1 – H. Greenrod. The Strata Committee obtained a quotation via Building Management for the cost of removing the Bamboo and soil from the atrium. Based on the high cost and significant risk of damaging the waterproof membrane, the proposal was rejected. The Strata Committee requested that Building Management ensure the gardening occurs regularly and effectively.



**Print:** 13 May 2021

**To:** The Owners – Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street,  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Annual General Meeting

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

Meeting Particulars	
Strata Plan Number & Building Name:	Strata Plan 82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
Type of Meeting:	Annual General Meeting
Date of Meeting:	Thursday 29 <sup>th</sup> April, 2021
Time of Meeting:	6:00PM
Meeting Venue:	Minskys Hotel – 287 Military Road, Cremorne NSW 2090
Facilitator:	H. Thirumeni of Wellman Strata Management Pty Ltd ('Wellman Strata')

**Present in Person:**

H Greenrod (Lot 1 & 73), C Pettitt (Lot 8), C Johnson (Lot 15), A Preston (Lot 23), J Aureli (Lot 24), D & J Neumann (Lot 31), A Davenport (Lot 37, 46, 76 & 77), P Willis-Craig (Lot 42), D Denovan (Lot 49 & 56).

**Present by Proxy:**

Rantada Pty Ltd (Lot 16 & 53) proxy to N Smith of Wellman Strata  
S Olomany (Lot 33) proxy to P Russell-Cook  
S Cole (Lot 34) proxy to A Davenport (Lot 37)  
P Willis-Craig (Lot 42) proxy to B Willis

**In Attendance:**

P Russell-Cook, B & S Willis (in attendance with P Willis-Craig (Lot 42)).  
D Rosa of Luna Facilities Management  
H Thirumeni and N Smith of Wellman Strata Management Pty Ltd ('Wellman Strata').

**Quorum:**

At 6:33pm, the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting in accordance with the provisions set out in the Strata Schemes Management Act 2015, Schedule 1, Clause 17 (4)(b).

Resolution 1: Minutes	Resolution Type:	Ordinary																																						
<p><b>RESOLVED</b> that the minutes of the previous general meeting be amended as follows:</p> <p><i>Resolution 7 – 2<sup>nd</sup> paragraph – There is a reference to the “previous” Strata Manager – The word “previous” to be deleted.</i></p> <p><i>Resolution 13 – To reflect the resigning of the Strata Management Agreement for 12 months.</i></p> <p>It was then <b>RESOLVED</b> that the minutes of the previous Annual General Meeting be confirmed as a true record and account of the proceedings at that meeting.</p>																																								
Resolution 2: Financial Statements	Resolution Type:	Ordinary																																						
<p><b>RESOLVED</b> that the Owners Corporation adopts the audited financial statements for the scheme for the year end 31<sup>st</sup> December 2020.</p>																																								
Resolution 3: Auditor	Resolution Type:	Ordinary																																						
<p><b>RESOLVED</b> that the Owners Corporation appoints an auditor for the strata scheme.</p>																																								
Resolution 4: Capital Works Fund Plan	Resolution Type:	Ordinary																																						
<p><b>RESOLVED</b> that the Owners Corporation acknowledges the report prepared for the capital works fund for the 15-year period commencing on 17<sup>th</sup> February 2020 and, review the plan as required when determining the funding requirements of the capital works fund.</p>																																								
Resolution 5: Annual Budget & Contributions	Resolution Type:	Ordinary																																						
<p>a) <b>RESOLVED</b> that the statement of estimated receipts and payments (“<b>budget</b>”) as determined in accordance with Sub Section 79 (1) and 79 (2) of the <i>Strata Schemes Management Act 2015</i> for the period 01/01/2021 to 31/12/2021 and, as set out in <b>Annexure D</b> annexed to the meeting agenda be adopted.</p> <p style="text-align: center;"><b><i>Note – the scheme is registered for GST</i></b></p> <p>b) <b>RESOLVED</b> that, the Owners Corporation levy and collect the total annual contribution in the following amounts:</p> <table><tr><td><b>ADMINISTRATION FUND</b></td><td><b>\$ 344,124.00 incl. GST</b></td></tr><tr><td><b>CAPITAL WORKS FUND</b></td><td><b>\$ 221,864.83 incl. GST</b></td></tr></table> <p>Or, any other amount as may be amended by the Owners corporation to be levied in accordance with sections 79 (1) and 79 (2) of the <i>Strata Schemes Management Act 2015</i> to be due and payable as set out in the table below:</p> <table><tr><th><u>Date</u></th><th></th><th><u>Method of Calculation</u></th><th></th><th><u>Admin Fund</u></th><th><u>Capital Works Fund</u></th></tr><tr><td>01/01/2021</td><td>*</td><td>As per unit entitlement.</td><td></td><td><b>\$ 54,133.43 incl. GST</b></td><td><b>\$ 73,917.87 incl. GST</b></td></tr><tr><td>01/04/2021</td><td>*</td><td>As per unit entitlement.</td><td></td><td><b>\$ 54,133.43 incl. GST</b></td><td><b>\$ 73,917.87 incl. GST</b></td></tr><tr><td>01/07/2021</td><td></td><td>As per unit entitlement.</td><td></td><td><b>\$ 117,928.66 incl. GST</b></td><td><b>\$ 37,014.59 incl. GST</b></td></tr><tr><td>01/10/2021</td><td></td><td>As per unit entitlement.</td><td></td><td><b>\$ 117,928.66 incl. GST</b></td><td><b>\$ 37,014.59 incl. GST</b></td></tr></table> <p>c) <b>RESOLVED</b> that, the Owners Corporation levy and collect the following additional contribution as at <b>1/01/2022</b>:</p> <table><tr><td><b>ADMINISTRATION FUND</b></td><td><b>\$ 117,928.66 incl. GST</b></td></tr><tr><td><b>CAPITAL WORKS FUND</b></td><td><b>\$ 37,014.59 incl. GST</b></td></tr></table>			<b>ADMINISTRATION FUND</b>	<b>\$ 344,124.00 incl. GST</b>	<b>CAPITAL WORKS FUND</b>	<b>\$ 221,864.83 incl. GST</b>	<u>Date</u>		<u>Method of Calculation</u>		<u>Admin Fund</u>	<u>Capital Works Fund</u>	01/01/2021	*	As per unit entitlement.		<b>\$ 54,133.43 incl. GST</b>	<b>\$ 73,917.87 incl. GST</b>	01/04/2021	*	As per unit entitlement.		<b>\$ 54,133.43 incl. GST</b>	<b>\$ 73,917.87 incl. GST</b>	01/07/2021		As per unit entitlement.		<b>\$ 117,928.66 incl. GST</b>	<b>\$ 37,014.59 incl. GST</b>	01/10/2021		As per unit entitlement.		<b>\$ 117,928.66 incl. GST</b>	<b>\$ 37,014.59 incl. GST</b>	<b>ADMINISTRATION FUND</b>	<b>\$ 117,928.66 incl. GST</b>	<b>CAPITAL WORKS FUND</b>	<b>\$ 37,014.59 incl. GST</b>
<b>ADMINISTRATION FUND</b>	<b>\$ 344,124.00 incl. GST</b>																																							
<b>CAPITAL WORKS FUND</b>	<b>\$ 221,864.83 incl. GST</b>																																							
<u>Date</u>		<u>Method of Calculation</u>		<u>Admin Fund</u>	<u>Capital Works Fund</u>																																			
01/01/2021	*	As per unit entitlement.		<b>\$ 54,133.43 incl. GST</b>	<b>\$ 73,917.87 incl. GST</b>																																			
01/04/2021	*	As per unit entitlement.		<b>\$ 54,133.43 incl. GST</b>	<b>\$ 73,917.87 incl. GST</b>																																			
01/07/2021		As per unit entitlement.		<b>\$ 117,928.66 incl. GST</b>	<b>\$ 37,014.59 incl. GST</b>																																			
01/10/2021		As per unit entitlement.		<b>\$ 117,928.66 incl. GST</b>	<b>\$ 37,014.59 incl. GST</b>																																			
<b>ADMINISTRATION FUND</b>	<b>\$ 117,928.66 incl. GST</b>																																							
<b>CAPITAL WORKS FUND</b>	<b>\$ 37,014.59 incl. GST</b>																																							

**8 votes in favour of 21% increase**

**2 votes in favour of 13% increase**

**1 vote in favour of proposed \$168,000 CWF contribution (no increase)**

Resolution 6: Overdue Contributions	Resolution Type:	Ordinary
<p><b>RESOLVED</b> the Owners Corporation deal with overdue contributions payable to the Owners Corporation as follows:</p> <p><b>Part A   Payment Plans</b></p> <p>In respect of any payment plan under section 85 (5) of the <i>Strata Schemes Management Act 2015</i> ("<b>Payment Plan</b>"):</p> <ul style="list-style-type: none"> <li>(i) The Owners Corporation will in fact enter into any Payment Plan that it has agreed to enter into in accordance with that section 85 (5).</li> <li>(ii) While the lot owner concerned complies with a Payment Plan, the Owners Corporation will not take action under section 86 of the <i>Strata Schemes Management Act 2015</i> to recover such unpaid contributions and interest as are the subject of that Payment Plan, nor the expenses of the Owners Corporation incurred in recovering the same.</li> <li>(iii) However, if the lot owner concerned ceases to comply with a Payment Plan, the Owners Corporation will proceed as set out in <b>Part B</b> below in respect of the whole of the unpaid contributions and interest the subject of that Payment Plan and the expenses of the Owners Corporation incurred in recovering the same.</li> </ul> <p><b>Part B   Recovery Action on Arrears</b></p> <p>In respect of any unpaid contributions and interest which have remained unpaid for a period of at least seven (7) days after the date that they became due and payable:</p> <ul style="list-style-type: none"> <li>(i) The Owners Corporation will first issue a written demand for immediate payment ("<b>First Demand</b>").</li> <li>(ii) If those unpaid contributions and interest remain wholly or partly unpaid for a further seven (7) days after the issue of the First Demand, the Owners Corporation will issue a second written demand for immediate payment ("<b>Second Demand</b>").</li> <li>(iii) If after then, those unpaid contributions and interest remain wholly or partly unpaid for a further 14 days after the issue of the Second Demand, the Owners Corporation will engage solicitors to issue a final demand for immediate payment of the unpaid amount ("<b>Legal Demand</b>").</li> <li>(iv) If the unpaid contributions and interest remain unpaid after a further 14 days following the issue of the Legal Demand, the owners corporation will engage solicitors to issue a notice of action in accordance with section 86 (4) of the <i>Strata Schemes Management Act 2015</i> ("<b>Notice of Action</b>") in respect of the action proposed to be taken under (iv) below.</li> <li>(v) On the expiry of the required 21 days after the giving of the Notice of Action the owners corporation will commence proceedings against the lot owner concerned for the recovery of the unpaid contributions, interest and the expenses of the owners corporation incurred in recovering the same in the New South Wales Civil and Administrative Tribunal or the Local Court of New South Wales, subject to and in accordance with legal advice.</li> <li>(vi) Where a person is jointly and severally liable for unpaid contributions and interest under section 84 of the <i>Strata Schemes Management Act 2015</i> the Owners Corporation will take steps against that person in accordance with the remaining provisions of this motion as if that person was the owner of the lot referred to.</li> </ul> <p><u>Notes (not forming part of this motion):</u></p> <p>Clause 9 (g) Schedule 1, sections 84, 85 7 86 of <i>Strata Schemes Management Act 2015</i> refers to arrears and entry into payment plan requirements.</p>		

Resolution 7: Insurance	Resolution Type:	Ordinary
<ul style="list-style-type: none"> <li>a) <b>RESOLVED</b> that the Owners Corporation confirm the insurances currently held by the strata scheme.</li> <li>b) <b>RESOLVED</b> that the Owners Corporation confirm the cover for liability of officers or members of the strata committee for damage to property, death or bodily injury in accordance with section (165)(2)(a) of the <i>Strata Schemes Management Act 2015</i>.</li> <li>c) <b>RESOLVED</b> that the Owners Corporation confirm the cover for misappropriation of money or other property of the Owners Corporation in accordance with section 165(2)(b) of the <i>Strata Schemes Management Act 2015</i>.</li> <li>d) That the Owners Corporation commission a valuer to provide a valuation in accordance with Section 161 of the <i>Strata Schemes Management Act 2015</i> and to clearly specify all matters excluded at the front of the valuation report – <b>DEFEATED.</b></li> </ul>		



Resolution 8: Report of the Managing Agent	Resolution Type:	Ordinary
<b>RESOLVED</b> that the Owners Corporation received the below report by the strata managing agent as to whether, and what, commissions or training services have been provided or paid for or are likely to be so provided to or paid for the agent for the following 12 months.		
Commission/s paid on insurance within prior 12-month period	\$296.75 net (Insurance via BMC)	
Estimate of commission/s payable within the next 12-month period	\$326.43 net (Insurance via BMC)	

Resolution 9: Strata Committee	Resolution Type:	Ordinary
<p>a) <b>RESOLVED</b> that the Chairperson declared no written nominations received and called for all oral nominations to the Strata Committee:</p> <ul style="list-style-type: none"> <li>- H Greenrod (Lot 1)</li> <li>- C Johnson (Lot 15)</li> <li>- P Willis-Craig (Lot 42)</li> <li>- A Davenport (Lot 46)</li> <li>- D Denovan (Lot 49)</li> </ul> <p>b) <b>RESOLVED</b> that the number of members of the Strata Committee be determined at <b>five (5)</b>.</p> <p>c) <b>RESOLVED</b> that the members of the Strata Committee be elected.</p> <ul style="list-style-type: none"> <li>- H Greenrod (Lot 1)</li> <li>- C Johnson (Lot 15)</li> <li>- P Willis-Craig (Lot 42)</li> <li>- A Davenport (Lot 46)</li> <li>- D Denovan (Lot 49)</li> </ul>		

Resolution 10: Restricted Matters	Resolution Type:	Ordinary
<b>RESOLVED</b> that no matters be restricted matters. All matters relative to the management of the strata scheme are to be in accordance with the current provisions of the Strata Schemes Management Act 2015 and or future amendments.		

Resolution 11: Annual Fire Safety Statement	Resolution Type:	Ordinary
<p><b>RESOLVED</b> that the Owners Corporation do the following:</p> <p>(a) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and</p> <p>(b) To submit any corrective action report to the Strata Committee to determine what further action is required, if any; and</p> <p>(c) To delegate to the strata manager the following functions pursuant to the Agency Agreement additional duties schedule:</p> <ul style="list-style-type: none"> <li>i. undertake the seeking of quotations and engaging the contractor to prepare the statement; and</li> <li>ii. sign the statement on behalf of the scheme (only where applicable) and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner</li> </ul>		

Resolution 12: BMC or Community Representative	Resolution Type:	Special
<b>SPECIALLY RESOLVED</b> that The Owners – Strata Plan 82955 pursuant to Schedule 1C, clause 2(4) of the Strata Schemes (Freehold Development) Act 1973 elect A. Davenport as representative to the building management committee as constituted by the registration of strata management statement, dealing number R969732.		

Resolution 13: Futureproofing Apartments Program	Resolution Type:	Ordinary
<p><b>RESOLVED</b> that the Owners of Strata Plan 82955 located at 19-25 Grosvenor Street, Neutral Bay apply for the Futureproofing Apartments program to receive a free sustainability assessment under the following conditions:</p> <ul style="list-style-type: none"> <li>- Danyelli Rosa is authorised to complete the application process and will be the primary contact point with North Sydney Council</li> <li>- If application is successful, we dually authorise the strata managing agent to provide strata plan, 12 months common area electricity/water/gas bills and sign an authorisation to request electricity metering data from the grid provider/energy retailer</li> <li>- North Sydney Council's nominated consultant will be contracted to perform the sustainability assessment</li> <li>- North Sydney Council will directly compensate the nominated consultant for services rendered</li> <li>- The Strata Committee will include recommendations and reasonable business cases from the assessment (inclusive of available government rebates), that involve modifying common property, as agenda item(s) requiring ordinary/special resolution(s) at the next general meeting, following completion of the assessment*</li> <li>- Danyelli Rosa will be responsible for reporting the results of any projects back to the North Sydney Council Sustainability Projects Officer.</li> </ul> <p><b>*Note:</b> Following upcoming passage of the NSW Governments Strata Schemes Management Amendment (Sustainability Infrastructure) Bill 2020, which is expected to pass through the NSW parliament in early 2021, only an ordinary resolution at a threshold level of 50% of the votes cast (based upon unit entitlement AND Owners present in person or via proxy AND entitled to vote) will be required for the Sustainability Infrastructure motion to be approved by the strata scheme.</p> <p>For the purposes of this amendment, sustainability infrastructure means changes to part of the common property (which includes the installation, removal, modification or replacement of anything on or forming part of that property) for any one or more of the following purposes—</p> <ul style="list-style-type: none"> <li>(a) to reduce the consumption of energy or water or to increase the efficiency of its consumption,</li> <li>(b) to reduce or prevent pollution,</li> <li>(c) to reduce the amount of waste sent to landfill,</li> <li>(d) to increase the recovery or recycling of materials,</li> <li>(e) to reduce greenhouse gas emissions,</li> <li>(f) to facilitate the use of sustainable forms of transport,</li> </ul> <p>Note. For example, installing electric vehicle charging stations.</p> <ul style="list-style-type: none"> <li>(g) a purpose prescribed by the regulations.</li> </ul> <p>sustainability infrastructure resolution means a resolution to do any one or more of the following that is specified to be a sustainability infrastructure resolution—</p> <ul style="list-style-type: none"> <li>(a) to finance sustainability infrastructure,</li> <li>(b) to add to the common property, alter the common property or erect a new structure on common property for the purpose of installing sustainability infrastructure,</li> <li>(c) to change the by-laws of the strata scheme for the purposes of the installation or use (or both) of sustainability infrastructure.</li> </ul> <p><b>Note: This will update the Strata Schemes Management Act which currently requires a special resolution at the 75% threshold level for these sustainability infrastructure projects to proceed.</b></p>		

**THERE BEING NO FURTHER BUSINESS,  
THE CHAIRPERSON CLOSED THE MEETING AT 7:39PM**



**Print:** 13 May 2021

**To:** The Owners – Strata Plan 82955  
“Lucca Apartments”  
19-25 Grosvenor Street  
NEUTRAL BAY NSW 2089

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Strata Committee Meeting

*Schedule 2, Strata Schemes Management Act 2015*

Meeting Particulars	
Strata Plan Number & Building Name:	Strata Plan 82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Thursday 29 <sup>th</sup> April, 2021
Time of Meeting:	Immediately following the conclusion of the Annual General Meeting
Meeting Venue:	Minskys Hotel – 287 Military Road, Cremorne NSW 2090
Facilitator:	H. Thirumeni of Wellman Strata Management Pty Ltd ('Wellman Strata')

**Present in Person:** C Johnson (Lot 15), A Davenport (Lot 37), P Willis-Craig (Lot 42), H Greenrod (Lot 1) and D Denovan (Lot 49).

**In Attendance:** B and S Willis (in attendance with Lot 42) and C Pettitt (Lot 8)  
D Rosa (Building Manager) of Luna Facilities Management  
H Thirumeni and N Smith of Wellman Strata Management Pty Ltd ('Wellman Strata')

**Quorum:** At 7:47pm, the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting in accordance with the provision set out in the Strata Schemes Management Act 2015, Schedule 1, Clause 17 (4)(b).

Resolution 1: Minutes
<b>RESOLVED</b> that the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.

Resolution 2: Office Bearers
<b>RESOLVED</b> that the Strata Committee elect its office bearers as follows: <ul style="list-style-type: none"><li>- Chairperson – C Johnson (Lot 15)</li><li>- Secretary – A Davenport (Lot 37)</li><li>- Treasurer – A Davenport (Lot 37)</li></ul> <b>It was further noted that a committee contact list be provided to the new strata committee.</b>

<b>Resolution 3: Next Meeting</b>
<b>RESOLVED</b> that the Strata Committee convene its next meeting on <b>Monday 5<sup>th</sup> July via Zoom at 6:00pm.</b>

**THERE BEING NO FURTHER BUSINESS,**  
**THE CHAIRPERSON CLOSED THE MEETING AT 7:55PM**

**GENERAL MEETING NOTES:**

Update from Building Management on Remedial Works:

- Unit 202, 501, 306 - SRS expects to complete works by Friday 7th May.
- Unit 311, 307, 106 and 302 - SRS inspected all units this week. Waiting on report/recommendations.
- Damaged Awning at Entrance 21 - SRS commenced repairs on Wednesday 28th April.
- The Strata Committee requested that a quote be obtained to fix all pebble areas – Danyelli Rosa to request quote from SRS and two other remedial companies.



**Print:** 29 July 2021

**To:** The Owners – Strata Plan 82955  
“Lucca Apartments”  
19-25 Grosvenor Street  
NEUTRAL BAY NSW 2089

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Strata Committee Meeting

*Schedule 2, Strata Schemes Management Act 2015*

Meeting Particulars	
Strata Plan Number & Building Name:	Strata Plan 82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Monday, 5 <sup>th</sup> July 2021
Time of Meeting:	6.00PM
Meeting Venue:	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
Chairperson:	H Thirumeni of Wellman Strata Management Pty Ltd (by invitation)

**Present:** T Greenrod, C Johnson, A Davenport and D Denovan.

**In Attendance:** D Samoylova (17), J Neumann (31), D Rosa of Luna Management (**Building Manager**) and, H Thirumeni of Wellman Strata Management Pty Ltd (**‘Wellman Strata’**).

**Apologies:** P Willis-Craig.

**Quorum:** At 6:03pm, the Chairperson declared a quorum for the purpose of addressing the motions listed for this meeting.

Resolution 1: Minutes
<b>RESOLVED</b> that the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.

---

**P** 02 8065 6575

**E** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**W** [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Suite 5, Level 9, 189 Kent Street, Sydney, NSW 2000  
**NEWCASTLE** 28, 8 Murray Dwyer Circuit, Mayfield NSW 2304  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

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

#### Resolution 2: Matters Arising

The Strata Committee considered the following matters arising from the previous minutes of meeting:

a. Keystone and MCO Remedial

The meeting was informed that two remaining quotations were being sourced from Keystone Building and MCO Remedial for works to be performed to pebbled areas of common property.

#### Resolution 3: Building Manager Report

The Strata Committee tabled and received the latest report from the Building Manager.

The following was noted:

- Newsound Fire

It was noted that the manager was still awaiting a date for the commencement of works to essential service and fire and life safety measures as reported on by Newsound Fire.

The committee noted that the AFSS had already been submitted to Council.

- Painting Works

It was noted that the manager is meeting with representative from Premier Painting next week to discuss schedule of painting works to common property. Matter ongoing.

- Works to commence in Units 103, 302, 307

The committee **RESOLVED** to approve the works and accepted the quotation submitted by SRS.

#### Resolution 4: BMC Matters

The Strata Committee considered the following BMC matters and act as required.

- A Davenport provided an update on the BMC meeting held last week.
- A Davenport provided a high-level overview of the Building Management Committee, the shared facilities and general operative requirements of the BMC.
- A copy of the registered strata management statement will be made available to the strata committee by Wellman Strata.

#### Resolution 5: Extension of Strata Management Agency Agreement

The strata committee **RESOLVES** under s50(4) of the SSMA Act 2015, to extend the term of appointment of Wellman Strata Management Pty Ltd as the strata managing agent, for a further 3 months from the date of expiry and, for a period not exceeding the next Annual General Meeting.

The committee further requested that revised terms and management proposal be submitted to the Members by Wellman Strata for further consideration and, that the proposal be submitted by early November 2021. Matter ongoing.

#### Resolution 6: Strata Committee Vacancy

The Strata Committee acknowledges the resignation of member P Willis-Craig (Lot 42) and determined whether to fill the vacancy, or to leave the position vacant until the next General Meeting of the Owners Corporation. At this time, the vacancy position was not filled. Matter to be further considered by the members as required.

#### **Resolution 7: Financial Statements**

- i. **RESOLVED** that the Strata Committee receive the latest financial statements for the strata scheme.

It was noted that the current creditor approval work-flow needs to be updated to account for the change in office bearers.

It was further noted that there were some re-allocations required to the financial reports. Wellman Strata will confer with its accounts team and revert to the members with an updated set of financial reports for the period ending 30<sup>th</sup> June 2021.

- ii. **RESOLVED** that the Strata Committee receive the latest arrears report for the strata scheme.

#### **Resolution 8: General Business and Correspondence**

The Strata Committee considered the following items of general business and correspondence (including items tabled at the meeting):

- i. Unit 306 – Water penetration repairs, bathroom ventilation system and cold air issues.

The committee considered the recent correspondence with the owner of apartment 306 as it related to a claim for compensation. It was noted that the items in question were not related to common property, that there was no cover for the damage under the existing policy held by the owners corporation. Ms Olomany is encouraged to raise the matter directly with the contents insurer.

- ii. Progress update on Premier Painting project.

The committee noted that there was a site meeting scheduled for the week commencing the 12<sup>th</sup> July. Matter ongoing.

- iii. Frequency of Strata Committee meetings.

The committee considered the current schedule of strata committee meetings and agreed to retain the current frequency of holding quarterly scheduled meetings with the committee to convene on an interim basis as required.

- iv. Items in fire escape.

The committee noted gas cylinders (belonging to the retail occupants) being used to prop open fire doors to the fire egress points. It was **RESOLVED** that a letter be issued to the owner of the commercial and retail lots seeking that the practise be stopped due to compliance and life safety concerns.

- v. Unit 109 – Request for approval to keep a dog.

It was agreed that Wellman Strata liaise with the Building Manager seeking engagement from the owner of apartment 109 and, that a formal application form be submitted. Matter is ongoing.

Notes:

It was requested that a motion be listed on the next meeting agenda to consider the North Sydney Council Future Proofing Apartments project.

**Resolution 9: Next Meeting**

**RESOLVED** that the Strata Committee convene its next Strata Committee meeting on **Thursday, 30<sup>th</sup> September 2021 at 5:00pm** (to be convened by Zoom video conferencing).

**THERE BEING NO FURTHER BUSINESS,**  
**THE MEETING CLOSED AT 8.06PM**





**Print:** 08 October 2021

**To:** The Strata Committee – Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street,  
**NEUTRAL BAY NSW 2089**

**And:** All registered lot owners and registered tenants.

---

## Minutes of Strata Committee Meeting

*Schedule 2, Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, Neutral Bay NSW 2089
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Thursday, 30 <sup>th</sup> September 2021
Time of Meeting:	5:00PM
Meeting Venue:	The Office of Wellman Strata Management Pty Ltd Per Regulation 14, <i>Strata Schemes Management Regulation 2016</i> (Zoom Meeting Conference)
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

**Present:** A Davenport, D Denovan, T Greenrod and C Johnson.

**In Attendance:** D Samoylova (17), D Neumann (31), D Rosa of Luna Management (**Building Manager**) and, D Wellman and L Fung of Wellman Strata Management Pty Ltd ('Wellman Strata').

**Apologies:** Nil

**Quorum:** At 5:03pm, the Chairperson declared a quorum for the purpose of addressing the motions listed for this meeting.

### Resolution 1: Minutes

**RESOLVED** that the minutes of the previous strata committee meeting be confirmed as a true record and account of the proceedings at that meeting.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Suite 5, Level 9, 18g Kent Street, Sydney, NSW 2000  
**NEWCASTLE** 28, 8 Murray Dwyer Circuit, Mayfield NSW 2304  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

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

## Resolution 2: Matters Arising

The strata committee considered the following matters arising from the previous meeting:

a) Keystone & MCO | Water leaks & roof repairs – Units 106, 302 & 307

The Strata Committee received an update from the Building Manager on the scheduled works to apartments 106, 302 and 307 noting that they were currently on hold pending an easing of COVID19 restrictions. Matter is ongoing.

b) Premier Painting | External Façade/Painting Works (BMC Contract)

The Strata Committee received an update from the Building Manager as it concerned the progress of painting works that commenced August 2021. The following was noted:

- i. There had been an interruption to the original schedule due to inclement weather and is now expected to be completed by the end of October 2021.
- ii. Young Lane - all levels completed with exception of the ground floor (expected to be completed at the end of October).
- iii. Internal Courtyard – painting contractor will continue works over the coming week and expect to have it finished by Saturday 9th October 2021.
- iv. Grosvenor Street – the top two (2) levels have been completed. They expect to wash and paint levels 2 and 1 over the next 3-4 weeks. Ground Floor expected to be completed at the end of October.
- v. Grosvenor Lane - All levels to be washed and painted over the next 2 weeks.

Notes

The members requested that the pressure cleaning of the roofs (above the garage and along Grosvenor Lane) be addressed in conjunction with areas of rust that is starting to show along the awning at the rear. It was agreed that Luna Management take carriage of the matter and report back to the committee.

## Resolution 3: Financial Statements

a) **RESOLVED** that the strata committee receive the latest financial statements for the strata scheme.

b) **RESOLVED** that the strata committee receives the current arrears report for the strata scheme.

## Resolution 4: General Business and Correspondence

The Strata Committee considered the following items of general business and/or correspondence received by the Secretary, including any items tabled at the meeting:

a) Garden Maintenance

The committee expressed some concern as it related to the current performance of the gardening contractor and, the level of oversight afforded to the duties performed by the Building Manager. Whilst it was noted that the Building Manager was limited to a set number of hours each week, the committee was of the view that more coordination was required to ensure those contractors adequately performed.

Accordingly, it was **RESOLVED** to instruct Wellman Strata to write to Luna Management, advising of these issues and ask that:

- The gardening contract be put out for tender with a report back to the committee; and,
- The cleaning contract be updated (having regard for the separation of the gardening services) and referred to the strata committee for further consideration.

b) North Sydney Council | Future Proofing Apartment Project

The committee discussed the North Sydney Council Future Proofing Apartment Project that is being rolled out for local buildings to adopt energy initiatives and improve on overall consumption. A report was referenced during the meeting however it was not clear whether the report was related to the same initiative. Accordingly and, whilst there was some confusion as to whether the scheme had been registered or not, Wellman Strata was instructed to submit interest on behalf of the Lucca Apartments and report back to the members once more came to hand. Matter is ongoing.

**Motion 5: Building Manager Report**

a. **RESOLVED** that the Strata Committee receives the latest report from the Building Manager.

b. The following matters were updated:

i. Case 728: Garden Covers

It was noted that there was a substantial delay in getting the Luna Services handyman to rehang the garden covers. While the job has now been completed, no satisfactory explanation for the delay has been provided by Luna Services. Matter ongoing.

ii. Case 831: Access Control

It was noted that the decommissioning of access card/s had since been resolved.

iii. Case 808: Waterproofing of roof pebble area Level 3 (Grosvenor Street) – Case 808

Discussion took place as it concerned the work required to waterproof the level 3 roof and pebbled area. The quotations received to date ranged between \$27K (SRS) to \$50K (Keystone) and pending a response from MCO. Wellman Strata requested Luna Management to forward a copy the scope of works being used to obtain the quotations for the scheme's records (it was noted that the scope of works being used is not a technical scope or engineered solution). Matter ongoing.

iv. Case 799: Water penetration (Units 168 & 501)

It was noted that the work to apartment 501 had since been completed. Work to apartment 168 is currently pending.

**Resolution 6: BMC Matters**

The Strata Committee received a brief update on matters relating to the BMC and noted that the main issue being dealt with at BMC level was the painting contract. A general discussion took place as it concerned the operation of the BMC under the management statement and how those provisions (particularly as it concerns the shared facilities) impact on the respective Members of the Building Management Committee.

The meeting noted that a meeting of the BMC (originally scheduled for September) will be reconvened in due course.

**Resolution 7: Extension of Strata Management Agency Agreement**

The strata committee **RESOLVED** pursuant to s 50 (4) of the *Strata Schemes Management Act 2015*, to extend the term of appointment of Wellman Strata Management Pty Ltd as the strata managing agent, for a further three (3) months from the date of expiry and, for a period not exceeding the next Annual General Meeting.

**Motion 8: Election of the Office Bearers for Strata Committee**

a. The Chairman declared the written nomination received from D Samoylova to fill the vacancy left on the committee following the departure of P Willis-Craig from the committee.

- b. **RESOLVED** that the committee elect D Samoylova as a member of the committee and, to fill the vacancy until the remainder of the term.

**Resolution 9: Next Meeting**

**RESOLVED** that the Strata Committee convene its next meeting on **Thursday, 24<sup>th</sup> February 2022 at 5:00PM**. It was agreed that, if there was a requirement to convene earlier than this date, that arrangements would be made among to the committee to do so.

**THERE BEING NO FURTHER BUSINESS,  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6:27PM**

**Meeting Notes**

- Some concern was raised following incidents of individuals/occupants not wearing masks whilst in the common areas. Whilst it was acknowledged that the incident amounted to a breach of the current NSW Health Orders, it was also acknowledged that the matter was difficult (in the absence of registered by-laws) to deal with the offence. It was suggested that Luna Management be requested to distribute a notification to all building occupants to remind them of the ongoing obligations in the face of COVID19.



**Print:** 03/12/2021

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015 (NSW)*

Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	STRATA COMMITTEE MEETING
<b>Date of Meeting:</b>	Tuesday, 30th November 2021
<b>Time of Meeting:</b>	10:00 am
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

**Voting forms received:** T Greenrod (Lot 1), C Johnson (Lot 15), A Davenport (Lot 37, 46, 76, 77),

**In Attendance:** D Wellman of Wellman Strata Management ('Wellman Strata')  
C Arenas of Wellman Strata Management ('Wellman Strata')

**Quorum:** At 10:30 AM the Chairman declared a meeting quorum for the purpose of addressing the motions of the meeting.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Suite 5, Level 9, 189 Kent Street, Sydney, NSW 2000  
**NEWCASTLE** 28, 8 Murray Dwyer Circuit, Mayfield NSW 2304  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

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

# Minutes for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street

30/11/2021 10:00 am

---

## 1. Minutes

Resolution Type

Ordinary

**RESOLVED** that the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.

## 2. Appointment of Pinnacle as Waterproofing Consultant

Resolution Type

Ordinary

- a. **RESOLVED** that the strata committee received the fee proposal from Pinnacle Building Consulting to undertake an inspection and report on waterproofing issues identified to the level 3 pebbled area.
- b. **RESOLVED** that the strata committee authorised and instructed the strata managing agent to engage Pinnacle to undertake a site inspection and report.

## 3. Appointment of Diagnostech as Waterproofing Consultant

Resolution Type

Ordinary

- a. That the strata committee received the fee proposal from Diagnostech to undertake an inspection and report on waterproofing issues identified to the level 3 pebbled area.

**MOTION DEFEATED**

- b. That the strata committee authorised and instructed the strata managing agent to engage Diagnostech to undertake a site inspection and report.

**MOTION DEFEATED**

## 4. Extension of Strata Management Agency Agreement

Resolution Type

Ordinary

**RESOLVED** that the strata committee, pursuant to s50(4) of the Strata Schemes Management Act 2015, extend the term of appointment of Wellman Strata Management Pty Ltd as the strata managing agent, for a further three (3) months from the date of expiry and, for a period not exceeding the next Annual General Meeting.

**THERE BEING NO FURTHER BUSINESS**

**THE CHAIRMAN CLOSED THE MEETING AT 11:00AM**



**Print:** 01/04/2022

**To:** The Owners - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Annual General Meeting

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

Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	ANNUAL GENERAL MEETING
<b>Date of Meeting:</b>	Tuesday, 29th March 2022
<b>Time of Meeting:</b>	05:00 pm
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	C Arenas of Wellman Strata Management Pty Ltd (by invitation)

**Present in Person:** T Greenrod (Lot 1), C Johnson (Lot 15, Lot 89), D Samoylova (Lot 17, Lot 90), J Aureli (Lot 24, Lot 72, Lot 81), D Neumann (Lot 31), M Davis (Lot 33), A Davenport (Lot 37, Lot 46, Lot 76, Lot 77), and D Denovan (Lot 49, Lot 56, Lot 85)

**In Attendance:** D Wellman and C Arenas of Wellman Strata Management ('Wellman Strata')  
D Rosa of Luna Services Pty Ltd ('Building Manager')

**Quorum:** At 5:19 PM the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting in accordance with the provisions set out in the *Strata Schemes Management Act 2015*, Schedule 1, Clause 17 (4) (b)

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Services Pty Ltd

**SYDNEY** Level 45, 680 George Street, Sydney, NSW 2000  
**NEWCASTLE** 28, 8 Murray Dwyer Circuit, Mayfield NSW 2304  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

*Liability limited by a scheme approved under Professional Standards Legislation*

# Minutes for the Annual General Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street  
29/03/2022 05:00 pm

---

## 1. Minutes

### Resolution Type

Ordinary

**RESOLVED** that the minutes of the previous general meeting were confirmed as a true record and account of the proceedings at that meeting.

## 2. Electronic Meeting Procedure at Meetings

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation, in accordance with Schedule 1, Rule 28, Strata Schemes Management Act 2015 and Regulation 14 of the Strata Schemes Management Regulations 2016, adopted voting procedures at all meetings of the owners corporation by way of teleconference, video conferencing, email or any other electronic means.

## 3. Financial Statements

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation adopt the last audited financial statements for the scheme for the year ended 31/12/2021.

*Additional Notes (Refer Annexure B included in the Notice of Annual General Meeting):*

*Following review of the history of financials for SP 82955, it was resolved to write down the balance of (\$4,621.91) that is reported under 'Equitable Holdings in BMC' (a contingent asset from prior management) on the Balance Sheet as at 01/01/2022.*

## 4. Auditor

### Resolution Type

Ordinary

**RESOLVED** that the Owners – Strata Plan no 82955 appoint Tinworth as auditor for the strata scheme.

## 5. Capital Works Fund Plan

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation acknowledged the report prepared for the Capital Works Fund and, review the plan as required when determining the funding requirements of the Capital Works Fund.

## 6. Annual Budget & Contributions

### Resolution Type

Ordinary

- a) **RESOLVED** that the statement of estimated receipts and payments ("budget") as determined in accordance with Sub Section 79 (1) and 79 (2) of the Strata Schemes Management Act 2015 for the period 01/01/2022 to 31/12/2022 be adopted.



**Note – the scheme is registered for GST**

- b) **RESOLVED** that, the Owners Corporation levy and collect the total annual contribution in the following amounts:

<b>ADMINISTRATION FUND</b>	<b>\$350,350.00</b>	<b>GST Incl</b>
<b>CAPITAL WORKS FUND</b>	<b>\$291,500.00</b>	<b>GST Incl</b>

or, any other amount as may be amended by the owners corporation to be levied in accordance with sections 79 (1) and 79 (2) of the Strata Schemes Management Act 2015 to be due and payable as set out in the table below:

Date		Method of Calculation	Admin Fund		Capital Works Fund	
01/01/2022	*	As per unit entitlement	<b>\$117,928.75</b>	GST Incl	<b>\$37,013.85</b>	GST Incl
01/04/2022		As per unit entitlement	<b>\$77,474.31</b>	GST Incl	<b>\$84,828.69</b>	GST Incl
01/07/2022		As per unit entitlement	<b>\$77,474.31</b>	GST Incl	<b>\$84,828.69</b>	GST Incl
01/10/2022		As per unit entitlement	<b>\$77,474.31</b>	GST Incl	<b>\$84,828.69</b>	GST Incl

- c) **RESOLVED** that the Owners Corporation levy and collect the following additional contribution as at 01/01/2023.

<b>ADMINISTRATION FUND</b>	<b>\$77,474.31</b>	<b>GST Incl</b>
<b>CAPITAL WORKS FUND</b>	<b>\$84,828.69</b>	<b>GST Incl</b>

## 7. Overdue Contributions

Resolution Type	Ordinary
-----------------	----------

**RESOLVED** the Owners Corporation deal with overdue contributions payable to the Owners Corporation as follows:

### Part A | Payment Plans

In respect of any payment plan under section 85 (5) of the *Strata Schemes Management Act 2015* ("Payment Plan"):

- i) The Owner's Corporation will in fact enter into any Payment Plan that it has agreed to enter into in accordance with that s85 (5).  
While the lot owner concerned complies with a Payment Plan, the Owner's Corporation will not take action under s86 of the *Strata Schemes Management Act 2015* to recover such unpaid contributions and interest as are the subject of that Payment Plan, nor the expenses of the Owner's Corporation incurred in recovering the same.
- ii) However, if the lot owner concerned ceases to comply with a Payment Plan, the Owner's Corporation will proceed as set out in **Part B** below in respect of the whole of the unpaid contributions and interest the subject of that Payment Plan and the expenses of the Owner's Corporation incurred in recovering the same.

### Part B | Recovery Action on Arrears

In respect of any unpaid contributions and interest which have remained unpaid for a period of at least seven (7) days after the date that they became due and payable:

- i) The Owners Corporation will first issue a written demand for immediate payment ("**First Demand**").  
If those unpaid contributions and interest remain wholly or partly unpaid for a further seven (7) days after
- ii) the issue of the First Demand, the owners corporation will issue a second written demand for immediate payment ("**Second Demand**").

If after then, those unpaid contributions and interest remain wholly or partly unpaid for a further 14 days  
iii) after the issue of the Second Demand, the owners corporation will engage solicitors to issue a final demand for immediate payment of the unpaid amount ("**Legal Demand**").

If the unpaid contributions and interest remain unpaid after a further 14 days following the issue of the Legal Demand, the owners corporation will engage solicitors to issue a notice of action in accordance with  
iv) s 86 (4) of the *Strata Schemes Management Act 2015* ("**Notice of Action**") in respect of the action proposed to be taken under (v) below.

On the expiry of the required 21 days after the giving of the Notice of Action the owners corporation will commence proceedings against the lot owner concerned for the recovery of the unpaid contributions,  
v) interest and the expenses of the Owners Corporation incurred in recovering the same in the New South Wales Civil and Administrative Tribunal or the Local Court of New South Wales, subject to and in accordance with legal advice.

Where a person is jointly and severally liable for unpaid contributions and interest under s 84 of the *Strata*  
vi) *Schemes Management Act 2015* the owners corporation will take steps against that person in accordance with the remaining provisions of this motion as if that person was the owner of the lot referred to.

## 8. Strata Committee

Resolution Type	Ordinary
-----------------	----------

a) **RESOLVED** that the Chairman declared all written nominations and call for all oral nominations to the Strata Committee as follows:

- T Greenrod (Lot 1)
- C Johnson (Lot 15)
- D Samoylova (Lot 17)
- A Davenport (Lot 46)

b) **RESOLVED** that the number of members of the Strata Committee be set at four (4).

c) **RESOLVED** that the members of the Strata Committee were elected.as follows:

- T Greenrod (Lot 1)
- C Johnson (Lot 15)
- D Samoylova (Lot 17)
- A Davenport (Lot 46)

## 9. Restricted Matters

Resolution Type	Ordinary
-----------------	----------

**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 *Strata Schemes Management Act 2015* and/or future amendments.

## 10. Insurance

Resolution Type	Ordinary
-----------------	----------

a) **RESOLVED** that the Owners Corporation confirmed the insurances currently held by the strata scheme.

b) **RESOLVED** that the Owners Corporation confirmed the cover for liability of officers or members of the strata committee for damage to property, death or bodily injury in accordance with section (165)(2)(a) of the *Strata Schemes Management Act 2015*.

c) **RESOLVED** that the Owners Corporation confirmed the cover for misappropriation of money or other property of the Owners Corporation in accordance with section 165(2)(b) of the *Strata Schemes Management Act 2015*

d) **RESOLVED** that the Owners Corporation commission a valuer to provide a valuation in accordance with Section 161 of the *Strata Schemes Management Act 2015* and to clearly specify all matters excluded at the front of the valuation report.

## 11. Report of the Managing Agent

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation considered the report by the strata managing agent as to the commissions that have been provided and paid for and are likely to be provided to the agent for the following 12 months.

Building/Common Property	
Commission/s paid on insurance within prior 12 month period	\$233.70 net (Insurance via BMC)
Estimate of commission/s payable within the next 12 month period	\$245.40 net (Insurance via BMC)

## 12. Utility Agreements

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation reviewed and considered the following agreements for the supply of the utilities to the scheme:

- i) Electricity Agreement – (Origin Energy – expires on 31 August 2022)
- ii) Gas Agreement – (Nil)

## 13. Annual Fire Safety Statement

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation do the following:

- 1) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and
- 2) To submit any corrective action report to the Strata Committee to determine what further action is required, if any; and
- 3) To delegate to the strata manager the following functions pursuant to the Agency Agreement additional duties schedule:
  - i) undertake the seeking of quotations and engaging the contractor to prepare the statement; and
  - ii) sign the statement on behalf of the scheme (only where applicable) and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner.

## 14. Agency Agreement

### Resolution Type

Ordinary

**RESOLVED** that, pursuant to s 49 of the Strata Schemes Management Act 2015 ('**Act**'), the Owners Corporation renewed the appointment of Wellman Strata Management Pty Limited ('**Agent**') as strata managing agent for the scheme and:

- i) Delegates to the Agent all of the functions of:
  - a) the Owners Corporation (other than those listed in section 52 (2) of the Act; and
  - b) its chairperson, treasurer, and secretary

that is necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in Schedules A1 and A2 of the Strata Management Agency Agreement ('**Agreement**') enclosed with this notice of meeting; and
- ii) That the delegation to the Agent be subject to the conditions and limitations outlined in that Agreement;
- iii) That the Owners Corporation execute the Agreement to give effect to this appointment and delegation;
- iv) That authority be given for the affixing of the common seal of the Owners Corporation to the Agreement and witnessed by 2 members of the strata committee;

**THERE BEING NO FURTHER BUSINESS**  
**THE CHAIRPERSON CLOSED THE MEETING AT 5:53PM**



**Print:** 31/03/2022

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015 (NSW)*


Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	STRATA COMMITTEE MEETING
<b>Date of Meeting:</b>	Tuesday, 29th March 2022
<b>Time of Meeting:</b>	Immediately following the conclusion of the Annual General Meeting
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	C Arenas of Wellman Strata Management Pty Ltd


**Present in Person:** T Greenrod (Lot 1), C Johnson (Lot 15, Lot 89), D Samoylova (Lot 17, Lot 90) and A Davenport (Lot 37, Lot 46, Lot 76, Lot 77),

**Attendance:** D Neumann (Lot 31) and D Denovan (Lot 49, Lot 56, Lot 85)

**In Attendance:** D Wellman and C Arenas of Wellman Strata Management ('Wellman Strata')  
D Rosa of Luna Services Pty Ltd ('Building Manager')

**Quorum:** At 5:54PM the Chairman declared a meeting quorum for the purpose of addressing the motions of the meeting.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (SCA)

**SYDNEY** Level 45, 680 George Street, Sydney, NSW 2000  
**NEWCASTLE** 28, 8 Murray Dwyer Circuit, Mayfield NSW 2304  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

*Liability limited by a scheme approved under Professional Standards Legislation*

# Minutes for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street  
29/03/2022 05:00 pm

---

## 1. Minutes

**RESOLVED** that the minutes of the previous Strata Committee meeting were confirmed as a true record and account of the proceedings at that meeting.

---

## 2. Election of the Office Bearers for Strata Committee

**RESOLVED** that the Strata Committee elect its office bearers as follows:

- *Chairperson/Secretary:* C Johnson (Lot 15)
  - *Treasurer:* T Greenrod (Lot 1)
- 

## 3. Election of BMC Representative

**RESOLVED** that the strata committee nominated and elected one of its members as representative to the building management committee as constituted by the registration of strata management statement, dealing number R969732 pursuant to registered by-law 27 as follows:

- *BMC Representative:* A Davenport (Lot 46)
- 

## 4. Next Meeting

**RESOLVED** that the Strata Committee convene the next Strata Committee meeting on **Tuesday 10th May 2022 at 5:00PM.**

---

**THERE BEING NO FURTHER BUSINESS**  
**THE CHAIRPERSON CLOSED THE MEETING AT 5:59PM**



**Print:** 02/03/2023

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015 (NSW)*

Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	STRATA COMMITTEE MEETING
<b>Date of Meeting:</b>	Wednesday, 22nd February 2023
<b>Time of Meeting:</b>	05:00 pm
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	C Arenas of Wellman Strata Management Pty Ltd (by invitation)

**Present in Person:** T. Greenrod (Lot 1), C. Johnson (Lot 15), D. Samoylova (Lot 17), A. Davenport (Lot 46)

**In Attendance:** C Wong (Lot 20)  
J Ansell (Lot 38)  
D Biordi and P. Gupta of Luna Services ('Building Manager')  
N Howell and C Arenas of Wellman Strata Management ('Wellman Strata') of Wellman Strata Management ('Wellman Strata')

**Quorum:** At 5:03 PM the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

# Minutes for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street

22/02/2023 05:00 pm

---

## 1. Minutes

**RESOLVED** that the minutes of the previous Strata Committee meeting were confirmed as a true record and account of the proceedings at that meeting.

---

## 2. Matters Arising

The Strata Committee considered any matters arising from the previous minutes of meeting, noting tonight's discussion will be limited to the draft budgets for consideration at the upcoming Annual General Meeting.

---

## 3. Building Manager Report

**RESOLVED** that the Strata Committee tabled and received the latest report from the Building Manager and action to be taken be determined.

---

## 4. Financial Statements

a. **RESOLVED** that the Strata Committee table and receive the latest financial statements for the strata scheme.

b. **RESOLVED** that the Strata Committee considers the latest arrears report for the strata scheme.

**RESOLVED** The Strata Committee considered the proposed, amended budget for the strata scheme circulated to the Committee dated Monday 13th February 2023 for inclusion at the 2023 Annual General Meeting.

c. Various items were discussed and it was agreed the Strata Manager is to circulate both the Lucca BMC budgets as well as updated residential budgets with respect to the recommended Capital Works Fund contributions spread out over two years. This is to be sent to the Committee for approval in order to proceed to the Annual General Meeting.

---

## 5. BMC Matters

The Strata Committee discussed BMC matters and, noted the draft Lucca BMC budget to be circulated to the Committee for consideration.

---

## 6. Building Remedial Works



That the Strata Committee consider and discuss any further updates on building remedial works and action to be taken be determined once Pinnacle's recommendations are received.

---

## **7. General Business and Correspondence**

**RESOLVED** that the Strata Committee considered any items of general business or correspondence including items tabled at the meeting.

---

## **8. Next Meeting**

The Strata Committee agreed to proceed to the Annual General on receipt of updated budgets for approval.

---

**THERE BEING NO FURTHER BUSINESS**  
**THE CHAIRPERSON CLOSED THE MEETING AT 6:00PM**



**Print:** 29/03/2023

**To:** The Owners - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Minutes of Annual General Meeting

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

Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	ANNUAL GENERAL MEETING
<b>Date of Meeting:</b>	Wednesday, 22nd March 2023
<b>Time of Meeting:</b>	05:00 pm
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	C Arenas of Wellman Strata Management Pty Ltd (by invitation)

**Present in Person:**

T Greenrod (Lot 1), C Johnson (Lot 15, Lot 89), D Samoylova (Lot 17, Lot 90), J Aureli (Lot 24, Lot 72, Lot 81), M Davis (Lot 33) and A Davenport (Lot 37, Lot 46, Lot 76, Lot 77)

**In Attendance:**

N Howell, J Lin and C Arenas of Wellman Strata Management ('Wellman Strata') D Rosa and P Gupta of Luna Services Pty Ltd ('Building Manager')

**Quorum:**

At 5:04 PM the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting in accordance with the provisions set out in the *Strata Schemes Management Act 2015*, Schedule 1, Clause 17 (4) (b)

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

# Minutes for the Annual General Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street  
22/03/2023 05:00 pm

---

## 1. Minutes

### Resolution Type

Ordinary

**RESOLVED** that the minutes of the previous general meeting were confirmed as a true record and account of the proceedings at that meeting.

## 2. Financial Statements

### Resolution Type

Ordinary

**RESOLVED** that the owners corporation adopt the last audited financial statements for the scheme for the year ended 31/12/2022.

## 3. Auditor

### Resolution Type

Ordinary

**RESOLVED** that the Owners – Strata Plan no 82955 appoint Tinworth as auditor for the strata scheme.

## 4. Capital Works Fund Plan

### Resolution Type

Ordinary

**RESOLVED** that the owners corporation acknowledged the report prepared for the capital works fund and, review the plan as required when determining the funding requirements of the capital works fund.

## 5. Annual Budget & Contributions

### Resolution Type

Ordinary

- a) **RESOLVED** that the statement of estimated receipts and payments ("budget") as determined in accordance with Sub Section 79 (1) and 79 (2) of the Strata Schemes Management Act 2015 for the period 01/01/2023 to 31/12/2023 and, as set out in Annexure D annexed to this meeting agenda be adopted.

***Note – the scheme is registered for GST***

- b) **RESOLVED** that, the owners corporation levy and collect the total annual contribution in the following amounts:

<b>ADMINISTRATION FUND</b>	<b>\$503,508.50</b>	<b>GST Incl</b>
<b>CAPITAL WORKS FUND</b>	<b>\$210,655.50</b>	<b>GST Incl</b>

or, any other amount as may be amended by the owners corporation to be levied in accordance with sections 79 (1) and 79 (2) of the Strata Schemes Management Act 2015 to be due and payable as set out in the table below:

Date		Method of Calculation	Admin Fund		Capital Works Fund	
01/01/2023	*	As per unit entitlement	\$ 77,474.31	GST Incl	\$ 84,828.69	GST Incl
01/05/2023		As per unit entitlement	\$ 142,010.77	GST Incl	\$ 41,942.23	GST Incl
01/07/2023		As per unit entitlement	\$ 142,010.77	GST Incl	\$ 41,942.23	GST Incl
01/10/2023		As per unit entitlement	\$ 142,010.77	GST Incl	\$ 41,942.23	GST Incl

- c) **RESOLVED** that, the owners corporation levy and collect the following additional contribution as at 01/01/2024.

ADMINISTRATION FUND	\$ 142,010.77	GST Incl
CAPITAL WORKS FUND	\$ 41,942.23	GST Incl

## 6. Overdue Contributions

Resolution Type	Ordinary
-----------------	----------

**RESOLVED** the owners corporation deal with overdue contributions payable to the owners corporation as follows:

### Part A | Payment Plans

In respect of any payment plan under section 85 (5) of the *Strata Schemes Management Act 2015* ("**Payment Plan**"):

- i) The owner's corporation will in fact enter into any Payment Plan that it has agreed to enter into in accordance with that s85 (5).  
While the lot owner concerned complies with a Payment Plan, the owner's corporation will not take action under s86 of the *Strata Schemes Management Act 2015* to recover such unpaid contributions and interest as are the subject of that Payment Plan, nor the expenses of the owner's corporation incurred in recovering the same.
- ii) However, if the lot owner concerned ceases to comply with a Payment Plan, the owner's corporation will proceed as set out in **Part B** below in respect of the whole of the unpaid contributions and interest the subject of that Payment Plan and the expenses of the owner's corporation incurred in recovering the same.

### Part B | Recovery Action on Arrears

In respect of any unpaid contributions and interest which have remained unpaid for a period of at least seven (7) days after the date that they became due and payable:

- i) The owners corporation will first issue a written demand for immediate payment ("**First Demand**").  
If those unpaid contributions and interest remain wholly or partly unpaid for a further seven (7) days after
- ii) the issue of the First Demand, the owners corporation will issue a second written demand for immediate payment ("**Second Demand**").  
If after then, those unpaid contributions and interest remain wholly or partly unpaid for a further 14 days
- iii) after the issue of the Second Demand, the owners corporation will engage solicitors to issue a final demand for immediate payment of the unpaid amount ("**Legal Demand**").  
If the unpaid contributions and interest remain unpaid after a further 14 days following the issue of the Legal Demand, the owners corporation will engage solicitors to issue a notice of action in accordance with
- iv) s 86 (4) of the *Strata Schemes Management Act 2015* ("**Notice of Action**") in respect of the action proposed to be taken under (v) below.  
On the expiry of the required 21 days after the giving of the Notice of Action the owners corporation will commence proceedings against the lot owner concerned for the recovery of the unpaid contributions,
- v) interest and the expenses of the owners corporation incurred in recovering the same in the New South Wales Civil and Administrative Tribunal or the Local Court of New South Wales, subject to and in accordance with legal advice.  
Where a person is jointly and severally liable for unpaid contributions and interest under s 84 of the *Strata*
- vi) *Schemes Management Act 2015* the owners corporation will take steps against that person in accordance with the remaining provisions of this motion as if that person was the owner of the lot referred to.

## 7. Insurance

### Resolution Type

Ordinary

- a) **RESOLVED** that the owners corporation confirmed the insurances currently held by the strata scheme.
- b) **RESOLVED** that the owners corporation confirmed the cover for liability of officers or members of the strata committee for damage to property, death or bodily injury in accordance with section (165)(2)(a) of the Strata Schemes Management Act 2015.
- c) **RESOLVED** that the owners corporation confirmed the cover for misappropriation of money or other property of the owners corporation in accordance with section 165(2)(b) of the Strata Schemes Management Act 2015
- d) **RESOLVED** that the owners corporation commission a valuer to provide a valuation in accordance with Section 161 of the Strata Schemes Management Act 2015 and to clearly specify all matters excluded at the front of the valuation report.

## 8. Report of the Managing Agent

### Resolution Type

Ordinary

**RESLOVED** that the owners corporation considered the report by the strata managing agent as to the commissions that have been paid for or are likely to be so provided to or paid for the agent for the following 12 months.

Public Liability	
Commission/s paid on insurance within prior 12 month period	\$439.70 (insurance via BMC)
Estimate of commission/s payable within the next 12 month period	\$461.68 (insurance via BMC)

## 9. Strata Committee

### Resolution Type

Ordinary

- a) **RESOLVED** that the Chairperson declared all written nominations and call for all oral nominations to the Strata Committee as follows:
- i. T Greenrod (Lot 1)
  - ii. D Samoylova (Lot 17)
  - iii. A Davenport (Lot 46)
- b) **RESOLVED** that the number of members of the Strata Committee be set at three (3).
- c) **RESOLVED** that the members of the Strata Committee were elected as follows:
- i. T Greenrod (Lot 1)
  - ii. D Samoylova (Lot 17)
  - iii. A Davenport (Lot 46)

## 10. BMC Representative

### Resolution Type

Special

**SPECIALLY RESOLVED** in accordance with Clause 2.1(a) of the Strata Management Statement for the Lucca BMC and Schedule 4 Section 3(4) of the *Strata Schemes Development Act 2015*, that the owners corporation:

- a) Appoint A Davenport (Lot 46) as a representative from the Strata Committee to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and;
- b) Appoint T Greenrod (Lot 1) as a substitute representative from the Strata Committee to represent the interests of the owners corporation in the representative's absence.

## 11. Lot 50 - Commercial Lease Agreement

### Resolution Type

Ordinary

**RESOLVED** that the owners ratify the commercial lease agreement entered into by Turner Ding Pty Ltd (Lot 50) and The Owners – Strata Plan 82955.

## 12. Building Defects and Proposed Remedial Works

### Resolution Type

Ordinary

**RESOLVED** that the owners corporation consider building defects inclusive of proposed Building Remedial Works as outlined under Pinnacle's Tender Analysis and Pinnacle's Tender Comparison Table dated 25th February 2023.

It was determined that further action to be taken on this at the next Strata Committee Meeting.

## 13. Restricted Matters

### Resolution Type

Ordinary

**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 *Strata Schemes Management Act 2015* and/or future amendments.

## 14. Annual Fire Safety Statement

### Resolution Type

Ordinary

**RESOLVED** that the owners corporation do the following:

- 1) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and
- 2) To submit any corrective action report to the Strata Committee to determine what further action is required, if any; and
- 3) To delegate to the strata manager the following functions pursuant to the Agency Agreement additional duties schedule:
  - i) undertake the seeking of quotations and engaging the contractor to prepare the statement; and
  - ii) sign the statement on behalf of the scheme (only where applicable) and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner.

## 15. Utility Agreements

### Resolution Type

Ordinary

The owners corporation **RESOLVED** by ordinary resolution to review and consider the following agreements for the supply of the utilities to the scheme:

- i) Electricity Agreement – Origin Zero (expires 31 August 2025)
- ii) Gas Agreement – Nil



**Print:** 29/03/2023

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015 (NSW)*

Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	STRATA COMMITTEE MEETING
<b>Date of Meeting:</b>	Wednesday, 22nd March 2023
<b>Time of Meeting:</b>	05:00 pm / Immediately following the conclusion of the Annual General Meeting
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	C Arenas of Wellman Strata Management Pty Ltd (by invitation)

**Present in Person:** T Greenrod (Lot 1), C Johnson (Lot 15, Lot 89), D Samoylova (Lot 17, Lot 90) and A Davenport (Lot 37, Lot 46, Lot 76, Lot 77)

**In Attendance:** N Howell, J Lin and C Arenas of Wellman Strata Management ('Wellman Strata') D Rosa and P Gupta of Luna Services Pty Ltd ('Building Manager')

**Quorum:** At 5:39PM the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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



# Minutes for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street  
22/03/2023 05:00 pm

---

## 1. Minutes

**RESOLVED** that the minutes of the previous Strata Committee meeting were confirmed as a true record and account of the proceedings at that meeting.

---

## 2. Election of the Office Bearers for Strata Committee

**RESOLVED** that the Strata Committee elect its office bearers as follows:

Chairperson	Lot 46	Adam Davenport
Treasurer	Lot 1	Tony Greenrod
Secretary		Vacant

---

## 3. Next Meeting

**RESOLVED** that the Strata Committee determined to convene its next Strata Committee Meeting on **Tuesday 18<sup>th</sup> April 2023 at 5:00PM via zoom.**

---

**THERE BEING NO FURTHER BUSINESS**  
**THE CHAIRPERSON CLOSED THE MEETING AT 5:51PM**



**Print:** 01/09/2023

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015 (NSW)*

Meeting Particulars	
Strata Plan #   Building Name:	Strata Plan 82955   Lucca Apartments
Address of scheme:	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
Type of Meeting:	STRATA COMMITTEE MEETING
Date of Meeting:	Tuesday, 22nd August 2023
Time of Meeting:	05:00 pm
Meeting Venue:	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
Chairperson:	S Haitana of Wellman Strata Management Pty Ltd (by invitation)

**Present in Person:** T Greenrod (Lot 1), D Samoylova (Lot 17) and A Davenport (Lot 46).

**In Attendance:** E West (Lot 3), S Cole (Lot 34), E Booker (Lot 40) and D Denovan (Lot 49)  
P Gupta of Lucca Management ('**Building Manager**')  
S Haitana, N Howell and D Wellman of Wellman Strata Management ('Wellman Strata').

**Quorum:** At 5:00PM the Chairman declared a meeting quorum for the purpose of addressing the motions of the meeting.

 02 8065 6575    [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)    [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

# Minutes for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street

22/08/2023 05:00 pm

---

## 1. Minutes

**RESOLVED** that the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.

---

## 2. Matters Arising

**RESOLVED** that the Strata Committee considered the following matters arising from the previous minutes of meeting:

### 1. North Sydney Council Truck Incident

The Building Manager noted that they are discussing bollard installation with the Council. The Building Manager is to send the Committee images of what the bollards will look like and their location.

### 2. Newsound & AFSS Submission

It was noted that the failed dampers do not match the drawings. It was advised that a time frame 3-4 months would be required to repair the 147 failed dampers, if 1-2 were repaired each day. Currently, repairs are being undertaken two days a week. The Owners Corporation has been provided a reasonable time frame to rectify the issues.

---

## 3. Preservation Technologies - Fee Proposal

1. **RESOLVED** that the Strata Committee approve the fee proposal from Preservation Technologies Pty Ltd in the amount of \$212,201.00 incl. GST, as recommended by Pinnacle Building Consultancy in their tender assessment report dated 23 June 2023, for various waterproofing and weatherproofing repairs at the scheme to commence as soon as practicable.

2. **RESOLVED** that Wellman Strata provide an update to the representative of commercial BMC entity concerning the waterproofing issues within the building and the advice received from Pinnacle Building Consultancy and seek contribution to the costs of the phase one repairs as per the Strata Management Statement.

3. **RESOLVED** that Wellman Strata provided advice as to the current Strata Management Statement division of costs and how this is reflected in the work to be completed.

---

## 4. Financial Statements

a. **RESOLVED** that the Strata Committee table and receive the latest financial statements for the strata scheme.

b. **RESOLVED** that the Strata Committee considers the latest arrears report for the strata scheme.

Notes:

*It was noted that at six months through the financial year, three quarters of levies have been collected. The admin fund expenses are running on target as a whole, with insurance costs and maintenance costs for the building also on target. It was noted that the maintenance costs concerning ground maintenance were under budget, with electrical costs being over budget.*

---

## 5. Building Manager Report

**RESOLVED** that the Strata Committee table and receive the latest report from the Building Manager and action to be taken be determined.

1. Water Leaks

It was noted that there is a leak in the basement waterproofing, along with leaks from Shop 6 and the main air-conditioning unit. Repair quotes are to be obtained, noting other leaks have been fixed with sealant.

2. Hot Water System

It was noted that there is restricted flow of hot water, and that annual maintenance is not currently being conducted for all apartments. It was reiterated that the lack of water pressure is typically a lot owners expense.

3. Grease Trap Maintenance

The Building Manager noted that the grease trap maintenance is to continue into next week.

4. Garbage Room Door

It was noted that the garbage room door has again become blocked by a van. Signage is to be installed.

---

## 6. BMC Matters

**RESOLVED** that the Strata Committee noted the BMC is looking to hold their annual meeting in May 2024.

---

## 7. General Business and Correspondence

**RESOLVED** that the Strata Committee considers any items of general business or correspondence including items tabled at the meeting.

1. SMS Amendments

Wellman Strata provided advice on the process to amend the Strata Management Statement.

2. Cost-Saving Initiatives

It was also noted that the Committee are looking at a number of cost-saving initiatives for the scheme. The current electricity contract is in place until 2025 and it was requested that Wellman Strata liaise directly with Origin for the renewal in 2025.

3. Unit 318 – Noise Complaints

The Strata Committee tabled the noise complaints directed at Unit 318 and the Building Manager is to investigate further.

4. Unit 302 – Air-Conditioning Consumption

The Strata Committee tabled the correspondence received from Unit 302 concerning their air-conditioning consumption charges and noted the expenses are the responsibility of the lot owner. The Building Manager is to investigate improving the format of the A/C invoices.

5. Recovery of Costs

Wellman Strata noted a duplication of invoices being paid by both the BMC and the residential strata scheme concerning toilet supplies. A full reconciliation of \$17,000 is to be completed, with \$3,000 owing to the BMC. Matter ongoing.

---

8. **Next Meeting**

**RESOLVED** that the Strata Committee determined to convene its next meeting at 5:00pm on Monday, 20th November 2023.

---

**THERE BEING NO FURTHER BUSINESS.**  
**THE CHAIRMAN CLOSED THE MEETING AT 6:45PM.**



**Print:** 10/08/2023

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** All registered lot owners and registered tenants

## Notice of Strata Committee Meeting

**Schedule 2, Strata Schemes Management Act 2015**

<b>Strata Plan Number &amp; Building Name:</b>	Strata Plan 82955 Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	Strata Committee Meeting
<b>Date of Meeting:</b>	Tuesday, 22nd August 2023
<b>Time of Meeting:</b>	05:00 pm
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Facilitator:</b>	Wellman Strata Management Pty Ltd ('Wellman Strata')

### **IMPORTANT NOTE**

This meeting will be held completely by electronic means pursuant to Regulation 14, *Strata Schemes Management Regulation 2016*.

Physical attendance at this meeting will not be facilitated.

To join this meeting, please click on the following link five minutes prior to the start of the meeting and the host will grant you access:

<https://wellmanstrata.zoom.us/j/86969021905?pwd=bnJubUcvS0Z0SFc2ZXBQTGk2UmhGQT09>

### Meeting Agenda

1. Record meeting attendance.
2. Declaration of meeting quorum.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

# Agenda for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street

22/08/2023 05:00 pm

---

## 1. Minutes

That the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.

---

## 2. Matters Arising

The Strata Committee consider the following matters arising from the previous minutes of meeting:

### 1. North Sydney Council Truck Incident

That the Strata Committee receive an update as to repairs undertaken by North Sydney Council's insurer (Zurich) following receipt of the formal quote and further action to be taken be determined.

### 2. Newsound & AFSS Submission

That the Strata Committee receive an update as to the AFSS submission with North Sydney Council and further action to be taken be determined.

---

## 3. Preservation Technologies - Fee Proposal

1. That the Strata Committee approve the fee proposal from Preservation Technologies Pty Ltd in the amount of \$212,201.00 incl. GST, as recommended by Pinnacle Building Consultancy in their tender assessment report dated 23 June 2023, for various waterproofing and weatherproofing repairs at the scheme to commence as soon as practicable.

2. That Wellman Strata be instructed to provide an update to the representative of commercial BMC entity concerning the waterproofing issues within the building and the advice received from Pinnacle Building Consultancy and seek contribution to the costs of the phase one repairs as per the Strata Management Statement.

3. That Wellman Strata provide advice as to the current Strata Management Statement division of costs and how this is reflected in the work to be completed.

### Note:

*The Committee have agreed not to proceed to a General Meeting for the approval, on the basis that full disclosure of the report provided by Pinnacle Building Consultancy, cost estimates and project details were provided to lot owners at the Annual General Meeting. The Committee is also open to any who wish to provide an additional quote.*

---

## 4. Financial Statements

a. That the Strata Committee table and receive the latest financial statements for the strata scheme.

b. That the Strata Committee considers the latest arrears report for the strata scheme.

---

## 5. Building Manager Report

That the Strata Committee table and receive the latest report from the Building Manager and action to be taken be determined.

---

## 6. BMC Matters

That the Strata Committee table and discuss matters relating to the BMC and further action to be taken be determined.

---

## 7. General Business and Correspondence

That the Strata Committee considers any items of general business or correspondence including items tabled at the meeting.

### 1. SMS Amendments

That the Strata Committee receive advice from Wellman Strata as to the process for amending the Strata Management Statement to include the roof as a shared facility and further action to be taken be determined.

### 2. Cost-Saving Initiatives

That the Strata Committee receive an update on cost-saving initiatives for the scheme and further action to be taken be determined.

### 3. Unit 318 – Noise Complaints

That the Strata Committee table the noise complaints directed at Unit 318 and further action to be taken be determined.

### 4. Unit 302 – Air-Conditioning Consumption

That the Strata Committee table the correspondence received from Unit 302 concerning their air-conditioning consumption charges and further action to be taken be determined.

### 5. Recovery of Costs

That the Strata Committee receive the outcome of the recovery of toilet cleaning and maintenance costs incorrectly invoiced by Luna Management to the BMC and residential scheme.

---

## 8. Next Meeting

That the Strata Committee determines a date to convene the next Strata Committee meeting.

---





**Print:** 28/04/2023

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015 (NSW)*

Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	STRATA COMMITTEE MEETING
<b>Date of Meeting:</b>	Thursday, 20th April 2023
<b>Time of Meeting:</b>	05:00 pm
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	C Arenas of Wellman Strata Management Pty Ltd (by invitation)

**Present in Person:** T Greenrod (Lot 1), D Samoylova (Lot 17), A Davenport (Lot 46) and D Denovan (Lot 49)

**In Attendance:** C Arenas of Wellman Strata Management ('Wellman Strata'),  
A Stewart and O Long and of Pinnacle Building Consultancy ('Pinnacle')  
P Gupta of Luna Services ('Building Manager')

**Quorum:** At 5:00 PM the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

# Minutes for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street  
20/04/2023 05:00 pm

---

## 1. Minutes

**RESOLVED** that the minutes of the previous Strata Committee meeting were confirmed as a true record and account of the proceedings at that meeting.

---

## 2. Building Remedial Works

**RESOLVED** that the Strata Committee considered and discussed building remedial works and further action was determined at the meeting with respect to the following documents:

1. Pinnacle – Tender Analysis Report dated 25th February 2023
2. Pinnacle – Tender Comparison Table dated 23rd February 2023

Pinnacle Building Consultancy attended the meeting at the request of the Strata Committee to provide an overview of both the Tender Analysis Report dated 25th February 2023 and the Tender Comparison Table dated 23rd February 2023 included as part of the Annual General Meeting Notice for 2023.

It was noted and discussed as to which items detailed under Pinnacle's scope of works were of particular and immediate attention for the owners corporation to address as part of the scope for remedial works at the building.

Particular items were noted such as Items **4.0 Roof and Podium Waterproofing** as well as **5.0 Balcony and Loggia Waterproofing**. It was discussed as tabled at the meeting that the following items were of immediate need for rectification per Pinnacle's recommendations as follows:

### 4.0 Roof and Podium Waterproofing

- Level 3 Northern Podium

### 5.0 Balcony and Loggia Waterproofing

- Unit 111 – Southern Loggia
- Unit 168 – Southern Loggia
- Unit 503 – Northern Balcony

It was further noted that the following items were not considered of immediate concern as indicated in accordance with Pinnacle's recommendations:

### 4.0 Roof and Podium Waterproofing

- Concrete Roof (North)
- Concrete Roof (South)

Following Pinnacle's attendance, it was discussed among the Committee and **RESOLVED** for Pinnacle to exclude the following items as part of the scope of works:

### 4.0 Roof and Podium Waterproofing

- Concrete Roof (North)
- Concrete Roof (South)

Once the updated scope of works is received and quoted by the nominated contractors, this is to be sent to the Strata Committee and a subsequent Committee meeting is to take place to determine next steps.

---

### 3. Financial Statements

- RESOLVED** that the Strata Committee tabled and received the latest financial statements for the strata scheme.
- a. **RESOLVED** that the Strata Committee considered the latest arrears report for the strata scheme.
- 

### 4. Building Manager Report

**RESOLVED** that the Strata Committee tabled and received the latest report from the Building Manager and action to be taken as follows:

- Unit 501 and Units 306 reports of water ingress to be referred to Pinnacle to attend and include in scope of works.
  - Garbage room shutter is to be shut.
  - Current garbage contractor Sydney Waste Services is to be asked to attend after 6:00 AM in the mornings
  - Adept Air contractor is to reset the fan noting that it is currently running 24/7.
- 

### 5. Matters Arising

**RESOLVED** that the Strata Committee considered the following matters arising from the previous minutes of meeting:

1. North Sydney Council Truck Incident The Strata Committee received an update as to the outcome of correspondence with North Sydney Council's insurer (Zurich) concerning the truck damage and noted the formal quote received and payable by the external party liable for the damage.
  2. Garden Maintenance The Strata Committee noted Mr. Bamboo's annual maintenance is completed and, that the gardening is to be done every fortnight.
  3. Newsound & AFSS The Strata Committee received an update from Building Management as to the quotes for fire dampers from Control Fire Protection and Specialist Fire Services and requested this be followed up and received prior to 12th May 2023. It was discussed this is to be retendered following the submission of the Annual Fire Safety Statement to North Sydney Council.
- 

### 6. General Business and Correspondence

**RESOLVED** that the Strata Committee considered any items of general business or correspondence including items tabled at the meeting.

---

## 7. BMC Matters

**RESOLVED** that the Strata Committee discussed BMC matters.

- It was noted that copies of the Annual General Meeting Notice and Minutes are to be sent to both the nominated Lucca Representative and Lucca Substitute Representative.

## 8. Next Meeting

**RESOLVED** that the Strata Committee will convene the next Strata Committee meeting when Pinnacle's updated tender has been received.

**THERE BEING NO FURTHER BUSINESS**

**THE CHAIRPERSON CLOSED THE MEETING AT 6.07 PM**

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 09/08/2023 04:43 pm User: Hannah Roberts

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 1

## Balance Sheet - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2023 to 31/07/2023

	Administrative	Capital Works	TOTAL THIS YEAR
<b>Assets</b>			
Cash At Bank			
Strata Plan 82955	\$3,074.62	\$521,111.74	\$524,186.36
Accounts Receivable - DP 1144637	\$315.00	\$6,127.00	\$6,442.00
Accounts Receivable - SP 82954	\$356.40	\$0.00	\$356.40
Levies Receivable	\$9,267.14	\$2,928.60	\$12,195.74
Prepaid Expenses	\$44,538.83	\$0.00	\$44,538.83
<b>Total Assets</b>	<b>\$57,551.99</b>	<b>\$530,167.34</b>	<b>\$587,719.33</b>
<b>Liabilities</b>			
Accounts Paid in Advance	\$346.50	\$0.00	\$346.50
BAS Clearing	\$0.09	\$0.00	\$0.09
Deposits--Other	\$1,909.10	\$0.00	\$1,909.10
Paid in Advance	\$524.58	\$1.68	\$526.26
GST Liabilities	\$6,443.71	\$6,465.31	\$12,909.02
<b>Total Liabilities</b>	<b>\$9,223.98</b>	<b>\$6,466.99</b>	<b>\$15,690.97</b>
<b>Net Assets</b>	<b>\$48,328.01</b>	<b>\$523,700.35</b>	<b>\$572,028.36</b>
<b>Owners Funds</b>			
Opening Balance	\$(37,629.39)	\$381,257.67	\$343,628.28
Net Income For The Period	\$85,957.40	\$142,442.68	\$228,400.08
<b>Total Owners Funds</b>	<b>\$48,328.01</b>	<b>\$523,700.35</b>	<b>\$572,028.36</b>

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 09/08/2023 04:43 pm User: Hannah Roberts

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 2

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2023 to 31/07/2023

### Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Income</b>			
<b>Contribution</b>			
Contribution Due	\$328,632.46	\$457,735.00	\$318,501.33
Interest on Overdues	\$344.27	\$0.00	\$257.89
<b>Total Contribution</b>	<b>\$328,976.73</b>	<b>\$457,735.00</b>	<b>\$318,759.22</b>
<b>Other Income</b>			
Key, Fob & Swipe Monies Received	\$1,507.25	\$0.00	\$0.00
<b>Total Other Income</b>	<b>\$1,507.25</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Recoveries</b>			
Recoveries - Legal Fees	\$380.00	\$0.00	\$130.00
Recoveries - Owner	\$150.00	\$0.00	\$0.00
Recoveries - Utility	\$1,589.36	\$0.00	\$7,857.28
<b>Total Recoveries</b>	<b>\$2,119.36</b>	<b>\$0.00</b>	<b>\$7,987.28</b>
<b>Total Administrative Fund Income</b>	<b>\$332,603.34</b>	<b>\$457,735.00</b>	<b>\$326,746.50</b>

### Expenses

#### Admin

Accounting & Reporting	\$0.00	\$700.00	\$660.00
Accounting & Taxation Services	\$402.50	\$700.00	\$757.26
Accounting Creditor Approval	\$0.00	\$1,080.00	\$0.00
Agent Disbursements	\$(3,675.19)	\$3,200.00	\$3,019.29
Audit Services	\$1,102.50	\$1,050.00	\$1,050.00
BAS Process Fee	\$875.00	\$1,500.00	\$1,531.25
Building Manager	\$15,643.11	\$28,500.00	\$26,018.52
Building Manager--Additional Services	\$1,816.00	\$1,200.00	\$1,120.00
Building Manager--Office Expenses	\$6,666.62	\$13,500.00	\$16,913.67
Consultants.	\$0.00	\$0.00	\$299.00
Legal & Debt Collection Fees	\$310.00	\$0.00	\$160.00
Levy Cont.--BMC	\$96,120.64	\$194,097.21	\$168,096.44
Management Fee	\$8,918.25	\$16,440.00	\$15,876.72
Management Fee--Schedule B	\$7,495.76	\$9,800.00	\$9,759.70
Registration/License/Compliance Fees	\$404.23	\$750.00	\$710.84
Strata Hub	\$1,201.58	\$0.00	\$0.00
<b>Total Admin</b>	<b>\$137,281.00</b>	<b>\$272,517.21</b>	<b>\$245,972.69</b>

#### Insurance

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 09/08/2023 04:43 pm User: Hannah Roberts

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 3

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2023 to 31/07/2023

### Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Insurance (Continued)</b>			
Insurance--Premiums	\$1,770.25	\$3,800.00	\$2,688.11
<b>Total Insurance</b>	<b>\$1,770.25</b>	<b>\$3,800.00</b>	<b>\$2,688.11</b>
<b>Maint Bldg</b>			
Cleaning--Carpet/Furniture	\$440.00	\$1,100.00	\$1,099.00
Cleaning--Contracts	\$28,452.62	\$46,350.00	\$46,350.00
Cleaning--Materials	\$2,063.92	\$3,200.00	\$6,394.55
Cleaning--Toilet Requisites	\$0.00	\$0.00	\$998.16
Cleaning--Windows/Glass	\$4,500.00	\$7,280.00	\$7,280.00
Electrical--LED, Lamps & Tubes	\$1,080.00	\$800.00	\$790.00
Exhaust/Ventilation Systems	\$1,843.00	\$2,000.00	\$1,997.86
Garbage Chute	\$1,400.00	\$3,000.00	\$2,800.00
Garbage Compactor	\$1,357.30	\$2,000.00	\$1,836.60
General Repairs	\$3,865.00	\$5,000.00	\$8,289.62
Lift Maintenance Contract	\$15,633.01	\$26,000.00	\$25,768.72
Lift Telephone	\$(510.00)	\$2,040.00	\$2,040.00
Pest/Vermin Control	\$1,009.09	\$1,800.00	\$1,745.45
Telephone & PABX Equipment	\$700.00	\$3,000.00	\$1,016.15
<b>Total Maint Bldg</b>	<b>\$61,833.94</b>	<b>\$103,570.00</b>	<b>\$108,406.11</b>
<b>Maint Grounds</b>			
Landscaping/Gardening	\$600.00	\$4,200.00	\$4,124.74
<b>Total Maint Grounds</b>	<b>\$600.00</b>	<b>\$4,200.00</b>	<b>\$4,124.74</b>
<b>Utility</b>			
Electricity	\$45,160.75	\$36,000.00	\$35,980.10
<b>Total Utility</b>	<b>\$45,160.75</b>	<b>\$36,000.00</b>	<b>\$35,980.10</b>
<b>Total Administrative Fund Expenses</b>	<b>\$246,645.94</b>	<b>\$420,087.21</b>	<b>\$397,171.75</b>
<b>Administrative Fund Surplus/Deficit</b>	<b>\$85,957.40</b>	<b>\$37,647.79</b>	<b>\$(70,425.25)</b>
<b>Opening Balance for the period</b>	<b>\$(37,629.39)</b>	<b>\$0.00</b>	<b>\$32,795.86</b>
<b>Closing Balance for the period</b>	<b>\$48,328.01</b>	<b>\$37,647.79</b>	<b>\$(37,629.39)</b>

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 09/08/2023 04:43 pm User: Hannah Roberts

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 4

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2023 to 31/07/2023

### Capital Works Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Income</b>			
<b>Contribution</b>			
Contribution Due	\$153,375.26	\$191,505.00	\$264,999.70
Interest on Overdues	\$222.28	\$0.00	\$144.27
<b>Total Contribution</b>	<b>\$153,597.54</b>	<b>\$191,505.00</b>	<b>\$265,143.97</b>
<b>Total Capital Works Fund Income</b>	<b>\$153,597.54</b>	<b>\$191,505.00</b>	<b>\$265,143.97</b>
<b>Expenses</b>			
<b>Admin</b>			
Capital Works / Sinking Fund Assessment	\$916.36	\$0.00	\$0.00
Levy Cont.--BMC	\$760.55	\$0.00	\$2,281.65
<b>Total Admin</b>	<b>\$1,676.91</b>	<b>\$0.00</b>	<b>\$2,281.65</b>
<b>Maint Bldg</b>			
Doors & Windows--Capital Works	\$1,120.00	\$6,000.00	\$1,800.00
Electrical	\$0.00	\$2,000.00	\$477.70
General Replacement	\$1,740.00	\$10,000.00	\$5,255.26
Mechanical--Fans	\$717.95	\$2,500.00	\$1,850.00
Plumbing & Drainage	\$0.00	\$3,500.00	\$538.50
Replacement--Intercom	\$0.00	\$550.00	\$0.00
Security Equipment, CCTV etc	\$0.00	\$2,800.00	\$2,734.30
<b>Total Maint Bldg</b>	<b>\$3,577.95</b>	<b>\$27,350.00</b>	<b>\$12,655.76</b>
<b>Remedial Repair</b>			
Remedial Repair--Consultants/Engineers	\$5,900.00	\$30,700.00	\$6,580.00
Remedial Repair--Waterproofing	\$0.00	\$100,000.00	\$28,450.00
<b>Total Remedial Repair</b>	<b>\$5,900.00</b>	<b>\$130,700.00</b>	<b>\$35,030.00</b>
<b>Total Capital Works Fund Expenses</b>	<b>\$11,154.86</b>	<b>\$158,050.00</b>	<b>\$49,967.41</b>
<b>Capital Works Fund Surplus/Deficit</b>	<b>\$142,442.68</b>	<b>\$33,455.00</b>	<b>\$215,176.56</b>
<b>Opening Balance for the period</b>	<b>\$381,257.67</b>	<b>\$0.00</b>	<b>\$166,081.11</b>
<b>Closing Balance for the period</b>	<b>\$523,700.35</b>	<b>\$33,455.00</b>	<b>\$381,257.67</b>



Lot	Name	Due Date	Details		Overdue	Interest	Total Due			
S/Plan 82955		Lucca Apartments 19-25 Grosvenor Street, NEUTRAL BAY		Manager: Shane Haitana		Bank Balance: \$526216.42				
2	Karen Delaney Last Settled: 13/05/2021	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$38.10	\$0.41	\$38.51			
					Owner Total	\$38.10	\$0.41	\$38.51		
6	Stephen Balicki Last Settled: 10/02/2014	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$52.01	\$0.56	\$52.57			
					Owner Total	\$52.01	\$0.56	\$52.57		
14	William Thomas Brendan Hanrahan & James John Martin Hanrahan Last Settled: 23/03/2020	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$2,201.95	\$23.52	\$2,225.47			
					Owner Total	\$2,201.95	\$23.52	\$2,225.47		
29	Julianne Crosby Last Settled: 01/07/2022	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$10.50	\$0.11	\$10.61			
					Owner Total	\$10.50	\$0.11	\$10.61		
37	Adam Davenport Last Settled: 26/09/2017	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$66.00	\$0.00	\$66.00			
					Owner Total	\$66.00	\$0.00	\$66.00		
42	Nicholas John Bennett Last Settled: 06/08/2021	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$22.32	\$0.24	\$22.56			
					Owner Total	\$22.32	\$0.24	\$22.56		
47	Peter Craig Priestley Last Settled: 18/12/2018	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$7,413.35	\$79.21	\$7,492.56			
					Owner Total	\$7,413.35	\$79.21	\$7,492.56		
59	Karen Delaney Last Settled: 13/05/2021	01/05/2023	Standard Levy Contribution Schedule from 01/04/2023 to 30/06/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$22.05	\$0.61	\$22.66			
					01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$22.05	\$0.23	\$22.28
					Owner Total	\$44.10	\$0.84	\$44.94		
62	William Thomas Brendan Hanrahan & James John Martin Hanrahan Last Settled: 23/03/2020	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$31.25	\$0.34	\$31.59			
					Owner Total	\$31.25	\$0.34	\$31.59		
64	Wisdom Xuan Ze Zhang Last Settled: 23/08/2021	01/05/2023	Standard Levy Contribution Schedule from 01/04/2023 to 30/06/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$12.90	\$0.35	\$13.25			
					01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023      Type: reminder</i>		\$12.90	\$0.14	\$13.04
					Owner Total	\$25.80	\$0.49	\$26.29		

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 09/08/2023 04:44 pm User: Hannah Roberts

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 2

## Arrears List For 30 Days Or More, as at 09/08/2023. Interest Calculated as at 09/08/2023 S/Plan 82955 - Lucca Apartments, Manager: Shane Haitana

Lot	Name	Due Date	Details	Overdue	Interest	Total Due
78	Peter Craig Priestley Last Settled: 18/12/2018	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023 Type: reminder</i>	\$22.05	\$0.23	\$22.28
Owner Total				\$22.05	\$0.23	\$22.28
79	Peter Craig Priestley Last Settled: 18/12/2018	01/05/2023	Standard Levy Contribution Schedule from 01/04/2023 to 30/06/2023 <i>Last Notice Date: 29/05/2023 Type: reminder</i>	\$0.01	\$0.00	\$0.01
		01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023 Type: reminder</i>	\$22.05	\$0.23	\$22.28
Owner Total				\$22.06	\$0.23	\$22.29
98	SILKYEAR INVESTMENTS Last Settled: 07/07/2020	01/07/2023	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 <i>Last Notice Date: 29/05/2023 Type: reminder</i>	\$31.25	\$0.34	\$31.59
Owner Total				\$31.25	\$0.34	\$31.59
Building Total				\$9,980.74	\$106.52	\$10,087.26

# TENDER ANALYSIS

19-21 GROSVENOR STREET,

NEUTRAL BAY NSW 2089 | **LUCCA**

*THE OWNERS – STRATA PLAN 82955*

---



JUNE 23 2023

---

**Pinnacle Building Consultancy Pty Ltd**

**Prepared by: Andrew Stewart BBCM (Hons)**

# TENDER ANALYSIS REPORT

## Balcony and loggia waterproofing

*Pinnacle Building Consultancy was engaged by The Owners – Strata Plan 82955 to obtain revised tender submissions from qualified and licenced remedial builders for various waterproofing and weatherproofing repairs at the complex known as **Lucca** at 19-21 Grosvenor Street, Neutral Bay NSW 2089.*



**Strata Plan 82955 | *Lucca***  
**19-21 Grosvenor Street, NEUTRAL BAY NSW 2089**

## Specification content and background

The Owners Corporation intends to address the issues identified in *Pinnacle's* "General Building Survey Report" dated 17 February 2022, which focussed on water penetration issues affecting *Units 111* and *168*, and dye-aided flood testing (dated 12 August 2022) and destructive investigations (dated 27 October 2022) conducted on *Unit 503* via various remedial construction activities, which include, but are not necessarily limited to:

- ✓ Demolishing the existing finishes and associated detailing throughout the nominated reinforced concrete podium slab.
- ✓ Supplying and installing a new PVC sheet waterproofing membrane and associated detailing throughout the nominated podium slab.
- ✓ Supplying and installing new insulation provisions to the reinforced concrete podium slab.
- ✓ Reinstating and supplying new pebble ballast where required to the reinforced concrete podium slab.
- ✓ Demolishing the existing finishes and associated detailing throughout the nominated balconies and loggias.
- ✓ Supplying and installing a new aluminium water-stop angle on the nominated reinforced concrete door hobs.
- ✓ Supplying and installing a new liquid-applied waterproofing membrane and associated detailing throughout the nominated balconies and loggias.
- ✓ Reinstating the original glass sliding door assemblies within the door apertures.
- ✓ Supplying and installing new suspended paver systems throughout the nominated balconies and loggias.

*Pinnacle Building Consultancy* prepared a detailed "Specification to Address Water Penetration [REV.1]" dated 25 May 2023; and at the Owners Corporation's instruction, issued this document to the marketplace for competitive tender.



## Licenced contractors invited to tender

Four licenced and qualified building contractors with specific remedial experience or expertise were invited to re-tender this project. Each of these contractors are familiar to *Pinnacle*, and were vetted prior to being invited to re-tender on this project.

All four contractors are familiar with working in and around fully occupied residential strata buildings, and are capable of successfully completing the specified works to a high standard. *Pinnacle* invited the following companies to re-tender the *Lucca* waterproofing and weatherproofing project:

<b>DAPCOR</b>	–	Dapcor Building Services Pty Ltd
<b>PRES TECH</b>	–	Preservation Technologies Pty Ltd
<b>SRS</b>	–	Strategic Remedial Solutions Pty Ltd
<b>SBM</b>	–	Structural Building Management Pty Ltd

Subject to a conforming tender, a reasonable project duration period, and overall cost considerations, *Pinnacle Building Consultancy* is able to comfortably recommend all tendering contractors for this project. *Pinnacle* has no preference amongst the invited tenderers save for time and cost, and views each of these builders as equal peers in the remedial building industry.

*Pinnacle* is able to procure capability statements and references from any of the contractors should further substantiation of the preferred tenderers be required by the Owners Corporation during its decision-making process.

## Tender process, conformity and qualifications

*Pinnacle* convened a *Tender Period Site Meeting* at 0930hrs on Friday 25 November 2022, for the purposes of familiarising the tendering contractors with the proposed works and the general site conditions. Representatives from the following companies were in attendance during the *Tender Period Site Meeting* on Friday 25 November 2022:

- ✓ Dapcor Building Services Pty Ltd;
- ✓ Preservation Technologies Pty Ltd; and
- ✓ Strategic Remedial Solutions Pty Ltd.

Representatives from *Structural Building Management Pty Ltd* were unable to attend the *Tender Period Site Meeting*, however inspected the site at a later date.

### **Tenders received during the tender period**

All four revised tenders were received by closure of the tender period at 1700hrs on Friday 9 June 2023. Tenders were received from the following contractors:

- ✓ Dapcor Building Services Pty Ltd;
- ✓ Preservation Technologies Pty Ltd;
- ✓ Strategic Remedial Solutions Pty Ltd; and
- ✓ Structural Building Management Pty Ltd.

### **Tender conformity**

Fully conforming tenders were received from four contractors:

- ✓ Dapcor Building Services Pty Ltd;
- ✓ Preservation Technologies Pty Ltd;
- ✓ Strategic Remedial Solutions Pty Ltd; and
- ✓ Structural Building Management Pty Ltd.

### **Tender qualifications**

No qualifications that compromise the Principal's commercial objectives were included in the tendering contractors' submissions.

### **Alternative solutions**

No alternative solutions were offered by any of the tendering contractors, and the Principal can therefore expect the works to be performed in accordance with the *Pinnacle Building Consultancy* "Specification to Address Water Penetration [REV.1]" dated 25 May 2023.

## General advice on all tender submissions

The following comments are provided on the common costs contained within the tender submissions received during the tender period. This advice is general in nature, and is provided in addition to the tender-specific comments set out in later sections of this report.

### Preliminaries

Broadly, preliminary expenses are costs incurred by a contractor during the general planning and management of construction projects. Preliminaries include, but are not limited to site supervision, fencing, protection, insurances, shedding, travel and delivery fees (for materials etc), craneage, administration, and project overheads for testing, certification, and make good. In some cases, excluding this project, it includes access. On some projects, it may also include Council fees and charges.

On all projects, there are often significant cost disparities between certain work packages including the preliminaries and the Home Building Compensation Fund (HBCF) insurance policy. There are various reasons for such disparities, and the costs typically vary because of the manner in which the contractor's estimator has prepared the tender submission.

*Pinnacle* notes the following significant influences on construction costs:

- ↑ Overall construction duration period;
- ↑ Construction programming;
- ↑ Available trade resources and the project management team's allocation to critical path activity;
- ↑ The contractor's in-house labour and trade resources;
- ↑ The contractor's need to outsource work to subcontractors;
- ↑ The overall cost of preliminaries and the project management team's allocation to work packages included within the subject project and other projects running concurrently;
- ↑ Spread of preliminary expenses across multiple works packages, or complete separation and allocation to the preliminary works package;
- ↑ Contractor's ownership of access equipment such as scaffolding and swinging stages;



- ↑ Contractor's ownership of tools, plant and equipment;
- ↑ Contractor's buying power and/or relationship(s) with suppliers;
- ↑ Operating overheads including staffing, premises and general expenses;
- ↑ HBCF insurance policy loading category; and
- ↑ Financial position including debt and cash flow.

### Provisional costs, sums and quantities

The tender submissions contain the following *provisional quantities* or *provisional sums*:

TABLE A – PROVISIONAL COSTS, SUMS & QUANTITIES + GST			
ITEM	DESCRIPTION	SUM	UNIT
4.9	Provisional Sum – Stormwater drainage upgrades	\$1,000.00	Sum
5.9	Provisional Sum – Stormwater drainage upgrade	\$3,000.00	Sum

*Provisional costs, sums or quantities* are typically a considered estimate of the value of a certain component of a project, and are incorporated into a specification when restrictive conditions prevent preparation of an exact scope of works. They may also be assigned when the exact cost or type of a fitting or finish is unknown during the procurement period, or when the selection will be made by the Principal at a later date.

When the works are completed, an appointed or authorised representative of the Principal assesses the value of the actual work completed by the Contractor and charges this against the inclusion(s) in the Contract Agreement. Variation Certification is then prepared setting out the costs charged against those amounts or quantities, and the certificate sets out the calculations employed to arrive at a dollar value in either the Contractor's or Principal's favour.

Accordingly, *Pinnacle* confirms that these amounts are not fixed costs, and are likely to change depending on the actual works required, or the selections made.

### Home Building Compensation Fund (HBCF) insurance

HBCF Insurance is currently required under the Home Building Act 1989 (NSW) for projects with a value greater than, or equal to \$20,000.00 including GST. In accordance with the legislation, all tender submissions received during the tender period contain a

provision for HBCF insurance, because their individual values exceed the HBCF insurance-free threshold.

### **The effect of unit rates and do-and-charge labour rates on competitive tenders**

In this particular case, the unit rates and do-and-charge labour rates are unlikely to have any substantial effect on the overall project costs because it is improbable there will be significant variations given the all-inclusive nature of the specification.

However, the Principal should be aware that differences in the contractors' rates can result in significant cost increases or decreases between competitive tenders depending on what is completed as variation work, or deleted from the contract where work is found to be unnecessary. This has the potential to impact on which contractor has actually provided the best value for money, particularly where the tenders are close in overall cost prior to commencement of work under contract.

### **Confirmation and definition of the scope of works**

The tender submissions reviewed within this *Tender Analysis Report* are accurate indications of the likely cost to perform the work set out within the "Specification to Address Water Penetration [REV.1]" dated 25 May 2023.

The structure of the contractors' pricing takes advantage of economies of scale, and spreads the preliminary expenses across the various works packages.

In the event the Owners Corporation elects to delete certain aspects of the specified work, or perform the work in stages, it will be necessary for the preferred tenderers to revisit, revalue and resubmit their tenders. This is particularly relevant where large cost components are removed from the tender submissions to obtain a lower entry point.

Removing work packages from the lump sum tender may have a positive or negative effect on the preliminaries and HBCF insurance costs.

It is important to recognise that programming is taken into account by the contractors when tendering in a competitive environment. The overlap of various construction activities is staged in a manner that is conducive to "cost-sharing" in order to reduce the

overall cost of the work and make the tender more attractive to the Principal. Accordingly, the actual cost saving achieved by removing works packages to obtain a lower entry point may be negligible.

## TENDER EVALUATION

### General

All four tender submissions fall within a \$372,801.00 range spanning from \$212,201.00 to \$585,002.00 including GST. This range represents 175.7% of the value of the lowest tender. We are of the view that the range of costs for the waterproofing and weatherproofing works is not accurately representative of the typical cost to perform this type of work. We have discussed same in further detail in later sections of this report.

The range of costs indicated by the three lowest tenders is closer at 83.2% or \$176,561.44 including GST. If only the two lowest tender submissions are considered, the gap narrows substantially to 28.0% or \$59,408.86. Accordingly, we are satisfied that an accurate representation of the cost to perform the specified remedial work has been procured as presented in the two lowest tender submissions obtained during the tender period.

The following tender specific comments are provided on each of the tender submissions received during the tender period.

### Dapcor Building Services Pty Ltd

*Dapcor Building Services Pty Ltd (Dapcor)* submitted the highest cost tender for the works contained within the *Pinnacle* specification at \$585,002.00 including GST. This equates to \$372,801.00 or 175.7% more than the lowest tender submission received from the invitees. Furthermore, *Dapcor* submitted a contract duration period of fourteen (14) weeks, which is between four to six (4-6) weeks longer than the shortest timeframe received from *SRS*.

Generally, *Pinnacle* finds the “unit rates” supplied by *Dapcor* to be costlier than its competitors on average, noting that the rate for “Concrete spalling repairs” is considered low, and no rate was provided for “Jointing (caulked construction joints w/ backing rods)”. When considering *Dapcor*’s “do-and-charge labour rates” they are fair and reasonable in comparison to the other contractor’s supplied rates, with the rate for “Electrician” considered the only costlier outlier.

Ultimately, *Pinnacle* believes *Dapcor*’s tender submission is far too costly, and coupled with the longer construction duration, does not represent fair value for money. Therefore, *Pinnacle* believes the Owners Corporation should set the *Dapcor Building Services Pty Ltd* tender submission aside.

## Structural Building Management Pty Ltd

*Structural Building Management Pty Ltd (SBM)* submitted the second highest cost tender for the works contained within the *Pinnacle* specification. Its tender is valued at \$388,762.44 including GST, which equates to \$176,561.44 or 83.2% more than the lowest tender submission received from the invited contractors.

*SBM* submitted the longest contract duration period of sixteen (16) weeks, which is between six to eight (6-8) weeks longer than the shortest timeframe received from *SRS*.

Generally, *Pinnacle* finds the “unit rates” supplied by *SBM* to be approximately in-line with current market averages, noting that the rate for “Render repairs” is considered high. Additionally, we find the “do-and-charge labour rates” supplied by *SBM* to be costly across the board when compared to the other tender submissions and current industry standards.

Ultimately, *SBM*’s tender submission does not represent the best value for money, as the higher cost and long contract duration exceed its competitors’. Therefore, *Pinnacle* is of the opinion that the tender submission from *Structural Building Management Pty Ltd* should be set aside.

## Strategic Remedial Solutions Pty Ltd

*Strategic Remedial Solutions Pty Ltd (SRS)* submitted the second lowest cost tender for the works contained within the *Pinnacle* specification, valued at \$271,609.86 including GST. This is \$59,408.86 or 28.0% more than the lowest tender submission received from the invitees.

When considering time, *SRS* submitted the shortest timeframe of between eight to ten (8-10) weeks, which is on average six (6) weeks shorter than the expected timeframes submitted by all other invitees.

Generally, we find *SRS's* "unit rates" to be fair and reasonable, noting that rates have been supplied both above and below the current market standards. When analysing *SRS's* "do-and-charge labour rates", *Pinnacle* determined that they are generally fair and reasonable compared to the other contractors and market expectations, noting that the rate for "Project Manager" and "Plumber" are considered low and high outliers respectively.

*Pinnacle* believes *SRS's* tender submission has been provided with a highly competitive construction duration period, however the 28.0% difference in price substantially reduces the competitiveness of the tender. The Owners Corporation may wish to consider the *Strategic Remedial Solutions Pty Ltd* tender submission when deciding on the contract awardee, however, is unlikely to view it as favourable.

## Preservation Technologies Pty Ltd

*Preservation Technologies Pty Ltd (Pres Tech)* submitted the lowest cost tender for the works contained within the *Pinnacle* specification at \$212,201.00 including GST, while also submitting the second shortest construction timeframe of the tendering contractors at between ten to twelve (10-12) weeks.

Generally, we find *Pres Tech's* "unit rates" to be well below what we consider to be the typical industry standard in the current economic climate, and highly competitive when compared to the competing tender submissions. When analysing *Pres Tech's* "do-and-

charge labour rates”, *Pinnacle* determined that they are typically fair and reasonable throughout with the exception of the rate for “Project Manager”, which is considered costly. Additionally, we note that *Pres Tech* has not provided a rate for “Concreter”, however we are of the view that this is of no concern.

Ultimately, we believe *Pres Tech* has submitted a competitively priced tender with a realistic construction duration period. Furthermore, *Pres Tech*’s “unit rates” and “do-and-charge labour rates” are highly competitive across the board. Therefore, the Owners Corporation can confidently consider awarding the contract to *Preservation Technologies Pty Ltd*.

## RECOMMENDATIONS

### Overview of tender submissions

The decision as to which licenced builder will enter into a contract with the Principal belongs to the Owners Corporation.

All repairs should be undertaken by a competent and licenced contractor in accordance with the relevant Australian Standards and the Building Code of Australia (BCA). We are comfortable recommending any of these builders to the Owners Corporation for the works as tendered.

*Preservation Technologies Pty Ltd* has provided the tender submission that represents the best value for money, valued at \$212,201.00 or \$59,408.86 (28.0%) less than the next closest tender submission. *Pres Tech*’s proposed construction duration of between ten to twelve (10-12) weeks is approximately two (2) weeks longer than the tender submission received from *SRS* (between eight to ten (8-10) weeks). When analysing “unit rates” and “do-and-charge labour rates”, *Pres Tech* has submitted highly competitive rates that are generally below market expectations and the other tendering contractors’. Regardless of the slightly longer contract duration, *Pinnacle* recommends *Preservation Technologies Pty Ltd* be awarded the project.

## General comments on project progression

We have contacted *Pres Tech's Mr. John O'Connell* and are able to confirm that they are comfortable with their pricing structure, and that they have made allowances for all the work described in the *Pinnacle Specification* dated 25 May 2023. *Pinnacle* does not negotiate with builders on matters of price or duration in the interests of maintaining independence and sound ethics. Accordingly, any negotiations on duration and/or cost with any of these contractors must be undertaken by the Principal without *Pinnacle's* involvement.

## Contingency sums for cost overruns

All construction projects are affected by varying degrees of risk, and whilst all care has been taken to mitigate against risk, latent site conditions can result in cost increases to the Principal. *Pinnacle* recommends that a general contingency sum of 10-15% is set aside on all projects to cover the expense of unavoidable variations arising from latent conditions.

In this instance, and based on the lowest tender submission, we suggest that the contingency sum should range from \$21,220.10 to \$31,830.15 including GST. The contingency sum may be varied by the Principal depending on its appetite for risk.

## Coordinating Work Under Contract (WUC)

The successful contractor will require power, water, toilet facilities and a storage area. The Owners Corporation will also be responsible for providing carparking for at least two cars, and allowing the tradespeople access to the work areas.

The works will be undertaken Monday to Friday from 0700hrs to 1700hrs, and it is noted that the early stages of the project will involve noisy demolition work. Saturday work may also be undertaken from 0800hrs to 1300hrs by mutual agreement.

We also draw the Owners Corporation's attention to Section 1.7 *Executing work under contract* of the *Pinnacle Specification* dated 25 May 2023, which states:



“The Contractor shall take all necessary precautions with respect to limiting the potential spread of COVID-19 during WUC. The Contractor’s obligations extend to the current Australian Federal Government, and NSW Government recommendations, and as released to the mainstream media from time to time.

The Principal or its agent will award relevant EOTs for delays that are caused in:

- ↑ The supply/manufacturing chain that are deemed out of the Contractor’s hands;
- ↑ Rescheduling aspects of the construction work to mitigate against risk to both the Contractor’s staff and/or the building’s occupants; and
- ↑ The Superintendent delaying inspections due to unavoidable access difficulties; that are directly or indirectly the result of COVID-19.

EOTs awarded by the Principal or its agent that are associated with COVID-19 disturbances will not be subject to future consideration as to cost, except where accurately demonstrated that the delay could have been reasonably avoided by the action(s) of either party.”

## Other COVID-19 induced issues

*Pinnacle* observed a number of trends across its numerous active construction sites during 2022 and the first two quarters of 2023. These trends appear to be the result of COVID-19 circulating widely within the community (and overseas) and include:

1. Reductions in the available labour supply;
2. Disrupted labour supply and the associated effect on the ability for following trades to commence on site;
3. Inability to obtain construction materials and products;
4. Disruptions to a project’s critical path as a result of being unable to commence certain aspects of WUC due to unavailable or delayed materials and products;
5. Sharp increases in labour costs; and
6. Sharp and ongoing increases in the cost of certain construction materials and products.



Unfortunately, it is impossible to predict how these, and other factors induced by COVID-19 will affect the *Lucca* waterproofing and weatherproofing project, if at all. Assuming the project commences within 6 months of the date of this report, we expect at least some of the issues described above to disrupt WUC or result in unavoidable cost increases prior to signing contracts. The Owners Corporation is therefore placed on notice that any significant costs incurred by the successful tenderer between the time of tendering and executing contracts may not be absorbed by the Contractor.

## Design and Building Practitioners Act 2020 and Regulation 2021

The Owners Corporation will be aware of the significant changes to the Construction Industry that have taken place since the appointment of the Building Commissioner, and more importantly, the introduction of the Design and Building Practitioners Act 2020 (DBP Act) and Regulation 2021. These changes were pushed through Parliament to address widespread building defect issues that are rife throughout the industry, and that were brought into the public arena with the high-profile cases of the *Opal Tower* and *Mascot Towers* buildings, amongst many others. The Act came into effect on 1 July 2021.

### How this affects *Lucca*

In simple terms, under the DBP Act, “Regulated Designs” must be provided for various construction activities, which includes work to “waterproofing” and “the building enclosure”. Regulated Designs must be submitted to the *NSW Government* through its *Planning Portal*, and can only be prepared by essentially a Registered Architect, although certain Structural Engineers can prepare Regulated Designs for waterproofing, and there are several other categories for professions such as hydraulic engineering, fire engineering and most other fields of engineering. Further, the Regulated Designs must be submitted in the form of a drawing (or a series of drawings), and on the *NSW Government* template. A “Principal Design Practitioner” can collate designs from the various “Design Practitioners” where this is necessary.

*Couvaras Architects* has provided a Fee Proposal for preparation of the detailed Regulated Designs on the *NSW Government* template, which once commissioned, will be entered into the *NSW Planning Portal* by the successful Contractor before Work

Under Contract (WUC) commences. These designs will be based on the revised *Pinnacle* Specification.

*Lucca* is yet to commission *Couvaras Architects* to prepare the Regulated Designs, however additional cost will be incurred for all other building consultancy and construction management services, including but not limited to arranging any further design approvals, arranging, and obtaining certification from third-party professionals and certifiers, and all services, declarations and actions related to the Design and Building Practitioners Act 2020 and Regulation 2021.

Albeit a brief explanation of a complicated scenario, we trust the above is clear. *Pinnacle* would be pleased to assist the Owners Corporation with progressing this matter, and submits the following fee proposal outlining the ongoing services it is able to provide:

## Item 1 – Contracts

*Pinnacle Building Consultancy* is able to assist the Principal by preparing various standard forms of contract agreements. These can include the AS 4000 suite of contracts that are suitable for a wide range of Principal or Superintendent-administered projects, contracts offered through professional organisations such as the Master Builders Association (MBA), or even freely available Australian Government department building agreements.

We are able to assist with preparation of the following:

- ✓ AS 4000-1997 *General conditions of contract*
- ✓ AS 4905-2002 *Minor works contract conditions (Superintendent administered)*
- ✓ AS 4906-2002 *Minor works contract conditions (Principal administered)*
- ✓ Master Builders Association (MBA) *Residential Building BC4*
- ✓ NSW Government *Fair Trading Home Building Contracts*

**Our fee for Item 1 is \$1,200.00 + GST (\$1,320.00 including GST)**

## Item 2 – Superintendence

We offer a comprehensive Superintendence service to assist the Principal with meeting the key project parameters of time, cost, quantity and quality. Clear lines of communication are paramount in achieving successful outcomes in all types of remedial and new-build construction projects. As Superintendent, *Pinnacle* will perform the following tasks:

- ↑ Liaise between the Principal and the Contractor;
- ↑ Inspection of works in progress (as required in the role of Superintendent) to check if the works are carried out in accordance with the Contract Agreement, plans and specifications, relevant Australian Standards, Building Code of Australia, and good building practice;
- ↑ Attend site meetings as required/directed including a regular meeting with the nominated members of the Owners Corporation/Project Managers (referred to as the 'Principal's representatives') and the Contractor's Project Management Team – actual number of visits is dependent on the Contractor's contract duration period, construction programme and weather patterns.
- ↑ Provide regular Status Reports to the Principal including:
  1. Assessment of project administration;
  2. Assessment of preliminaries;
  3. Assessment of WH&S, provision of general information observed whilst on site, and procurement and distribution of the Contractor's Site-Specific Safety Plan, Safe Work Method Statement (SWMS) and Risk Assessment documentation;
  4. Assessment of building works in progress;
  5. Assessment of provisional quantities and provisional sums (where applicable);
  6. Assessment of variations (if any) including time, cost and quality;
  7. Assessment of project duration including any proposed extensions of time (EOT Claims);
  8. Assessment of actual progress versus theoretical completion rate based on the value of work completed to date and/or the Contractor's monthly construction programme;
  9. Valuation of the work completed to the date of each formal site meeting; and

10. Tabulated quantities and costs associated with the works relating to (where applicable):

- a. Provisional quantities;
- b. Provisional sums;
- c. Variations; and
- d. Overall project costs.

↑ Contract administration as Superintendent including:

1. Issuing written instructions;
2. Assessing and processing the Contractor's invoices for progress payments;
3. Issuing payment certificates;
4. Assessing and processing the Contractor's invoices for variations including determining the validity of any variations;
5. Issuing variation certificates;
6. Assessing and processing the Contractor's extension of time claims including determining the validity of any proposed extension of time; and
7. Issuing extension of time certificates.

↑ Liaise with the Principal's architect, engineers, colour consultants, and all other construction-industry professionals that may be involved including but not limited to the following functions:

1. Issuing requests for information;
2. Issuing instructions; and
3. Obtaining certification (excluding certification required to comply with the Design and Building Practitioners Act 2020 and Regulation 2021).

↑ Establish and certify the *Practical Completion* date for the project; and

↑ Provide a formal *Post Completion Report* (including issuing a detailed summary of final costs, and presenting all relevant certification from any involved third-party construction industry professionals).

**Our fee for Item 2 is \$17,500.00 + GST (\$19,250.00 including GST) based on the lowest cost tender and associated 12-week construction duration period.**

## Notes – Superintendence (Item 2)

1. The Contract Agreement will be prepared by *Pinnacle Building Consultancy Pty Ltd* incorporating *Pinnacle's* standardised Special Conditions and is based on Australian Standard 4905-2002 *Minor works contract conditions (Superintendent administered)*.
2. The nominated Superintendent will be *Pinnacle Building Consultancy Pty Ltd* ABN 31167860282. The Superintendent's Representative is *Mr. Andrew Stewart BBCM (Hons)* or *Mr. Owen Long BBCM (Hons)*, or any other qualified person representing *Pinnacle Building Consultancy Pty Ltd* as notified in writing from time-to-time.
3. Refer to Item 21 (including sub-clauses (a)-(h)) of Attachment 1 – *Standard Conditions of Engagement for Building Consultancy Services*.
4. *Pinnacle's* services as Superintendent are deemed complete upon issue of the Final Certificate at the end of the Defects Liability Period.
5. Additional fees will be incurred for assessment of any defects post issue of the Certificate of Practical Completion (i.e. during the Defects Liability Period). Defect assessments and written instructions to the Contractor will be charged at the hourly rate of \$250.00 plus GST per hour.
6. The Final Certificate will be charged at the flat fee of \$1,000.00 plus GST.
7. In the interests of maintaining independence in the management of the Works, *Pinnacle* will assume some risk in the cost of variations to the Principal. Accordingly, the fees to which *Pinnacle* is entitled for Superintendence of variations will be limited and charged as follows:
  - a. The first 10% of any additional *latent* costs over and above the original contract sum will be at *Pinnacle's* cost.
  - b. Superintendence of *latent* variation work exceeding the first 10% over and above the original contract sum is subject to additional fees in the order of 9% of the GST-inclusive value of the work plus GST.
  - c. Superintendence of *all non-latent variation work* is subject to additional fees in the order of 9% of the GST-inclusive value of the work plus GST. Non-latent variation work is defined as all additional work directed by the Principal that is not classified as a *latent site condition*.
8. *Pinnacle's* fixed fee is based on the Contractor's original construction duration period as set out within the Contract Agreement. Where this is varied due to extensions of time (EOT's) awarded by the Superintendent due to inclement weather, or other tasks for which the Superintendent does not apportion consideration as to future cost, additional fees will not be charged.
9. Additional cost will be incurred for all other building consultancy and construction management services not listed, including but not limited to preparation of design approvals, arranging and obtaining certification from third-party professionals and certifiers, and all services, declarations and actions related to the Design and Building Practitioners Act 2020 and Regulation 2021.
10. The Principal is responsible for all required third-party design and construction costs associated with achieving compliance with the Design and Building Practitioners Act 2020 and Regulation 2021, as contemplated by the Superintendent or a Design Practitioner employed by the Principal.
11. The Principal is responsible for providing the Contractor and Superintendent with evidence that the construction work is "exempt development", which may include an Exempt Development Assessment or Approvals Pathway Report from a qualified Town Planner. If the works are not deemed "exempt development" by an authority or entity authorised to make such a determination, the Contractor and Superintendent shall be provided with a copy of the Development Consent and associated Construction Certificate prior to commencement of Work Under Contract (WUC).

## Variations, payment terms and conditions of engagement

Variations to the services described above that are not considered part of the agreement between the Principal and *Pinnacle* will be charged as follows:

**Support Staff/Administration – \$140.00/hour + GST (\$154.00/hour incl. GST)**

**Undergraduate Consultant BBCM (Hons) – \$140.00/hour + GST (\$154.00/hour incl. GST)**

**Building Consultant B Bldg Con Mgmt (Hons) – \$220.00/hour + GST (\$242.00/hour incl. GST)**

**Director B Bldg Con Mgmt (Hons) – \$300.00/hour + GST (\$330.00/hour incl. GST)**

*Pinnacle* shall be reimbursed for all expenses reasonably incurred by its consultants during the course of the project providing receipts are supplied with our invoice(s). Reimbursable items will be charged on our tax invoice with 10% GST added to the above costs in order to calculate the final GST inclusive fee.

We trust this *Tender Analysis Report* is clear and addresses the Owners Corporation's requirements. Should you require clarification or wish to progress this matter with *Pinnacle's* assistance, we would welcome the opportunity to remain involved.

Yours sincerely,

**Pinnacle Building Consultancy Pty Ltd**

**Suite 2 / 55E Caves Beach Road, Caves Beach NSW 2281**



**Andrew Stewart** BBCM (Hons)

**DIRECTOR**

**P** | 0417 427 498

**L** | 02 4961 2575

**E** | [andrew@pinnaclebuildingconsultancy.com.au](mailto:andrew@pinnaclebuildingconsultancy.com.au)

**23 June 2023**

ATTACHMENTS:

1. *Dapcor Building Services Pty Ltd* Tender Submission
2. *Preservation Technologies Pty Ltd* Tender Submission
3. *Strategic Remedial Solutions Pty Ltd* Tender Submission
4. *Structural Building Management Pty Ltd* Tender Submission

---

***Dapcor Building Services Pty Ltd Tender Submission***



09 / June / 2023

Attn. Mr. Andrew Stewart

Strata Plan: 82955  
19-21 Grosvenor Street.  
Neutral Bay  
NSW 2089

Dear Andrew,

Further to our initial meeting on site (Friday, 25<sup>th</sup> of November 2023), and updated spec (May 2023) we are of the understanding that the Owners are procuring remedial works to the above property.

In our pricing, we have allowed for a Project Manager and full-time site Supervisor for this project. We estimate that the duration of works will be 14 weeks.

Please also refer to below notes and clarifications :

## **Project Specific Notes (itemised per individual cost centre):**

### **A. Preliminaries/Site Establishment:**

1. The owners are to supply adequate electricity and water, suitable space to accommodate temporary facilities (e.g. storage, site office, toilet) where required in order to carry out the works.
2. Owners are to move personal belongings from the work site to allow full access to the work area is the responsibility of the Owners.
3. HBCF discount (for Dapcor's good performance is passed directly to the Owners. With our HBCF insurance, the loading, or discount, for any construction company is based on each builder's insurance risk profile which is assessed using part of the specific guidelines. Dapcor has received a substantial rate reduction for HBCF Insurance as a result of

exceptional past performance which is reflected in the tender. Please see the screenshot from the Icare calculator website.

4. Dapcor is not responsible for repair or make good of building elements that may have failed as a result of age or normal wear and tear.
5. We assume that any existing surfaces to access the building (e.g. pavements, concrete driveways or pathways...etc) or other building elements are structurally adequate to allow the execution of the works under the contract.
6. Where Dapcor is utilising the existing building utilities (e.g lifts, garage doors, gates...etc) , Dapcor is not responsible for services maintenance.

**B. Demolition:**

7. Any consequential damage as a result of the vibration, noise or movement of the building under the standard usage of handheld demolition and grinding equipment would be deemed as unavoidable due to the nature of the work and out of Dapcor's liability.
8. We haven't allowed to demolish any existing screeding/topping for the roof as per spec.

**C. Waterproofing:**

9. We assume that the termination detail of the waterproofing system is possible in accordance with AS4654.2-2012 (Waterproofing membranes for external above-ground use - Part 2: Design and installation). If the existing building construction does not allow for the required termination detail of the waterproof system. Direction shall be sought from the Superintendent in order to comply with Australian standards.
10. We have allowed for 50mm PRI foil faced insulations boards on the roof top.
11. To minimise the disturbance to the residents, and also the unprecedented wet weather we have allowed Sheet membrane as standard termination details to the hob of the door balconies, to remove and reinstate the door in the same day.

**D. Paving (Balconies):**

12. We have allowed for 600 x 600 x 20mm porcelain pavers to be installed.
13. We have allowed for pavers pedestal covering up to 100 mm height in the corners.

**E. Balconies Doors (removal and reinstatement):**

14. The works will be carried out in a streamlined sequence to minimise the inconvenience to the owners. Standard dust and weather protection shall be used unless otherwise stated in the scope of work.

15. Provisional allowance of \$ 700 + GST is allowed per door for any internal repairs which will be expended against the cost of repairs after internal assessment
16. No allowance has been made for the removal and reinstatement of any internal fixtures, fittings, or furniture, including kitchen cupboards, curtains, blinds and built-in furniture.

#### **F. Exclusions and Notes:**

17. The tender submitted excludes any work regarding the application and administration of any council permits such as Development Applications unless exclusively stated in our tender submission.
18. The lump-sum contract excludes any works and testing associated with hazardous materials, including, but not limited to asbestos, lead paint and fibrous material.
19. The removal and reinstatement of floor or wall mounted services eg. air-conditioning, gas heaters, mechanical ducting etc. is excluded unless otherwise stated in the tender submission.
20. The facade refurbishment works excludes the removal of any wall face mounted amenities, conduits, storm moulds, balustrades, pipe work, downpipes etc.
21. Please note that Due to global raw material shortage and re-occurring price increases across all sectors of our supply chain, the validity of the pricing may need to be revisited pending on the changes in the industry pricing before signing the contract.
22. We are working closely with all our materials suppliers to coordinate the stock level is enough for any potential jobs in the coming months, nevertheless, we cannot really predict material availability (as well as freight availability) when we receive the PO for this tender.
23. No allowance has been made to engage Design Practitioner under the Design and Building Practitioner act at this stage.
24. If a regulated design is required to go ahead with the project, any changes to the original scope of works due to the new regulated designs will require a tender review.

#### **G. Contract Notes:**

25. Upon achieving practical completion of the works, the Owners will assume responsibility for the works. The Owners' will maintain, protect, insure, and use the works as per all relevant standards, warranties, manuals, and customs

26. The client authorises and licences Dapcor irrevocably to have the right to take any photo, video or the likes, which Dapcor may use for any commercial purposes to promote work products of Dapcor.
27. In this tender, Dapcor assumes that all temporary removed items are in good condition and are able to be reinstalled after completing the works (ie. sliding doors / Sktlights..etc). If an item is in poor condition and unable to be reinstated , Dapcor shall seek the instructions of the Superintendent/ owners as such item may require replacement.
28. The Contractor is not responsible for the removal, reinstatement, care or maintenance of any vegetation on site, unless stated in our tender submission.
29. The Information within this tender submission and/or any attachments is confidential and intended only for the addressee. If you are not the intended recipient, any disclosure, copying or distribution of this e-mail or any attachments is strictly prohibited.
30. The 20% Builders Margin outlined on the tender form, includes Builders profit and overhead cost and does not include the preliminary costs associated with the work such as site supervision or running costs.

Dapcor would be more than happy in assisting the Owners by attending a meeting to provide any additional information required regarding the proposed remedial project.

Regards,

Jairo Olmos  
Lead Senior Estimator



9<sup>th</sup> June  
2023

# TENDER SUBMISSION PACKAGE

19-21 Grosvenor St,  
Neutral Bay

**PREPARED BY**  
Jairo Olmos

**PRESENTED TO**  
Andrew Stewart



# Table of Contents

<b>1. Cover Letter .....</b>	<b>- 2 -</b>
<b>2. Dapcor Value Proposition .....</b>	<b>- 3 -</b>
<b>3. Tender Form .....</b>	<b>- 5 -</b>
<b>4. Insurance and Company Details.....</b>	<b>- 9 -</b>
<b>5. ISO Certificates and Referees .....</b>	<b>- 10 -</b>
<b>6. Project Organization Chart .....</b>	<b>- 11 -</b>

**Head office:**

16 Booralee Street, Botany NSW 2019

PO Box 277, Botany NSW 1455

**T** 02 9316 7866

[sales@dapcor.com.au](mailto:sales@dapcor.com.au)

[dapcor.com.au](http://dapcor.com.au)

**We construct. We restore. We remediate.**

# 1. Cover Letter

Date: 9/6/2023

Attn: Andrew Stewart

19-21 Grosvenor St, Neutral Bay

Dear Andrew,

Thank you for the opportunity to submit a tender price to perform the remedial works on the above address. We have received the technical specification regarding the proposed remedial works with reference no. 18-057 300622 [Rev 1] W PROOF SPEC Accordingly, we have taken into account the most efficient method of providing our remedial services, based on the experience of similar projects completed by Dapcor, and we are pleased to submit the associated documents. In the last 50 years, Dapcor has completed over 5000 remedial projects. Delivering remedial projects of high quality without compromising safety is part of our expertise. Client-focused solutions providing a safe, efficient, and effective worksite are at the core of our live environment project management expertise.

With highly trained tradespeople and experienced managers, we offer a full range of construction services and have been operating under the same ABN for over 50 years. As part of our additional value proposition, Dapcor is happy to provide the following post-tender actions for the Owners:

- Tender presentation meeting, including Dapcor capabilities and additional value proposal.
- Similar Dapcor project site visit so the Owners can have a better idea of how we organize on-site and what can be expected during the works.
- Answering any other questions that the Owners may have.
- Payment plan information if require

**Head office:**

16 Booralee Street, Botany NSW 2019

PO Box 277, Botany NSW 1455

T 02 9316 7866

sales@dapcor.com.au

[dapcor.com.au](http://dapcor.com.au)

## 2. Dapcor Value Proposition

We believe that working together with the owners towards a successful project is our key for long term business. Our alliance team will work together with the client and the consultant (Pinnacle) to provide the best solution for your building in the most cost-effective approach and the best industry practices. Following are the value propositions we offer:

- We are very keen on the project and the opportunity to work with the owners., During the tender stage we have visited the site on a couple of occasions with our subcontractors to make sure we are proposing the best offer.
- HBCF discount for Dapcor good performance is passed directly to the Owners. With our HBCF insurance, the loading, or discount, for any construction company is based on each builder's insurance risk profile which is assessed using part of the specific guidelines. Dapcor has received a substantial rate reduction for HBCF Insurance as a result of exceptional past performance which is reflected in the tender.

**Head office:**

16 Booralee Street, Botany NSW 2019

PO Box 277, Botany NSW 1455

**T** 02 9316 7866

[sales@dapcor.com.au](mailto:sales@dapcor.com.au)

[dapcor.com.au](http://dapcor.com.au)

**We construct. We restore. We remediate.**



- One of Dapcor's biggest strengths is our experience over a vast variety of different types of remedial works. Two of our most common types of projects includes waterproofing works and façade works over various types of residential and commercial complexes similar to the building proposed in this tender. Please refer below to our past projects.

#### Past Rooftop Waterproofing – Queens Avenue, Rushcutters Bay



#### Past Rooftop Waterproofing / Re-Design Works - Regent Street, Redfern



#### Head office:

16 Booralee Street, Botany NSW 2019

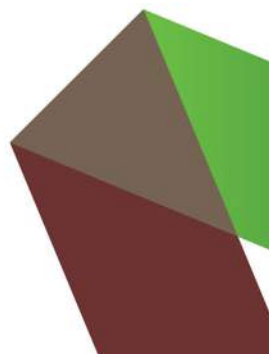
PO Box 277, Botany NSW 1455

T 02 9316 7866

sales@dapcor.com.au

[dapcor.com.au](http://dapcor.com.au)

**We construct. We restore. We remediate.**





## 3. Tender Form

The tender form will be attached over the next page.

**Head office:**

16 Booralee Street, Botany NSW 2019

PO Box 277, Botany NSW 1455

**T** 02 9316 7866

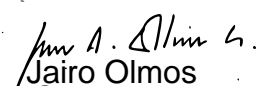
[sales@dapcor.com.au](mailto:sales@dapcor.com.au)

[dapcor.com.au](http://dapcor.com.au)

**We construct. We restore. We remediate.**



**TENDER FORM**

<b>PROJECT ADDRESS</b>	19-21 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>BUILDING NAME</b>	<i>Lucca</i>
<b>PRINCIPAL</b>	The Owners – Strata Plan 82955
<b>TENDERER IN FULL</b>	Dapcor Building Services
<b>ABN</b>	87 002 503 380
<b>REGISTERED ADDRESS</b>	16 Booralee Street, Botany NSW 2019
<b>LICENCE NUMBER</b>	38648
<b>ADDENDUM(S)</b>	Nil are recognised and accepted
<b>AUTHORISED BY</b>	Oliver Reithmeier / Managing Director
<b>DATE</b>	9th June 2023
<b>TELEPHONE NUMBER</b>	04 2829 7276
<b>EMAIL ADDRESS</b>	jairo@dapcor.com.au
<b>SIGNATURE OR SEAL</b>	<p style="text-align: right;">Witnessed by: (Print name and sign)</p> <p style="text-align: center;">             Jairo Olmos            Lead Senior Estimator         </p>
<b>LUMP SUM PRICE</b>	Please refer to the tender form next page including GST
<b>POSSESSION OF SITE</b>	As stated in the Annexure to the Contract Agreement
<b>CONTRACT DURATION</b>	14 weeks from the date of site possession

**Notes**

1. The time for giving possession of the site to the Contractor is as negotiated and set out within the Annexure to the Contract Agreement.
2. This tender must remain open for consideration for six months after closing of the tender period.

## CONSTRUCTION WORK PACKAGES

WATERPROOFING		
SECTION	CONSTRUCTION WORK PACKAGE	PRICE (EX-GST)
1.0	Preliminaries	\$ 70,750
2.0	HBCF insurance and warranties	\$ Priced as
3.0	Access	\$ separated item 149,860
4.0	Podium waterproofing	\$ 172,940
4.9	Provisional Sum – Stormwater drainage upgrades	<b>\$1,000.00</b>
5.0	Balcony and loggia waterproofing	\$ 100,770
	Unit 111 – Southern loggia	\$ Included
	Unit 168 – Southern loggia	\$ Included
	Unit 503 – Northern balcony	\$ Included
	Level 3 southern podium stormwater riser	\$ Included
5.9	Provisional Sum – Stormwater drainage upgrade	<b>\$3,000.00</b>
SUB TOTAL		\$ 498,320
ADD GOODS AND SERVICES TAX (GST)		\$ 49,832
LUMP SUM TENDER		<b>\$ 548,152</b>
Additional Item HBCF		\$ 33,500

### Notes

- Figures in standard font are components of the relevant bold figure.

SCHEDULE OF RATES (including builder's margin, excluding GST)			
Item	Activity	Cost	Rate
1	Concrete spalling repairs	\$ 70	Per litre
2	N12 rebar replacement	\$ 210	Per lineal metre
3	N16 rebar replacement	\$ 260	Per lineal metre
4	Concrete crack repair (non-shrink grout type)	\$ 460	Per lineal metre
5	Jointing (caulked V-joints)	\$ 350	Per lineal metre
6	Jointing (caulked construction joints w/ backing rods)	\$ TBC	Per lineal metre
7	Internal painting	\$ 70	Per m <sup>2</sup>
8	External painting	\$ 80	Per m <sup>2</sup>
9	Render repairs	\$ 240	Per m <sup>2</sup>

DO-AND-CHARGE LABOUR RATES (including builder's margin, excluding GST)			
Item	Activity	Cost	Rate
1	Project Manager	\$ 150	Per hour
2	Foreman	\$ 120	Per hour
3	Plumber	\$ 110	Per hour
4	Electrician	\$ 130	Per hour
5	Carpenter	\$ 110	Per hour
6	Concreter	\$ 100	Per hour
7	Tiler	\$ 100	Per hour
8	Renderer	\$ 100	Per hour
9	Painter	\$ 95	Per hour
10	Skilled labourer	\$ 80	Per hour
11	Labourer	\$ N/A	Per hour
12	Materials	As invoiced	+ <u>20</u> %

## Notes

1. *Do-and-charge labour rates* do not apply when rates from the *Schedule of rates* table are applied.
2. *Do-and-charge labour rates* may be charged against provisional sums or costs as directed by the Principal or its agent.

## 4. Insurance and Company Details

Dapcor Building Services Pty Ltd	ABN 87 002 503 380
WORKERS COMPENSATION	icare – 112013701 EXPIRES: 30. 06. 23
PUBLIC & PRODUCTS LIABILITY	MBA Insurance Service 01D1753169 (\$20M) EXPIRES: 30. 06.23
CONTRACT WORKS	MBA Insurance Service 01D1753169 (\$3.5M) EXPIRES: 30. 06.23
LONG SERVICE SCHEME	E 257 036
SUPERANNUATION	XERO SUPERSTREAM
BUILDERS LICENCE NUMBER (NSW) Dapcor Building Services Pty Ltd	38648 EXPIRES: 11. 06. 2023
CONTRACTOR LICENCE	358259C
SUPERVISOR (NSW) CONTRACTOR LICENCE Oliver Reithmeier	EXPIRES: 26. 10. 2023 358259C EXPIRES: 05. 10. 2025

**Head office:**

16 Booralee Street, Botany NSW 2019

PO Box 277, Botany NSW 1455

T 02 9316 7866

[sales@dapcor.com.au](mailto:sales@dapcor.com.au)
[dapcor.com.au](http://dapcor.com.au)



# Dapcor

## 5. ISO Certificates and Referees

Referees can be provided upon request.



**CERTIFICATE OF APPROVAL**  
No. 500-07646-Q

This is to certify that the Management System at  
**Dapcor Holdings Group Pty Ltd including Dapcor Building Services Pty Ltd, Dapcor Constructions Pty Ltd & Dapcor Remedial Pty Ltd**  
Of  
16 Booralee Street, Botany NSW 2019 Australia

Has been examined by assessors of QMS Certification Services and found to be conforming to the requirements of:  
**ISO 9001:2015**  
**Quality Management Systems**  
In respect of the following activities:

Dapcor is a specialist in commercial new build, heritage and remedial building activities.

This certificate is valid from 12/11/2021 to 11/11/2024  
Original certification date: 09/11/2018  
Issue Date: 12/11/2021  
Gerry Bonner, CPEng, BEng, FIE Aust, Chairman - QMSCS Pty Ltd  
To verify the validity of this certificate please visit [www.jas-anz.org/register](http://www.jas-anz.org/register)

Logos: ISO 9001, AS/NZS 9001, IAF, QMS Certification Services

QMSCS Pty Ltd Trading as QMS Certification Services | Head Office: Suite 3, Level 2, 161 King Street Newcastle NSW 2300



**CERTIFICATE OF APPROVAL**  
No. 500-07646-E

This is to certify that the Management System at  
**Dapcor Holdings Group Pty Ltd including Dapcor Building Services Pty Ltd, Dapcor Constructions Pty Ltd & Dapcor Remedial Pty Ltd**  
Of  
16 Booralee Street, Botany NSW 2019 Australia

Has been examined by assessors of QMS Certification Services and found to be conforming to the requirements of:  
**ISO 14001:2015**  
**Environmental Management Systems**  
In respect of the following activities:

Dapcor is a specialist in commercial new build, heritage and remedial building activities.

This certificate is valid from 12/11/2021 to 11/11/2024  
Original certification date: 09/11/2018  
Issue Date: 12/11/2021  
Gerry Bonner, CPEng, BEng, FIE Aust, Chairman - QMSCS Pty Ltd  
To verify the validity of this certificate please visit [www.jas-anz.org/register](http://www.jas-anz.org/register)

Logos: ISO 14001, AS/NZS 14001, IAF, QMS Certification Services

QMSCS Pty Ltd Trading as QMS Certification Services | Head Office: Suite 3, Level 2, 161 King Street Newcastle NSW 2300



**CERTIFICATE OF APPROVAL**  
No. 500-07646-OHS

This is to certify that the Management System at  
**Dapcor Holdings Group Pty Ltd including Dapcor Building Services Pty Ltd, Dapcor Constructions Pty Ltd & Dapcor Remedial Pty Ltd**  
Of  
16 Booralee Street, Botany NSW 2019 Australia

Has been examined by assessors of QMS Certification Services and found to be conforming to the requirements of:  
**ISO 45001:2018**  
**Occupational Health & Safety Management Systems**  
In respect of the following activities:

Dapcor is a specialist in commercial new build, heritage and remedial building activities.

This certificate is valid from 12/11/2021 to 11/11/2024  
Original certification date: 12/11/2021  
Issue Date:  
Gerry Bonner, CPEng, BEng, FIE Aust, Chairman - QMSCS Pty Ltd  
To verify the validity of this certificate please visit [www.jas-anz.org/register](http://www.jas-anz.org/register)

Logos: ISO 45001, AS/NZS 45001, IAF, QMS Certification Services

QMSCS Pty Ltd Trading as QMS Certification Services | Head Office: Suite 3, Level 2, 161 King Street Newcastle NSW 2300

### Head office:

16 Booralee Street, Botany NSW 2019

PO Box 277, Botany NSW 1455

T 02 9316 7866

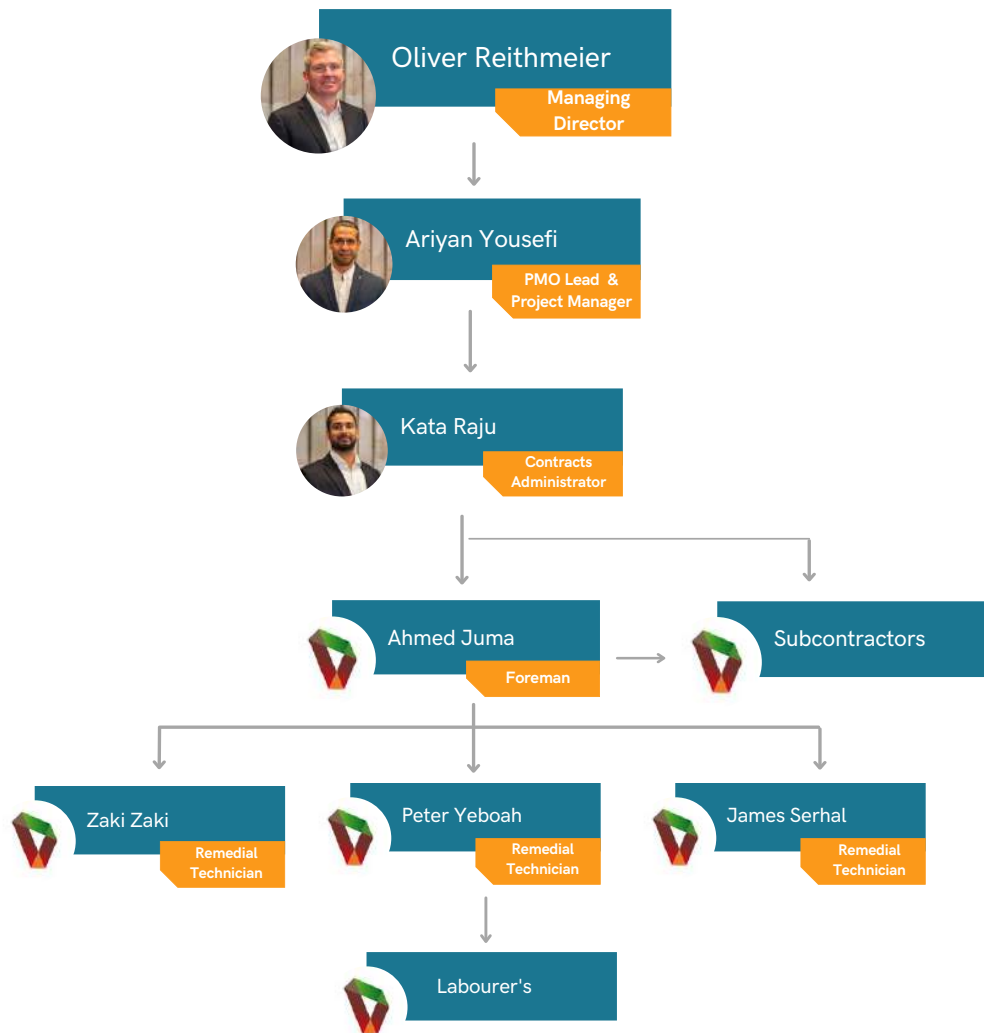
[sales@dapcor.com.au](mailto:sales@dapcor.com.au)

[dapcor.com.au](http://dapcor.com.au)

**We construct. We restore. We remediate.**



## 6. Project Organization Chart



**Head office:**

16 Booralee Street, Botany NSW 2019

PO Box 277, Botany NSW 1455

T 02 9316 7866

sales@dapcor.com.au

[dapcor.com.au](http://dapcor.com.au)

**We construct. We restore. We remediate.**



---

***Preservation Technologies Pty Ltd Tender Submission***

# **PRESERVATION**

---

# **TECHNOLOGIES**



**Podium Waterproofing**

**SP92955**

**19 – 21 Grosvenor Street**

**Neutral Bay**

Ref: E221109

6th June 2023

Owen Long,  
Pinnacle Building Consultancy  
Suite 2/ 55E Caves Beach Road,  
Caves Beach

Dear Owen,

**Re: 19-21 Grosvenor Street, Neutral Bay**

Thank you for the opportunity to re-tender the proposed works. Our tender comprises this letter, our clarifications, and the tender pricing schedules.

Should the owners wish to assess our overall capability for these works we refer them to our web site - [www.prestech.com.au](http://www.prestech.com.au) where there are numerous case files of our company successfully delivering building repair and refurbishment projects.

We look forward to discussing the project with you soon.

Yours faithfully  
**Preservation Technologies Pty Ltd**



**John O'Connell**  
Director

## **Tender Information / Clarifications**


- We have allowed for no noise restrictions between 7.30am and 5pm. Working hours are 7.00am to 5.00pm.
- Dry storage, power, parking, toilet, and water to be provided by the client.
- We will require clear access to the work areas.
- We can take no responsibility for damages caused by vibrations or breakthroughs.
- We have not allowed for any works to hidden services.
- An increase in quantities over and above the fixed items stated in the schedules may affect prelim and access costs.
- In regard to the D&BP Act 2021 the client is to supply declared and compliant designs prior to works commencing. Where amendments or additional designs are required during the project, all additional costs relating to change of scope, additional administration, or delays to the project will be at the client's expense.
- The client is responsible for organising and securing any DA or other council permissions required for this project. All costs relating to a failure to secure approvals, required amendments to the scope of work, or delays to the project shall be borne exclusively by the client.
- All prices are exclusive of GST
- Pricing can held for 12 weeks and thereafter subject to change.

## **Work Items**

- No additional pebble ballast allowed.
- No allowance to clear blockages other than minor ones near the top of an outlet.
- The membrane will be detailed to perimeter hobs and then over flashed.
- As advised, we have allowed a PS of \$1k for the North Level 3 area to create any required falls or de-ponding work.
- The Sika liquid system specified requires 5 coats due to UV requirement under pavers. Therefore, we have allowed for the extra coat of 622 UV topcoat over the 488 base coat.
- We have allowed for a small scaffold to access the Podium level. We have allowed that the structure will take the lightweight scaffold.



**TENDER FORM**

PROJECT ADDRESS	19-21 Grosvenor Street, NEUTRAL BAY NSW 2089
BUILDING NAME	Lucca
PRINCIPAL	The Owners – Strata Plan 82955
TENDERER IN FULL	PRESERVATION TECHNOLOGIES P/L
ABN	121 10 751 918
REGISTERED ADDRESS	8/21-29 CHESTER ST CAMPERDOWN 2050
LICENCE NUMBER	17319AC
ADDENDUM(S)	1 are recognised and accepted
AUTHORISED BY	JOHN O'CONNELL
DATE	6/6/2023
TELEPHONE NUMBER	8565 7777
EMAIL ADDRESS	john@prestech.com.au
SIGNATURE OR SEAL	<div style="text-align: right;">Witnessed by:</div> <div style="text-align: right;">(Print name and sign)</div> <div style="text-align: center;">         JOHN O'CONNELL     </div>
LUMP SUM PRICE	\$212,201 including GST
POSSESSION OF SITE	As stated in the Annexure to the Contract Agreement
CONTRACT DURATION	10 - 12 weeks from the date of site possession

**Notes**

1. The time for giving possession of the site to the Contractor is as negotiated and set out within the Annexure to the Contract Agreement.
2. This tender must remain open for consideration for six months after closing of the tender period.

**CONSTRUCTION WORK PACKAGES**

<b>WATERPROOFING</b>		
<b>SECTION</b>	<b>CONSTRUCTION WORK PACKAGE</b>	<b>PRICE (EX-GST)</b>
<b>1.0</b>	<b>Preliminaries</b>	\$ <b>35,410</b>
<b>2.0</b>	<b>HBCF insurance and warranties</b>	\$ <b>13,000</b>
<b>3.0</b>	<b>Access</b>	\$ <b>INCLUDED</b>
<b>4.0</b>	<b>Podium waterproofing</b>	\$ <b>61,230</b>
4.9	Provisional Sum – Stormwater drainage upgrades	\$1,000.00
<b>5.0</b>	<b>Balcony and loggia waterproofing</b>	\$
	Unit 111 – Southern loggia	\$ <b>23,090</b>
	Unit 168 – Southern loggia	\$ <b>23,090</b>
	Unit 503 – Northern balcony	\$ <b>23,090</b>
	Level 3 southern podium stormwater riser <b>P.S.</b>	\$ <b>10,000</b>
5.9	Provisional Sum – Stormwater drainage upgrade	\$3,000.00
<b>SUB TOTAL</b>		\$ <b>192,910</b>
<b>ADD GOODS AND SERVICES TAX (GST)</b>		\$ <b>19,291</b>
<b>LUMP SUM TENDER</b>		\$ <b>212,201</b>

**Notes**

- Figures in standard font are components of the relevant bold figure.

SCHEDULE OF RATES (including builder's margin, excluding GST)			
Item	Activity	Cost	Rate
1	Concrete spalling repairs <i>Top of Slab</i>	\$ 65	Per litre
2	N12 rebar replacement	\$ 55	Per lineal metre
3	N16 rebar replacement	\$ 65	Per lineal metre
4	Concrete crack repair (non-shrink grout type)	\$ 100	Per lineal metre
5	Jointing (caulked V-joints)	\$ 80	Per lineal metre
6	Jointing (caulked construction joints w/ backing rods)	\$ 100	Per lineal metre
7	Internal painting	\$ 45	Per m <sup>2</sup>
8	External painting	\$ 55	Per m <sup>2</sup>
9	Render repairs	\$ 230	Per m <sup>2</sup>

DO-AND-CHARGE LABOUR RATES (including builder's margin, excluding GST)			
Item	Activity	Cost	Rate
1	Project Manager	\$ 200	Per hour
2	Foreman	\$ 120	Per hour
3	Plumber	\$ 110	Per hour
4	Electrician	\$ 110	Per hour
5	Carpenter	\$ 100	Per hour
6	Concreter	\$ —	Per hour
7	Tiler	\$ 95	Per hour
8	Renderer	\$ 95	Per hour
9	Painter	\$ 95	Per hour
10	Skilled labourer	\$ 75	Per hour
11	Labourer	\$ 73	Per hour
12	Materials	As invoiced	+ 20 %

#### Notes

1. *Do-and-charge labour rates* do not apply when rates from the *Schedule of rates* table are applied.
2. *Do-and-charge labour rates* may be charged against provisional sums or costs as directed by the Principal or its agent.

---

***Strategic Remedial Solutions Pty Ltd Tender Submission***





Strategic Remedial Solutions Pty Ltd  
ABN 13 154 130 668  
21/23A Mars Road  
Lane Cove West NSW 2064  
PO Box 421 Lane Cove NSW 1595  
Email: [projects@srsnsw.com.au](mailto:projects@srsnsw.com.au)  
Phone: 02 94373788  
Licence No. 243920C

Friday, June 09, 2023

Owners Strata Plan 82955  
19-21 Grosvenor Street  
Neutral Bay NSW 2089 / LUCCA  
C/- Pinnacle  
Att: Mr Stewart

Dear Mr Stewart,

We have pleasure in submitting the attached Tender pricing for the consideration of the owners at the above address. Our tender pricing is formulated taking into consideration the documents supplied only ie no site inspection has been conducted by SRS prior to pricing this work.

We note the following matters to be taken into consideration with the attached tender form.

**Preliminaries:** SRS has allowed for a project manager and a full-time site supervisor for all works to be carried out during the works under the contract.

**Dilapidation:** SRS has allowed conducting of a photographic dilapidation report before the commencement of the contract works.

**Our Access Provisions:** A combination of fixed scaffold and Internal access has been allowed for all work requirements. We have allowed for the protection of adjacent surfaces and egress ways.

**Site storage, parking and amenities:** We require parking for 2 vehicles. We have assumed that the amenities within the building will be made available for our staff and subcontractors.

**Waste Removal:** SRS has allowed for all waste removal associated with the works. Where possible items which can be recycled are separated and taken to the appropriate facilities.

**Hazardous Materials:** SRS has not allowed for the removal of asbestos or other deemed hazardous substances should they be encountered throughout the project works.

**HBCF:** SRS has provided a cost estimate only for this item as the pricing structure for these policies are constantly changing. The final cost for HBCF will include administration fees for procurement.

**DBP Act:** SRS has allowed for our obligations under the DBP Act as building practitioners. No regulated design has been provided at the tender stage.

Thank you for the opportunity of quoting this project and if we can be of any further assistance to you please do not hesitate to contact the undersigned.


Yours sincerely

Denis Brichta

REMEDIAL BUILDING SPECIALISTS

® The Strategic Remedial Solutions Logo and the Stylised Scaffold Platform Device are registered trademarks of Strategic Remedial Solutions Pty Ltd. SRS is a registered trademark of Strategic Remedial Solutions Pty Ltd

**TENDER FORM**

<b>PROJECT ADDRESS</b>	19-21 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>BUILDING NAME</b>	<i>Lucca</i>
<b>PRINCIPAL</b>	The Owners – Strata Plan 82955
<b>TENDERER IN FULL</b>	Strategic Remedial Solutions Pty
<b>ABN</b>	15 154 130
<b>REGISTERED ADDRESS</b>	21/23a Mars Road, Lane Cove West NSW
<b>LICENCE NUMBER</b>	243920C
<b>ADDENDUM(S)</b>	18-057 300622 are recognised and accepted
<b>AUTHORISED BY</b>	Denise Brichta
<b>DATE</b>	27 January
<b>TELEPHONE NUMBER</b>	(02) 9437
<b>EMAIL ADDRESS</b>	Deniseb@srsnsw.com.au
<b>SIGNATURE OR SEAL</b>	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: right;">           Witnessed by:            (Print name and sign)            Denise            Brichta         </div> </div>
<b>LUMP SUM PRICE</b>	\$271,609.85 including GST
<b>POSSESSION OF SITE</b>	As stated in the Annexure to the Contract Agreement
<b>CONTRACT DURATION</b>	8-10 weeks from the date of site possession

**Notes**

1. The time for giving possession of the site to the Contractor is as negotiated and set out within the Annexure to the Contract Agreement.
2. This tender must remain open for consideration for six months after closing of the tender period.

## CONSTRUCTION WORK PACKAGES

WATERPROOFING		
SECTION	CONSTRUCTION WORK PACKAGE	PRICE (EX-GST)
1.0	Preliminaries	\$ 20,379.82
2.0	HBCF insurance and warranties	\$ 18,740.00
3.0	Access	\$ 29,261.00
4.0	Podium waterproofing	\$ 56,159.23
4.9	Provisional Sum – Stormwater drainage upgrades	\$1,000.00
5.0	Balcony and loggia waterproofing	\$
	Unit 111 – Southern loggia	\$ 33,176.00
	Unit 168 – Southern loggia	\$ 33,176.00
	Unit 503 – Northern balcony	\$ 41,006.00
	Level 3 southern podium stormwater riser	\$ 11,020.00
5.9	Provisional Sum – Stormwater drainage upgrade	\$3,000.00
SUB TOTAL		\$ 246,918.05
ADD GOODS AND SERVICES TAX (GST)		\$ 24,691.80
LUMP SUM TENDER		\$ 271,609.85

### Notes

- Figures in standard font are components of the relevant bold figure.

**SCHEDULE OF RATES (including builder's margin, excluding GST)**

Item	Activity	Cost	Rate
1	Concrete spalling repairs	\$ 90.00	Per litre
2	N12 rebar replacement	\$ 65.00	Per lineal metre
3	N16 rebar replacement	\$ 85.00	Per lineal metre
4	Concrete crack repair (non-shrink grout type)	\$160.00	Per lineal metre
5	Jointing (caulked V-joints)	\$105.00	Per lineal metre
6	Jointing (caulked construction joints w/ backing rods)	\$160.00	Per lineal metre
7	Internal painting	\$ 80.00	Per m <sup>2</sup>
8	External painting	\$ 90.00	Per m <sup>2</sup>
9	Render repairs	\$220.00	Per m <sup>2</sup>

**DO-AND-CHARGE LABOUR RATES (including builder's margin, excluding GST)**

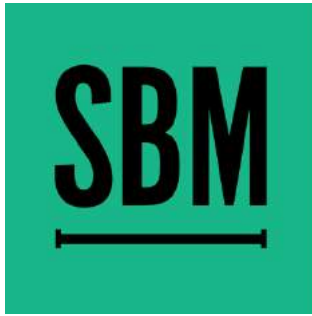
Item	Activity	Cost	Rate
1	Project Manager	\$ 130.00	Per hour
2	Foreman	\$ 120.00	Per hour
3	Plumber	\$ 132.00	Per hour
4	Electrician	\$ 110.00	Per hour
5	Carpenter	\$ 110.00	Per hour
6	Concreter	\$ 110.00	Per hour
7	Tiler	\$ 110.00	Per hour
8	Renderer	\$ 110.00	Per hour
9	Painter	\$ 110.00	Per hour
10	Skilled labourer	\$ 95.00	Per hour
11	Labourer	\$ 80.00	Per hour
12	Materials	As invoiced	+ <u>20</u> %

**Notes**

1. *Do-and-charge labour rates* do not apply when rates from the *Schedule of rates* table are applied.
2. *Do-and-charge labour rates* may be charged against provisional sums or costs as directed by the Principal or its agent.

---

***Structural Building Management Pty Ltd Tender Submission***



**Built to Measure.**

**ABN** 12 151 351 996  
**Licence** 238720C  
**Tel** (02) 9181 4779  
**Email** [info@sbm.build](mailto:info@sbm.build)  
PO Box 332 Oatlands NSW 2117  
[www.sbm.build](http://www.sbm.build)

9 June 2023

**Attention:** Hayden Hollis  
**Pinnacle Building Consultancy**  
**E:** [hayden@pinnaclebuildingconsultancy.com.au](mailto:hayden@pinnaclebuildingconsultancy.com.au)  
**P:** 02 4961 2575

**Subject**        **19-21 Grosvenor St, Neutral Bay – Rev B**  
                      ***Podium & Balcony Waterproofing Rectification Works***

Dear Hayden,

It is with pleasure that we provide for you our quotation to carry out the podium & balcony waterproofing rectification works for the above-mentioned property. Our quotation has been based on document **18-057 300622 W PROOF SPEC [REV.1]** along with a site inspection.

### **Our Offer**

We refer you to our completed tender form for information on our offer. Further we would direct you to our “Clarification of Works” below to understand our quotation in more detail.

### **Clarification of Works**

- 1) We have allowed for free access to all applicable area (prior notice will be provided)
- 2) We have allowed for fixed scaffold through the awing on Young Lane as external access to level 3 northern podium
- 3) We have allowed for edge rail to level 3 Northern podium for safety
- 4) We have allowed for make good of the awning following dismantle of the scaffold
- 5) We have allowed for mobile crane for rubbish removal from L3 Northern podium and new materials to L3 Northern podium via Young Lane
- 6) We have allowed for a provisional cost of \$20,000+GST for council permits and fees for setting up scaffold, mobile crane & pump truck (for screeding) on Young Lane

Project	19-21 Grosvenor St, Neutral Bay_18-057	Structural Building Management		
Document No.	R61437	Date	9/6/2023	Page 2 of 4

- 7) Young Lane will be temporarily restricted during the application of mobile crane and pump truck (prior notice will be provided for all shop owners and building occupants being affected)
- 8) We have allowed for internal access for the works to nominated balcony and loggia
- 9) We have allowed for a provisional cost of \$30,000+GST for HBCF insurance. If there is a variation (or sequential / cumulative variations) to the contract and value of it exceeds 20% of the original contract price, the premium will be adjusted with a top-up from Icare plus 5% builder mark-up
- 10) We have allowed for an average thickness of 20mm for the nominated toppings to L3 Northern podium and nominated balcony & loggia
- 11) We have not allowed for the removal of balustrade adjacent to the level 3 Northern podium
- 12) We have not allowed works to the Eastern return of the L3 Northern podium as per markup
- 13) We have allowed for a provisional cost of \$7,500+GST (\$2,500 for each balcony/loggia) for internal makegood after balcony door/window reinstatement
- 14) We have assumed the size of new paver to the balcony / loggia is 300x300mm
- 15) We have allowed for a provisional cost of \$3,000+GST for relining of the stormwater pipe within the subject blade wall if required
- 16) We have allowed for all provisional sums and provisional cost provided in the specification
- 17) We have allowed to remove & reinstate existing balcony doors/window only. SBM will endeavour to minimise damages to the doors during removal and reinstatement. However, SBM cannot guarantee the existing door frame will not be damaged during the process, and SBM will not be held liable for any damage caused
- 18) Although care will be taken during the course of the works (temporary membrane following demolition) the client should be aware that the nature of the repairs involves a risk of water damage. Neither SBM and/or any of their employees will be held liable for any water damage or any consequential damage
- 19) We confirm our allowance for preparing exposed slab areas is for treating minor slab defects such as small voids or ridges only. Any major repairs to existing substrates such as concrete spalling or cracked areas found necessary would involve a variation to the contract. Concrete spalling repair, if required, will be charged for min. 1L per repair location
- 20) Render repairs, if required, will be charged for min. 0.5m<sup>2</sup> per repair location for broad area or min. 1Lm per repair location for slab edges
- 21) We have allowed for works to be carried out during normal business hours
- 22) We will require a suitable dedicated area to store our materials

Project	19-21 Grosvenor St, Neutral Bay_18-057	Structural Building Management		
Document No.	R61437	Date	9/6/2023	Page 3 of 4

- 23) We assume that the cost of water and power will be supplied by the owners including any costs for provision of temporary power if common power is not available or not suitable
- 24) We require access to ablution facilities for the duration of the works, if facilities are not available the cost of a temporary toilet will be charged to the owners as a variation to the contract
- 25) We will require access to two car spaces and / or street permits for the duration of the works
- 26) Ensure the removal of all personal items and belongings prior to work commencing. If SBM is required to assist with the removal / relocation, \$120/hr/man+GST will be charged as a variation. If items are not removed, SBM will not be held liable for any damage caused
- 27) Subject to the final regulated design by the superintendent or engineer, SBM reserve the right to amend our quotation accordingly
- 28) SBM are not designers, any design calculations to be provided by the superintendent or engineer engaged by the owners or by SBM.

### **Exclusions**

- 1) We have not allowed for any professional fees
- 2) We have not allowed for any fees or permits (council etc.), except for council fees for fixed scaffold, mobile crane and pump truck on Young Lane
- 3) We have not allowed for any Asbestos Contained Materials (ACMs) related works. If ACMs were found, works in the vicinity of the affected area will be ceased immediately and further action will be taken according to the instruction from the Superintendent
- 4) We have not allowed for any other works apart from what is stated above / in our tender form

Should you require any further information please do not hesitate to contact me on the number below.

Kind Regards

Structural Building Maintenance Pty Ltd

T/As Structural Building Management



**Wayne Wehbe**

**Senior Estimator / Director**



Project	19-21 Grosvenor St, Neutral Bay_18-057	Structural Building Management		
Document No.	R61437	Date	9/6/2023	Page 4 of 4


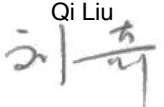
PO Box 332, OATLANDS NSW 2117

**M.** 0411 173 464

**P.** 02 9181 4779

**E.** [wayne@sbm.build](mailto:wayne@sbm.build)

**TENDER FORM**

<b>PROJECT ADDRESS</b>	19-21 Grosvenor Street, NEUTRAL BAY NSW 2089		
<b>BUILDING NAME</b>	<i>Lucca</i>		
<b>PRINCIPAL</b>	The Owners – Strata Plan 82955		
<b>TENDERER IN FULL</b>	Structural Building Maintenance PTY LTD		
<b>ABN</b>	12 151 351 996		
<b>REGISTERED ADDRESS</b>	57 Parramatta Rd, Concord NSW 2137		
<b>LICENCE NUMBER</b>	238720C		
<b>ADDENDUM(S)</b>	REV 1	are recognised and accepted	
<b>AUTHORISED BY</b>	Wayne Wehbe		
<b>DATE</b>	9/6/23		
<b>TELEPHONE NUMBER</b>	02 9181 4779		
<b>EMAIL ADDRESS</b>	wayne@sbm.build		
<b>SIGNATURE OR SEAL</b>	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>Witnessed by: (Print name and sign)</p> <p>Qi Liu</p>  </div> </div>		
<b>LUMP SUM PRICE</b>	\$388,762.44	including GST	
<b>POSSESSION OF SITE</b>	As stated in the Annexure to the Contract Agreement		
<b>CONTRACT DURATION</b>	16 weeks from the date of site possession		

**Notes**

1. The time for giving possession of the site to the Contractor is as negotiated and set out within the Annexure to the Contract Agreement.
2. This tender must remain open for consideration for six months after closing of the tender period.

## CONSTRUCTION WORK PACKAGES

WATERPROOFING		
SECTION	CONSTRUCTION WORK PACKAGE	PRICE (EX-GST)
1.0	Preliminaries	\$ 62,088.00
2.0	HBCF insurance and warranties	\$ 30,000.00
3.0	Access	\$ 80,176.25
4.0	Podium waterproofing	\$ 76,302.00
4.9	Provisional Sum – Stormwater drainage upgrades	<b>\$1,000.00</b>
5.0	Balcony and loggia waterproofing	<b>\$</b>
	Unit 111 – Southern loggia	\$ 31,082.20
	Unit 168 – Southern loggia	\$ 31,082.20
	Unit 503 – Northern balcony	\$ 32,989.75
	Level 3 southern podium stormwater riser	\$ 5,700.00
5.9	Provisional Sum – Stormwater drainage upgrade	<b>\$3,000.00</b>
SUB TOTAL		\$ 353,420.40
ADD GOODS AND SERVICES TAX (GST)		\$ 35,342.04
LUMP SUM TENDER		<b>\$ 388,762.44</b>

### Notes

- Figures in standard font are components of the relevant bold figure.

SCHEDULE OF RATES (including builder's margin, excluding GST)			
Item	Activity	Cost	Rate
1	Concrete spalling repairs	\$ 91	Per litre
2	N12 rebar replacement	\$ 210	Per lineal metre
3	N16 rebar replacement	\$ 230	Per lineal metre
4	Concrete crack repair (non-shrink grout type)	\$ 185	Per lineal metre
5	Jointing (caulked V-joints)	\$ 125	Per lineal metre
6	Jointing (caulked construction joints w/ backing rods)	\$ 135	Per lineal metre
7	Internal painting	\$ 78	Per m <sup>2</sup>
8	External painting	\$ 91	Per m <sup>2</sup>
9	Render repairs	\$ 312	Per m <sup>2</sup>

DO-AND-CHARGE LABOUR RATES (including builder's margin, excluding GST)			
Item	Activity	Cost	Rate
1	Project Manager	\$ 170	Per hour
2	Foreman	\$ 150	Per hour
3	Plumber	\$ 130	Per hour
4	Electrician	\$ 130	Per hour
5	Carpenter	\$ 130	Per hour
6	Concreter	\$ 130	Per hour
7	Tiler	\$ 130	Per hour
8	Renderer	\$ 130	Per hour
9	Painter	\$ 130	Per hour
10	Skilled labourer	\$ 120	Per hour
11	Labourer	\$ 100	Per hour
12	Materials	As invoiced	+ <u>20</u> %

## Notes

1. *Do-and-charge labour rates* do not apply when rates from the *Schedule of rates* table are applied.
2. *Do-and-charge labour rates* may be charged against provisional sums or costs as directed by the Principal or its agent.

05 April 2023

Policy Number: AP-56781

**CERTIFICATE OF CURRENCY**

Dear Sir/Madam

This is to certify that the undermentioned policy is current to the due date shown below.

**Type of Insurance:** Annual Project

**Insured Name:** Structural Building Maintenance Pty Ltd T/as Structural Building Management

**Territorial Limit:** Within Australia but not north of 26th parallel south

**Current Period of Insurance:** 05 April 2023 to 05 April 2024 at 4pm local time

**Business Details:** Commercial Upgrades & Fit Outs. Residential Repairs. New Dwellings, Constructions of New Multi Unit, Retail, Alterations & Additions to Existing Dwellings & Multi Units, Minor Waterproofing Works, Project Management of insureds own projects.

Project management for third party construction sites:  
Project Superintendents and Project Manager / Site Supervisor  
but only for the manual activities they engage in on a building site and  
not for their professional duties performed on that site for a fee.

**Interested Party:****Section 1 - Material Damage**

<b>1.02 Maximum Project Value</b>	\$4,900,000 E.E.E.
<b>1.03 Principal Supplied Materials</b>	\$50,000 E.E.E.
<b>1.04 Existing Structures</b>	\$100,000 E.E.E.
<b>1.05 Contractors Plant, Tools and Re-useable Equipment</b>	\$50,000 E.E.E.
<b>1.06 Variations and Escalation</b>	\$990,000 E.E.E.
<b>1.07 Removal of Debris</b>	\$510,000 E.E.E.
<b>1.08 Professional Fees</b>	\$495,000 E.E.E.
<b>1.09 Expediting Costs</b>	\$252,500 E.E.E.
<b>1.10 Mitigation Costs</b>	\$252,500 E.E.E.

*E.E.E. means each and every event***Section 2 - Public Liability**

<b>6.01 Public Liability</b>	\$20,000,000 E.E.O.
<b>Sub Limits</b>	
<b>6.02 Products Liability</b>	\$20,000,000 A.O.P.I.
<b>6.03 Vibration Weakening or the Removal of Support</b>	\$20,000,000 A.O.P.I.
<b>6.04 Property in Care, Custody and Control</b>	\$100,000 A.O.P.I.
<b>Contractors Pollution Liability</b>	\$250,000 A.O.P.I.

*E.E.O. means each and every occurrence*

*This Certificate of Currency is issued as a matter of information only and provides no rights to the holder. It does not amend, extend or alter the cover provided by the Policy. It is only a summary of the cover provided by the Policy. (Reference must be made to the current Policy wording and Schedule for full details). It is current at the date of issue only.*



MECON Insurance Pty Ltd  
A.B.N 29 059 310 904  
AFSL 253106

[www.mecon.com.au](http://www.mecon.com.au)

*A.O.P.I. means in the aggregate of all occurrences in any one period of insurance*

INSURER	PERCENT
<b>AIG Australia Limited (AIG), ABN 93004727753, AFSL 381686</b>	100.00%

Yours Faithfully

Michael Cao

*This Certificate of Currency is issued as a matter of information only and provides no rights to the holder. It does not amend, extend or alter the cover provided by the Policy. It is only a summary of the cover provided by the Policy. (Reference must be made to the current Policy wording and Schedule for full details). It is current at the date of issue only.*

Transaction Ref: 640464

006551 1072 EMAIL  
Wayne Wehbe  
STRUCTURAL BUILDING MAINTENANCE PTY LTD  
PO Box 332  
OATLANDS NSW 2117

Issue date:

29/07/2022

## Statement of coverage

The following policy of insurance covers the full amount of the employer's liability under the *Workers Compensation Act 1987 (NSW)*.

Employer name:	Policy number:	Valid:
STRUCTURAL BUILDING MAINTENANCE PTY LTD	114133401	31/07/2022 - 31/07/2023
Trading name:	ABN:	ACN:
Structural Building Management	12 151 351 996	151 351 996

Industry classification number (WIC) <sup>3</sup>	Number of workers <sup>1</sup>	Wages/units <sup>2</sup>
411100 House Construction	21	\$1,400,000.00

1. Number of workers includes contractors/deemed workers

2. Total wages/units estimated for the current period

3. The policy covers all workers employed by the entity named on this certificate in the course of its primary business activity or any other activities ancillary to its primary business activity as required.

## Important information

Principals relying on this certificate should ensure it is accompanied by a statement under section 175B of the *Workers Compensation Act 1987 (NSW)*. Principals should also check and satisfy themselves that the information is correct and ensure that the proper workers compensation insurance is in place, i.e. compare the number of employees on site to the average number of employees estimated; ensure that the wages are reasonable to cover the labour component of the work being performed; and confirm that the description of the industry/industries noted is appropriate. A principal contractor may become liable for any outstanding premium of the sub-contractor if the principal has failed to obtain a statement or has accepted a statement where there was reason to believe it was false.

Yours faithfully,



Peter Meighan  
Underwriting Operations Manager  
icare Workers Insurance

### Building Practitioner Registration

**Registration number:** BUP0000378

**Issue to:** Wayne Wehbe

**Issue date:** 14 Jul 2021

**Expiry date:** 13 Jul 2026  
(unless surrendered or cancelled)

As per the Deemed Registration terms described in Division 2 of the regulations your registration and supporting documents will be checked and confirmed to ensure that you meet the requirements to hold the relevant registration.

Practitioners who hold a deemed registration are permitted to carry out the work of their occupation until registration is confirmed or cancelled by NSW Fair Trading unless cancelled by you.

If any of your circumstances change, such as contact details, you should notify NSW Fair Trading by completing the Change of Details form available on our website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

Your deemed registration will continue for a period of 1, 3 or 5 years until confirmed by us or cancelled. Deemed registration can be applied for during the transitional period which begins on 1 July 2021 and ends on 31 December 2021.

© State of New South Wales through the NSW Department of Customer Service 2021.

This publication is copyright. You may download, display, print and reproduce this material in an unaltered form only (retaining this notice) for your personal use or for non-commercial use within your organisation. To copy, adapt, publish, distribute or commercialise any of this publication you will need to seek permission from the NSW Department of Customer Service.

**Disclaimer:** This publication provides a general summary of some of the provisions under the *Design and Building Practitioners Act 2020* and *Design and Building Practitioner Regulations 2021*. Compliance with the *Design and Building Practitioners Act 2020* and the *Design and Building Practitioner Regulations 2021* is a legal requirement. This publication does not provide or purport to provide legal advice. Users are reminded of the need to ensure that the information upon which they rely is accurate and up to date by checking the currency of the information at the NSW Fair Trading website, a division of NSW Department of Customer Service, or with the user's independent legal adviser.



## **Your obligations as a registered practitioner**

As a practitioner registered under the *Design and Building Practitioner Act 2020*, you will be required to follow a set of prescribed conditions. These are detailed in Division 2 (36) of the Design and Building Practitioner Regulations 2021.

These conditions include:

- You must continue to hold the class of licence that was required to satisfy the qualification requirements for the class of registration under Schedule 2 in which you are registered.
- You must comply with the code of practice:
  - a) for a prescribed practitioner - set out in Schedule 4, Part 2, Division 1, or
  - b) for a registered professional engineer - set out in Schedule 4, Part 2, Division 2.

Registrations in the fire system classes of Design Practitioner issued in accordance with Pathway 1 clause 94 of the regulations, must also comply with the requirements and conditions in clause 94(3), 94(4) and (94)5.

A Design Practitioner - Architectural registration holder must be fully registered as an architect within the meaning of the *Architects Act 2003* and be recorded as a practising architect in the register maintained by the Registrar of the NSW Architects Registration Board constituted under that Act.

## **Your obligations as a Body Corporate**

Body Corporates are required to follow a set of conditions prescribed under the *Design and Building Practitioner Act 2020*. These are detailed in Division 2 (36) or (37) of the Design and Building Practitioner Regulation 2021.

These conditions include:

A registered body corporate that holds a Building Practitioner - Body Corporate class of registration is authorised to make a building compliance declaration for building work, but only by way of a nominated person as described in Division 3 (26) of the Design and Building Practitioners Regulation 2021.

Any Building Practitioner nominated by a body corporate must hold a supervisor certificate authorising them to do general building work under the *Home Building Act 1989*.

If the body corporate at any time no longer has an employee who is registered in a particular practitioner class, the body corporate:

- a) must not do anything that relies on it having an employee who is registered in that class, and
- b) must, give written notice within 7 days to NSW Fair Trading that it no longer has an employee who is registered in that class.

## **Your obligations as a Professional Engineer**

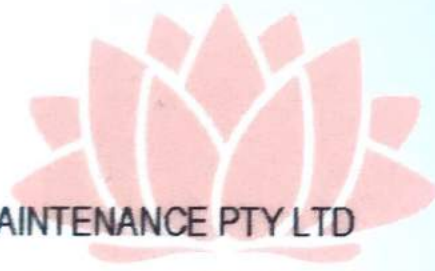
As a practitioner registered under the *Design and Building Practitioner Act 2020*, you will be required to follow a set of prescribed conditions. These are detailed in Division 2 (37) of the Design and Building Practitioner Regulations 2021.

These conditions include:

- a) you must continue to hold the recognition or registration under a recognised engineering body's recognition or registration scheme, or
- b) you must continue to hold the recognition or registration by a professional body of engineers that operates with a professional standards scheme.

# CONTRACTOR LICENCE

Builder



STRUCTURAL BUILDING MAINTENANCE PTY LTD

57 PARRAMATTA RD  
CONCORD NSW 2137

**NSW**  
GOVERNMENT



Fair  
Trading

NUMBER  
238720C

EXPIRES  
01/08/2024

## **ISSUED UNDER HOME BUILDING ACT 1989**

- All contracts must show the name and licence number shown on the front of this licence card.
- The following must be quoted in any advertisement:
  - Licence number
  - Name of licence holder or registered business name (if applicable)
- All business documentation must bear the licence number and name shown on this licence card.
- The licence is not transferable and is to be produced on demand.

*Signature of Licence holder*

A handwritten signature in black ink, appearing to be 'W. H. Smith', written over a horizontal line.

**238720C**

# Certificate of Eligibility for insurance with the Home Building Compensation Fund

under  
6 of

Conditions  
e Act.  
Insurance

## Details of Eligibility

00,000  
31

### Maximum Contract/Project Value by Construction Type

	,000,000
	\$500,000
	\$150,000
	,000,000
	\$500,000
	,080,000
Multiple Dwellings Renovations - Non Structural	\$3,000,000
Swimming Pools	\$60,000

Date of issue of certificate: 03 Mar 2022  
Date of expiry of certificate: 2 Mar 2025

This is not a HBCF Certificate of Insurance

limiting the Builder to contracting for work not requiring insurance under Part 6 of the Act.

- 7 If, under the Act, a Builder's contractor licence is not issued or renewed/restored, or it is surrendered, cancelled or suspended this Eligibility will not apply and will be cancelled without notice. Reinstatement of Eligibility following any of these events may be subject to a new review/assessment.

If a Builder has not purchased a Certificate of Insurance since their current Certificate of Eligibility was issued, they will need to submit to an eligibility assessment to determine whether their eligibility can be renewed.



## CONTACT US

Address: PO BOX 98, SWANSEA NSW 2281

Phone Number: 02 4961 2575 | 0417 427 498

Email: [andrew@pinnaclebuildingconsultancy.com.au](mailto:andrew@pinnaclebuildingconsultancy.com.au)

Website: [www.pinnaclebuildingconsultancy.com.au](http://www.pinnaclebuildingconsultancy.com.au)



CONSTRUCTION WORKS PACKAGES			PRES TECH		SRS		SBM		DAPCOR	
ITEM	DESCRIPTION	SECTION	VALUE	NOTES	VALUE	NOTES	VALUE	NOTES	VALUE	NOTES
1.0	Preliminaries	1.0	\$ 35,410.00	LOW	\$ 20,379.82	LOW	\$ 62,088.00		\$ 70,750.00	HIGH
2.0	HBCF insurance and warranties (estimate)	2.0	\$ 13,000.00	LOW	\$ 18,740.00		\$ 30,000.00		\$ 33,500.00	NOT INCL IN LUMP SUM TOTAL
3.0	Access	3.0		INCL IN SECTION 4.0 AND 5.0	\$ 29,261.00		\$ 80,176.25	HIGH	\$ 149,860.00	HIGH
4.0	Podium waterproofing	4.0	\$ 61,230.00		\$ 56,159.23	LOW	\$ 76,302.00		\$ 172,940.00	HIGH
	Provisional Sum - Stormwater drainage upgrade	4.9	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
5.0	Balcony and loggia waterproofing	5.0		ITEMISED BELOW		ITEMISED BELOW		ITEMISED BELOW	\$ 100,770.00	
	Unit 111 - Southern loggia		\$ 23,090.00	LOW	\$ 33,176.00		\$ 31,082.20			INCL SECTION 4.0
	Unit 168 - Southern loggia		\$ 23,090.00	LOW	\$ 33,176.00		\$ 31,082.20			INCL SECTION 4.0
	Unit 503 - Northern loggia		\$ 23,090.00	LOW	\$ 41,006.00		\$ 32,989.75			INCL SECTION 4.0
	Level 3 southern podium stormwater riser		\$ 10,000.00	PROVISIONAL SUM	\$ 11,020.00	HIGH	\$ 5,700.00	LOW		INCL SECTION 4.0
	Provisional Sum - Stormwater drainage upgrade	5.9	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00		\$ 3,000.00	
Sub-total			\$ 192,910.00		\$ 246,918.05		\$ 353,420.40		\$ 531,820.00	
GST			\$ 19,291.00		\$ 24,691.81		\$ 35,342.04		\$ 53,182.00	
TOTAL			\$ 212,201.00		\$ 271,609.86		\$ 388,762.44		\$ 585,002.00	

Duration	10-12 weeks	8-10 weeks	16 weeks	14 weeks
Ranking	1	2	3	4

DIFFERENCES				
\$ higher	\$ -	\$ 59,408.86	\$ 176,561.44	\$ 372,801.00
% higher	0.0%	28.0%	83.2%	175.7%

GENERAL CONTINGENCIES				
at 10%	\$ 21,220.10	\$ 27,160.99	\$ 38,876.24	\$ 58,500.20
at 15%	\$ 31,830.15	\$ 40,741.48	\$ 58,314.37	\$ 87,750.30

SCHEDULE OF RATES			PRES TECH		SRS		SBM		DAPCOR				
UNIT													
UNIT RATES													
1	Concrete spalling repairs	\$	65.00	LOW	\$	90.00		\$	91.00	\$	70.00	LOW	Per litre
2	N12 rebar replacement	\$	55.00	LOW	\$	65.00	LOW	\$	210.00	\$	210.00		Per lineal metre
3	N16 rebar replacement	\$	65.00	LOW	\$	85.00	LOW	\$	230.00	\$	260.00	HIGH	Per lineal metre
4	Concrete crack repair (non-shrink grout type)	\$	100.00	LOW	\$	160.00		\$	185.00	\$	460.00	HIGH	Per lineal metre
5	Jointing (caulked V-joints)	\$	80.00	LOW	\$	105.00		\$	125.00	\$	350.00	HIGH	Per lineal metre
6	Jointing (caulked construction joints w/ backing rods)	\$	100.00	LOW	\$	160.00	HIGH	\$	135.00			NOT PROVIDED	Per lineal metre
7	Internal painting	\$	45.00	LOW	\$	80.00		\$	78.00	\$	70.00		Per m <sup>2</sup>
8	External painting	\$	55.00	LOW	\$	90.00		\$	91.00	\$	80.00		Per m <sup>2</sup>
9	Render repairs	\$	230.00		\$	220.00		\$	312.00	HIGH	\$	240.00	Per m <sup>2</sup>

DO-AND-CHARGE LABOUR RATES									
1	Project Manager	\$ 200.00	HIGH	\$ 130.00	LOW	\$ 170.00		\$ 150.00	Per hour
2	Foreman	\$ 120.00		\$ 120.00		\$ 150.00	HIGH	\$ 120.00	Per hour
3	Plumber	\$ 110.00		\$ 132.00	HIGH	\$ 130.00	HIGH	\$ 110.00	Per hour
4	Electrician	\$ 110.00		\$ 110.00		\$ 130.00	HIGH	\$ 130.00	HIGH Per hour
5	Carpenter	\$ 100.00		\$ 110.00		\$ 130.00	HIGH	\$ 110.00	Per hour
6	Concreter		NOT PROVIDED	\$ 110.00		\$ 130.00	HIGH	\$ 100.00	Per hour
7	Tiler	\$ 95.00		\$ 110.00		\$ 130.00	HIGH	\$ 100.00	Per hour
8	Renderer	\$ 95.00		\$ 110.00		\$ 130.00	HIGH	\$ 100.00	Per hour
9	Painter	\$ 95.00		\$ 110.00		\$ 130.00	HIGH	\$ 95.00	Per hour
10	Skilled Labourer	\$ 75.00	LOW	\$ 95.00		\$ 130.00	HIGH	\$ 80.00	LOW Per hour
11	Labourer	\$ 73.00	LOW	\$ 80.00		\$ 120.00	HIGH		NOT PROVIDED Per hour
12	Materials (as invoiced + _____ %)	20%		20%		20%		20%	Cost plus _____ %

## Hannah Roberts

---

**From:** Hannah Roberts  
**Sent:** Wednesday, 9 August 2023 4:50 PM  
**To:** Hannah Roberts  
**Subject:** Unit 318 - Noise Complaint

---

**From:** Shane Haitana <shaitana@wellmanstrata.com.au>  
**Sent:** Monday, August 7, 2023 9:46 AM  
**To:** Lucca Building Manager <lucca@luna.management>  
**Cc:** adam davenport <adam.davenport@mail.com>; tonygreenrod920@gmail.com; dina.samoylova13@gmail.com; Hannah Roberts <hroberts@wellmanstrata.com.au>  
**Subject:** RE: RE: SP 82955 - 318/19-21 Grosvenor Street, Neutral Bay | Noise Complaint

Thank you, Prabind,

Please keep me updated where you can.

Yours faithfully,



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**Shane Haitana**  
**Strata Manager**

**SYDNEY** [+612 8065 6575](tel:+61280656575) | **NEWCASTLE** [+612 4910 0804](tel:+61249100804)

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)





Catch the Spirit of **Straight Forward Fun!** Join Wellman Strata Team at **City2Surf** on **Sunday, 13 August 2023** and experience the thrill of running together.  
[Click here](#) to register and let's stride forward, unite, and have a blast!



**From:** Lucca Building Manager <[lucca@luna.management](mailto:lucca@luna.management)>

**Sent:** Friday, August 4, 2023 5:29 PM

**To:** Shane Haitana <[shaitana@wellmanstrata.com.au](mailto:shaitana@wellmanstrata.com.au)>

**Cc:** adam davenport <[adam.davenport@mail.com](mailto:adam.davenport@mail.com)>; [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com); [dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com); Hannah Roberts <[hroberts@wellmanstrata.com.au](mailto:hroberts@wellmanstrata.com.au)>

**Subject:** Re: RE: SP 82955 - 318/19-21 Grosvenor Street, Neutral Bay | Noise Complaint

Please be cautious. This email was sent outside from your organisation

Hi Shane,

I spoke with 317 and 318 tenants and requested them to record the noise and send it to me. 318 tenants have sent me the recording this morning and by hearing it I can confirm they both are complaining about the same noise. At this stage I am not 100 percent sure but I feel noise is of some sort of water leak during night time. I will investigate this further next week and provide an update. Unit 318 tenant has already filed a complaint against 317 for the humiliating note and threat but he told me he will retrieve his complaint if he receives a written public apology from the 317 tenant. I have requested both of them to not act on this noise during the weekend and I investigate this further on Monday.

Thank you.

Kind regards,



**Prabind Gupta**  
Building Manager, LUNA

**P** 1800 005 862 **E** [lucca@luna.management](mailto:lucca@luna.management) **W**  
[luna.management](http://luna.management)



A home beyond your front door

*The contents of this e-mail are confidential and may only be accessed by the intended recipient.  
If you are not the intended recipient please notify the sender immediately.  
Any unauthorized reproduction of this e-mail, or its contents, is strictly prohibited.*

On Fri, Aug 4, 2023 at 3:27 PM Shane Haitana <[shaitana@wellmanstrata.com.au](mailto:shaitana@wellmanstrata.com.au)> wrote:

Hi Adam,

At this point, we have asked both parties to provide video evidence of the noise so we can get to the bottom of this issue.

Prabind has spoken with both units and is investigating the source of the sound further.

Unit 318 has advised that he now feels unsafe in his unit because of the letters left for him.

We did advise him to contact the police if this was the case.

We have since received confirmation from Prabind that the letters were by Unit 317.

I think it best to advise Unit 317 we believe the noise is coming from another area and to refrain from contacting Unit 318 until we can investigate this further.

[@Prabind Gupta](#), are you able to have this discussion with Unit 317?

Hopefully, we can stop the harassment between the two units before it escalates.

Yours faithfully,



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**Shane Haitana**  
**Strata Manager**

**SYDNEY** [+612 8065 6575](tel:+61280656575) | **NEWCASTLE** [+612 4910 0804](tel:+61249100804)

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



Catch the Spirit of **Straight Forward Fun!** Join Wellman Strata Team at **City2Surf** on  
**Sunday, 13 August 2023** and experience the thrill of running together.  
[Click here](#) to register and let's stride forward, unite, and have a blast!



**From:** adam davenport <[adam.davenport@mail.com](mailto:adam.davenport@mail.com)>

**Sent:** Thursday, August 3, 2023 6:47 PM

**To:** Shane Haitana <[shaitana@wellmanstrata.com.au](mailto:shaitana@wellmanstrata.com.au)>

**Cc:** [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com); [dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com); Hannah Roberts  
<[hroberts@wellmanstrata.com.au](mailto:hroberts@wellmanstrata.com.au)>; 'Prabind Gupta' <[lucca@luna.management](mailto:lucca@luna.management)>; Nina Howell  
<[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)>

**Subject:** Re: RE: SP 82955 - 318/19-21 Grosvenor Street, Neutral Bay | Noise Complaint

Hello Shane

The owner of 318 is Simon Cole, he used to live there now rents it. His tenant has complained to him about two noise issues.

First the car park fan noise. This is a long standing issue in Simon's unit. The exhaust fan duct for the car park fan runs behind the wall in his apartment's bedroom. BWe have been advised that by law, car park fans must run 24/7 unless there is an approved Carbon Monoxide sensor. We installed the sensor many years ago. In fact Prabind had it replaced earlier this year I think. It works fine most of the time. Occasionally when there is a power surge, fire alarm call out or an electrician is working in the building the fan resets itself to the default setting which is 24/7. It is a massive end powerful fan in the basement B3 and is expensive to run and noisy. We normally get some complaints if it starts running and then Prabind has Adept reset it.

Prabind can you confirm the car park fan is in its "off" setting with the CO sensor activated and working? Thanks

Second 318 complains about the noise issue on level 3. He has been blamed for making the noise but denies making it. I am not sure what the noise is, music, banging furniture or something else. Prabind can you advise what kind of noise it is?

I own Unit 315 and I have not had any noise complaints from my tenant even though she is next door to the two units that are in dispute.

Simon's tenant in 318 says he plans to "go to the Tribunal". I don't really know what that means or if he did lodge a complaint what the nature of his complaint would be.

I am not sure there is anything else we can about the noise complaint do unless a formal complaint is lodged about on going noise as opposed to a one off event. Shane what is the Wellman advice?

Regards

Adam

+61 424 243 439

[https://3c-lxa.mail.com/mail/client/mail/compose/html;jsessionid=7ADB9780E145FB1F54BF15E133D08A31-n2.lxa04a?editorAction=REPLY\\_ALL&mailId=tmai1691044957364955608&showExternalContent=true#](https://3c-lxa.mail.com/mail/client/mail/compose/html;jsessionid=7ADB9780E145FB1F54BF15E133D08A31-n2.lxa04a?editorAction=REPLY_ALL&mailId=tmai1691044957364955608&showExternalContent=true#)

**Sent:** Thursday, August 03, 2023 at 7:42 AM

**From:** "Shane Haitana" <[shaitana@wellmanstrata.com.au](mailto:shaitana@wellmanstrata.com.au)>

**To:** "tonygreenrod920@gmail.com" <[tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com)>, "adam.davenport@mail.com" <[adam.davenport@mail.com](mailto:adam.davenport@mail.com)>, "dina.samoylova13@gmail.com" <[dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com)>

**Cc:** "Hannah Roberts" <[hroberts@wellmanstrata.com.au](mailto:hroberts@wellmanstrata.com.au)>, "Prabind Gupta" <[lucca@luna.management](mailto:lucca@luna.management)>

**Subject:** RE: SP 82955 - 318/19-21 Grosvenor Street, Neutral Bay | Noise Complaint

Hi Tony,

Thank you for your update.

Yours faithfully,



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**Shane Haitana**  
**Strata Manager**

**SYDNEY** +612 8065 6575 | **NEWCASTLE** +612 4910 0804

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



Catch the Spirit of **Straight Forward Fun!** Join Wellman Strata Team at **City2Surf** on **Sunday, 13 August 2023** and experience the thrill of running together.  
[Click here](#) to register and let's stride forward, unite, and have a blast!



---

**From:** [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com) <[tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com)>  
**Sent:** Thursday, August 3, 2023 4:41 PM  
**To:** Shane Haitana <[shaitana@wellmanstrata.com.au](mailto:shaitana@wellmanstrata.com.au)>; [adam.davenport@mail.com](mailto:adam.davenport@mail.com);  
[dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com)  
**Cc:** Hannah Roberts <[hroberts@wellmanstrata.com.au](mailto:hroberts@wellmanstrata.com.au)>; 'Prabind Gupta' <[lucca@luna.management](mailto:lucca@luna.management)>  
**Subject:** RE: SP 82955 - 318/19-21 Grosvenor Street, Neutral Bay | Noise Complaint

Please be cautious. This email was sent outside from your organisation

---

Thanks Shane,

I haven't heard of any noise complaints and don't recall any comments on this issue in the weekly Building Manager's report.

Regards,

Tony

---

**From:** Shane Haitana <[shaitana@wellmanstrata.com.au](mailto:shaitana@wellmanstrata.com.au)>  
**Sent:** Thursday, 3 August 2023 10:32 AM  
**To:** [adam.davenport@mail.com](mailto:adam.davenport@mail.com); [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com); [dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com)

**Cc:** Hannah Roberts <[hroberts@wellmanstrata.com.au](mailto:hroberts@wellmanstrata.com.au)>; Prabind Gupta <[lucca@luna.management](mailto:lucca@luna.management)>  
**Subject:** SP 82955 - 318/19-21 Grosvenor Street, Neutral Bay | Noise Complaint

Dear Committee,

Please find attached emails from the tenant at Unit 318.

We are currently working with Prabind and the property manager/owner of unit 318 to investigate which unit/s the noise is coming from as Unit 318 claims it is not him.

Is the committee aware of any other noise issues/complaints from Level 3?

Yours faithfully,



**Shane Haitana**  
**Strata Manager**

**SYDNEY** +612 8065 6575 | **NEWCASTLE** +612 4910 0804

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)





Catch the Spirit of **Straight Forward Fun!** Join Wellman Strata Team at **City2Surf** on **Sunday, 13 August 2023** and experience the thrill of running together. [Click here](#) to register and let's stride forward, unite, and have a blast!





## Hannah Roberts

---

**From:** Hannah Roberts  
**Sent:** Wednesday, 9 August 2023 4:50 PM  
**To:** Hannah Roberts  
**Subject:** Unit 302 - AC Consumption  
**Attachments:** SP82955 Lot 29 AC usage invoice.pdf

---

**From:** Shane Haitana <shaitana@wellmanstrata.com.au>  
**Sent:** Monday, August 7, 2023 12:16 PM  
**To:** julianneecrosby7@gmail.com  
**Cc:** 'Prabind Gupta' <prabind@luna.management>; 'Jonna Mariano' <jonna@luna.management>; Levy - Wellman Strata <levy@wellmanstrata.com.au>; Hannah Roberts <hroberts@wellmanstrata.com.au>  
**Subject:** RE: Utility Notice

Hi Julianne,

Thank you for your email below.

The attached invoice for the period 24/04/2023 – 23/07/2023 was issued to you as per AC consumption records received from the Building Manager on 24/07/2023.

This is based on the property by-laws as per below.

## **25. Ducted air conditioning supplied by original owner**

### **Within individual lots**

- 25.1 Where ducted air conditioning has been installed in a lot by the Original Owner, the Owners Corporation owns the Air Conditioning Equipment installed and located within any lot and the owners of the air conditioned lots have exclusive use and enjoyment of the Air Conditioning Equipment.
- 25.2 The Owners Corporation:
- (a) must maintain replace or repair the Air Conditioning Equipment as necessary;
  - (b) bears the sole responsibility of insuring the Air Conditioning Equipment.
  - (c) comply with the requirements of any competent authority regarding the operation of the Air Conditioning Equipment; and
  - (d) repair damage to common property or the property of lot owners caused by exercising rights or complying with obligations under this by-law or when removing, replacing or repairing any Air Conditioning Equipment.
- 25.3 The Owners Corporation must enter into a service agreement with a reputable company for the servicing maintenance and repair of the Air Conditioning Equipment.
- 25.4 The cost of insurance, maintaining, servicing and replacing of the Air Conditioning Equipment will be borne by the owners of the lots that have ducted air conditioning. The cost will be based on each lot's recorded level of consumption.
- 25.5 The Air Conditioning Equipment will be individually metered and lot owners will be individually invoiced according to their level of usage of the air conditioning.
- 25.6 For the avoidance of doubt, this by-law applies to the habitable portions of Lots 1 to 6 inclusive, Lots 22 to 33 inclusive and Lots 45 to 49 inclusive.

### **Within common property**

- 25.7 Where ducted air conditioning has been installed in common areas by the Original Owner, the Owners Corporation owns the Air Conditioning Equipment installed.
- 25.8 The Owners Corporation must comply with by-law 25.2 and 25.3.
- 25.9 The cost of insurance, maintaining, servicing and replacing of the Air Conditioning Equipment will be borne by the owners on a unit entitlement basis.

The report did show there were no operation costs, but the unit did generate power consumption as per below which is what the charge of \$14.78 covers.

<b>Apartment 302</b>		
From	24-Apr-23	
To	23-Jul-23	
AC Unit	Operation (min)	Power (kWh)
Apartment 302 Bedroom		29.551
Apartment 302 LivingRoom		29.551
<b>TOTAL POWER</b>		<b>59.102</b>
* Energy Australia's rate is 25 cents/kWh		
Your consumption cost =	59.102	kWh x 25 cents/kWh
=	<b>\$14.78</b>	

Yours faithfully,



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**Shane Haitana**  
**Strata Manager**

**SYDNEY** [+612 8065 6575](tel:+61280656575) | **NEWCASTLE** [+612 4910 0804](tel:+61249100804)

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



Catch the Spirit of **Straight Forward Fun!** Join Wellman Strata Team at **City2Surf** on **Sunday, 13 August 2023** and experience the thrill of running together.  
[Click here](#) to register and let's stride forward, unite, and have a blast!



---

**From:** [juliannecrosby7@gmail.com](mailto:juliannecrosby7@gmail.com) <[juliannecrosby7@gmail.com](mailto:juliannecrosby7@gmail.com)>

**Sent:** Sunday, August 6, 2023 12:59 PM

**To:** Levy - Wellman Strata <[levy@wellmanstrata.com.au](mailto:levy@wellmanstrata.com.au)>; Wellman Strata <[info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)>

**Cc:** Celeste Arenas <[carenas@wellmanstrata.com.au](mailto:carenas@wellmanstrata.com.au)>; 'Prabind Gupta' <[prabind@luna.management](mailto:prabind@luna.management)>; 'Jonna Mariano' <[jonna@luna.management](mailto:jonna@luna.management)>

**Subject:** RE: Utility Notice

Please be cautious. This email was sent outside from your organisation

---

To Whom It May Concern

Please find attached a statutory declaration relating to the Utility Notices that I receive quarterly.

As I don't use the air conditioning I no longer wish to receive invoices for same. If there is a technical issue the strata should address and fix it.

I would appreciate confirmation that I will no longer receive Utility Notices.

Yours faithfully  
Julianne Crosby  
Apt 302

---

**From:** Wellman Strata Management Pty Ltd <[info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)>

**Sent:** Thursday, 27 July 2023 12:00 PM

**To:** [juliannecrosby7@gmail.com](mailto:juliannecrosby7@gmail.com)

**Subject:** Utility Notice

Please find your your notice attached.

If you require further information, please do not hesitate to contact our office.

Yours faithfully

**Wellman Strata Management Ptd Ltd**



**SYDNEY** +612 8065 6575 | **NEWCASTLE** +612 4910 0804  
**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)  
**ACCOUNTS ENQUIRIES** [accounts@wellmanstrata.com.au](mailto:accounts@wellmanstrata.com.au)  
**WEBSITE** [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)  
**PO BOX** PO Box Q1916 QVB Sydney NSW 1230



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

## ADVANCING STRATA COMMUNITIES

RESPECT | TRANSPARENCY | INTEGRITY

When you work with Wellman Strata,  
you partner with people who want the  
same great outcomes for your property  
and community.

(Important: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete it and notify the sender via return email. You must not disclose the contents of this email to any third party without the consent of the sender.)

## Hannah Roberts

---

**From:** Hannah Roberts  
**Sent:** Wednesday, 9 August 2023 4:52 PM  
**To:** Hannah Roberts  
**Subject:** Recovery of Costs - Toilet Cleaning & Maintenance

---

**From:** Nina Howell <nhowell@wellmanstrata.com.au>  
**Sent:** Monday, July 24, 2023 1:20 PM  
**To:** Dina Samoylova <dina.samoylova13@gmail.com>  
**Cc:** adam.davenport@mail.com; tonygreenrod920@gmail.com; David Wellman <dwellman@wellmanstrata.com.au>; Shane Haitana <shaitana@wellmanstrata.com.au>; Hannah Roberts <hroberts@wellmanstrata.com.au>  
**Subject:** RE: FW: Lucca - On site Toilet

Hi Dina,

We are about to send an email to the SC to arrange to meet to discuss this matter as well as cost saving recommendations. Email to follow shortly.

A full update on the toilet costs will be provided at this time.

Yours faithfully,



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**Nina Howell**  
**Head of Strata Services**

*Class 1 – Licensed Strata Managing Agent (Lic No.937554)*  
*SCA Accreditation – Certified Strata Community Manager (CSCM)*

**SYDNEY** +612 8065 6575 | **NEWCASTLE** +612 4910 0804

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



(Important: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete it and notify the sender via return email. You must not disclose the contents of this email to any third party without the consent of the sender.)



Catch the Spirit of **Straight Forward Fun!** Join Wellman Strata Team at **City2Surf** on **Sunday, 13 August 2023** and experience the thrill of running together.  
[Click here](#) to register and let's stride forward, unite, and have a blast!



---

**From:** Dina Samoylova <[dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com)>

**Sent:** Thursday, July 20, 2023 7:52 AM

**To:** Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)>

**Cc:** [adam.davenport@mail.com](mailto:adam.davenport@mail.com); [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com); David Wellman <[dwellman@wellmanstrata.com.au](mailto:dwellman@wellmanstrata.com.au)>; Shane Haitana <[shaitana@wellmanstrata.com.au](mailto:shaitana@wellmanstrata.com.au)>; Hannah Roberts <[hroberts@wellmanstrata.com.au](mailto:hroberts@wellmanstrata.com.au)>

**Subject:** Re: FW: Lucca - On site Toilet

Please be cautious. This email was sent outside from your organisation

---

Good morning Nina,

I hope my email finds you well.

Do you have an update on the aforementioned matters please?

Thanking you,  
Dina

On Thu, 13 Jul 2023 at 17:22, Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)> wrote:

Dear Dina,

We have these matters in hand and will provide an update by COB tomorrow.

Just wanted to let you know, as I have been responding to Tony's emails this afternoon however your email will take a bit longer to respond to. Didn't want you to feel like I am ignoring your email over others as its not the case.

Have a good night. Will be in touch tomorrow.

Yours faithfully,



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**Nina Howell**  
**Head of Strata Services**

*Class 1 – Licensed Strata Managing Agent (Lic No.937554)*

*SCA Accreditation – Certified Strata Community Manager (CSCM)*

**SYDNEY** [+612 8065 6575](tel:+61280656575) | **NEWCASTLE** [+612 4910 0804](tel:+61249100804)

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



## ADVANCING STRATA COMMUNITIES

RESPECT | TRANSPARENCY | INTEGRITY

When you work with Wellman Strata,  
you partner with people who want the  
same great outcomes for your property  
and community.

(Important: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete it and notify the sender via return email. You must not disclose the contents of this email to any third party without the consent of the sender.)



---

**From:** Dina Samoylova <[dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com)>

**Sent:** Wednesday, July 12, 2023 3:08 PM

**To:** Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)>

**Cc:** [adam.davenport@mail.com](mailto:adam.davenport@mail.com); [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com); David Wellman <[dwellman@wellmanstrata.com.au](mailto:dwellman@wellmanstrata.com.au)>; Shane Haitana <[shaitana@wellmanstrata.com.au](mailto:shaitana@wellmanstrata.com.au)>; Hannah Roberts <[hroberts@wellmanstrata.com.au](mailto:hroberts@wellmanstrata.com.au)>

**Subject:** Re: FW: Lucca - On site Toilet

---

Please be cautious. This email was sent outside from your organisation

---

Hi Nina,

Welcome back and thank you for the update on the on-site toilet expenses. Much appreciated.

I would like to ask whether there had been any progress on the list of "Cost Review and Meeting Action Points" (apart from aforementioned on-site toilet expenses) outlined in Celeste's email of 17 May 2023 below.

Please let us know.

Much appreciated,

Dina

- a. Review of certain items as listed on the strata plans was discussed, and a site meeting to clarify these items in full:
  - i. Commercial property toilets; usage as a commercial entity and review of costs billed to the retail plan
  - ii. Chute rooms (noting the 3 x chute rooms across the building) the North Eastern chute room is filled with waste items belonging to Italian Street Kitchen, a By-Law breach letter is to be issued requesting immediate removal of the items.
- b. Cleaning expenses: draft scope of maintenance scope for cleaning items (to be itemised between 2 to 3 days a week) is to be sent to two cleaning contractors as well as Luna for a comparative review of overall cleaning tenders. This is to drive costs downwards from the current pricing \$45,000 per annum to look towards updated pricing of \$30,000 depending on the tenders obtained.
- c. Commercial Office Space Lease: It was noted to investigate and review the charges as billed to the owners corporation for the usage of the office space. Noting this is priced at approximately \$12,000 per annum and, the Building Manager receives the benefit of usage not just for the owners corporation

but also other sites, this review is to look towards having Luna account for some if not all of the costs as a business overhead expense. It was also discussed as to whether the Office Space is required at all, should the owners agree to a Facilities Management contract on a virtual basis and without the need of an office space. Noting the renewed 3 year term of the lease from 2022 – 2025, options to terminate will need to be investigated as part of the review.

- d. Electricity Contract: It was agreed that the existing energy contract with Origin be sent to group tender with Active Utilities with the view to obtain a wholesale discount for the scheme as part of the bulk SME tendering process.
- e. Utilities Review: It was agreed to engage Active Utilities for review of all infrastructure with suggested cost savings, such as gas and hot water metering system if applicable.
- f. Fire Services Contract review: It was agreed to request the Building Manager to ensure 3 quotations for preventative fire safety maintenance be obtained.
- g. Preventative Maintenance: It was agreed to confirm with Building Management that preventative maintenance for all current maintenance expenses be obtained if not done so already.
- h. Facilities Management Contract and Review: It was agreed to confirm with Building Management as to the 6 hours spent on Building Management responsibilities and, obtain confirmation as to what items of works are being carried out on behalf of Strata Plan 82955 during this time period.

On Tue, 11 Jul 2023 at 18:26, Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)> wrote:

Dear Tony, Adam & Dina,

We apologise for the delay in getting back to you on this matter.

Please find attached an Excel summarising the on-site toilets expenses for the Lucca group of entities (Retail, Residential & BMC). The Excel spreadsheet includes the specific consumables stated in Luna's invoices and I am working my way through each of them to confirm whether the consumable invoices should be paid by 82954 (noting that not all consumables are straightforward and may not necessarily be related to on-site toilets). **There is a long list of them hence why this process took longer than expected.**

Once we have finalised this list confirming the reimbursements required, we will proceed with reconciling the expenses in PIQ accordingly or seek further clarity/refunds from Luna.

Will revert once complete but in the meantime, we wanted to provide you with this update to keep you informed of the work being performed by our office in the background.

Have a nice evening.

# Lucca - On site toilet expense reconciliation

Supplier Name	Invoice Ref	Plan	Invoice Date	Invoice Details	Consumables Provided	Amount
Luna Services Pty Ltd	M-000356	1144637	25/05/2017	Re-fix door lock on female toilet		46
Luna Services Pty Ltd	M-000360	1144637	25/05/2017	Replace door lock for male toilets		46
Luna Services Pty Ltd	M-001246	1144637	16/10/2018	Repair broken toilet seat in female toilet		82
Luna Services Pty Ltd	M-001317	1144637	14/11/2018	Repair door hanging in female toilet		82
Luna Services Pty Ltd	M-002682	82955	14/05/2020	Cleaning consumables 11/05/2020	N/A	AI
Luna Services Pty Ltd	M-002686	82955	16/05/2020	Cleaning consumables 12/05/2020	1 x dust pan 6 x box gloves 2 x mask 50pcs/box 1 x air freshener 5L 2 x floor disinfectant 5L 1 x empty spray bottle	AI
Luna Services Pty Ltd	M-002716	82955	3/06/2020	Cleaning consumables 27/05/2020	1 x Bleach 3 x Toilet Tissue	AI
Luna Services Pty Ltd	M-002792	82955	2/07/2020	Cleaning consumables 24/06/2020	5 x Toilet Paper 1 x Air Freshener 1 x Liquid Hand Soap	AI
Luna Services Pty Ltd	M-002856	82955	16/07/2020	Cleaning consumables 14/07/2020	4 x Gloves 5 x Toilet Tissue	AI
Luna Services Pty Ltd	M-002877	82955	7/08/2020	Cleaning consumables 28/07/2020	6 x Magic Sponge	AI
Luna Services Pty Ltd	M-003036	82955	23/09/2020	Cleaning consumables 14/09/2020	Bleach 25L Toilet Tissue Air Freshener 5L Bucket and Mop Set Gloves	AI
Luna Services Pty Ltd	M-003143	82955	28/10/2020	Cleaning consumables 21/10/2020	Bleach 25L Toilet Tissue Air Freshener 5L Bucket and Mop Set Gloves	AI

Yours faithfully,



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**Nina Howell**  
**Head of Strata Services**

*Class 1 – Licensed Strata Managing Agent (Lic No.937554)*

*SCA Accreditation – Certified Strata Community Manager (CSCM)*

**SYDNEY** [+612 8065 6575](tel:+61280656575) | **NEWCASTLE** [+612 4910 0804](tel:+61249100804)

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



# ADVANCING STRATA COMMUNITIES

RESPECT | TRANSPARENCY | INTEGRITY

When you work with Wellman Strata,  
you partner with people who want the  
same great outcomes for your property  
and community.

(Important: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete it and notify the sender via return email. You must not disclose the contents of this email to any third party without the consent of the sender.)

---

**From:** [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com) <[tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com)>

**Sent:** Thursday, July 6, 2023 4:52 PM

**To:** Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)>

**Cc:** Celeste Arenas <[carenas@wellmanstrata.com.au](mailto:carenas@wellmanstrata.com.au)>; David Wellman <[dwellman@wellmanstrata.com.au](mailto:dwellman@wellmanstrata.com.au)>; 'Jonna Mariano' <[jonna@luna.management](mailto:jonna@luna.management)>; 'Dina Samoylova' <[dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com)>; 'Adam Davenport' <[adam.davenport@mail.com](mailto:adam.davenport@mail.com)>; Bosco Poon <[bpoon@wellmanstrata.com.au](mailto:bpoon@wellmanstrata.com.au)>

**Subject:** RE: Lucca - On site Toilet

Please be cautious. This email was sent outside from your organisation

---

Hello Nina,

How are you going on this matter?

Regards,

Tony

---

**From:** Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)>

**Sent:** Friday, 2 June 2023 6:35 PM

**To:** [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com)

**Cc:** Celeste Arenas <[carenas@wellmanstrata.com.au](mailto:carenas@wellmanstrata.com.au)>; David Wellman <[dwellman@wellmanstrata.com.au](mailto:dwellman@wellmanstrata.com.au)>; Dina Samoylova <[dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com)>; Adam Davenport <[adam.davenport@mail.com](mailto:adam.davenport@mail.com)>; Bosco Poon <[bpoon@wellmanstrata.com.au](mailto:bpoon@wellmanstrata.com.au)>

**Subject:** RE: Lucca - On site Toilet

**Importance:** High

Dear Tony and all,

I have removed LUNA from this email chain for reasons you will soon understand.

Thank you for your patience. David Wellman and I attended your site on Monday morning to review the location of the toilets on site and can positively confirm that the toilets belong to the retail lot which is SP82954.

What we have subsequently found, is Luna are charging to the Retail lot to maintain the toilets, but there appears to be some form of double up of charges for several items, where they have charged both the Retail Strata Plan as well as the Residential Strata Plan and in some cases the BMC.

It is important to note, the following numbers when reviewing these invoices:

- Retail Strata Plan is SP82954
- Residential Strata Plan is SP82955
- BMC is DP1144637

We also found that the initial cost that alerted TONY to the fact that toilet costs were being charged to the Residential Scheme was a misallocated invoice in your accounts – see below highlighted in yellow, instead of being allocated to the “*cleaning – materials*”.

But when we dug a little further and compared the individual expenses that were being charged on the cleaning material invoices, we noted that certain items on the invoices referred to costs associated with toilet cleaning products or similar. We then compared the retail item costs and found a number of double ups.

We don't want to jump to any conclusions here and obviously want to give LUNA a right of reply however we do need a bit more time to carry out a comprehensive review and analysis. Luna was provided with all the plans when they took over and should have been well aware not to charge your scheme for any toilet expenses. And the fact they are charging the retail lot confirms they know it's a retail lot expense. We need to find out from them, why they are also charging the Residential scheme for toilet costs.

We have included a few invoices to give you an initial indication of what we are referring to. One invoice has been paid by your scheme, the other paid by retail. It could be that they are splitting the costs but should be doing this and the toilet costs should only be billed to the retail scheme.

Cleaning--Materials (Continued)			
Date	Ref.	Details	Amount
16/06/2022	M-005270	Supply cleaning consumables 26/05/2022 Luna Services Pty Ltd	\$204.60
16/06/2022	M-005202	Supply cleaning consumables 11/05/2022 Luna Services Pty Ltd	\$652.00
16/06/2022	M-005205	Supply cleaning consumables 11/05/2022 Luna Services Pty Ltd	\$204.82
06/07/2022	M-005384	Supply cleaning consumables 30/06/2022 Luna Services Pty Ltd	\$411.96
29/07/2022	M-005462	Supply cleaning consumables 08/07/2022 Luna Services Pty Ltd	\$781.08
25/08/2022	M-005586	Supply cleaning consumables 16/08/2022 Luna Services Pty Ltd	\$499.78
20/09/2022	M-005729	Supply cleaning consumables 16/09/2022 Luna Services Pty Ltd	\$345.84
18/11/2022	M-005949	Supply cleaning consumables 10/11/2022 Luna Services Pty Ltd	\$575.41
05/12/2022	M-005982	Supply cleaning consumables 22/11/2022 Luna Services Pty Ltd	\$835.90
Total for Cleaning--Materials			\$6,394.55
Cleaning--Toilet Requisites			
Date	Ref.	Details	Amount
31/05/2022	M-005116	Supply cleaning consumables 28/04/2022 Luna Services Pty Ltd	\$998.16
Total for Cleaning--Toilet Requisites			\$998.16

This invoice below is for Residential Scheme. It includes toilet cleaner when it shouldn't. This is why it was misallocated in your accounts to Cleaning – Toilet Requisites, instead of the usual accounting code of Cleaning materials.



## TAX INVOICE

Lucca SP 82955  
21 Grosvenor St  
NEUTRAL BAY NSW 2089  
AUSTRALIA

Invoice Date  
28 Apr 2022

Invoice Number  
M-005116

Reference  
Cleaning Consumables

ABN  
30 607 109 491

Luna Services Pty Ltd  
PO BOX 459  
NEUTRAL BAY JUNCTION  
NSW 2089  
accounts@luna.managem  
ent  
1800 00 LUNA (5862)

Description	Quantity	Unit Price	GST	Amount AUD
Cleaning Consumables (3 x disinfectants, toilet cleaner, mop stick, garbage bags, bleach, air freshener, microfibre cloths, and gloves)	1.00	983.16	10%	983.16
Delivery Charges	1.00	15.00	10%	15.00
Subtotal				998.16
TOTAL GST 10%				99.82
TOTAL AUD				1,097.98

**Due Date: 13 May 2022**

Thank you for choosing LUNA.

When paying by cheque, please complete this payment advice, detach and post to the address provided.

Preferred payment - EFT bank account details

These two invoices below include costs for leaf blower and both strata schemes have been charged. As we said, they may be splitting the costs so we need to seek clarity from them.

We review and assess, and revert as soon as we can.

Have a nice weekend.



## TAX INVOICE

LUCCA RETAIL SP 82954  
19 Grosvenor St  
NEUTRAL BAY NSW 2089  
AUSTRALIA

Invoice Date  
16 Mar 2023

Invoice Number  
M-006634

Reference  
Cleaning Consumables

ABN  
30 607 109 491

Luna Services Pty Ltd  
PO BOX 459  
NEUTRAL BAY JUNCTION  
NSW 2089  
accounts@luna.managem  
ent  
1800 00 LUNA (5862)

Description	Quantity	Unit Price	GST	Amount AUD
Cleaning Consumables	1.00	522.44	10%	522.44
- Cleaning Chemicals, Cordless Leaf Blower, Hand soap				
Subtotal				522.44
TOTAL GST 10%				52.24
TOTAL AUD				574.68

### Due Date: 31 Mar 2023

Thank you for choosing LUNA.

When paying by cheque, please complete this payment advice, detach and post to the address provided.

Preferred payment - EFT bank account details:

Account name: Luna Services Pty Ltd  
BSB: 633 000  
Account number: 155 270 192





# TAX INVOICE

Lucca SP 82955

21 Grosvenor St  
NEUTRAL BAY NSW 2089  
AUSTRALIA

Invoice Date  
17 Mar 2023

Invoice Number  
M-006636

Reference  
Cleaning Consumables

ABN  
30 607 109 491

Luna Services Pty Ltd  
PO BOX 459  
NEUTRAL BAY JUNCTION  
NSW 2089  
accounts@luna.managem  
ent  
1800 00 LUNA (5862)

Description	Quantity	Unit Price	GST	Amount AUD
Cleaning Consumables	1.00	281.32	10%	281.32
- Cleaning Chemicals, Cordless Leaf Blower, Hand soap				
Subtotal				281.32
TOTAL GST 10%				28.13
TOTAL AUD				309.45

**Due Date: 1 Apr 2023**

Thank you for choosing LUNA.

Yours faithfully,



**Nina Howell**  
**Head of Strata Services**

*Class 1 – Licensed Strata Managing Agent (Lic No.937554)*

*SCA Accreditation – Certified Strata Community Manager (CSCM)*



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**SYDNEY** [+612 8065 6575](tel:+61280656575) | **NEWCASTLE** [+612 4910 0804](tel:+61249100804)

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



## ADVANCING STRATA COMMUNITIES

RESPECT | TRANSPARENCY | INTEGRITY

When you work with Wellman Strata,  
you partner with people who want the  
same great outcomes for your property  
and community.

(Important: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete it and notify the sender via return email. You must not disclose the contents of this email to any third party without the consent of the sender.)

---

**From:** [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com) <[tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com)>

**Sent:** Thursday, May 25, 2023 4:32 PM

**To:** Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)>; 'Lucca Building Manager' <[lucca@luna.management](mailto:lucca@luna.management)>

**Cc:** Celeste Arenas <[carenas@wellmanstrata.com.au](mailto:carenas@wellmanstrata.com.au)>; David Wellman <[dwellman@wellmanstrata.com.au](mailto:dwellman@wellmanstrata.com.au)>; 'Jonna Mariano' <[jonna@luna.management](mailto:jonna@luna.management)>; Dina Samoylova <[dina.samoylova13@gmail.com](mailto:dina.samoylova13@gmail.com)>; Adam Davenport <[adam.davenport@mail.com](mailto:adam.davenport@mail.com)>

**Subject:** RE: Lucca - On site Toilet

---

Please be cautious. This email was sent outside from your organisation

---

Thanks for the email, Nina, but regret can't make that time.

Have copied Dina and Adam to see if they're available.

Regards,

Tony

---

**From:** Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)>

**Sent:** Thursday, 25 May 2023 12:05 PM

**To:** Lucca Building Manager <[lucca@luna.management](mailto:lucca@luna.management)>; [tonygreenrod920@gmail.com](mailto:tonygreenrod920@gmail.com)

**Cc:** Celeste Arenas <[carenas@wellmanstrata.com.au](mailto:carenas@wellmanstrata.com.au)>; David Wellman <[dwellman@wellmanstrata.com.au](mailto:dwellman@wellmanstrata.com.au)>; Jonna Mariano <[jonna@luna.management](mailto:jonna@luna.management)>

**Subject:** RE: Lucca - On site Toilet

Hi Prabind,

Let's lock in Monday morning at 11.00am onsite.

**Tony**, hope you can make it then too.

Yours faithfully,



**Nina Howell**  
**Head of Strata Services**

*Class 1 – Licensed Strata Managing Agent (Lic No.937554)*

*Level 3 - SCA Accreditation – Practicing Strata Community Manager (PSCM)*



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**SYDNEY** [+612 8065 6575](tel:+61280656575) | **NEWCASTLE** [+612 4910 0804](tel:+61249100804)

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



# ADVANCING STRATA COMMUNITIES

RESPECT | TRANSPARENCY | INTEGRITY

When you work with Wellman Strata,  
you partner with people who want the  
same great outcomes for your property  
and community.

(Important: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete it and notify the sender via return email. You must not disclose the contents of this email to any third party without the consent of the sender.

---

**From:** Lucca Building Manager <[lucca@luna.management](mailto:lucca@luna.management)>

**Sent:** Wednesday, May 24, 2023 3:21 PM

**To:** Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)>

**Cc:** Celeste Arenas <[carenas@wellmanstrata.com.au](mailto:carenas@wellmanstrata.com.au)>; David Wellman <[dwellman@wellmanstrata.com.au](mailto:dwellman@wellmanstrata.com.au)>; Jonna Mariano <[jonna@luna.management](mailto:jonna@luna.management)>

**Subject:** Re: Lucca - On site Toilet

Please be cautious. This email was sent outside from your organisation

---

Hi Nina,

I hope this email finds you well. I am in the building every Monday and Thursday from 8 AM to 1 PM. Please let me if that suits your availability.

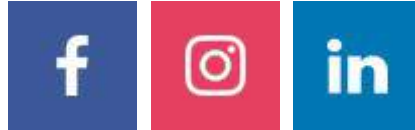
Thank You

Kind regards,



**Prabind Gupta**  
Building Manager, LUNA

**P** 1800 005 862 **E** [lucca@luna.management](mailto:lucca@luna.management) **W**  
[luna.management](http://luna.management)



A home beyond your front door

*The contents of this e-mail are confidential and may only be accessed by the intended recipient.  
If you are not the intended recipient please notify the sender immediately.  
Any unauthorized reproduction of this e-mail, or its contents, is strictly prohibited.*

On Wed, May 24, 2023 at 2:19 PM Nina Howell <[nhowell@wellmanstrata.com.au](mailto:nhowell@wellmanstrata.com.au)> wrote:

Hi Prabind,

We attended site yesterday and met with Tony to review the location of the common property toilet and determine which entity it falls within.

Unfortunately, we were unable to get access to the area needed. Accordingly, we need to meet you onsite to get access.

Are you free next week to meet with us on site to undertake this assessment? Please confirm best days/times and we will go from there.

Yours faithfully,



Liability limited by a  
scheme approved under  
Professional Standards  
Legislation.

**Nina Howell**  
**Head of Strata Services**

*Class 1 – Licensed Strata Managing Agent (Lic No.937554)*

*Level 3 - SCA Accreditation – Practicing Strata Community Manager (PSCM)*

**SYDNEY** [+612 8065 6575](tel:+61280656575) | **NEWCASTLE** [+612 4910 0804](tel:+61249100804)

**GENERAL ENQUIRIES** [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000

**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300

**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

[www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**ADVANCING STRATA  
COMMUNITIES**

RESPECT | TRANSPARENCY | INTEGRITY

When you work with Wellman Strata,  
you partner with people who want the  
same great outcomes for your property  
and community.

(Important: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete it and notify the sender via return email. You must not disclose the contents of this email to any third party without the consent of the sender.)



06/03/2023

The Owners - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

Dear Valued Owner,

**Strata Plan 82955 | Lucca Apartments | 19-25 Grosvenor Street NEUTRAL BAY NSW 2089**  
**Your Guide to the Notice of Annual General Meeting | Wednesday, 22nd March 2023**

## INTRODUCTION

As the appointed managing agent for Strata Plan 82955, we hereby enclose notice of Annual General Meeting to be held on **Wednesday, 22nd March 2023 at 05:00 pm by electronic conference using Zoom video conferencing.**

Due to current issues surrounding COVID-19 and the need to minimise social interactions, it has been decided that the general meeting will be conducted **without owners physically attending.** We have endeavoured to maximise the ability of owners to participate in the general meeting without physically attending (detailed further below), and we encourage all owners to participate.

We feel that this approach, particularly under the circumstances is wholly appropriate, however, if you are concerned with not being able to participate, please contact our office to discuss the voting measures that are still available to you.

We would ask that you review this agenda in full prior to the meeting and contact our office with any questions regarding the motions listed. This will ensure that there is minimum disruption during the course of the meeting and allow the Chairperson to prepare an explanation for the benefit of all owners.

## REGISTERING FOR THIS MEETING

We have included an instruction sheet with this notice of meeting that details how you can successfully join the meeting via Zoom. However, in the first instance, you must ensure that you register your attendance by following the below link:

<https://wellmanstrata.zoom.us/meeting/register/tZlkfumhqj4oEt1NHsEYqVkcZkaTfXQHwO>

After registering, you will receive a confirmation email containing information about joining the meeting.

Please ensure that you register at least 24-hours prior to the meeting commencement.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 45, 680 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

## READING THE AGENDA

We have prepared a comprehensive notice of meeting to allow each owner to make an informed decision on the motions listed.

To improve transparency and enable a better understanding of the items listed for discussion, you will find a brief note printed in italics below most listed motions. Some motions will refer to annexures of which contain additional information associated with that particular issue. These annexures are indexed in alphabetic order and are filed behind the notice of meeting.

The Strata Schemes Management Act 2015 provides that a number of statutory matters needs to be addressed as part of this agenda. The agenda may also contain other matters requested by the strata committee or lot owners.

Further note that whilst general business may be discussed, there is no formal motion to address same. As such, we would encourage all owners to forward any housekeeping type matters they want considered in writing so that appropriate responses may be prepared and action taken by your Strata Committee.

## FINANCIALS

The 31/12/2022 audited financial statements of accounts are attached and can be reviewed under **Annexure B**.

## BUDGET

The proposed annual budget has been determined based on last year actual and, current market values consistent with service and maintenance costs associated with the strata scheme. It is important to note that levy contributions will be determined as a result of this motion. The budget is found under **Annexure D**.

## STRATA COMMITTEE

The owners corporation will elect its strata committee for a 12 month period at this meeting. The Strata Committee can consist of between 1 and 9 representatives however the owners corporation must elect a minimum of 3 representatives in any one year where the strata scheme is deemed a 'large' strata scheme for the purpose of the legislation.

Nominations for the Strata Committee must be either put forward in writing by owners prior to the meeting in accordance with clause 5 (1) of the *Strata Schemes Management Act 2015* or, nominations may be tendered verbally at the meeting (provided the nominee is there to accept the nomination). Any connection to the original owner must be disclosed. The chairman will advise of any received nominations before addressing the motion to elect the strata committee.

The strata committee is responsible for managing the affairs of the scheme throughout the course of the year until the subsequent Annual General meeting. Decisions of the strata committee are treated as decisions of the owners corporation and are binding on the owners corporation. It is not mandatory that strata committee meetings be held, but it is otherwise expected. Please only nominate for the strata committee if you are willing and able to attend any strata committee meetings and provide input as may be required.

Please note positions are open for your Strata Committee, we encourage you to nominate for a position should you be able to commit to it.

## MEETING ATTENDANCE

Finally, we acknowledge that it is sometimes difficult to attend general meetings due to varying circumstances, however, please be advised that to allow the meeting to proceed, the owners corporation must achieve the presence of 25% of all owners either in person or by proxy. This is otherwise known as a meeting quorum and permits the scheme to address the listed motions that are printed on the meeting agenda. Invariably, if a quorum is not achieved after 30 minutes the chairman can either adjourned thereby adding to the day-to-day administration costs to the scheme or proceed forward with those in attendance either by person or proxy, as allowed in Schedule 1, clause 17(4)(b).

Should you be unable to attend the meeting, we would ask that you please take a moment and complete the attached proxy form and return it to our office at least 24 hours prior to the meeting commencing. This will ensure that your vote is recorded and assist in achieving a valid quorum.

Similarly, if you are a company, you may exercise a proxy vote or, if you will be exercising a vote in person then the company must nominate its company representative by completing the enclosed company nominee form. Please be advised that a company may not express a vote through its representative unless that person is listed on the strata roll.



## MEETING PROCEDURES

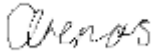
You will find included with this notice of meeting statutory notes pursuant to Schedule 1 of the *Strata Schemes Management Act 2015*, which set out the procedures for general meetings. It is important to familiarise yourself with this information which is detailed on page 13 of the agenda.

## THANK YOU

Thank you for taking the time to review this notice and we look forward to seeing as many owners as possible at the Annual General Meeting and once again, we would ask that you to contact our office with any enquiries prior to the meeting.

Yours faithfully,

**WELLMAN STRATA MANAGEMENT PTY. LIMITED**



**CELESTE ARENAS**  
Strata Manager

**The Owners - Strata Plan 82955**

**Annual General Meeting – Wednesday, 22nd March 2023**

---

<b>INDEX</b>	
1. AGM Agenda	5-12
2. General Meeting Notes, Proxy Appointment and Company Nominee Forms	13-15
3. Notice of Strata Committee Meeting	16-17
4. Annexure A - Minutes of previous General meeting and Strata Committee Meeting	18-27
5. Annexure B - Audited Financial Statements for Financial Year ended 31/12/2022	28-48
6. Annexure C - Capital Works Fund Plan	49-51
7. Annexure D - Proposed Annual Budget for financial year ended 31/12/2023	52-74
8. Annexure E - Insurance Certificate (CoC)	75-77
9. Annexure F - Building Remedial Works - Pinnacle Tender Comparison Table dated 25th February 2023	78-79



**Print:** 06/03/2023

**To:** The Owners - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Notice of Annual General Meeting

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

<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	ANNUAL GENERAL MEETING
<b>Date of Meeting:</b>	Wednesday, 22nd March 2023
<b>Time of Meeting:</b>	05:00 pm
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Facilitator:</b>	Wellman Strata Management Pty Ltd ('Wellman Strata')

### **IMPORTANT NOTE**


This meeting will be held completely by electronic means pursuant to Regulation 14, *Strata Schemes Management Regulation 2016*.

Physical attendance at this meeting will not be facilitated.

To join this meeting, you must pre-register your interest by no later than Wednesday, 22nd March 2023 by clicking through on the following link:

<https://wellmanstrata.zoom.us/meeting/register/tZlkfumhqj4oEt1NHsEYqVkcZkaTfXQHwO>

After registering has been reviewed by our representative, you will receive a confirmation email containing information on how to join the meeting.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 45, 680 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

# Agenda for the Annual General Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street  
22/03/2023 05:00 pm

---

## 1. Minutes

### Resolution Type

Ordinary

That the minutes of the previous general meeting be confirmed as a true record and account of the proceedings at that meeting.

#### Refer to Annexure A

##### Notes (not forming part of this motion):

*This motion is statutory motion submitted in accordance with Schedule 1 of the Strata Schemes Management Act 2015. The motion may be determined partly by pre-meeting electronic voting (if applicable) within the meaning of clause 8(1)(a) Schedule 1 of the Strata Schemes Management Regulation 2016. It may be amended by a further motion at the meeting after the pre-meeting electronic voting takes place and consequently, the pre-meeting vote may have no effect.*

## 2. Financial Statements

### Resolution Type

Ordinary

That the owners corporation consider adoption of the last audited financial statements for the scheme for the year ended 31/12/2022.

#### Refer to Annexure B

##### Notes (not forming part of this motion):

*This motion is a statutory motion and is listed in accordance with Schedule 1, Strata Schemes Management Act 2015. This motion may be determined partly by pre-meeting electronic voting within the meaning of clause 9(C) Sch 1 of the Strata Schemes Management Regulation 2016. It may be amended by a further motion given at the meeting after the pre-meeting electronic voting takes place, and consequently the pre-meeting vote may have no effect.*

## 3. Auditor

### Resolution Type

Ordinary

That the owners corporation **RESOLVES** to appoint an auditor for the strata scheme.

##### Notes (not forming part of this motion):

*The appointment of an independent auditor is compulsory for strata schemes that consist of 101 lots and more. An independent auditor is not compulsory for schemes consisting of 100 lots and less however, is required where the contributions being determined and, collected by the owners corporation exceed \$250,000.00 in a given financial year. Wellman Strata recommends an auditor be appointed.*

## 4. Capital Works Fund Plan

### Resolution Type

Ordinary

That the owners corporation **RESOLVES** to acknowledge the report prepared for the capital works fund and, review the plan as required when determining the funding requirements of the capital works fund.

**Refer to Annexure C**

**Notes (not forming part of this motion):**

Included in the Annexure C is an extract of the Capital Works Fund Plan prepared by Solutions in Engineering. For a full copy of the Plan please contact your strata managing agent.

## 5. Annual Budget & Contributions

### Resolution Type

Ordinary

- a) That the statement of estimated receipts and payments ("budget") as determined in accordance with Sub Section 79 (1) and 79 (2) of the Strata Schemes Management Act 2015 for the period to and, as set out in **Annexure D** annexed to this meeting agenda be adopted.

**Note – the scheme is registered for GST**

- b) That, the owners corporation **RESOLVES** to levy and collect the total annual contribution in the following amounts:

ADMINISTRATION FUND	\$503,508.50	GST Incl
CAPITAL WORKS FUND	\$210,655.50	GST Incl

or, any other amount as may be amended by the owners corporation to be levied in accordance with sections 79 (1) and 79 (2) of the Strata Schemes Management Act 2015 to be due and payable as set out in the table below:

Date		Method of Calculation	Admin Fund		Capital Works Fund	
01/01/2023	*	As per unit entitlement	\$ 77,474.31	GST Incl	\$ 84,828.69	GST Incl
01/05/2023		As per unit entitlement	\$ 142,010.77	GST Incl	\$ 41,942.23	GST Incl
01/07/2023		As per unit entitlement	\$ 142,010.77	GST Incl	\$ 41,942.23	GST Incl
01/10/2023		As per unit entitlement	\$ 142,010.77	GST Incl	\$ 41,942.23	GST Incl

- c) That, the owners corporation **RESOLVES** to levy and collect the following additional contribution as at 01/01/2024.

ADMINISTRATION FUND	\$ 142,010.77	GST Incl
CAPITAL WORKS FUND	\$ 41,942.23	GST Incl

**Refer to Annexure D**

**Notes (not forming part of this motion):**

The proposed annual budget has been determined based on current market values of services and the forecasted cost of ongoing maintenance associated with SP 82955.

**\* The 01/01/2023 quarterly instalment has already been raised.**

## 6. Overdue Contributions

### Resolution Type

Ordinary

The owners corporation **RESOLVES** to deal with overdue contributions payable to the owners corporation as follows:

## **Part A | Payment Plans**

In respect of any payment plan under s85 (5) of the *Strata Schemes Management Act 2015* ("**Payment Plan**"):

- i) The owner's corporation will in fact enter into any Payment Plan that it has agreed to enter into in accordance with that s85 (5).
- ii) While the lot owner concerned complies with a Payment Plan, the owner's corporation will not take action under s86 of the *Strata Schemes Management Act 2015* to recover such unpaid contributions and interest as are the subject of that Payment Plan, nor the expenses of the owner's corporation incurred in recovering the same.
- iii) However, if the lot owner concerned ceases to comply with a Payment Plan, the owner's corporation will proceed as set out in **Part B** below in respect of the whole of the unpaid contributions and interest the subject of that Payment Plan and the expenses of the owner's corporation incurred in recovering the same.

## **Part B | Recovery Action on Arrears**

In respect of any unpaid contributions and interest which have remained unpaid for a period of at least seven (7) days after the date that they became due and payable:

- i) The owners corporation will first issue a written demand for immediate payment ("**First Demand**").
- ii) If those unpaid contributions and interest remain wholly or partly unpaid for a further seven (7) days after the issue of the First Demand, the owners corporation will issue a second written demand for immediate payment ("**Second Demand**").
- iii) If after then, those unpaid contributions and interest remain wholly or partly unpaid for a further 14 days after the issue of the Second Demand, the owners corporation will engage solicitors to issue a final demand for immediate payment of the unpaid amount ("**Legal Demand**").
- iv) If the unpaid contributions and interest remain unpaid after a further 14 days following the issue of the Legal Demand, the owners corporation will engage solicitors to issue a notice of action in accordance with s 86 (4) of the *Strata Schemes Management Act 2015* ("**Notice of Action**") in respect of the action proposed to be taken under (v) below.
- v) On the expiry of the required 21 days after the giving of the Notice of Action the owners corporation will commence proceedings against the lot owner concerned for the recovery of the unpaid contributions, interest and the expenses of the owners corporation incurred in recovering the same in the New South Wales Civil and Administrative Tribunal or the Local Court of New South Wales, subject to and in accordance with legal advice.
- vi) Where a person is jointly and severally liable for unpaid contributions and interest under s 84 of the *Strata Schemes Management Act 2015* the owners corporation will take steps against that person in accordance with the remaining provisions of this motion as if that person was the owner of the lot referred to.

### Notes (not forming part of this motion)

Clause 9 (h) Schedule 1, sections 84, 85 & 86 of *Strata Schemes Management Act 2015* refers to arrears and entry into payment plan requirements.

## **7. Insurance**

Resolution Type	Ordinary
a) That the owners corporation decide whether the insurances currently held by the strata scheme as set out in the attached <b>Annexure E</b> be confirmed, varied or extended.	
b) That the owners corporation decide whether cover for liability of officers or members of the strata committee for damage to property, death or bodily injury in accordance with s165(2)(a) of the <i>Strata Schemes Management Act 2015</i> as set out in the attached Annexure E be confirmed, varied or extended.	

- c) That the owners corporation decide whether cover for misappropriation of money or other property of the owners corporation in accordance with s165(2)(b) of the *Strata Schemes Management Act 2015* as set out in the attached Annexure E be confirmed, varied or extended.
- d) That the owners corporation commission a valuer to provide a valuation in accordance with s161 of the *Strata Schemes Management Act 2015* and to clearly specify all matters excluded at the front of the valuation report. Last report obtained in August 2020.

**Refer to Annexure E**

**Notes (not forming part of this motion):**

- Section 165(2) (a) and (b) refers to additional insurances with respect to cover under and Office Bearer's Liability and Fidelity Guarantee policy.
- Section 161 requires that the building be insured for at least the amount determined in the regulations.

## 8. Report of the Managing Agent

Resolution Type	Ordinary
-----------------	----------

That the owners corporation considers the report by the strata managing agent as to whether, and what, commissions or training services have been provided or paid for or are likely to be so provided to or paid for the agent for the following 12 months.

Public Liability	
Commission/s paid on insurance within prior 12 month period	\$439.70 (insurance via BMC )
Estimate of commission/s payable within the next 12 month period	\$461.68 (insurance via BMC)

**Notes (not forming part of this motion):**

*Clause 9 (g) Schedule 1 of the Strata Schemes Management Act 2015 refers to commissions that may be received by an agent under the insurance Policy in place, as outlined able to be received by us your agent. Note no other commissions or training are provided to Wellman Strata.*

## 9. Strata Committee

Resolution Type	Ordinary
-----------------	----------

- a) That the Chairman declares all written nominations and call for all oral nominations to the Strata Committee.
- b) That the number of members of the Strata Committee be determined.
- c) That the members of the Strata Committee be elected.

**Notes (not forming part of this motion):**

*The size of your Strata Committee must be determined prior to the election of the committee members. The maximum number of members that may be elected is 9. Large schemes must appoint at least 3 members.*

## 10. BMC Representative

### Resolution Type

Special

That by **SPECIAL RESOLUTION** in accordance with Clause 2.1(a) of the Strata Management Statement for the Lucca BMC and Schedule 4 Section 3(4) of the *Strata Schemes Development Act 2015*, the owners corporation:

- a) Appoint a representative from the Strata Committee to represent the interests of the owners corporation as a member at meetings of the Building Management Committee; and;
- b) Appoint a substitute representative from the Strata Committee to represent the interests of the owners corporation in the representative's absence.

#### Notes (not forming part of this motion):

*As the owners corporation is part of the Building Management Committee, it is provided that the Owners elect Strata Committee members to represent the owners corporation at meetings of the BMC.*

## 11. Lot 50 - Commercial Lease Agreement

### Resolution Type

Ordinary

That the owners corporation **RESOLVES** to ratify the commercial lease agreement entered into by Turner Ding Pty Ltd (Lot 50) and The Owners – Strata Plan 82955.

#### Notes:

*At the Strata Committee Meeting held on 15 November 2022, the Strata Committee agreed to proceed with the commercial lease agreement without legal engagement following a review of the terms and conditions of the lease agreement.*

## 12. Building Defects and Proposed Remedial Works

### Resolution Type

Ordinary

That the owners corporation **RESOLVES** to consider building defects inclusive of proposed Building Remedial Works as outlined under Pinnacle's Tender Analysis and Pinnacle's Tender Comparison Table dated 25th February 2023.

#### **Refer Annexure F**

*Pinnacle's Tender Analysis and Tender Comparison Table dated 25th February 2023 has been circulated to the Strata Committee. Pinnacle's Tender Comparison Table is included in the Notice of Meeting under 'Annexure F' for your consideration and, due to size limitations, Pinnacle's 65 Page Tender Analysis Report is available to owners on request.*

#### Notes (not forming part of this motion):

*The owners corporation has a mandatory obligation to repair and maintain the common property including building defects which can be varied by law. If building defects exist then another party may be held accountable to rectify or pay the loss, such as, builders, developers, certifiers, Home Owners Warranty insurers, contractors, subcontractors, designers or engineers.*

*There are key dates and steps required to be undertaken in order to claim for the loss or rectification. Such time limits, without limitation, range from immediately to 45 days, 12 months, 2 years, 6 years, 7 years and 10 years, starting from different points in time. Failure to comply with these time limits may result in denial of the claim or liability or reduction in the amount otherwise ordinarily recoverable. It is important to note Lucca Apartments was registered in 2009 and sits outside the building defects warranty period.*

*It is not part of the strata managing agent's agreement with the scheme to provide legal advice on building defects nor is it sufficiently qualified to do so.*



### 13. Restricted Matters

#### Resolution Type

Ordinary

That the owners corporation decide if any restriction on any matter or, class of matter, is to be determined only by the owners corporation at a general meeting.

#### Notes (not forming part of this motion):

*Restricted matters are matters that go beyond the statutory restrictions already prescribed and, include matters that relate to the decision making power of your Strata Committee. That is, the owners corporation may place additional restrictions on the decision making power of the Strata Committee. Such a decision requires careful debate for an imposition of further restrictions may affect the building's administration and thus increase related costs.*

### 14. Annual Fire Safety Statement

#### Resolution Type

Ordinary

That the owners corporation **RESOLVES** to do the following:

- 1) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and

#### Notes (not forming part of this motion):

*Clause 6 of Schedule 1 of the Strata Schemes Management Act 2015 provides a mandatory motion to consider any supply agreements that owners corporation currently has in relation to utilities.*

- ii) sign the statement on behalf of the scheme (only where applicable) and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner.

#### Notes (not forming part of this motion):

*If an annual fire safety statement is required for the building under the Environmental Planning and Assessment Act 1979, the owners corporation is required to consider it at each annual general meeting and to make arrangements for obtaining the next annual fire safety statement in accordance with clause 6(c) of Schedule 1 of the Strata Schemes Management Act 2015. It is recommended to use an independent certifier.*

### 15. Utility Agreements

#### Resolution Type

Ordinary

The owners corporation **RESOLVE** to review and consider the following agreements for the supply of the utilities to the scheme:

- i) Electricity Agreement – Origin Zero (expires 31 August 2025)
- ii) Gas Agreement – Nil

#### Notes (not forming part of this motion):

*Clause 6 of Schedule 1 of the Strata Schemes Management Act 2015 provides a mandatory motion to consider any supply agreements that owners corporation currently has in relation to utilities.*



## NOTES TO AGENDA

### **Priority votes**

A vote at a meeting by the owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same matter.

By operation of Clause 24 (1) of Schedule 1 of the Strata Schemes Management Act 2015 a **priority vote** is a vote cast on a motion by a person whose vote has priority under that clause 24. Under Clause 24 (2) a priority vote may be cast on any of the following motions:

- (a) a motion that relates to insurance, budgeting or the fixing of a levy,
- (b) a motion that will require expenditure by the owners corporation of an amount that exceeds the amount prescribed by the regulations for the purposes of this clause,
- (c) a motion that requires a special resolution or unanimous resolution.

Under Clause 24 (3) if a priority vote is cast in relation to a lot, a vote on the same matter by the owner of the lot does not count. However, a priority vote has no effect unless at least 2 days written notice of intention to exercise the priority vote at the particular meeting has been given to the owner of the lot.

Under Clause 24 (4) a priority vote may be cast in respect of a lot by:

- (a) the mortgagee of the lot under a mortgage shown on the strata roll as having priority over any other mortgage, and over any covenant charge, shown on the strata roll in relation to the lot, or
- (b) the covenant chargee of the lot under a covenant charge shown on the strata roll as having priority over any mortgage shown on the roll in relation to the lot, or
- (c) the covenant chargee of the lot under a covenant charge shown on the strata roll without any mortgage being shown on the roll in relation to the lot.

Under Clause 12 of the Strata Schemes Management Regulation 2016 for the purposes of Clause 24 (2) of Schedule 1 to the Strata Schemes Management Act 2015, the prescribed amount is the amount of \$1,000 multiplied by the number of lots in the strata scheme.

An owner of a lot or a person with a priority vote in respect of a lot may not vote at the meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot.

### **Exercise of voting rights**

Voting or other rights may be exercised in person (if the addressee of this notice is an individual) or by a company nominee (if the addressee of this notice is a corporation) or by a proxy appointed by the addressee.

### **Determining a quorum**

The provisions of the Strata Schemes Management Act 2015 for determining the quorum at a general meeting are found in Clause 17 of Schedule 1, which provides:

#### **17 Quorum**

##### **(1) Quorum required for motion or election**

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

##### **(2) When quorum exists**

A quorum is present at a meeting only in the following circumstances:

- (a) if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,
- (b) if not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election,
- (c) if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and

the quorum otherwise calculated under this subclause would be less than 2 persons.

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

##### **(4) Procedure if no quorum**

If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:

- (a) adjourn the meeting for at least 7 days, or
- (b) declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

##### **(5) Quorum for adjourned meeting**

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

By operation of Clause 26 (1) of Schedule 1 of the Strata Schemes Management Act 2015, in Clause 17 of Schedule 1 of that Act a reference to a **duly appointed proxy** is a reference to a person appointed as a proxy by an instrument in the form prescribed by the Regulations.

By operation of Clause 13 of the Strata Schemes Management Regulation 2016 the form prescribed for the purposes of Clause 26 (1) of Schedule 1 of the Strata Schemes Management Act 2015 is Form 1 in Schedule 1 of that Regulation, a copy of which is annexed to this agenda.

By operation of Clause 26 (3) of Schedule 1 of the Strata Schemes Management Act 2015 an instrument appointing a proxy 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 the instrument is to operate (in the case of a large corporation), or at or before the first meeting in relation to which the instrument is to operate (in any other case).

In accordance with Section 6 of the Strata Schemes Management Act 2015 "large strata scheme" means a strata scheme comprising more than 100 lots (excluding utility lots and lots used for the purposes of parking).

By operation of Clauses 3 (2) of Schedule 1 of the Strata Schemes Management Act 2015, in Schedule 1 of that Act a reference to a person entitled to vote on a matter at a meeting of the owners corporation is taken to be a reference to a person entitled to vote on a motion other than a motion requiring a unanimous resolution

**Form 1 Proxy appointment**

(Clause 13 Strata Schemes Management Regulation 2016)

Date \_\_\_\_\_

I/We \_\_\_\_\_

the owners of lot \_\_\_\_\_

in Strata Plan No \_\_\_\_\_

appoint \_\_\_\_\_

of \_\_\_\_\_

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/We appoint \_\_\_\_\_

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings)

if \_\_\_\_\_ already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect:

- ☐ \*1 meeting ☐ \* \_\_\_\_\_ meetings ☐ \*1 month
- ☐ \* \_\_\_\_\_ months ☐ \*12 months or 2 consecutive annual general meetings

\*Tick or tick and complete whichever applies

(Note. The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater.)

**\*1** This form authorises the proxy to vote on my/our behalf on all matters. **OR**

**\*2** This form authorises the proxy to vote on my/our behalf on the following matters only:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[Specify the matters and any limitations on the manner in which you want the proxy to vote.]

\*Delete paragraph 1 or 2, whichever does not apply.

**\*3** 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, I/we want the proxy to vote as follows:

\_\_\_\_\_

\_\_\_\_\_

\*Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1 below.

**\*4** 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.

Signature of owner/s \_\_\_\_\_

**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 A COMPANY NOMINEE**

**Strata Schemes Management Act 2015**

**TO: THE OWNERS – STRATA PLAN**  
**C/- WELLMAN STRATA MANAGEMENT PTY LTD**  
**PO Box Q1916 Queen Victoria Building**  
**SYDNEY NSW 1230**

..... the owners of lot/s ..... (inclusive) in Strata Plan  
(insert company name here)

appoint ..... as its Nominee to:

I: perform its functions as an owner in the strata plan ; and

II: vote on its behalf at general meetings and adjourned general meetings of the Owners corporation.

..... address for service of notices is .....  
(insert Company name here)

.....

..... made an appointment under Section 154 (1) of the *Strata*  
(insert Company name here)  
*Schemes Management Act 2015.*

Signed before and on behalf

Of .....  
(insert Company name here)

**DIRECTOR** .....

**Dated** .....

COMPANY  
SEAL



**Print:** 06/03/2023

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** All registered lot owners and registered tenants

---

## Notice of Strata Committee Meeting

**Schedule 2, *Strata Schemes Management Act 2015***

<b>Strata Plan Number &amp; Building Name:</b>	Strata Plan 82955 Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	Strata Committee Meeting
<b>Date of Meeting:</b>	Wednesday, 22nd March 2023
<b>Time of Meeting:</b>	Immediately following the conclusion of the AGM
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Facilitator:</b>	Wellman Strata Management Pty Ltd ('Wellman Strata')

### Meeting Agenda

1. Record meeting attendance.
2. Declaration of meeting quorum.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 45, 680 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

# Agenda for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street

22/03/2023 05:00 pm

---

## 1. Minutes

That the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.

---

## 2. Election of the Office Bearers for Strata Committee

That nominations be sought for the positions of Chairperson, Secretary and Treasurer from the strata committee members.

That the Strata Committee resolve to elect to the following members to fulfil these positions:

- Chairperson
  - Secretary
  - Treasurer
- 

## 3. Next Meeting

That the Strata Committee determines a date to convene the next Strata Committee meeting.

---

## **Annexure A**





**Print:** 01/04/2022

**To:** The Owners - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

---

## Minutes of Annual General Meeting

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

Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	ANNUAL GENERAL MEETING
<b>Date of Meeting:</b>	Tuesday, 29th March 2022
<b>Time of Meeting:</b>	05:00 pm
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	C Arenas of Wellman Strata Management Pty Ltd (by invitation)

**Present in Person:** T Greenrod (Lot 1), C Johnson (Lot 15, Lot 89), D Samoylova (Lot 17, Lot 90), J Aureli (Lot 24, Lot 72, Lot 81), D Neumann (Lot 31), M Davis (Lot 33), A Davenport (Lot 37, Lot 46, Lot 76, Lot 77), and D Denovan (Lot 49, Lot 56, Lot 85)

**In Attendance:** D Wellman and C Arenas of Wellman Strata Management ('Wellman Strata')  
D Rosa of Luna Services Pty Ltd ('Building Manager')

**Quorum:** At 5:19 PM the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting in accordance with the provisions set out in the *Strata Schemes Management Act 2015*, Schedule 1, Clause 17 (4) (b)

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Services Pty Ltd

**SYDNEY** Level 45, 680 George Street, Sydney, NSW 2000  
**NEWCASTLE** 28, 8 Murray Dwyer Circuit, Mayfield NSW 2304  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney, NSW 1230

*Liability limited by a scheme approved under Professional Standards Legislation*

# Minutes for the Annual General Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street  
29/03/2022 05:00 pm

---

## 1. Minutes

### Resolution Type

Ordinary

**RESOLVED** that the minutes of the previous general meeting were confirmed as a true record and account of the proceedings at that meeting.

## 2. Electronic Meeting Procedure at Meetings

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation, in accordance with Schedule 1, Rule 28, Strata Schemes Management Act 2015 and Regulation 14 of the Strata Schemes Management Regulations 2016, adopted voting procedures at all meetings of the owners corporation by way of teleconference, video conferencing, email or any other electronic means.

## 3. Financial Statements

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation adopt the last audited financial statements for the scheme for the year ended 31/12/2021.

*Additional Notes (Refer Annexure B included in the Notice of Annual General Meeting):*

*Following review of the history of financials for SP 82955, it was resolved to write down the balance of (\$4,621.91) that is reported under 'Equitable Holdings in BMC' (a contingent asset from prior management) on the Balance Sheet as at 01/01/2022.*

## 4. Auditor

### Resolution Type

Ordinary

**RESOLVED** that the Owners – Strata Plan no 82955 appoint Tinworth as auditor for the strata scheme.

## 5. Capital Works Fund Plan

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation acknowledged the report prepared for the Capital Works Fund and, review the plan as required when determining the funding requirements of the Capital Works Fund.

## 6. Annual Budget & Contributions

### Resolution Type

Ordinary

- a) **RESOLVED** that the statement of estimated receipts and payments ("budget") as determined in accordance with Sub Section 79 (1) and 79 (2) of the Strata Schemes Management Act 2015 for the period 01/01/2022 to 31/12/2022 be adopted.

**Note – the scheme is registered for GST**

- b) **RESOLVED** that, the Owners Corporation levy and collect the total annual contribution in the following amounts:

<b>ADMINISTRATION FUND</b>	<b>\$350,350.00</b>	<b>GST Incl</b>
<b>CAPITAL WORKS FUND</b>	<b>\$291,500.00</b>	<b>GST Incl</b>

or, any other amount as may be amended by the owners corporation to be levied in accordance with sections 79 (1) and 79 (2) of the Strata Schemes Management Act 2015 to be due and payable as set out in the table below:

Date		Method of Calculation	Admin Fund		Capital Works Fund	
01/01/2022	*	As per unit entitlement	<b>\$117,928.75</b>	GST Incl	<b>\$37,013.85</b>	GST Incl
01/04/2022		As per unit entitlement	<b>\$77,474.31</b>	GST Incl	<b>\$84,828.69</b>	GST Incl
01/07/2022		As per unit entitlement	<b>\$77,474.31</b>	GST Incl	<b>\$84,828.69</b>	GST Incl
01/10/2022		As per unit entitlement	<b>\$77,474.31</b>	GST Incl	<b>\$84,828.69</b>	GST Incl

- c) **RESOLVED** that the Owners Corporation levy and collect the following additional contribution as at 01/01/2023.

<b>ADMINISTRATION FUND</b>	<b>\$77,474.31</b>	<b>GST Incl</b>
<b>CAPITAL WORKS FUND</b>	<b>\$84,828.69</b>	<b>GST Incl</b>

## 7. Overdue Contributions

Resolution Type	Ordinary
-----------------	----------

**RESOLVED** the Owners Corporation deal with overdue contributions payable to the Owners Corporation as follows:

### Part A | Payment Plans

In respect of any payment plan under section 85 (5) of the *Strata Schemes Management Act 2015* ("Payment Plan"):

- i) The Owner's Corporation will in fact enter into any Payment Plan that it has agreed to enter into in accordance with that s85 (5).  
While the lot owner concerned complies with a Payment Plan, the Owner's Corporation will not take action under s86 of the *Strata Schemes Management Act 2015* to recover such unpaid contributions and interest as are the subject of that Payment Plan, nor the expenses of the Owner's Corporation incurred in recovering the same.
- ii) However, if the lot owner concerned ceases to comply with a Payment Plan, the Owner's Corporation will proceed as set out in **Part B** below in respect of the whole of the unpaid contributions and interest the subject of that Payment Plan and the expenses of the Owner's Corporation incurred in recovering the same.
- iii)

### Part B | Recovery Action on Arrears

In respect of any unpaid contributions and interest which have remained unpaid for a period of at least seven (7) days after the date that they became due and payable:

- i) The Owners Corporation will first issue a written demand for immediate payment ("**First Demand**").  
If those unpaid contributions and interest remain wholly or partly unpaid for a further seven (7) days after
- ii) the issue of the First Demand, the owners corporation will issue a second written demand for immediate payment ("**Second Demand**").

If after then, those unpaid contributions and interest remain wholly or partly unpaid for a further 14 days  
 iii) after the issue of the Second Demand, the owners corporation will engage solicitors to issue a final demand for immediate payment of the unpaid amount ("**Legal Demand**").

If the unpaid contributions and interest remain unpaid after a further 14 days following the issue of the Legal Demand, the owners corporation will engage solicitors to issue a notice of action in accordance with  
 iv) s 86 (4) of the *Strata Schemes Management Act 2015* ("**Notice of Action**") in respect of the action proposed to be taken under (v) below.

On the expiry of the required 21 days after the giving of the Notice of Action the owners corporation will commence proceedings against the lot owner concerned for the recovery of the unpaid contributions,  
 v) interest and the expenses of the Owners Corporation incurred in recovering the same in the New South Wales Civil and Administrative Tribunal or the Local Court of New South Wales, subject to and in accordance with legal advice.

Where a person is jointly and severally liable for unpaid contributions and interest under s 84 of the *Strata*  
 vi) *Schemes Management Act 2015* the owners corporation will take steps against that person in accordance with the remaining provisions of this motion as if that person was the owner of the lot referred to.

## 8. Strata Committee

Resolution Type	Ordinary
-----------------	----------

a) **RESOLVED** that the Chairman declared all written nominations and call for all oral nominations to the Strata Committee as follows:

- T Greenrod (Lot 1)
- C Johnson (Lot 15)
- D Samoylova (Lot 17)
- A Davenport (Lot 46)

b) **RESOLVED** that the number of members of the Strata Committee be set at four (4).

c) **RESOLVED** that the members of the Strata Committee were elected.as follows:

- T Greenrod (Lot 1)
- C Johnson (Lot 15)
- D Samoylova (Lot 17)
- A Davenport (Lot 46)

## 9. Restricted Matters

Resolution Type	Ordinary
-----------------	----------

**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 *Strata Schemes Management Act 2015* and/or future amendments.

## 10. Insurance

Resolution Type	Ordinary
-----------------	----------

a) **RESOLVED** that the Owners Corporation confirmed the insurances currently held by the strata scheme.

b) **RESOLVED** that the Owners Corporation confirmed the cover for liability of officers or members of the strata committee for damage to property, death or bodily injury in accordance with section (165)(2)(a) of the *Strata Schemes Management Act 2015*.

c) **RESOLVED** that the Owners Corporation confirmed the cover for misappropriation of money or other property of the Owners Corporation in accordance with section 165(2)(b) of the *Strata Schemes Management Act 2015*

d) **RESOLVED** that the Owners Corporation commission a valuer to provide a valuation in accordance with Section 161 of the *Strata Schemes Management Act 2015* and to clearly specify all matters excluded at the front of the valuation report.

## 11. Report of the Managing Agent

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation considered the report by the strata managing agent as to the commissions that have been provided and paid for and are likely to be provided to the agent for the following 12 months.

Building/Common Property	
Commission/s paid on insurance within prior 12 month period	\$233.70 net (Insurance via BMC)
Estimate of commission/s payable within the next 12 month period	\$245.40 net (Insurance via BMC)

## 12. Utility Agreements

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation reviewed and considered the following agreements for the supply of the utilities to the scheme:

- i) Electricity Agreement – (Origin Energy – expires on 31 August 2022)
- ii) Gas Agreement – (Nil)

## 13. Annual Fire Safety Statement

### Resolution Type

Ordinary

**RESOLVED** that the Owners Corporation do the following:

- 1) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and
- 2) To submit any corrective action report to the Strata Committee to determine what further action is required, if any; and
- 3) To delegate to the strata manager the following functions pursuant to the Agency Agreement additional duties schedule:
  - i) undertake the seeking of quotations and engaging the contractor to prepare the statement; and
  - ii) sign the statement on behalf of the scheme (only where applicable) and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner.

## 14. Agency Agreement

### Resolution Type

Ordinary

**RESOLVED** that, pursuant to s 49 of the Strata Schemes Management Act 2015 ('**Act**'), the Owners Corporation renewed the appointment of Wellman Strata Management Pty Limited ('**Agent**') as strata managing agent for the scheme and:

- i) Delegates to the Agent all of the functions of:
  - a) the Owners Corporation (other than those listed in section 52 (2) of the Act; and
  - b) its chairperson, treasurer, and secretary

that is necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in Schedules A1 and A2 of the Strata Management Agency Agreement ('**Agreement**') enclosed with this notice of meeting; and
- ii) That the delegation to the Agent be subject to the conditions and limitations outlined in that Agreement;
- iii) That the Owners Corporation execute the Agreement to give effect to this appointment and delegation;
- iv) That authority be given for the affixing of the common seal of the Owners Corporation to the Agreement and witnessed by 2 members of the strata committee;

**THERE BEING NO FURTHER BUSINESS**  
**THE CHAIRPERSON CLOSED THE MEETING AT 5:53PM**



**Print:** 02/03/2023

**To:** The Strata Committee - Strata Plan 82955  
Lucca Apartments  
19-25 Grosvenor Street  
**NEUTRAL BAY NSW 2089**

**And:** To all mortgagees, covenant charges and registered tenants

## Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015 (NSW)*

Meeting Particulars	
<b>Strata Plan #   Building Name:</b>	Strata Plan 82955   Lucca Apartments
<b>Address of scheme:</b>	19-25 Grosvenor Street, NEUTRAL BAY NSW 2089
<b>Type of Meeting:</b>	STRATA COMMITTEE MEETING
<b>Date of Meeting:</b>	Wednesday, 22nd February 2023
<b>Time of Meeting:</b>	05:00 pm
<b>Meeting Venue:</b>	The Office of Wellman Strata by Zoom Video Conference pursuant to Regulation 14, <i>Strata Schemes Management Regulation 2016</i>
<b>Chairperson:</b>	C Arenas of Wellman Strata Management Pty Ltd (by invitation)

**Present in Person:** T. Greenrod (Lot 1), C. Johnson (Lot 15), D. Samoylova (Lot 17), A. Davenport (Lot 46)

**In Attendance:** C Wong (Lot 20)  
J Ansell (Lot 38)  
D Biordi and P. Gupta of Luna Services ('Building Manager')  
N Howell and C Arenas of Wellman Strata Management ('Wellman Strata') of Wellman Strata Management ('Wellman Strata')

**Quorum:** At 5:03 PM the Chairperson declared a meeting quorum for the purpose of addressing the motions of the meeting.

 02 8065 6575

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

 [www.wellmanstrata.com.au](http://www.wellmanstrata.com.au)



**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)

**SYDNEY** Level 10, 234 George Street, Sydney NSW 2000  
**NEWCASTLE** Level 1, 480 Hunter Street, Newcastle NSW 2300  
**PO BOX** PO Box Q1916, Queen Victoria Building, Sydney NSW 1230

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

# Minutes for the Strata Committee Meeting

S/Plan 82955 Lucca Apartments 19-25 Grosvenor Street

22/02/2023 05:00 pm

---

## 1. Minutes

**RESOLVED** that the minutes of the previous Strata Committee meeting were confirmed as a true record and account of the proceedings at that meeting.

---

## 2. Matters Arising

The Strata Committee considered any matters arising from the previous minutes of meeting, noting tonight's discussion will be limited to the draft budgets for consideration at the upcoming Annual General Meeting.

---

## 3. Building Manager Report

**RESOLVED** that the Strata Committee tabled and received the latest report from the Building Manager and action to be taken be determined.

---

## 4. Financial Statements

a. **RESOLVED** that the Strata Committee table and receive the latest financial statements for the strata scheme.

b. **RESOLVED** that the Strata Committee considers the latest arrears report for the strata scheme.

**RESOLVED** The Strata Committee considered the proposed, amended budget for the strata scheme circulated to the Committee dated Monday 13th February 2023 for inclusion at the 2023 Annual General Meeting.

c. Various items were discussed and it was agreed the Strata Manager is to circulate both the Lucca BMC budgets as well as updated residential budgets with respect to the recommended Capital Works Fund contributions spread out over two years. This is to be sent to the Committee for approval in order to proceed to the Annual General Meeting.

---

## 5. BMC Matters

The Strata Committee discussed BMC matters and, noted the draft Lucca BMC budget to be circulated to the Committee for consideration.

---

## 6. Building Remedial Works



That the Strata Committee consider and discuss any further updates on building remedial works and action to be taken be determined once Pinnacle's recommendations are received.

---

## **7. General Business and Correspondence**

**RESOLVED** that the Strata Committee considered any items of general business or correspondence including items tabled at the meeting.

---

## **8. Next Meeting**

The Strata Committee agreed to proceed to the Annual General on receipt of updated budgets for approval.

---

**THERE BEING NO FURTHER BUSINESS**  
**THE CHAIRPERSON CLOSED THE MEETING AT 6:00PM**

## **Annexure B**

# TINWORTH & Co

CHARTERED ACCOUNTANTS and BUSINESS ADVISORS

24 February 2023

Mr D Wellman  
Wellman Strata Management Pty Ltd  
Level 10, 234 George Street  
SYDNEY NSW 2000

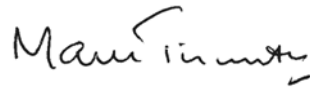
Dear David,

## **OWNERS CORPORATION – STRATA PLAN 82955**

Please find enclosed our original audit report on the financial statements for the year ended 31 December 2022.

We also take this opportunity to enclose our fee account, which we trust you will find satisfactory.

Yours faithfully,



Mark Tinworth

**WWW.TINWORTH.COM**

LEVEL 2, 66 BERRY ST NORTH SYDNEY NSW 2060 | P (02) 9922 4644 | F (02) 9959 3642 | ABN 43 624 513 140

Liability limited by a scheme approved under Professional Standards Legislation

# TINWORTH & Co

CHARTERED ACCOUNTANTS and BUSINESS ADVISORS

**INDEPENDENT AUDITOR'S REPORT  
TO THE OWNERS OF STRATA PLAN 82955  
"LUCCA APARTMENTS"  
19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089**

**Report on the Audit of the Financial Report**

**Opinion**

We have audited the accompanying financial report, being a special purpose financial report, of Strata Plan 82955 which comprises Balance Sheet as at 31 December 2022, and the Income and Expenditure Statements, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial report of Strata Plan 82955 is in accordance with the Strata Schemes Management Act 2015, including:

- (i) Giving a true and fair view of the Owners Corporation's financial position as at 31 December 2022 and of its financial performance for the year then ended; and
- (ii) Complying with Australian Accounting Standards to the extent described in Note 1

**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 Owners Corporation in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code.

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

**Emphasis of Matter – Basis of Accounting**

We draw attention to Note 1 to the financial report, which describes the Owners Corporation's basis of accounting. The financial report has been prepared for the purpose of fulfilling the Owners Corporation's financial reporting responsibilities under 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 of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Strata Schemes Management Act 2015, and is appropriate to meet the needs of the owners. The Owners Corporation's responsibility also includes such internal controls as the Owners Corporation determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Owners Corporation is responsible for assessing the Strata 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 intend to liquidate the Strata Plan or to cease operations, or have no realistic alternative but to do so.

**WWW.TINWORTH.COM**

LEVEL 2, 66 BERRY ST NORTH SYDNEY NSW 2060 | P (02) 9922 4644 | F (02) 9959 3642 | ABN 43 624 513 140

Liability limited by a scheme approved under Professional Standards Legislation

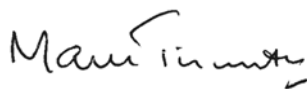
## Auditor's Responsibilities for the Audit of the Financial Report

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 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 the financial report.

As part of an audit in accordance with the 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, misrepresentation, 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 Strata 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 Strata 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 Strata 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 achieved 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.



**MARK TINWORTH**  
**CHARTERED ACCOUNTANT**

24 February 2023

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 1

## Balance Sheet - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

	Administrative	Capital Works	TOTAL THIS YEAR
<b>Assets</b>			
Cash At Bank			
Strata Plan 82955	\$(69,952.38)	\$428,711.17	\$358,758.79
Accounts Receivable - DP 1144637	\$22,114.28	\$6,127.00	\$28,241.28
Accounts Receivable--Debtors	\$2,821.00	\$0.00	\$2,821.00
Levies Receivable	\$4,554.63	\$4,835.27	\$9,389.90
Prepaid Expenses	\$58,065.93	\$760.55	\$58,826.48
GST Liabilities	\$4,864.98	\$4,759.94	\$9,624.92
<b>Total Assets</b>	<b>\$22,468.44</b>	<b>\$445,193.93</b>	<b>\$467,662.37</b>
<b>Liabilities</b>			
Accounts Payable	\$7,701.56	\$0.00	\$7,701.56
Accounts Payable (GST Free)	\$(5,506.66)	\$6,741.66	\$1,235.00
Accrued Expenses	\$680.00	\$0.00	\$680.00
BAS Clearing	\$2,034.04	\$0.00	\$2,034.04
Deposits--Other	\$2,000.00	\$0.00	\$2,000.00
Paid in Advance	\$53,188.89	\$57,194.60	\$110,383.49
<b>Total Liabilities</b>	<b>\$60,097.83</b>	<b>\$63,936.26</b>	<b>\$124,034.09</b>
<b>Net Assets</b>	<b>\$(37,629.39)</b>	<b>\$381,257.67</b>	<b>\$343,628.28</b>
<b>Owners Funds</b>			
Opening Balance	\$32,795.86	\$166,081.11	\$198,876.97
Net Income For The Period	\$(70,425.25)	\$215,176.56	\$144,751.31
<b>Total Owners Funds</b>	<b>\$(37,629.39)</b>	<b>\$381,257.67</b>	<b>\$343,628.28</b>

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 2

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2022 to 31/12/2022

### Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Income</b>			
<b>Contribution</b>			
Contribution Due	\$318,501.33	\$318,500.00	\$312,840.86
Interest on Overdues	\$257.89	\$300.00	\$254.82
<b>Total Contribution</b>	<b>\$318,759.22</b>	<b>\$318,800.00</b>	<b>\$313,095.68</b>
<b>Other Income</b>			
Key, Fob & Swipe Monies Received	\$0.00	\$0.00	\$0.00
Miscellaneous Income	\$0.00	\$0.00	\$0.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Recoveries</b>			
Recoveries - Legal Fees	\$130.00	\$250.00	\$220.00
Recoveries - Utility	\$7,857.28	\$7,500.00	\$6,940.59
<b>Total Recoveries</b>	<b>\$7,987.28</b>	<b>\$7,750.00</b>	<b>\$7,160.59</b>
<b>Total Administrative Fund Income</b>	<b>\$326,746.50</b>	<b>\$326,550.00</b>	<b>\$320,256.27</b>

### Expenses

#### Admin

Accounting & Reporting	\$660.00	\$400.00	\$360.00
Accounting & Taxation Services	\$757.26	\$700.00	\$690.00
Accounting Creditor Approval	\$0.00	\$1,080.00	\$1,080.00
Agent Disbursements	\$3,019.29	\$5,300.00	\$5,298.40
Audit Services	\$1,050.00	\$1,000.00	\$1,000.00
BAS Process Fee	\$1,531.25	\$1,500.00	\$1,500.00
Building Manager	\$26,018.52	\$28,457.00	\$27,629.42
Building Manager--Additional Services	\$1,120.00	\$1,000.00	\$1,120.00
Building Manager--Office Expenses	\$16,913.67	\$11,000.00	\$10,010.05
Consultants.	\$299.00	\$0.00	\$0.00
Legal & Debt Collection Fees	\$160.00	\$0.00	\$220.00
Levy Cont.--BMC	\$168,096.44	\$135,000.00	\$132,019.11
Management Fee	\$15,876.72	\$15,180.00	\$16,448.88
Management Fee--Schedule B	\$9,759.70	\$5,500.00	\$7,583.79
Meeting Room Expenses	\$0.00	\$200.00	\$272.73
Registration/License/Compliance Fees	\$710.84	\$550.00	\$537.34
<b>Total Admin</b>	<b>\$245,972.69</b>	<b>\$206,867.00</b>	<b>\$205,769.72</b>

#### Insurance

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 3

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2022 to 31/12/2022

### Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Insurance (Continued)</b>			
Insurance--Premiums	\$2,688.11	\$2,835.00	\$2,348.02
<b>Total Insurance</b>	<b>\$2,688.11</b>	<b>\$2,835.00</b>	<b>\$2,348.02</b>
<b>Maint Bldg</b>			
Cleaning--Carpet/Furniture	\$1,099.00	\$200.00	\$150.00
Cleaning--Contracts	\$46,350.00	\$46,350.00	\$45,675.00
Cleaning--Materials	\$6,394.55	\$2,900.00	\$2,892.30
Cleaning--Pressure Clean	\$0.00	\$0.00	\$255.00
Cleaning--Toilet Requisites	\$998.16	\$0.00	\$0.00
Cleaning--Windows/Glass	\$7,280.00	\$5,600.00	\$5,360.00
Electrical--LED, Lamps & Tubes	\$790.00	\$950.00	\$800.00
Exhaust/Ventilation Systems	\$1,997.86	\$2,000.00	\$2,407.00
Garbage Chute	\$2,800.00	\$3,990.00	\$4,148.00
Garbage Compactor	\$1,836.60	\$2,800.00	\$2,773.80
General Repairs	\$8,289.62	\$2,500.00	\$2,969.89
Intercom	\$0.00	\$0.00	\$310.00
Keys Swipes & Remotes	\$0.00	\$0.00	\$146.00
Lift Maintenance Contract	\$25,768.72	\$25,150.00	\$24,777.60
Lift Servicing/Repair	\$0.00	\$0.00	\$310.00
Lift Telephone	\$2,040.00	\$2,040.00	\$2,040.00
Pest/Vermin Control	\$1,745.45	\$1,800.00	\$1,569.53
Telephone & PABX Equipment	\$1,016.15	\$3,000.00	\$3,000.00
<b>Total Maint Bldg</b>	<b>\$108,406.11</b>	<b>\$99,280.00</b>	<b>\$99,584.12</b>
<b>Maint Grounds</b>			
Landscaping/Gardening	\$4,124.74	\$3,500.00	\$3,727.85
<b>Total Maint Grounds</b>	<b>\$4,124.74</b>	<b>\$3,500.00</b>	<b>\$3,727.85</b>
<b>Utility</b>			
Electricity	\$35,980.10	\$28,500.00	\$27,170.20
<b>Total Utility</b>	<b>\$35,980.10</b>	<b>\$28,500.00</b>	<b>\$27,170.20</b>
<b>Total Administrative Fund Expenses</b>	<b>\$397,171.75</b>	<b>\$340,982.00</b>	<b>\$338,599.91</b>
<b>Administrative Fund Surplus/Deficit</b>	<b>\$(70,425.25)</b>	<b>\$(14,432.00)</b>	<b>\$(18,343.64)</b>
<b>Opening Balance for the period</b>	<b>\$32,795.86</b>	<b>\$0.00</b>	<b>\$51,139.50</b>



Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Income and Expenditure Statement - S/Plan 82955  
"LUCCA APARTMENTS"  
19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089  
For the Financial Period 01/01/2022 to 31/12/2022

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Closing Balance for the period	\$(37,629.39)	\$(14,432.00)	\$32,795.86

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 5

## Income and Expenditure Statement - S/Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2022 to 31/12/2022

### Capital Works Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Income</b>			
<b>Contribution</b>			
Contribution Due	\$264,999.70	\$265,000.00	\$201,693.96
Interest on Overdues	\$144.27	\$200.00	\$159.72
<b>Total Contribution</b>	<b>\$265,143.97</b>	<b>\$265,200.00</b>	<b>\$201,853.68</b>
<b>Total Capital Works Fund Income</b>	<b>\$265,143.97</b>	<b>\$265,200.00</b>	<b>\$201,853.68</b>
<b>Expenses</b>			
<b>Admin</b>			
Capital Works / Sinking Fund Assessment	\$0.00	\$3,000.00	\$0.00
Levy Cont.--BMC	\$2,281.65	\$40,000.00	\$0.00
<b>Total Admin</b>	<b>\$2,281.65</b>	<b>\$43,000.00</b>	<b>\$0.00</b>
<b>Maint Bldg</b>			
Doors & Windows--Capital Works	\$1,800.00	\$6,000.00	\$360.00
Electrical	\$477.70	\$2,000.00	\$150.00
General Repairs & Maint.	\$0.00	\$0.00	\$2,188.80
General Replacement	\$5,255.26	\$6,500.00	\$4,465.77
Mechanical--Fans	\$1,850.00	\$2,500.00	\$205.00
Painting & Surfaces--BMC	\$0.00	\$0.00	\$98,000.00
Plumbing & Drainage	\$538.50	\$3,500.00	\$1,011.33
Replacement--Intercom	\$0.00	\$550.00	\$0.00
Security Equipment, CCTV etc	\$2,734.30	\$2,000.00	\$6,086.51
<b>Total Maint Bldg</b>	<b>\$12,655.76</b>	<b>\$23,050.00</b>	<b>\$112,467.41</b>
<b>Remedial Repair</b>			
Remedial Repair--Consultants/Engineers	\$6,580.00	\$10,000.00	\$0.00
Remedial Repair--Waterproofing	\$28,450.00	\$100,000.00	\$98,011.85
<b>Total Remedial Repair</b>	<b>\$35,030.00</b>	<b>\$110,000.00</b>	<b>\$98,011.85</b>
<b>Total Capital Works Fund Expenses</b>	<b>\$49,967.41</b>	<b>\$176,050.00</b>	<b>\$210,479.26</b>
<b>Capital Works Fund Surplus/Deficit</b>	<b>\$215,176.56</b>	<b>\$89,150.00</b>	<b>\$(8,625.58)</b>
<b>Opening Balance for the period</b>	<b>\$166,081.11</b>	<b>\$0.00</b>	<b>\$174,706.69</b>
<b>Closing Balance for the period</b>	<b>\$381,257.67</b>	<b>\$89,150.00</b>	<b>\$166,081.11</b>

**STRATA PLAN 82955**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**  
**"LUCCA APARTMENTS"**  
**19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089**

**1. Statement of Significant Accounting Policies**

This financial report is a special purpose report has been prepared for distribution to the Owners to fulfill the financial reporting requirements under Section 92 of the Strata Schemes Management Act 2015, as amended. The Strata Plan is not a reporting entity.

No Australian Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is prepared based upon historic costs, together with the basic concepts of the going concern assumption and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The financial report does not contain an assessment of the operational issues such as the adequacy of the Capital Works Fund.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report.

**Accounting for Income & Expenses**

The accruals basis of accounting is applied to levy income. This ensures levy income is brought to account in the period it was earned. All other items of income are brought to account on an accruals basis.

All expenses are brought to account on an accruals basis.

**Balance Sheet – Levies in Arrears/Advance**

Lots in arrears in the balance sheet represent levies due but not received at year end.

Lots in advance represent monies received for levies which, at year end, are not yet due.

**Income Tax**

In accordance with Taxation Ruling TR 2015/3 assessable income comprising interest, dividends and other income derived by the plan from investment of funds or derived from other personal property is taxable at the full company tax rate of 30% or at the lower company tax rate for base rate entities, whichever is applicable. Mutual income and deductions are excluded.

Assessable income received by the plan in respect of common property is taxable in the hands of the individual owners as defined by Taxation Ruling TR 2015/3.

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 6

## Lot Positions Report - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

### Administrative Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	101	Henry Anthony Greenrod and Marie Rose Greenrod	\$3,456.49 CR	\$10,181.12	\$115.44	\$9,122.98	\$2,282.91 CR	\$0.00
2	102	Karen Delaney	\$34.40	\$7,357.36	\$211.44	\$9,230.15	\$1,626.95 CR	\$148.87
3	103	Anne Turner	\$3,167.56 CR	\$9,410.41	\$169.36	\$4,270.80	\$2,141.41	\$0.00
4	138	Janice May Leigh	\$3,167.56 CR	\$9,410.41	\$64.59	\$8,388.39	\$2,080.95 CR	\$0.00
5	105	Robin Isaacs	\$2,510.08 CR	\$7,357.36	\$245.56	\$6,870.81	\$1,777.97 CR	\$0.00
6	106	Stephen Balicki	\$2.57	\$10,268.78	\$6.60	\$10,280.15	\$2.20 CR	\$0.00
7	107	Fiona Tran	\$1,972.96 CR	\$5,861.32	\$0.00	\$5,184.48	\$1,296.12 CR	\$0.00
8	121	Rose Wattle Pty Limited	\$3,283.98 CR	\$4,193.64	\$33.00	\$1,870.01	\$927.35 CR	\$13.21
9	120	SILKYEAR INVESTMENTS	\$1,411.59 CR	\$4,193.64	\$0.00	\$3,709.40	\$927.35 CR	\$0.00
10	119	Meng F Tan & Sheue F Ong	\$1,411.59 CR	\$4,193.64	\$0.00	\$3,709.40	\$927.35 CR	\$0.00
11	118	Jennifer Yee & Andrew Ha	\$1,525.99 CR	\$4,533.55	\$0.00	\$4,010.08	\$1,002.52 CR	\$0.00
12	188	David Chan	\$1,525.99 CR	\$4,533.55	\$0.00	\$4,010.08	\$1,002.52 CR	\$0.00
13	116	Chandni Tejas Sutariya & Tejas Dipakkumar Sutariya	\$1,411.59 CR	\$4,193.64	\$0.00	\$3,709.40	\$927.35 CR	\$0.00
14	115	William Thomas Brendan Hanrahan & James John Martin Hanrahan	\$1,411.59 CR	\$4,193.64	\$0.00	\$3,709.40	\$927.35 CR	\$0.00
15	114	Craig Johnson & Stephanie Lynn Johnson	\$1,411.59 CR	\$4,193.64	\$0.00	\$3,709.40	\$927.35 CR	\$0.00
16	113	Rantada Pty Ltd	\$0.00	\$4,449.46	\$0.00	\$5,433.39	\$983.93 CR	\$0.00
17	112	Dina Samoylova	\$0.00	\$3,594.52	\$0.00	\$3,594.52	\$0.00	\$0.00
18	111	James Wu	\$0.00	\$3,293.30	\$0.00	\$4,021.56	\$728.26 CR	\$0.00
19	168	Chun Yip Ma & Tin Wai Krystal Li	\$1,108.52 CR	\$3,293.30	\$0.00	\$2,913.04	\$728.26 CR	\$0.00
20	109	Rohan Alan Ashover & Hiu Tung Catherine Wong	\$1,108.52 CR	\$3,293.30	\$0.00	\$2,913.04	\$728.26 CR	\$6.98
21	108	Michael D Beston	\$1,180.44 CR	\$3,506.97	\$0.00	\$3,102.04	\$775.51 CR	\$0.00
22	201	Roslyn Jean Cozens	\$3,456.47 CR	\$10,268.78	\$95.65	\$4,590.42	\$2,317.54	\$0.00
23	202	Adam Preston	\$2,506.00 CR	\$7,445.02	\$166.22	\$5,105.24	\$0.00	\$0.00
24	203	Roberto & Jasmine V Aureli	\$3,311.45 CR	\$9,837.83	\$93.67	\$8,795.51	\$2,175.46 CR	\$0.00
25	238	Audrey Miriam Bersten	\$3,387.41 CR	\$9,837.83	\$302.27	\$9,124.87	\$2,372.18 CR	\$0.00
26	205	Michele Babette Zwi	\$2,534.27 CR	\$7,529.06	\$276.04	\$5,270.83	\$0.00	\$0.00
27	206	Lawrence, Melody & Bryan CHIN	\$0.00	\$11,123.58	\$401.54	\$11,525.12	\$0.00	\$0.00
28	301	Chiao T Huang	\$3,456.47 CR	\$10,268.78	\$618.38	\$7,430.69	\$0.00	\$0.00
29	302	Julianne Crosby	\$2,548.17 CR	\$7,357.36	\$121.12	\$6,583.89	\$1,653.58 CR	\$27.64
30	303	Kris Ma and Angela Au	\$3,311.45 CR	\$9,837.83	\$87.95	\$8,843.15	\$2,228.82 CR	\$0.00
31	338	Daniel Andre Neumann and Judith Aviva Neumann	\$3,342.05 CR	\$9,837.83	\$92.03	\$8,763.27	\$2,175.46 CR	\$0.00
32	305	Paula Renata Wyton & Peter Wyton	\$2,552.29 CR	\$7,529.06	\$92.77	\$6,734.47	\$1,664.93 CR	\$0.00

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 7

## Lot Positions Report - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

### Administrative Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
33	306	Jane Christine Davis	\$3,311.45 CR	\$9,837.83	\$139.11	\$6,634.15	\$31.34	\$0.00
34	318	Simon Cole	\$0.00	\$4,407.39	\$0.00	\$4,407.39	\$0.00	\$0.00
35	317	Susan Helen Middleton	\$0.00	\$4,232.18	\$0.00	\$4,232.18	\$0.00	\$0.00
36	316	Duan Liang	\$1,424.57 CR	\$4,232.18	\$0.00	\$3,746.93	\$939.32 CR	\$0.00
37	315	Adam Davenport	\$1,424.57 CR	\$4,232.18	\$0.00	\$3,743.48	\$935.87 CR	\$0.00
38	368	James Edward Ansell & Gillian Ansell	\$0.00	\$4,232.18	\$0.00	\$5,168.05	\$935.87 CR	\$0.00
39	313	Wisdom Xuan Ze Zhang	\$1,424.57 CR	\$4,232.18	\$0.00	\$3,743.48	\$935.87 CR	\$0.00
40	312	K E Booker Property Pty Ltd	\$0.00	\$5,819.35	\$0.00	\$7,106.20	\$1,286.85 CR	\$0.00
41	311	Cecilia H L Chau	\$2,001.22 CR	\$5,945.35	\$0.00	\$3,944.13	\$0.00	\$0.00
42	310	Nicholas John Bennett	\$1,411.59 CR	\$4,193.64	\$0.00	\$2,782.05	\$0.00	\$0.00
43	388	Peter Terence Hing & Michelle Investments Pty Limited ACN 107 251 347	\$0.00	\$3,422.93	\$0.00	\$4,179.85	\$756.92 CR	\$0.00
44	309	Ruth Oh	\$1,152.17 CR	\$3,422.93	\$0.00	\$3,027.68	\$756.92 CR	\$0.00
45	307	Amy Yee May Ho	\$2,823.16 CR	\$7,486.94	\$2,657.61	\$8,977.00	\$1,655.61 CR	\$0.00
46	501	Adam Davenport & Shayne M Davenport	\$315.84	\$16,690.69	\$564.33	\$21,578.59	\$4,007.73 CR	\$0.00
47	502	Peter Craig Priestley	\$4,846.25 CR	\$14,119.09	\$1,416.90	\$13,917.57	\$3,227.83 CR	\$0.00
48	503	Alasdair Ross and Hazel Amy MacDonald	\$0.00	\$14,980.97	\$294.85	\$15,275.82	\$0.00	\$0.00
49	505	Denise Irene Denovan	\$45.69 CR	\$15,835.89	\$669.49	\$19,961.53	\$3,501.84 CR	\$54.18
50	50	Turner Ding Pty Ltd	\$461.08 CR	\$1,369.84	\$0.00	\$1,211.68	\$302.92 CR	\$0.00
51	51	Lawrence, Melody & Bryan CHIN	\$28.32 CR	\$84.09	\$0.00	\$74.36	\$18.59 CR	\$0.00
52	52	Lawrence, Melody & Bryan CHIN	\$20.06 CR	\$59.60	\$0.00	\$53.86	\$14.32 CR	\$0.00
53	53	Rantada Pty Ltd	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
54	54	Turner Ding Pty Ltd	\$34.22 CR	\$101.57	\$0.00	\$89.80	\$22.45 CR	\$0.00
55	55	Turner Ding Pty Ltd	\$57.76 CR	\$171.70	\$0.00	\$151.92	\$37.98 CR	\$0.00
56	505s	Denise Irene Denovan	\$73.99	\$122.58	\$0.00	\$169.46	\$27.11	\$5.62
57	303s	Chun KK Ma & Angela KK Au	\$34.22 CR	\$101.57	\$0.00	\$89.80	\$22.45 CR	\$0.33
58	305s	Paula Renata Wyton & Peter Wyton	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
59	59	Karen Delaney	\$0.00	\$42.12	\$0.00	\$51.44	\$9.32 CR	\$0.17
60	60	Roslyn Jean Cozens	\$28.32 CR	\$84.09	\$0.00	\$37.18	\$18.59	\$0.00
61	61	Roslyn Jean Cozens	\$14.16 CR	\$42.12	\$0.00	\$18.64	\$9.32	\$0.00
62	115s	William Thomas Brendan Hanrahan & James John Martin Hanrahan	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
63	106s	Stephen Balicki	\$135.46 CR	\$42.12	\$0.00	\$-21.22	\$72.12 CR	\$0.00
64	313s	Wisdom Xuan Ze Zhang	\$8.26 CR	\$24.49	\$0.00	\$21.64	\$5.41 CR	\$0.00

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 8

## Lot Positions Report - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

### Administrative Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
65	65	Chun Yip Ma & Tin Wai Krystal Li	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
66	66	Silkyear Pty Ltd	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
67	309s	Ruth Oh	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
68	388s	Peter Terence Hing & Michelle Investments Pty Limited ACN 107 251 347	\$34.22 CR	\$101.57	\$0.00	\$89.80	\$22.45 CR	\$0.00
69	119s	Meng F Tan & Sheue F Ong	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
70	503	Alasdair Ross and Hazel Amy MacDonald	\$0.00	\$84.09	\$0.00	\$84.09	\$0.00	\$0.00
71	238s	Audrey Miriam Bersten	\$20.06 CR	\$59.60	\$0.00	\$39.54	\$0.00	\$0.00
72	203s	Roberto & Jasmine V Aureli	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
73	101s	Henry Anthony Greenrod and Marie Rose Greenrod	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
74	301s	Chiao T Huang	\$20.06 CR	\$59.60	\$0.00	\$39.54	\$0.00	\$0.13
75	75	Robin Isaacs	\$43.65 CR	\$129.63	\$0.00	\$114.64	\$28.66 CR	\$0.00
76	501s	Adam Davenport & Shayne M Davenport	\$1.40 CR	\$42.12	\$0.00	\$50.04	\$9.32 CR	\$0.00
77	501s	Adam Davenport & Shayne M Davenport	\$1.40 CR	\$42.12	\$0.00	\$50.04	\$9.32 CR	\$0.00
78	502s	Peter Craig Priestley	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
79	502s	Peter Craig Priestley	\$0.00	\$42.12	\$0.00	\$42.12	\$0.00	\$1.41
80	80	Jennifer Yee & Andrew Ha	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
81	81	Roberto & Jasmine V Aureli	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
82	312S	K E Booker Property Pty Ltd	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$1.13
83	311S	Cecilia H L Chau	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
84	307S	Amy Yee May Ho	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
85	102S	Denise Irene Denovan	\$12.42 CR	\$42.12	\$0.00	\$20.38	\$9.32	\$0.07
86	302S	Julianne Crosby	\$14.16 CR	\$42.12	\$-0.01	\$37.27	\$9.32 CR	\$0.16
87	316S	Duan Liang	\$20.06 CR	\$59.60	\$0.00	\$53.11	\$13.57 CR	\$0.00
88	109S	Rohan Alan Ashover & Hiu Tung Catherine Wong	\$14.16 CR	\$42.12	\$-0.19	\$37.09	\$9.32 CR	\$0.09
89	114S	Craig Johnson & Stephanie Lynn Johnson	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
90	112S	Dina Samoylova	\$0.00	\$84.09	\$0.00	\$84.09	\$0.00	\$0.00
91	116S	Chandni Tejas Sutariya & Tejas Dipakkumar Sutariya	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
92	92	Turner Ding Pty Ltd	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
93	93	Turner Ding Pty Ltd	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 9

## Lot Positions Report - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

### Administrative Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
94	94	Turner Ding Pty Ltd	\$28.32 CR	\$84.09	\$0.00	\$74.36	\$18.59 CR	\$0.00
95	95	Turner Ding Pty Ltd	\$14.16 CR	\$42.12	\$0.00	\$37.28	\$9.32 CR	\$0.00
96	107S	Fiona Tran	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
97	120S	SILKYEAR INVESTMENTS	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
98	120S	SILKYEAR INVESTMENTS	\$20.06 CR	\$59.60	\$0.00	\$52.72	\$13.18 CR	\$0.00
99	99	Turner Ding Pty Ltd	\$783.03 CR	\$2,326.35	\$0.00	\$2,057.76	\$514.44 CR	\$0.00
<b>Administrative Fund Totals</b>			<b>\$-83,115.89</b>	<b>\$350,351.68</b>	<b>\$8,935.72</b>	<b>\$324,805.77</b>	<b>\$-48,634.26</b>	<b>\$259.99</b>
<b>Administrative Fund Arrears</b>							<b>\$4,554.63</b>	
<b>Administrative Fund Advances</b>							<b>\$53,188.89</b>	

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 10

## Lot Positions Report - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

### Capital Works Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	101	Henry Anthony Greenrod and Marie Rose Greenrod	\$1,075.62 CR	\$8,470.98	\$0.00	\$9,860.48	\$2,465.12 CR	\$0.00
2	102	Karen Delaney	\$0.00	\$6,121.49	\$0.00	\$7,902.89	\$1,781.40 CR	\$68.65
3	103	Anne Turner	\$994.19 CR	\$7,829.69	\$0.00	\$4,557.00	\$2,278.50	\$0.00
4	138	Janice May Leigh	\$994.19 CR	\$7,829.69	\$0.00	\$9,114.00	\$2,278.50 CR	\$0.00
5	105	Robin Isaacs	\$777.29 CR	\$6,121.49	\$0.00	\$7,125.60	\$1,781.40 CR	\$0.00
6	106	Stephen Balicki	\$0.00	\$8,543.87	\$0.00	\$8,543.87	\$0.00	\$0.00
7	107	Fiona Tran	\$619.24 CR	\$4,876.78	\$0.00	\$5,676.72	\$1,419.18 CR	\$0.00
8	121	Rose Wattle Pty Limited	\$443.06 CR	\$3,489.26	\$0.00	\$4,061.60	\$1,015.40 CR	\$8.62
9	120	SILKYEAR INVESTMENTS	\$443.06 CR	\$3,489.26	\$0.00	\$4,061.60	\$1,015.40 CR	\$0.00
10	119	Meng F Tan & Sheue F Ong	\$443.06 CR	\$3,489.26	\$0.00	\$4,061.60	\$1,015.40 CR	\$0.00
11	118	Jennifer Yee & Andrew Ha	\$478.96 CR	\$3,772.00	\$0.00	\$4,390.72	\$1,097.68 CR	\$0.00
12	188	David Chan	\$478.96 CR	\$3,772.00	\$0.00	\$4,390.72	\$1,097.68 CR	\$0.00
13	116	Chandni Tejas Sutariya & Tejas Dipakkumar Sutariya	\$443.06 CR	\$3,489.26	\$0.00	\$4,061.60	\$1,015.40 CR	\$0.00
14	115	William Thomas Brendan Hanrahan & James John Martin Hanrahan	\$443.06 CR	\$3,489.26	\$0.00	\$4,061.30	\$1,015.10 CR	\$0.00
15	114	Craig Johnson & Stephanie Lynn Johnson	\$443.06 CR	\$3,489.26	\$0.00	\$4,061.60	\$1,015.40 CR	\$0.00
16	113	Rantada Pty Ltd	\$66.10	\$3,702.04	\$0.00	\$4,845.46	\$1,077.32 CR	\$1.00
17	112	Dina Samoylova	\$0.00	\$2,990.78	\$0.00	\$2,990.78	\$0.00	\$0.00
18	111	James Wu	\$0.00	\$2,740.10	\$0.00	\$3,537.49	\$797.39 CR	\$0.00
19	168	Chun Yip Ma & Tin Wai Krystal Li	\$347.93 CR	\$2,740.10	\$0.00	\$3,189.56	\$797.39 CR	\$0.00
20	109	Rohan Alan Ashover & Hiu Tung Catherine Wong	\$347.93 CR	\$2,740.10	\$0.00	\$3,189.32	\$797.15 CR	\$8.61
21	108	Michael D Beston	\$370.51 CR	\$2,917.93	\$0.00	\$3,396.56	\$849.14 CR	\$0.00
22	201	Roslyn Jean Cozens	\$1,084.88 CR	\$8,543.87	\$0.00	\$4,972.66	\$2,486.33	\$0.00
23	202	Adam Preston	\$786.55 CR	\$6,194.38	\$0.00	\$5,407.83	\$0.00	\$0.00
24	203	Roberto & Jasmine V Aureli	\$1,039.35 CR	\$8,185.32	\$0.00	\$9,527.96	\$2,381.99 CR	\$0.00
25	238	Audrey Miriam Bersten	\$1,039.35 CR	\$8,185.32	\$0.00	\$9,527.96	\$2,381.99 CR	\$0.00
26	205	Michele Babette Zwi	\$795.43 CR	\$6,264.34	\$0.00	\$5,468.91	\$0.00	\$0.00
27	206	Lawrence, Melody & Bryan CHIN	\$0.00	\$9,255.12	\$0.00	\$9,255.12	\$0.00	\$0.94
28	301	Chiao T Huang	\$1,084.88 CR	\$8,543.87	\$0.00	\$7,458.99	\$0.00	\$0.00
29	302	Julianne Crosby	\$777.29 CR	\$6,121.49	\$0.00	\$7,125.60	\$1,781.40 CR	\$30.26
30	303	Kris Ma and Angela Au	\$1,039.35 CR	\$8,185.32	\$0.00	\$9,527.96	\$2,381.99 CR	\$0.00
31	338	Daniel Andre Neumann and Judith Aviva Neumann	\$1,039.35 CR	\$8,185.32	\$0.00	\$9,527.96	\$2,381.99 CR	\$0.00
32	305	Paula Renata Wyton & Peter Wyton	\$795.43 CR	\$6,264.34	\$0.00	\$7,291.88	\$1,822.97 CR	\$0.00



# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 11

## Lot Positions Report - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

### Capital Works Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
33	306	Jane Christine Davis	\$1,039.35 CR	\$8,185.32	\$0.00	\$7,145.97	\$0.00	\$0.00
34	318	Simon Cole	\$0.00	\$3,667.06	\$0.00	\$3,667.06	\$0.00	\$0.00
35	317	Susan Helen Middleton	\$0.00	\$3,521.32	\$0.00	\$3,521.32	\$0.00	\$0.00
36	316	Duan Liang	\$447.13 CR	\$3,521.32	\$0.00	\$4,098.92	\$1,024.73 CR	\$0.95
37	315	Adam Davenport	\$447.13 CR	\$3,521.32	\$0.00	\$4,098.92	\$1,024.73 CR	\$0.00
38	368	James Edward Ansell & Gillian Ansell	\$0.00	\$3,521.32	\$0.00	\$4,546.05	\$1,024.73 CR	\$0.01
39	313	Wisdom Xuan Ze Zhang	\$447.13 CR	\$3,521.32	\$0.00	\$4,098.92	\$1,024.73 CR	\$0.00
40	312	K E Booker Property Pty Ltd	\$0.00	\$4,841.80	\$0.00	\$6,250.80	\$1,409.00 CR	\$0.00
41	311	Cecilia H L Chau	\$628.13 CR	\$4,946.75	\$0.00	\$4,318.62	\$0.00	\$0.00
42	310	Nicholas John Bennett	\$443.06 CR	\$3,489.26	\$0.00	\$3,046.20	\$0.00	\$0.00
43	388	Peter Terence Hing & Michelle Investments Pty Limited ACN 107 251 347	\$0.00	\$2,847.97	\$0.00	\$3,676.75	\$828.78 CR	\$0.00
44	309	Ruth Oh	\$361.63 CR	\$2,847.97	\$0.00	\$3,315.12	\$828.78 CR	\$0.00
45	307	Amy Yee May Ho	\$790.99 CR	\$6,229.36	\$0.00	\$7,251.16	\$1,812.79 CR	\$0.00
46	501	Adam Davenport & Shayne M Davenport	\$0.00	\$13,887.06	\$0.00	\$17,928.30	\$4,041.24 CR	\$0.00
47	502	Peter Craig Priestley	\$1,491.66 CR	\$11,747.46	\$0.00	\$13,674.40	\$3,418.60 CR	\$0.00
48	503	Alasdair Ross and Hazel Amy MacDonald	\$0.00	\$12,464.53	\$0.00	\$12,464.53	\$0.00	\$0.00
49	505	Denise Irene Denovan	\$0.00	\$13,175.81	\$0.00	\$17,010.07	\$3,834.26 CR	\$20.17
50	50	Turner Ding Pty Ltd	\$144.72 CR	\$1,139.76	\$0.00	\$1,326.72	\$331.68 CR	\$0.00
51	51	Lawrence, Melody & Bryan CHIN	\$8.88 CR	\$69.96	\$0.00	\$81.44	\$20.36 CR	\$0.00
52	52	Lawrence, Melody & Bryan CHIN	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
53	53	Rantada Pty Ltd	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
54	54	Turner Ding Pty Ltd	\$10.73 CR	\$84.53	\$0.00	\$98.40	\$24.60 CR	\$0.00
55	55	Turner Ding Pty Ltd	\$18.14 CR	\$142.85	\$0.00	\$166.28	\$41.57 CR	\$0.00
56	505s	Denise Irene Denovan	\$25.90	\$102.02	\$0.00	\$98.23	\$29.69	\$1.97
57	303s	Chun KK Ma & Angela KK Au	\$10.39 CR	\$84.53	\$0.00	\$98.74	\$24.60 CR	\$0.39
58	305s	Paula Renata Wyton & Peter Wyton	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
59	59	Karen Delaney	\$0.01	\$34.98	\$0.00	\$45.17	\$10.18 CR	\$0.05
60	60	Roslyn Jean Cozens	\$8.88 CR	\$69.96	\$0.00	\$40.72	\$20.36	\$0.00
61	61	Roslyn Jean Cozens	\$4.44 CR	\$34.98	\$0.00	\$20.36	\$10.18	\$0.00
62	115s	William Thomas Brendan Hanrahan & James John Martin Hanrahan	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
63	106s	Stephen Balicki	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
64	313s	Wisdom Xuan Ze Zhang	\$2.59 CR	\$20.41	\$0.00	\$23.76	\$5.94 CR	\$0.00

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 12

## Lot Positions Report - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

### Capital Works Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
65	65	Chun Yip Ma & Tin Wai Krystal Li	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
66	66	Silkyear Pty Ltd	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
67	309s	Ruth Oh	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
68	388s	Peter Terence Hing & Michelle Investments Pty Limited ACN 107 251 347	\$10.73 CR	\$84.53	\$0.00	\$98.40	\$24.60 CR	\$0.00
69	119s	Meng F Tan & Sheue F Ong	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
70	503	Alasdair Ross and Hazel Amy MacDonald	\$0.00	\$69.96	\$0.00	\$69.96	\$0.00	\$0.00
71	238s	Audrey Miriam Bersten	\$6.29 CR	\$49.55	\$0.00	\$43.26	\$0.00	\$0.01
72	203s	Roberto & Jasmine V Aureli	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
73	101s	Henry Anthony Greenrod and Marie Rose Greenrod	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
74	301s	Chiao T Huang	\$6.29 CR	\$49.55	\$0.00	\$43.25	\$0.01	\$0.15
75	75	Robin Isaacs	\$13.70 CR	\$107.87	\$0.00	\$125.56	\$31.39 CR	\$0.00
76	501s	Adam Davenport & Shayne M Davenport	\$0.00	\$34.98	\$0.00	\$45.16	\$10.18 CR	\$0.00
77	501s	Adam Davenport & Shayne M Davenport	\$0.00	\$34.98	\$0.00	\$44.66	\$9.68 CR	\$0.00
78	502s	Peter Craig Priestley	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
79	502s	Peter Craig Priestley	\$0.00	\$34.98	\$0.00	\$34.96	\$0.02	\$0.80
80	80	Jennifer Yee & Andrew Ha	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
81	81	Roberto & Jasmine V Aureli	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
82	312S	K E Booker Property Pty Ltd	\$4.44 CR	\$34.98	\$0.00	\$40.61	\$10.07 CR	\$1.23
83	311S	Cecilia H L Chau	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
84	307S	Amy Yee May Ho	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
85	102S	Denise Irene Denovan	\$0.00	\$34.98	\$0.00	\$24.80	\$10.18	\$0.18
86	302S	Julianne Crosby	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.17
87	316S	Duan Liang	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.01
88	109S	Rohan Alan Ashover & Hiu Tung Catherine Wong	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.10
89	114S	Craig Johnson & Stephanie Lynn Johnson	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
90	112S	Dina Samoylova	\$0.00	\$69.96	\$0.00	\$69.96	\$0.00	\$0.00
91	116S	Chandni Tejas Sutariya & Tejas Dipakkumar Sutariya	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
92	92	Turner Ding Pty Ltd	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
93	93	Turner Ding Pty Ltd	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 13

## Lot Positions Report - S/Plan 82955 "LUCCA APARTMENTS" 19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089 For the Financial Period 01/01/2022 to 31/12/2022

### Capital Works Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
94	94	Turner Ding Pty Ltd	\$8.88 CR	\$69.96	\$0.00	\$81.44	\$20.36 CR	\$0.00
95	95	Turner Ding Pty Ltd	\$4.44 CR	\$34.98	\$0.00	\$40.72	\$10.18 CR	\$0.00
96	107S	Fiona Tran	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
97	120S	SILKYEAR INVESTMENTS	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
98	120S	SILKYEAR INVESTMENTS	\$6.29 CR	\$49.55	\$0.00	\$57.68	\$14.42 CR	\$0.00
99	99	Turner Ding Pty Ltd	\$245.77 CR	\$1,935.55	\$0.00	\$2,253.04	\$563.26 CR	\$0.00
<b>Capital Works Fund Totals</b>			<b>\$-25,278.04</b>	<b>\$291,499.92</b>	<b>\$0.00</b>	<b>\$318,581.21</b>	<b>\$-52,359.33</b>	<b>\$144.27</b>
<b>Capital Works Fund Arrears</b>							<b>\$4,835.27</b>	
<b>Capital Works Fund Advances</b>							<b>\$57,194.60</b>	

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 14

## Statement of Key Financial Information - Strata Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2022 to 31/12/2022

### Consolidated

Name of Fund:	Administrative Fund	\$	
Balance carried forward from previous reporting period:	32,795.86		
Total income received during reporting period:	326,488.61	(2)	
Total interest earned by fund during reporting period:	257.89	(3)	
Total contributions paid during reporting period:	324,805.77		
Total unpaid contributions payable for reporting period:	4,554.63	(4)	
Total expenditure for maintenance during reporting period:	397,171.75		
Total expenditure for administration costs during reporting period:	0.00		
Balance of Fund at end of reporting period:	-37,629.39		
List of principal items of expenditure proposed for next reporting period:		(5)	
Accounting & Reporting	1,200.00		
Accounting & Taxation Services	700.00		
Accounting Creditor Approval	1,080.00		
Agent Disbursements	4,300.00		
Audit Services	1,050.00		
BAS Process Fee	1,500.00		
Building Manager	28,500.00		
Building Manager--Additional Services	1,200.00		
Building Manager--Office Expenses	13,500.00		
Cleaning--Carpet/Furniture	1,100.00		
Cleaning--Contracts	46,350.00		
Cleaning--Materials	6,400.00		
Cleaning--Toilet Requisites	1,000.00		
Cleaning--Windows/Glass	7,280.00		
Electrical--LED, Lamps & Tubes	800.00		
Electricity	36,000.00		
Exhaust/Ventilation Systems	2,000.00		
Garbage Chute	3,000.00		
Garbage Compactor	2,000.00		
General Repairs	8,300.00		

### Notes:

(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.

(2) Total income received represents the total receipts (exclusive of GST) and may include amounts not represented on this report.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 15

## Statement of Key Financial Information - Strata Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2022 to 31/12/2022

Insurance--Premiums	3,000.00
Landscaping/Gardening	4,200.00
Levy Cont.--BMC	168,096.44
Lift Maintenance Contract	25,800.00
Lift Telephone	2,040.00
Management Fee	16,440.00
Management Fee--Schedule B	9,800.00
Pest/Vermin Control	1,800.00
Registration/License/Compliance Fees	750.00
Telephone & PABX Equipment	3,000.00
<b>Total Expenses</b>	<b>402,186.44</b>

### Notes:

(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.

(2) Total income received represents the total receipts (exclusive of GST) and may include amounts not represented on this report.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

# Wellman Strata Management Pty Ltd

Level 10, 234 George Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 24/02/2023 01:46 pm User: Tinworth

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Page 16

## Statement of Key Financial Information - Strata Plan 82955 "LUCCA APARTMENTS"

19-25 GROSVENOR STREET, NEUTRAL BAY, NSW 2089

For the Financial Period 01/01/2022 to 31/12/2022

### Consolidated

Name of Fund:	Capital Works Fund	\$	
Balance carried forward from previous reporting period:	166,081.11		
Total income received during reporting period:	264,999.70	(2)	
Total interest earned by fund during reporting period:	144.27	(3)	
Total contributions paid during reporting period:	318,581.21		
Total unpaid contributions payable for reporting period:	4,835.27	(4)	
Total expenditure for maintenance during reporting period:	49,967.41		
Total expenditure for administration costs during reporting period:	0.00		
Balance of Fund at end of reporting period:	381,257.67		
List of principal items of expenditure proposed for next reporting period:		(5)	
Doors & Windows--Capital Works	6,000.00		
Electrical	2,000.00		
General Replacement	10,000.00		
Levy Cont.--BMC	44,356.16		
Mechanical--Fans	2,500.00		
Plumbing & Drainage	3,500.00		
Remedial Repair--Consultants/Engineers	30,700.00		
Remedial Repair--Waterproofing	100,000.00		
Replacement--Intercom	550.00		
Security Equipment, CCTV etc	2,800.00		
<b>Total Expenses</b>	<b>202,406.16</b>		

### Notes:

(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.

(2) Total income received represents the total receipts (exclusive of GST) and may include amounts not represented on this report.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

## Annexure C

## Building Details & Report Inputs

### Supplied information

Building Name	Lucca Apartments
Building Address	19-25 Grosvenor Street Neutral Bay NSW 2089
Strata Plan No.	82955
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2009
Number of Unit Entitlements	100000
Number of Units	49
Estimated Capital Works Fund Balance	\$375,688
Starting date of Financial Year for Report	1/01/2023
GST Status	Registered for GST
Current Capital Works Fund Levy per Lot Entitlement (Inc. GST)	\$2.65

### 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	12%
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	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/12/2023	265,000.00	24,090.91	2.65	0.24	0.66	0.06
2	31/12/2024	145,749.99	13,250.00	1.46	0.13	0.37	0.03
3	31/12/2025	150,122.49	13,647.50	1.50	0.14	0.38	0.03
4	31/12/2026	154,626.16	14,056.92	1.55	0.14	0.39	0.04
5	31/12/2027	159,264.95	14,478.63	1.59	0.14	0.40	0.04
6	31/12/2028	164,042.90	14,912.99	1.64	0.15	0.41	0.04
7	31/12/2029	168,964.19	15,360.38	1.69	0.15	0.42	0.04
8	31/12/2030	174,033.11	15,821.19	1.74	0.16	0.44	0.04
9	31/12/2031	179,254.11	16,295.83	1.79	0.16	0.45	0.04
10	31/12/2032	184,631.73	16,784.70	1.85	0.17	0.46	0.04
11	31/12/2033	190,170.68	17,288.24	1.90	0.17	0.48	0.04
12	31/12/2034	195,875.80	17,806.89	1.96	0.18	0.49	0.04
13	31/12/2035	201,752.08	18,341.10	2.02	0.18	0.51	0.05
14	31/12/2036	207,804.64	18,891.33	2.08	0.19	0.52	0.05
15	31/12/2037	214,038.78	19,458.07	2.14	0.19	0.54	0.05

#### 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



## 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	31/12/2023	375,688.00	240,909.09	6,136.00	33,535.45	589,197.64
2	31/12/2024	589,197.64	132,499.99	8,233.35	24,433.64	705,497.34
3	31/12/2025	705,497.34	136,474.99	9,745.64	24,712.73	827,005.24
4	31/12/2026	827,005.24	140,569.24	18,648.99	136,891.82	849,331.65
5	31/12/2027	849,331.65	144,786.32	18,843.00	168,516.36	844,444.61
6	31/12/2028	844,444.61	149,129.91	19,232.12	128,497.27	884,309.37
7	31/12/2029	884,309.37	153,603.81	21,090.32	47,527.27	1,011,476.23
8	31/12/2030	1,011,476.23	158,211.92	24,193.29	30,650.00	1,163,231.44
9	31/12/2031	1,163,231.44	162,958.28	26,723.29	114,017.27	1,238,895.74
10	31/12/2032	1,238,895.74	167,847.03	28,724.25	92,371.82	1,343,095.20
11	31/12/2033	1,343,095.20	172,882.44	30,166.87	177,573.64	1,368,570.87
12	31/12/2034	1,368,570.87	178,068.91	17,602.70	1,350,526.36	213,716.12
13	31/12/2035	213,716.12	183,410.98	6,426.70	39,580.91	363,972.89
14	31/12/2036	363,972.89	188,913.31	7,964.48	208,905.45	351,945.23
15	31/12/2037	351,945.23	194,580.71	9,244.43	76,743.64	479,026.73

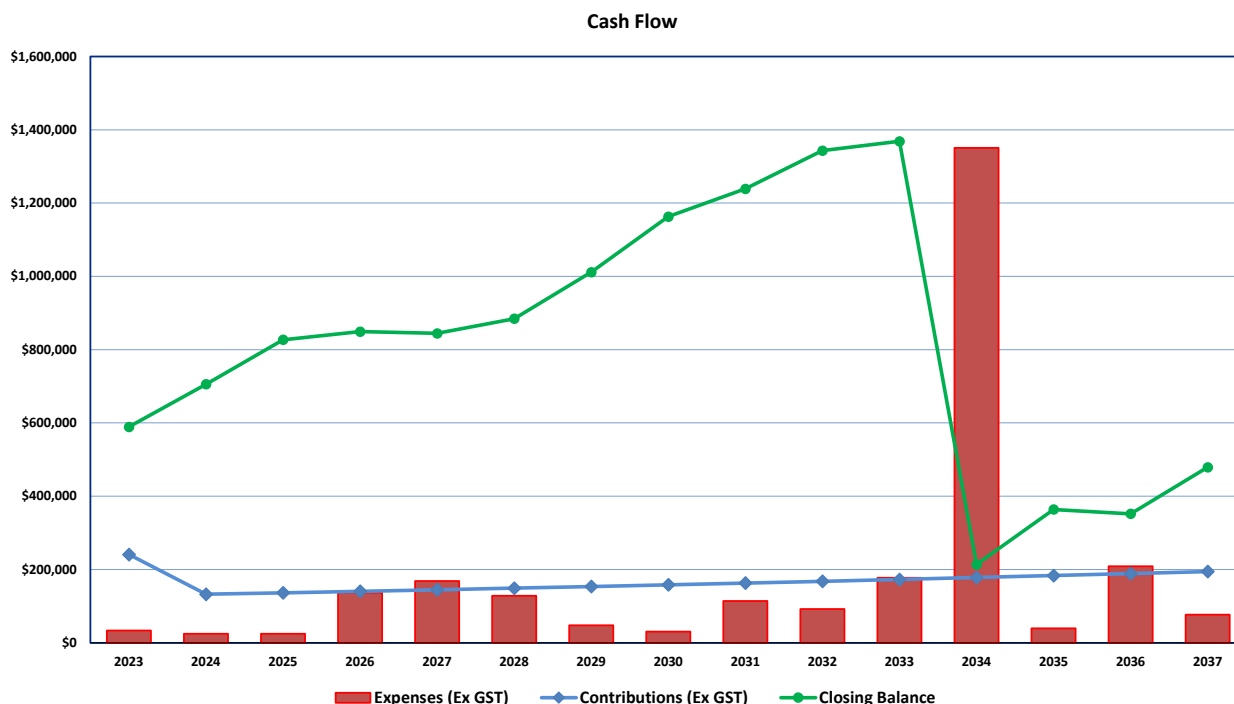
## 15 Year Cash Flow Graph

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.



### 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

## Annexure D

**Wellman Strata Management Pty Ltd**  
**Proposed Budget for Strata Plan 82955**

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
 Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 1

## Administrative Fund

**Proposed Budget**  
 (01/01/2023-31/12/2023)

**Current Actual**  
 (01/01/2022-31/12/2022)

**Current Budget**  
 (01/01/2022-31/12/2022)

### Income

#### Contribution

Contribution Due	\$457,735.00	\$318,501.33	\$318,500.00
Interest on Overdues	\$0.00	\$257.89	\$300.00
<b>Total Contribution</b>	<b>\$457,735.00</b>	<b>\$318,759.22</b>	<b>\$318,800.00</b>

#### Recoveries

Recoveries - Legal Fees	\$0.00	\$130.00	\$250.00
Recoveries - Utility	\$0.00	\$7,857.28	\$7,500.00
<b>Total Recoveries</b>	<b>\$0.00</b>	<b>\$7,987.28</b>	<b>\$7,750.00</b>

### Total Admin Fund Income

**\$457,735.00**      **\$326,746.50**      **\$326,550.00**

### Expense

#### Admin

Accounting & Reporting	\$700.00	\$660.00	\$400.00
Accounting & Taxation Services	\$700.00	\$757.26	\$700.00
Accounting Creditor Approval	\$1,080.00	\$0.00	\$1,080.00
Agent Disbursements	\$3,200.00	\$3,019.29	\$5,300.00
Audit Services	\$1,050.00	\$1,050.00	\$1,000.00
BAS Process Fee	\$1,500.00	\$1,531.25	\$1,500.00
Building Manager	\$28,500.00	\$26,018.52	\$28,457.00
Building Manager--Additional Services	\$1,200.00	\$1,120.00	\$1,000.00
Building Manager--Office Expenses	\$13,500.00	\$16,913.67	\$11,000.00
Consultants.	\$0.00	\$299.00	\$0.00
Legal & Debt Collection Fees	\$0.00	\$160.00	\$0.00
Levy Cont.--BMC	\$194,097.21	\$168,096.44	\$135,000.00
Management Fee	\$16,440.00	\$15,876.72	\$15,180.00
Management Fee--Schedule B	\$9,800.00	\$9,759.70	\$5,500.00
Meeting Room Expenses	\$0.00	\$0.00	\$200.00
Registration/License/Compliance Fees	\$750.00	\$710.84	\$550.00
<b>Total Admin</b>	<b>\$272,517.21</b>	<b>\$245,972.69</b>	<b>\$206,867.00</b>

#### Maint Bldg

Cleaning--Carpet/Furniture	\$1,100.00	\$1,099.00	\$200.00
Cleaning--Contracts	\$46,350.00	\$46,350.00	\$46,350.00
Cleaning--Materials	\$3,200.00	\$6,394.55	\$2,900.00
Cleaning--Pressure Clean	\$0.00	\$0.00	\$0.00
Cleaning--Toilet Requisites	\$0.00	\$998.16	\$0.00
Cleaning--Windows/Glass	\$7,280.00	\$7,280.00	\$5,600.00
Electrical--LED, Lamps & Tubes	\$800.00	\$790.00	\$950.00
Exhaust/Ventilation Systems	\$2,000.00	\$1,997.86	\$2,000.00
Garbage Chute	\$3,000.00	\$2,800.00	\$3,990.00
Garbage Compactor	\$2,000.00	\$1,836.60	\$2,800.00

**Wellman Strata Management Pty Ltd**  
**Proposed Budget for Strata Plan 82955**

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)

Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 2

**Administrative Fund**

	<b>Proposed Budget</b> (01/01/2023-31/12/2023)	<b>Current Actual</b> (01/01/2022-31/12/2022)	<b>Current Budget</b> (01/01/2022-31/12/2022)
General Repairs	\$5,000.00	\$8,289.62	\$2,500.00
Intercom	\$0.00	\$0.00	\$0.00
Keys Swipes & Remotes	\$0.00	\$0.00	\$0.00
Lift Maintenance Contract	\$26,000.00	\$25,768.72	\$25,150.00
Lift Servicing/Repair	\$0.00	\$0.00	\$0.00
Lift Telephone	\$2,040.00	\$2,040.00	\$2,040.00
Pest/Vermin Control	\$1,800.00	\$1,745.45	\$1,800.00
Telephone & PABX Equipment	\$3,000.00	\$1,016.15	\$3,000.00
<b>Total Maint Bldg</b>	<b>\$103,570.00</b>	<b>\$108,406.11</b>	<b>\$99,280.00</b>
<b>Utility</b>			
Electricity	\$36,000.00	\$35,980.10	\$28,500.00
<b>Total Utility</b>	<b>\$36,000.00</b>	<b>\$35,980.10</b>	<b>\$28,500.00</b>
<b>Maint Grounds</b>			
Landscaping/Gardening	\$4,200.00	\$4,124.74	\$3,500.00
<b>Total Maint Grounds</b>	<b>\$4,200.00</b>	<b>\$4,124.74</b>	<b>\$3,500.00</b>
<b>Insurance</b>			
Insurance--Premiums	\$3,800.00	\$2,688.11	\$2,835.00
<b>Total Insurance</b>	<b>\$3,800.00</b>	<b>\$2,688.11</b>	<b>\$2,835.00</b>
<b>Total Admin Fund Expense</b>	<b>\$420,087.21</b>	<b>\$397,171.75</b>	<b>\$340,982.00</b>
<b>TOTAL ADMIN LEVY INCOME</b>	<b>\$457,735.00</b>	<b>\$318,501.33</b>	<b>\$318,500.00</b>
<b>ADD: ADMIN GST</b>	<b>\$45,773.50</b>		<b>\$31,850.00</b>
<b>TOTAL ADMIN BUDGET</b>	<b>\$503,508.50</b>		<b>\$350,350.00</b>

Opening Balance as at 01/01/2023	\$(37,629.39)
ADD: Total Proposed Income	\$457,735.00
LESS: Total Proposed Expenses	\$420,087.21
<b>Estimated Closing Balance as at 31/12/2023</b>	<b>\$18.40</b>

Proposed New Admin Levies from 01/05/2023	\$516,405.57
ADD: Admin GST	\$51,640.56
<b>Total Proposed New Admin Levies from 01/05/2023</b>	<b>\$568,046.13</b>

**Wellman Strata Management Pty Ltd**  
**Proposed Budget for Strata Plan 82955**

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
 Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 3

**Capital Works Fund**

**Proposed Budget**  
 (01/01/2023-31/12/2023)

**Current Actual**  
 (01/01/2022-31/12/2022)

**Current Budget**  
 (01/01/2022-31/12/2022)

**Income**

**Contribution**

Contribution Due	\$191,505.00	\$264,999.70	\$265,000.00
Interest on Overdues	\$0.00	\$144.27	\$200.00
<b>Total Contribution</b>	<b>\$191,505.00</b>	<b>\$265,143.97</b>	<b>\$265,200.00</b>

**Total Cap. Works Fund Income**

**\$191,505.00**      **\$265,143.97**      **\$265,200.00**

**Expense**

**Admin**

Capital Works / Sinking Fund Assessment	\$0.00	\$0.00	\$3,000.00
Levy Cont.--BMC	\$0.00	\$2,281.65	\$40,000.00
<b>Total Admin</b>	<b>\$0.00</b>	<b>\$2,281.65</b>	<b>\$43,000.00</b>

**Maint Bldg**

Doors & Windows--Capital Works	\$6,000.00	\$1,800.00	\$6,000.00
Electrical	\$2,000.00	\$477.70	\$2,000.00
General Repairs & Maint.	\$0.00	\$0.00	\$0.00
General Replacement	\$10,000.00	\$5,255.26	\$6,500.00
Mechanical--Fans	\$2,500.00	\$1,850.00	\$2,500.00
Painting & Surfaces--BMC	\$0.00	\$0.00	\$0.00
Plumbing & Drainage	\$3,500.00	\$538.50	\$3,500.00
Replacement--Intercom	\$550.00	\$0.00	\$550.00
Security Equipment, CCTV etc	\$2,800.00	\$2,734.30	\$2,000.00
<b>Total Maint Bldg</b>	<b>\$27,350.00</b>	<b>\$12,655.76</b>	<b>\$23,050.00</b>

**Remedial Repair**

Remedial Repair--Consultants/Engineers	\$30,700.00	\$6,580.00	\$10,000.00
Remedial Repair--Fire Compliance	\$0.00	\$0.00	\$0.00
Remedial Repair--Waterproofing	\$100,000.00	\$28,450.00	\$100,000.00
<b>Total Remedial Repair</b>	<b>\$130,700.00</b>	<b>\$35,030.00</b>	<b>\$110,000.00</b>

**Total Cap. Works Fund Expense**

**\$158,050.00**      **\$49,967.41**      **\$176,050.00**

**TOTAL CAP. WORKS LEVY INCOME**

**\$191,505.00**      **\$264,999.70**      **\$265,000.00**

**ADD: CAP. WORKS GST**

**\$19,150.50**           **\$26,500.00**

**TOTAL CAP. WORKS BUDGET**

**\$210,655.50**           **\$291,500.00**

**Wellman Strata Management Pty Ltd**  
**Proposed Budget for Strata Plan 82955**

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

**Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)**  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

**Liability Limited by a Scheme Approved under Professional Standards Legislation.**

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 4

**Capital Works Fund**

<b>Proposed Budget</b>	<b>Current Actual</b>	<b>Current Budget</b>
<b>(01/01/2023-31/12/2023)</b>	<b>(01/01/2022-31/12/2022)</b>	<b>(01/01/2022-31/12/2022)</b>

Opening Balance as at 01/01/2023	\$381,257.67
ADD: Total Proposed Income	\$191,505.00
LESS: Total Proposed Expenses	\$158,050.00
<b>Estimated Closing Balance as at 31/12/2023</b>	<b>\$414,712.67</b>

Proposed New Cap. Works Levies from 01/05/2023	\$152,517.35
ADD: Cap. Works GST	\$15,251.73
<b>Total Proposed New Cap. Works Levies from 01/05/2023</b>	<b>\$167,769.08</b>

**Wellman Strata Management Pty Ltd**  
**Proposed Budget for Strata Plan 82955**

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 5

## Budget Summary (01/01/2023-31/12/2023)

	Proposed	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
Administrative Fund	\$503,508.50	\$77,474.31	\$142,010.77	\$142,010.77	\$142,010.77	\$503,506.62	\$142,010.77
Capital Works Fund	\$210,655.50	\$84,828.69	\$41,942.23	\$41,942.23	\$41,942.23	\$210,655.38	\$41,942.23
Contribution Schedule Total	\$714,164.00	\$162,303.00	\$183,953.00	\$183,953.00	\$183,953.00	\$714,162.00	\$183,953.00
<b>Amount to Collect</b>	<b>\$714,164.00</b>	<b>\$162,303.00</b>	<b>\$183,953.00</b>	<b>\$183,953.00</b>	<b>\$183,953.00</b>	<b>\$714,162.00</b>	<b>\$183,953.00</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd Proposed Budget for Strata Plan 82955

## LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 6

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
1*	101*	2906	Henry Anthony Greenrod and Marie Rose Greenrod						
			Admin	\$2,251.38	\$4,126.86	\$4,126.86	\$4,126.86	\$14,631.96	\$4,126.86
			Capital Works	\$2,465.12	\$1,218.84	\$1,218.84	\$1,218.84	\$6,121.64	\$1,218.84
			<b>Owner Total</b>	<b>\$4,716.50</b>	<b>\$5,345.70</b>	<b>\$5,345.70</b>	<b>\$5,345.70</b>	<b>\$20,753.60</b>	<b>\$5,345.70</b>
2*	102*	2100	Karen Delaney						
			Admin	\$1,626.95	\$2,982.26	\$2,982.26	\$2,982.26	\$10,573.73	\$2,982.26
			Capital Works	\$1,781.40	\$880.79	\$880.79	\$880.79	\$4,423.77	\$880.79
			<b>Owner Total</b>	<b>\$3,408.35</b>	<b>\$3,863.05</b>	<b>\$3,863.05</b>	<b>\$3,863.05</b>	<b>\$14,997.50</b>	<b>\$3,863.05</b>
3*	103*	2686	Anne Turner						
			Admin	\$2,080.95	\$3,814.43	\$3,814.43	\$3,814.43	\$13,524.24	\$3,814.43
			Capital Works	\$2,278.50	\$1,126.57	\$1,126.57	\$1,126.57	\$5,658.21	\$1,126.57
			<b>Owner Total</b>	<b>\$4,359.45</b>	<b>\$4,941.00</b>	<b>\$4,941.00</b>	<b>\$4,941.00</b>	<b>\$19,182.45</b>	<b>\$4,941.00</b>
4*	138*	2686	Janice May Leigh						
			Admin	\$2,080.95	\$3,814.43	\$3,814.43	\$3,814.43	\$13,524.24	\$3,814.43
			Capital Works	\$2,278.50	\$1,126.57	\$1,126.57	\$1,126.57	\$5,658.21	\$1,126.57
			<b>Owner Total</b>	<b>\$4,359.45</b>	<b>\$4,941.00</b>	<b>\$4,941.00</b>	<b>\$4,941.00</b>	<b>\$19,182.45</b>	<b>\$4,941.00</b>
5*	105*	2100	Robin Isaacs						
			Admin	\$1,626.95	\$2,982.26	\$2,982.26	\$2,982.26	\$10,573.73	\$2,982.26
			Capital Works	\$1,781.40	\$880.79	\$880.79	\$880.79	\$4,423.77	\$880.79
			<b>Owner Total</b>	<b>\$3,408.35</b>	<b>\$3,863.05</b>	<b>\$3,863.05</b>	<b>\$3,863.05</b>	<b>\$14,997.50</b>	<b>\$3,863.05</b>
6*	106*	2931	Stephen Balicki						
			Admin	\$2,270.77	\$4,162.37	\$4,162.37	\$4,162.37	\$14,757.88	\$4,162.37
			Capital Works	\$2,486.33	\$1,229.33	\$1,229.33	\$1,229.33	\$6,174.32	\$1,229.33
			<b>Owner Total</b>	<b>\$4,757.10</b>	<b>\$5,391.70</b>	<b>\$5,391.70</b>	<b>\$5,391.70</b>	<b>\$20,932.20</b>	<b>\$5,391.70</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05



# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 7

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
7*	107*	1673	Fiona Tran						
			Admin	\$1,296.12	\$2,375.86	\$2,375.86	\$2,375.86	\$8,423.70	\$2,375.86
			Capital Works	\$1,419.18	\$701.69	\$701.69	\$701.69	\$3,524.25	\$701.69
			<b>Owner Total</b>	<b>\$2,715.30</b>	<b>\$3,077.55</b>	<b>\$3,077.55</b>	<b>\$3,077.55</b>	<b>\$11,947.95</b>	<b>\$3,077.55</b>
8*	121*	1197	Rose Wattle Pty Limited						
			Admin	\$927.35	\$1,699.90	\$1,699.90	\$1,699.90	\$6,027.05	\$1,699.90
			Capital Works	\$1,015.40	\$502.05	\$502.05	\$502.05	\$2,521.55	\$502.05
			<b>Owner Total</b>	<b>\$1,942.75</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$8,548.60</b>	<b>\$2,201.95</b>
9*	120*	1197	SILKYEAR INVESTMENTS						
			Admin	\$927.35	\$1,699.90	\$1,699.90	\$1,699.90	\$6,027.05	\$1,699.90
			Capital Works	\$1,015.40	\$502.05	\$502.05	\$502.05	\$2,521.55	\$502.05
			<b>Owner Total</b>	<b>\$1,942.75</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$8,548.60</b>	<b>\$2,201.95</b>
10*	119*	1197	Meng F Tan & Sheue F Ong						
			Admin	\$927.35	\$1,699.90	\$1,699.90	\$1,699.90	\$6,027.05	\$1,699.90
			Capital Works	\$1,015.40	\$502.05	\$502.05	\$502.05	\$2,521.55	\$502.05
			<b>Owner Total</b>	<b>\$1,942.75</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$8,548.60</b>	<b>\$2,201.95</b>
11*	118*	1294	Jennifer Yee & Andrew Ha						
			Admin	\$1,002.52	\$1,837.62	\$1,837.62	\$1,837.62	\$6,515.38	\$1,837.62
			Capital Works	\$1,097.68	\$542.73	\$542.73	\$542.73	\$2,725.87	\$542.73
			<b>Owner Total</b>	<b>\$2,100.20</b>	<b>\$2,380.35</b>	<b>\$2,380.35</b>	<b>\$2,380.35</b>	<b>\$9,241.25</b>	<b>\$2,380.35</b>
12*	188*	1294	David Chan						
			Admin	\$1,002.52	\$1,837.62	\$1,837.62	\$1,837.62	\$6,515.38	\$1,837.62
			Capital Works	\$1,097.68	\$542.73	\$542.73	\$542.73	\$2,725.87	\$542.73
			<b>Owner Total</b>	<b>\$2,100.20</b>	<b>\$2,380.35</b>	<b>\$2,380.35</b>	<b>\$2,380.35</b>	<b>\$9,241.25</b>	<b>\$2,380.35</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 8

## Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
13*	116*	1197	Chandni Tejas Sutariya & Tejas Dipakkumar Sutariya						
			Admin	\$927.35	\$1,699.90	\$1,699.90	\$1,699.90	\$6,027.05	\$1,699.90
			Capital Works	\$1,015.40	\$502.05	\$502.05	\$502.05	\$2,521.55	\$502.05
			<b>Owner Total</b>	<b>\$1,942.75</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$8,548.60</b>	<b>\$2,201.95</b>
14*	115*	1197	William Thomas Brendan Hanrahan & James John Martin Hanrahan						
			Admin	\$927.35	\$1,699.90	\$1,699.90	\$1,699.90	\$6,027.05	\$1,699.90
			Capital Works	\$1,015.40	\$502.05	\$502.05	\$502.05	\$2,521.55	\$502.05
			<b>Owner Total</b>	<b>\$1,942.75</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$8,548.60</b>	<b>\$2,201.95</b>
15*	114*	1197	Craig Johnson & Stephanie Lynn Johnson						
			Admin	\$927.35	\$1,699.90	\$1,699.90	\$1,699.90	\$6,027.05	\$1,699.90
			Capital Works	\$1,015.40	\$502.05	\$502.05	\$502.05	\$2,521.55	\$502.05
			<b>Owner Total</b>	<b>\$1,942.75</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$8,548.60</b>	<b>\$2,201.95</b>
16*	113*	1270	Rantada Pty Ltd						
			Admin	\$983.93	\$1,803.53	\$1,803.53	\$1,803.53	\$6,394.52	\$1,803.53
			Capital Works	\$1,077.32	\$532.67	\$532.67	\$532.67	\$2,675.33	\$532.67
			<b>Owner Total</b>	<b>\$2,061.25</b>	<b>\$2,336.20</b>	<b>\$2,336.20</b>	<b>\$2,336.20</b>	<b>\$9,069.85</b>	<b>\$2,336.20</b>
17*	112*	1026	Dina Samoylova						
			Admin	\$794.86	\$1,457.02	\$1,457.02	\$1,457.02	\$5,165.92	\$1,457.02
			Capital Works	\$870.34	\$430.33	\$430.33	\$430.33	\$2,161.33	\$430.33
			<b>Owner Total</b>	<b>\$1,665.20</b>	<b>\$1,887.35</b>	<b>\$1,887.35</b>	<b>\$1,887.35</b>	<b>\$7,327.25</b>	<b>\$1,887.35</b>
18*	111*	940	James Wu						
			Admin	\$728.26	\$1,334.89	\$1,334.89	\$1,334.89	\$4,732.93	\$1,334.89
			Capital Works	\$797.39	\$394.26	\$394.26	\$394.26	\$1,980.17	\$394.26
			<b>Owner Total</b>	<b>\$1,525.65</b>	<b>\$1,729.15</b>	<b>\$1,729.15</b>	<b>\$1,729.15</b>	<b>\$6,713.10</b>	<b>\$1,729.15</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd Proposed Budget for Strata Plan 82955

## LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 9

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
19*	168*	940	Chun Yip Ma & Tin Wai Krystal Li						
			Admin	\$728.26	\$1,334.89	\$1,334.89	\$1,334.89	\$4,732.93	\$1,334.89
			Capital Works	\$797.39	\$394.26	\$394.26	\$394.26	\$1,980.17	\$394.26
			<b>Owner Total</b>	<b>\$1,525.65</b>	<b>\$1,729.15</b>	<b>\$1,729.15</b>	<b>\$1,729.15</b>	<b>\$6,713.10</b>	<b>\$1,729.15</b>
20*	109*	940	Rohan Alan Ashover & Hiu Tung Catherine Wong						
			Admin	\$728.26	\$1,334.89	\$1,334.89	\$1,334.89	\$4,732.93	\$1,334.89
			Capital Works	\$797.39	\$394.26	\$394.26	\$394.26	\$1,980.17	\$394.26
			<b>Owner Total</b>	<b>\$1,525.65</b>	<b>\$1,729.15</b>	<b>\$1,729.15</b>	<b>\$1,729.15</b>	<b>\$6,713.10</b>	<b>\$1,729.15</b>
21*	108*	1001	Michael D Beston						
			Admin	\$775.51	\$1,421.56	\$1,421.56	\$1,421.56	\$5,040.19	\$1,421.56
			Capital Works	\$849.14	\$419.84	\$419.84	\$419.84	\$2,108.66	\$419.84
			<b>Owner Total</b>	<b>\$1,624.65</b>	<b>\$1,841.40</b>	<b>\$1,841.40</b>	<b>\$1,841.40</b>	<b>\$7,148.85</b>	<b>\$1,841.40</b>
22*	201*	2931	Roslyn Jean Cozens						
			Admin	\$2,270.77	\$4,162.37	\$4,162.37	\$4,162.37	\$14,757.88	\$4,162.37
			Capital Works	\$2,486.33	\$1,229.33	\$1,229.33	\$1,229.33	\$6,174.32	\$1,229.33
			<b>Owner Total</b>	<b>\$4,757.10</b>	<b>\$5,391.70</b>	<b>\$5,391.70</b>	<b>\$5,391.70</b>	<b>\$20,932.20</b>	<b>\$5,391.70</b>
23*	202*	2125	Adam Preston						
			Admin	\$1,646.34	\$3,017.73	\$3,017.73	\$3,017.73	\$10,699.53	\$3,017.73
			Capital Works	\$1,802.61	\$891.27	\$891.27	\$891.27	\$4,476.42	\$891.27
			<b>Owner Total</b>	<b>\$3,448.95</b>	<b>\$3,909.00</b>	<b>\$3,909.00</b>	<b>\$3,909.00</b>	<b>\$15,175.95</b>	<b>\$3,909.00</b>
24*	203*	2808	Roberto & Jasmine V Aureli						
			Admin	\$2,175.46	\$3,987.66	\$3,987.66	\$3,987.66	\$14,138.44	\$3,987.66
			Capital Works	\$2,381.99	\$1,177.74	\$1,177.74	\$1,177.74	\$5,915.21	\$1,177.74
			<b>Owner Total</b>	<b>\$4,557.45</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$20,053.65</b>	<b>\$5,165.40</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 10

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
25*	238*	2808	Audrey Miriam Bersten						
			Admin	\$2,175.46	\$3,987.66	\$3,987.66	\$3,987.66	\$14,138.44	\$3,987.66
			Capital Works	\$2,381.99	\$1,177.74	\$1,177.74	\$1,177.74	\$5,915.21	\$1,177.74
			<b>Owner Total</b>	<b>\$4,557.45</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$20,053.65</b>	<b>\$5,165.40</b>
26*	205*	2149	Michele Babette Zwi						
			Admin	\$1,664.93	\$3,051.81	\$3,051.81	\$3,051.81	\$10,820.36	\$3,051.81
			Capital Works	\$1,822.97	\$901.34	\$901.34	\$901.34	\$4,526.99	\$901.34
			<b>Owner Total</b>	<b>\$3,487.90</b>	<b>\$3,953.15</b>	<b>\$3,953.15</b>	<b>\$3,953.15</b>	<b>\$15,347.35</b>	<b>\$3,953.15</b>
27*	206*	3175	Lawrence, Melody & Bryan CHIN						
			Admin	\$2,459.79	\$4,508.88	\$4,508.88	\$4,508.88	\$15,986.43	\$4,508.88
			Capital Works	\$2,693.31	\$1,331.67	\$1,331.67	\$1,331.67	\$6,688.32	\$1,331.67
			<b>Owner Total</b>	<b>\$5,153.10</b>	<b>\$5,840.55</b>	<b>\$5,840.55</b>	<b>\$5,840.55</b>	<b>\$22,674.75</b>	<b>\$5,840.55</b>
28*	301*	2931	Chiao T Huang						
			Admin	\$2,270.77	\$4,162.37	\$4,162.37	\$4,162.37	\$14,757.88	\$4,162.37
			Capital Works	\$2,486.33	\$1,229.33	\$1,229.33	\$1,229.33	\$6,174.32	\$1,229.33
			<b>Owner Total</b>	<b>\$4,757.10</b>	<b>\$5,391.70</b>	<b>\$5,391.70</b>	<b>\$5,391.70</b>	<b>\$20,932.20</b>	<b>\$5,391.70</b>
29*	302*	2100	Julianne Crosby						
			Admin	\$1,626.95	\$2,982.26	\$2,982.26	\$2,982.26	\$10,573.73	\$2,982.26
			Capital Works	\$1,781.40	\$880.79	\$880.79	\$880.79	\$4,423.77	\$880.79
			<b>Owner Total</b>	<b>\$3,408.35</b>	<b>\$3,863.05</b>	<b>\$3,863.05</b>	<b>\$3,863.05</b>	<b>\$14,997.50</b>	<b>\$3,863.05</b>
30*	303*	2808	Kris Ma and Angela Au						
			Admin	\$2,175.46	\$3,987.66	\$3,987.66	\$3,987.66	\$14,138.44	\$3,987.66
			Capital Works	\$2,381.99	\$1,177.74	\$1,177.74	\$1,177.74	\$5,915.21	\$1,177.74
			<b>Owner Total</b>	<b>\$4,557.45</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$20,053.65</b>	<b>\$5,165.40</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd Proposed Budget for Strata Plan 82955

## LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 11

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
31*	338*	2808	Daniel Andre Neumann and Judith Aviva Neumann						
			Admin	\$2,175.46	\$3,987.66	\$3,987.66	\$3,987.66	\$14,138.44	\$3,987.66
			Capital Works	\$2,381.99	\$1,177.74	\$1,177.74	\$1,177.74	\$5,915.21	\$1,177.74
			<b>Owner Total</b>	<b>\$4,557.45</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$20,053.65</b>	<b>\$5,165.40</b>
32*	305*	2149	Paula Renata Wyton & Peter Wyton						
			Admin	\$1,664.93	\$3,051.81	\$3,051.81	\$3,051.81	\$10,820.36	\$3,051.81
			Capital Works	\$1,822.97	\$901.34	\$901.34	\$901.34	\$4,526.99	\$901.34
			<b>Owner Total</b>	<b>\$3,487.90</b>	<b>\$3,953.15</b>	<b>\$3,953.15</b>	<b>\$3,953.15</b>	<b>\$15,347.35</b>	<b>\$3,953.15</b>
33*	306*	2808	Jane Christine Davis						
			Admin	\$2,175.46	\$3,987.66	\$3,987.66	\$3,987.66	\$14,138.44	\$3,987.66
			Capital Works	\$2,381.99	\$1,177.74	\$1,177.74	\$1,177.74	\$5,915.21	\$1,177.74
			<b>Owner Total</b>	<b>\$4,557.45</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$5,165.40</b>	<b>\$20,053.65</b>	<b>\$5,165.40</b>
34*	318*	1258	Simon Cole						
			Admin	\$974.61	\$1,786.52	\$1,786.52	\$1,786.52	\$6,334.17	\$1,786.52
			Capital Works	\$1,067.14	\$527.63	\$527.63	\$527.63	\$2,650.03	\$527.63
			<b>Owner Total</b>	<b>\$2,041.75</b>	<b>\$2,314.15</b>	<b>\$2,314.15</b>	<b>\$2,314.15</b>	<b>\$8,984.20</b>	<b>\$2,314.15</b>
35*	317*	1208	Susan Helen Middleton						
			Admin	\$935.87	\$1,715.49	\$1,715.49	\$1,715.49	\$6,082.34	\$1,715.49
			Capital Works	\$1,024.73	\$506.66	\$506.66	\$506.66	\$2,544.71	\$506.66
			<b>Owner Total</b>	<b>\$1,960.60</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$8,627.05</b>	<b>\$2,222.15</b>
36*	316*	1208	Duan Liang						
			Admin	\$935.87	\$1,715.49	\$1,715.49	\$1,715.49	\$6,082.34	\$1,715.49
			Capital Works	\$1,024.73	\$506.66	\$506.66	\$506.66	\$2,544.71	\$506.66
			<b>Owner Total</b>	<b>\$1,960.60</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$8,627.05</b>	<b>\$2,222.15</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 12

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
37*	315*	1208	Adam Davenport						
			Admin	\$935.87	\$1,715.49	\$1,715.49	\$1,715.49	\$6,082.34	\$1,715.49
			Capital Works	\$1,024.73	\$506.66	\$506.66	\$506.66	\$2,544.71	\$506.66
			<b>Owner Total</b>	<b>\$1,960.60</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$8,627.05</b>	<b>\$2,222.15</b>
38*	368*	1208	James Edward Ansell & Gillian Ansell						
			Admin	\$935.87	\$1,715.49	\$1,715.49	\$1,715.49	\$6,082.34	\$1,715.49
			Capital Works	\$1,024.73	\$506.66	\$506.66	\$506.66	\$2,544.71	\$506.66
			<b>Owner Total</b>	<b>\$1,960.60</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$8,627.05</b>	<b>\$2,222.15</b>
39*	313*	1208	Wisdom Xuan Ze Zhang						
			Admin	\$935.87	\$1,715.49	\$1,715.49	\$1,715.49	\$6,082.34	\$1,715.49
			Capital Works	\$1,024.73	\$506.66	\$506.66	\$506.66	\$2,544.71	\$506.66
			<b>Owner Total</b>	<b>\$1,960.60</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$2,222.15</b>	<b>\$8,627.05</b>	<b>\$2,222.15</b>
40*	312*	1661	K E Booker Property Pty Ltd						
			Admin	\$1,286.85	\$2,358.79	\$2,358.79	\$2,358.79	\$8,363.22	\$2,358.79
			Capital Works	\$1,409.00	\$696.66	\$696.66	\$696.66	\$3,498.98	\$696.66
			<b>Owner Total</b>	<b>\$2,695.85</b>	<b>\$3,055.45</b>	<b>\$3,055.45</b>	<b>\$3,055.45</b>	<b>\$11,862.20</b>	<b>\$3,055.45</b>
41*	311*	1697	Cecilia H L Chau						
			Admin	\$1,314.71	\$2,409.94	\$2,409.94	\$2,409.94	\$8,544.53	\$2,409.94
			Capital Works	\$1,439.54	\$711.76	\$711.76	\$711.76	\$3,574.82	\$711.76
			<b>Owner Total</b>	<b>\$2,754.25</b>	<b>\$3,121.70</b>	<b>\$3,121.70</b>	<b>\$3,121.70</b>	<b>\$12,119.35</b>	<b>\$3,121.70</b>
42*	310*	1197	Nicholas John Bennett						
			Admin	\$927.35	\$1,699.90	\$1,699.90	\$1,699.90	\$6,027.05	\$1,699.90
			Capital Works	\$1,015.40	\$502.05	\$502.05	\$502.05	\$2,521.55	\$502.05
			<b>Owner Total</b>	<b>\$1,942.75</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$2,201.95</b>	<b>\$8,548.60</b>	<b>\$2,201.95</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 13

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
43*	388*	977	Peter Terence Hing & Michelle Investments Pty Limited ACN 107 251 347						
			Admin	\$756.92	\$1,387.47	\$1,387.47	\$1,387.47	\$4,919.33	\$1,387.47
			Capital Works	\$828.78	\$409.78	\$409.78	\$409.78	\$2,058.12	\$409.78
			<b>Owner Total</b>	<b>\$1,585.70</b>	<b>\$1,797.25</b>	<b>\$1,797.25</b>	<b>\$1,797.25</b>	<b>\$6,977.45</b>	<b>\$1,797.25</b>
44*	309*	977	Ruth Oh						
			Admin	\$756.92	\$1,387.47	\$1,387.47	\$1,387.47	\$4,919.33	\$1,387.47
			Capital Works	\$828.78	\$409.78	\$409.78	\$409.78	\$2,058.12	\$409.78
			<b>Owner Total</b>	<b>\$1,585.70</b>	<b>\$1,797.25</b>	<b>\$1,797.25</b>	<b>\$1,797.25</b>	<b>\$6,977.45</b>	<b>\$1,797.25</b>
45*	307*	2137	Amy Yee May Ho						
			Admin	\$1,655.61	\$3,034.79	\$3,034.79	\$3,034.79	\$10,759.98	\$3,034.79
			Capital Works	\$1,812.79	\$896.31	\$896.31	\$896.31	\$4,501.72	\$896.31
			<b>Owner Total</b>	<b>\$3,468.40</b>	<b>\$3,931.10</b>	<b>\$3,931.10</b>	<b>\$3,931.10</b>	<b>\$15,261.70</b>	<b>\$3,931.10</b>
46*	501*	4764	Adam Davenport & Shayne M Davenport						
			Admin	\$3,690.86	\$6,765.42	\$6,765.42	\$6,765.42	\$23,987.12	\$6,765.42
			Capital Works	\$4,041.24	\$1,998.13	\$1,998.13	\$1,998.13	\$10,035.63	\$1,998.13
			<b>Owner Total</b>	<b>\$7,732.10</b>	<b>\$8,763.55</b>	<b>\$8,763.55</b>	<b>\$8,763.55</b>	<b>\$34,022.75</b>	<b>\$8,763.55</b>
47*	502*	4030	Peter Craig Priestley						
			Admin	\$3,122.20	\$5,723.08	\$5,723.08	\$5,723.08	\$20,291.44	\$5,723.08
			Capital Works	\$3,418.60	\$1,690.27	\$1,690.27	\$1,690.27	\$8,489.41	\$1,690.27
			<b>Owner Total</b>	<b>\$6,540.80</b>	<b>\$7,413.35</b>	<b>\$7,413.35</b>	<b>\$7,413.35</b>	<b>\$28,780.85</b>	<b>\$7,413.35</b>
48*	503*	4276	Alasdair Ross and Hazel Amy MacDonald						
			Admin	\$3,312.78	\$6,072.40	\$6,072.40	\$6,072.40	\$21,529.98	\$6,072.40
			Capital Works	\$3,627.27	\$1,793.45	\$1,793.45	\$1,793.45	\$9,007.62	\$1,793.45
			<b>Owner Total</b>	<b>\$6,940.05</b>	<b>\$7,865.85</b>	<b>\$7,865.85</b>	<b>\$7,865.85</b>	<b>\$30,537.60</b>	<b>\$7,865.85</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 14

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
49*	505*	4520	Denise Irene Denovan						
			Admin	\$3,501.84	\$6,418.91	\$6,418.91	\$6,418.91	\$22,758.57	\$6,418.91
			Capital Works	\$3,834.26	\$1,895.79	\$1,895.79	\$1,895.79	\$9,521.63	\$1,895.79
			<b>Owner Total</b>	<b>\$7,336.10</b>	<b>\$8,314.70</b>	<b>\$8,314.70</b>	<b>\$8,314.70</b>	<b>\$32,280.20</b>	<b>\$8,314.70</b>
50*	50*	391	Turner Ding Pty Ltd						
			Admin	\$302.92	\$555.26	\$555.26	\$555.26	\$1,968.70	\$555.26
			Capital Works	\$331.68	\$163.99	\$163.99	\$163.99	\$823.65	\$163.99
			<b>Owner Total</b>	<b>\$634.60</b>	<b>\$719.25</b>	<b>\$719.25</b>	<b>\$719.25</b>	<b>\$2,792.35</b>	<b>\$719.25</b>
51*	51*	24	Lawrence, Melody & Bryan CHIN						
			Admin	\$18.59	\$34.08	\$34.08	\$34.08	\$120.83	\$34.08
			Capital Works	\$20.36	\$10.07	\$10.07	\$10.07	\$50.57	\$10.07
			<b>Owner Total</b>	<b>\$38.95</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$171.40</b>	<b>\$44.15</b>
52*	52*	17	Lawrence, Melody & Bryan CHIN						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
53*	53*	12	Rantada Pty Ltd						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
54*	54*	29	Turner Ding Pty Ltd						
			Admin	\$22.45	\$41.19	\$41.19	\$41.19	\$146.02	\$41.19
			Capital Works	\$24.60	\$12.16	\$12.16	\$12.16	\$61.08	\$12.16
			<b>Owner Total</b>	<b>\$47.05</b>	<b>\$53.35</b>	<b>\$53.35</b>	<b>\$53.35</b>	<b>\$207.10</b>	<b>\$53.35</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05



# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 15

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
55*	55*	49	Turner Ding Pty Ltd						
			Admin	\$37.98	\$69.60	\$69.60	\$69.60	\$246.78	\$69.60
			Capital Works	\$41.57	\$20.55	\$20.55	\$20.55	\$103.22	\$20.55
			<b>Owner Total</b>	<b>\$79.55</b>	<b>\$90.15</b>	<b>\$90.15</b>	<b>\$90.15</b>	<b>\$350.00</b>	<b>\$90.15</b>
56*	505s*	35	Denise Irene Denovan						
			Admin	\$27.11	\$49.72	\$49.72	\$49.72	\$176.27	\$49.72
			Capital Works	\$29.69	\$14.68	\$14.68	\$14.68	\$73.73	\$14.68
			<b>Owner Total</b>	<b>\$56.80</b>	<b>\$64.40</b>	<b>\$64.40</b>	<b>\$64.40</b>	<b>\$250.00</b>	<b>\$64.40</b>
57*	303s*	29	Chun KK Ma & Angela KK Au						
			Admin	\$22.45	\$41.19	\$41.19	\$41.19	\$146.02	\$41.19
			Capital Works	\$24.60	\$12.16	\$12.16	\$12.16	\$61.08	\$12.16
			<b>Owner Total</b>	<b>\$47.05</b>	<b>\$53.35</b>	<b>\$53.35</b>	<b>\$53.35</b>	<b>\$207.10</b>	<b>\$53.35</b>
58*	305s*	17	Paula Renata Wyton & Peter Wyton						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
59*	59*	12	Karen Delaney						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
60*	60*	24	Roslyn Jean Cozens						
			Admin	\$18.59	\$34.08	\$34.08	\$34.08	\$120.83	\$34.08
			Capital Works	\$20.36	\$10.07	\$10.07	\$10.07	\$50.57	\$10.07
			<b>Owner Total</b>	<b>\$38.95</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$171.40</b>	<b>\$44.15</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 16

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
61*	61*	12	Roslyn Jean Cozens						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
62*	115s*	17	William Thomas Brendan Hanrahan & James John Martin Hanrahan						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
63*	106s*	12	Stephen Balicki						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
64*	313s*	7	Wisdom Xuan Ze Zhang						
			Admin	\$5.41	\$9.96	\$9.96	\$9.96	\$35.29	\$9.96
			Capital Works	\$5.94	\$2.94	\$2.94	\$2.94	\$14.76	\$2.94
			<b>Owner Total</b>	<b>\$11.35</b>	<b>\$12.90</b>	<b>\$12.90</b>	<b>\$12.90</b>	<b>\$50.05</b>	<b>\$12.90</b>
65*	65*	12	Chun Yip Ma & Tin Wai Krystal Li						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
66*	66*	17	Silkyear Pty Ltd						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 17

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
67*	309s*	17	Ruth Oh						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
68*	388s*	29	Peter Terence Hing & Michelle Investments Pty Limited ACN 107 251 347						
			Admin	\$22.45	\$41.19	\$41.19	\$41.19	\$146.02	\$41.19
			Capital Works	\$24.60	\$12.16	\$12.16	\$12.16	\$61.08	\$12.16
			<b>Owner Total</b>	<b>\$47.05</b>	<b>\$53.35</b>	<b>\$53.35</b>	<b>\$53.35</b>	<b>\$207.10</b>	<b>\$53.35</b>
69*	119s*	12	Meng F Tan & Sheue F Ong						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
70*	503*	24	Alasdair Ross and Hazel Amy MacDonald						
			Admin	\$18.59	\$34.08	\$34.08	\$34.08	\$120.83	\$34.08
			Capital Works	\$20.36	\$10.07	\$10.07	\$10.07	\$50.57	\$10.07
			<b>Owner Total</b>	<b>\$38.95</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$171.40</b>	<b>\$44.15</b>
71*	238s*	17	Audrey Miriam Bersten						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
72*	203s*	17	Roberto & Jasmine V Aureli						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 18

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
73*	101s*	17	Henry Anthony Greenrod and Marie Rose Greenrod						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
74*	301s*	17	Chiao T Huang						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
75*	75*	37	Robin Isaacs						
			Admin	\$28.66	\$52.53	\$52.53	\$52.53	\$186.25	\$52.53
			Capital Works	\$31.39	\$15.52	\$15.52	\$15.52	\$77.95	\$15.52
			<b>Owner Total</b>	<b>\$60.05</b>	<b>\$68.05</b>	<b>\$68.05</b>	<b>\$68.05</b>	<b>\$264.20</b>	<b>\$68.05</b>
76*	501s*	12	Adam Davenport & Shayne M Davenport						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
77*	501s*	12	Adam Davenport & Shayne M Davenport						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
78*	502s*	12	Peter Craig Priestley						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 19

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
79*	502s*	12	Peter Craig Priestley						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
80*	80*	12	Jennifer Yee & Andrew Ha						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
81*	81*	12	Roberto & Jasmine V Aureli						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
82*	312S*	12	K E Booker Property Pty Ltd						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
83*	311S*	12	Cecilia H L Chau						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
84*	307S*	12	Amy Yee May Ho						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 20

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
85*	102S*	12	Denise Irene Denovan						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
86*	302S*	12	Julianne Crosby						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
87*	316S*	17	Duan Liang						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
88*	109S*	12	Rohan Alan Ashover & Hiu Tung Catherine Wong						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
89*	114S*	12	Craig Johnson & Stephanie Lynn Johnson						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
90*	112S*	24	Dina Samoylova						
			Admin	\$18.59	\$34.08	\$34.08	\$34.08	\$120.83	\$34.08
			Capital Works	\$20.36	\$10.07	\$10.07	\$10.07	\$50.57	\$10.07
			<b>Owner Total</b>	<b>\$38.95</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$171.40</b>	<b>\$44.15</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 21

## Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
91*	116S*	12	Chandni Tejas Sutariya & Tejas Dipakkumar Sutariya						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
92*	92*	17	Turner Ding Pty Ltd						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
93*	93*	17	Turner Ding Pty Ltd						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
94*	94*	24	Turner Ding Pty Ltd						
			Admin	\$18.59	\$34.08	\$34.08	\$34.08	\$120.83	\$34.08
			Capital Works	\$20.36	\$10.07	\$10.07	\$10.07	\$50.57	\$10.07
			<b>Owner Total</b>	<b>\$38.95</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$44.15</b>	<b>\$171.40</b>	<b>\$44.15</b>
95*	95*	12	Turner Ding Pty Ltd						
			Admin	\$9.32	\$17.02	\$17.02	\$17.02	\$60.38	\$17.02
			Capital Works	\$10.18	\$5.03	\$5.03	\$5.03	\$25.27	\$5.03
			<b>Owner Total</b>	<b>\$19.50</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$22.05</b>	<b>\$85.65</b>	<b>\$22.05</b>
96*	107S*	17	Fiona Tran						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

# Wellman Strata Management Pty Ltd

## Proposed Budget for Strata Plan 82955

**LUCCA APARTMENTS, 19-25 Grosvenor Street NEUTRAL BAY**

Prepared by Wellman Strata Management Pty Ltd (ABN 24 110 754 839)  
Level 10, 234 George Street SYDNEY NSW 2000 Ph 02 8065 6575 Fax

Liability Limited by a Scheme Approved under Professional Standards Legislation.

Printed 06/03/2023 at 10:41:42 User= Celeste Arenas

Page 22

### Owner Summary (01/01/2023-31/12/2023) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/01/2023	2nd Instalment 01/05/2023	3rd Instalment 01/07/2023	4th Instalment 01/10/2023	TOTAL (01/01/2023-31/12/2023)	Next Pre Issue 01/01/2024
97*	120S*	17	SILKYEAR INVESTMENTS						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
98*	120S*	17	SILKYEAR INVESTMENTS						
			Admin	\$13.18	\$24.12	\$24.12	\$24.12	\$85.54	\$24.12
			Capital Works	\$14.42	\$7.13	\$7.13	\$7.13	\$35.81	\$7.13
			<b>Owner Total</b>	<b>\$27.60</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$31.25</b>	<b>\$121.35</b>	<b>\$31.25</b>
99*	99*	664	Turner Ding Pty Ltd						
			Admin	\$514.44	\$942.95	\$942.95	\$942.95	\$3,343.29	\$942.95
			Capital Works	\$563.26	\$278.50	\$278.50	\$278.50	\$1,398.76	\$278.50
<b>Total aggregate of UOE 100000</b>				<b>\$1,077.70</b>	<b>\$1,221.45</b>	<b>\$1,221.45</b>	<b>\$1,221.45</b>	<b>\$4,742.05</b>	<b>\$1,221.45</b>

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05



## **Annexure E**



Level 33, 101 Miller Street  
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

## Certificate of Currency

### CHU Residential Strata Insurance Plan

<b>Policy No</b>	901110
<b>Policy Wording</b>	CHU RESIDENTIAL STRATA INSURANCE PLAN
<b>Period of Insurance</b>	08/06/2022 to 08/06/2023 at 4:00pm
<b>Plan Number</b>	82955
<b>Situation</b>	19-25 GROSVENOR STREET NEUTRAL BAY NSW 2089

---

#### Policies Selected

##### **Policy 1 – Insured Property**

Not Available

##### **Policy 2 – Liability to Others**

Sum Insured: \$50,000,000

##### **Policy 3 – Voluntary Workers**

Death: \$200,000

Total Disablement: \$2,000 per week

##### **Policy 4 – Workers Compensation**

Not Available

##### **Policy 5 – Fidelity Guarantee**

Sum Insured: \$250,000

##### **Policy 6 – Office Bearers' Legal Liability**

Sum Insured: \$10,000,000

##### **Policy 7 – Machinery Breakdown**

Not Selected

##### **Policy 8 – Catastrophe Insurance**

Not Available

##### **Policy 9 – Government Audit Costs and Legal Expenses**

Government Audit Costs: \$25,000

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

Legal Defence Expenses: \$50,000



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

Not Available

Date Printed

10/06/2022

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

## **Annexure F**

CONSTRUCTION WORKS PACKAGES										
SRS			PRES TECH			DAPCOR			SBM	
ITEM	DESCRIPTION	SECTION	VALUE	NOTES	VALUE	NOTES	VALUE	NOTES	VALUE	NOTES
1.0	Preliminaries	1.0	\$ 79,791.24		\$ 79,730.00		\$ 117,590.00		\$ 111,826.00	
2.0	Home Building Compensation Fund (HBCF) Insurance Estimate	2.0	\$ 70,216.29		\$ 55,940.00		\$ 77,970.00		\$ 122,000.00	
3.0	Access and Materials Handling	3.0	\$ 56,173.00		\$ 14,290.00	LOW	\$ 240,530.00	HIGH	\$ 117,007.50	
4.0	Roof and podium waterproofing	4.0	\$ 630,876.01		\$ 506,400.00	LOW	\$ 705,950.00		\$ 1,031,066.50	HIGH
	Concrete roof (north)		\$ 281,539.25	INCL 4.0	\$ 224,440.00	INCL 4.0	INCL	INCL 4.0	\$ 470,395.50	INCL 4.0
	Concrete roof (south)		\$ 296,041.28	INCL 4.0	\$ 239,730.00	INCL 4.0	INCL	INCL 4.0	\$ 490,110.00	INCL 4.0
	Level 3 northern podium		\$ 53,295.48	INCL 4.0	\$ 39,230.00	INCL 4.0	INCL	INCL 4.0	\$ 67,561.00	INCL 4.0
	Provisional Sum - Stormwater drainage upgrades	4.9	\$ 3,000.00		\$ 3,000.00	INCL 4.0	\$ 3,000.00		\$ 3,000.00	INCL 4.0
5.0	Balcony and loggia waterproofing	5.0	\$ 110,863.39		\$ 73,540.00	LOW	\$ 90,830.00		\$ 100,507.70	
	Unit 111 - Southern loggia		\$ 30,352.13	INCL 5.0	\$ 20,180.00	INCL 5.0	INCL	INCL 5.0	\$ 30,023.60	INCL 5.0
	Unit 168 - Southern loggia		\$ 30,352.13	INCL 5.0	\$ 20,180.00	INCL 5.0	INCL	INCL 5.0	\$ 30,023.60	INCL 5.0
	Unit 503 - Northern balcony		\$ 39,139.13	INCL 5.0	\$ 20,180.00	INCL 5.0	INCL	INCL 5.0	\$ 31,860.50	INCL 5.0
	Provisional Sum - Stormwater drainage upgrades	5.9	\$ 3,000.00		\$ 3,000.00	INCL 5.0	\$ 3,000.00		\$ 3,000.00	INCL 5.0
	Level 3 southern podium stormwater riser		\$ 11,020.00	INCL 5.0	\$ 10,000.00	INCL 5.0	INCL	INCL 5.0	\$ 5,600.00	INCL 5.0
Sub-total			\$ 947,919.93		\$ 729,900.00		\$ 1,238,870.00		\$ 1,482,407.70	
GST			\$ 94,791.99		\$ 72,990.00		\$ 123,887.00		\$ 148,240.77	
TOTAL			\$ 1,042,711.92		\$ 802,890.00		\$ 1,362,757.00	INCL HBCF	\$ 1,630,648.47	
Duration			16-18 weeks		14 weeks		22 weeks		30 weeks	
Ranking			2		1		3		4	

DIFFERENCES										
	\$ higher	\$ 239,821.92		\$ -		\$ 559,867.00		\$ 827,758.47		
	% higher	29.9%		0.0%		69.7%		103.1%		

GENERAL CONTINGENCIES										
	at 10%	\$ 104,271.19		\$ 80,289.00		\$ 136,275.70		\$ 163,064.85		
	at 15%	\$ 156,406.79		\$ 120,433.50		\$ 204,413.55		\$ 244,597.27		

SCHEDULE OF RATES					SRS	PRES TECH	DAPCOR	SBM	
									UNIT

UNIT RATES										
Concrete spalling repairs	\$	55.00		\$	60.00		\$	65.00		per litre
N12 rebar replacement	\$	65.00		\$	50.00		\$	210.00	HIGH	per lineal metre
N16 rebar replacement	\$	85.00		\$	60.00		\$	260.00	HIGH	per lineal metre
Concrete crack repair (non-shrink grout type)	\$	160.00		\$	80.00	LOW	\$	450.00	HIGH	per lineal metre
Jointing (caulked V-joints)	\$	105.00		\$	70.00	LOW	\$	350.00	HIGH	per lineal metre
Jointing (caulked construction joints w/ backing rods)	\$	160.00		\$	90.00	LOW		NOT PROVIDED	\$	135.00
External painting	\$	90.00		\$	50.00	LOW	\$	80.00		per m <sup>2</sup>
Rendering	\$	220.00		\$	220.00		\$	210.00		per m <sup>2</sup>

DO-AND-CHARGE LABOUR RATES										
Project Manager	\$	130.00		\$	200.00	HIGH	\$	150.00		per hour
Foreman	\$	120.00		\$	110.00		\$	120.00		per hour
Plumber	\$	132.00	HIGH	\$	100.00		\$	110.00		per hour
Electrician	\$	110.00		\$	100.00		\$	110.00		per hour
Carpenter	\$	110.00		\$	95.00		\$	100.00		per hour
Concreter	\$	100.00		\$	90.00		\$	95.00		per hour
Tiler	\$	100.00		\$	90.00		\$	95.00		per hour
Renderer	\$	110.00		\$	90.00		\$	95.00		per hour
Painter	\$	100.00		\$	90.00		\$	90.00		per hour
Skilled Labourer	\$	95.00		\$	75.00		\$	80.00		per hour
Labourer	\$	80.00		\$	72.00			NOT PROVIDED	\$	100.00
Materials (as invoiced + _____ %)		20%			20%			20%		cost plus _____ %



# CAPITAL WORKS FUND PLAN

## LUCCA APARTMENTS

19-25 Grosvenor Street

Neutral Bay NSW 2089

Strata Plan 82955



Report details	
Inspection date:	17/02/2020
Inspector:	Declan Hevey

### 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

19 February 2020

The Executive Committee  
Strata Plan 82955  
19-25 Grosvenor Street  
Neutral Bay NSW 2089

Dear Committee Members,

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

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

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

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

Levy Per Unit Entitlement (Total capital works fund levy divided by unit entitlements)	\$0.95
Total Unit Entitlements	100000
Total Capital Works Fund Levy	\$95,000.00

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

Report Index	Page No.
<b>Owners Report Summary</b>	<b>Section 1</b>
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph	3
<b>Report Detail</b>	<b>Section 2</b>
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	8
Inspector's Building Report & Building Specific Report Notes	16
Report Notes	18

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

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

Yours sincerely,



The Team at Solutions in Engineering

## Building Details & Report Inputs

### Supplied information

Building Name	Lucca Apartments
Building Address	19-25 Grovsvenor Street Neutral Bay NSW 2089
Strata Plan (SP) No	82955
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2009
Number of Unit Entitlements	100000
Number of Units	49
Estimated Starting Capital Works Fund Balance	\$254,617
Starting date of Financial Year for Report	1/01/2020
GST Status	Not Registered for GST
Current Capital Works Fund Levy per Lot Entitlement	\$0.95

### Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	2.10%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on capital works fund balances over \$10,000.	1.47%
Contingency Allowance - For minor and/or unforeseen expenses	11%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	2.40%
Forecast Period - Number of years the plan looks out.	15 years

### 15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Unit Entitlement	Quarterly Contribution
1	31/12/2020	95,000.00	0.95	0.24
2	31/12/2021	97,280.00	0.97	0.24
3	31/12/2022	99,614.72	1.00	0.25
4	31/12/2023	102,005.47	1.02	0.26
5	31/12/2024	104,453.60	1.04	0.26
6	31/12/2025	106,960.49	1.07	0.27
7	31/12/2026	109,527.54	1.10	0.28
8	31/12/2027	112,156.20	1.12	0.28
9	31/12/2028	114,847.95	1.15	0.29
10	31/12/2029	117,604.30	1.18	0.30
11	31/12/2030	120,426.80	1.20	0.30
12	31/12/2031	123,317.04	1.23	0.31
13	31/12/2032	126,276.65	1.26	0.32
14	31/12/2033	129,307.29	1.29	0.32
15	31/12/2034	132,410.66	1.32	0.33



## 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	31/12/2020	254,617.00	95,000.00	3,868.67	77,884.00	275,601.67
2	31/12/2021	275,601.67	97,280.00	4,597.99	22,907.00	354,572.66
3	31/12/2022	354,572.66	99,614.72	5,888.03	7,667.00	452,408.41
4	31/12/2023	452,408.41	102,005.47	6,519.94	119,756.00	441,177.82
5	31/12/2024	441,177.82	104,453.60	7,055.91	26,821.00	525,866.33
6	31/12/2025	525,866.33	106,960.49	8,165.54	47,736.00	593,256.36
7	31/12/2026	593,256.36	109,527.54	9,412.63	15,411.00	696,785.53
8	31/12/2027	696,785.53	112,156.20	10,889.71	24,134.00	795,697.44
9	31/12/2028	795,697.44	114,847.95	11,604.12	127,451.00	794,698.51
10	31/12/2029	794,698.51	117,604.30	10,280.81	308,251.00	614,332.62
11	31/12/2030	614,332.62	120,426.80	9,809.05	14,528.00	730,040.47
12	31/12/2031	730,040.47	123,317.04	11,417.46	30,002.00	834,772.97
13	31/12/2032	834,772.97	126,276.65	13,127.86	9,719.00	964,458.48
14	31/12/2033	964,458.48	129,307.29	14,303.35	112,190.00	995,879.12
15	31/12/2034	995,879.12	132,410.66	15,446.13	22,655.00	1,121,080.91

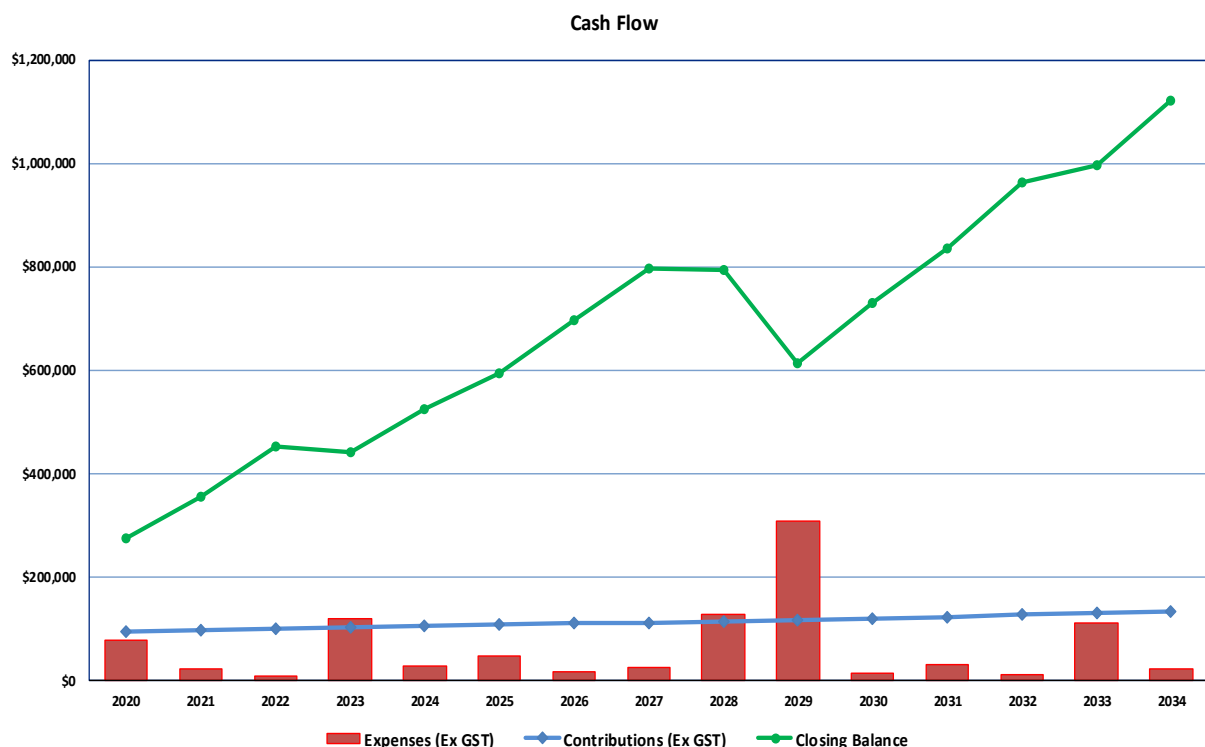
## 15 Year Cash Flow Graph

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

Contributions line - Total capital works fund contributions per year.

Expenses line – Total anticipated expenses in each year.

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



## Anticipated Expenditures Table Year 1 - 15

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

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

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

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

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

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>1. Building exterior</b>																
Maintain balustrades (total: 249 Lm) – 10%	2,903	-	-	-	3,117	-	-	-	-	-	-	-	3,768	-	-	-
Provision to waterproof and maintain balcony floor tiles (total: 722 m2) - 15%	53,460	-	-	-	57,402	-	-	-	-	-	-	-	-	-	72,766	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>60,519</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,768</b>	<b>0</b>	<b>72,766</b>	<b>0</b>
<b>2. Roof</b>																
Maintain membrane (total: 942 m2) - 20%	23,096	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace membrane and re-instate ballast	206,957	-	-	-	-	-	-	-	-	-	256,200	-	-	-	-	-
<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>256,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3. Main foyer</b>																
Repaint internal walls, ceilings and doors - as per budget	48,000	48,000	-	-	-	-	-	-	-	58,028	-	-	-	-	-	-
Repaint ceilings	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Repaint walls	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Repaint door face – one side including architraves	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Maintain glass / aluminium doors	1,032	1,032	-	1,082	-	1,135	-	1,190	-	1,248	-	1,308	-	1,372	-	1,438
Maintain timber panel feature walls	1,200	-	-	-	-	-	-	-	-	1,451	-	-	-	-	-	-
Maintain wall tiles / marble (total: 51 m2) – 5%	477	-	-	-	512	-	-	-	-	-	-	-	-	-	-	-
Maintain floor tiles (total: 104 m2) – 5%	838	-	-	-	900	-	-	-	-	-	-	-	-	-	-	-
Provision to replace slim mirrors (total: 11) - 20%	529	-	-	-	-	-	-	-	-	640	-	-	-	-	-	-
Provision to replace large mirrors	2,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,624
<b>Sub Total (Incl. GST)</b>		<b>49,032</b>	<b>0</b>	<b>1,082</b>	<b>1,412</b>	<b>1,135</b>	<b>0</b>	<b>1,190</b>	<b>0</b>	<b>61,367</b>	<b>0</b>	<b>1,308</b>	<b>0</b>	<b>1,372</b>	<b>0</b>	<b>5,062</b>

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>4. Lobbies and hallways</b>																
Repaint ceilings	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Repaint walls	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Repaint door face – one side including architraves	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Replace carpet	22,512	-	-	-	-	-	25,346	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,346</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>5. Service corridors / cleaner's room</b>																
Maintain suspended ceilings (total: 105 m2) - 10%	523	-	536	-	-	-	-	-	-	-	647	-	-	-	-	-
Repaint walls	7,470	7,470	-	-	-	-	-	-	-	9,031	-	-	-	-	-	-
Repaint door face – one side including architraves	2,629	2,629	-	-	-	-	-	-	-	3,178	-	-	-	-	-	-
Repaint floor	3,486	3,486	-	3,655	-	3,833	-	4,019	-	4,214	-	4,419	-	4,634	-	4,859
Repaint handrails	2,059	2,059	-	-	-	-	-	-	-	2,489	-	-	-	-	-	-
Maintain handrails (total: 42 Lm) - 5%	558	558	-	-	-	-	628	-	-	-	-	707	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>16,202</b>	<b>536</b>	<b>3,655</b>	<b>0</b>	<b>3,833</b>	<b>628</b>	<b>4,019</b>	<b>0</b>	<b>18,912</b>	<b>647</b>	<b>5,126</b>	<b>0</b>	<b>4,634</b>	<b>0</b>	<b>4,859</b>
<b>6. Trade toilet / bathrooms / change rooms</b>																
Repaint ceilings	665	-	681	-	-	-	-	-	-	-	823	-	-	-	-	-
Repaint walls	653	-	669	-	-	-	-	-	-	-	808	-	-	-	-	-
Repaint door face – one side including architraves	404	-	414	-	-	-	-	-	-	-	500	-	-	-	-	-
Maintain wall tiles (total: 91 m2) – 20%	2,863	2,863	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain floor tiles (total: 28 m2) – 10%	503	-	-	-	540	-	-	-	-	-	-	-	-	-	-	-
Replace commercial hand-dryers	2,392	-	2,449	-	-	-	-	-	-	-	-	-	-	-	3,256	-
Replace mirrors	1,059	-	-	-	-	-	-	-	-	1,280	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>2,863</b>	<b>4,213</b>	<b>0</b>	<b>540</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,280</b>	<b>2,131</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,256</b>	<b>0</b>

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>7. Vehicle accessways</b>																
Repaint line marking	2,520	-	-	-	2,706	-	-	-	-	3,046	-	-	-	-	3,430	-
Replace wheel stops (total: 40)	474	-	-	-	-	-	-	-	560	-	-	-	-	-	-	-
Maintain stormwater drains	2,428	-	-	-	-	-	-	-	2,866	-	-	-	-	-	-	-
Replace security gate	4,371	-	-	-	-	-	-	-	-	5,284	-	-	-	-	-	-
Maintain gate and motor	528	-	541	-	567	-	594	-	623	-	654	-	685	-	719	-
Replace electric gate motor	2,604	-	-	-	-	-	-	-	-	3,148	-	-	-	-	-	-
Repaint walls and columns	4,545	-	-	-	-	-	-	5,240	-	-	-	-	-	-	-	6,335
Repaint door face – one side including architraves	708	-	-	-	-	-	-	816	-	-	-	-	-	-	-	987
Repaint bollards	203	-	-	-	-	-	-	234	-	-	-	-	-	-	-	283
Replace extraction fan motor	1,870	-	-	-	-	-	-	-	-	2,261	-	-	-	-	-	-
Maintain extraction fans	277	-	284	-	297	-	312	-	327	-	343	-	360	-	377	-
Maintain extraction ducting	369	-	-	-	396	-	-	-	-	446	-	-	-	-	502	-
Maintain sump pumps	653	-	669	-	701	-	735	-	771	-	808	-	848	-	889	-
Replace sump pumps (total: 2)	3,800	-	-	-	-	-	-	-	-	4,594	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>1,494</b>	<b>0</b>	<b>4,667</b>	<b>0</b>	<b>1,641</b>	<b>6,290</b>	<b>5,147</b>	<b>18,779</b>	<b>1,805</b>	<b>0</b>	<b>1,893</b>	<b>0</b>	<b>5,917</b>	<b>7,605</b>
<b>8. Fixtures and fittings</b>																
Maintain letterboxes	388	-	397	-	-	427	-	-	458	-	-	492	-	-	528	-
General building maintenance and plumbing	11,083	-	11,349	-	11,900	-	12,478	-	13,084	-	13,720	-	14,387	-	15,085	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>11,746</b>	<b>0</b>	<b>11,900</b>	<b>427</b>	<b>12,478</b>	<b>0</b>	<b>13,542</b>	<b>0</b>	<b>13,720</b>	<b>492</b>	<b>14,387</b>	<b>0</b>	<b>15,613</b>	<b>0</b>
<b>9. Plant - water</b>																
Provision to replace Raypack hot water system – small	24,282	-	-	-	26,073	-	-	-	-	-	-	-	-	-	-	-
Replace Raypack storage tank – 340L	2,792	-	-	-	-	-	-	-	-	-	-	3,539	-	-	-	-
Replace Raypack storage tank – 340L	2,792	-	-	-	-	-	-	-	-	-	-	-	3,624	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>26,073</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,539</b>	<b>3,624</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10. Lift</b>																
Replace high-rise lift - geared, variable speed - Lift 1	279,756	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace high-rise lift - geared, variable speed - Lift 2	279,756	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace high-rise lift - geared, variable speed - Lift 3	279,756	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<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>

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>11. Garbage refuse / bin room</b>																
Repaint ceilings	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Repaint walls	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Repaint doors - both sides including architraves	0	0	-	-	-	-	-	-	-	0	-	-	-	-	-	-
Replace liquid membrane floor	2,845	-	-	-	-	-	-	-	-	3,439	-	-	-	-	-	-
Maintain / repair garbage chute	1,612	-	-	-	-	-	-	-	-	1,949	-	-	-	-	-	-
<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>5,388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>12. Intercom and security systems</b>																
Maintain security access intercom	2,586	-	2,648	-	2,777	-	2,912	-	3,053	-	3,201	-	3,357	-	3,520	-
Provision to upgrade security system	15,000	-	-	-	-	16,493	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>2,648</b>	<b>0</b>	<b>2,777</b>	<b>16,493</b>	<b>2,912</b>	<b>0</b>	<b>3,053</b>	<b>0</b>	<b>3,201</b>	<b>0</b>	<b>3,357</b>	<b>0</b>	<b>3,520</b>	<b>0</b>
<b>13. MATV</b>																
Replace MATV equipment	454	-	-	-	-	-	-	-	-	549	-	-	-	-	-	-
Maintain MATV equipment - per unit allowance	2,069	2,069	-	2,170	-	2,275	-	2,385	-	2,501	-	2,623	-	2,750	-	2,884
<b>Sub Total (Incl. GST)</b>		<b>2,069</b>	<b>0</b>	<b>2,170</b>	<b>0</b>	<b>2,275</b>	<b>0</b>	<b>2,385</b>	<b>0</b>	<b>3,050</b>	<b>0</b>	<b>2,623</b>	<b>0</b>	<b>2,750</b>	<b>0</b>	<b>2,884</b>
<b>14. Landscaping</b>																
Provision towards landscaping / garden upgrade	5,000	-	-	-	-	-	-	-	-	6,045	-	-	-	-	-	-
<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>6,045</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>70,166</b>	<b>20,637</b>	<b>6,907</b>	<b>107,888</b>	<b>24,163</b>	<b>43,005</b>	<b>13,884</b>	<b>21,742</b>	<b>114,821</b>	<b>277,704</b>	<b>13,088</b>	<b>27,029</b>	<b>8,756</b>	<b>101,072</b>	<b>20,410</b>
<b>Contingency Allowance (Incl. GST)</b>		<b>7,718</b>	<b>2,270</b>	<b>760</b>	<b>11,868</b>	<b>2,658</b>	<b>4,731</b>	<b>1,527</b>	<b>2,392</b>	<b>12,630</b>	<b>30,547</b>	<b>1,440</b>	<b>2,973</b>	<b>963</b>	<b>11,118</b>	<b>2,245</b>
<b>Grand Total Expenses (Incl. Contingency Allowance and GST)</b>		<b>77,884</b>	<b>22,907</b>	<b>7,667</b>	<b>119,756</b>	<b>26,821</b>	<b>47,736</b>	<b>15,411</b>	<b>24,134</b>	<b>127,451</b>	<b>308,251</b>	<b>14,528</b>	<b>30,002</b>	<b>9,719</b>	<b>112,190</b>	<b>22,655</b>

## Building Data List from the Property Inspection for Lucca Apartments

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.


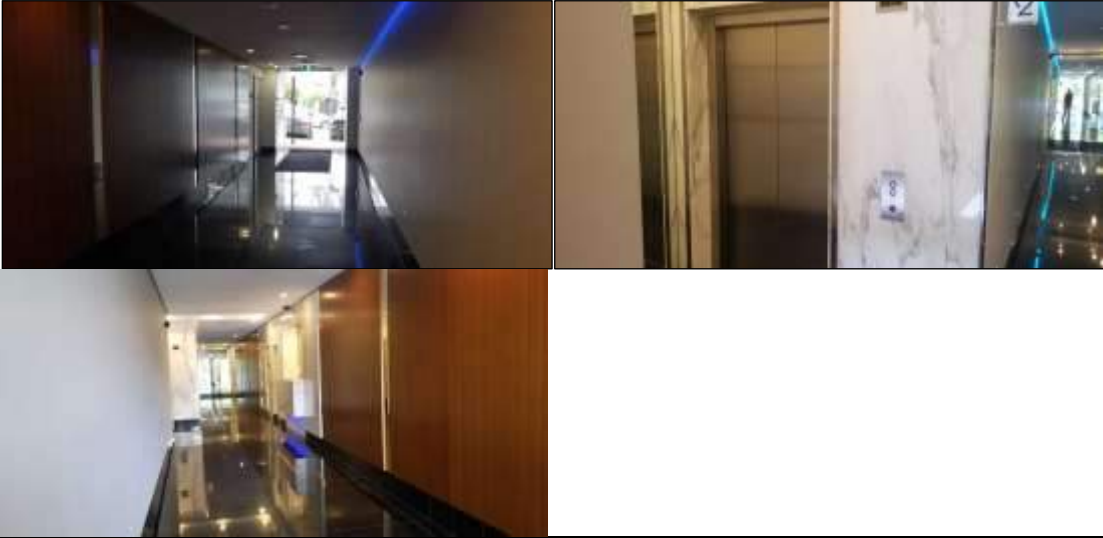
Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>1. Building exterior</b>							
Maintain balustrades (total: 249 Lm) – 10%	25	Lm	116.11	2,903.00	4	8	Repair as required
Provision to waterproof and maintain balcony floor tiles (total: 722 m2) - 15%	108	m2	495.00	53,460.00	4	10	Waterproof and maintain as required
<b>2. Roof</b>							
Maintain membrane (total: 942 m2) - 20%	188	m2	122.85	23,096.00	20	10	Repair as required
Replace membrane and re-instate ballast	942	m2	219.70	206,957.00	10	20	Replace as required
<b>3. Main foyer</b>							
Repaint internal walls, ceilings and doors - as per budget	1	Item	48,000.00	48,000.00	1	8	Ongoing painting program
Repaint ceilings	104	m2	0.00	0.00	1	8	Included in Budgeted Cost
Repaint walls	116	m2	0.00	0.00	1	8	Included in Budgeted Cost
Repaint door face – one side including architraves	8	Ea	0.00	0.00	1	8	Included in Budgeted Cost
Maintain glass / aluminium doors	1	Item	1,031.97	1,032.00	1	2	Repair as required
Maintain timber panel feature walls	80	m2	15.00	1,200.00	9	10	Repair as required
Maintain wall tiles / marble (total: 51 m2) – 5%	3	m2	159.04	477.00	4	15	Replace as required
Maintain floor tiles (total: 104 m2) – 5%	5	m2	167.54	838.00	4	15	Replace as required
Provision to replace slim mirrors (total: 11) - 20%	2	Ea	264.67	529.00	9	10	Replace as required
Provision to replace large mirrors	2	Ea	1,300.00	2,600.00	15	20	Replace as required
<b>4. Lobbies and hallways</b>							
Repaint ceilings	254	m2	0.00	0.00	1	8	Included in Budgeted Cost
Repaint walls	766	m2	0.00	0.00	1	8	Included in Budgeted Cost
Repaint door face – one side including architraves	103	Ea	0.00	0.00	1	8	Included in Budgeted Cost
Replace carpet	254	m2	88.63	22,512.00	6	12	Replace as required
<b>5. Service corridors / cleaner's room</b>							
Maintain suspended ceilings (total: 105 m2) - 10%	11	m2	47.52	523.00	2	8	Ongoing painting program
Repaint walls	332	m2	22.50	7,470.00	1	8	Ongoing painting program
Repaint door face – one side including architraves	26	Ea	101.11	2,629.00	1	8	Ongoing painting program
Repaint floor	105	m2	33.20	3,486.00	1	2	
Repaint handrails	42	Lm	49.03	2,059.00	1	8	Ongoing painting program
Maintain handrails (total: 42 Lm) - 5%	2	Lm	279.24	558.00	1	5	Replace as required


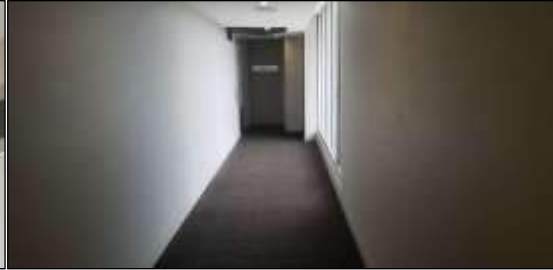





Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>6. Trade toilet / bathrooms / change rooms</b>							
Repaint ceilings	28	m2	23.76	665.00	2	8	Ongoing painting program
Repaint walls	29	m2	22.50	653.00	2	8	Ongoing painting program
Repaint door face – one side including architraves	4	Ea	101.11	404.00	2	8	Ongoing painting program
Maintain wall tiles (total: 91 m2) – 20%	18	m2	159.04	2,863.00	1	15	Male bathroom tiles damaged
Maintain floor tiles (total: 28 m2) – 10%	3	m2	167.54	503.00	4	15	Replace as required
Replace commercial hand-dryers	2	Ea	1,195.88	2,392.00	2	12	Replace as required
Replace mirrors	2	Ea	529.34	1,059.00	9	10	Replace as required
<b>7. Vehicle accessways</b>							
Repaint line marking	336	Lm	7.50	2,520.00	4	5	Repaint as required
Replace wheel stops (total: 40)	2	Ea	236.75	474.00	8	10	Replace as required
Maintain stormwater drains	1	Item	2,428.18	2,428.00	8	10	Ongoing maintenance program
Replace security gate	1	Item	4,370.72	4,371.00	9	20	Replace as required
Maintain gate and motor	1	Item	527.75	528.00	2	2	Replace as required
Replace electric gate motor	1	Ea	2,604.22	2,604.00	9	10	Replace as required
Repaint walls and columns	202	m2	22.50	4,545.00	7	8	Ongoing painting program
Repaint door face – one side including architraves	7	Ea	101.11	708.00	7	8	Ongoing painting program
Repaint bollards	10	Ea	20.25	203.00	7	8	Ongoing painting program
Replace extraction fan motor	1	Ea	1,869.70	1,870.00	9	10	Replace as required
Maintain extraction fans	1	Ea	276.82	277.00	2	2	Replace as required
Maintain extraction ducting	1	Item	369.43	369.00	4	5	Repair as required
Maintain sump pumps	2	Ea	326.59	653.00	2	2	Repair as required
Replace sump pumps (total: 2)	2	Ea	1,899.90	3,800.00	9	10	Replace as required
<b>8. Fixtures and fittings</b>							
Maintain letterboxes	1	Item	388.42	388.00	2	3	Maintain/ repair as required
General building maintenance and plumbing	1	Item	11,082.75	11,083.00	2	2	Fund for future building maintenance works
<b>9. Plant - water</b>							
Provision to replace Raypack hot water system – small	2	Ea	12,140.89	24,282.00	4	15	Replace as required
Replace Raypack storage tank – 340L	1	Ea	2,792.41	2,792.00	11	15	Replace as required / Unit replaced 2016
Replace Raypack storage tank – 340L	1	Ea	2,792.41	2,792.00	12	15	Replace as required / Unit replaced 2017
<b>10. Lift</b>							
Replace high-rise lift - geared, variable speed - Lift 1	1	Ea	279,755.55	279,756.00	19	30	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
Replace high-rise lift - geared, variable speed - Lift 2	1	Ea	279,755.55	279,756.00	19	30	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
Replace high-rise lift - geared, variable speed - Lift 3	1	Ea	279,755.55	279,756.00	19	30	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.


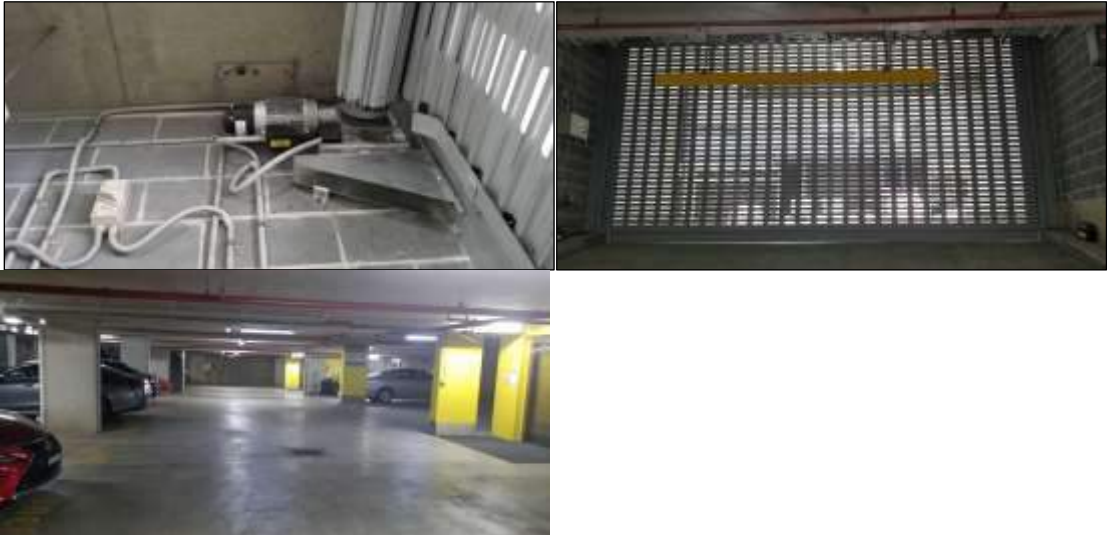
Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>11. Garbage refuse / bin room</b>							
Repaint ceilings	45	m2	0.00	0.00	1	8	Included in Budgeted Cost
Repaint walls	229	m2	0.00	0.00	1	8	Included in Budgeted Cost
Repaint doors - both sides including architraves	13	Ea	0.00	0.00	1	8	Included in Budgeted Cost
Replace liquid membrane floor	45	m2	63.23	2,845.00	9	10	Replace as required
Maintain / repair garbage chute	2	Item	805.87	1,612.00	9	10	Maintain / repair as required
<b>12. Intercom and security systems</b>							
Maintain security access intercom	49	Per unit	52.77	2,586.00	2	2	Ongoing maintenance program
Provision to upgrade security system	1	Item	15,000.00	15,000.00	5	15	Maintain / repair as required
<b>13. MATV</b>							
Replace MATV equipment	1	Item	453.86	454.00	9	10	Contingency allowance for technology upgrade
Maintain MATV equipment - per unit allowance	49	Ea	42.22	2,069.00	1	2	Bi-Annual maintenance allowance
<b>14. Landscaping</b>							
Provision towards landscaping / garden upgrade	1	Item	5,000.00	5,000.00	9	10	Fund for future gardening upgrades








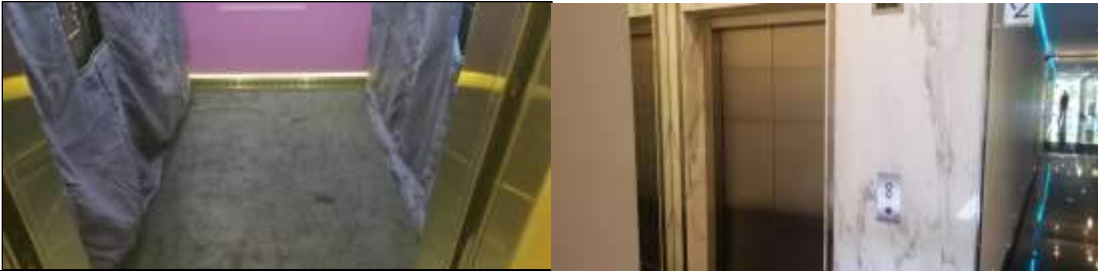


BUILDING PHOTOS

Item Group	Photo	
Building exterior		
Main foyer		

Item Group	Photo	
Lobbies and hallways		
		
Service corridors / cleaner's room		
		

Item Group	Photo
Trade toilet / bathrooms / change rooms	 Three photographs showing trade toilet facilities. The top left photo shows a white sink with a mirror and a paper towel dispenser. The top right photo shows a shower stall with a glass door and metal frame. The bottom photo shows a door with a handle and a small sign.
Vehicle accessways	 Three photographs showing vehicle accessways. The top left photo is a close-up of a vehicle's rear, showing a license plate and a small sign. The top right photo shows a view through a metal grate, likely a security screen. The bottom photo shows a view of a parking garage with several cars parked and yellow pillars.

Item Group	Photo	
Fixtures and fittings		
Plant - water	 	
Lift	 	

Item Group	Photo
	
Garbage refuse / bin room	
Intercom and security systems	

## Inspector's Report for Lucca Apartments

---

1. We have recommended that the balance of the Capital Works be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.
2. The painting cost estimates are as accurate as possible. However, due to privacy considerations, access restrictions to some areas and the varied nature of the property, it is recommended that the Owners Corporation obtain quotes for painting work well in advance of when the work is to be carried out to allow for any shortfall or excess in funds.
3. Actual Painting quotations can vary to our Painting Cost Estimates due to colour selection changes (i.e.: changing from light to dark or dark to light that may require multiple coats). Often over product specification that includes either an impact membrane or 3 coat system can add up to 15-20% to the painting per square metre rate.
4. An allowance has been made for the cleaning and maintenance of the driveway. Cleaning may be carried out using high pressure water or a chemical wash, however the Owners Corporation should take care to abide by water-use restrictions when doing so.
5. The powder coated metalwork throughout the property may be subject to a manufacturer's warranty and, as such, the manufacturer's cleaning and maintenance recommendations should be followed to maximise the lifespan of the product.
6. As the property is in a salt air environment it is most important that the Owners Corporation closely monitor the state of repair of the building. Even limited exposure to salt air can shorten the effective lives of many items and can lead to unpredictable wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed for repair as swiftly as possible, and repairs undertaken accordingly.
7. The National Broadband Network Company (NBN Co) has indicated that it will install access points (network termination units) in all units in multi-dwelling units at no charge. As such, no costs associated with the roll-out of the NBN have been included in this report.
8. An allowance for general building maintenance and repairs was added for future works.
9. Monies were budgeted for the maintenance and replacement of window parts on the complex.
10. The membrane on the roof needs regular maintenance and replacement over time which has been included in this report.
11. Money was allocated to the maintenance of driveway / carpark entry gates and the replacement of electric gate motors over time.
12. An allowance for plumbing and drainage maintenance was included for the complex.

**13.** Lift maintenance has been excluded in this report.

We assume the Owners Corporation has a maintenance contract to cover all lift maintenance issues and assume lift interior refurbishment is catered to in the maintenance contracts

A lift has a life of approximately 30 years, we have provisioned to replace the lift in year 19.

**14.** This property is subject to a BMC and the following items are excluded from this report as they are BMC responsibility:

- All fire equipment and fire stairs
- Building facades
- Domestic water, sewers and stormwater
- Mechanical services - fans and exhausts
- Electrical services and common lighting
- Telecommunications
- Car park security system
- Loading dock

Fire equipment repairs currently underway or recently WIP (Work in Progress) are excluded from this report.

Internal painting has commenced and is currently WIP - as per financial data provided.

The remedial repairs currently WIP are affecting internal areas and painting will re-commence when remedial works have been completed.

Internal painting budget is circa \$48,000 as per financial data provided.

Remedial waterproofing works conducted 2019 - cost \$26,930.00.

Site contact advised 3 x balconies underwent waterproofing remedial works in 2018.

**15.** We are advised the roof is sealed with a polyurethane type of membrane and covered with a ballast.

We assume the terraces and balcony floors are tiled.

We assume air conditioners are owner's responsibility.



## Report Notes

### Capital Works Fund Plan (NSW)

This forecast satisfies the current requirements of section 80 of the Strata Schemes Management Act 2015, which states:

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

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

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

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

- (1) **Establishment of fund**  
An owners corporation must establish a capital works fund.
- (2) **Amounts payable to fund**  
An owners corporation must pay the following amounts into the capital works fund:
  - (a) the contributions levied on, and paid by, owners for payment into the fund,
  - (b) any amounts paid to the owners corporation by way of discharge of insurance claims, unless paid into the administrative fund,
  - (c) any amounts paid to the owners corporation under Part 11,
  - (d) any amount received by the owners corporation that is not required or permitted to be paid into the administrative fund,
  - (e) the proceeds of any investment of the fund.
- (3) An owners corporation may also pay the following amounts into the capital works fund:
  - (a) any income of the owners corporation,
  - (b) any amount that may be, but is not required to be, paid into the fund under this Act.
- (4) **Amounts payable from fund**  
An owners corporation may pay money from its capital works fund only for the following purposes:
  - (a) payments of the kind for which estimates have been made under section 79 (2),
  - (b) payments made in accordance with this Division on a distribution of a surplus in the fund,
  - (c) payments of amounts for the purposes of Part 11,
  - (d) the transfer of money to the administrative fund or to pay expenditure that should have been paid from the administrative fund.
- (5) **Exemption**  
An owners corporation for a strata scheme comprising 2 lots need not establish a capital works fund if:
  - (a) the owners corporation so determines by unanimous resolution, and
  - (b) the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and
  - (c) no building or part of a building in the strata scheme is situated outside those lots.

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

**Implementation** - It is the responsibility of the 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/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.**