

# SydneyStrataReport

property strata inspections

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## STRATA REPORT

Client	Infinity Property Agents
Address of property	Unit 107/361-362 Military Road, Mosman, NSW.
Lot	13
Strata Plan	SP 92834
Name of Strata Management Co.	Executive Strata
Telephone Number of Strata Agent	1300 984 186
Report Date	22 April 2020

## General Information

Owner's Name	Jenna & Vella
Unit Entitlement.	34
Total Unit Entitlement.	1,000

## Levy Contributions

Administration Fund contribution.	\$1,534.14
Capital Works Fund contribution.	\$340.00
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$14,700.77
Sinking Fund Balance.	\$27,776.52

## Insurances

Building Insurance	Yes
Sum Insured	\$21,400,000.00
Insurance Company	CHU
Due Date	24 June 2020
Annual Fire Safety Certificate?	N/A awaiting a fire defect report before signing off on the AFSS.
Certificate Date.	N/A
Pet Friendly?	Owners corporation permission needed.

## Meetings

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Annual General Meeting 28 September 2016	Administration Fund set at \$110,000.00 p.a. Sinking Fund set at \$17,600.00 p.a. Building insurance continued, All other matters were meeting formalities as per the scan below, no major works tabled. Executive Committee Meeting: Maintenance recorded was general in nature as per the scan of this meeting below. Meeting closed.
Annual General Meeting 30 September 2017	Administration Fund set at \$115,500.00 p.a. Sinking Fund set at \$22,000.00 p.a. Building insurance continued, Resolved to engage solicitors and source building engineers to commence a building defect case and undertaken defect and fire defect reports. All other matters were meeting formalities as per the scan below, no major works tabled. Executive Committee Meeting: Maintenance recorded was general in nature as per the scan of this meeting below. Meeting closed.
Annual General Meeting 16 October 2018	Administration Fund set at \$121,275.00 p.a. Sinking Fund set at \$40,425.00 p.a. Building insurance continued, All other matters were meeting formalities as per the scan below, no major works tabled. Executive Committee Meeting: Maintenance recorded was general in nature as per the scan of this meeting below. Expenses for the year are as per the scans below this meeting. Meeting closed.
Extraordinary General Meeting 11 July 2019	Resolved to undertake general and fire defect reports at costs as per the scans below of this meeting and raise a special levy of \$33,000.00 due 1 September 2019 to pay for the reports (see comments below), Other maintenance was deferred as per the scan below. Meeting closed.

Annual General Meeting 31 October 2019	<p>Administration Fund set at \$167,000.00 p.a. Sinking Fund set at \$10,611.55 p.a. Building insurance continued, All other matters were meeting formalities as per the scan below, no major works tabled. Executive Committee Meeting: Maintenance recorded was general in nature as per the scan of this meeting below. Meeting closed.</p>
Annual General Meetings 2020	None held to date.
Other comments.	<p>This report is to be taken in context and in conjunction with the scans below. The building defect report has been completed and is attached below. Completion of the fire defect report is awaited. Neither of the reports have gone to tender so no costing has been done. Both the builder and developer have gone into liquidation and can no longer be sued. The owners will meet once the tow reports are available and decide on a future course of action. Without any other correspondence at the present there is little to base and prediction but some façade work appears to be needed.</p>

The Owners SP 92834

Chelsea 363, 361-363 Military Rd, Mosman NSW 2088

# INDIVIDUAL LOT

Lot 13

Associated lots:

Unit no. 107

## Unit entitlements

Levy Entitlement 34.00 / 1,000.00

## Owners

### Name

### Address for service of notices

Mosman Estate Pty Ltd

c/o WDM Law, Level 4/3-5 Stapleton Ave, Sutherland NSW 2232

Date of entry 27/07/2016

Date of purchase 29/06/2016

Jenna Vella &amp; Michael Andrew Vella

23 Reuss Street, Glebe NSW 2037

Date of entry 17/08/2016

Date of purchase 09/08/2016

## Mortgages

None

## Leases

### Current agent

Infinity Property Agents

Suite 38/112-122 McEvoy St, Alexandria NSW 2015

Lessee	Term	Address for service of notices	Date of termination	Date of entry
Shane Oldham & Daragh Robbins	12 mths	107/363 Military Rd Mosman NSW 2088	26/09/2018	11/09/2017
Viorika Iliy	12 months	107/363 Military Rd		30/09/2019

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Executive Strata

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### Owner Ledger

Start Date: 01/04/2018

End Date: 30/04/2022

Owners: One only

The Owners SP 92834				Chelsea 363, 361-363 Military Rd, Mosman NSW 2088				UE / AE: 34.00 / 1,000.00								
Lot 13 Unit 107 Jenna & Vella																
Levies																
Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group				
				Due	Paid	Due	Paid									
			Balance brought forward	0.00		0.00										
1	01/06/2018	Quarterly	Quarterly Admin/Capital Works Levy (4th qtr 1/5/18 - 31/8/18)	997.33	997.33	386.47	386.47	0.00	0.00%	Standard	Normal	None				
2	01/09/2018	Quarterly	Quarterly Admin/Capital Works Levy	1,030.84	1,030.84	343.61	343.61	0.00	0.00%	Standard	Normal	None				
3	01/12/2018	Quarterly	Quarterly Admin/Capital Works Levy	1,030.84	1,030.84	343.61	343.61	0.00	0.00%	Standard	Normal	None				
4	01/03/2019	Quarterly	Quarterly Admin/Capital Works Levy	1,030.84	1,030.84	343.61	343.61	0.00	0.00%	Standard	Normal	None				
5	01/06/2019	Quarterly	Quarterly Admin/Capital Works Levy	1,030.84	1,030.84	343.61	343.61	0.00	0.00%	Standard	Normal	None				
6	01/09/2019	Quarterly	Quarterly Admin/Capital Works Levy (1st qtr 1 Sep 2019 - 30 Nov 2019)	1,082.38	1,082.38	360.79	360.79	0.00	0.00%	Standard	Normal	None				
7	01/09/2019	Once-off	Assist with further inspections for defect rectification works	0.00	0.00	1,122.00	1,122.00	0.00	0.00%	Special	Normal	None				
8	01/12/2019	Quarterly	Quarterly Admin/Capital Works Levy	1,534.14	1,534.14	340.00	340.00	0.00	0.00%	Standard	Normal	None				
9	01/03/2020	Quarterly	Quarterly Admin/Capital Works Levy	1,534.14	1,534.14	340.00	340.00	0.00	0.00%	Standard	Normal	None				
10	01/06/2020	Quarterly	Quarterly Admin/Capital Works Levy	1,534.14	0.00	340.00	0.00	0.00	0.00%	Standard	Normal	None				
Current position: Unallocated prepayments \$0.00				Levy arrears & owner invoices due: \$0.00				Interest on levy arrears: \$0.00								

Receipts													
Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid	Interest			
31/05/2018	207	Receipt	Banked		997.33	0.00	386.47	0.00	0.00		1,383.80		
31/08/2018	241	Receipt	Banked		1,030.84	0.00	343.61	0.00	0.00		1,374.45		
28/11/2018	259	Receipt	Banked		1,030.84	0.00	343.61	0.00	0.00		1,374.45		
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### Detailed Expenses for the financial year from 01/09/2019 to 22/04/2020

The Owners SP 92834			Chelsea 363, 361-363 Military Rd, Mosman NSW 2088					
Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Administrative Fund								
Admin--Bank Charges--With GST 151407								
30/09/2019	DEFT Process Fee			5.45	Paid	Oth		43
31/10/2019	DEFT Process Fee			6.68	Paid	Oth		44
29/11/2019	DEFT Process Fee			8.86	Paid	Oth		45
31/12/2019	DEFT Process Fee			10.23	Paid	Oth		46
31/01/2020	DEFT Process Fee			2.05	Paid	Oth		47
29/02/2020	DEFT Process Fee			14.32	Paid	Oth		48
31/03/2020	DEFT Process Fee			3.41	Paid	Oth		49
				\$45.00				
Admin--Management Fees--Standard 154000								
09/09/2019	Standard Management Fee September 2019	Executive Strata Pty Ltd		900.37	Paid	DE		000205
11/10/2019	Standard Management Fee October 2019	Executive Strata Pty Ltd		945.39	Paid	DE		000216
04/11/2019	Standard Management Fee November 2019	Executive Strata Pty Ltd		945.39	Paid	DE		000216
02/12/2019	Standard Management Fee December 2019	Executive Strata Pty Ltd		945.39	Paid	DE		000229
06/01/2020	Standard Management Fee January 2020	Executive Strata Pty Ltd		945.39	Paid	DE		000236
04/02/2020	Standard Management Fee February 2020	Executive Strata Pty Ltd		945.39	Paid	DE		000246
03/03/2020	Standard Management Fee March 2020	Executive Strata Pty Ltd		945.39	Paid	DE		000254
02/04/2020	Standard Management Fee April 2020	Executive Strata Pty Ltd		945.39	Paid	DE		000259
				\$7,518.10				
Maint Bldg--Cleaning 163000								
10/09/2019	Cleaning 09/2019	MARIGOLD SERVICES GROUP PTY LTD		2,148.33	Paid	DE	28	000219
15/10/2019	Cleaning 10/2019	MARIGOLD SERVICES GROUP PTY LTD		2,148.33	Paid	DE	32	000224
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The Owners SP 92834		Chelsea 363, 361-363 Military Rd, Mosman NSW 2088						
Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Administrative Fund								
15/11/2019	Cleaning 11/2019	MARIGOLD SERVICES GROUP PTY LTD		2,148.33	Paid	DE	36	000231
13/12/2019	Cleaning 11/2019	MARIGOLD SERVICES GROUP PTY LTD		2,148.33	Paid	DE	EXE041	000233
09/01/2020	Cleaning & Garden Dec 2019	MARIGOLD SERVICES GROUP PTY LTD		2,148.33	Paid	DE	EXE46	000240
14/02/2020	Cleaning 01/2020	MARIGOLD SERVICES GROUP PTY LTD		2,148.33	Paid	DE	EXE50	000256
12/03/2020	Drying of floor u19 from water ingress	CROLL REAL ESTATE		481.82	Paid	DE		000255
12/03/2020	Cleaning 02/2020	MARIGOLD SERVICES GROUP PTY LTD		2,148.33	Paid	DE	53	000256
12/03/2020	Carpark Cleaning 02/2020	MARIGOLD SERVICES GROUP PTY LTD		1,500.00	Paid	DE	55	000256
03/04/2020	Cleaning 03/2020	MARIGOLD SERVICES GROUP PTY LTD		2,148.33	Paid	DE	EXE58	000260
				\$19,168.46				
Maint Bldg--Electrical 164800								
13/12/2019	Repair rbn cables	Next Gen Electrics Pty Ltd		188.18	Paid	DE	1858	000234
14/02/2020	Reset breaker and remove sensor	Next Gen Electrics Pty Ltd		170.91	Paid	DE	1869	000248
27/03/2020	Reset tripped circuit foyer powerpoints	Next Gen Electrics Pty Ltd		170.91	Paid	DE	1882	000258
				\$530.00				
Maint Bldg--Fire Protection 165800								
15/11/2019	Only maintenance 08/19-10/19	Foremost Fire Protection		725.00	Paid	DE	7545	000230
17/01/2020	Fire panel fault	Foremost Fire Protection		200.00	Paid	DE	7599	000241
31/01/2020	Testing 11/2019 - 01/2020	Foremost Fire Protection		725.00	Paid	DE	7578	000244
				\$1,650.00				
Maint Bldg--General Repairs 167200								
01/03/2020	Assess leaks and repair + u19&28	Rod's Doors		1,300.00	Paid	DE	2084	000253
				\$1,300.00				
Maint Bldg--Lift--Maintenance Contract 170201								
15/10/2019	Service 10/2019-12/2019	Hamilton Elevators		5,300.00	Paid	DE	785	000227
17/01/2020	Service 1/1/20-31/3/20	Hamilton Elevators		5,300.00	Paid	DE	951	000242
09/04/2020	Service 1/4/20-30/6/20	Hamilton Elevators		5,300.00	Paid	DE	1155	000262
				\$15,900.00				
Maint Bldg--Locks, Keys & Card Keys 170600								
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The Owners SP 92834		Chelsea 363, 361-363 Military Rd, Mosman NSW 2088						
Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Administrative Fund								
09/09/2019	Process Key & Swipe orders September 2019	Executive Strata Pty Ltd		120.00	Paid	DE		000205
28/09/2019	Remotes	Sensible Security Group		900.00	Paid	DE	ES3	000222
04/11/2019	Process Key & Swipe orders November 2019	Executive Strata Pty Ltd		60.00	Paid	DE		000216
02/12/2019	Process Key & Swipe orders December 2019	Executive Strata Pty Ltd		60.00	Paid	DE		000229
02/12/2019	Process Key & Swipe orders December 2019	Executive Strata Pty Ltd		60.00	Paid	DE		000229
13/12/2019	Keys INV93829	Architectural Locksmith Services Australia Pty Ltd		110.00	Paid	DE	ID5034	000232
13/12/2019	Keys INV93855	Architectural Locksmith Services Australia Pty Ltd		103.18	Paid	DE	ID5034	000232
08/01/2020	Process Key & Swipe orders January 2020	Executive Strata Pty Ltd		60.00	Paid	DE		000238
				\$1,473.18				
Maint Bldg--Pest/Vermin Control 172000								
15/10/2019	Bait refill	Pest Protocols		100.00	Paid	DE	291	000221
29/11/2019	Bait refill 11/2019	Pest Protocols		100.00	Paid	DE	339	000228
14/02/2020	Refill bait	Pest Protocols		100.00	Paid	DE	400	000249
17/04/2020	Treatment 04/2020	Pest Protocols		707.73	Paid	DE	0453	000264
				\$1,007.73				
Maint Bldg--Plumbing & Drainage 172200								
29/09/2019	Backflow testing	SERVICE MORE 24 PTY LTD		600.00	Paid	DE	1111	000213
24/10/2019	Only maintenance	SERVICE MORE 24 PTY LTD		120.00	Paid	DE	1314	000223
21/11/2019	Investigate cage leak	SERVICE MORE 24 PTY LTD		170.00	Paid	DE	1406	000225
13/12/2019	Backflow testing	SERVICE MORE 24 PTY LTD		400.00	Paid	DE	1524	000235
31/01/2020	Asset tracking	SERVICE MORE 24 PTY LTD		120.00	Paid	DE	1742	000245
14/02/2020	Investigate pipe noise u6	SERVICE MORE 24 PTY LTD		140.00	Paid	DE	1799	000250
12/03/2020	Pump hire	SERVICE MORE 24 PTY LTD		500.00	Paid	DE	1948	000257
03/04/2020	Gas meter inspection u6	SERVICE MORE 24 PTY LTD		150.00	Paid	DE	2067	000261
				\$2,299.00				
Maint Bldg--Roof 172800								
10/09/2019	Gutter clean	SERVICE MORE 24 PTY LTD		1,100.00	Paid	DE	848	000211
12/03/2020	Gutter clean	SERVICE MORE 24 PTY LTD		1,100.00	Paid	DE	1750	000257
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The Owners SP 92834		Chelsea 363, 361-363 Military Rd, Mosman NSW 2088						
Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
<b>Administrative Fund</b>				<b>\$2,200.00</b>				
<b>Utility--Electricity 190200</b>								
05/11/2019	Usage 27/7/19-28/10/19	Origin Energy		3,684.94	Paid	BPAY	20003805512 72	1
31/01/2020	Usage 29/10/19 - 28/1/20	Origin Energy		3,491.20	Paid	BPAY	20003805512 76	1
				<b>\$7,176.14</b>				
<b>Utility--Water &amp; Sewerage 191200</b>								
10/09/2019	Usage 1/6/19-4/9/19	Sydney Water		1,571.29	Paid	BPAY	32679530009 73	
13/12/2019	Usage 5/5/19-5/12/19	Sydney Water		1,552.05	Paid	BPAY	32679530009 74	
20/03/2020	Usage 6/12/19-9/3/20	Sydney Water		1,263.52	Paid	BPAY	32679530009 77	
				<b>\$4,406.86</b>				
<b>Total expenses</b>				<b>\$64,584.56</b>				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

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The Owners SP 92834		Chelsea 363, 361-363 Military Rd, Mosman NSW 2088						
Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
<b>Capital Works Fund</b>								
<b>Maint Bldg--Consultants 264200</b>								
10/09/2019	Stage 1 planning investigation	Que Consulting		1,500.00	Paid	DE	894	000210
10/09/2019	Stage 1 Defect inspection	Credwell Consulting		2,000.00	Paid	DE	1716	000206
28/09/2019	Defect investigation	STRATEGIC REMEDIAL SOLUTIONS PTY LTD		980.00	Paid	DE	1171	000214
05/11/2019	Stage 2 defect inspection	Credwell Consulting		2,025.00	Paid	DE	1843	000217
05/11/2019	Meeting with owners	Land Lay Consulting Group		902.00	Paid	DE	1897	000218
29/11/2019	Defect report	Credwell Consulting		2,000.00	Paid	DE	1905	000226
20/12/2019	Stage 2 invasive investigation	Credwell Consulting		1,950.00	Paid	DE	2066	000237
31/01/2020	Fire Safety Audit PP 0.30	Core Consulting Engineers Pty Ltd		1,950.00	Paid	DE	1623	000243
01/03/2020	Fire safety audit 170%	Core Consulting Engineers Pty Ltd		4,550.00	Paid	DE	CCE1721	000252
				<b>\$17,857.00</b>				
<b>Maint Bldg--Doors &amp; Windows 264600</b>								
15/11/2019	Replace Electrical cupboard lock	Next Gen Electrics Pty Ltd		190.00	Paid	DE	1643	000220
15/11/2019	Replace Electrical cupboard lock	Next Gen Electrics Pty Ltd		279.91	Paid	DE	1646	000220
20/12/2019	Replace glass u11	ALUMGLASS PTY LTD		690.00	Paid	DE	2917	000236
				<b>\$1,140.91</b>				
<b>Maint Bldg--Electrical 264800</b>								
28/09/2019	NBN Callout	Next Gen Electrics Pty Ltd		170.91	Paid	DE	1611	000212
18/10/2019	Install NBN - shop 2+3	Next Gen Electrics Pty Ltd		400.00	Paid	DE	1627	000216
				<b>\$570.91</b>				
<b>Maint Bldg--Fire Protection 265800</b>								
14/02/2020	Replace 4 detectors	Foremost Fire Protection		584.00	Paid	DE	7583	000247
23/02/2020	Smoke detector install 19/361 Military Rd Mosman	GOLD SERVICE ELECTRICAL PTY LTD		209.90	Paid	DE	1271	000251
				<b>\$793.90</b>				
<b>Maint Bldg--General Replacement 267400</b>								
09/04/2020	Leak repair to windows u15+19	KB ENTERPRISES & ASSOCIATES PTY LTD		750.00	Paid	DE	7	000263
				<b>\$750.00</b>				
<b>Maint Bldg--Painting &amp; Surface Finishes 271600</b>								

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The Owners SP 92834		Chelsea 363, 361-363 Military Rd, Mosman NSW 2088						
Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Capital Works Fund								
15/11/2019	Install manhole and repaint ceiling u15	SERVICE MORE 24 PTY LTD		2,400.00	Paid	DE	1396	000223
09/01/2020	Repair gyprock u11	KB ENTERPRISES & ASSOCIATES PTY LTD		410.00	Paid	DE	87	000239
				<b>\$2,810.00</b>				
				<b>Total expenses</b>	<b>\$23,922.72</b>			

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.



## Statement of Financial Performance for the financial year-to-date 01/09/2019 to 22/04/2020

The Owners SP 92834

Chelsea 363, 361-363 Military Rd, Mosman NSW  
2088

### Administrative Fund

		Current period 01/09/2019-22/04/2020	Annual budget 01/09/2019-31/08/2020	Previous year 01/09/2018-31/08/2019
<b>Revenue</b>				
142000	Insurance Claims	0.00	0.00	7,196.50
142500	Interest on Arrears--Admin	100.26	0.00	308.13
142850	Key & Security swipe order	0.00	0.00	400.00
143000	Levies Due--Admin	110,980.04	152,000.00	110,250.12
144000	Miscellaneous Income--Admin	0.00	0.00	845.15
145004	Recovery--Other	2,400.00	0.00	0.00
145005	Recovery--Owner	300.00	0.00	2,033.36
145006	Recovery--Tenant	200.00	0.00	0.00
<b>Total revenue</b>		<b>113,980.30</b>	<b>152,000.00</b>	<b>121,033.26</b>
<b>Less expenses</b>				
153801	Admin--Agent Disburst--Couriers	0.00	0.00	22.36
150900	Admin--Auditors--Taxation Services	0.00	150.00	0.00
151401	Admin--Bank Charges--Account Fees	0.00	0.00	2.50
151407	Admin--Bank Charges--With GST	45.00	70.00	73.64
153200	Admin--Legal Fees	0.00	0.00	365.18
154500	Admin--Management Fees - Additional Site Visits	0.00	0.00	600.00
154700	Admin--Management Fees - Keys & Swipes	0.00	0.00	360.00
154000	Admin--Management Fees--Standard	7,518.10	11,345.00	10,761.57
155400	Admin--Registration/License/Permit Fees	0.00	0.00	83.45
157400	Admin--Transfer to Capital Works Fund	0.00	0.00	6,000.00
159100	Insurance--Premiums	0.00	22,000.00	21,533.31
163000	Maint Bldg--Cleaning	19,168.46	27,000.00	29,423.06
164200	Maint Bldg--Consultants	0.00	0.00	280.00
164800	Maint Bldg--Electrical	530.00	1,000.00	785.46
165800	Maint Bldg--Fire Protection	1,650.00	2,900.00	2,900.00
166600	Maint Bldg--Garage Doors	0.00	200.00	180.00
167200	Maint Bldg--General Repairs	1,300.00	3,000.00	2,331.00
169600	Maint Bldg--Intercom	0.00	0.00	1,990.91
170201	Maint Bldg--Lift--Maintenance Contract	15,900.00	21,200.00	21,200.00
170204	Maint Bldg--Lift--Servicing/Repair	0.00	0.00	6,815.00
170400	Maint Bldg--Light Fittings	0.00	0.00	820.00
170600	Maint Bldg--Locks, Keys & Card Keys	1,473.18	1,200.00	185.08
171000	Maint Bldg--Mechanical	0.00	240.00	240.00
172000	Maint Bldg--Pest/Vermin Control	1,007.73	1,500.00	1,453.19
172200	Maint Bldg--Plumbing & Drainage	2,209.09	3,000.00	2,694.55
172800	Maint Bldg--Roof	2,200.00	1,100.00	0.00

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Executive Strata

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The Owners SP 92834		Chelsea 363, 361-363 Military Rd, Mosman NSW 2088		
Administrative Fund				
		Current period	Annual budget	Previous year
		01/09/2019-22/04/2020	01/09/2019-31/08/2020	01/09/2018-31/08/2019
190200	Utility--Electricity	7,176.14	15,000.00	14,954.44
191200	Utility--Water & Sewerage	4,406.86	6,000.00	5,649.65
Total expenses		64,584.56	116,905.00	131,704.35
Surplus/Deficit		49,395.74	35,095.00	(10,671.09)
Opening balance		(34,694.97)	(34,694.97)	(24,023.88)
Closing balance		\$14,700.77	\$400.03	-\$34,694.97

The Owners SP 92834		Chelsea 363, 361-363 Military Rd, Mosman NSW 2088		
<b>Capital Works Fund</b>				
		<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
		01/09/2019-22/04/2020	01/09/2019-31/08/2020	01/09/2018-31/08/2019
<b>Revenue</b>				
242500	Interest on Arrears--Capital Works	56.69	0.00	112.59
243100	Levies Due (Special)--Capital Works	30,000.00	30,000.00	0.00
243000	Levies Due--Capital Works	27,828.60	36,919.59	36,749.88
249000	Transfer from Admin Fund	0.00	0.00	6,000.00
<i>Total revenue</i>		57,885.29	66,919.59	42,862.47
<b>Less expenses</b>				
261300	Maint Bldg--Building Improvement	0.00	0.00	9,110.00
264200	Maint Bldg--Consultants	17,857.00	20,000.00	11,941.99
264600	Maint Bldg--Doors & Windows	1,140.91	0.00	1,550.00
264800	Maint Bldg--Electrical	570.91	1,000.00	8,876.36
265800	Maint Bldg--Fire Protection	793.90	0.00	0.00
266600	Maint Bldg--Garage Doors	0.00	0.00	970.00
267400	Maint Bldg--General Replacement	750.00	1,000.00	700.00
271600	Maint Bldg--Painting & Surface Finishes	2,810.00	0.00	0.00
272200	Maint Bldg--Plumbing & Drainage	0.00	1,000.00	1,770.00
<i>Total expenses</i>		23,922.72	23,000.00	34,918.35
<b>Surplus/Deficit</b>		33,962.57	43,919.59	7,944.12
Opening balance		(6,186.05)	(6,186.05)	(14,130.17)
<b>Closing balance</b>		<b>\$27,776.52</b>	<b>\$37,733.54</b>	<b>-\$6,186.05</b>



Level 5, 1 Northcliff Street Milsans Point NSW 2061  
PO BOX 507 Milsans Point NSW 1565  
Phone: 1300 361 263  
Email: info\_nsw@chu.com.au

CRM BROKERS PTY LIMITED  
PO BOX 6542  
BAULKHAM HILLS NSW 2153

## Certificate of Currency

### CHU Residential Strata Insurance Plan

<b>Policy No</b>	HU0042271N
<b>Policy Wording</b>	CHU RESIDENTIAL STRATA INSURANCE PLAN
<b>Period of Insurance</b>	24/06/2019 to 24/06/2020 at 4:00pm
<b>The Insured</b>	THE OWNERS - STRATA PLAN 92834
<b>Situation</b>	361-363 MILITARY ROAD MOSMAN NSW 2088

#### Policies Selected

##### Policy 1 – Insured Property

Building: \$21,400,000  
Common Area Contents: \$214,000  
Loss of Rent & Temporary Accommodation (total payable): \$3,210,000

##### Policy 2 – Liability to Others

Sum Insured: \$30,000,000

##### Policy 3 – Voluntary Workers

Death: \$200,000  
Total Disablement: \$2,000 per week

##### Policy 4 – Workers Compensation

Not Available

##### Policy 5 – Fidelity Guarantee

Sum Insured: \$100,000

##### Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$1,000,000

##### Policy 7 – Machinery Breakdown

Sum Insured: \$100,000

##### Policy 8 – Catastrophe Insurance

Sum Insured: \$3,210,000  
Extended Cover - Loss of Rent & Temporary Accommodation: \$481,500  
Escalation in Cost of Temporary Accommodation: \$160,500  
Cost of Removal, Storage and Evacuation: \$160,500

The contract of insurance is arranged by CHU Underwriting Agencies Pty Ltd (ARN 18 001 580 070, AFSL 243261) on behalf of the Insurer QBE Insurance (Australia) Limited (ABN 78 003 192 035, AFSL 239545).





**Policy 9 – Government Audit Costs and Legal Expenses**

Government Audit Costs: \$25,000

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

Legal Defence Expenses: \$50,000

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

Sum Insured: \$250,000

**Flood Cover is included.**

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

Effective Date 24/06/2019

This certificate confirms that from the effective date 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. This certificate is issued as a matter of information only and confers no rights on the certificate holder.

# CAPITAL WORKS PLAN

## CHELSEA 363

at

361-363 MILITARY ROAD MOSMAN

Plan No. SP 92834

**L&P Job No. 14940/61180**

Prepared by L&P Quantity Surveyor

William Wang BUrbDev(ConstMgt)

Printed: 01 June 2017



## LEARY & PARTNERS PTY LTD

ABN 010 134 148

Quantity Surveyors

Asset Management Consultants

Taxation Depreciation Consultants

Registered Tax Agent 53798007

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CAPITAL WORKS PLAN

Leary &amp; Partners Pty Ltd

## SUMMARY OF CONTRIBUTIONS

15 YEAR PLAN 15 YEAR FORECAST: Starting September 2017  
for

### CHELSEA 363 SP 92834

Prepared by Leary &amp; Partners Pty Ltd - Job No. 14940

Dated : 31 May 2017

Fund Balance @ September 2017: \$0.00

For the 12 month period ending	Total Contributions+	Expected Requirements	Fund Balance*	Interest less Tax
31/08/2018	\$56,880	\$5,439	\$51,891	\$450
31/08/2019	\$59,155	\$5,657	\$106,765	\$1,376
31/08/2020	\$61,521	\$5,883	\$164,758	\$2,355
31/08/2021	\$63,982	\$8,724	\$223,382	\$3,367
31/08/2022	\$66,541	\$7,689	\$286,659	\$4,424
31/08/2023	\$69,203	\$7,996	\$353,417	\$5,552
31/08/2024	\$71,971	\$16,487	\$415,572	\$6,670
31/08/2025	\$74,850	\$25,092	\$473,037	\$7,708
31/08/2026	\$77,844	\$155,947	\$402,529	\$7,595
31/08/2027	\$80,958	\$17,587	\$473,498	\$7,599
31/08/2028	\$84,196	\$37,649	\$528,738	\$8,693
31/08/2029	\$87,564	\$61,468	\$564,315	\$9,481
31/08/2030	\$91,066	\$72,356	\$593,065	\$10,039
31/08/2031	\$94,709	\$412,818	\$282,551	\$7,595
31/08/2032	\$98,497	\$357,251	\$26,478	\$2,681

\*This balance includes interest earned on the fund balance and tax payable on these earnings.

We were advised that this scheme is registered for GST.

+GST needs to be added to the Total Contributions when levying the residents

Expected Inflation 4.00%

Contingency 10.00%

Interest 2.50%

Taxation 30.00%

#### CAPITAL WORKS PLAN

Leary & Partners Pty Ltd

for the partial replacement or repair of these items. (This allowance may change in future forecasts to reflect a greater maintenance requirement during those future periods.)

For some other items we may have allowed to repair/replace a percentage of an item or items on a progressive basis (for example, light fittings) if it is reasonable to assume that all of the item or items will not be repaired or replaced at the same time.

- replacing light fittings
- replacing ventilation fans and motors
- replacing exposed internal ductwork
- replacing emergency light fittings
- replacing fire detectors
- replacing door hardware
- replacing aluminium window hardware
- replacing timber paling boundary fence
- replacing external timberwork
- replacing timber sleeper retaining wall
- replacing underground pipework
- replacing built up roofing membrane
- replacing downpipes

We recommend the status of these items be reviewed at regular intervals.

CAPITAL WORKS PLAN

Leary & Partners Pty Ltd

EXPECTED REQUIREMENTS						FR	RC	12 mths ending 31/08/18	12 mths ending 31/08/19	12 mths ending 31/08/20	12 mths ending 31/08/21	12 mths ending 31/08/22	12 mths ending 31/08/23	12 mths ending 31/08/24	12 mths ending 31/08/25	12 mths ending 31/08/26	12 mths ending 31/08/27
Item	Area	Description	Unit	Qty.	Rate	Yrs	Yrs	1	2	3	4	5	6	7	8	9	10
#1	Basement	Repaint carpark line markings	m	244	5	4	5					1,454					1,781
#2	Basement	Replace variable speed drives	No.	6	941	7	8							4,904			
#3	Basement	Replace automatic basement door opening gear	No.	1	1,877	8	9								2,545		
#4	Basement	Paint common basement areas	m2	79	25	9	10									2,524	
#5	Basement	Replace light fittings (approx. 10%)	No.	6	242	9	2									2,051	
#6	Basement	Replace ventilation fans and motors (approx. 30%)	No.	1	1,175	10	5										2,016
#7	Basement	Replace electric hot water system	No.	1	645	10	11										946
#8	Basement	Replace stormwater pump	No.	2	1,980	11	12										
#9	Basement	Replace basement door	No.	1	8,185	13	14										
#10	Basement	Replace exposed internal ductwork (approx. 10%)	m2	10	103	13	12										
#11	Building	Replace emergency light fittings (approx. 10%)	No.	5	242	4	1			1,402	1,658	1,517	1,977	1,840	1,708	1,714	
#12	Building	Replace fire detectors (approx. 10%)	No.	8	243	7	1							2,515	2,636	2,742	2,851
#13	Building	Replace door hardware (approx. 5%)	No.	3	296	7	2							1,549		1,675	
#14	Building	Paint building facade	m2	1,797	49	9	10									86,951	
#15	Building	Replace fire extinguishers	No.	19	172	11	12										
#16	Building	Replace MMTV system components	Item		2,664	11	12										
#17	Building	Replace intercom system	Item		12,960	12	13										
#18	Building	Replace aluminium window hardware (approx. 20%)	No.	12	89	12	5										
#19	Building	Replace fire indicator and mimic panel	Item		6,350	13	15										
#20	Building	Replace letterboxes	Item		3,190	13	15										
#21	Building	Maintain aluminium screening	m2	256	10	13	5										
#22	Building	Refurbish bathroom	Item		15,000	14	15										
#23	Building	Replace fire hose reel and nozzle	No.	14	536	14	15										
#24	External	Replace timber paling boundary fence (approx. 50%)	m	43	44	8	10								2,456		
#25	External	Replace external timberwork (approx. 30%)	m2	160	227	9	30									32,697	
#26	External	Replace timber sleeper retaining wall (approx. 25%)	m2	8	276	10	5										1,243
#27	External	Replace underground pipework (approx. 20%)	Item		8,056	14	15										
#28	Lifts	Replace lift components	Item		157,980	14	15										
#29	Lifts	Replace passenger lift carriage interior	No.	8	22,000	14	15										
#30	Lifts	Replace car lift components	Item		136,000	15	15										
#31	Roof	Replace built up roofing membrane (approx. 25%)	m2	140	126	12	5										
#32	Roof	Maintain metal roof sheeting	m2	18	86	15	30										
#33	Roof	Replace eaves gutters	m	12	58	15	15										
#34	Roof	Replace downpipes (approx. 30%)	m	6	77	15	20										
#35	Stairwells	Paint stairwells	m2	639	11	11	12										
#36	Typical lobbies	Maintain floor tiles	m2	30	227	8	5								10,450		
#37	Typical lobbies	Paint lobbies	m2	794	16	9	30									17,364	
#38	Typical lobbies	Replace light fittings (approx. 10%)	No.	4	153	9	2										862
#39	Typical lobbies	Replace signage to unit doors	No.	28	28	13	14										
#40		Tax credit claim for GST component						544	564	558	613	644	800	1,449	2,588	35,054	1,764
		Contingency						5,963	6,232	6,473	6,730	6,999	7,279	7,571	7,873	8,188	8,515
								5,419	5,657	5,883	6,224	6,689	7,196	7,847	8,592	155,947	17,548
Total																	

Requirements Page 5 of 11

CHILSEA 362

CAPITAL WORKS PLAN

Leary & Partners Pty Ltd

EXPECTED REQUIREMENTS				12 mths ending 31/08/28	12 mths ending 31/08/29	12 mths ending 31/08/30	12 mths ending 31/08/31	12 mths ending 31/08/32
Item	Area	Description		11	12	13	14	15
#1	Basement	Repaint carpark line markings					7,167	
#2	Basement	Replace variable speed drives						6,712
#3	Basement	Replace automatic basement door opening gear						
#4	Basement	Paint common basement areas						
#5	Basement	Replace light fittings (approx. 10%)	2,718		2,399			2,596
#6	Basement	Replace ventilation fans and motors (approx. 30%)						2,453
#7	Basement	Replace electric hot water system						
#8	Basement	Replace stormwater pump	6,039					
#9	Basement	Replace basement door				16,490		
#10	Basement	Replace exposed internal ductwork (approx. 10%)				6,035		
#11	Building	Replace emergency light fittings (approx. 10%)	1,815	1,918	1,996		2,076	2,159
#12	Building	Replace fire detectors (approx. 10%)	2,965	3,088	3,207		3,319	3,440
#13	Building	Replace door hardware (approx. 5%)	1,812		1,960			2,119
#14	Building	Paint building facade						
#15	Building	Replace fire extinguishers	3,946					
#16	Building	Replace MMTV system components	3,758					
#17	Building	Replace intercom system		22,156				
#18	Building	Replace aluminium window hardware (approx. 20%)		1,690				
#19	Building	Replace fire indicator and mimic panel				15,433		
#20	Building	Replace letterboxes				5,162		
#21	Building	Maintain aluminium screening				6,233		
#22	Building	Refurbish bathroom					25,732	
#23	Building	Replace fire hose reel and nozzle					12,813	
#24	External	Replace timber paling boundary fence (approx. 50%)						
#25	External	Replace external timberwork (approx. 30%)						3,945
#26	External	Replace timber sleeper retaining wall (approx. 25%)						
#27	External	Replace underground pipework (approx. 20%)					13,920	
#28	Lifts	Replace lift components					270,974	
#29	Lifts	Replace passenger lift carriage interior					113,220	
#30	Lifts	Replace car lift components						253,247
#31	Roof	Replace built up roofing membrane (approx. 25%)		29,555				
#32	Roof	Maintain metal roof sheeting						2,734
#33	Roof	Replace eaves gutters						1,245
#34	Roof	Replace downpipes (approx. 30%)						825
#35	Stairwells	Paint stairwells	9,342					
#36	Typical lobbies	Maintain floor tiles				12,734		
#37	Typical lobbies	Paint lobbies						1,091
#38	Typical lobbies	Replace light fittings (approx. 10%)	913		1,009			
#39	Typical lobbies	Replace signage to unit doors			1,704			
#40		Tax credit claim for GST component						
		Contingency	3,765	3,347	2,734	11,383	10,271	
Total				87,649	61,468	72,356	412,818	357,251

Requirements Page 7 of 11

CHILSEA 363

CAPITAL WORKS PLAN

Leary &amp; Partners Pty Ltd

## SUMMARISED CAPITAL WORKS PLAN

15 YEAR PLAN 15 YEAR FORECAST: Starting September 2017

for

### CHELSEA 363 SP 92834

Prepared by Leary &amp; Partners Pty Ltd - Job No. 14940

Dated : 31 May 2017

#### 1.0 General Information

The contributions shown in this report are based on a 15 year forecast period, i.e. the forecast calculations take into account the replacement and maintenance requirements of the building over the next 15 years. This report displays the forecast contributions and expenses for the first 10 years of this period.

#### 2.0 Current Capital Works Balance

The starting capital works balance used in these calculations is \$0.00 as at 1 September 2017.

#### 3.0 Summary of Required Capital Works Contributions

These contributions have been calculated to ensure that sufficient funds are available to meet all foreseeable expenses. The calculations take into account the current balance of the body corporate's capital works, as well as the effect of inflation, interest earnings and taxation.

For Period	to Aug-18	to Aug-19	to Aug-20	to Aug-21	to Aug-22	to Aug-23	to Aug-24	to Aug-25	to Aug-26	to Aug-27
Total Capital Works Contribution	\$56,880	\$59,155	\$61,521	\$63,982	\$66,541	\$69,203	\$71,971	\$74,850	\$77,844	\$80,958
Contribution per Entitlement	\$56.88	\$59.15	\$61.52	\$63.98	\$66.54	\$69.20	\$71.97	\$74.85	\$77.84	\$80.96

on all levies. A 10% allowance for GST should be added to the contributions displayed before

#### 4.0 Summary of Expected Expenditure

The table below is a summary of the forecast capital works expenditure for the next ten years. A contingency allowance has been included to provide for general unforeseen expenses which may occur during the forecast period. Detailed information about the expense items listed in this summary are contained in an extended forecast report. If you wish to view the extended report please contact your Body Corporate or Body Corporate Manager.

Categories	Expected Capital Works Requirements									
	to Aug-18	to Aug-19	to Aug-20	to Aug-21	to Aug-22	to Aug-23	to Aug-24	to Aug-25	to Aug-26	to Aug-27
Doors & Other Openings							1,549	2,545	1,675	
Floor Coverings								10,450		
Surface Finishes				1,464					121,620	
Air Handling Systems							4,904			2,000
Electrical Systems				1,402	1,458	1,517	1,577	1,640	4,639	1,774
Fire Equipment							2,535	2,636	2,742	2,851
Hot Water Installations										946
External Timberwork									32,697	3,242
Fencing & Barricades								2,456		
Contingency	5,983	6,222	6,471	6,730	6,999	7,279	7,571	7,873	8,188	8,516
Tax credit claim for GST component	-544	-566	-588	-610	-632	-654	-676	-698	-720	-742
Total Expected Expenditure	\$5,439	\$5,657	\$5,883	\$6,109	\$6,335	\$6,561	\$6,787	\$7,013	\$7,239	\$7,465



CAPITAL WORKS PLAN

Leary & Partners Pty Ltd

### Variable Contributions for 10 Year Plan

Lot No.	Entitl.	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
L1	20	1,365.11	1,419.72	1,476.51	1,535.57	1,596.99	1,660.87	1,727.30	1,796.40	1,868.25	1,942.98
L2	25	1,421.99	1,478.87	1,538.63	1,599.55	1,663.53	1,730.07	1,799.27	1,871.25	1,946.10	2,023.94
L3	38	2,161.43	2,247.89	2,337.80	2,431.31	2,528.57	2,629.71	2,734.90	2,844.29	2,958.06	3,076.39
L4	40	2,787.11	2,898.59	3,014.53	3,135.11	3,260.52	3,390.94	3,526.58	3,667.64	3,814.35	3,966.92
L5	54	3,071.50	3,194.36	3,322.14	3,455.02	3,593.23	3,736.95	3,886.13	4,041.89	4,203.57	4,371.71
L6	56	3,185.26	3,312.67	3,445.18	3,582.99	3,726.31	3,875.38	4,030.37	4,191.59	4,359.25	4,533.62
L7	34	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L8	33	1,877.03	1,952.11	2,030.20	2,111.40	2,195.86	2,283.69	2,375.04	2,470.04	2,568.85	2,671.60
L9	33	1,877.03	1,952.11	2,030.20	2,111.40	2,195.86	2,283.69	2,375.04	2,470.04	2,568.85	2,671.60
L10	33	1,877.03	1,952.11	2,030.20	2,111.40	2,195.86	2,283.69	2,375.04	2,470.04	2,568.85	2,671.60
L11	33	1,877.03	1,952.11	2,030.20	2,111.40	2,195.86	2,283.69	2,375.04	2,470.04	2,568.85	2,671.60
L12	33	1,877.03	1,952.11	2,030.20	2,111.40	2,195.86	2,283.69	2,375.04	2,470.04	2,568.85	2,671.60
L13	30	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L14	38	2,161.43	2,247.89	2,337.80	2,431.31	2,528.57	2,629.71	2,734.90	2,844.29	2,958.06	3,076.39
L15	34	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L16	34	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L17	34	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L18	34	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L19	34	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L20	34	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L21	34	1,913.91	2,011.27	2,091.72	2,175.39	2,262.40	2,352.90	2,447.01	2,544.89	2,646.69	2,752.56
L22	35	1,990.79	2,070.42	2,153.24	2,239.37	2,328.94	2,422.10	2,518.98	2,619.74	2,724.53	2,833.51
L23	35	1,990.79	2,070.42	2,153.24	2,239.37	2,328.94	2,422.10	2,518.98	2,619.74	2,724.53	2,833.51
L24	35	1,990.79	2,070.42	2,153.24	2,239.37	2,328.94	2,422.10	2,518.98	2,619.74	2,724.53	2,833.51
L25	35	1,990.79	2,070.42	2,153.24	2,239.37	2,328.94	2,422.10	2,518.98	2,619.74	2,724.53	2,833.51
L26	35	1,990.79	2,070.42	2,153.24	2,239.37	2,328.94	2,422.10	2,518.98	2,619.74	2,724.53	2,833.51
L27	35	1,990.79	2,070.42	2,153.24	2,239.37	2,328.94	2,422.10	2,518.98	2,619.74	2,724.53	2,833.51
L28	35	1,990.79	2,070.42	2,153.24	2,239.37	2,328.94	2,422.10	2,518.98	2,619.74	2,724.53	2,833.51
Totals	1000	\$56,879.70	\$59,154.89	\$61,521.09	\$63,981.93	\$66,541.21	\$69,202.86	\$71,970.97	\$74,849.81	\$77,843.80	\$80,957.55

\*The contributions shown in italics should be reviewed on an annual basis.  
\*On all levies: A 10% allowance for GST should be added to the contributions displayed above

Variable Contributions : Page 9 of 11

CHELSEA 363

CAPITAL WORKS PLAN

Leary & Partners Pty Ltd

### Contributions Optimisation Chart : 15 Year Forecast

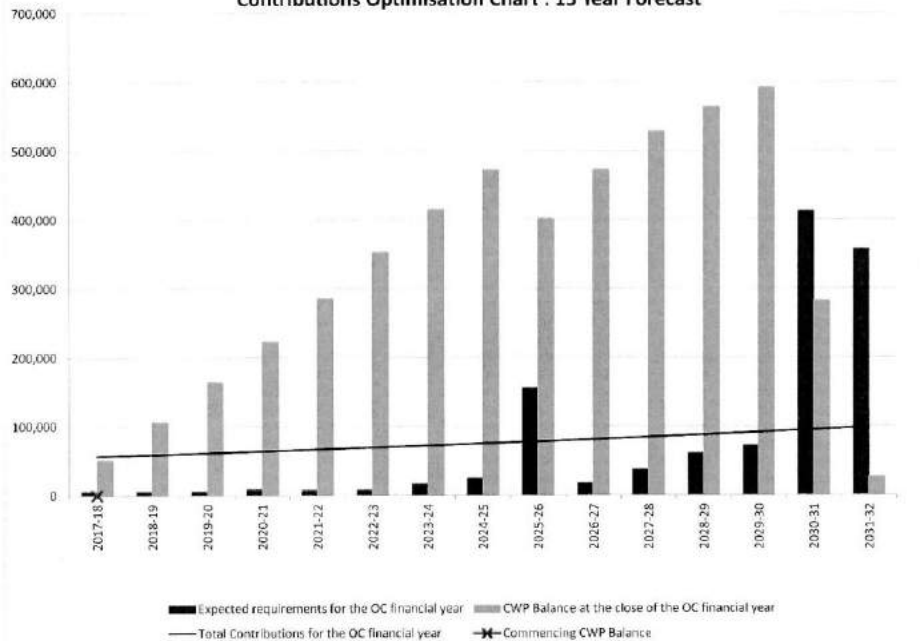


Chart : Page 10 of 11

CHELSEA 363

**MINUTES OF AN ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN 92834**

**ADDRESS OF THE STRATA SCHEME**

Chelsea 363  
Chelsea 363, 363 Military Rd, Mosman NSW 2088

**DATE, PLACE & TIME OF MEETING:** An Annual General Meeting of The Owners - Strata Plan 92834 was held on 28/09/2016 in Shop 1 which commenced at 06:00 PM.

**PRESENT:**

Lot #	Unit #	Attendance	Owner Name
5	GO2	Yes	Joseph, Margaret Philomena
6	GO3	Yes	Crossley, Susan Margaret
10	104	Yes	Jesslie Pty Ltd, Will Soulsby & Renata Marucci
13	107	Yes	Vella, Jenna & Michael Andrew
18	204	Yes	Xin, Anna
19	205	Yes	Cao, Michael
20	206	Yes	Chang, Yi-Fang (Rebecca)
23	302	Yes	Dicksmith, David
1	Shop 1		Ryan Fu (non voting)
2	Shop 2		Ryan Fu (non voting)
3	Shop 3		Ryan Fu (non voting)
7	101		Michelle Ratcliffe (non voting)

**CHAIRPERSON (acting):** Paul Tran

Minutes of the meeting:

**1 INSURANCE**

It was RESOLVED that a valuation be obtained for insurance purposes and that the Strata Managing Agent be authorised to alter the sum insured in accordance with the updated valuation and extend the insurance policy for a maximum of 12 months beyond the current expiry date of 24 December 2016.

**2 BUDGET**

It was RESOLVED that the statement of estimated receipts and payments (budget) was tabled and adopted.

**3 CONTRIBUTIONS**

(a) It was RESOLVED that contributions to the administrative fund are estimated in accordance with Section 75 (1) of the Strata Schemes Management Act 1996 and determined in accordance with Section 76 (1) of the Strata Schemes Management Act 1996 at \$110,000.00 including GST; and

(b) It was RESOLVED that contributions to the sinking fund are estimated in accordance with Section 75 (2) of the Strata Schemes Management Act 1996 and determined in accordance with Section 76 (1) of the Strata Schemes Management Act 1996 at \$17,600.00 including GST; and

(c) It was RESOLVED that both contributions be paid in equal quarterly instalments in advance, the first such instalment being due on 01 November 2016 and subsequent instalments being due on:

- 01 January 2017,
- 01 March 2017,
- 01 June 2017, and
- 01 September 2017.

**4 SINKING FUND PLAN**

It was RESOLVED that a consultant be appointed to prepare a 10 year Sinking Fund plan.

**5 AUDITOR**

It was DEFEATED that an auditor be engaged to audit the annual accounts.

**6 BY-LAWS**

It was RESOLVED that the current by-laws were considered and no amendments were required.

1





**STRATA SCHEMES MANAGEMENT ACT 2015**

**THE OWNERS STRATA PLAN 92834 - 361 MILITARY RD MOSMAN NSW 2088**

Minutes of business dealt with at the Annual General Meeting of The Owners - Strata Plan No. 92834, was held:

At: **361 MILITARY RD MOSMAN NSW (LOT 6)**  
On: **MONDAY 30<sup>th</sup> OCTOBER 2017**  
At: **6PM**



DATED 2 November 2017  
The Owners – Strata Plan No. 92834

ACV 600 468 120 F 1300 984 186 F (02) 8823 1887 E info@executivestrata.com.au  
Unit 25B/5-7 Inglewood Place, Baukham Hills 2153 PO Box 803 Baukham Hills NSW 1755



**ATTENDEES:**

Viktoria Verhoeven  
Margaret & Kevin Joseph  
Susan Crossley  
Michelle Ratcliffe  
Jesslie Pty Ltd  
Michael & Jenna Vella  
Ruel & Amanda Chavez  
Segri Bunsee  
Yi-Fang Chang  
David Smith  
Juerong Fang  
Workman Family Property Company Pty Ltd

Lot 4  
Lot 5  
Lot 6  
Lot 7  
Lot 10 (Nominee: Will Soulsby)  
Lot 13  
Lot 14  
Lot 15  
Lot 20  
Lot 23  
Lot 24  
Lot 25 (Proxy: Paul Tran)

**OTHER:**

Paul Tran  
Jonathan Pobre

Executive Strata (Acting Chairman)  
Executive Strata



### **MOTION 1 – Confirmation of previous minutes**

The Owners – Strata Plan No.92834 RESOLVE by ordinary resolution to confirm the minutes of the owners corporation held on 28 September 2016.

*[Explanatory Note: This is a required motion under section 8(1)(a) of Schedule 1 of the Strata Schemes Management Act 2015.]*

**MOTION RESOLVED.**

### **MOTION 2 – Strata committee**

Please refer to the call for nominations referred to in the notes at the end of this notice.

The following written nominations have been made for members of the strata committee prior to the issue of this notice: *N/A*

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to:

- (a) Call for nominations for members of the strata committee;
- (b) The candidates for election to the strata committee disclose any connections with the original owner or building manager for the scheme;
- (c) Determine the number of members of the strata committee; and
- (d) Elect the strata committee.

*[Explanatory Note: The owners corporation is required to have a strata committee. Under clause 8(1)(b) of Schedule 1 of the Strata Schemes Management Act 2015 a notice for a AGM must include a motion to determine the number of strata committee members and to elect the strata committee. The election of the strata committee cannot be decided by pre-electronic voting.]*

### **MOTION RESOLVED. Elected members are**

Viktoria Verhoeven	Lot 4
Margaret Joseph	Lot 5
Susan Crossley	Lot 6
Michelle Ratcliffe	Lot 7
Will Soulsby	Lot 10
Michael Vella	Lot 13
Segri Bunsee	Lot 15
Yi Fang Chang	Lot 20
David Smith	Lot 23



### **MOTION 3 – Tenants at meetings**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to restrict tenants from being present when the following matters are being discussed:

- (a) financial statements and auditor's reports;
- (b) levying of contributions;
- (c) recovery of unpaid contributions;
- (d) a strata renewal proposal under Part 10 of the *Strata Schemes Development Act 2015* or any related matter; and/or
- (e) any other financial matter specified by the regulations for this purpose.

*[Explanatory Note: Tenants are able to attend general meetings. They are not entitled to address the meeting unless authorised to do so by resolution and are not entitled to vote unless they hold a proxy. The owners corporation is able to restrict tenants from being present when certain matters listed above are discussed or determined.]*

**MOTION RESOLVED.**

### **MOTION 4 – Other means of voting**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to adopt the following alternate means of voting (not being elections) at meetings of the owners corporation and/or meetings of the strata committee:

- (a) Voting by means of teleconference while participating in a meeting from a remote location;
- (b) Voting by means of video-conferencing while participating in a meeting from a remote location;
- (c) Voting by means of email while participating in a meeting from a remote location;
- (d) Voting by means of other electronic means while participating in a meeting from a remote location;
- (e) Voting by means of email before the meeting; or
- (f) Voting by means of other electronic means before the meeting.

*[Explanatory Note: The owners corporation is able to adopt any of the above means of voting by resolution of the owners corporation in accordance with clause 28 of Schedule 1 of the *Strata Schemes Management Act 2015* and clause 14 of the *Strata Schemes Management Regulations 2016*.]*

**MOTION RESOLVED.**

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Unit 29B/5-7 Inglewood Place, Baulkham Hills 2153 PO Box 803 Baulkham Hills NSW 1755



#### **MOTION 5 – General Meeting Matters**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2016* to decide if any matter or type of matter is to be determined by the owners corporation in general meeting.

*[Explanatory Note: The owners corporation can place restrictions on the strata committee and determine that certain matters or types of matters cannot be decided by the strata committee but must be decided by the owners corporation at a general meeting. This motion is required to be on the agenda for each annual general meeting.]*

**MOTION RESOLVED.**

#### **MOTION 6 – By-laws**

The Owners – Strata Plan No. 92834 note the obligation under clause 4 of Schedule 3 of the *Strata Schemes Management Act 2015* (NSW) to review the by-laws within 12 months of 30 November 2016 and RESOLVES by ordinary resolution to comply with this obligation by one of the following options decided to be most appropriate after discussion had at the general meeting:

- (a) All owners to undertake an independent review, and discuss at a further general meeting to be held on an agreed date (no later than 29 November 2017) whether any by-laws require repealing, amending or new by-laws are required;
- (b) Agreed lot owners (to be specified in the minutes) to undertake a review of the by-laws and report back to the owners corporation at a general to be held on an agreed date (no later than 29 November 2017) whether any by-laws require repealing, amending or new by-laws are required;
- (c) The owners corporation seek professional assistance from appropriately experienced solicitors to undertake the required review of the by-laws and report back to the owners corporation with written advice on their recommendations on whether any by-laws require repealing, amending or new by-laws are required, and to effect that, direct the managing agent to seek fee proposal(s) from solicitors recommended by the managing agent for consideration and approval by the strata committee (or by the owners in general meeting if required).
- (d) The owners corporation has reviewed the by-laws, a copy of which is annexed to this notice, and has determined that the existing by-laws do not require repealing or amendment.

*[Explanatory note: The owners corporation has an obligation pursuant to clause 4 of Schedule 3 of the Strata Schemes Management Act 2015 to review the by-laws within 12 months of 30 November 2016. There have been significant changes in strata law with effect from 30 November 2016, and this obligation to review the by-laws should be undertaken with due diligence to ensure that the scheme's by-laws are still up to date, valid and enforceable, and reflect the reasonable expectations of owners and occupants.]*

**MOTION RESOLVED for option (d).**





#### **MOTION 7 – Building defect rectification**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider building defects and rectification and engage any qualified advisers as deemed appropriate to assist with this process.

*[Explanatory Note: 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 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.*

*A building inspection report by BTS Building & Consulting Pty Ltd relating to common areas has been conducted and a copy annexed to this agenda notice.]*

**MOTION RESOLVED.**

#### **MOTION 8 – Audit**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation.

*[Explanatory Note: The owners corporation for a large strata scheme, or a strata scheme for which the annual budget exceeds \$250,000 (as determined by clause 21 of the Strata Schemes Management Regulations 2016) must ensure that the accounts and financial statements of the owners corporation are audited before presentation to the annual general meeting in accordance with section 95 of the Strata Schemes Management Act 2015. It is optional for any other strata scheme.]*

**MOTION DEFEATED.**

#### **MOTION 9 – Accounting records and financial statements**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

*[Explanatory Note: Clause 9(b) of Schedule 1 of the Strata Schemes Management Act 2015 requires a form of motion for adoption of the financial statements.]*

**MOTION RESOLVED.**

#### **MOTION 10 – 10-Year Capital Works Fund Plan**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to review the 10-year plan for capital works fund and to decide whether to adopt the plan, revise the plan or replace the plan.

*[Explanatory Note: The owners corporation is required to have a 10-year capital works fund plan under section 80 of the Strata*



*Schemes Management Act 2015 which must 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. Clause 6 of Schedule 1 of the Strata Schemes Management Act 2015 provides a mandatory motion to prepare or review the 10-year plan for the capital works. Section 80(3) of the Strata Schemes Management Act 2015 provides that an owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared and must review the plan at least once every 5 years. Further, section 80(7) of the Strata Schemes Management Act 2015 provides that the owners corporation is, so far as practicable (and subject to any adjustments), to implement the 10 year capital works fund plan. A copy of the report is annexed.]*

**MOTION RESOLVED. Plan is revised as per Motion 12.**

### **MOTION 11 – Contributions to the Administrative Fund**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at \$115,500 including GST.
- (b) That the contributions to the administrative fund be paid in instalments as set out below, the first such instalment being due on **01 September 2017** and subsequent instalments being due on the days of **01 December 2017, 01 March 2018, and 01 June 2018**. An advance levy payment for the first quarter of the subsequent financial year will also be due **01 September 2018** based on a 5% increase.
  - \$27,500.01 (due 01 September 2017) – Levy Notice already issued
  - \$29,333.33 (due 01 December 2017)
  - \$29,333.33 (due 01 March 2018)
  - \$29,333.33 (due 01 June 2018)
  - \$30,318.75 (due 01 September 2018)

*(Explanatory Note: Under section 79(1) and 81(1) of the Strata Schemes Management Act 2015 there are requirements to determine the amounts required to credit to the administrative fund and to levy those amounts at each Annual General Meeting. Please note that section 83 of the Strata Schemes Management Act 2015 requires that any contribution levied by an owners corporation becomes due and payable to the owners corporation on the date set out in the notice of contribution. The date must be at least 30 days after the notice is given.)*

**MOTION RESOLVED.**

### **MOTION 12 – Contributions to the Capital Works Fund**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at \$22,000 including GST.



(b) That the contributions to the capital works fund be paid in installments as set out below, the first such instalment being due on **01 September 2017** and subsequent instalments being due on the days of **01 December 2017**, **01 March 2018**, and **01 June 2018**. An advance levy payment for the first quarter of the subsequent financial year will also be due **01 September 2018** based on a 5% increase.

- \$4,400.00 (due 01 September 2017) – Levy Notice already issued
- \$5,866.66 (due 01 December 2017)
- \$5,866.67 (due 01 March 2018)
- \$5,866.67 (due 01 June 2018)
- \$5,775.00 (due 01 September 2018)

*[Explanatory Note: Under sections 79(2) and 81(1) of the Strata Schemes Management Act 2015 there are requirements to determine the amounts required to credit to the capital works fund and to levy those amounts at each Annual General Meeting. Please note that section 83 of the Strata Schemes Management Act 2015 requires that any contribution levied by an owners corporation becomes due and payable to the owners corporation on the date set out in the notice of contribution. The date must be at least 30 days after the notice is given.]*

**MOTION RESOLVED.** Levy contribution to be amended to increase capital works fund contribution to \$38,500 inclusive of GST per annum to cater for defect rectification works and other capital improvements.

### **Motion 13 – Insurances**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution that the insurances effected on behalf of the owners corporation be confirmed, varied or extended. A copy of the Insurance Certificate is annexed to this agenda.

*[Explanatory Note: The owners corporation is required to maintain mandatory insurance and can take out additional insurance. This motion is a requirement of clause 9(d) of Schedule 1 of the Strata Schemes Management Act 2015.]*

**MOTION RESOLVED.**

### **Motion 14 – Insurance quotations**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to seek to obtain three quotations for all items of insurance required under the *Strata Schemes Management Act 2015* and to delegate the function of accepting and executing an appropriate quotation to the strata managing agent.

*[Explanatory Note: The above quotations include mandatory insurances and may also include optional insurances as determined by the owners corporation including office bearers liability, fidelity guarantee and an extension to works compensation above the government set limit (currently \$7,500.00).]*

**MOTION RESOLVED.**

### **Motion 15 – Office Bearers Liability Insurance**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution in accordance with section 165(2) of the *Strata Schemes Management Act 2015* to consider taking out office bearers liability





insurance.

*[Explanatory Note: Office bearers liability insurance provides cover for losses arising from alleged wrongful acts or omissions of the strata committee, committed or omitted in good faith in the course of carrying out their duties as a committee. It is not compulsory, however it is a requirement under clause 9(c) of Schedule 1 of the Strata Schemes Management Act 2015 for the owners corporation to decide whether to take this type of insurance out at each Annual General Meeting.]*

**MOTION RESOLVED.**

#### **Motion 16 – Fidelity Guarantee Insurance**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution in accordance with section 165(2) of the Strata Schemes Management Act 2015 to consider taking out fidelity guarantee insurance.

*[Explanatory Note: Fidelity guarantee insurance provides cover for losses arising from misappropriation of money or other property of the owners corporation by a member of the owners corporation. It is not compulsory, however it is a requirement under clause 9(c) of Schedule 1 of the Strata Schemes Management Act 2015 for the owners corporation to decide whether to take this type of insurance out at each Annual General Meeting.]*

**MOTION RESOLVED.**

#### **Motion 17 – Insurance valuation**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to seek a quote from a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the Strata Schemes Management Act 2015.

*[Explanatory Note: The former legislation only required consideration of the replacement value. However, reinstatement is also required and in some circumstances this amount could exceed the replacement value, leaving the scheme underinsured. It is expected that the valuer's fee to value reinstatement costs will be higher than just for replacement costs.]*

*The legislation does not require an owners corporation to obtain a valuation, however this is recommended. Please note a valuation was undertaken on 8 December 2016 and a copy is available via request to our office.]*

**MOTION DEFEATED.**

#### **MOTION 18 – Annual fire safety statement**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.

*[Explanatory Note: 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. A copy of the Annual Fire Safety Statement is annexed.]*

**MOTION RESOLVED.**

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Unit 29B/5-7 Inglewood Place, Baulkham Hills 2153 PO Box 803 Baulkham Hills NSW 1755



#### **MOTION 19 – Payment plans for overdue levy contributions**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution in accordance with section 85(5) of the *Strata Schemes Management Act 2015* to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and
- (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

*[Explanatory Note: Section 85(5) of the Strata Schemes Management Act 2015 provides that the owners corporation may by resolution at a general meeting agree to enter into payment plans, either generally or in particular cases, for the payment of overdue contributions.]*

**MOTION RESOLVED.**

#### **MOTION 20 – Overdue levy contributions**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, a qualified law firm be instructed to:
  - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
    - 1. The amount of the contribution, interest or expenses sought to be recovered;
    - 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
    - 3. The date the contribution was due to be paid;
    - 4. Whether a payment plan may be entered into in accordance with section 85(5) of the *Strata Schemes Management Act 2015*; and
    - 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) A qualified law firm be engaged and instructed to:
  - (i) Provide advice regarding recovering outstanding contributions;

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- (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
- (iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
  1. Obtaining any necessary writ(s) for the levy of property; and
  2. Obtaining any necessary garnishee order(s).

**[Explanatory Notes:**

1. Section 86 of the Strata Schemes Management Act 2015 states that an owners corporation must not take debt recovery action unless it has given notice to the person against whom the action is to be taken at least 21 days' notice of the action.
2. Section 12 of the Strata Schemes Management Act 2015 provides that the owners corporation for a strata scheme may employ such persons as it thinks fit to assist it in the exercise of any of its functions. Further, the owners corporation must ensure that any person so employed has the qualifications if any required by the Act or any other law for the exercise of that function.

**MOTION RESOLVED.**

**MOTION 21 – Report on commissions**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider the report from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

It is noted that the only commission or training services provided to or paid for the agent has been previously disclosed in the current Agency Agreement relating to the payment of Insurance Commission.

*[Explanatory Note: The strata managing agent may receive commissions and/or training services in connection with the exercise of the agents function for the scheme. It is a requirement under section 60 of the Strata Schemes Management Act 2015 that the agent provide a report on the details and amounts of the commissions received for the preceding 12 months and anticipated details and amount of commissions and training services for the following 12 months.]*

**MOTION RESOLVED.**



#### **MOTION 22 – CLEANING CONTRACTOR**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider a new cleaning contractor Perfect Strata Maintenance for ongoing cleaning contract as per quotation.

*[Explanatory Note: The owners corporation is to consider whether to retain existing cleaning contractor Intergreen Property Services at an annual cost of \$28,500+GST or engage Perfect Strata Maintenance at an annual cost of \$26,000+GST.]*

**MOTION RESOLVED. Perfect Strata maintenance to be engaged as contractor subject to additional offer of wash clean of basement car park annually and wash/sanitising bins once per month.**

#### **MOTION 23 – LIFT MAINTENANCE CONTRACT**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider Hamilton Elevators maintenance proposal for a 3 year term.

*[Explanatory Note: Hamilton Elevators have provided a lift maintenance contract proposal for 5 lifts at an annual cost of \$19,200+GST. A maintenance proposal is annexed.]*

**MOTION RESOLVED.**

#### **MOTION 24 – ADDITIONAL GENERAL WASTE RUBBISH BINS**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider ordering 4 additional general waste bins at an increase of \$212 to annual council rates per lot.

*[Explanatory Note: There is a current requirement for additional general waste bins due to increase usage with shortfall of bins available in the bin room during weekly collection night.]*

**MOTION RESOLVED.**

#### **MOTION 25 – Appoint Managing Agent**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution in accordance with section 49 of the *Strata Schemes Management Act 2015* to appoint Executive Strata Pty Ltd ACN 600 468 120 as strata managing agent from the date of this meeting, on the terms and conditions set out in the proposed strata management agency agreement, a copy of which is annexed to this notice (**Agreement**), and the strata managing agent be delegated:

- (i) all of the functions of the owners corporation (other than those listed in section 52(2) of the *Strata Schemes Management Act 2015*) and, the functions of chairperson, secretary and treasurer necessary to enable the agent to carry out the 'agreed services' and the 'additional services' as defined in the Agreement;
- (ii) the delegation to the agent is subject to the conditions and limitations listed in the Agreement.





- (iii) the owners corporation is to execute the Agreement to give effect to this appointment and delegation;
- (iv) once elected, the strata committee is to nominate a representative under the Agreement; and
- (v) authority is given to
  - A. if there are two or more members of the strata committee, two members of the strata committee; and/or
  - B. if the owners corporation has only one or two owners, those owners,
 to affix the common seal of the owners corporation to the Agreement in accordance with section 273 of the *Strata Schemes Management Act 2015*.

*[Explanatory Note: The owners corporation needs to comply with many statutory requirements, and to have someone to receive and respond to communications. It is prudent to appoint a professional strata managing agent to assist with this.]*

**MOTION RESOLVED.**

**MOTION 26 – General Business**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to discuss any other outstanding general business matters.

**MOTION RESOLVED.**

- Rebecca from Lot 20 to be point of contact to obtain additional quote from Bull & Bear Projects regarding cosmetic refurbishment of the main common area foyer.
- Executive Strata to obtain quote on repair of any potential water ingress on common area balconies and roof area.
- Executive Strata to obtain quote for installation of security access control. Installation of new system will eliminate current auto front entrance door being unsecured.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 7:30PM



### Minutes of Annual General Meeting

#### **STRATA SCHEMES MANAGEMENT ACT 2015**

#### **THE OWNERS STRATA PLAN 92834 - 361 MILITARY RD MOSMAN NSW 2088**

Minutes of business dealt with at the Annual General Meeting of The Owners - Strata Plan No. 92834 was held:

**At:** 361 MILITARY RD MOSMAN NSW (Unit 5)  
**On:** TUESDAY 16 OCTOBER 2018  
**At:** 6PM



#### **ATTENDEES:**

Margaret & Kevin Joseph	Lot 5
Susan Crossley	Lot 6
Michelle Ratcliffe	Lot 7
Jessie Pty Ltd	Lot 10 (Nominee: Will Soulsby)
Michael Vella	Lot 13
Ruel & Amanda Chavez	Lot 14
Segri Bunsee	Lot 15
Rebecca Chang	Lot 20
Workman Family Property Company Pty Ltd	Lot 25 (Proxy: Paul Tran)

#### **OTHER:**

Paul Tran	Executive Strata (Acting Chairman)
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DATED 23 October 2018

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Unit 29B/5-7 Inglewood Place, Baulkham Hills 2153 PO Box 803 Baulkham Hills NSW 1755



#### **MOTION 1 – Confirmation of previous minutes**

The Owners – Strata Plan No.92834 RESOLVE by ordinary resolution to confirm the minutes of the owners corporation held on 30 October 2017.

*[Explanatory Note: This is a required motion under section 8(1)(a) of Schedule 1 of the Strata Schemes Management Act 2015.]*

**MOTION RESOLVED.**

#### **MOTION 2 – General Meeting Matters**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2016* to decide if any matter or type of matter is to be determined by the owners corporation in general meeting.

*[Explanatory Note: The owners corporation can place restrictions on the strata committee and determine that certain matters or types of matters cannot be decided by the strata committee but must be decided by the owners corporation at a general meeting. This motion is required to be on the agenda for each annual general meeting.]*

**MOTION RESOLVED.**

#### **MOTION 3 – Accounting records and financial statements**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

*[Explanatory Note: Clause 9(b) of Schedule 1 of the Strata Schemes Management Act 2015 requires a form of motion for adoption of the financial statements.]*

**MOTION RESOLVED.**

#### **MOTION 4 – Audit**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation.

*[Explanatory Note: The owners corporation for a large strata scheme, or a strata scheme for which the annual budget exceeds \$250,000 (as determined by clause 21 of the Strata Schemes Management Regulations 2016) must ensure that the accounts and financial statements of the owners corporation are audited before presentation to the annual general meeting in accordance with section 95 of the Strata Schemes Management Act 2015. It is optional for any other strata scheme.]*

**MOTION DEFEATED.**



#### **MOTION 5 – Building defect rectification**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider building defects and rectification and engage any qualified advisers as deemed appropriate to assist with this process.

*[Explanatory Note: 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. 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.]*

**MOTION RESOLVED.**

#### **MOTION 6 – Contributions to the Administrative Fund**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at \$121,275 including GST.
- (b) That the contributions to the administrative fund be paid in installments as set out below, the first such instalment being due on **01 September 2018** and subsequent instalments being due on the days of **01 December 2018**, **01 March 2019**, and **01 June 2019**. An advance levy payment for the first quarter of the subsequent financial year will also be due **01 September 2019** based on a 5% increase.
  - \$30,318.75 (due 01 September 2018) – Levy Notice already issued
  - \$30,318.75 (due 01 December 2018)
  - \$30,318.75 (due 01 March 2019)
  - \$30,318.75 (due 01 June 2019)
  - \$31,834.69 (due 01 September 2019)

*[Explanatory Note: Under section 79(1) and 81(1) of the Strata Schemes Management Act 2015 there are requirements to determine the amounts required to credit to the administrative fund and to levy those amounts at each Annual General Meeting. Please note that section 83 of the Strata Schemes Management Act 2015 requires that any contribution levied by an owners corporation becomes due and payable to the owners corporation on the date set out in the notice of contribution. The date must be at least 30 days after the notice is given.]*

**MOTION RESOLVED.**

#### **MOTION 7 – Contributions to the Capital Works Fund**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at \$40,425 including GST.
- (b) That the contributions to the capital works fund be paid in installments as set out below, the first





such instalment being due on **01 September 2018** and subsequent instalments being due on the days of **01 December 2018**, **01 March 2019**, and **01 June 2019**. An advance levy payment for the first quarter of the subsequent financial year will also be due **01 September 2019** based on a 5% increase.

- \$10,106.25 (due 01 September 2018) – Levy Notice already issued
- \$10,106.25 (due 01 December 2018)
- \$10,106.25 (due 01 March 2019)
- \$10,106.25 (due 01 June 2019)
- \$10,611.56 (due 01 September 2019)

*[Explanatory Note: Under sections 79(2) and 81(1) of the Strata Schemes Management Act 2015 there are requirements to determine the amounts required to credit to the capital works fund and to levy those amounts at each Annual General Meeting. Please note that section 83 of the Strata Schemes Management Act 2015 requires that any contribution levied by an owners corporation becomes due and payable to the owners corporation on the date set out in the notice of contribution. The date must be at least 30 days after the notice is given.]*

**MOTION RESOLVED.**

#### **MOTION 8 – 10-Year Capital Works Fund Plan**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution that the 10-year plan for capital works fund has been reviewed and a variation to the plan is adopted as per proposed contributions to the Capital Works Fund in this Annual General Meeting.

*[Explanatory Note: The owners corporation is required to have a 10-year capital works fund plan under section 80 of the Strata Schemes Management Act 2015. Section 80(3) of the Strata Schemes Management Act 2015 provides that an owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared and must review the plan at least once every 5 years. The previous plan was prepared on 1 June 2017.]*

**MOTION RESOLVED.**

#### **MOTION 9 - Insurances**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution that the insurances effected on behalf of the owners corporation be confirmed.

*[Explanatory Note: The owners corporation is required to maintain mandatory insurance and can take out additional insurance. This motion is a requirement of clause 9(d) of Schedule 1 of the Strata Schemes Management Act 2015. A copy of the Insurance Certificate is annexed to this agenda.]*

**MOTION RESOLVED.**



#### **MOTION 10 – Annual fire safety statement**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider the annual fire safety statement once completed and to make arrangements for obtaining the next annual fire statement.

*[Explanatory Note: 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.]*

**MOTION RESOLVED.**

#### **MOTION 11 – Overdue levy contributions**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, a qualified law firm be instructed to:
  - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
    1. The amount of the contribution, interest or expenses sought to be recovered;
    2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
    3. The date the contribution was due to be paid;
    4. Whether a payment plan may be entered into in accordance with section 85(5) of the *Strata Schemes Management Act 2015*; and
    5. Any other action that may be taken to arrange for payment of the contribution;
- (c) A qualified law firm be engaged and instructed to:
  - (i) Provide advice regarding recovering outstanding contributions;
  - (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;



(iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:

1. Obtaining any necessary writ(s) for the levy of property; and
2. Obtaining any necessary garnishee order(s).

**[Explanatory Notes:**

1. Section 86 of the Strata Schemes Management Act 2015 states that an owners corporation must not take debt recovery action unless it has given notice to the person against whom the action is to be taken at least 21 days' notice of the action.
2. Section 12 of the Strata Schemes Management Act 2015 provides that the owners corporation for a strata scheme may employ such persons as it thinks fit to assist it in the exercise of any of its functions. Further, the owners corporation must ensure that any person so employed has the qualifications if any required by the Act or any other law for the exercise of that function.

**MOTION RESOLVED.**

**MOTION 12 – Report on commissions**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider the report from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

It is noted that the only commission or training services provided to or paid for the agent has been previously disclosed in the current Agency Agreement relating to the payment of Insurance Commission.

*[Explanatory Note: The strata managing agent may receive commissions and/or training services in connection with the exercise of the agents function for the scheme. It is a requirement under section 60 of the Strata Schemes Management Act 2015 that the agent provide a report on the details and amounts of the commissions received for the preceding 12 months and anticipated details and amount of commissions and training services for the following 12 months.]*

**MOTION RESOLVED.**

**MOTION 13 – Strata committee**

Please refer to the call for nominations referred to in the notes at the end of this notice.

The following written nominations have been made for members of the strata committee prior to the issue of this notice: N/A

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to:

ACN 600 468 120 T 1300 984 186 F (02) 8823 1887 E info@executivestrata.com.au  
Unit 29B/5-7 Inglewood Place, Baulkham Hills 2153 PO Box 803 Baulkham Hills NSW 1755



- (a) Call for nominations for members of the strata committee;
- (b) The candidates for election to the strata committee disclose any connections with the original owner or building manager for the scheme;
- (c) Determine the number of members of the strata committee; and
- (d) Elect the strata committee.

*[Explanatory Note: The owners corporation is required to have a strata committee. Under clause 8(1)(b) of Schedule 1 of the Strata Schemes Management Act 2015 a notice for a AGM must include a motion to determine the number of strata committee members and to elect the strata committee. The election of the strata committee cannot be decided by pre-electronic voting.]*

**MOTION RESOLVED. Elected members are**

Viktoria Verhoeven	Lot 4
Kevin Joseph	Lot 5
Susan Crossley	Lot 6
Michelle Ratcliffe	Lot 7
Will Soulsby	Lot 10
Michael Vella	Lot 13
Segri Bunsee	Lot 15
Rebecca Chang	Lot 20

**MOTION 14 – General Business**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to discuss any other outstanding general business matters including outstanding repairs & maintenance.

**MOTION RESOLVED.**

- Inspection to be organised for building's common area which may be affected by the B-Line construction works
- Site meeting to be organised between committee member, Executive Strata and Hamilton Elevators regarding slamming of door in small foyer lift
- Cleaners now attending site on Wednesday in lieu of Tuesdays due to council delay in bin collection
- Temporary repair to be undertaken to unit 18/19/20 for water leak through facade
- Graffiti on building to be removed
- Quote to be obtained from Landlay Consulting regarding building inspection and project management of rectification work to facade and other common areas where defect remains outstanding.
- Explore possible finance funding for defect repair subject to report conducted by Landlay

*Those in attendance thanked Margaret & Kevin Joseph for providing their home for the meeting.*

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 7:10PM





**Statement of Financial Performance**  
**for the financial year-to-date**  
**01/09/2017 to 30/06/2018**

The Owners SP 92834

Chelsea 363, 361-363 Military Rd, Mosman NSW  
2088**Administrative Fund****Current period      Annual budget**

01/09/2017-30/06/2018    01/09/2017-31/08/2018

**Revenue**

142500	Interest on Arrears--Admin	105.54	0.00
143000	Levies Due--Admin	104,999.98	105,000.00
<i>Total revenue</i>		<u>105,105.52</u>	<u>105,000.00</u>

**Less expenses**

150900	Admin--Auditors--Taxation Services	150.00	0.00
151400	Admin--Bank Charges	0.00	100.00
151401	Admin--Bank Charges--Account Fees	3.90	0.00
151407	Admin--Bank Charges--With GST	55.23	0.00
151600	Admin--Consultants	1,300.00	500.00
153200	Admin--Legal & Debt Collection Fees	0.00	500.00
154000	Admin--Management Fees--Standard	8,534.16	10,290.00
157000	Admin--Telephone Charges	202.52	202.52
159100	Insurance--Premiums	29,366.10	16,000.00
161600	Maint Bldg--Building Report	272.73	0.00
163000	Maint Bldg--Cleaning	23,300.26	27,000.00
164600	Maint Bldg--Doors & Windows	568.64	0.00
164800	Maint Bldg--Electrical	1,450.00	2,000.00
165000	Maint Bldg--Electrical Lamps & Tubes	963.64	0.00
165800	Maint Bldg--Fire Protection	3,739.55	3,000.00
167200	Maint Bldg--General Repairs	7,678.19	2,000.00
170201	Maint Bldg--Lift--Maintenance Contract	9,547.11	15,000.00
170600	Maint Bldg--Locks, Keys & Card Keys	230.17	300.00
172000	Maint Bldg--Pest/Vermin Control	1,504.09	1,000.00
172200	Maint Bldg--Plumbing & Drainage	4,335.00	2,000.00
173800	Maint Bldg--Signs & Notice Boards	87.00	0.00
174600	Maint Bldg--Telephone & PABX Equipment	1,851.81	3,000.00
190200	Utility--Electricity	11,176.81	17,000.00
191200	Utility--Water & Sewerage	4,970.16	3,000.00
<i>Total expenses</i>		<u>111,287.07</u>	<u>102,892.52</u>

**Surplus/Deficit**

(6,181.55)      2,107.48

## Opening balance

(1,797.02)      (1,797.02)

**Closing balance****-\$7,978.57      \$310.46**



The Owners SP 92834

Chelsea 363, 361-363 Military Rd, Mosman NSW  
2088

**Capital Works Fund**

		<b>Current period</b>	<b>Annual budget</b>
		01/09/2017-30/06/2018	01/09/2017-31/08/2018
<b>Revenue</b>			
242500	Interest on Arrears--Capital Works	21.10	0.00
243000	Levies Due--Capital Works	35,000.02	35,000.00
<i>Total revenue</i>		<u>35,021.12</u>	<u>35,000.00</u>
<b>Less expenses</b>			
261300	Maint Bldg--Building Improvement	16,480.00	10,000.00
264600	Maint Bldg--Doors & Windows	637.23	0.00
264800	Maint Bldg--Electrical	2,415.00	4,000.00
265800	Maint Bldg--Fire Protection	4,266.00	0.00
267400	Maint Bldg--General Replacement	0.00	2,000.00
272100	Maint Bldg--Plant & Equipment	372.78	0.00
272200	Maint Bldg--Plumbing & Drainage	650.00	3,000.00
<i>Total expenses</i>		<u>24,821.01</u>	<u>19,000.00</u>
<b>Surplus/Deficit</b>		<u>10,200.11</u>	<u>16,000.00</u>
Opening balance		128.78	128.78
<b>Closing balance</b>		<u><b>\$10,328.89</b></u>	<u><b>\$16,128.78</b></u>



## Minutes of Extraordinary General Meeting

### **STRATA SCHEMES MANAGEMENT ACT 2015**

#### **THE OWNERS STRATA PLAN 92834 - 361 MILITARY RD MOSMAN NSW 2088**

Minutes of business dealt with at the Extra Ordinary General Meeting of The Owners - Strata Plan No. 92834, was held:

**At:** 361 MILITARY RD MOSMAN NSW (Unit 6)

**On:** Thursday 11<sup>th</sup> July, 2019

**At:** 6PM



#### **ATTENDEES:**

Viktoria Verhoeven  
Margaret Joseph  
Susan Crossley  
Michelle Ratcliffe  
Jessie Pty Ltd  
Michael Vella  
Ruel & Amanda Chavez  
Segri Bunsee  
Rebecca Chang  
Estate of David Dick Smith  
Workman Family Property Company Pty Ltd

Paul Tran  
Virginia Li  
John Riad

Lot 4  
Lot 5 (Proxy to Kevin Joseph)  
Lot 6  
Lot 7  
Lot 10 (Nominee: Will Soulsby)  
Lot 13  
Lot 14  
Lot 15  
Lot 20  
Lot 23 (Nominee: Micah Dick Smith)  
Lot 25 (Proxy: Paul Tran)

Executive Strata (Acting Chairman)  
Executive Strata  
Landlay



### **MOTION 1 – Confirmation of previous minutes**

The Owners – Strata Plan No.92834 RESOLVE by ordinary resolution to confirm the minutes of the previous General Meeting of the owners corporation held on 16 October 2018.

*[Explanatory Note: This is a required motion under section 8(1)(a) of Schedule 1 of the Strata Schemes Management Act 2015.]*

**MOTION RESOLVED.**

### **MOTION 2 – Building defect rectification**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider and approve to engage Landlay to carry out their proposed stage 1 to stage 3 services set out in their building report dated 1 May 2019.

- (a) Stage 1: Investigation Work – to arrange remedial builder to carry out invasive works outlined in that report for a fee of **\$2,950.00 +GST plus Builders costs**.
- (b) Stage 2: Remedial Specification - to prepare Remedial Building Specification to reflect the extent of the proposed remedial works in Building Report and requirements of the Owners Corporation for a fee of **\$4,950 + GST**.
- (c) Stage 3: Administering of tender process – to issue Remedial Building Scope of Works to (4) selected builders and review the tender submissions and issue tender assessment report to Owners Corporation for a fee of **\$1,500 +GST**.

*[Explanatory Note: 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. 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. A representative from Landlay Consulting will be available at the meeting to provide a summary of the report dated 1 May 2019 and answer any queries the Owners Corporation may seek.]*

**MOTION RESOLVED. Approved to engage Landlay to carry out stage 1 to stage 3 as proposed and amend stage 2 scope of work to include awning DA, painting and anchor point installation.**

### **MOTION 3 – Fire defect rectification**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider and approve to engage Credwell Consulting to carry out their proposed fire defect inspection report under Option 4 (common area only) as per quote dated 19 March 2019 to the amount of **\$4,000 + GST**.

*[Explanatory Note: A copy of the quote is attached as an annexure.]*

**MOTION RESOLVED. Landlay to incorporate the findings into their stage 2 and stage 3 work.**

### **MOTION 4 – Special Levy**

The Owners – Strata Plan No.92834 RESOLVES by ordinary resolution to adopt a special levy of \$33,000 inclusive of GST to initiate the building defect rectification work. The levy will be payable in one equal instalment due as follows:

- \$33,000 (due 1 September 2019)

*[Explanatory Note: A proposed special levy schedule is attached. The next quarterly levies are due 1 September 2019.]*

**MOTION RESOLVED.**



#### **MOTION 5 – Gutter & Inaccessible window Cleaning**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider and approve the quotation dated 28<sup>th</sup> June 2019 from Marigold Commercial Services to carry:

- (a) One off clean out the top of the roof and gutters via working at heights method for **\$750+GST**
- (b) One off supply and install 20 anchor points (certification included) on the roof for **\$4500+GST**
- (c) An option to clean the inaccessible external glass windows and wipe clean all window frames via industrial rope access for **\$1,750+GST**

*[Explanatory Note: A copy of the quote is attached as an annexure.]*

**MOTION DEFERRED. Additional quote to be obtained.**

#### **Motion 6 – Signages Installation – Car Park Area**

The Owners – Strata Plan No. 92834 RESOLVE by special resolution that to install signages in the car park area and give authority to the Strata Committee to

- (a) Decide the quantity of the signages be required,
- (b) Decide the appropriate size of the signages,
- (c) Decide the appropriate wordings on the signages,
- (d) Decide the suitable locations for the signages to be installed by suitable trades people.

*[Explanatory Note: There has been reports that residents are parking their vehicles in the common area (visitor parking) regularly or for an extended period. Vehicles were found on some occasions to be parking dangerously and blocking the driveway. The signages are to improve residents' awareness of the rules in the common area and applicable by-laws.]*

**MOTION DEFEATED.**

#### **Motion 7 – General Business**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to discuss any other outstanding general business matters.

- Lot 4 owner – sought permission to store the bulky item to be attached to the outside of the lot's storage cage – approved.
- Items left on the common area – Notice will be published to all residents that items to be removed by 11th August, 2019. Items will be removed after this date without further notice.
- The Owners Corporation thanked Susan Crossley of Lot 6 for providing the meeting venue.

**Closure:** There being no further business, the chairperson declared the meeting closed at 7.30pm.





## Minutes of Annual General Meeting

### **STRATA SCHEMES MANAGEMENT ACT 2015 THE OWNERS STRATA PLAN 92834 - 361 MILITARY RD MOSMAN NSW 2088**

Minutes of business dealt with at the Annual General Meeting of The Owners - Strata Plan No. 92834, was held:

**At:** 361 MILITARY RD MOSMAN NSW (Unit 5)  
**On:** THURSDAY 31 OCTOBER 2019  
**At:** 6PM



#### **ATTENDEES:**

Viktoria Verhoeven	Lot 4
Margaret & Kevin Joseph	Lot 5
Susan Crossley	Lot 6
Michelle Ratcliffe	Lot 7
Jesslie Pty Ltd	Lot 10 (Nominee: Will Soulsby)
Michael Vella	Lot 13
Ruel & Amanda Chavez	Lot 14
Segri Bunsee	Lot 15
Rebecca Chang	Lot 20
LJL Property Pty Ltd	Lot 21 (Proxy: Susan Hetherington)
Estate of David Dick Smith	Lot 23 (Nominee: Micah Dick Smith)
Paul Tran	Executive Strata (Acting Chairman)
Virginia Li	Executive Strata
John Riad	Landlay

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 Unit 29B/5-7 Inglewood Place, Baulkham Hills 2153 PO Box 803 Baulkham Hills NSW 1755





#### **MOTION 1 – Confirmation of previous minutes**

The Owners – Strata Plan No.92834 RESOLVE by ordinary resolution to confirm the minutes of the owners corporation held on 11 July 2019.

*[Explanatory Note: This is a required motion under section 8(1)(a) of Schedule 1 of the Strata Schemes Management Act 2015.]*

**MOTION RESOLVED.**

#### **MOTION 2 – General Meeting Matters**

The Owners - Strata Plan No.92834 RESOLVES by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* to decide that there be no additional restrictions placed on the Strata Committee other than those currently imposed by Section 36(3) of the *Strata Schemes Management Act 2015*.

*[Explanatory Note: The owners corporation can place restrictions on the strata committee and determine that certain matters or types of matters cannot be decided by the strata committee but must be decided by the owners corporation at a general meeting.]*

**MOTION RESOLVED.**

#### **MOTION 3 – Accounting records and financial statements**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

*[Explanatory Note: Clause 9(b) of Schedule 1 of the Strata Schemes Management Act 2015 requires a form of motion for adoption of the financial statements.]*

**MOTION RESOLVED.**

#### **MOTION 4 – Audit**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation.

*[Explanatory Note: The owners corporation for a large strata scheme, or a strata scheme for which the annual budget exceeds \$250,000 (as determined by clause 21 of the Strata Schemes Management Regulations 2016) must ensure that the accounts and financial statements of the owners corporation are audited before presentation to the annual general meeting in accordance with section 95 of the Strata Schemes Management Act 2015. It is optional for any other strata scheme.]*

**MOTION DEFEATED.**

#### **MOTION 5 – Building defect rectification**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider building defects and rectification and engage any qualified advisers as deemed appropriate to assist with this process.

*[Explanatory Note: 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. 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.]*

**MOTION RESOLVED.**

**MOTION 6 – Contributions to the Administrative Fund**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at \$167,200 Including GST.
- (b) That the contributions to the administrative fund be paid in installments as set out below, the first such instalment being due on **01 September 2019** and subsequent instalments being due on the days of **01 December 2019, 01 March 2020, and 01 June 2020**. An advance levy payment for the first quarter of the subsequent financial year will also be due **01 September 2020**.
  - \$31,834.64 (due 01 September 2019) – Levy Notice already issued
  - \$45,121.79 (due 01 December 2019)
  - \$45,121.79 (due 01 March 2020)
  - \$45,121.79 (due 01 June 2020)
  - \$45,121.79 (due 01 September 2020)

*(Explanatory Note: Under section 79(1) and 81(1) of the Strata Schemes Management Act 2015 there are requirements to determine the amounts required to credit to the administrative fund and to levy those amounts at each Annual General Meeting. Please note that section 83 of the Strata Schemes Management Act 2015 requires that any contribution levied by an owners corporation becomes due and payable to the owners corporation on the date set out in the notice of contribution. The date must be at least 30 days after the notice is given.)*

**MOTION RESOLVED.**

**MOTION 7 – Contributions to the Capital Works Fund**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at \$10,611.55 including GST.
- (b) That the contributions to the capital works fund be paid in installments as set out below, the first such instalment being due on **01 September 2018** and subsequent instalments being due on the days of **01 December 2018, 01 March 2019, and 01 June 2019**. An advance levy payment for the first quarter of the subsequent financial year will also be due **01 September 2019**.
  - \$10,611.50 (due 01 September 2019) – Levy Notice already issued
  - \$0.02 (due 01 December 2019)
  - \$0.02 (due 01 March 2020)
  - \$0.01 (due 01 June 2020)
  - \$2,652.89 (due 01 September 2020)

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Unit 298/5-7 Inglewood Place, Baulkham Hills 2153 PO Box 803 Baulkham Hills NSW 1755



*[Explanatory Note: Under sections 79(2) and 81(1) of the Strata Schemes Management Act 2015 there are requirements to determine the amounts required to credit to the capital works fund and to levy those amounts at each Annual General Meeting. Please note that section 83 of the Strata Schemes Management Act 2015 requires that any contribution levied by an owners corporation becomes due and payable to the owners corporation on the date set out in the notice of contribution. The date must be at least 30 days after the notice is given.]*

**MOTION AMENDED & RESOLVED.** The amendment is an increase to the Capital Works Fund contribution by a further \$30,000 taking contributions to \$40,611.55 including GST.

#### **MOTION 8 – 10-Year Capital Works Fund Plan**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution that the 10-year plan for capital works fund has been reviewed and a variation to the plan is adopted as per proposed contributions to the Capital Works Fund in this Annual General Meeting.

*[Explanatory Note: The owners corporation is required to have a 10-year capital works fund plan under section 80 of the Strata Schemes Management Act 2015. Section 80(3) of the Strata Schemes Management Act 2015 provides that an owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared and must review the plan at least once every 5 years. The previous plan was prepared on 1 June 2017.]*

**MOTION RESOLVED.**

#### **Motion 9 - Insurances**

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution that the insurances effected on behalf of the owners corporation be confirmed.

*[Explanatory Note: The owners corporation is required to maintain mandatory insurance and can take out additional insurance. This motion is a requirement of clause 9(d) of Schedule 1 of the Strata Schemes Management Act 2015. A copy of the Insurance Certificate is annexed to this agenda.]*

**MOTION RESOLVED.**

#### **MOTION 10 – Annual fire safety statement**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider the annual fire safety statement once completed and to make arrangements for obtaining the next annual fire safety statement.

*[Explanatory Note: 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.]*

**MOTION RESOLVED.**





**MOTION 11 – Overdue levy contributions**

The Owners – Strata Plan No. 92634 RESOLVES by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, a qualified law firm be instructed to:
  - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
    - 1. The amount of the contribution, interest or expenses sought to be recovered;
    - 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
    - 3. The date the contribution was due to be paid;
    - 4. Whether a payment plan may be entered into in accordance with section 85(5) of the *Strata Schemes Management Act 2015*; and
    - 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) A qualified law firm be engaged and instructed to:
  - (i) Provide advice regarding recovering outstanding contributions;
  - (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
  - (iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
    - 1. Obtaining any necessary writ(s) for the levy of property; and
    - 2. Obtaining any necessary garnishee order(s).

**[Explanatory Notes:**

- 1. Section 86 of the *Strata Schemes Management Act 2015* states that an owners corporation must not take debt recovery action unless it has given notice to the person against whom the action is to be taken at least 21 days' notice of the action.
- 2. Section 12 of the *Strata Schemes Management Act 2015* provides that the owners corporation for a strata scheme may employ such persons as it thinks fit to assist it in the exercise of any of its functions. Further, the owners corporation must ensure that any person so employed has the qualifications if any required by the Act or any other law for the exercise of that function.

**MOTION RESOLVED.**

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Unit 29B/5-7 Inglewood Place, Baulkham Hills 2153 PO Box 803 Baulkham Hills NSW 1755



#### **MOTION 12 – Report on commissions**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to consider the report from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

It is noted that the only commission or training services provided to or paid for the agent has been previously disclosed in the current Agency Agreement relating to the payment of Insurance Commission.

*[Explanatory Note: The strata managing agent may receive commissions and/or training services in connection with the exercise of the agents function for the scheme. It is a requirement under section 60 of the Strata Schemes Management Act 2015 that the agent provide a report on the details and amounts of the commissions received for the preceding 12 months and anticipated details and amount of commissions and training services for the following 12 months.]*

**MOTION RESOLVED.**

#### **MOTION 13 – Strata committee**

Please refer to the call for nominations referred to in the notes at the end of this notice.

The following written nominations have been made for members of the strata committee prior to the issue of this notice: *N/A*

The Owners – Strata Plan No. 92834 RESOLVE by ordinary resolution to:

- (a) Call for nominations for members of the strata committee;
- (b) The candidates for election to the strata committee disclose any connections with the original owner or building manager for the scheme;
- (c) Determine the number of members of the strata committee; and
- (d) Elect the strata committee.

*[Explanatory Note: The owners corporation is required to have a strata committee. Under clause 8(1)(b) of Schedule 1 of the Strata Schemes Management Act 2015 a notice for a AGM must include a motion to determine the number of strata committee members and to elect the strata committee. The election of the strata committee cannot be decided by pre-electronic voting.]*

#### **MOTION RESOLVED. Elected members are**

Viktoria Verhoeven	Lot 4
Kevin Joseph	Lot 5
Susan Crossley	Lot 6
Michelle Ratcliffe	Lot 7
Will Soulsby	Lot 10
Michael Vella	Lot 13
Sgrí Bunsee	Lot 15
Rebecca Chang	Lot 20





**MOTION 14 – General Business**

The Owners – Strata Plan No. 92834 RESOLVES by ordinary resolution to discuss any other outstanding general business matters including current Defects inspection by Landlay Consulting and Credwell Consulting.

***MOTION RESOLVED. John Riad from Landlay advised that additional inspections have been conducted and a formal report will be provided to the Owners Corporation by December 2019. This will incorporate Landlay Consulting findings for general defects and Credwell Consulting findings for fire defects. The timeframe for preparation of any relevant scope of works is forecast for end of first quarter 2020 followed by remedial builder tender process. The funding of remedial works will be from strata loan finance or special levies, or a combination.***

**Closure:** There being no further business, the chairperson declared the meeting closed at 7.50pm

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## Statement of Financial Performance for the financial year to 31/08/2019

The Owners SP 92834

Chelsea 363, 361-363 Military Rd, Mosman NSW  
2088

### Administrative Fund

		Current period	Annual budget	Previous year
		01/09/2018-31/08/2019	01/09/2018-31/08/2019	01/09/2017-31/08/2018
<b>Revenue</b>				
142000	Insurance Claims	7,196.50	0.00	0.00
142500	Interest on Arrears--Admin	308.13	0.00	286.49
142850	Key & Security swipe order	400.00	0.00	0.00
143000	Levies Due--Admin	110,250.12	110,250.00	104,999.98
144000	Miscellaneous Income--Admin	845.15	0.00	0.00
145005	Recovery--Owner	2,033.36	0.00	0.00
<b>Total revenue</b>		<b>121,033.26</b>	<b>110,250.00</b>	<b>105,286.47</b>
<b>Less expenses</b>				
153801	Admin--Agent Disburst--Couriers	22.36	0.00	0.00
150900	Admin--Auditors--Taxation Services	0.00	150.00	150.00
151400	Admin--Bank Charges	0.00	50.00	0.00
151401	Admin--Bank Charges--Account Fees	2.50	0.00	3.90
151407	Admin--Bank Charges--With GST	73.64	0.00	71.59
151600	Admin--Consultants	0.00	0.00	1,300.00
153200	Admin--Legal & Debt Collection Fees	365.18	500.00	0.00
154500	Admin--Management Fees - Additional Site Visits	600.00	0.00	0.00
154700	Admin--Management Fees - Keys & Swipes	360.00	0.00	0.00
154000	Admin--Management Fees--Standard	10,761.57	10,770.00	10,249.16
155400	Admin--Registration/License/Permit Fees	83.45	0.00	0.00
157000	Admin--Telephone Charges	0.00	0.00	202.52
157400	Admin--Transfer to Capital Works Fund	6,000.00	0.00	0.00
159100	Insurance--Premiums	21,533.31	12,000.00	29,366.10
161600	Maint Bldg--Building Report	0.00	0.00	272.73
163000	Maint Bldg--Cleaning	29,423.06	27,000.00	25,466.93
164200	Maint Bldg--Consultants	280.00	0.00	0.00
164600	Maint Bldg--Doors & Windows	0.00	0.00	1,248.64
164800	Maint Bldg--Electrical	785.46	2,000.00	1,450.00
165000	Maint Bldg--Electrical Lamps & Tubes	0.00	0.00	963.64
165800	Maint Bldg--Fire Protection	2,900.00	0.00	4,464.55
165807	Maint Bldg--Fire Protection--Monitoring	0.00	3,000.00	0.00
166600	Maint Bldg--Garage Doors	180.00	0.00	0.00
167200	Maint Bldg--General Repairs	2,331.00	4,000.00	8,088.19
169600	Maint Bldg--Intercom	1,990.91	0.00	0.00
170201	Maint Bldg--Lift--Maintenance Contract	21,200.00	21,200.00	14,847.11
170204	Maint Bldg--Lift--Servicing/Repair	6,815.00	0.00	0.00
170400	Maint Bldg--Light Fittings	820.00	0.00	0.00

21/10/2019

13:21

Paul Tran

Executive Strata

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The Owners SP 92834

Chelsea 363, 361-363 Military Rd, Mosman NSW  
2088

**Administrative Fund**

		<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
		01/09/2018-31/08/2019	01/09/2018-31/08/2019	01/09/2017-31/08/2018
170600	Maint Bldg--Locks, Keys & Card Keys	185.08	300.00	440.70
171000	Maint Bldg--Mechanical	240.00	0.00	0.00
172000	Maint Bldg--Pest/Vermin Control	1,453.19	1,000.00	1,504.09
172200	Maint Bldg--Plumbing & Drainage	2,694.55	2,000.00	4,335.00
173800	Maint Bldg--Signs & Notice Boards	0.00	0.00	87.00
174600	Maint Bldg--Telephone & PABX Equipment	0.00	0.00	2,047.97
190200	Utility--Electricity	14,954.44	15,000.00	14,346.34
191200	Utility--Water & Sewerage	5,649.65	7,000.00	6,607.17
	<i>Total expenses</i>	131,704.35	105,970.00	127,513.33
<b>Surplus/Deficit</b>		(10,671.09)	4,280.00	(22,226.86)
	Opening balance	(24,023.88)	(24,023.88)	(1,797.02)
<b>Closing balance</b>		<b>-\$34,694.97</b>	<b>-\$19,743.88</b>	<b>-\$24,023.88</b>

The Owners SP 92834

Chelsea 363, 361-363 Military Rd, Mosman NSW  
2088

**Capital Works Fund**

		Current period 01/09/2018-31/08/2019	Annual budget 01/09/2018-31/08/2019	Previous year 01/09/2017-31/08/2018
<b>Revenue</b>				
242500	Interest on Arrears--Capital Works	112.59	0.00	90.78
243000	Levies Due--Capital Works	36,749.88	36,750.00	35,000.02
249000	Transfer from Admin Fund	6,000.00	0.00	0.00
	<i>Total revenue</i>	<i>42,862.47</i>	<i>36,750.00</i>	<i>35,090.80</i>
<b>Less expenses</b>				
261300	Maint Bldg--Building Improvement	9,110.00	10,000.00	22,161.82
264200	Maint Bldg--Consultants	11,941.99	3,000.00	0.00
264600	Maint Bldg--Doors & Windows	1,550.00	0.00	2,305.53
264800	Maint Bldg--Electrical	8,876.36	4,000.00	2,415.00
265800	Maint Bldg--Fire Protection	0.00	0.00	4,266.00
266600	Maint Bldg--Garage Doors	970.00	0.00	0.00
267400	Maint Bldg--General Replacement	700.00	2,000.00	0.00
272100	Maint Bldg--Plant & Equipment	0.00	0.00	372.78
272200	Maint Bldg--Plumbing & Drainage	1,770.00	3,000.00	17,828.62
	<i>Total expenses</i>	<i>34,918.35</i>	<i>22,000.00</i>	<i>49,349.75</i>
	<b>Surplus/Deficit</b>	<i>7,944.12</i>	<i>14,750.00</i>	<i>(14,258.95)</i>
	Opening balance	(14,130.17)	(14,130.17)	128.78
	<b>Closing balance</b>	<b><i>-\$6,186.05</i></b>	<b><i>\$619.83</i></b>	<b><i>-\$14,130.17</i></b>



# BUILDING REPORT

*For:*

**INTERNAL WATER PENETRATION**

*At:*

**361-363 MILITARY ROAD, MOSMAN**

*Prepared on behalf of:*

**THE OWNERS – STRATA PLAN 92834**

Prepared by: Judy Vu

Date: 1 May 2019

(Reference: 18-148 RPT 190318.docx)

Landlay Consulting Group Pty Ltd  
Lot 39-40, 76b Edinburgh Road  
Marrickville NSW 2204



## 1. INTRODUCTION

Thank you for the opportunity to provide consultancy services at the subject property. In accordance with your written instructions, an inspection of the complex was recently undertaken to assess and comment on reported water penetration affecting internal residential lots. Whilst on site, our office also inspected the internal and external common areas, basement and facades of the subject complex.

The inspections were carried out under fine weather conditions and in the presence of the respective occupants.

In level order, access was not permitted to the following Units:

Level 1	Level 2	Level 3
Unit 12 Unit 14	Unit 16* Unit 21	Unit 24

\*The occupant of Unit 16 declined our office access.

## 2. GENERAL BUILDING DESCRIPTION

The property at *361-363 Military Road, Mosman* is a mixed commercial and residential complex comprised of twenty-eight (28) lots across four (4) storeys. The complex is divided into two (2) buildings with commercial lots occupying the ground floor and residential lots located from Levels 1 to 3, accessed via the main entry of *Military Road*. The basement consists of three (3) levels where entrance is accessed via a concrete driveway located off *Prince Street*.

The general construction of the buildings consists of a concrete frame structure with reinforced concrete floors and concrete columns, and aerated concrete walls. The building facade features painted render and fibre cement sheet cladding with aluminium-framed windows. The top level of the building consists of timber louvres along the facades. The timber louvres extend down to the first and second floor on the northern end of the street frontage.

For the purpose of this report, the street frontage of *Military Road* is deemed west.



Figure 1: Site plan

### 3. OBSERVATIONS

We provide the following summary of our site observations.

We note a number of the residential lots identified by our office were similar/systemic in nature, and therefore those items have been collated in Sections 3.1 and 3.2 as systemic and recurring issues, respectively.

#### 3.1. Systemic issues

An inspection of the units revealed the following:

- Poor waterproofing detailing of the Bathrooms where the water stop angle installed at the threshold has been cut into the door jambs. Our office observed evidence in a number of units water penetration in the form of water staining to the smooth edge of the carpet, water damage and damp carpet. Consequently, water is allowed to bypass the threshold and affect the internals (if it has not already).

#### 3.2. Recurring issues

An inspection of the units revealed the following:

- Evidence of water penetration emanating from Levels 1 and 2 windows of the Enclosed Balcony and Bedroom in the form of water staining, blistering paint, delaminating plasterboard and water damage. It is noted the affected locations adjacent to the windows recorded elevated moisture readings at the time of inspection; and
- There has been an omission of suitable sub-sills (and weepholes) installed at the thresholds of Level 3 entry doors. Given the weather exposure of the units, water has pooled against the entry doors allowing for surface water to return back to the units and compromise their performance against fire. This is evident in the form of delamination, water damage and water staining.

#### 3.3. Lot property

A visual inspection of the subject property revealed the following:

##### Shop 1 - 3

- No evidence of water penetration affecting the internals.

##### Unit 4

- Evidence of water penetration adjacent to the courtyard sliding door of Bedrooms 1 and 2 in the form of water damage, water staining to the smooth edge of the carpet and mould growth. It is noted that the carpet at the affected location(s) was damp at the time of the inspection; and
- Evidence of water bypassing the threshold of the Ensuite in the form of water damage, water staining to the smooth edge of the carpet and wet carpet. There was evidence of previous patch repairs in the form of sealant application to the threshold.

##### Unit 5

- Evidence of water penetration adjacent to the courtyard sliding door of Bedroom 1 in the form of water staining to the smooth edge of the carpet;
- The occupant advised of previous rectification works to the Living Room to address waterproofing concerns through the courtyard sliding door. Our office is not privy to the extent of works undertaken and its effectiveness, however, we recorded elevated moisture readings to the right-hand side of the courtyard sliding door at the time of inspection; and
- The waterproofing membrane system of the planterboxes has been terminated less than 100mm to the walls.

#### Unit 6

- The occupant advised of previous rectification works to the Living Room to address waterproofing concerns in relation to the courtyard sliding door. It is noted that consequential damages in the form of water staining to the floorboards have not been undertaken as part of rectification works; and
- Evidence of previous rectification works in the form of a 'Megaseal' applied to the wall and concrete junction of the Ensuite. Our office is not privy to the extent of works undertaken and its effectiveness, however, the affected location at the thresholds was dry at the time of inspection.

#### Unit 7

- The occupant advised of previous water penetration occurrence emanating through the windows of the enclosed balcony during an event of heavy rainfall. This was confirmed with photographs and videos provided by the occupant at the time of inspection.

#### Unit 8

- Refer to Section 3.2; and
- Evidence of previous rectification works to the air-conditioner to address leakage, however, consequential damages in the form of flaking paint to the access hatch in the Kitchen have not been rectified as part of the works.

#### Unit 9 - 11

- Refer to Section 3.2.

#### Unit 12

- No internal access was provided at the time of inspection.

#### Unit 13

- Refer to Section 3.2; and
- Evidence of water penetration in the form of blistering paint to the access hatch in the Kitchen.

#### Unit 14

- No internal access was provided at the time of inspection.

#### Unit 15

- Refer to Section 3.2;
- Evidence of previous rectification works to the air-conditioner to address leakage, however, consequential damages in the form of water staining to the ceiling of the Study have not been rectified as part of the works; and
- Evidence of water penetration in the form of water staining to the Bathroom ceiling.

#### Unit 16

- No internal access was provided at the time of inspection.

#### Unit 17

- Refer to Section 3.2.

#### Unit 18

- Refer to Section 3.2; and
- Evidence of previous investigation works observed to the localised hole in the wall of the Enclosed Balcony. Our office was unable to gain access at the time of inspection.

#### Unit 19 - 20

- Refer to Section 3.2.

#### Unit 21

- No internal access was provided at the time of inspection.

#### Unit 22

- Refer to Section 3.2;
- Evidence of poor waterproofing detailing to the Bathroom in the form of the waterproofing system has been applied to the new tiles placed on top of the original ones; and
- No evidence of internal water penetration sighted at the time of inspection.

#### Unit 23

- Refer to Section 3.2; and
- No evidence of internal water penetration sighted at the time of inspection.

#### Unit 24

- No internal access was provided at the time of inspection.

#### Unit 25

- No evidence of internal water penetration sighted at the time of inspection.

#### Unit 26

- Refer to Section 3.2;
- The occupant advised of a recent occurrence of flooding emanating from the commons into the internals during an event of heavy rainfall. This was evident in the form of water damage, water staining and mould growth to the floorboards adjacent to the entry door; and
- An instance of a blocked drainage opposite the entry door, which is considered a maintenance concern.

#### Unit 27

- Refer to Section 3.2; and
- No evidence of internal water penetration sighted at the time of inspection.

#### Unit 28

- Refer to Section 3.2.

### 3.4. Internal common areas

#### Level 1 Foyer

- An absence of what appears to be fire-rated separation to the switchboards between Levels 1 and 2.

#### Level 2 Foyer

- Evidence of water penetration affecting the ceiling adjacent to Unit 14 in the form of water staining, elevated moisture readings, delaminating and blistering paint;
- An instance of efflorescence emanating from cracking to the ceiling between the entry doors of Units 15 and 16;
- Instance of protrusion to the flooring tiles from the concrete slab on Level 2; and
- Absence of coating system applied to the façade concrete slab edge on Level 2.

#### Level 3 Fire stairs

- Evidence of water penetration in the form of water staining to the ceiling of Level 3 Southern fire stairs.

### 3.5. External common areas

#### Level 3 Foyer

- Widespread delamination of the paint system of Level 3 planterboxes with instances of corrosion;
- Multiple instances of cracking along the movement joints of Level 3 planterboxes; and
- Evidence of water penetration in the form of water staining to the ceiling adjacent to Level 3 elevator.

### 3.6. Facades

- Multiple instances of incomplete movement joints to the eastern elevation; and
- Evidence of water penetration in the form of delaminating paint and water staining below Levels 1 and 2 windows to the northern elevation.

### 3.7. Basement

#### Level 2

- An instance of ponding water adjacent to the storage cage of Unit 9.

#### Level 3

- Multiple instances of ponding water adjacent to the northern and southern fire stairs entry door;
- Multiple instances of corrosion to the door jambs affecting the entry doors of the northern fire stairs and the car lift motor room;
- An instance of efflorescence emanating from cracking to the soffit above car spaces 27 and 28; and
- An instance of delamination to the drip tray adjacent to car space 1.

### 3.8. Rooftop

- Evidence of breaches to waterproofing system in the form of cracking, blistering and delaminating waterproofing membrane throughout
- Widespread instances of ponding water due to inadequate falls to drainage provisions;
- Evidence of previous patch repairs in the form of sealant application to the edges;
- An instance of stepped cracking to the eastern wall adjacent to the vent with a cracking width that appears to be greater than 2mm; and
- Multiple instances of craze and horizontal cracking with widths varying from 0.2mm – 1mm.



## 4. COMMENTARY

### 4.1. Water penetration emanating through the western façade

Our inspection of the subject complex revealed several water penetration related issues affecting the internal residential units. Based on our observations, we are of the professional opinion that the water penetration emanating through the windows of the Enclosed Balcony and Bedroom are due to poor workmanship from the original Builder at the time of original construction.

At the time of inspection, our office observed evidence of water penetration in the form of water staining, water damage, plasterboard delamination and blistering paint to surrounding areas adjacent to the windows, especially at the head. It is noted that these affected location(s) recorded elevated moisture readings which indicates that the water penetration is currently active. Given the location of water penetration, we believe there may be a breach within the current window sill flashing which would also account for moisture effects as seen on site. To verify our observations, our office strongly recommends further investigations to be conducted in the form of invasive testings on the façade.

In effort to visualise the extent of the water penetration occurring to the building, our office has prepared a mark-up on the façade as shown below:

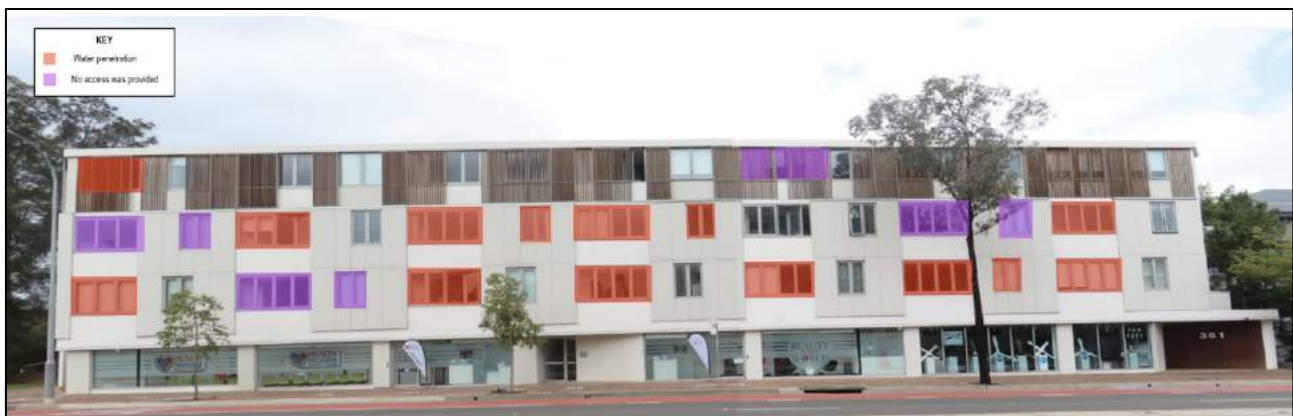


Figure 2: Marked Photograph of Water Penetration Affecting Internal Units

Upon further inspection, we observed that a few windows have been installed back to front which has also affected its performance and water-tightness. It is noted that the window configuration throughout the complex would be of consistent construction and therefore any construction/installation related defects would be consistent throughout all windows in the building. Based on Figure 2, it appears that a majority of the windows are leaking into the internal residential lots. However, to verify our observations and determine the extent of works required, we would recommend all windows to be subjected to controlled spray tests.

### 4.2. Water penetration emanating through courtyard sliding doors

During our inspection, our office observed evidence of water penetration emanating through the courtyard sliding doors of residential units on Level 1. This was evident in the form of water damage, water staining to the smooth edge of the carpet and mould growth adjacent to the courtyard sliding doors of Bedrooms 1 and 2 in Unit 4 and Bedroom 1 of Unit 5. We note that the carpet at the affected locations were damp at the time of inspection which indicates that the leak is active. In order to confirm the source of water penetration, we recommend further investigations to be conducted in the form of localised spray tests to the affected courtyard sliding doors (as part of the invasive works).

We were advised by occupants of Units 5 and 6 of previous remediation works undertaken to the Living Room to address waterproofing concerns. Although our office is not privy to the extent of works, we recorded elevated moisture readings to

the wall adjacent to the courtyard sliding door of Unit 5. To verify the effectiveness of the works, our office also recommends a localised spray test to be conducted to the affected courtyard sliding door as part of the invasive works.

Our office also observed consequential damages in the form of water staining to the timber floorboards adjacent to the Living Room courtyard sliding door were not undertaken as part of the waterproofing works to Unit 6. We note that based on the water staining sighted, our office does not believe the water penetration has affected the serviceability performance and structural strength of the timber flooring. Therefore, we recommend the timber floorboards to be sanded and polished as part of consequential repairs, however the staining may be visible with a light stain.

#### 4.3. Waterproofing detailing of domestic wet areas

Throughout the subject complex, our office observed the waterproofing detailing of the Bathrooms and Ensuites are non-compliant in accordance to AS 3740-2010: *Waterproofing of domestic wet areas*. This was evident in the form of the water stop angle installed at the threshold has been terminated short into the door jambs. As noted in the observations, there is evidence of water penetration exceeding the waterproofing thresholds in the form of water staining to the smooth edge of the carpet and water damage to the Ensuite of Units 4 and 6. Our office notes that the affected location(s) of the carpet were damp at the time of inspection which indicates an active leak.

Our office also observed evidence of previous patch repairs through application of sealant to the threshold and the wall and concrete junction have been 'megasealed'. We note that these patch repairs are considered a 'bandaid' repair and not a long-term solution. Therefore, we would advise against any quick-fix systems, such as 'megasealed'. There is also typically a long list of disclaimers and special conditions associated with these types of repairs which relieve the Contractor from their liability/warranty. Given the above, our office recommends the re-waterproofing of the Ensuite of Units 4 and 6.

Based on the age of the subject complex, our office believes there will be additional failure of the waterproofing systems to the Bathrooms and Ensuites throughout the years due to the threshold detailing. This is further exacerbated by poor workmanship observed to Unit 22 where waterproofing works were undertaken with the new tiles placed on top of the original tiles. We understand that re-waterproofing all Bathrooms and Ensuites are an expensive and upfront cost to the *Owners' Corporation*. Therefore, at this present stage we recommend monitoring the Bathrooms/Ensuites for evidence of water bypassing the thresholds.

However that being noted, we have sighted an instance of water staining to the Bathroom ceiling of Unit 15 that appears to coincide with the location of the shower recess of the above Unit. To verify the source and activity of the water penetration, our office recommends further investigations (as part of the forthcoming investigation works) to be undertaken in the form of a localised flood test to the shower recess of Unit 22.

#### 4.4. Unit entry doors

During an inspection of the residential units on Level 3, our office observed multiple instances of water penetration affecting the entry doors in the form of delamination, water damage and water staining. Our office was advised by the occupant of Unit 26 of water pooling from the common area and flooding into the internals during an event of heavy rainfall. This was confirmed at the time of inspection with observations of water damage, water staining and mould growth to the timber floorboards opposite to the entry door. We note that due to the exposure of Level 3 common area, the entry doors are subjected to weather and moisture. This is further exacerbated through inadequate falls of the floor tilings to drainage provisions of the commons and an absence of a set-down at the thresholds which have attributed to water pooling against the entry doors. We note that the entry doors are fire rated and the water penetration has affected its performance especially in an emergency event of a fire.

Given the architectural layout of the commons, the ideal rectification method would be the use of a self-levelling compound to modify the screed bed of the commons to promote suitable falls to the drainage provisions. However, the removal of the flooring tiles may damage the waterproofing membrane and consequently, re-waterproofing works are required as part of this option. To ensure that the excessive water is collected and discharged, we also recommend the installation of strip

drains adjacent to the planterboxes to provide additional drainage capacity for the commons in addition to the full replacement of the entry doors including the re-certification of its fire rating. Our office understands that this option is a significant up-front cost to the Owners' Corporation and therefore, we propose an alternative option that involves the design and construction of a veranda roof to provide partial shielding of the entry doors to weather-related factors. However, this will require a Development Application submitted to Council for approval.

#### 4.5. Water penetration affecting internal common areas

An inspection of Level 2 internal common area revealed evidence of water penetration in the form of water staining, elevated moisture readings, delaminating and blistering paint to the ceiling opposite Unit 14. It is noted the affected locations recorded elevated moisture readings which indicates water penetration is currently active. To determine the source of the water penetration, our office carried out an external inspection and sighted the aluminium sheeting roof is located directly above. Based on our observations, we are of the opinion the signs of water penetration are caused by the overflow from the gutter, which was the result of blockage due to leaf debris. This opinion is supported by the severity of the water staining as well as the locations of water penetration in relation to the gutter. In this instance we would strongly recommend the installation of a gutter guard system and the ongoing maintenance of the gutter at regular intervals.

Whilst on site, our office observed an instance of efflorescence emanating through cracking of the soffit between Units 15 and 16 on Level 2. Given the extent of efflorescence leaching to the flooring tiles below, we are of the opinion the water penetration is currently active. A review of the strata plan revealed Level 3 external tiled area is located directly above the source of water penetration. Given the source of water penetration, our office recommends the application of a proprietary hydrophobic crack injection such as Sikalastic-1K to the affected location in accordance to manufacturer's specification to address waterproofing concerns.

In addition to above, we sighted an instance of flooring tile protruding from the concrete slab edge of Level 2. Upon further examination of the flooring tile, we observed an absence of a vertical termination of the waterproofing system to the walls adjacent to the tiled area. Our office is concern with potential bypass issues where water is allowed to penetrate the waterproofing system, especially due to the semi-exposure of the common area to weather-related factors. Therefore, we recommend a localised waterproofing strip repair to be undertaken to a minimum of one (1) row of flooring tile adjacent to the balustrade wall.

#### 4.6. Planterboxes

During our inspection of Unit 5 courtyard, our office observed the planterboxes are absent of an upturn from the soil fill level. With reference to AS 4654-2012: *Waterproofing membranes for external above ground use*, it is specified that the waterproofing system is to be terminated no less than 100mm from ground level. For further clarity, we have provided the following diagram extracted from AS 4654-2012 to illustrate the requirements of waterproofing detailing for planterboxes.

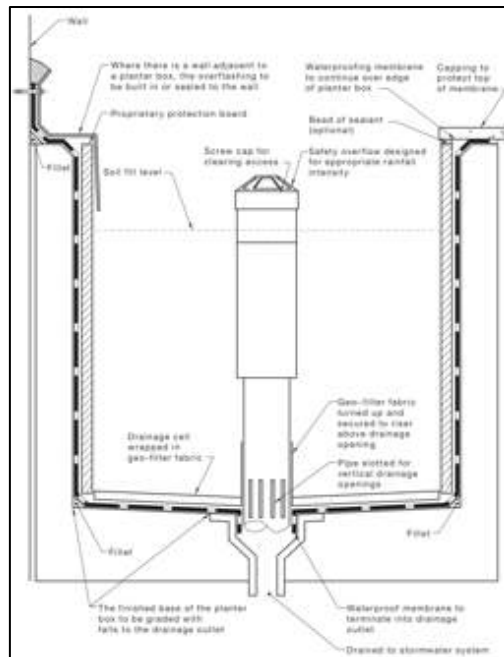


Figure 2.17 - Typical Planterbox Construction extracted from AS 4654-2012

The current waterproofing termination of planterboxes raise concerns for bypass effects to the waterproofing provisions given the planterboxes are not encapsulated in accordance to AS 4654-2012. To determine the current condition of the waterproofing system and extent of works required, our office recommends that a high build coating system be applied to the head and walls of the planterboxes to ensure that they are detailed adequately.

Throughout Level 3 external common area, our office has sighted widespread delamination of the applied paint system to the planterboxes with multiple instances of corrosion. Based on our observations, we are of the opinion the delamination and corrosion are consequences of inadequate preparation works undertaken to the substrate prior to the application of exterior coating to the planterboxes. In addition, our office observed multiple instances of cracking along the movement joints of the planterboxes. Given the nature and location of cracking, we believe this is caused by inadequate installation of movement joints at insufficient depth and length. We note that these represents a bypass concern as the insufficient paint system and cracking facilitate the ingress of water into the exposed concrete element and may consequently result in the compromised integrity of the waterproofing provisions of the planterboxes. Therefore, our office recommends the delaminated paint system to be grinded back and the substrate prepared for the application of elastomeric grade paint in conjunction with the installation of suitable control joints.

#### 4.7. Water penetration affecting the basement

Our office was advised by multiple occupants of the occurrence of water penetration affecting multiple locations of the basement including respective car spaces. This was confirmed at the time of our inspection where we observed multiple instances of ponding water emanating along the perimeter edges. These affected locations include the following areas opposite Unit 9 storage cage on Level 2 and adjacent to the northern and southern fire stairs on Level 3. In addition, our office observed multiple instances of corrosion to the door jambs affecting the entry doors including Level 3 northern fire stairs and the car lift motor room caused by the ponding water.

As a general note, we wish to note that due to their construction, i.e. below ground and in direct contact with soil moisture, basement car parks are often fraught with water penetration issues. Further to this, as a Class 7 category structure, there is no requirement in the National Construction Code (NCC) for basement car parks to be water-tight as it is not a habitable area. However, we do note the extent of water ingress is significant and would be classified as a nuisance. To contain the water penetration, our office recommends the construction of perimeter hobs with application of a waterproofing membrane

system. We note that this approach does not rectify the source of the leak, however, it is aimed to control the water ingress and thereby minimising its impact on the basement.

We note an instance of efflorescence emanating through cracking of the soffit above car spaces 27 and 28 on Level 3 basement. A review of the strata plans revealed car spaces 12 and 13 on Level 2 basement are located directly above the source of water penetration. Given the source of water penetration above is a car space, our office recommends the application of a proprietary hydrophobic crack injection such as Sikalastic-1K to the affected location in accordance to manufacturer's specification to address waterproofing concerns.

In addition to above, our office sighted an instance of delamination to the drip tray adjacent to car space 1. Given the purpose of drip trays to contain water, we recommend the supply and installation of a new drip tray to match existing to the affected location to minimise the impact of water penetration in the basement.

#### 4.8. Facades

A visual inspection of the western frontage façade revealed evidence of water penetration below the windows in the form of delaminating paint and water staining. With reference to *Section 4.1 – Water penetration emanating through the western facade*, our office is of the opinion the signs of water penetration are attributed to poor workmanship at the time of original construction in relation to the installation of windows. Therefore, as part of the proposed window replacement, we would highly recommend that the external façade be coated in a high build coating system. We note that the high build coating system will extend the longevity and serviceable life span of the subject complex.

Our office observed the north-eastern façade elevation lacked adequate control joints to accommodate for differential building movement. This is evident in our observations of multiple instances of incomplete movement joints to Levels 2 and 3 which suggests poor workmanship at the time of original construction. As a result, the movement joints are unable to effectively provide flexibility to account for the natural occurrence of differential building movement. To rectify this, we would strongly recommend the installation of additional control joints to be installed within the façade walls.

In addition to above, we have sighted an absence of coating system applied to the south-eastern façade concrete slab edge on Level 2. Given the lack of waterproofing protection, our office is concern with bypass effects due to the exposure of the concrete element. Consequently, we believe the slab edge will be subjected to the predetermined outcome of concrete spalling. To minimise the occurrence and severity of concrete spalling, we strongly recommend a minimum of two (2) coats of elastomeric grade paint to be applied to the concrete slab edge.

#### 4.9. Rooftop

Our inspection of the rooftop of the subject complex revealed a number of waterproofing related issues, primarily attributed by poor workmanship at the time of original construction.

The rooftop is a flat ballast rooftop with widespread occurrences of deterioration, staining, cracking and blistering to the exposed areas. These areas are consistent with water ponding after events of rainfall due to inadequate falls to drainage provisions of the rooftop. We note that liquid applied waterproofing membrane systems are not designed to cater for long-term ponding water and will normally prematurely deteriorate under these conditions. This was confirmed at the time of inspection where our office sighted evidence of water penetration affecting the internals below in the form of water staining to the soffit of Level 3 southern fire stairs and the external common area adjacent to Level 3 elevators.

We note that there is an insufficient termination height of the waterproofing membrane to the rooftop edges throughout. This may attribute to the multiple occurrences of water penetration observed as water is allowed to bypass and breach the waterproofing provisions. Although we observed evidence of previous isolated repairs in the form of sealant application along the perimeter edges, our office is of the opinion these repairs are insufficient in addressing water penetration



concerns. Therefore, to prevent future water penetration and provide long-term ongoing protection to the concrete elements, we strongly recommend the rooftop to be re-waterproofed in its entirety.

Our office also observed widespread craze cracking to the north-eastern façade walls with varying widths ranging between 0.2mm-1mm. Given the extent of cracking, we believe it is caused by inadequate preparation of substrate prior to the application of a coating system. We note that the coating system has been applied poor with multiple instances of patchy areas and unlikely to be of sufficient dry film thickness (DFT). As part of the re-waterproofing works of the rooftop, our office recommends the coating system to be grinded back to the substrate and a minimum of two (2) coats of elastomeric grade paint to be applied to the affected location(s).

In addition, we sighted an instance of stepped cracking affecting the north-eastern wall adjacent to the vent. Due to safety concerns, our office was unable to measure the cracking width at the time of inspection however, we note that the width appears to be greater than 2mm. Based on our observations and the nature of cracking, we believe the observed stepped cracking is of structural concern and will require immediate remediation. We would recommend the cracking be raked out and re-grouted and proprietary crack stitching bars (*Helifix Helibars*) be installed in accordance with an engineer's design and manufacturers specifications.

#### 4.10. Miscellaneous

In addition to water penetration concerns, we also observed miscellaneous items affecting the subject complex that may be addressed as part of remedial works. We note that these items are not of structural concern.

##### Electrical switchboard

Our office inspected the electrical switchboard on Level 1 and observed there has been an omission of fire rated seals to the individual switches of each respective residential unit. We understand that this is a fire safety concern in accordance to the current National Construction Code. Given our specialisation in remedial and structures, we are unable to comment further on fire. Therefore, we recommend the engagement of a certified fire engineer to inspect the subject complex and provide their professional opinion.

##### Air-conditioner leakage

Throughout the subject complex, we observed evidence of water penetration in the form of flaking paint and water staining to the access panels of the residential units. Our office inspected the service area above and sighted previous rectification works to the air-conditioner piping system in the form of sealant application to address water leakage concerns. Given the age of the complex, we are of the opinion the signs of water penetration are attributed to a lack of maintenance to the air-conditioner system. Therefore, we recommend the *Owners' Corporation* to consider implementing a maintenance regime to regularly assess and service the air-conditioner periodically.

##### Blocked drainage

Our office has sighted an instance of blockage to the floorwaste in Level 3 external common area opposite Unit 26. We recommend pressure cleaning the affected floorwaste to clear the blockage and the implementation of a regular maintenance regime.

## 5. RECOMMENDATIONS

Based on our site observations, the extent of the issues observed, and commentary above, we would strongly recommend that the following remedial works be undertaken:

### Maintenance items (Works done by the Owners Corporation)

- Service the air-conditioning units in all residential lots (by the Owners' Corporation);
- Removal of debris to the gutter of the aluminium sheeting roof (by the Owners' Corporation); and
- Pressure clean floorwaste on Level 3 external common area opposite Unit 26 (by the Owners' Corporation).

### Investigation works

- Investigation works in the form of controlled flood/spray tests to:
  - Enclosed Balconies and Bedroom windows throughout the subject complex;
  - The northern windows of Unit 28
  - Level 1 courtyard sliding doors; and
  - Bathroom shower recess of Unit 22.

### Specification

- Water penetration repairs on western windows in accordance to manufacturers' specification;
- Re-waterproofing of the flat ballast rooftop;
- Re-waterproofing of the Ensuite of Units 4 and 6;
- Construction of perimeter hobs with application of waterproofing membrane to basement levels;
- Works to Level 3 external common area involving installation of strip drains and replacement of unit entry doors:
  - Option 1 – Application of self-levelling compound throughout the tiled area; and
  - Option 2 – Design and construction of veranda roof.
- Application of hydrophobic crack injection to soffit of Level 3 external tiled area and between car spaces 27 and 28 on Level 3 basement;
- Localised waterproofing repair to Level 2 internal tiled area;
- Installation of Helifix Helibars to the north-eastern rooftop wall;
- Application of elastomeric grade paint with provisions of suitable control joints to façade walls including the rooftop, Level 3 external common area and Unit 5 planterboxes as well as Level 2 south-eastern façade concrete slab edge;
- Replacement of drip tray adjacent to car space 1 in basement;
- Installation of a guard system to the gutter of the aluminium sheeting roof; and
- Engagement of fire engineer to inspect the subject complex and provide fire defect report (by the Owners' Corporation);

Given the extent and nature of the proposed works, we strongly recommend that a remedial scope of works be prepared. This shall ensure the proper repair methodology, as well as allow for competitive tenders to be obtained for the proposed works.

Our office would be pleased to assist in the ongoing services and provide the following fee structure for consideration.

## 6. ONGOING SERVICES

### Stage 1: Investigation works

- Arrangement of suitable remedial builder to carry out invasive works outlined in this report;
- Attendance of site to inspect localised invasive works via controlled spray/flood tests to all Enclosed Balcony and Bedroom windows (as a sample), Level 1 courtyard sliding doors, and bathroom shower recess of Unit 22; and
- Allow for the findings from Stage 1 be integrated into the Remedial Specification (Stage 2).

**Our professional consultancy services fee for this item is \$2,950.00 + GST plus Builders costs.**

### Stage 2: Remedial Specification

- Preparation of Remedial Building Specification to reflect the extent of the proposed remedial works in Building Report and requirements of the Owners Corporation;
- The extent of the proposed works to include any legislative requirements to ensure compliance with current National Construction Code; and
- Scope of Works to reference the appropriate materials, work methodology, OHS requirements, and applicable standards.

**Our professional consultancy services fee for this item is \$4,950.00 + GST.**

### Stage 3: Administering of tender process

- Issue Remedial Building Scope of Works to four (4) selected qualified remedial builders suitable for the required building works. A tender period of four weeks will be allocated;
- Conduct pre-tender site meeting with all tendering Contractors and allow access into a portion (5) units;
- Review of tender submissions; and
- Preparation and issue of detailed Tender Assessment Report to Owners Corporation.

**Our professional consultancy services fee for this item is \$1,500.00 + GST.**

Following the above stages, our office can assist in contract preparation and supervision of the proposed remedial building works. Our fee for these items can be provided upon request.

## 7. SIGN OFF

We trust this is satisfactory and meets the requirements of the Owners Corporation.

Regards,

**For Landlay Consulting Group**



Judy Vu BE (Civil)(Hons)  
**REMEDIAL ENGINEER**  
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John Riad BE (Civil)(Hons), Dip Eng Prac. MIE Aust. NER  
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[johnr@landlay.com.au](mailto:johnr@landlay.com.au)

Enclosed:      *Photographs*



**Photograph 1:** Showing mould growth and water staining to smooth edge of carpet adjacent to courtyard sliding door of Bedroom 1 in Unit 4.



**Photograph 2:** Showing water staining to the smooth edge of carpet adjacent to threshold of Ensuite of Unit 4.





**Photograph 3:** Showing unsightly gap at threshold of Ensuite in Unit 4.



**Photograph 4:** Showing application of sealant to the threshold of Ensuite in Unit 4.



**Photograph 5:** Showing wet carpet and water staining adjacent to courtyard sliding door of Bedroom 2 in Unit 4.



**Photograph 6:** Showing water staining to smooth edge of carpet adjacent to courtyard sliding door of Bedroom 1 in Unit 5.

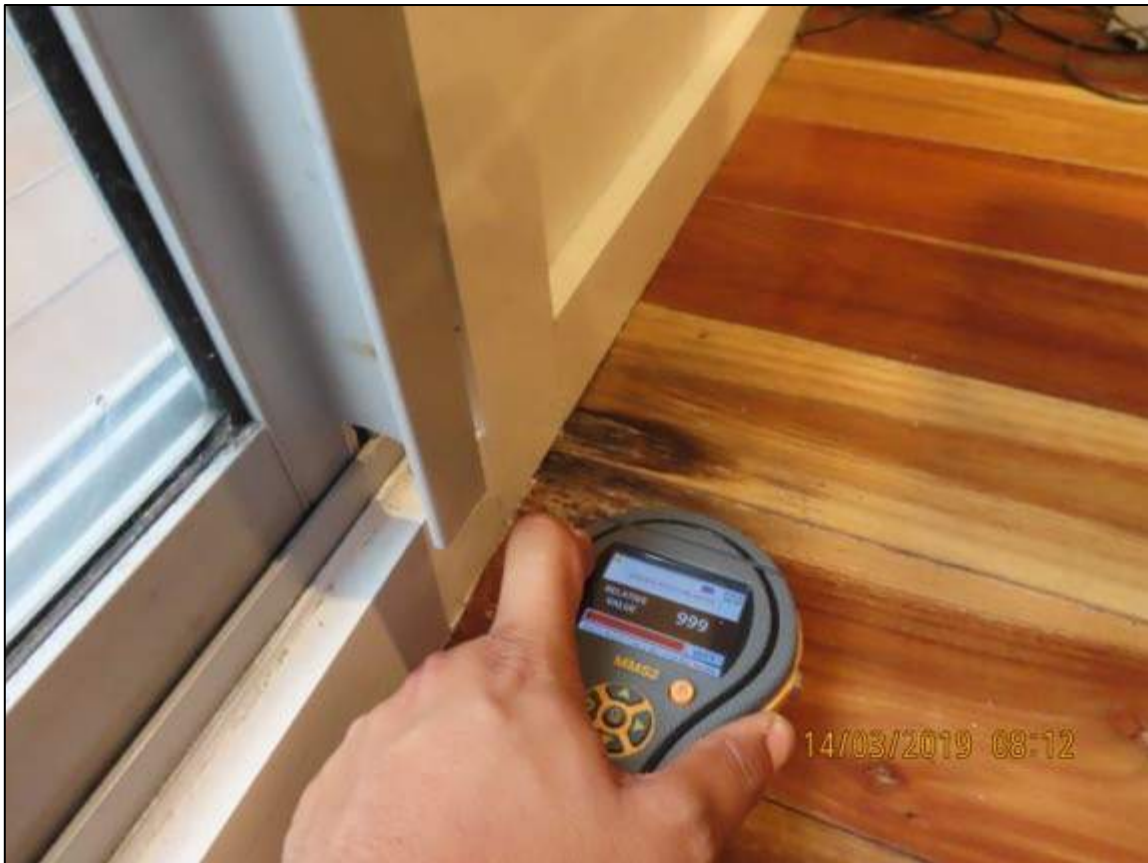


**Photograph 6:** Showing inadequate termination of waterproofing membrane system of courtyard planterboxes of Unit 5.



**Photograph 7:** Showing consequential damages in form of water damage to timber floorboards of Living Room in Unit 5.





**Photograph 8:** Showing elevated moisture readings adjacent to courtyard sliding door in Living Room of Unit 5.



**Photograph 9:** Showing blistering plasterboard wall and water damage adjacent to the Enclosed balcony windows in Unit 8.



**Photograph 10:** Showing blistering plasterboard and water staining to head of Enclosed balcony windows in Unit 8.



**Photograph 11:** Showing blistering plasterboard to access hatch in the Kitchen of Unit 8.





**Photograph 12:** Showing water damage adjacent to Bedroom window in Unit 8.



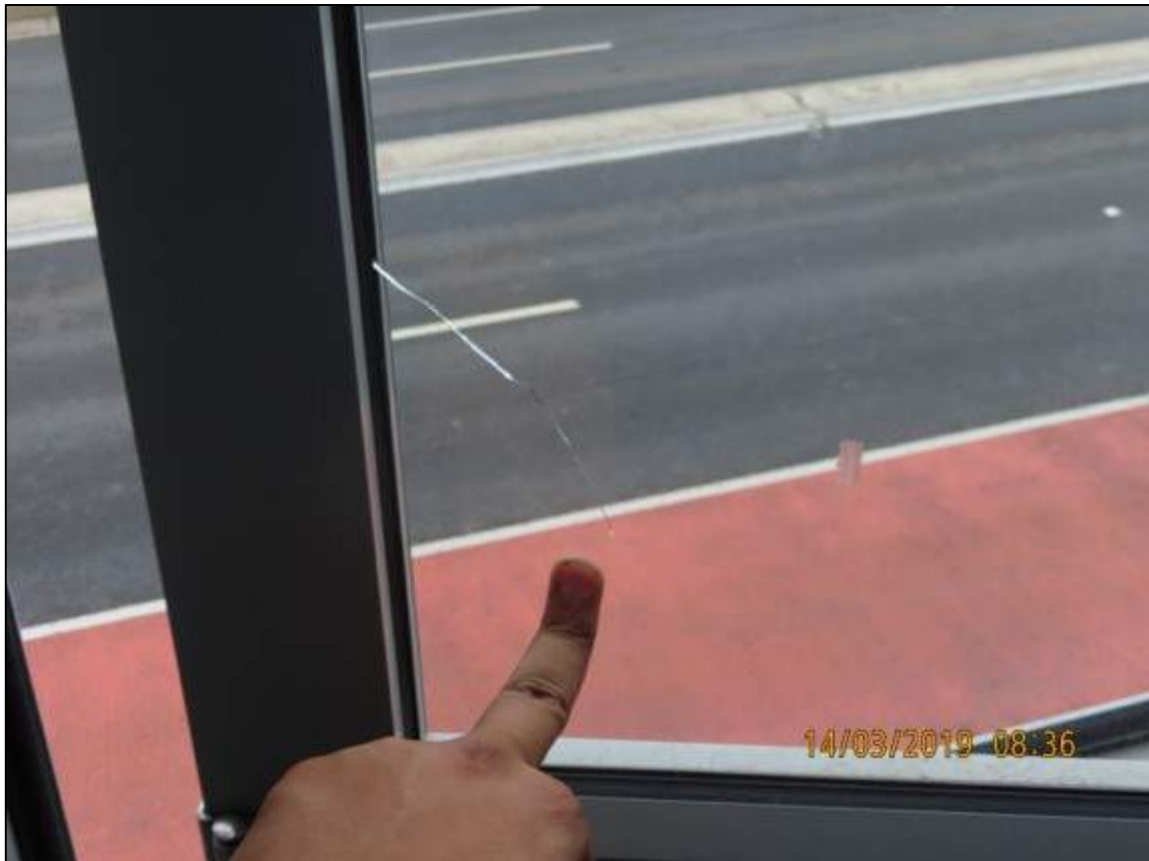
**Photograph 13:** Showing water damage and blistering plasterboard adjacent to Enclosed balcony window of Unit 9.



**Photograph 14:** Showing water damage adjacent to Enclosed balcony windows of Unit 10.



**Photograph 15:** Showing water damage, staining and blistering plasterboard ceiling adjacent to head of Enclosed balcony windows of Unit 11.



**Photograph 16:** Showing cracking to glazing panel of Enclosed balcony windows of Unit 11.



**Photograph 17:** Showing blistering plasterboard adjacent to Enclosed balcony windows of Unit 11.



**Photograph 18:** Showing delamination of plasterboard adjacent to Enclosed balcony window of Unit 13.



**Photograph 19:** Showing water damage and staining to ceiling adjacent to head of Enclosed Balcony windows in Unit 13.



**Photograph 20:** Showing blistering paint to access hatch in Kitchen of Unit 13.



**Photograph 21:** Showing water damage to ceiling lining adjacent to head of Enclosed Balcony windows of Unit 15.





**Photograph 22:** Showing water damage adjacent to base of Enclosed Balcony windows of Unit 15.



**Photograph 23:** Showing water staining to ceiling of Bathroom in Unit 15.



**Photograph 24:** Showing water staining and damage adjacent to head of Enclosed Balcony windows of Unit 17.



**Photograph 25:** Showing water staining adjacent to head of Enclosed Balcony windows of Unit 17.



**Photograph 26:** Showing water damage adjacent to Enclosed Balcony windows of Unit 18.



**Photograph 27:** Showing blistering plasterboard below Enclosed Balcony windows of Unit 18.



**Photograph 28:** Showing water damage adjacent to Enclosed Balcony windows of Unit 18.



**Photograph 29:** Showing elevated moisture readings adjacent to Enclosed Balcony windows of Unit 18.



**Photograph 30:** Showing evidence of previous investigation works adjacent to Enclosed Balcony windows of Unit 18.



**Photograph 31:** Showing water staining to external facades of Enclosed Balcony windows of Unit 18.





**Photograph 32:** Showing elevated moisture readings adjacent to Enclosed Balcony windows of Unit 19.



**Photograph 33:** Showing water damage adjacent to Enclosed Balcony windows of Unit 19.



**Photograph 34:** Showing water damage and staining to head of Bedroom windows of Unit 19.



**Photograph 35:** Showing water damage and staining to head of Bedroom windows of Unit 19.



**Photograph 36:** Showing elevated moisture readings adjacent to Bedroom window of Unit 19.



**Photograph 37:** Showing water damage and staining adjacent to Bedroom window of Unit 20.



**Photograph 38:** Showing water damage and staining adjacent to Bedroom window of Unit 20.



**Photograph 39:** Showing waterproofing detailing where new flooring tiles are placed above original tiles of Bathroom of Unit 22.





**Photograph 40:** Showing water damage to entry door of Unit 22.



**Photograph 41:** Showing water damage to entry door of Unit 23.





**Photograph 42:** Showing water damage and staining to timber floorboard adjacent to entry door of Unit 26.



**Photograph 43:** Showing blockage to drainage outlet opposite Unit 26.



**Photograph 44:** Showing delaminating plasterboard below Enclosed Balcony windows of Unit 28.



**Photograph 45:** Showing water damage below Enclosed Balcony windows of Unit 28.



**Photograph 46:** Showing efflorescence leaching out of cracking to soffit of Level 2 internal common area between Units 15 and 16.



**Photograph 47:** Showing efflorescence staining to flooring tile of Level 2 internal common area.



**Photograph 48:** Showing water staining and blistering plasterboard ceiling opposite to Unit 14.



**Photograph 49:** Showing further view of water damage to plasterboard ceiling opposite to Unit 14.





**Photograph 50:** Showing elevated moisture readings to plasterboard ceiling opposite to Unit 14.



**Photograph 51:** Showing water staining to facades emanating from rooftop.





**Photograph 52:** Showing water staining to soffit of Level 3 southern fire stairs.



**Photograph 53:** Showing further view of water staining to soffit of Level 3 southern fire stairs.



**Photograph 54:** Showing cracking and corrosion to Level 3 external common area planterboxes.



**Photograph 55:** Showing cracking and delamination to paint system to Level 3 external common area planterboxes.



**Photograph 56:** Showing debris in gutter of aluminium sheeting roof.



**Photograph 57:** Showing ponding of water opposite northern fire stairs entry of Level 3 basement.





**Photograph 58:** Showing further view of water ponding opposite northern fire stairs entry of Level 3 basement.



**Photograph 59:** Showing water ponding and corrosion to entry doors of northern fire stairs on Level 3 basement.



**Photograph 60:** Showing further view of water ponding adjacent to northern fire stairs on Level 3 basement.



**Photograph 61:** Showing overflow of water in perimeter hob in northern fire stairs on Level 3 basement.





**Photograph 62:** Showing corrosion to door jambs of Car Motor Lift Room on Level 3 basement.



**Photograph 63:** Showing efflorescence emanating from cracking to soffit above car spaces 27 and 28.



**Photograph 64:** Showing further view of efflorescence emanating out of cracking of soffit.



**Photograph 65:** Showing delamination to drip tray adjacent to car space 1.



**Photograph 66:** Showing stepped cracking to eastern rooftop wall.



**Photograph 67:** Showing absence of movement joints to the façade on the eastern elevation.





**Photograph 68:** Showing ponding water to exposed area of rooftop.



**Photograph 69:** Showing ponding water adjacent to ballast rooftop.



**Photograph 70:** Showing ponding water to exposed area of rooftop.



**Photograph 71:** Showing application of sealant to rooftop perimeter capping.





**Photograph 72:** Showing evidence of previous patch repairs to rooftop façade wall.



**Photograph 73:** Showing delamination of waterproofing membrane to perimeter edge.



**Photograph 74:** Showing further view of degradation of waterproofing membrane to perimeter edge.



**Photograph 75:** Showing exposed perimeter edge of the rooftop.





**Photograph 76:** Showing craze cracking to rooftop façade wall.



**Photograph 77:** Showing blistering membrane to perimeter edge of rooftop.



**Photograph 78:** Showing previous patch repairs to rooftop in form of timber board.



**Photograph 79:** Showing ponding water to rooftop.



Mixed Use Residential Apartment at  
363 Military Road,  
Mosman, NSW

On Site Inspection

Inspection Date: 13 Jan 2017

Version: A

Issue Date: 18 Jan 2017

Prepared by: PSEC Project Services  
1903 / 100 William Street,  
Woolloomooloo NSW 2011

#### Quality Information

Project Number			
Address	363 Military Road, Mosman, NSW		
Document	Inspection Report		
Version	Revision Date	Description	Initial name
A	18/01/2017	Inspection for leakage	LL

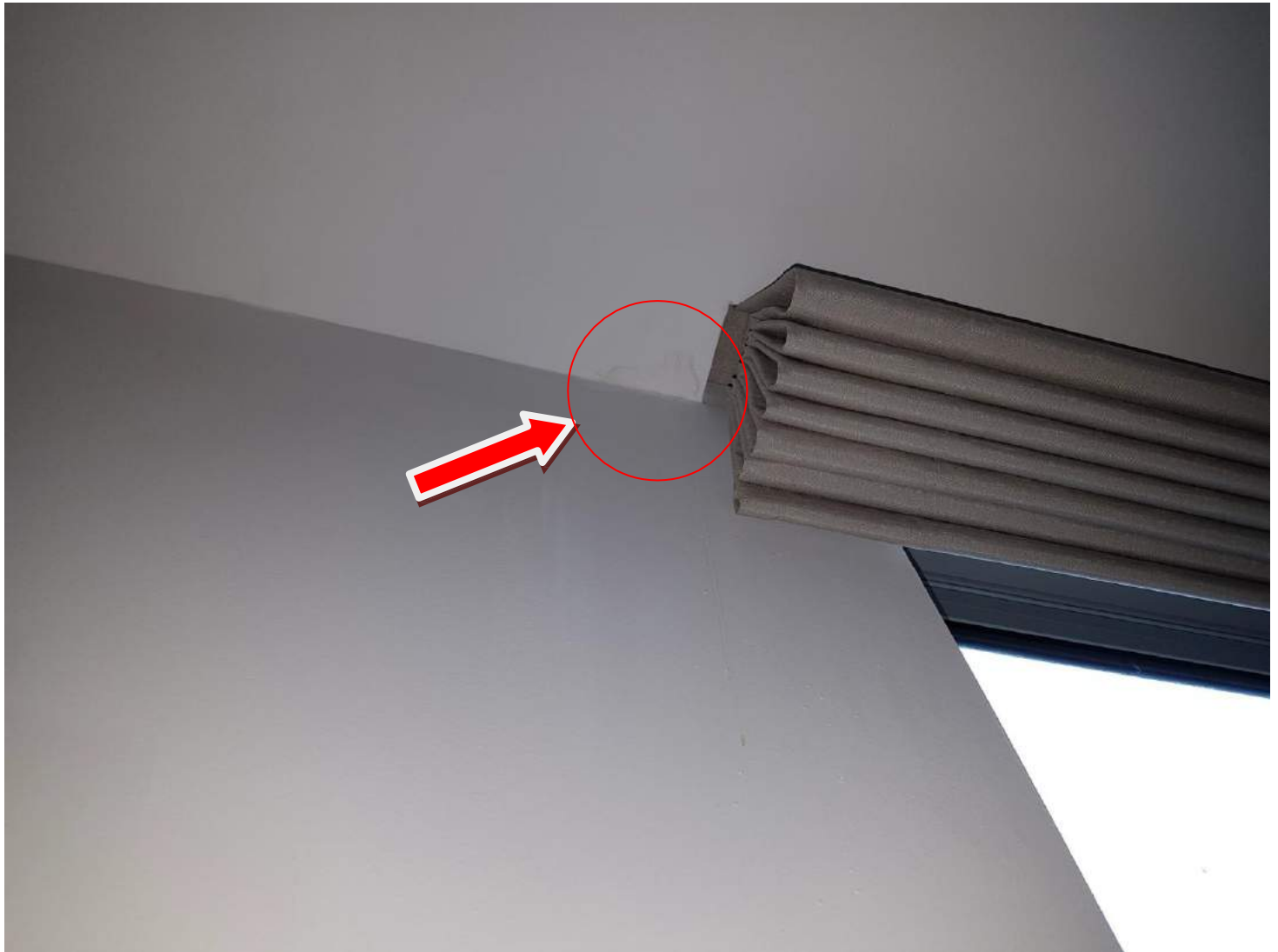
#### Executive Summary

Defects are limited to finishes and omission only. Defects related to structural, fire services, electrical services and mechanical services are not part of the inspection. Contractor should refer to the consultants' inspections and defects list.



Water appears to be leaking around the window frame.

Water is seeping in from the top of the window frame and making its way down.



Water appears to be leaking around the window frame.

Water is seeping in from the top of the window frame and making its way down.

Recommended that; further inspection is required. Above unit 15 to view the window seal externally.





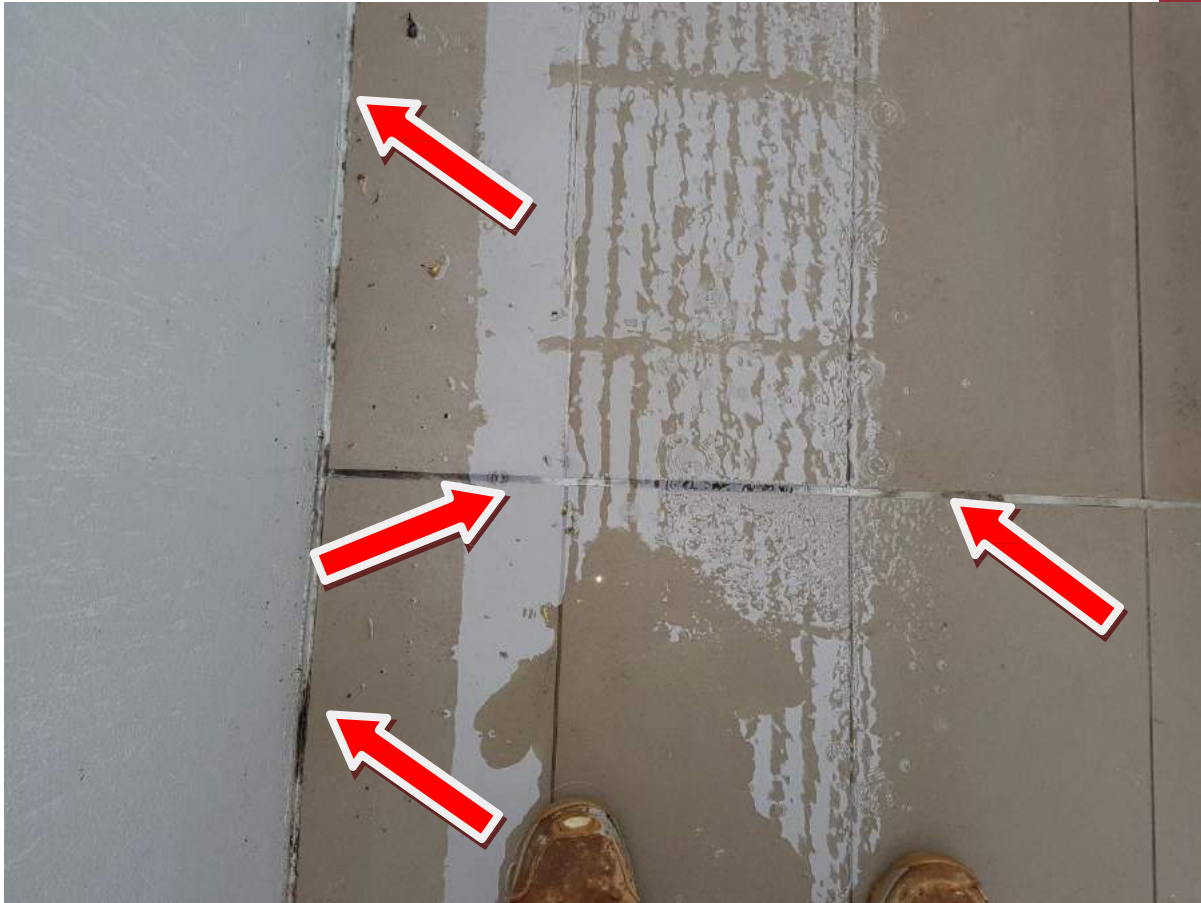


Recommended that; further inspection is required. Above unit 15 to view the window seal externally.

Expansion joints  
require re-caulking  
due to poor  
preparation and  
caulking







Expansion joints  
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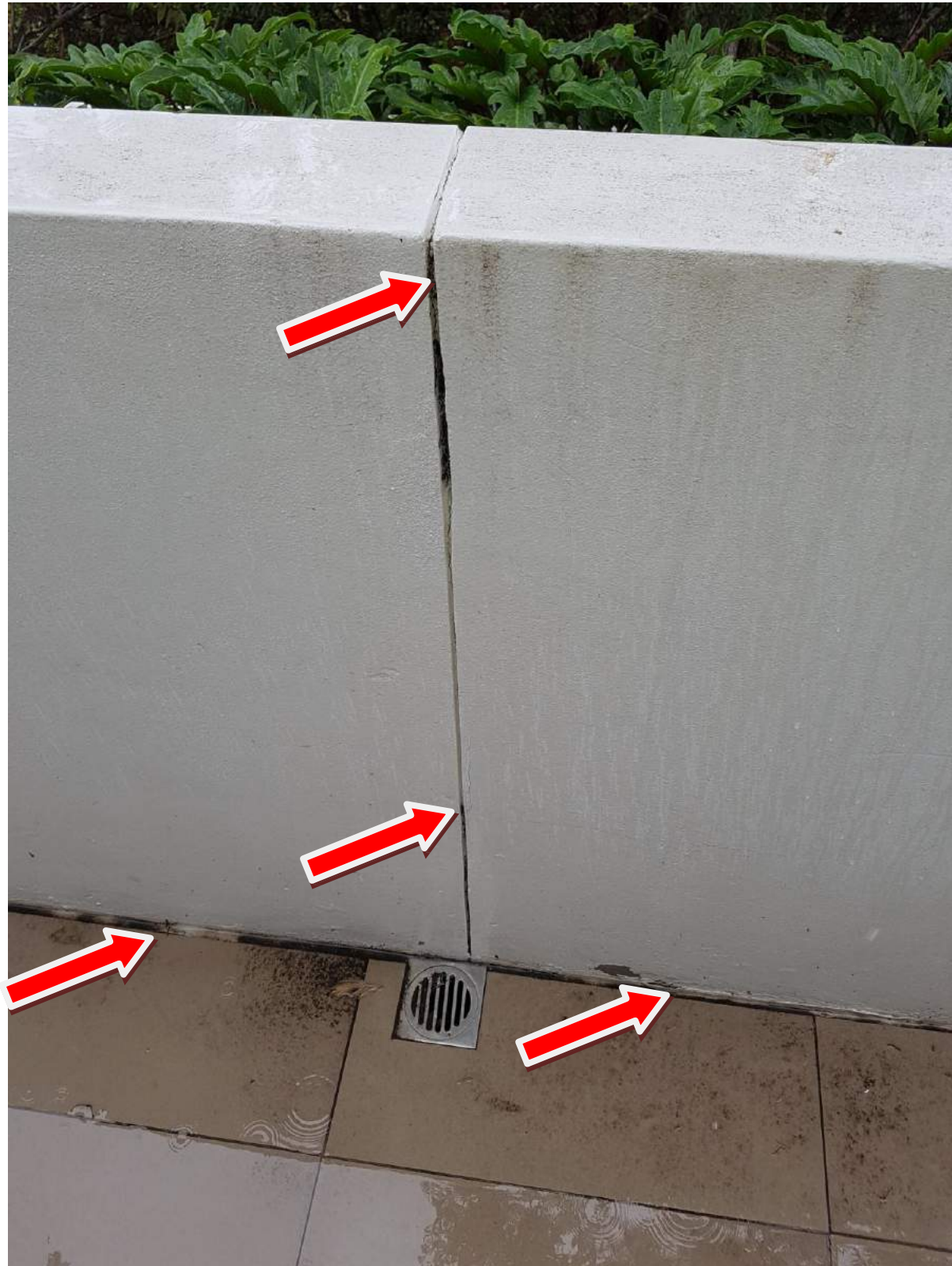


Expansion joints  
require re-caulking  
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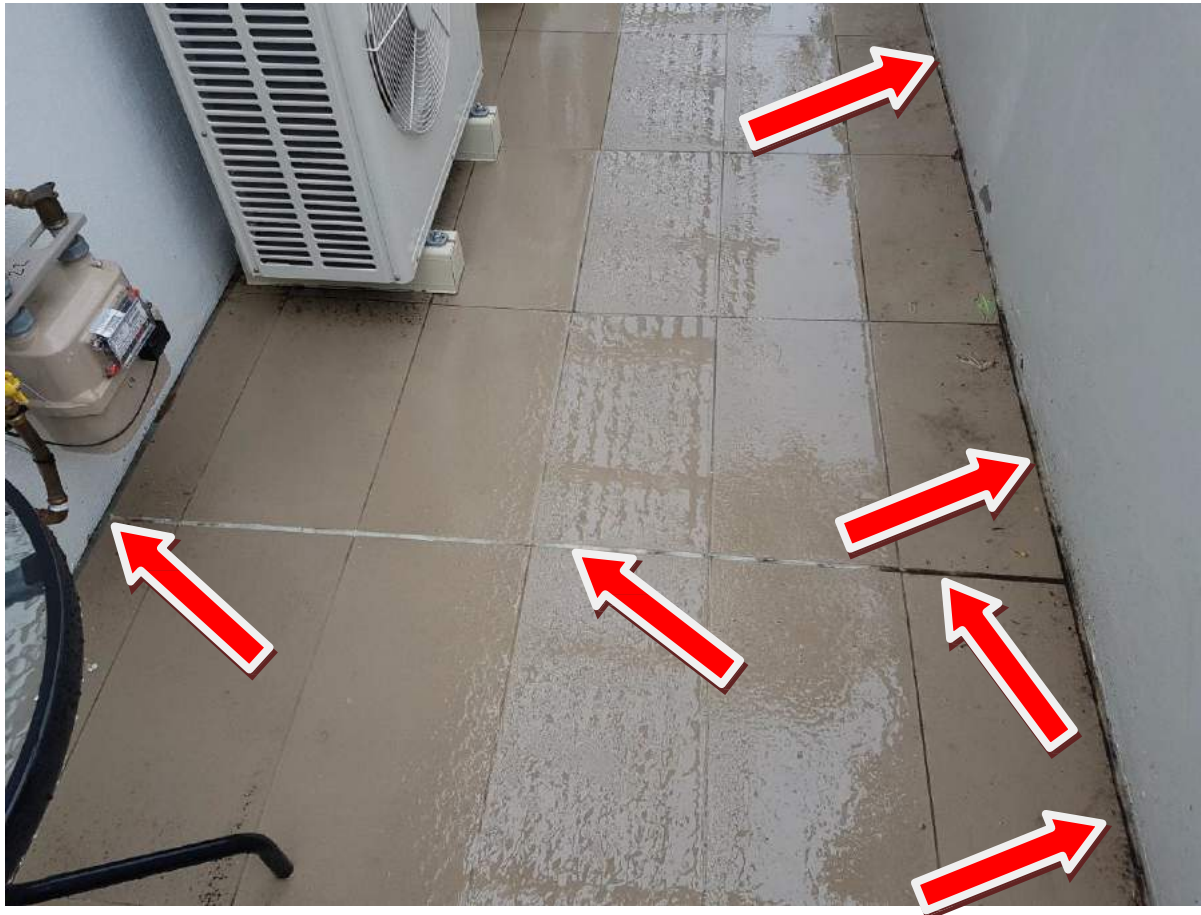




Expansion joints  
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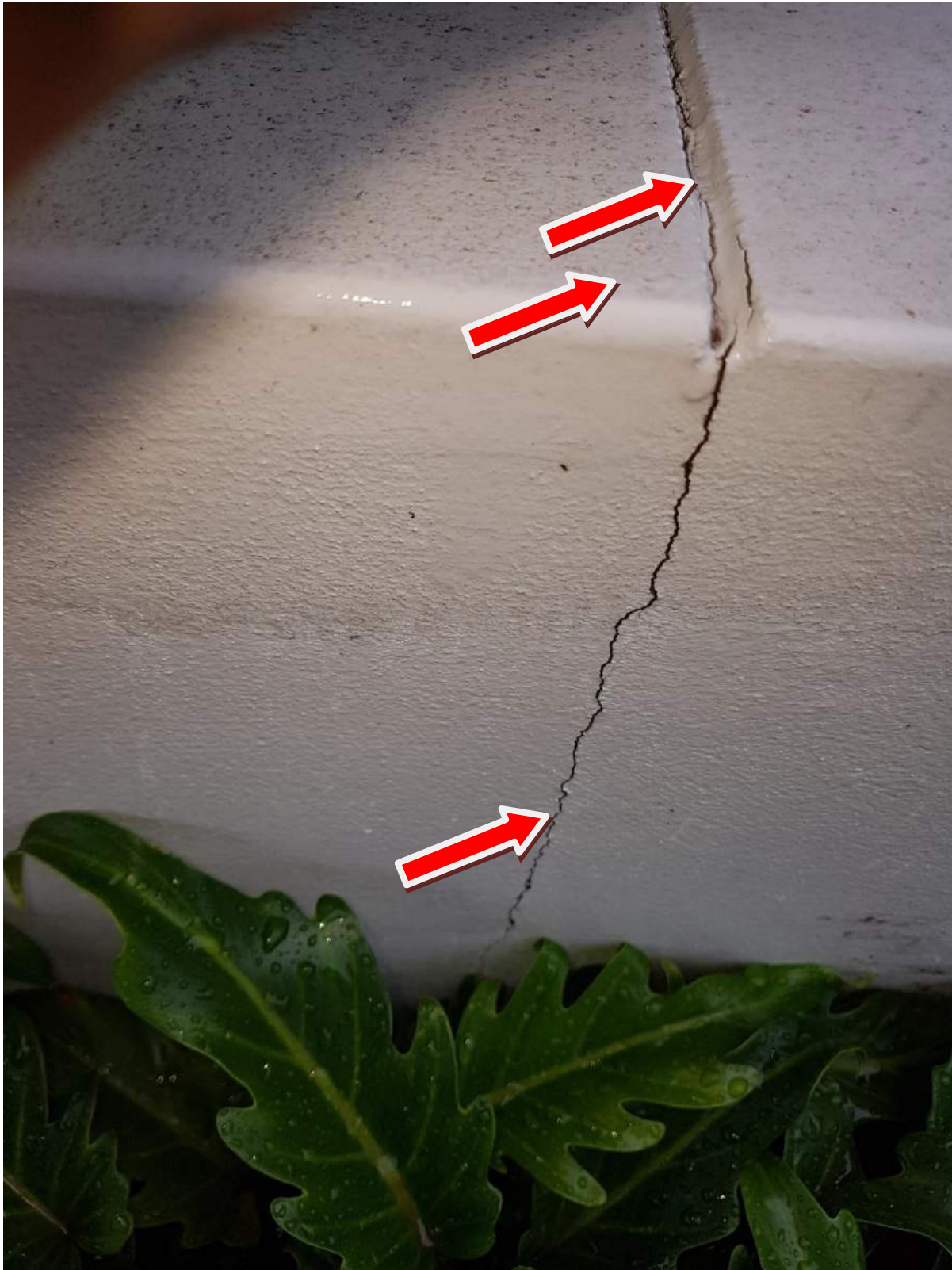


Expansion joints  
require re-caulking  
due to poor  
preparation and  
caulking





Expansion joints  
require re-caulking  
due to poor  
preparation and  
caulking.  
Also, planter box  
requires repairs to  
the cracks.



\*Waterproofing at a low level (red/white).

\*Waterproofing recommended being at higher level (red/yellow).





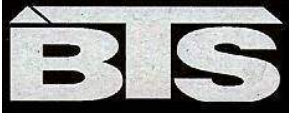
Due to the tiles on the upper level seeping water. Water has leaked causing efflorescence on the ceiling.



Due to the tiles on the upper level seeping water. Water has leaked causing efflorescence on the ceiling.







**BUILDING & CONSULTING Pty Ltd**

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Building Consultancy Licence: BC2017

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Building Professionals Board Accredited Certifier BPB2427

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## Special Purpose Building Inspection Report

(In accordance with AS4349.1 2007 'Inspection of Buildings')

### Report Commissioned By:

Executive Strata.

### Property Address:

361 Military Rd, Mosman



# Report Index

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## **Notable Items - Summary**

Items observed that require attention are listed under the appropriate subheadings within the body of this report. For ease of reading, some of these items have also been listed here. This list is in no way to be considered complete or comprehensive. Please note, if any prices have been given, these are opinions only and are not quotes or even firm estimates. Independent quotations for any notable item should be obtained prior to purchase. **You must read the entire report and not rely solely on this Summary.** The order that the items may appear in this summary is not an indicator of their importance.

### **BALCONIES & CORRIDORS**

#### Entry Lobby Condition Report Ground Floor South:

##### *Electrical Enclosure:*

Fire stop collars or approved fire sealant should be installed to wall/floor penetrations.

#### Entry Lobby Condition Report Ground Floor North:

##### *Electrical Enclosure:*

Fire stop collars or approved fire sealant should be installed to wall/floor penetrations.

#### Balcony/Corridor Condition Report Level One:

##### *Ceiling Condition:*

Painting is of a poor standard and requires rectification. Mould was noted to the ceilings. The cause of this should be investigated and rectified.

##### *The following action is recommended:*

The condition of the ceilings is generally fair. Evidence of current water penetration through ceiling. See notes in roofing section. Repairs are required to ceiling linings. Painting is of a poor standard and requires rectification. Mould was noted to the ceilings. The cause of this should be investigated and rectified.

The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Some minor maintenance is required to internal wall surfaces. Adjacent to Units 8, 10 and 13.

##### *Internal Walls Condition:*

The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Some minor maintenance is required to internal wall surfaces. Adjacent to Units 8, 10 and 13.

#### Balcony/Corridor Condition Report Level Two:

##### *Ceiling Condition:*

The condition of the ceilings is generally fair. Evidence of current water penetration through ceiling/concrete soffit. Recommend further investigation and rectification .

##### *The following action is recommended:*

A qualified Leak Detection Expert should be engaged for further investigation and diagnosis.

##### *Internal Walls Condition:*

The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Adjacent to Unit 15.

Balcony/Corridor Condition Report Level Three:

*Internal Walls Condition:*

The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Adjacent to Unit 24.

Gas hotwater service reveal requires painting for an acceptable finish.

*The following action is recommended:*

A licensed Plasterer should be called to make a further evaluation and repairs or rectification as needed. A licensed Painter should be called to make a further evaluation and repairs or rectification as needed.

*Doors Condition:*

The condition of the doors is generally fair. The condition of the door hardware is generally good. Water damage was noted to all unit entry doors and will require repair or replacement.

Door weather seals appear to be inadequate, potential resultant water damage to internal flooring, recommend rectification.

*The following action is recommended:*

A licensed Building Contractor should be called to make a further evaluation and repairs or rectification as needed.

*Balustrades & Handrailing:*

Paintwork to masonry balustrade is deteriorating, recommend rectification.

Fire Stairs North:

*Stair Condition:*

Defective surface was noted to reinforced concrete stair and carriage slab exposing reinforcement steel, recommend rectification.

*The following action is recommended:*

A licensed Building Contractor should be called to make a further evaluation and repairs or rectification as needed.

*Internal Walls Condition:*

The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Efflorescence is noted to the face of masonry wall. This is when a white powdery deposit forms on the surface of bricks, masonry or concrete. This is caused by crystallisation and subsequent dehydration of soluble salts contained in the mortar or wall materials. Recommend the area be cleaned to remove efflorescence.

*Doors Condition:*

The condition of the doors is generally fair. The condition of the door hardware is generally fair. Some repairs or maintenance will be required. The door to level one binds and minor adjustments are required to ensure correct operation.

Fire Stairs South:

*Doors Condition:*

The condition of the doors is generally fair. The condition of the door hardware is generally fair. Some repairs or maintenance will be required. Escutcheon plate to level one door should be fitted.



## BATHROOMS

### Unisex Bathroom:

#### *Ventilation:*

An exhaust fan is installed to this area but was not operational at the time of inspection.

#### *The following action is recommended:*

A licensed Electrician should be called to make a further evaluation and repairs or rectification as needed.

## EXTERIOR

### External Walls:

#### *General Condition:*

All masonry external walls have the potential to develop cracking which may be caused by:

- 1) Environmental conditions, differential forces within the wall's material (clay or concrete bricks)
- 2) Horizontal movement caused by brick expansion on moisture uptake (equal in all directions)
- 3) Concrete or silicate brick shrinkage on moisture loss (equal in all directions)
- 4) The shrinkage in the elements supporting the masonry such as slabs beams or footings (horizontal in the plane of the masonry).
- 5) Plane stresses induced by foundation movements.

It is important to note that cracking to external masonry walls can appear at any time through expansion and disappear through contraction of the wall. Having found no evidence of cracking at the time of the inspection is no guarantee that cracking will not become evident in the future. The condition of the walls is generally fair.

Evidence suggest water is penetrating the western wall to Unit 15. Recommend further investigation and rectification.

Some of the external walls were not inspected as access was not gained to due to height restrictions. Defects may be present and not detected.

## ROOF SYSTEM EXTERNAL

### External Roof:

#### *Roof Covering Condition in Detail:*

There appears to be evidence suggesting that a current roof leak is present. We recommend further investigation by a qualified roofing expert and repairs be carried out to prevent further resultant damage.

#### Flashings:

#### *Roof Flashing - Type and Condition:*

The roof flashings are not visible and therefore no comment regarding roof flashings is made. There may be defects to the flashing materials that cannot be determined, and may only become evident later. Flashing material is of sheet metal. Active water leak is noted to the following areas. At the rear of the structure although other areas may also be effected.

#### *The following action is recommended:*

A licensed Roofing Contractor should be called to make a further evaluation and repairs or rectification as needed.

Gutters & Downpipes:

Gutters & Downpipes:

Some downpipes appear to be missing. These should be installed.

## **BASEMENT GARAGING**

Basement Two:

*External Wall General Condition:*

The condition of the walls is generally fair. Defective surface to reinforced concrete columns beam soffit, recommend rectification.

*Internal Walls Condition:*

The condition of the walls is generally fair. Cover plate to electrical box is required.

*The following action is recommended:*

A licensed Electrician should be called to make a further evaluation and repairs or rectification as needed.

## **GENERALLY**

Generally:

Fire stop collars or approved fire sealant should be installed to wall/floor penetrations.

A full builders final clean including, cleaning, removal of trade marks, removal of building waste and debris, scuffs and touch up of paintwork is required to provide an acceptable finish to all areas.

## COMMON AREA INSPECTION DETAILS

### Client & Site Information:

#### COMMISSIONED BY:

Executive Strata.

#### YOUR CONTACT:

Paul Tran.

#### DATE OF INSPECTION:

20/4/2017.

#### TIME OF INSPECTION:

8.30AM.

#### CLIENT:

Executive Strata.

#### PERSONS PRESENT AT INSPECTION:

Property owner or Representative:

#### PROPERTY ADDRESS:

361 Military Rd, Mosman.

**Important Information:** Any person who relies upon the contents of this report does so acknowledging that the following clauses both below and at the end of this report. These define the Scope and Limitations of the inspection and form an integral part of the report. Before you decide to act on this report you should read and understand all of the information contained herein. It will help explain what is involved in a Special Purpose Property Inspection, the difficulties faced by an inspector and why it is not possible to guarantee that a property is free of defects, latent or otherwise. This information forms an integral part of the report. If there is anything contained within this report that is not clear or you have difficulty understanding, please contact the inspector prior to acting on this report.

This Report complies with Australian Standard AS 4349.0 - 2007 Inspection of Buildings Part 0: General Requirements and Section 95 of the NSW Home Building Act 1989.

The purpose of the inspection is identify the major defects and safety hazards associated with the work to common areas defined by the approved plans and specifications. The inspection and reporting is limited to AS4349.0 - 2007 and Appendix C of AS4349.1 - 2007.

The Report does not include an estimate of the cost for rectification of defects or safety hazards. The overall condition of this building has been compared to similarly constructed and reasonably maintained buildings of approximately the same age.

**Note:** This report should not be relied upon more than 30 days after the date of the initial inspection. A re-inspection after this time is essential.

### **Limitations**

This report is limited to a visual inspection of areas where safe and reasonable access is available and access permitted on the date and at the time of inspection. The Inspection will be carried out in accordance with AS4349.1-2007. The purpose of the inspection is to report the condition of the building works in accordance with approved plans and specifications at the date and time of inspection. Areas for Inspection shall cover all safe and accessible areas. It does not purport to be geological as to foundation integrity or soil conditions, engineering as to structural, nor does it cover the condition of electrical, plumbing, gas or motorised appliances. It is strongly recommended that an appropriately qualified contractor check these services

As a matter of course, and in the interests of safety, home owners should have an electrical report carried out by a suitably qualified contractor.

### **Safe and Reasonable Access**

Only areas to which safe and reasonable access is available were inspected. The Australian Standard 4349.1 defines reasonable access as "areas where safe, unobstructed access is provided and the minimum clearances specified below are available, or where these clearances are not available, areas within the inspector's unobstructed line of sight and within arm's length. Reasonable access does not include removing screws and bolts to access covers." Reasonable access does not include the use of destructive or invasive inspection methods nor does it include cutting or making access traps or moving heavy furniture, floor coverings or stored goods.

**Roof Interior** - Access opening = 400 x 500 mm - Crawl Space = 600 x 600mm - Height accessible from a 3.6m ladder.

**Roof Exterior** - Must be accessible from a 3.6m ladder placed on the ground.

**Subfloor** - Access opening = 400 x 500mm - Vertical clearance: Timber floor 400mm to bearer, joist or other obstruction. Concrete floor: 500mm

## Property Description:

### Building type:

Apartment Building.

### External walls constructed from:

Texture coated fibre cement sheets. Concrete blocks: Metal frame and cladding. Concrete:

### Roof Construction:

The roof is of skillion construction. The roof is of flat concrete construction.

### Roof Covering:

Metal decking: Concrete:

### Internal walls covered with:

Plasterboard: Cement render:

### Internal ceilings covered with:

Plasterboard:

### Windows are constructed from:

Aluminum:

### Footings:

The building is constructed on concrete pier and beam footings.

### Estimate Building Age:

The building is new or of recent construction. As a general rule, If the building was completed after 1st July 2002, the Home Warranty Insurance is for six (6) years for structural problems and two (2) years for non structural items. These periods are from the date of completion. We strongly advise that you make independent enquiries to accurately determine the exact age of the building and the provision of any warranties that may be applicable. Nothing contained in this report should be taken as an indicator that the property is covered under a builders warranty.

The following information should be requested from the building contractor if applicable:

- Construction Final Certificate/Occupation Certificate
- Engineering Certificate for any detention tanks, structural work and any non standard timber beams
- Council stamped and approved plans, development approval and specifications
- Home Owner's Building Warranty Insurance including specific reference to the Building Contractor and this project
- Manufacture's certification for roof trusses if applicable
- Survey Certificate verifying correct set out of the building(s) including height of building(s) where necessary
- Final certificates of compliance for gas, electrical and plumbing installations
- Certification of termite protection used in the structure and surrounds
- Waterproofing guarantees for all wet areas

## Summary of Areas Inspected:

### Details:

Common Areas: Internal area: External area: Basement:



**Note:** The areas listed above are a broad indication of the areas inspected. Within these areas, some further restrictions may have been present restricting or preventing our inspection. If any recommendation has been made within this report to gain access to areas, gain further access to areas, or any area has been noted as being at "High Risk" due to limited access, then further access must be gained. We strongly recommend that such access be gained to enable a more complete report to be submitted.

**Should there be any areas or elements listed below which were not fully inspected due to access limitations or impairment at the time of inspection, or where recommendations for further access to be gained was made, these areas or elements should be accessed and inspected.**

### Weather Conditions & Orientation:

#### Weather Conditions:

The weather condition on the day of the inspection was generally fine.

#### Recent Weather Conditions:

Dry.

#### Orientation:

For the purpose of identification west is assumed to be approximately at the main street frontage of the property.

### Other Inspections and Reports Required:

Mechanical Services: Gas Fitting Inspection: Alarm/Intercom/Data Systems: Fire Sprinkler System Inspection: Hydraulic Engineer  
Inspection: Intercom & Communications Inspection: Elevator/Lift Inspection:

## BALCONIES & CORRIDORS

### Entry Lobby Condition Report Ground Floor South:

#### Room Location:

Ground floor:

#### Ceiling Condition:

The condition of the ceilings is generally good.

#### Internal Walls Condition:

The condition of the walls is generally good.

#### Doors Condition:

The condition of the doors is generally good. The condition of the door hardware is generally good.

#### Floors General Condition:

The condition of the floors is generally good.

#### Electrical Enclosure:



Fire stop collars or approved fire sealant should be installed to wall/floor penetrations.

### Entry Lobby Condition Report Ground Floor North:

#### Room Location:

Ground floor:

**Ceiling Condition:**

The condition of the ceilings is generally good.

**Internal Walls Condition:**

The condition of the walls is generally good.

**Windows Condition:**

The condition of the windows is generally good.

**Doors Condition:**

The condition of the doors is generally good. The condition of the door hardware is generally good.

**Floors General Condition:**

The condition of the floors is generally good.

**Electrical Enclosure:**

Fire stop collars or approved fire sealant should be installed to wall/floor penetrations.

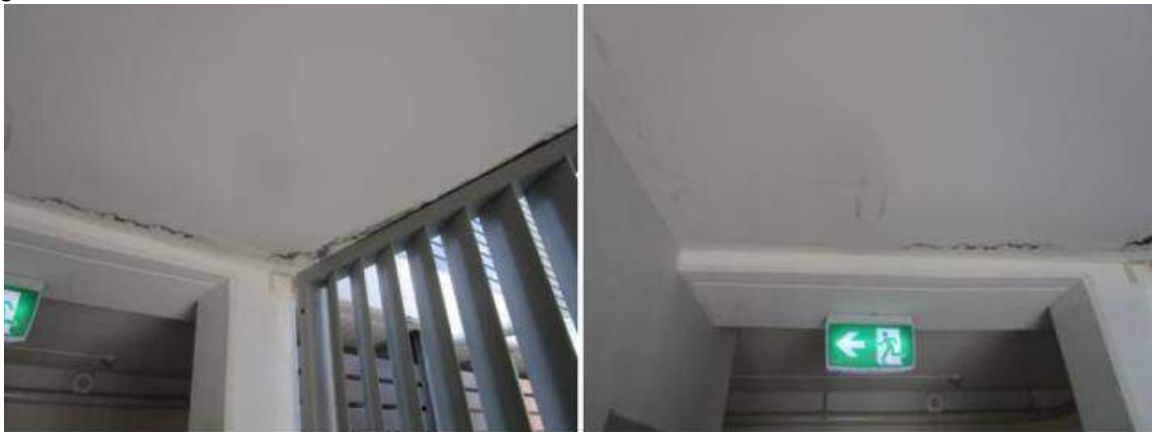
**Balcony/Corridor Condition Report Level One:****Room Location:**

Level one:

**Ceiling Condition:**

Painting is of a poor standard and requires rectification. Mould was noted to the ceilings. The cause of this should be investigated and rectified.

The following action is recommended:



The condition of the ceilings is generally fair. Evidence of current water penetration through ceiling. See notes in roofing section. Repairs are required to ceiling linings. Painting is of a poor standard and requires rectification. Mould was noted to the ceilings. The cause of this should be investigated and rectified.



The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Some minor maintenance is required to internal wall surfaces. Adjacent to Units 8, 10 and 13.

#### Internal Walls Condition:

The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Some minor maintenance is required to internal wall surfaces. Adjacent to Units 8, 10 and 13.

#### Windows Condition:

The condition of the windows is generally good. The condition of the window hardware is generally good.

#### Doors Condition:

The condition of the doors is generally good. The condition of the door hardware is generally good.

#### Floors General Condition:

The condition of the floors is generally good.

#### Balustrades & Handrailing:

Metal balustrade condition good.

### Balcony/Corridor Condition Report Level Two:

#### Room Location:

Level two:

#### Ceiling Condition:



The condition of the ceilings is generally fair. Evidence of current water penetration through ceiling/concrete soffit. Recommend further investigation and rectification .

The following action is recommended:



A qualified Leak Detection Expert should be engaged for further investigation and diagnosis.

**Internal Walls Condition:**

The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Adjacent to Unit 15.

**Windows Condition:**

The condition of the windows is generally good.

**Doors Condition:**

The condition of the doors is generally good.

**Floors General Condition:**

The condition of the floors is generally good.

**Balustrades & Handrailing:**

Metal balustrade condition good.

**Balcony/Corridor Condition Report Level Three:**

**Room Location:**

Level three:

**Ceiling Condition:**

The condition of the ceilings is generally good.

**Internal Walls Condition:**

The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Adjacent to Unit 24.

Gas hotwater service reveal requires painting for an acceptable finish.



**The following action is recommended:**

A licensed Plasterer should be called to make a further evaluation and repairs or rectification as needed. A licensed Painter should be called to make a further evaluation and repairs or rectification as needed.

**Doors Condition:**



The condition of the doors is generally fair. The condition of the door hardware is generally good. Water damage was noted to all unit entry doors and will require repair or replacement.

Door weather seals appear to be inadequate, potential resultant water damage to internal flooring, recommend rectification.



The following action is recommended:

A licensed Building Contractor should be called to make a further evaluation and repairs or rectification as needed.

Balustrades & Handrailing:



Paintwork to masonry balustrade is deteriorating, recommend rectification.



Fire Stairs North:

Type & Condition:



The stairs are constructed primarily from concrete.

Stair Condition:



Defective surface was noted to reinforced concrete stair and carriage slab exposing reinforcement steel, recommend rectification.





The following action is recommended:

A licensed Building Contractor should be called to make a further evaluation and repairs or rectification as needed.

Internal Walls Condition:



The condition of the walls is generally fair. Defective or poor surfaces were noted to wall materials and will require repair. Efflorescence is noted to the face of masonry wall. This is when a white powdery deposit forms on the surface of bricks, masonry or concrete. This is caused by crystallisation and subsequent dehydration of soluble salts contained in the mortar or wall materials. Recommend the area be cleaned to remove efflorescence.

#### Doors Condition:

The condition of the doors is generally fair. The condition of the door hardware is generally fair. Some repairs or maintenance will be required. The door to level one binds and minor adjustments are required to ensure correct operation.

#### Fire Stairs South:

##### Type & Condition:

The stairs are constructed primarily from concrete.

##### Internal Walls Condition:

The condition of the walls is generally good.

#### Doors Condition:



The condition of the doors is generally fair. The condition of the door hardware is generally fair. Some repairs or maintenance will

be required. Escutcheon plate to level one door should be fitted.

## BATHROOMS

**Important Notes:** Shower areas (where present) are visually checked for leakage, but leaks often do not show except when the shower is in actual long term use. It is very important to maintain adequate sealing in the bath areas. Very minor imperfections can allow water to get into the wall or floor areas and cause damage. Adequate and proper ongoing maintenance will be required in the future.

In regard to plumbing or electrical, it should be noted that we are not plumbers or electricians and any comment made is not that of a qualified plumber or electrician. We recommend that a qualified contractor be engaged to make comment on any matter dealing with plumbing or electrical issues.

### Unisex Bathroom:

#### Room Location:

Ground floor:

#### Ceiling Condition:

The condition of the ceilings is generally good.

#### Internal Walls Condition:

The condition of the walls is generally good.

#### Doors Condition:

The condition of the doors is generally good. The condition of the door hardware is generally good.

#### Floors General Condition:

The condition of the floors is generally good.

#### Tiles:

The condition of the tiles is generally good.

#### Basin & Taps:

The basin & taps appear serviceable. Drain appears serviceable.

#### Toilet Condition:

The toilet appears to be in working order.

#### Floor/Floor Waste:

The floor waste point was not able to be tested during this visual inspection. Defects or blockages may be present and not detected.

#### Ventilation:

An exhaust fan is installed to this area but was not operational at the time of inspection.

#### The following action is recommended:

A licensed Electrician should be called to make a further evaluation and repairs or rectification as needed.



## EXTERIOR

### External Walls:

#### General Condition:

All masonry external walls have the potential to develop cracking which may be caused by:

- 1) Environmental conditions, differential forces within the wall's material (clay or concrete bricks)
- 2) Horizontal movement caused by brick expansion on moisture uptake (equal in all directions)
- 3) Concrete or silicate brick shrinkage on moisture loss (equal in all directions)
- 4) The shrinkage in the elements supporting the masonry such as slabs beams or footings (horizontal in the plane of the masonry).
- 5) Plane stresses induced by foundation movements.

It is important to note that cracking to external masonry walls can appear at any time through expansion and disappear through contraction of the wall. Having found no evidence of cracking at the time of the inspection is no guarantee that cracking will not become evident in the future. The condition of the walls is generally fair.

Evidence suggest water is penetrating the western wall to Unit 15. Recommend further investigation and rectification.

Some of the external walls were not inspected as access was not gained to due to height restrictions. Defects may be present and not detected.

## ROOF SYSTEM EXTERNAL

The following is an opinion of the general quality and condition of the roofing material. The inspector cannot and does not offer an opinion or warranty as to whether the roof leaks or may be subject to future leakage. The only way to determine whether a roof is absolutely water tight is to make observations during prolonged rainfall. If any sections of the roof were inaccessible due to the method of construction or other factor, further investigations should be carried out.

### External Roof:

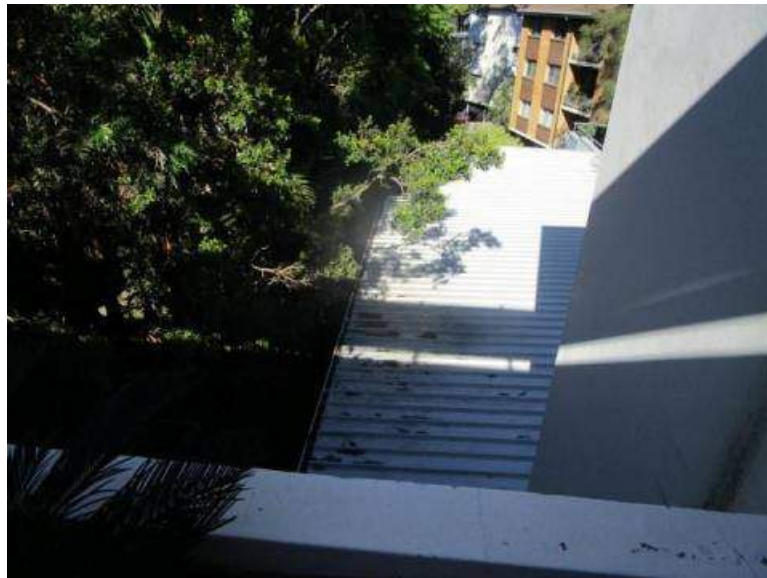
#### Roof Style:

The roof is of skillion construction.

#### Roof Access Limitations:

No physical access was possible to the external roof area due to the roof not being accessible from a 3.6 metre ladder placed on the ground.

#### Roof Covering Condition in Detail:



There appears to be evidence suggesting that a current roof leak is present. We recommend further investigation by a qualified roofing expert and repairs be carried out to prevent further resultant damage.

#### The following action is recommended:

A licensed Roofing Contractor should be called to make a further evaluation and repairs or rectification as needed.

### Flashings:

#### Roof Flashing - Type and Condition:

The roof flashings are not visible and therefore no comment regarding roof flashings is made. There may be defects to the flashing materials that cannot be determined, and may only become evident later. Flashing material is of sheet metal. Active water leak is noted to the following areas. At the rear of the structure although other areas may also be effected.

#### The following action is recommended:

A licensed Roofing Contractor should be called to make a further evaluation and repairs or rectification as needed.

### Gutters & Downpipes:

#### Gutters & Downpipes:



Some downpipes appear to be missing. These should be installed.

The following action is recommended:

A licensed Roof Plumber should be called to make a further evaluation and repairs or rectification as needed.

## SITE COMMON AREAS

### Driveway:

#### Type & Condition:

The concrete driveway stands in good condition.

### Fences & Gates:

#### Fences Type & Condition:

The fences are constructed from a combination of timber, brick and metal. The fences are generally in good condition.

### Retaining Walls:

#### Type & General Condition:

The timber retaining walls appear in good order. The masonry retaining walls appear in good order.

### Paths/Paved Areas:

#### Type:

The paths and hard surface areas are constructed of reinforced concrete suspended slab. The paved paths/paved areas are in good condition.

### Drainage - Surface Water:

#### Description:

Site drainage appears to be acceptable. However, the site should be monitored during heavy rain to determine whether the existing drains can cope. If they cannot cope, then additional drains may be required.

The general adequacy of site drainage is not included in this Special Purpose Building Inspection Report. Comments on surface water drainage are limited as where there has been either little or no rainfall for a period of time, surface water drainage may appear to be adequate but then during periods of heavy rain, may be found to be inadequate. Any comments made in this section are relevant only in light of the conditions present at the time of inspection. It is recommended that a Smoke Test be obtained to determine any illegal connections, blocked or broken drains. The capacity, function and adequacy of the site stormwater retention system, stormwater silt arrestor pits and associated works should be referred to a qualified Hydraulics Engineer for further comment.



## SERVICES COMMON AREAS

### Services:

#### Details:

Gas is connected to the premises but has not been inspected. The cold water was operational but the adequacy was not tested and is not commented on. Smoke detectors are fitted however, the positioning, operation or adequacy was not tested and is not commented on. Fire Protection Audit should be carried out annually by authorised and qualified practitioner. The intercom system is not operating correctly, recommend rectification. Elevator/Lift has been installed. The elevator should be commissioned and certified by an authorised certifier and regularly maintained by qualified technicians. Electrical services should be commissioned and certified by an authorised electrical certifier. Mechanical ventilation is installed and should be commissioned the installing contractor.

#### Hotwater Service:



Hot water is provided by the following: Mains electric hot water system: Located in Garbage Enclosure: The hot water system appears to be in working condition. No specific tests other than running the hot water from a tap was carried out. No determination has been made as to the suitability or adequacy of the hot water system in relation to capacity or otherwise.

## PERGOLAS COMMONS AREAS

### Pergola A:

#### Position/Location:

Eastern elevation.

#### Construction & Condition:

Constructed from timber. Constructed from concrete or masonry. The general condition of this structure is good.

## BASEMENT GARAGING

### Basement One:

Garage Location:



Restrictions to inspection



Stored items restricted inspection to the interior. Stored items should be removed to enable a more complete report to be submitted. Vehicles were parked in basemen which restricted visual inspection, defects may be present but not detected.

### General Overall Condition:

The overall condition of the garage is good.

### External walls constructed from:

Concrete: Concrete blocks:

#### External Wall General Condition:

The condition of the walls is generally good.

#### Front Doors - Type & Condition

The main garage door is a panel lift style door and is in good condition.

#### Ceiling Condition:

The condition of the ceilings is generally good.

#### Internal Walls Condition:

The condition of the walls is generally good.

#### Floor - Type & General Condition

The concrete floor is generally in good condition. The concrete floor inspection was restricted by stored goods at the time of inspection.

#### Basement Two:

##### Garage Location:

Basement garaging under the main buildings.

##### Restrictions to inspection

Stored items restricted inspection to the interior. Stored items should be removed to enable a more complete report to be submitted. Vehicles were parked in basemen which restricted visual inspection, defects may be present but not detected.

##### General Overall Condition:

The overall condition of the garage is fair.

##### External walls constructed from:

Concrete: Concrete blocks:

##### External Wall General Condition:



The condition of the walls is generally fair. Defective surface to reinforced concrete columns beam soffit, recommend rectification.



**Ceiling Condition:**

The condition of the ceilings is generally fair.

**Internal Walls Condition:**



The condition of the walls is generally fair. Cover plate to electrical box is required.

**The following action is recommended:**

A licensed Electrician should be called to make a further evaluation and repairs or rectification as needed.



## GENERALLY

### Generally:

Fire stop collars or approved fire sealant should be installed to wall/floor penetrations.

A full builders final clean including, cleaning, removal of trade marks, removal of building waste and debris, scuffs and touch up of paintwork is required to provide an acceptable finish to all areas.

## CONCLUSION

### Overall Condition of the Property:

#### Major Defects in this Building:

The incidence of major defects in this building in comparison to the average condition of similar buildings of approximately the same age and construction and that have been reasonably maintained is considered to be:

**Typical:** The frequency and/or magnitude of major defects are consistent with the inspector's expectations when compared to similar buildings of approximately the same age, construction and have been reasonably well maintained.

#### Minor Defect in this Building:

The incidence of minor defects in this building in comparison to the average condition of similar buildings of approximately the same age and construction and that have been reasonably maintained is considered to be:

**Typical:** The frequency and/or magnitude of minor defects are consistent with the inspector's expectations when compared to similar buildings of approximately the same age, construction that have been reasonably well maintained.

#### Overall Condition:

A comparison of this and other dwellings of similar age, construction and level of maintenance would rate this building as **average**. There may be areas/elements requiring minor repairs or maintenance.

**Important Note:** The building rating noted above is only a generalisation taking into account numerous factors and should be read in conjunction with the notable items and main report.

## Important Information Common Areas

### Important Information:

The following forms an integral part of the report and MUST be read in conjunction with the entire report.

#### General Definitions used in this report:

##### Terminology

The Definitions below apply to the TYPES OF DEFECTS associated with individual items/parts or Inspection areas.

**Damage:** The building material or item has deteriorated or is not fit for its designed purpose.

**Distortion, Warping, Twisting:** The Item has moved out of shape or moved from its position.

**Water Penetration, Dampness:** Moisture has gained access to unplanned and/or unacceptable areas.

**Material Deterioration:** The item is subject to one or more of the following defects; rusting, rotting, corrosion, decay.

**Operational:** The item or part does not function as expected.

**Installation:** The installation of an item is unacceptable, has failed or is absent.

The Definitions of the Terms (Good), (Fair), & (Poor) below apply to defects associated with individual items or specific areas:

**Good** - The item or area inspected appears to be in Serviceable and/or Sound Condition without any significant visible defects at the time of inspection.

**Fair** - The item or area inspected exhibits some minor defects, minor damage or wear and tear may require some repairs of maintenance.

**Poor** - The item or area inspected requires significant repairs or replacement and may be in a badly neglected state due to age or lack of maintenance or deterioration or not finished to an acceptable standard of workmanship.

The Definitions (Above Average), (Average), (Below Average) relate to the inspectors opinion of the Overall Condition of the Building:

**Above Average** - The overall condition is above that consistent with dwellings of approximately the same age and construction. Most items and areas are well maintained and show a high standard of workmanship when compared with building of similar age and construction.

**Average** - The overall condition is consistent with dwellings of approximately the same age and construction. There will be areas or items requiring some repair or maintenance.

**Below Average** - The Building and its parts show some significant defects and/or very poor non- tradesman like workmanship and/or long term neglect and/or defects requiring major repairs or reconstruction of major building elements.

**Appearance Defect** - Where in the inspectors opinion the appearance of the building element has blemished at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

**Serviceability Defect** - Where in the inspectors opinion the function of the building element is impaired at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

**Structural Defect** - Where in the inspector's opinion the structural performance of the building element is impaired at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

**Accessible Area** - An area on the site where sufficient, safe and reasonable access is available to allow inspection within the scope of the inspection.

### **General and Important Information:**

**Note:** Some elements of the Common Areas have not been inspected or have been inspected from a distance which is due to access restrictions include but not limited to: **External walls: Roof surfaces:**

**Halogen Recessed Lighting:** Where Halogen Recessed Lighting is installed, there is a potential fire hazard. This type a lighting fixture may create a potential fire hazard if installed in the vicinity of inflammable materials. The Australian Standard states that a minimum clearance of 200mm surrounding a Halogen Recessed Lighting Fixture. We strongly recommend that proprietary patented Halogen Recessed Lighting covers be installed in all cases (where practicle).

**Rooms below ground level:** If there are any rooms under the house or below ground level (whether they be habitable or non-habitable rooms), these may be subject to dampness and water penetration. Drains are not always installed correctly or could be blocked. It is common to have damp problems and water entry into these types of rooms, especially during periods of heavy rainfall and this may not be evident upon initial inspection. These rooms may not have council approval. The purchaser should make their own enquiries with the Council to ascertain if approval was given.

**Retention Stormwater Systems:** If a Retention Stormwater System is installed, we recommend that a qualified Hydraulic Engineer be engaged to advise.

**Surface Water Drainage:** The retention of water from surface run off could have an effect on the foundation material which in turn could affect the footings to the house. Best practice is to monitor the flow of surface water and stormwater run off and have the water directed away from the house or to storm water pipes by a licensed plumber/drainier.

### **Important Information Regarding the Scope and Limitations of the Inspection and this Report**

Any person who relies upon the contents of this report does so acknowledging that the following clauses, which define the Scope and Limitations of the inspection, form an integral part of the report.

**1)** This report is not an all encompassing report dealing with the building from every aspect. It is a reasonable attempt to identify any obvious or significant defects apparent at the time of the inspection. Whether or not a defect is considered significant or not, depends, to a large extent, upon the age and type of the building inspected. This report is not a Certificate of Compliance with the requirements of any Act, Regulation, Ordinance or By-law. It is not a structural report. Should you require any advice of a structural nature you should contact a structural engineer.

**2) THIS IS A VISUAL INSPECTION ONLY** limited to those areas and sections of the property fully accessible and visible to the Inspector on the date of Inspection. The inspection DID NOT include breaking apart, dismantling, removing or moving objects including, but not limited to, foliage, mouldings, roof insulation/ sisalation, floor or wall coverings, sidings, ceilings, floors, furnishings, appliances or personal possessions. The inspector CANNOT see inside walls, between floors, inside skillion roofing, behind stored goods in cupboards and other areas that are concealed or obstructed. The inspector DID NOT dig, gouge, force or perform any other invasive procedures. Visible timbers CANNOT be destructively probed or hit without the written permission of the property owner.

**3)** This Report does not and cannot make comment upon: defects that may have been concealed; the assessment or detection of defects (including rising damp and leaks) which may be subject to the prevailing weather conditions; whether or not services have been used for some time prior to the inspection and whether this will affect the detection of leaks or other defects (*eg. In the case of shower enclosures the absence of any dampness at the time of the inspection does not necessarily mean that the enclosure will not leak*); the presence or absence of timber pests; gas-fittings; common property areas; environmental concerns; the proximity of the property to flight paths, railways, or busy traffic; noise levels; health and safety issues; heritage concerns; security concerns; fire protection; site drainage (apart from surface water drainage); swimming pools and spas (non-structural); detection and identification of illegal building work; detection and identification of illegal plumbing work; durability of exposed finishes; neighbourhood problems; document analysis; electrical installation; any matters that are solely regulated by statute; any area(s) or item(s) that could not be inspected by the consultant. Accordingly this Report is not a guarantee that defects and/or damage does not exist in any inaccessible or partly inaccessible areas or sections of the property.

**4)a CONSUMER COMPLAINTS PROCEDURE.** In the event of any dispute or claim arising out of, or relating to the Inspection or the Report, or any alleged negligent act or omission on our part or on the part of the individual conducting the Inspection, either party may give written Notice of the dispute or claim to the other party. If the dispute is not resolved within twenty one (21) days from the service of the written Notice then either party may refer the dispute or claim to a mediator nominated by us. The cost shall be met equally by both parties or as agreed as part of the mediated settlement. Should the dispute or claim not be resolved by mediation, one or other of the parties may refer the dispute or claim to the Institute of Arbitrators and Mediators of Australia who will appoint an Arbitrator that will resolve the dispute by Arbitration. The Arbitrator will also determine what costs each of the

parties are to pay.

**4)b COMPLAINT INVESTIGATION:** In the event any litigation is started as a result of the inspection and/or report, you indemnify us against any legal fees and expenses incurred where you have not first allowed Us the opportunity to visit the property to investigate the complaint and provide you with a written response within 28 days.

**5) ASBESTOS DISCLAIMER: "No inspection for asbestos was carried out at the property and no report on the presence or absence of asbestos is provided.** If during the course of the Inspection asbestos or materials containing asbestos happened to be noticed then this may be noted in the **Additional Comments** section of the report. Buildings built prior to 1982 may have wall and/or ceiling sheeting and other products including roof sheeting that contains Asbestos. Even building built after this date up until the early 1990's may contain some Asbestos. Sheeting should be fully sealed. If concerned or if the building was built prior to 1990 or if asbestos is noted as present within the property then you should seek advice from a qualified asbestos removal expert as to the amount and importance of the asbestos present and the cost of sealing or removal. Drilling, cutting or removing sheeting or products containing Asbestos is a high risk to peoples health. You should seek advice from a qualified asbestos removal expert."

**6) Mould (Mildew and Non-Wood Decay Fungi) Disclaimer:** Mildew and non wood decay fungi is commonly known as Mould. However, Mould and their spores may cause health problems or allergic reactions such as asthma and dermatitis in some people. **No inspection for Mould was carried out at the property and no report on the presence or absence of Mould is provided.** If in the course of the Inspection, mould happened to be noticed it may be noted in the report. If Mould is noted as present within the property or if you notice Mould and you are concerned as to the possible health risk resulting from its presence then you should seek advice from your local Council, State or Commonwealth Government Health Department or a qualified expert such as an Industry Hygienist.

**7) Magnesite Flooring Disclaimer:** No inspection for Magnesite Flooring was carried out at the property and no report on the presence or absence of Magnesite Flooring is provided. You should ask the owner whether Magnesite Flooring is present and/or seek advice from a Structural Engineer.

**8) Estimating Disclaimer:** Any estimates provided in this report are merely opinions of possible costs that could be encountered, based on the knowledge and experience of the inspector, and are not estimates in the sense of being a calculation of the likely costs to be incurred. The estimates are NOT a guarantee or quotation for work to be carried out. The actual cost is ultimately dependent upon the materials used, standard of work carried out, and what a contractor is prepared to do the work for. It is recommended in ALL instances that multiple independent quotes are sourced prior to any work being carried out. The inspector accepts no liability for any estimates provided throughout this report.

**9) Cracking of Building Elements:** The use of cracking of building elements as an indicator of structural performance can be problematic. Where any cracking is present in a building element, that cracking may be the result of one or more of a range of factors and that the significance of cracking may vary.

Cracking can be generally categorized into:

**Appearance Defect:** Where in the inspectors opinion the appearance of the building element has blemished at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

**Serviceability Defect:** Where in the inspectors opinion the function of the building element is impaired at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

**Structural Defect:** Where in the inspector's opinion the structural performance of the building element is impaired at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

The criteria for determining whether cracking is a structural defect are not solely related to crack width. Cracks 0.1mm wide may be a structural defect while cracks 5.00mm wide may not be structural defects. Cracking in a structural element does not necessarily indicate a structural defect.

**10) CONDITIONS :-** This Special Purpose Property Report is conditional upon or conditional in relation to -

- the assessment of any apparent defect including rising damp and leaks, the detection of which may be subject to prevailing weather conditions;
- information provided by the person, the employees or agents of the person requesting the report;
- the specific areas of expertise of the consultant specified in the report;
- apparent concealment of possible defects; or
- any other factor limiting the preparation of the report.



**11)** If the property to be inspected is occupied then You must be aware that furnishings or household items may be concealing evidence of problems, which may only be revealed when the items are moved or removed. Whether the Report says the property is occupied or unoccupied You agree to:

a) Obtain a statement from the owner as to

- i. any Timber Pest activity or damage;
- ii. timber repairs or other repairs
- iii. alterations or other problems to the property known to them
- iv. any other work carried out to the property including Timber Pest treatments
- v. obtain copies of any paperwork and documents issued and the details of all work carried out

b) Indemnify the Inspector from any loss incurred by You relating to the items listed in clause a) above where no such statement is obtained.

**12)** The Inspection Will not cover or report the items listed in Appendix D to AS4349.1-2007

**13)** You agree that We cannot accept any liability for Our failure to report a defect that was concealed by the owner of the building being inspected and You agree to indemnify Us for any failure to find such concealed defects

**14)** Where Our report recommends another type of inspection including an invasive inspection and report then You should have such an inspection carried out prior to the exchange of contracts or end of cooling-off period. If You fail to follow Our recommendations then You agree and accept that You may suffer a financial loss and indemnify Us against all losses that You incur resulting from Your failure to act on Our advice.

**15)** The Report may not be sold or provided to any other Person without Our express written permission, unless the Client is authorised to do so by Legislation. If We give our permission it may be subject to conditions such as payment of a further fee by the other Person and agreement from the other Person to comply with this clause. However, We may sell the Report to any other Person although there is no obligation for Us to do so.

**16)** You indemnify Us in respect of any and all liability, including all claims, actions, proceedings, judgments, damages, losses, interest, costs and expenses of any nature, which may be incurred by, brought, made or recovered against Us arising directly or indirectly from the unauthorised provision or sale of the Report by You to a Person without Our express written permission.

#### **IMPORTANT DISCLAIMER**

**DISCLAIMER OF LIABILITY:** -No Liability shall be accepted on an account of failure of the Report to notify any problems in the area(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for Inspection is denied by or to the Inspector (including but not limited to or any area(s) or section(s) so specified by the Report).

**DISCLAIMER OF LIABILITY TO THIRD PARTIES:** - We will not be liable for any loss, damage, cost or expense, whatsoever, suffered or incurred by any Person other than You in connection with the use of the Inspection Report provided pursuant to this agreement by that Person for any purpose or in any way, including the use of this report for any purpose connected with the sale, purchase, or use of the Property or the giving of security over the Property, to the extent permissible by law. The only Person to whom We may be liable and to whom losses arising in contract or tort sustained may be payable by Us is the Client named on the face page of this Agreement.

#### **CONTACT THE INSPECTOR**

Please feel free to contact the inspector who carried out this inspection. Often it is very difficult to fully explain situations, problems, access difficulties, building faults or their importance in a manner that is readily understandable by the reader. Should you have any difficulty in understanding anything contained within this report then you should immediately contact the inspector Brendan T Sykes on 0447 234 400 during business hours and have the matter explained to you. If you have any questions at all or require any clarification then contact the inspector prior to acting on this report.

..... End Of Report .....