

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Infinity Properties
Address of property	Unit 2/91-93 Wentworth Road, Strathfield, NSW.
Lot	2
Strata Plan	SP 5359
Name of Strata Management Co.	Civium Strata Management
Telephone Number of Strata Agent	1300 724 256
Report Date	10 April 2024

General Information

Owner's Name	Andrew Chee-Lun So & Michelle Joy Wong
Unit Entitlement.	1
Total Unit Entitlement.	12

Levy Contributions

Administration Fund contribution.	\$1,000.00
Capital Works Fund contribution.	\$239.31
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$9,227.82 Debit.
Capital Works Fund Balance.	\$35,577.72 Credit.

Insurances

Building Insurance	Yes
Sum Insured	\$5,110,000.00
Insurance Company	iStrata
Due Date	23 June 2024
Fire Safety Report Issuing Body	Yes
Certificate Date.	2023
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 3 August 2020	Administration Fund set at \$50,523.00 p.a. Capital Works Fund set at \$5,000.00 p.a.
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	<p>Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Pet approval recorded. Meeting closed.</p>
<p>Annual General Meeting 2 August 2021</p>	<p>Administration Fund set at \$42,600.00 p.a. Capital Works Fund set at \$10,621.00 p.a. Building insurance continued, Special levy of \$3,979.00 raised to address the deficit in the Administration Fund, All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.</p>
<p>Annual General Meeting 3 August 2022</p>	<p>Administration Fund set at \$42,330.00 p.a. Capital Works Fund set at \$11,153.00 p.a. Building insurance continued, Special levy of \$7,804.00 raised to address the deficit in the Administration Fund, All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Maintenance recorded was general in nature as per the scan of this meeting below. Meeting closed.</p>
<p>Annual General Meeting 2 August 2023</p>	<p>Administration Fund set at \$48,000.00 p.a. Capital Works Fund set at \$11,487.00 p.a. Building insurance continued, Special levy of \$9,227.82 raised to address the deficit in the Administration Fund, due: 1 October 2023 and, 1 March 2024. All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Strata Committee Meeting: Maintenance recorded was general in nature as per the scan of this meeting below. Meeting closed.</p>

Other comments.

This report is a summary of the documents below and should be read in conjunction with these meetings attached.

CIVIUM STRATA

OWNER TRANSACTION SUMMARY from 01/03/23 to 09/04/24

Contribution Schedule

Page 1

S/Plan: 5659
Building Address: 91-93 Wentworth Road
:
Suburb: BURWOOD
Building Name: 91-93 Wentworth Road
GST?: No

Units: 12 **Lots:** 12
State: NSW **Post Code:** 2134
ABN: 63680495607
Manager: Peter Bone

Lot#: 2 **Unit#:** 2
Owner Name: Andrew Chee-Lun So & Michelle Joy Wong

Units of Entitlement: 1
Contribution Schedule: 1
Paid To: 30/06/24

Levies									
Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/04/23	357	Standard Levy Contribution Schedule from 01/04/2023 to 30/06/2023 FULLY PAID	\$1,114.23	\$1,114.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$881.88	\$881.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$232.35	\$232.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/07/23	358	Standard Levy Contribution Schedule from 01/07/2023 to 30/09/2023 FULLY PAID	\$1,114.23	\$1,114.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$881.88	\$881.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$232.35	\$232.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/10/23	411	Standard Levy Contribution Schedule from 01/10/2023 to 31/12/2023 FULLY PAID	\$1,239.31	\$1,239.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$239.31	\$239.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/10/23	440	Special levy to eliminate the deficit in the administrative fund FULLY PAID	\$384.49	\$384.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$384.49	\$384.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/11/23	389	No access - fire inspection (21/8/23) FULLY PAID	\$189.75	\$189.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$189.75	\$189.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/01/24	412	Standard Levy Contribution Schedule from 01/01/2024 to 31/03/2024 FULLY PAID	\$1,239.31	\$1,239.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$239.31	\$239.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

CIVIUM STRATA

OWNER TRANSACTION SUMMARY from 01/03/23 to 09/04/24

Contribution Schedule

Page 2

S/Plan: 5659
Lot#: 2 **Unit#:** 2
Owner Name: Andrew Chee-Lun So & Michelle Joy Wong

Units of Entitlement: 1
Contribution Schedule: 1

Paid To: 30/06/24
Interest: \$0.00
Total Due: \$0.00 as at 09/04/24

Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/03/24	452	Special levy to eliminate the deficit in the administrative fund FULLY PAID	\$384.49	\$384.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$384.49	\$384.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/04/24	413	Standard Levy Contribution Schedule from 01/04/2024 to 30/06/2024 FULLY PAID	\$1,239.31	\$1,239.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Admin	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Works	\$239.31	\$239.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Totals for the Period 01/03/23 to 09/04/24			\$6,905.12	\$6,905.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Receipts

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
17/04/23	496	Standard Levy Contribution Schedule for 01/04/2023 to 30/06/2023 Receipt; bpay-payment - DEFT Bpay 6270132393	\$881.88	\$232.35	\$1,114.23	\$0.00	\$0.00	\$0.00
19/06/23	499	Standard Levy Contribution Schedule for 01/07/2023 to 30/09/2023 Receipt; apo-cheque - DEFT Chq 6270132393	\$881.88	\$232.35	\$1,114.23	\$0.00	\$0.00	\$0.00
27/09/23	521	Standard Levy Contribution Schedule for 01/10/2023 to 31/12/2023 Receipt; bpay-payment - DEFT Bpay 6270132393	\$1,000.00	\$239.31	\$1,239.31	\$0.00	\$0.00	\$0.00
27/09/23	522	Special levy to eliminate the deficit in the administrative fund Receipt; bpay-payment - DEFT Bpay 6270132393	\$384.49	\$0.00	\$384.49	\$0.00	\$0.00	\$0.00
20/10/23	531	No access - fire inspection (21/8/23) Receipt; bpay-payment - DEFT Bpay 6270132393	\$189.75	\$0.00	\$189.75	\$0.00	\$0.00	\$0.00
15/12/23	536	Standard Levy Contribution Schedule for 01/01/2024 to 31/03/2024 Receipt; bpay-payment - DEFT Bpay 6270132393	\$1,000.00	\$239.31	\$1,239.31	\$0.00	\$0.00	\$0.00
29/02/24	561	Special levy to eliminate the deficit in the administrative fund Receipt; bpay-payment - DEFT Bpay 6270132393	\$384.49	\$0.00	\$384.49	\$0.00	\$0.00	\$0.00
14/03/24	567	Standard Levy Contribution Schedule for 01/04/2024 to 30/06/2024 Receipt; bpay-payment - DEFT Bpay 6270132393	\$1,000.00	\$239.31	\$1,239.31	\$0.00	\$0.00	\$0.00
Receipt Totals for the Period 01/03/23 to 09/04/24			\$5,722.49	\$1,182.63	\$6,905.12	\$0.00	\$0.00	\$0.00

Civium Strata

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Balance Sheet - S/Plan 5659 91-93 WENTWORTH ROAD, BURWOOD, NSW 2134 For the Financial Period 01/07/2022 to 30/06/2023

	Administrative	Capital Works	TOTAL THIS YEAR
Assets			
Cash At Bank Strathfield Strata Managt P/L FTBenefit SP 5659 <i>Macquarie Bank BSB: 182-222 Acc No: 235296332</i>	\$(2,884.86)	\$37,204.17	\$34,319.31
Total Assets	\$(2,884.86)	\$37,204.17	\$34,319.31
Liabilities			
Accounts Payable (GST Free)	\$169.80	\$0.00	\$169.80
Paid in Advance	\$6,173.16	\$1,626.45	\$7,799.61
Total Liabilities	\$6,342.96	\$1,626.45	\$7,969.41
Net Assets	\$(9,227.82)	\$35,577.72	\$26,349.90
Owners Funds			
Opening Balance	\$(7,803.72)	\$41,925.51	\$34,121.79
Net Income For The Period	\$(1,424.10)	\$(6,347.79)	\$(7,771.89)
Total Owners Funds	\$(9,227.82)	\$35,577.72	\$26,349.90

Income and Expenditure Statement - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
For the Financial Period 01/07/2022 to 30/06/2023

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Overdues	\$0.00	\$0.00	\$17.02
Levy Income	\$42,397.68	\$42,330.00	\$44,580.72
Status Certificates	\$188.10	\$0.00	\$0.00
Total Administrative Fund Income	\$42,585.78	\$42,330.00	\$44,597.74
Expenses			
Accounting Service Provision	\$668.25	\$680.00	\$643.28
Area Maintenance	\$9,419.00	\$10,000.00	\$9,182.00
Arrears Recovery Costs	\$0.00	\$0.00	\$137.00
Bank Charges (Transaction Fees)	\$10.20	\$0.00	\$8.57
Banking Management	\$668.25	\$680.00	\$643.28
Building Repairs & Maintenance	\$1,848.55	\$2,000.00	\$755.38
Bundled Disbursements	\$1,283.04	\$1,200.00	\$1,105.06
Civium Disbursements	\$1,449.95	\$800.00	\$1,014.30
Electrical Repairs & Maintenance	\$0.00	\$600.00	\$297.00
Electricity - Utility	\$590.13	\$800.00	\$686.59
Fire Protection - Contracted	\$691.90	\$800.00	\$726.00
Fire Protection - Repairs/Replacements	\$2,456.30	\$1,000.00	\$0.00
Garage Door	\$0.00	\$500.00	\$0.00
Gutter Cleaning	\$462.00	\$500.00	\$0.00
Insurance Premiums	\$12,291.71	\$12,500.00	\$21,916.14
Keys and Locks	\$92.54	\$200.00	\$133.77
Management Fee	\$4,190.76	\$4,260.00	\$4,006.46
Online Portal Fees	\$201.21	\$205.00	\$171.56
Pest Control	\$330.00	\$500.00	\$319.00
Plumbing & Drainage	\$1,587.50	\$2,500.00	\$1,545.50
Status Certificate Fees	\$119.90	\$0.00	\$0.00
Sundry Expenses	\$36.00	\$0.00	\$0.00
Tax Agent Fees - Income Tax	\$104.50	\$104.00	\$99.00
Taxation Reporting (Civium)	\$132.00	\$110.00	\$132.00
Trades Compliance	\$299.73	\$305.00	\$287.88
Water - Utility	\$5,076.46	\$5,400.00	\$4,613.07
Total Administrative Fund Expenses	\$44,009.88	\$45,644.00	\$48,422.84
Administrative Fund Surplus/Deficit	\$(1,424.10)	\$(3,314.00)	\$(3,825.10)

Income and Expenditure Statement - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
For the Financial Period 01/07/2022 to 30/06/2023

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Opening Balance for the period	\$(7,803.72)	\$0.00	\$(3,978.62)
Closing Balance for the period	\$(9,227.82)	\$(3,314.00)	\$(7,803.72)

Income and Expenditure Statement - S/Plan 5659**91-93 WENTWORTH ROAD, BURWOOD, NSW 2134**

For the Financial Period 01/07/2022 to 30/06/2023

Capital Works Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Insurance Claim Refund	\$0.00	\$0.00	\$8,608.00
Interest on Overdues	\$1.37	\$0.00	\$4.24
Levy Income	\$11,019.84	\$11,153.00	\$9,215.76
Total Capital Works Fund Income	\$11,021.21	\$11,153.00	\$17,828.00
Expenses			
Capital Works Budget	\$17,369.00	\$0.00	\$16,626.19
Total Capital Works Fund Expenses	\$17,369.00	\$0.00	\$16,626.19
Capital Works Fund Surplus/Deficit	\$(6,347.79)	\$11,153.00	\$1,201.81
Opening Balance for the period	\$41,925.51	\$0.00	\$40,723.70
Closing Balance for the period	\$35,577.72	\$11,153.00	\$41,925.51

Civium Strata

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Balance Sheet - S/Plan 5659 91-93 WENTWORTH ROAD, BURWOOD, NSW 2134 For the Financial Period 01/07/2023 to 09/04/2024

	Administrative	Capital Works	TOTAL THIS YEAR
Assets			
Cash At Bank			
Strathfield Strata Managt P/L FTBenefit SP 5659	\$14,665.00	\$46,026.80	\$60,691.80
Macquarie Bank BSB: 182-222 Acc No: 235296332			
Levies Receivable	\$4,619.49	\$960.64	\$5,580.13
Total Assets	\$19,284.49	\$46,987.44	\$66,271.93
Liabilities			
Total Liabilities	\$0.00	\$0.00	\$0.00
Net Assets	\$19,284.49	\$46,987.44	\$66,271.93
Owners Funds			
Opening Balance	\$(9,227.82)	\$35,577.72	\$26,349.90
Net Income For The Period	\$28,512.31	\$11,409.72	\$39,922.03
Total Owners Funds	\$19,284.49	\$46,987.44	\$66,271.93

Income and Expenditure Statement - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
For the Financial Period 01/07/2023 to 09/04/2024

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Overdues	\$26.57	\$0.00	\$0.00
Levy Income	\$46,582.56	\$48,000.00	\$42,397.68
Special Levy Income	\$9,227.76	\$0.00	\$0.00
Status Certificates	\$0.00	\$0.00	\$188.10
Total Administrative Fund Income	\$55,836.89	\$48,000.00	\$42,585.78
Expenses			
Accounting Service Provision	\$561.00	\$680.00	\$668.25
Area Maintenance	\$9,050.00	\$10,000.00	\$9,419.00
Arrears Recovery Costs	\$0.00	\$0.00	\$0.00
Bank Charges (Transaction Fees)	\$7.00	\$0.00	\$10.20
Banking Management	\$561.00	\$680.00	\$668.25
Building Repairs & Maintenance	\$580.80	\$2,356.00	\$1,848.55
Bundled Disbursements	\$1,077.12	\$1,200.00	\$1,283.04
Civium Disbursements	\$1,167.69	\$800.00	\$1,449.95
Electrical Repairs & Maintenance	\$30.00	\$600.00	\$0.00
Electricity - Utility	\$285.29	\$800.00	\$590.13
Fire Protection - Contracted	\$313.50	\$800.00	\$691.90
Fire Protection - Repairs/Replacements	\$1,138.50	\$2,000.00	\$2,456.30
Garage Door	\$0.00	\$500.00	\$0.00
Gutter Cleaning	\$0.00	\$500.00	\$462.00
Insurance Premiums	\$0.00	\$13,500.00	\$12,291.71
Insurance Valuation	\$382.50	\$0.00	\$0.00
Keys and Locks	\$132.00	\$200.00	\$92.54
Management Fee	\$3,648.66	\$4,260.00	\$4,190.76
Online Portal Fees	\$168.92	\$205.00	\$201.21
Pest Control	\$792.00	\$500.00	\$330.00
Plumbing & Drainage	\$3,277.60	\$2,500.00	\$1,587.50
Status Certificate Fees	\$0.00	\$0.00	\$119.90
Strata Hub Reporting	\$36.00	\$0.00	\$0.00
Sundry Expenses	\$0.00	\$0.00	\$36.00
Tax Agent Fees - Income Tax	\$115.50	\$104.00	\$104.50
Taxation Reporting (Civium)	\$0.00	\$110.00	\$132.00
Trades Compliance	\$251.62	\$305.00	\$299.73
Water - Utility	\$3,747.88	\$5,400.00	\$5,076.46

Income and Expenditure Statement - S/Plan 5659

91-93 WENTWORTH ROAD, BURWOOD, NSW 2134

For the Financial Period 01/07/2023 to 09/04/2024

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Total Administrative Fund Expenses	\$27,324.58	\$48,000.00	\$44,009.88
Administrative Fund Surplus/Deficit	\$28,512.31	\$0.00	\$(1,424.10)
Opening Balance for the period	\$(9,227.82)	\$0.00	\$(7,803.72)
Closing Balance for the period	\$19,284.49	\$0.00	\$(9,227.82)

Income and Expenditure Statement - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
For the Financial Period 01/07/2023 to 09/04/2024

Capital Works Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Overdues	\$6.36	\$0.00	\$1.37
Levy Income	\$11,403.36	\$11,487.00	\$11,019.84
Total Capital Works Fund Income	\$11,409.72	\$11,487.00	\$11,021.21
Expenses			
Capital Works Budget	\$0.00	\$11,487.00	\$17,369.00
Total Capital Works Fund Expenses	\$0.00	\$11,487.00	\$17,369.00
Capital Works Fund Surplus/Deficit	\$11,409.72	\$0.00	\$(6,347.79)
Opening Balance for the period	\$35,577.72	\$0.00	\$41,925.51
Closing Balance for the period	\$46,987.44	\$0.00	\$35,577.72



Issue date: 23 June 2023

Certificate of Insurance

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

INSURED:	The Owners of Strata Plan 5659	
INTERESTED PARTY(S):	Name	Classification
DESCRIPTION OF INSURED BUSINESS:	Residential Strata	
SITUATION OF RISK:	91-93 Wentworth Road, Strathfield, NSW 2135	
SECTION 1:	<u>Building and Common Contents</u> Buildings - \$5,110,000 Common Contents - \$51,100	
SECTION 2:	<u>Public Liability</u> Limit of Indemnity - \$20,000,000	
SECTION 3:	<u>Voluntary Workers Personal Accident</u> Death & Disablement - Insured Weekly Benefits - Insured	
SECTION 4:	<u>Fidelity Guarantee</u> Limit in the Aggregate - \$250,000	
SECTION 5:	<u>Equipment Breakdown</u> Limit in the Aggregate - \$100,000	
SECTION 6:	<u>Office Bearers' Liability</u> Limit of Indemnity - \$1,000,000	
SECTION 7:	<u>Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses</u> (a) Government Audit Costs Limit of Indemnity - \$30,000 (b) Workplace Health and Safety Breaches Limit of Indemnity - \$150,000 (c) Legal Defence Expenses Limit of Indemnity - \$50,000	
POLICY NUMBER:	STR-20001124	
PERIOD OF INSURANCE:	23 June 2023 expiring on 23 June 2024 at 4pm Local Standard Time	
INSURER:	Section 1 is 50% Certain Underwriters at Lloyd's under Binder UMR BA2107630, 25% Certain Underwriters at Lloyd's under Binder UMR BA2205835, 10.6% Certain Underwriters at Lloyd's under Binder UMR BA2305257, 6.4% Certain Underwriters at Lloyd's under Binder UMR BA2305257, 4.8% Certain Underwriters at Lloyd's under Binder UMR BA2305257 and 3.2% Certain Underwriters at Lloyd's under Binder UMR BA2305257 Section 5 is 50% Certain Underwriters at Lloyd's under Binder UMR BA2107630, 25% Certain Underwriters at Lloyd's under Binder UMR BA2205835, 10.6% Certain Underwriters at Lloyd's under Binder UMR BA2305257, 6.4% Certain Underwriters at Lloyd's under Binder UMR BA2305257, 4.8% Certain Underwriters at Lloyd's under Binder UMR BA2305257 and 3.2% Certain Underwriters at Lloyd's under Binder UMR BA2305257 Sections 2, 3, 4, 6 and 7 are 100% Certain Underwriters at Lloyd's under Binder UMR BA2305257	

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

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

isStrata
PO BOX 56 Bowral NSW 2576
T: 02 4851 4017



This policy is issued by INSURANCE INVESTMENT SOLUTIONS PTY LTD trading as isStrata.

Fire Safety Statement

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



Section 1: Type of statement

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

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

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

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

91-93 WENTWORTH ROAD BURWOOD NEW SOUTH WALES 2135

Lot No. (if known)

DP/SP (if known)

Building Name (if applicable)

Strata Plan 5659

91-93 WENTWORTH ROAD, BURWOOD - SP 5659

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

PART: WHOLE BUILDING

BUILDING USE: CLASS 2

CONSTRUCTION TYPE: TYPE A

STORIES ABOVE GROUND: 3

STORIES BELOW GROUND: 0

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

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

Owners corporation: Strata Plan 5659

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

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

91-93 Wentworth Road Burwood New South Wales 2135

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS*
FIRE DOORS	AS 1905.1, BCA C3.4, C3.11	18/08/2023	F016654A
SMOKE ALARMS	AS 3786 – 1993, BCA E2.2A	18/08/2023	F016654A

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

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

Part of the building inspected	Date(s) Inspected	APFS*
PATHS OF TRAVEL - WHOLE BUILDING	18/08/2023	F016654A

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

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

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
CHEUNG TAM	3/24 Yalgar Road, Kirrawee NSW 2232	1800 833 117	F016654A	

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

Fire Safety Statement

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



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

Full name (Given Name/s and Family Name)

Doug O'Mara

Organisation (if applicable)

Civium Property Group

Title/Position (if applicable)

Managing Director

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

Locked bag 3008 Woden ACT 2606

Phone

1300 724 256

Email

nswcompliance@civium.com.au



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

Section 8: Annual fire safety statement declaration

I, Doug O'Mara (insert full name) being the: ☐ owner ☒ owner's agent

declare that:

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

Owner/Agent Signature

Date issued

20/10/2023

Section 9: Supplementary fire safety statement declaration

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

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

Owner/Agent Signature

Date issued

Note:

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

MINUTES OF ANNUAL GENERAL MEETING 2020

OWNERS CORPORATION - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Monday, 03 August 2020 06:00 PM

Held at :

**NIL ATTENDANCE - This meeting will be held Digitally or by Proxy / Electronic Voting
Join Hangouts meet.google.com/dxy-irtf-twh Phone Numbers (AU)+61 3 8594 5691 PIN:
719 633 267#**

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF OWNERS CORPORATION 5659

Held Monday, 03 August 2020 6:00 PM at NIL ATTENDANCE - This meeting will be held Digitally or by Proxy /
Electronic Voting Join Hangouts meet.google.com/dxy-irtf-twh Phone Numbers (AU)+61 3 8594 5691 PIN: 719
633 267#

Present Aldo Trapanese (4), Sharon Li (15), Sundaresh Nagarajaro (1), Theo Stathis (7)

In Attendance Stephen Neil (Civium Strata)

Proxies SP35567 (10) in favour of Aldo Vasco, M B Stephens (3) in favour of Stephen Neil

Apologies None

Chairperson Stephen Neil

A Quorum was reached

MOTION	Motion for consideration
1	CONFIRMATION OF PREVIOUS MINUTES (ORDINARY RESOLUTION)
	THAT the Owners Corporation RESOLVE by ordinary resolution to confirm the minutes of the Owners Corporation meeting held on 21/08/2019. <div>Motion Carried</div>

2	INSURANCE RENEWAL / COMMISSION AND TRAINING (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution that the attached insurances effected on behalf of the Owner's Corporation be confirmed.</p> <ul style="list-style-type: none"> Three (3) quotes to be obtained where possible by the managing agent prior to renewal and presented to the Strata Committee for consideration. If advice from the Strata Committee is not received the managing agent will proceed with the recommended insurer as per the renewal report for the ensuing year. <p><i>A report be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.</i> <i>Insurance commissions this financial year - \$1,067.65</i> <i>Insurance commissions forecast next financial year - \$ 1,100.00</i> <i>Training commission this financial year - \$0.00</i> <i>Training commission next Financial year - \$0.00</i></p> <p style="text-align: right;">Motion Carried</p>
3	TAKING OUT FURTHER INSURANCES (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution in accordance with section 165(2) of the Strata Schemes Management Act 2015 to consider taking out further insurances of Office Bearers Liability and Fidelity Guarantee.</p> <p>Current: Office Bearers Liability - \$100,000.00 Fidelity Guarantee - \$100,000.00</p> <p>The Owners Corporation instructed the Managing Agent to obtain quotes on increasing the Office Bearers Liability at \$250,000 and \$500,000</p> <p style="text-align: right;">Motion Carried</p>
4	INSURANCE VALUATION (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution to engage a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the <i>Strata Schemes Management Act 2015</i>.</p> <p>The Owners Corporation instructed the Managing Agent to obtain 3 quotes for consideration to proceed.</p> <p style="text-align: right;">Motion Carried</p>
5	ACCOUNTING RECORDS AND FINANCIAL STATEMENTS (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution to consider the accounting records and last financial statements dated 01/07/2019 - 30/06/2020 be adopted a true record of the financial position.</p> <p style="text-align: right;">Motion Carried</p>
6	AUDIT (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the Owners Corporation.</p> <p style="text-align: right;">Motion Defeated</p>

7	BUDGET (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution:</p> <p>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 <i>Strata Schemes Management Act 2015</i> and contributions to the administrative fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$46,459.00. Amended to \$50,523.00</p> <p>b. 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 <i>Strata Schemes Management Act 2015</i> and contributions to the capital works fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$ 10,212.00 Amended to \$5,000.00</p> <p>c. That the contributions to the administrative and capital works funds be paid in equal quarterly instalments, the first such instalment being due on 01/10/2020 and subsequent instalments being due on the days of 01/01/2021, 01/04/2021, and 01/07/2021.</p> <p>A robust discussion was held by the Owners corporation in relation to the Administration and Capital Works fund contributions and it was determined to increase the Administration fund contribution to allow for the deficit in financial year 01/07/2019 - 30/06/2020. It was further determined to reduce the Capital Works fund contribution to reduce the total increase in levy contributions.</p> <p style="text-align: right;">Motion Carried</p>
8	DEBT RECOVERY (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE 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 they authorise the strata managing agent and / or the strata committee to do any of the following:</p> <p>a. issue a levy recovery letter 30 days after the levy due date;</p> <p>b. issue a second levy recovery letter 60 days after the levy due date;</p> <p>c. issue a third levy recovery letter 90 days after the levy due date;</p> <p>d. issue a Statutory 21-day notice to the debtor;</p> <p>e. where the levy contribution has not been paid for at least 120 days after the due date appoint the services of a debt collection agency, obtain legal advice or retain legal representation on behalf of the owners corporation to issue a letter of demand and / or to commence, pursue, continue or defend any court, Tribunal or any other proceeding against any lot owner, mortgagee in possession or former lot owner in relation to all matters arising out of the recovery of levy contributions and any other debts including interest, penalties, legal and other costs.</p> <p>f. enforce any judgment or Tribunal order obtained in the collection of levy contributions including commencing and maintaining bankruptcy proceedings or winding up proceedings;</p> <p>g. filing an appeal or defending any appeal against any judgment or order concerning the levy of contributions;</p> <p>h. instruct the owners corporation's debt collection agent or lawyer in relation to any levy recovery proceedings.</p> <p style="text-align: right;">Motion Carried</p>
9	PAYMENT PLAN (ORDINARY RESOLUTION)

	THAT the Owners Corporation RESOLVE by ordinary resolution in accordance with section 85(5) of the <i>Strata Schemes Management Act 2015</i> to decide whether to offer payment plans in respect of overdue contributions, such repayment plan is to be limited to a period of 12 months and is to be supported by the completion of a Statement of Financial Position. <div>Motion Defeated</div>																								
10	ELECTION OF STRATA COMMITTEE (ORDINARY RESOLUTION)																								
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution to:</p> <p>a. Call for nominations for members of the strata committee;</p> <p>b. The candidates for election to the strata committee disclose any connections with the original owner or building manager for the scheme; No Connections Disclosed</p> <p>c. Determine the number of members of the strata committee Three (3); and</p> <p>d. Elect the strata committee:</p> <table><thead><tr><th>Name</th><th>Lot No.</th><th>Nominated by</th><th></th></tr></thead><tbody><tr><td>S Nagarajao</td><td>1</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>M Stephens</td><td>3</td><td>Self Nominated</td><td></td></tr><tr><td>T Stathis</td><td>7</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>A Vasco</td><td>11</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>J San</td><td>10</td><td>Self Nominated</td><td></td></tr></tbody></table> <p>A robust discussion was held by the Owners Corporation in relation to determining the number of elected Strata Committee Members, The Owners Corporation determined that there be 3 Strata Committee members in total. A poll vote was undertaken to elect Strata Committee members.</p> <div>Motion Carried</div>	Name	Lot No.	Nominated by		S Nagarajao	1	Self Nominated	Elected	M Stephens	3	Self Nominated		T Stathis	7	Self Nominated	Elected	A Vasco	11	Self Nominated	Elected	J San	10	Self Nominated	
Name	Lot No.	Nominated by																							
S Nagarajao	1	Self Nominated	Elected																						
M Stephens	3	Self Nominated																							
T Stathis	7	Self Nominated	Elected																						
A Vasco	11	Self Nominated	Elected																						
J San	10	Self Nominated																							
11	GENERAL MEETING MATTERS (ORDINARY RESOLUTION)																								
	<p>The Owners Corporation RESOLVE by ordinary resolution in accordance with clause 6 (a) and 9(i) of Schedule 1 of the <i>Strata Schemes Management Act 2015</i> to decide if any matter or type of matter is to be determined by the owners corporation in general meeting.</p> <div>Motion Defeated</div>																								
12	10-YEAR CAPITAL WORKS FUND FORECAST (ORDINARY RESOLUTION)																								
	<p>THAT the Owners Corporation 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.</p> <div>Motion Defeated</div>																								
13	BUILDING RECTIFICATION REQUIREMENTS (ORDINARY RESOLUTION)																								
	<p>THAT The Owners Corporation RESOLVE by ordinary resolution to consider building defects and rectification.</p> <div>Motion Defeated</div>																								
14	ANNUAL FIRE SAFETY STATEMENT (ORDINARY RESOLUTION)																								

	<p>THAT the Owners Corporation RESOLVE by ordinary resolution to consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.</p> <p>No further requirements other than what is currently in place</p> <p style="text-align: right;">Motion Carried</p>
15	ASBESTOS REPORT (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution to:</p> <ol style="list-style-type: none"> 1. Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the Work Health and Safety Act 2011 as amended; and 2. To submit that report to the Strata Committee to determine what action is required, if any; and 3. To delegate to the strata manager the duty and function pursuant to the Agency Agreement additional duties scheduled to undertake the seeking of quotations and engaging the contractor to the strata manager and any ancillary work approved by the Strata Committee. <p style="text-align: right;">Motion Defeated</p>
16	EXTERNAL CLADDING INSPECTION (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE by ordinary resolution to consider an external cladding inspection to comply with the Environmental Planning and Assessment Amendment (Identification of Buildings with Combustible Cladding) Regulation 2018 and State Environmental Planning Policy Amendment (Exempt Development - Cladding and Decorative Work) 2018.</p> <p style="text-align: right;">Motion Defeated</p>
17	WINDOW SAFETY DEVICES RE-INSPECTION (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation complies with Part 4, Clause 30 of the Strata Schemes Management Regulation 2016 and undertake an assessment of the complex to ensure all safety devices are in working order and present.</p> <p style="text-align: right;">Motion Defeated</p>
18	OTHER MEANS OF VOTING (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE 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:</p> <ol style="list-style-type: none"> 1. Voting by means of teleconference while participating in a meeting from a remote location; 2. Voting by means of other electronic means while participating in a meeting from a remote location; 3. Voting by means of email before the meeting; or 4. Voting by means of other electronic means before the meeting. <p style="text-align: right;">Motion Carried</p>
19	GENERAL DISCUSSION ITEM - SYDNEY WATER USAGE INCREASE

	<p>A General Discussion was held by the Owners Corporation in relation to the increased Sydney Water bills and it was determined that no further action is required. Sydney Water have confirmed a rebate of \$5,967.25. has been applied and recent water bills have reduced to be in line with previous water bills prior to the burst pipe incident.</p> <p style="text-align: right;">Motion Carried</p>
20	<p>MANAGING AGENT (ORDINARY RESOLUTION)</p> <p>THAT in accordance with Section 49(1) of the Strata Schemes Management Act 2015 ("Act"):</p> <ol style="list-style-type: none"> 1. Civium Property Group ("Agent") be renewed as strata managing agent of Strata Scheme No 5659 on a 15 month term. 2. The owners corporation delegate to the Agent all of its functions (other than those listed in section 52(2) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee; 3. The owners corporation execute a written agreement, ("Agreement"), to give effect to this appointment and delegation; 4. The delegation is to the subject to the conditions and limitations set out in the Agreement; and 5. Authority is given for the common seal of the owners corporation to be affixed to the Agreement by owners as determined at this meeting. 6. That in accordance with section 265 of the Strata Schemes Management Act v2015 (NSW) the owners corporation change its address for service of notices to: <p style="margin-left: 40px;">c/- Civium Property Group Locked Bag 3008 WODEN ACT 2606</p> <p style="text-align: right;">Motion Carried</p>
21	<p>General Business</p>
21.1	<p>GENERAL DISCUSSION ITEM - LOT 1 REIMBURSEMENT FOR MOLD ISSUES</p> <p>A General Discussion was held by the Owners Corporation in relation to Lot 1 Owner request for reimbursement for repair works to mold issues within their unit. It was determined that three contractors investigated the mold issue with 1 contractor making a recommendation on waterproofing. Due to insufficient evidence of a water ingress issue, the Owners Corporation determined that Lot 1 is to receive a good will payment of \$247.50 to contribute towards the repairs of the Lot 1.</p>

There being no further business the chairperson declared the meeting closed at 07:50 pm

Dated: 3 August 2020

Issued by Civium Property Group for and on behalf of the Owners Corporation.

Civium Sydney

Proposed Budget for Strata Plan 5659

91-93 Wentworth Road BURWOOD

Prepared by Civium Sydney (ABN 83 609 939 577)
Locked Bag 3008 WODEN ACT 2606 Ph 1300 724 256 Fax

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Page 1

Administrative Fund	Proposed Budget (01/10/2020-30/09/2021)	Current Actual (01/10/2019-30/09/2020)	Current Budget (01/10/2019-30/09/2020)
Income			
Insurance Claims Refund	\$0.00	\$6,557.60	\$0.00
Interest on Overdues	\$0.00	\$22.97	\$0.00
Levy Income	\$46,459.00	\$26,206.80	\$29,044.00
Total Admin Fund Income	\$46,459.00	\$32,787.37	\$29,044.00
Expense			
Accounting Service Provision/ATO Compliance	\$595.00	\$560.25	\$567.00
Area Maintenance	\$11,000.00	\$10,698.86	\$7,500.00
Bank Charges (Transaction Fees)	\$0.00	\$14.20	\$0.00
Banking Management	\$595.00	\$560.25	\$567.00
Building Repairs & Maintenance	\$1,250.00	\$1,258.70	\$1,000.00
Bundled Disbursements	\$761.00	\$950.40	\$907.20
Civium Disbursements	\$0.00	\$495.00	\$0.00
Electricity - Utility	\$850.00	\$778.28	\$900.00
Fire Protection - Contracted	\$400.00	\$679.25	\$600.00
Fire Protection - Repairs/Replacements	\$1,500.00	\$1,614.80	\$0.00
Gutter Cleaning	\$500.00	\$462.00	\$500.00
Insurance Claims	\$0.00	\$5,913.60	\$0.00
Insurance Premiums	\$10,400.00	\$8,658.65	\$7,300.00
Keys and Locks	\$200.00	\$176.00	\$0.00
Management Fee	\$3,318.00	\$3,160.08	\$3,318.00
Online Portal Fees	\$115.00	\$142.47	\$135.96
Pest Control	\$600.00	\$1,236.50	\$500.00
Plumbing & Drainage	\$1,000.00	\$2,541.00	\$500.00
Tax Agent Fees - Income Tax	\$0.00	\$176.00	\$0.00
Taxation Reporting (Civium)	\$110.00	\$110.00	\$0.00
Trades Compliance	\$265.00	\$249.00	\$252.00
Water - Utility	\$13,000.00	\$16,237.17	\$8,300.00
Total Admin Fund Expense	\$46,459.00	\$56,672.46	\$32,847.16
TOTAL ADMIN LEVY INCOME	\$46,459.00	\$26,206.80	\$29,044.00
Increase/Reduce ADMIN FUND	\$4,064.00	\$0.00	\$(3,803.16)
TOTAL ADMIN BUDGET	\$50,523.00		\$25,240.84

Civium Sydney
Proposed Budget for Strata Plan 5659

91-93 Wentworth Road BURWOOD

Prepared by Civium Sydney (ABN 83 609 939 577)
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Page 2

Capital Works Fund	Proposed Budget (01/10/2020-30/09/2021)	Current Actual (01/10/2019-30/09/2020)	Current Budget (01/10/2019-30/09/2020)
Income			
Interest on Overdues	\$0.00	\$22.73	\$0.00
Levy Income	\$10,212.00	\$18,279.24	\$19,225.16
Total Cap. Works Fund Income	\$10,212.00	\$18,301.97	\$19,225.16
Expense			
Balcony Works	\$0.00	\$8,316.00	\$0.00
Building Repairs & Maintenance	\$0.00	\$825.00	\$0.00
Capital Works Budget	\$0.00	\$0.00	\$19,225.16
Painting Works	\$0.00	\$1,100.00	\$0.00
Plumbing & Drainage Works	\$0.00	\$3,113.00	\$0.00
Sinking Fund Budget	\$10,212.00	\$0.00	\$0.00
Window Safety Devices	\$0.00	\$0.00	\$0.00
Total Cap. Works Fund Expense	\$10,212.00	\$13,354.00	\$19,225.16
TOTAL CAP. WORKS LEVY INCOME	\$10,212.00	\$18,279.24	\$19,225.16
Increase/Reduce CAP. WORKS FUND	\$(5,212.00)	\$0.00	\$0.00
TOTAL CAP. WORKS BUDGET	\$5,000.00		\$19,225.16

Civium Sydney
Proposed Budget for Strata Plan 5659
91-93 Wentworth Road BURWOOD

Prepared by Civium Sydney (ABN 83 609 939 577)
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Page 3

Owner Summary (01/10/2020-30/09/2021) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2020	2nd Instalment 01/01/2021	3rd Instalment 01/04/2021	4th Instalment 01/07/2021	TOTAL (01/10/2020-30/09/2021)
1	1, 2, 3, 4, 6, 7, 8, 9, 11, 13, 14, 15					
	Admin	\$1,052.56	\$1,052.56	\$1,052.56	\$1,052.56	\$4,210.24
	Capital Works	\$104.17	\$104.17	\$104.17	\$104.17	\$416.68
	Owner Total	\$1,156.73	\$1,156.73	\$1,156.73	\$1,156.73	\$4,626.92

MINUTES OF STRATA COMMITTEE MEETING 2020

OWNERS CORPORATION - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Monday, 03 August 2020 06:00 PM

Held at :

**NIL ATTENDANCE - This meeting will be held Digitally or by Proxy / Electronic Voting
Join Hangouts meet.google.com/dxy-irtf-twh Phone Numbers (AU)+61 3 8594 5691 PIN:
719 633 267#**

MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION OF OWNERS CORPORATION 5659

Held Monday, 03 August 2020 6:00 PM at NIL ATTENDANCE - This meeting will be held Digitally or by Proxy /
Electronic Voting Join Hangouts meet.google.com/dxy-irtf-twh Phone Numbers (AU)+61 3 8594 5691 PIN: 719
633 267#

Present Aldo Vasco (11), Sundaresh Nagarajaro (1), Theo Stathis (7)

In Attendance Stephen Neil (Civium Strata)

Proxies None

Apologies None

Chairperson Stephen Neil

Reduced Quorum Meeting

MOTION	Motion for consideration
1	MINUTES
	<p>That the minutes of the previous Strata Committee Meeting of the Owners Corporation held 21/08/2019 be confirmed as a true and accurate account of the proceeding at that meeting.</p> <p style="text-align: right;">Motion Carried</p>
2	OFFICE BEARERS
	<p>That the positions of Chairperson, Secretary and Treasurer be elected.</p> <p>Chairperson - Ald Vasco (lot 11)</p> <p>Secretary - Sundaresh Nagarajaro (Lot 1)</p> <p>Treasurer - Theo Stathis (Lot 7)</p> <p style="text-align: right;">Motion Carried</p>

3	ELECTION OF STRATA COMMITTEE REPRESENTATIVES AND SUB REPRESENTATIVE TO CIVIUM
	<p>That a Strata Committee member be elected as the Strata Committee Representative to CIVIUM</p> <p>Aldo Stathis (Lot 11)</p> <p>and</p> <p>That a Strata Committee member be elected as the Strata Committee Sub-Representative to CIVIUM</p> <p>Theo Stathis (Lot 7)</p> <p style="text-align: right;">Motion Carried</p>
4	PET REQUEST - LOT 4
	<p>That pursuant to By Law 16, the Owners Corporation ratify permission was afforded to the OWNER of Lot 4, Aldo Trapanese to keep 1yr old Chocolate Labradoodle Dog at the premises subject to:</p> <ul style="list-style-type: none"> • Understand that it is my/our responsibility as pet owners to: <ul style="list-style-type: none"> - monitor the noise from the pet, ensuring they do not unreasonably cause annoyance or disturbance to neighbours - maintain a high standard of cleanliness and sanitation at all times, cleaning and disposing of any animal waste within the lot or common property - maintain a high standard of preventative health care e.g. flea and worm treatment - keep the pet under control at all times within the lot or common property • Acknowledge that I/we shall be liable for any damage to common property caused by the pet and shall pay the Owners Corporation immediately for any costs incurred in rectifying this damage • Accept full responsibility and indemnify the Owners Corporation for any claims by or injuries to third parties or their property caused by, or as a result of, actions by my pet • Acknowledge that the consent of the Owners Corporation operates in respect of the nominated pet only and that any change of pet must be the subject of a separate application • Acknowledge that in the event of a breach of this agreement the Owners Corporation may withdraw any consent it has given me for the keeping of a pet • Understand that dogs of a prohibited breed or declared dangerous must not be kept or brought onto the lot or common property. <p style="text-align: right;">Motion Carried</p>

There being no further business the chairperson declared the meeting closed at 07:50 pm

Dated: 3 August 2020

Issued by Civium Property Group for and on behalf of the Owners Corporation.

MINUTES OF ANNUAL GENERAL MEETING 2021

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Monday, 02 August 2021 06:00 PM

Held at :

**NIL ATTENDANCE - This meeting will be held Digitally or by Proxy / Electronic Voting
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PIN: 499 616 343#**

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Monday, 02 August 2021 6:00 PM at

NIL ATTENDANCE - This meeting will be held Digitally or by Proxy / Electronic Voting Join Hangouts
meet.google.com/enr-kzbz-stu Phone Numbers (AU) +61 3 8594 7215 PIN: 499 616 343#

Present	Andrew So & Michelle Wong (Lot 2), Sundaresh Nagarajaro (Lot 1)
Civium Rep(s)	Stephen Neil (Civium Strata)
Proxies	Mrs Clea Stathis (Lot 7) for Peter Anthony
Apologies	None
Voting Papers	None
Chairperson	Stephen Neil

Reduced Quorum Meeting

MOTION	Motion for consideration
1	CONFIRMATION OF PREVIOUS MINUTES (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to confirm the minutes of the Owners Corporation meeting held on <i>03/08/2020</i>.</p> <p>Motion Carried</p>

2	INSURANCE RENEWAL / COMMISSION AND TRAINING (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to confirm the attached insurances effected on behalf of the Owner's Corporation.</p> <p>Three (3) quotes (where possible) prior to the current insurance policies expiring to be obtained where possible by the managing agent prior to renewal and presented to the Strata Committee for consideration. If advice from the Strata Committee is not received the managing agent will proceed with the recommended insurer as per the renewal report for the ensuing year.</p> <p>A report be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.</p> <p><i>Insurance commissions this financial year - \$1,067.65</i> <i>Insurance commissions forecast next financial year - \$ 1,100.00</i> <i>Training commission this financial year - \$0.00</i> <i>Training commission next Financial year - \$0.00</i></p> <p style="text-align: right;">Motion Carried</p>
3	TAKING OUT FURTHER INSURANCES (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES in accordance with section 165(2) of the <i>Strata Schemes Management Act 2015</i> to consider taking out further insurances of Office Bearers Liability and Fidelity Guarantee.</p> <p style="text-align: right;">Motion Defeated</p>
4	INSURANCE VALUATION (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to engage a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the <i>Strata Schemes Management Act 2015</i>.</p> <p style="text-align: right;">Motion Defeated</p>
5	ACCOUNTING RECORDS AND FINANCIAL STATEMENTS (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to adopt the accounting records and last financial statements dated 01/07/2020 - 30/06/2021 as a true record of the financial position.</p> <p>The Administration Fund was in deficit \$3,978.62 at the completion of financial year 01/07/2020 - 30/06/2021</p> <p style="text-align: right;">Motion Carried</p>
6	SPECIAL LEVY - ADMINISTRATION FUND DEFICIT (ORDINARY RESOLUTION)

	<p>THAT the Owners Corporation RESOLVES pursuant to s 81(4) of the <i>Strata Schemes Management Act 2015</i> that as the owners corporation is faced with expenses referred to in the Special Levy - Administration Fund Deficit Schedule which it cannot at once meet from its administrative fund that:</p> <ol style="list-style-type: none"> 1. a contribution in the amount of \$3,979.00 be raised as an additional levy to meet those expenses to be paid to the administrative fund. 2. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot; 3. the contribution in respect of each lot is payable in 2 equal instalments being due and payable on 30/09/2021 and 29/10/2021: <p>The Owners Corporation held a robust discussion on the proposed Special Levy to correct the Administration deficit and it was determined to to COVID and the financial strain being felt by some Owners to defer correcting the deficit until next year's AGM.</p> <p style="text-align: right;">Motion Defeated</p>
7	AUDIT (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to appoint an auditor to audit the accounts and financial statements of the Owners Corporation.</p> <p style="text-align: right;">Motion Defeated</p>
8	BUDGET (ORDINARY RESOLUTION) AMENDED
	<p>THAT the Owners Corporation RESOLVES:</p> <ol style="list-style-type: none"> 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 <i>Strata Schemes Management Act 2015</i> and contributions to the administrative fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at <i>\$39,845.00 Amend to \$42,600.00</i> b. 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 <i>Strata Schemes Management Act 2015</i> and contributions to the capital works fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at <i>\$ 10,621.00</i>. c. That the contributions to the administrative and capital works funds be paid in equal quarterly instalments, the first such instalment being due on 01/10/2021 and subsequent instalments being due on the days of 01/01/2022, 01/04/2022, and 01/07/2022. <p>NOTE:</p> <p>The Administration Fund was in deficit \$3,978.62 at the completion of financial year 01/07/2020 - 30/06/2021</p> <p style="text-align: right;">Motion Carried</p>
9	DEBT RECOVERY (ORDINARY RESOLUTION)

	<p>THAT the Owners Corporation RESOLVES that should any owner, mortgagee in possession or former owner of a lot not pay contributions or other amounts owing by the due date in relation to a lot they authorise the strata managing agent and / or the strata committee to do any of the following:</p> <p>a. issue a levy recovery letter 30 days after the levy due date;</p> <p>b. issue a second levy recovery letter 60 days after the levy due date; c. issue a third levy recovery letter 90 days after the levy due date;</p> <p>d. issue a Statutory 21-day notice to the debtor;</p> <p>e. where the levy contribution has not been paid for at least 120 days after the due date appoint the services of a debt collection agency, obtain legal advice or retain legal representation on behalf of the owners corporation to issue a letter of demand and / or to commence, pursue, continue or defend any court, tribunal or any other proceeding against any lot owner, mortgagee in possession or former lot owner in relation to all matters arising out of the recovery of levy contributions and any other debts including interest, penalties, legal and other costs.</p> <p>f. enforce any judgment or tribunal order obtained in the collection of levy contributions including commencing and maintaining bankruptcy proceedings or winding up proceedings;</p> <p>g. filing an appeal or defending any appeal against any judgment or order concerning the levy of contributions; and</p> <p>h. instruct the owners corporation's debt collection agent or lawyer in relation to any levy recovery proceedings.</p> <p style="text-align: right;">Motion Carried</p>
10	PAYMENT PLAN (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES in accordance with section 85(5) of the <i>Strata Schemes Management Act 2015</i> to offer to enter into payment plans in respect of overdue contributions, with plans to be limited to a period of 12 months and must be supported by the completion by the lot owner of a Statement of Financial Position</p> <p style="text-align: right;">Motion Carried</p>
11	ELECTION OF STRATA COMMITTEE (ORDINARY RESOLUTION)

	<p>THAT the Owners Corporation RESOLVES to:</p> <p>a. Call for nominations for members of the strata committee;</p> <p>b. Require the candidates for election to the strata committee to disclose any connections with the original owner or building manager for the scheme; No Connections Disclosed</p> <p>c. Determine the number of members of the strata committee THREE (3); and</p> <p>d. Elect the strata committee:</p> <p>Candidates nominated prior to the meeting notice being issued are:</p> <table><tr><td>Name</td><td>Lot No.</td><td>Nominated by</td><td></td></tr><tr><td>S Nagarajao</td><td>1</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>A So</td><td>2</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>P Anthony</td><td>7</td><td>Self Nominated</td><td>Elected</td></tr></table> <p style="text-align: right;">Motion Carried</p>	Name	Lot No.	Nominated by		S Nagarajao	1	Self Nominated	Elected	A So	2	Self Nominated	Elected	P Anthony	7	Self Nominated	Elected
Name	Lot No.	Nominated by															
S Nagarajao	1	Self Nominated	Elected														
A So	2	Self Nominated	Elected														
P Anthony	7	Self Nominated	Elected														
12	GENERAL MEETING MATTERS (ORDINARY RESOLUTION)																
	<p>The Owners Corporation RESOLVES in accordance with 36(3)(b) of the <i>Strata Schemes Management Act 2015</i> to decide if any matter or type of matter is only to be determined by the owners corporation in general meeting.</p> <p style="text-align: right;">Motion Defeated</p>																
13	10-YEAR CAPITAL WORKS FUND FORECAST (ORDINARY RESOLUTION)																
	<p>THAT the Owners Corporation RESOLVES to review the 10-year plan for the capital works fund and to decide whether to adopt the plan, revise the plan or replace the plan.</p> <p style="text-align: right;">Motion Defeated</p>																
14	BUILDING RECTIFICATION REQUIREMENTS (ORDINARY RESOLUTION)																
	<p>THAT The Owners Corporation RESOLVE by ordinary resolution to consider building defects and rectification.</p> <p style="text-align: right;">Motion Defeated</p>																
15	ANNUAL FIRE SAFETY STATEMENT (ORDINARY RESOLUTION)																
	<p>THAT the Owners Corporation RESOLVES to consider the annual fire safety statement and to instruct the strata managing agent to make arrangements for obtaining the next annual fire statement.</p> <p>The Owners Corporation determined to proceed with Promaster for AFSS Compliance quote 46742 dated 01/08/2021 in the amount of \$341.00</p> <p style="text-align: right;">Motion Carried</p>																

16	ASBESTOS REPORT (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to:</p> <p>a. Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the <i>Work Health and Safety Act 2011</i> as amended; and</p> <p>b. To submit that report to the Strata Committee to determine what action is required, if any; and</p> <p>c. To authorise the strata managing agent to obtain quotations and engage the contractor approved by the Strata Committee to conduct any necessary works raised by the asbestos report.</p> <p style="text-align: right;">Motion Defeated</p>
17	EXTERNAL CLADDING INSPECTION (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to engage a suitable contractor to undertake an external cladding inspection to comply with the <i>Environmental Planning and Assessment Amendment (Identification of Buildings with Combustible Cladding) Regulation 2018</i> and <i>State Environmental Planning Policy Amendment (Exempt Development Cladding and Decorative Work) 2018</i>.</p> <p style="text-align: right;">Motion Defeated</p>
18	WINDOW SAFETY DEVICES RE-INSPECTION (ORDINARY RESOLUTION)
	<p>That the Owners Corporation RESOLVES to engage a contractor to undertake an assessment of the complex to ensure all window safety devices are in working order and to confirm that the Owners Corporation is in compliance with Part 4, clause 30 of the <i>Strata Schemes Management Regulations 2016</i>.</p> <p style="text-align: right;">Motion Defeated</p>
19	OTHER MEANS OF VOTING (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE to adopt the following alternate means of voting (not being elections) at meetings of the owners corporation and/or meetings of the strata committee:</p> <ol style="list-style-type: none"> 1. Voting by means of teleconference or video conference or other electronic means (or any combination thereof) while[AB1] participating in a meeting from a remote location; 2. Voting by means of email before the meeting; or <p>Voting by means of other electronic means before the meeting.</p> <p style="text-align: right;">Motion Carried</p>
20	MANAGING AGENT (ORDINARY RESOLUTION)

A. THAT the Owners Corporation RESOLVES in accordance with Section 49(1) of the *Strata Schemes Management Act 2015*):

1. **Civium (NSW) Pty Ltd ("Agent")** be renewed as the strata managing agent of Strata Scheme No 5659 for a term of 24 months commencing 02/11/2021 at a commencement rate of \$4,139.00
2. The owners corporation delegate to the Agent all of its functions (other than those listed in section 52(2) of the Strata Schemes Managements Act and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee;
3. The owners corporation execute a written agreement, ("**Agreement**"), to give effect to this appointment and delegation;
4. The delegation is to the subject to the conditions and limitations set out in the Agreement; and
5. Authority is given for the common seal of the owners corporation to be affixed to the Agreement and witnessed by the Secretary or Chairperson or Treasurer or in their absence any two owners.

B. THAT the Owners Corporation RESOLVES in accordance with section 265 of the *Strata Schemes Management Actv2015* to change its address for service of notices to:

c/- Civium Property Group Locked Bag 3008 WODEN ACT 2606

and authorises the strata managing agent to take actions reasonably required to register the change of address with Land Registry Services.

Motion Carried

There being no further business the chairperson declared the meeting closed at 07:20 pm

Dated: 2 August 2021

Issued by Civium Property Group for and on behalf of the Owners Corporation.

MINUTES OF STRATA COMMITTEE MEETING 2021

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Monday, 02 August 2021 06:00 PM

Held at :

**NIL ATTENDANCE - This meeting will be held Digitally or by Proxy / Electronic Voting
Join Hangouts meet.google.com/enr-kzbz-stu Phone Numbers (AU) +61 3 8594 7215
PIN: 499 616 343#**

MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Monday, 02 August 2021 6:00 PM at

NIL ATTENDANCE - This meeting will be held Digitally or by Proxy / Electronic Voting Join Hangouts

meet.google.com/enr-kzbz-stu Phone Numbers (AU) +61 3 8594 7215

PIN: 499 616 343#

Present	Peter Anthony (Lot 7), Sundaresh Nagarajaro (Lot 1)
Civium Rep(s)	Stephen Neil (Civium Strata)
Proxies	None
Apologies	None
Voting Papers	None
Chairperson	Stephen Neil

Reduced Quorum Meeting

MOTION	Motion for consideration
1	MINUTES
	<p>That the minutes of the previous Strata Committee Meeting of the Owners Corporation held 03/08/2020 be confirmed as a true and accurate account of the proceeding at that meeting.</p> <p style="text-align: right;">Motion Carried</p>
2	OFFICE BEARERS
	<p>That the positions of Chairperson, Secretary and Treasurer be elected.</p> <p>Chairperson / Secretary - Sundaresh Nagarajao (Lot 1)</p> <p>Treasurer - Pete Anthony (Lot 7)</p> <p style="text-align: right;">Motion Carried</p>
3	ELECTION OF STRATA COMMITTEE REPRESENTATIVES AND SUB REPRESENTATIVE TO CIVIUM
	<p>That a Strata Committee member be elected as the Strata Committee Representative to CIVIUM</p> <p>Pete Anthony (Lot 7)</p> <p>and</p> <p>That a Strata Committee member be elected as the Strata Committee Sub-Representative to CIVIUM</p> <p>Sundaresh Nagarajaro (Lot 1)</p> <p style="text-align: right;">Motion Open</p>
4	ELECTION OF STRATA COMMITTEE EXTERNAL INVOICE APPROVER TO CIVIUM
	<p>That a Strata Committee member be elected as the Strata Committee external invoice approver to CIVIUM</p> <p>Pete Anthony (Lot 7)</p> <p style="text-align: right;">Motion Carried</p>

There being no further business the chairperson declared the meeting closed at 07:25 pm
Dated: 2 August 2021
Issued by Civium Property Group for and on behalf of the Owners Corporation.

Civium Sydney

Approved Budget for Strata Plan 5659

91-93 Wentworth Road BURWOOD

Prepared by Civium Sydney (ABN 83 609 939 577)
Locked Bag 3008 WODEN ACT 2606 Ph 1300 724 256 Fax

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Administrative Fund	Approved Budget (01/07/2021-30/06/2022)	Current Actual (01/07/2020-30/06/2021)	Current Budget (01/07/2020-30/06/2021)
Income			
Insurance Claims Refund	\$0.00	\$0.00	\$0.00
Interest on Overdues	\$0.00	\$0.00	\$0.00
Levy Income	\$40,314.00	\$44,207.40	\$50,523.00
Total Admin Fund Income	\$40,314.00	\$44,207.40	\$50,523.00
Expense			
Accounting Service Provision/ATO Compliance	\$620.00	\$590.30	\$595.00
Area Maintenance	\$10,000.00	\$9,499.08	\$11,000.00
Bank Charges (Transaction Fees)	\$0.00	\$10.40	\$0.00
Banking Management	\$620.00	\$590.30	\$595.00
Building Repairs & Maintenance	\$1,000.00	\$630.50	\$1,250.00
Bundled Disbursements	\$825.00	\$786.00	\$761.00
Civium Disbursements	\$0.00	\$1,087.00	\$0.00
Consultant Fees	\$0.00	\$295.00	\$0.00
Electrical Repairs & Maintenance	\$500.00	\$330.00	\$0.00
Electricity - Utility	\$800.00	\$751.83	\$850.00
Fire Protection - Contracted	\$450.00	\$387.20	\$400.00
Fire Protection - Repairs/Replacements	\$1,000.00	\$0.00	\$1,500.00
Garage Door	\$300.00	\$185.00	\$0.00
Gardens & Grounds	\$0.00	\$(484.00)	\$0.00
Gutter Cleaning	\$500.00	\$0.00	\$500.00
Insurance Claims	\$0.00	\$825.00	\$0.00
Insurance Premiums	\$10,600.00	\$8,898.98	\$10,400.00
Keys and Locks	\$50.00	\$0.00	\$200.00
Management Fee	\$4,216.00	\$3,568.37	\$3,318.00
Online Portal Fees	\$123.00	\$117.96	\$115.00
Pest Control	\$500.00	\$107.40	\$600.00
Plumbing & Drainage	\$2,500.00	\$4,826.25	\$1,000.00
Roofing Repairs & Maintenance	\$500.00	\$0.00	\$0.00
Tax Agent Fees - Income Tax	\$0.00	\$99.00	\$0.00
Taxation Reporting (Civium)	\$135.00	\$110.00	\$110.00
Trades Compliance	\$275.00	\$262.80	\$265.00
Water - Utility	\$4,800.00	\$1,646.68	\$13,000.00
Total Admin Fund Expense	\$40,314.00	\$35,121.05	\$46,459.00
TOTAL ADMIN LEVY INCOME	\$40,314.00	\$44,207.40	\$50,523.00
Increase/Reduce ADMIN FUND	\$2,286.00	\$0.00	\$4,064.00
TOTAL ADMIN BUDGET	\$42,600.00		\$54,587.00

Civium Sydney
Approved Budget for Strata Plan 5659

91-93 Wentworth Road BURWOOD

Prepared by Civium Sydney (ABN 83 609 939 577)
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Capital Works Fund	Approved Budget (01/07/2021-30/06/2022)	Current Actual (01/07/2020-30/06/2021)	Current Budget (01/07/2020-30/06/2021)
Income			
Interest on Overdues	\$0.00	\$6.51	\$0.00
Levy Income	\$10,621.00	\$8,556.36	\$5,000.00
Total Cap. Works Fund Income	\$10,621.00	\$8,562.87	\$5,000.00
Expense			
Balcony Works	\$0.00	\$0.00	\$0.00
Building Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Capital Works Budget	\$10,621.00	\$0.00	\$0.00
Painting Works	\$0.00	\$0.00	\$0.00
Plumbing & Drainage Works	\$0.00	\$0.00	\$0.00
Sinking Fund Budget	\$0.00	\$3,985.00	\$10,212.00
Total Cap. Works Fund Expense	\$10,621.00	\$3,985.00	\$10,212.00
TOTAL CAP. WORKS LEVY INCOME	\$10,621.00	\$8,556.36	\$5,000.00
Increase/Reduce CAP. WORKS FUND	\$0.00	\$0.00	\$(5,212.00)
TOTAL CAP. WORKS BUDGET	\$10,621.00		\$(212.00)

Civium Sydney
Approved Budget for Strata Plan 5659

91-93 Wentworth Road BURWOOD

Prepared by Civium Sydney (ABN 83 609 939 577)
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Owner Summary (01/07/2021-30/06/2022) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2021	2nd Instalment 01/01/2022	3rd Instalment 01/04/2022	4th Instalment 01/07/2022	TOTAL (01/07/2021-30/06/2022)
1	1, 2, 3, 4, 6, 7, 8, 9, 11, 13, 14, 15					
	Admin	\$887.50	\$887.50	\$887.50	\$887.50	\$3,550.00
	Capital Works	\$221.27	\$221.27	\$221.27	\$221.27	\$885.08
	Owner Total	\$1,108.77	\$1,108.77	\$1,108.77	\$1,108.77	\$4,435.08

MINUTES OF THE ANNUAL GENERAL MEETING 2022

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Wednesday, 03 August 2022 05:00 PM

Held at :

THE MEETING WILL BE HELD VIA TELEPHONE & VIDEO CONFERENCE

Meet joining info

Video: meet.google.com/hto-digc-aww

Phone: (AU) +61 3 8594 8753

PIN: 661 527 509#

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Wednesday, 03 August 2022 5:00 PM at
THE MEETING WILL BE HELD VIA TELEPHONE & VIDEO CONFERENCE

Meet joining info

Video: meet.google.com/hto-digc-aww

Phone: (AU) +61 3 8594 8753

PIN: 661 527 509#

Present	Andrew Chee-Lun So (Lot 2), Pete Anthony (Lot 7), S Nagarajaro (Lot 1)
Civium Rep(s)	Silvestro Musumeci (Civium Strata)
Proxies	Pete Anthony for Mrs Clea Stathis (Lot 7)
Company Nominees	None
Apologies	None
Voting Papers	None
Chairperson	Silvestro Musumeci
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None

Meeting Opened 5pm

Reduced Quorum Meeting

MOTION	Motion for consideration
1	<p>CONFIRMATION OF PREVIOUS MINUTES (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to confirm the minutes of the Owners Corporation meeting held on 2nd August 2021</p> <p>For : 3 Motion Carried</p>

2	<p>INSURANCE RENEWAL / COMMISSION AND TRAINING (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to confirm the attached insurances effected on behalf of the Owner's Corporation.</p> <p>Three (3) quotes (where possible) prior to the current insurance policies expiring to be obtained where possible by the managing agent prior to renewal and presented to the Strata Committee for consideration. If advice from the Strata Committee is not received the managing agent will proceed with the recommended insurer as per the renewal report for the ensuing year.</p> <p>A report be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.</p> <p><i>Insurance commissions this financial year - \$ 1,498.23 Insurance commissions forecast next financial year - \$ 1,722.10</i></p> <p><i>Note: Strata Manager to provide multiple quotes for the next insurance renewal cycle to the strata committee for review and consideration.</i></p> <p style="text-align: right;">For : 3 Motion Carried</p>
3	<p>TAKING OUT FURTHER INSURANCES (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES in accordance with section 165(2) of the <i>Strata Schemes Management Act 2015</i> to consider taking out further insurances of Office Bearers Liability and Fidelity Guarantee.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>
4	<p>INSURANCE VALUATION (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to engage a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the <i>Strata Schemes Management Act 2015</i>.</p> <p style="text-align: center;">Last Valuation - AG Thomas - 8th September 2020</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>

5	<p>SPECIAL LEVY- ADMINISTRATION FUND DEFICIT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES pursuant to s 81(4) of the <i>Strata Schemes Management Act 2015</i> that as the owners corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its administrative fund that:</p> <ol style="list-style-type: none"> 1. a contribution in the amount of \$7,804.00 be raised as an additional levy to meet those expenses to be paid to the administrative fund. 1. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot; 1. the contribution in respect of each lot is payable in 2 equal instalments being due and payable on as 30.09.2022 and 29.10.2022 <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>
6	<p>ACCOUNTING RECORDS AND FINANCIAL STATEMENTS (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to adopt the accounting records and last financial statements dated 01/07/2021 - 30/06/2022 as a true record of the financial position.</p> <p><i>Any questions relating to the financial statements should be directed to our office PRIOR to the meeting. Questions directed at the meeting may not be able to be answered.</i></p> <p style="text-align: right;">For : 3 Motion Carried</p>
7	<p>AUDIT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to appoint an auditor to audit the accounts and financial statements of the Owners Corporation.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>

8	<p>BUDGET (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES:</p> <p>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 <i>Strata Schemes Management Act 2015</i> and contributions to the administrative fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$42,330.00</p> <p>b. 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 <i>Strata Schemes Management Act 2015</i> and contributions to the capital works fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$11,153.00</p> <p>c. That the contributions to the administrative and capital works funds be paid in equal quarterly instalments, the first such instalment being due on 01/10/2022 and subsequent instalments being due on the days of 01/01/2023, 01/04/2023 and 01/07/2023.</p> <p style="text-align: right;">For : 3 Motion Carried</p>
9	<p>DEBT RECOVERY (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES that should any owner, mortgagee in possession or former owner of a lot not pay contributions or other amounts owing by the due date in relation to a lot they authorise the strata managing agent and / or the strata committee to do any of the following:</p> <p>a. issue a levy recovery letter 30 days after the levy due date;</p> <p>b. issue a second levy recovery letter 60 days after the levy due date; c. issue a third levy recovery letter 90 days after the levy due date;</p> <p>d. issue a Statutory 21-day notice to the debtor;</p> <p>e. where the levy contribution has not been paid for at least 120 days after the due date appoint the services of a debt collection agency, obtain legal advice or retain legal representation on behalf of the owners corporation to issue a letter of demand and / or to commence, pursue, continue or defend any court, tribunal or any other proceeding against any lot owner, mortgagee in possession or former lot owner in relation to all matters arising out of the recovery of levy contributions and any other debts including interest, penalties, legal and other costs.</p> <p>f. enforce any judgment or tribunal order obtained in the collection of levy contributions including commencing and maintaining bankruptcy proceedings or winding up proceedings;</p> <p>g. filing an appeal or defending any appeal against any judgment or order concerning the levy of contributions; and</p> <p>h. instruct the owners corporation's debt collection agent or lawyer in relation to any levy recovery proceedings.</p> <p style="text-align: right;">For : 3 Motion Carried</p>

10	<p>PAYMENT PLAN (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES in accordance with section 85(5) of the <i>Strata Schemes Management Act 2015</i> to offer to enter into payment plans in respect of overdue contributions, with plans to be limited to a period of 12 months and must be supported by the completion by the lot owner of a Statement of Financial Position</p> <p style="text-align: right;">For : 3 Motion Carried</p>																
11	<p>ELECTION OF STRATA COMMITTEE (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to:</p> <p>a. Call for nominations for members of the strata committee;</p> <p>b. Require the candidates for election to the strata committee to disclose any connections with the original owner or building manager for the scheme;</p> <p>c. Determine the number of members of the strata committee; and</p> <p>d. Elect the strata committee:</p> <p>Candidates nominated prior to the meeting notice being issued are:</p> <table><tr><td>Name</td><td>Lot No.</td><td>Nominated by</td><td></td></tr><tr><td>S Nagarajarao</td><td>1</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>A So</td><td>2</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>P Anthony</td><td>7</td><td>Self Nominated</td><td>Elected</td></tr></table> <p style="text-align: right;">For : 3 Motion Carried</p>	Name	Lot No.	Nominated by		S Nagarajarao	1	Self Nominated	Elected	A So	2	Self Nominated	Elected	P Anthony	7	Self Nominated	Elected
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S Nagarajarao	1	Self Nominated	Elected														
A So	2	Self Nominated	Elected														
P Anthony	7	Self Nominated	Elected														
12	<p>GENERAL MEETING MATTERS (ORDINARY RESOLUTION)</p> <p>The Owners Corporation RESOLVES in accordance with 36(3)(b) of the <i>Strata Schemes Management Act 2015</i> to decide if any matter or type of matter is only to be determined by the owners corporation in general meeting.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>																
13	<p>10-YEAR CAPITAL WORKS FUND FORECAST (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to review the 10-year plan for the capital works fund and to decide whether to adopt the plan, revise the plan or replace the plan.</p> <p>Resolved that the Strata Committee will review the 10-year plan for the capital works fund and provide a five-year review</p> <p style="text-align: right;">For : 3 Motion Carried</p>																
14	<p>ANNUAL FIRE SAFETY STATEMENT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to consider the annual fire safety statement and to instruct the strata managing agent to make arrangements for obtaining the next annual fire statement.</p> <p style="text-align: right;">For : 3 Motion Carried</p>																

15	<p>ASBESTOS REPORT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to:</p> <p>a. Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the <i>Work Health and Safety Act 2011</i> as amended; and</p> <p>b. To submit that report to the Strata Committee to determine what action is required, if any; and</p> <p>c. To authorise the strata managing agent to obtain quotations and engage the contractor approved by the Strata Committee to conduct any necessary works raised by the asbestos report.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>
16	<p>WINDOW SAFETY DEVICES RE-INSPECTION (ORDINARY RESOLUTION)</p> <p>That the Owners Corporation RESOLVES to engage a contractor to undertake an assessment of the complex to ensure all window safety devices are in working order and to confirm that the Owners Corporation is in compliance with Part 4, clause 30 of the <i>Strata Schemes Management Regulations 2016</i>.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>
17	<p>OTHER MEANS OF VOTING (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVE to adopt the following alternate means of voting (not being elections) at meetings of the owners corporation and/or meetings of the strata committee:</p> <ol style="list-style-type: none"> 1. Voting by means of teleconference or video conference or other electronic means (or any combination thereof) while[AB1] participating in a meeting from a remote location; 2. Voting by means of email before the meeting; or <p>Voting by means of other electronic means before the meeting.</p> <p style="text-align: right;">For : 3 Motion Carried</p>

There being no further business the chairperson declared the meeting closed at 05:50 pm
Dated: 3 August 2022
Issued by Civium Property Group for and on behalf of the Owners Corporation.

MINUTES OF THE STRATA COMMITTEE MEETING 2022

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Wednesday, 03 August 2022 05:00 PM

Held at :

THE MEETING WILL BE HELD VIA TELEPHONE & VIDEO CONFERENCE

Meet joining info

Video: meet.google.com/hto-digc-aww

Phone: (AU) +61 3 8594 8753

PIN: 661 527 509#

MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Wednesday, 03 August 2022 5:00 PM at
THE MEETING WILL BE HELD VIA TELEPHONE & VIDEO CONFERENCE

Meet joining info

Video: meet.google.com/hto-digc-aww

Phone: (AU) +61 3 8594 8753

PIN: 661 527 509#

Present	Andrew Chee-Lun So (Lot 2), S Nagarajaro (Lot 1)
Civium Rep(s)	Silvestro Musumeci (Civium Strata)
Proxies	Mrs Clea Stathis (Lot 7) for Pete Anthony
Company Nominees	None
Apologies	None
Voting Papers	None
Chairperson	Silvestro Musumeci
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote:

Reduced Quorum Meeting

MOTION	Motion for consideration																
1	<p>MINUTES</p> <p>That the minutes of the previous Strata Committee Meeting of the Owners Corporation be confirmed as a true and accurate account of the proceeding at that meeting.</p> <p>For : 3 Motion Carried</p>																
2	<p>OFFICE BEARERS</p> <p>That the positions of Chairperson, Secretary and Treasurer be elected.</p> <table><tr><th>Name</th><th>Lot No.</th><th>Nominated by</th><th></th></tr><tr><td>S Nagarajarao</td><td>1</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>A So</td><td>2</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>P Anthony</td><td>7</td><td>Self Nominated</td><td>Elected</td></tr></table> <p>For : 3 Motion Carried</p>	Name	Lot No.	Nominated by		S Nagarajarao	1	Self Nominated	Elected	A So	2	Self Nominated	Elected	P Anthony	7	Self Nominated	Elected
Name	Lot No.	Nominated by															
S Nagarajarao	1	Self Nominated	Elected														
A So	2	Self Nominated	Elected														
P Anthony	7	Self Nominated	Elected														

	General Business
	<p>Tree Stumps Removal</p> <p>Resolved to engage St George Tree Services to remove the tree stumps from the falling trees caused by the recent storms. Furthermore, the cost shall be added to the insurance claim.</p>
	<p>Tree Branches Pruning</p> <p>Resolved that the strata manager contact the strata manager of 95 Wentworth Rd Burwood and request for them to prune and remove the tree branches encroaching the building's air space as they are dangerously close to the roof line and guttering and pose a hazard.</p>
	<p>Lot 11 - Toilet Noise</p> <p>Resolved that the strata manager contact and write a letter to the owner of lot 11 and ask them to repair the flushing mechanism of their toilet as it making loud noises to the unit below, lot 7.</p>
	<p>Lot 11 - Floor Covering Noise</p> <p>Resolved that the strata manager will investigate whether or not the owner of lot 11 gained permission from the owner's corporation to install new flooring. It's been brought to the attention of the strata manager by the owners of lot 7; noise is travelling into their unit. The outcome of the investigation will be sent to the strata committee for their review and consideration of what steps to take if needed.</p>
	<p>Investment Account</p> <p>Resolved that the strata manager gather information for the strata committee in potentially opening an investment account for the owner's corporation and provide information on the minimum amount, terms, interest rate and penalties.</p>

There being no further business the chairperson declared the meeting closed at 06:15 pm

Dated: 3 August 2022

Issued by Civium Property Group for and on behalf of the Owners Corporation.

MINUTES OF THE ANNUAL GENERAL MEETING 2023

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Wednesday, 02 August 2023 05:00 PM

Held at :

Electronic Meeting

Google Meet joining info

Video call link: <https://meet.google.com/ish-cuot-mtn>

Or dial: (AU) +61 3 8594 6113 PIN: 888 610 384#

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Wednesday, 02 August 2023 5:00 PM at
Electronic Meeting
Google Meet joining info
Video call link: <https://meet.google.com/ish-cuot-mtn>
Or dial: (AU) +61 3 8594 6113 PIN: 888 610 384#

Present	None
Civium Rep(s)	None
Proxies	None
Company Nominees	None
Apologies	None
Voting Papers	None
Other Attendees	None

Reduced Quorum Meeting

MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING 2023

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Monday, 21 August 2023 05:00 PM

Held at :

Electronic Meeting

Google Meet joining info

Video call link: <https://meet.google.com/ish-cuot-mtn>

Or dial: (AU) +61 3 8594 6113 PIN: 888 610 384#

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Monday, 21 August 2023 5:00 PM at
Electronic Meeting
Google Meet joining info
Video call link: <https://meet.google.com/ish-cuot-mtn>
Or dial: (AU) +61 3 8594 6113 PIN: 888 610 384#

Present	Andrew Chee-Lun So (Lot 2), S Nagarajaro (Lot 1)
Civium Rep(s)	Peter Bone (Civium Strata)
Proxies	Peter Anthony for Mrs Clea Stathis (Lot 7)
Company Nominees	None
Apologies	None
Voting Papers	None
Other Attendees	None
Chairperson	Peter Bone
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None
Meeting Opened	5:00pm

MOTION	Motion for consideration
1	<p>CONFIRMATION OF PREVIOUS MINUTES (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to confirm the minutes of the Owners Corporation meeting held on <i>3 August 2022</i>.</p> <p>Motion Carried</p>

2	<p>INSURANCE RENEWAL / COMMISSION AND TRAINING (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to confirm the attached insurances effected on behalf of the Owner's Corporation.</p> <p>Three (3) quotes (where possible) prior to the current insurance policies expiring to be obtained where possible by the managing agent prior to renewal and presented to the Strata Committee for consideration. If advice from the Strata Committee is not received the managing agent will proceed with the recommended insurer as per the renewal report for the ensuing year.</p> <p>A report be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.</p> <p>It was further RESOLVED to question the Strata Plan's insurance company as to the need for a Machinery Breakdown policy as it is believed this policy is not required.</p> <p><i>Insurance commissions this financial year - \$1,498.23</i> <i>Insurance commissions forecast next financial year - \$1,650.00</i> <i>Training commission this financial year - \$0.00</i> <i>Training commission next Financial year - \$0.00</i></p> <p style="text-align: right;">Motion Carried</p>
3	<p>TAKING OUT FURTHER INSURANCES (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES in accordance with section 165(2) of the <i>Strata Schemes Management Act 2015</i> to consider taking out further insurances of Office Bearers Liability and Fidelity Guarantee.</p> <p>It was further RESOLVED that no additional insurance is required.</p> <p style="text-align: right;">Motion Carried</p>
4	<p>INSURANCE VALUATION (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to engage a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the <i>Strata Schemes Management Act 2015</i>.</p> <p>It was further RESOLVED that the updated valuation be completed in April / May 2024, prior to the renewal of the current policy.</p> <p style="text-align: right;">Motion Carried</p>
5	<p>ACCOUNTING RECORDS AND FINANCIAL STATEMENTS (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to adopt the accounting records and last financial statements dated 01/07/2022 - 30/06/2023 as a true record of the financial position.</p> <p style="text-align: right;">Motion Carried</p>
6	<p>SPECIAL LEVY (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES pursuant to s 81(4) of the <i>Strata Schemes Management Act 2015</i> that as the owners corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its administrative fund that:</p> <ol style="list-style-type: none"> 1. a contribution in the amount of \$9,227.82 be raised as an additional levy to eliminate the deficit in the administrative fund; 2. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot; 3. the contribution in respect of each lot is payable in two (2) equal instalments being due and payable on 1 October 2023 and 1 March 2024. <p style="text-align: right;">Motion Carried</p>

7	<p>AUDIT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to appoint an auditor to audit the accounts and financial statements of the Owners Corporation.</p> <p style="text-align: right;">Motion Defeated</p>
8	<p>10-YEAR CAPITAL WORKS FUND FORECAST (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to review the 10-year plan for the capital works fund and to decide whether to adopt the plan, revise the plan or replace the plan.</p> <p>It was further resolved that the updated plan be completed in May / June 2024 prior to the scheme's 2024 AGM.</p> <p style="text-align: right;">Motion Carried</p>
9	<p>BUDGET (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES:</p> <p>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 <i>Strata Schemes Management Act 2015</i> and contributions to the administrative fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$48,000.00.</p> <p>b. 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 <i>Strata Schemes Management Act 2015</i> and contributions to the capital works fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$11,487.00.</p> <p>c. That the contributions to the administrative and capital works funds be paid in equal quarterly instalments, the first such instalment being due on 01/10/2023 and subsequent instalments being due on the days of 01/01/2024, 01/04/2024 and 01/07/2024.</p> <p style="text-align: right;">Motion Carried</p>

10	<p>DEBT RECOVERY (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES that should any owner, mortgagee in possession or former owner of a lot not pay contributions or other amounts owing by the due date in relation to a lot they authorise the strata managing agent and / or the strata committee to do any of the following:</p> <p>a. issue a SMS reminder 1 week after levy due date;</p> <p>b. issue a levy recovery letter 30 days after the levy due date;</p> <p>c. issue a second levy recovery letter 60 days after the levy due date;</p> <p>d. issue a third levy recovery letter 90 days after the levy due date;</p> <p>e. issue a Statutory 21-day notice to the debtor;</p> <p>f. where the levy contribution has not been paid for at least 120 days after the due date appoint the services of a debt collection agency, obtain legal advice or retain legal representation on behalf of the owners corporation to issue a letter of demand and / or to commence, pursue, continue or defend any court, tribunal or any other proceeding against any lot owner, mortgagee in possession or former lot owner in relation to all matters arising out of the recovery of levy contributions and any other debts including interest, penalties, legal and other costs.</p> <p>g. enforce any judgment or tribunal order obtained in the collection of levy contributions including commencing and maintaining bankruptcy proceedings or winding up proceedings;</p> <p>h. filing an appeal or defending any appeal against any judgment or order concerning the levy of contributions; and</p> <p>i. instruct the owners corporation's debt collection agent or lawyer in relation to any levy recovery proceedings.</p> <p style="text-align: right;">Motion Carried</p>												
11	<p>PAYMENT PLAN (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES in accordance with section 85(5) of the <i>Strata Schemes Management Act 2015</i> to offer to enter into payment plans in respect of overdue contributions, with plans to be limited to a period of 12 months and must be supported by the completion by the lot owner of a Statement of Financial Position.</p> <p style="text-align: right;">Motion Carried</p>												
12	<p>ELECTION OF STRATA COMMITTEE (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to:</p> <p>a. Call for nominations for members of the strata committee;</p> <p>b. Require the candidates for election to the strata committee to disclose any connections with the original owner or building manager for the scheme;</p> <p>c. Determine the number of members of the strata committee; and</p> <p>d. Elect the strata committee:</p> <p>Candidates nominated prior to the meeting notice being issued are:</p> <table><tr><td>Name</td><td>Lot No.</td><td>Nominated by</td></tr><tr><td>Mr. S Nagarajaro</td><td>1</td><td>self nominated</td></tr><tr><td>Mr. A Chee-Lun So</td><td>2</td><td>self nominated</td></tr><tr><td>Mr. P Anthony</td><td>7</td><td>self nominated</td></tr></table> <p style="text-align: right;">Motion Carried</p>	Name	Lot No.	Nominated by	Mr. S Nagarajaro	1	self nominated	Mr. A Chee-Lun So	2	self nominated	Mr. P Anthony	7	self nominated
Name	Lot No.	Nominated by											
Mr. S Nagarajaro	1	self nominated											
Mr. A Chee-Lun So	2	self nominated											
Mr. P Anthony	7	self nominated											
13	<p>GENERAL MEETING MATTERS (ORDINARY RESOLUTION)</p> <p>The Owners Corporation RESOLVES in accordance with 36(3)(b) of the <i>Strata Schemes Management Act 2015</i> to decide if any matter or type of matter is only to be determined by the owners corporation in general meeting.</p> <p style="text-align: right;">Motion Defeated</p>												

14	<p>ANNUAL FIRE SAFETY STATEMENT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to consider the annual fire safety statement and to instruct the strata managing agent to make arrangements for obtaining the next annual fire statement.</p> <p style="text-align: right;">Motion Carried</p>
15	<p>ASBESTOS REPORT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to:</p> <ol style="list-style-type: none"> Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the <i>Work Health and Safety Act 2011</i> as amended; and To submit that report to the Strata Committee to determine what action is required, if any; and To authorise the strata managing agent to obtain quotations and engage the contractor approved by the Strata Committee to conduct any necessary works raised by the asbestos report. <p style="text-align: right;">Motion Defeated</p>
16	<p>EXTERNAL CLADDING INSPECTION (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to engage a suitable contractor to undertake an external cladding inspection to comply with the <i>Environmental Planning and Assessment Amendment (Identification of Buildings with Combustible Cladding) Regulation 2018</i> and <i>State Environmental Planning Policy Amendment (Exempt Development Cladding and Decorative Work) 2018</i>.</p> <p style="text-align: right;">Motion Defeated</p>
17	<p>WINDOW SAFETY DEVICES RE-INSPECTION (ORDINARY RESOLUTION)</p> <p>That the Owners Corporation RESOLVES to engage a contractor to undertake an assessment of the complex to ensure all window safety devices are in working order and to confirm that the Owners Corporation is in compliance with Part 4, clause 30 of the <i>Strata Schemes Management Regulations 2016</i>.</p> <p style="text-align: right;">Motion Defeated</p>
18	<p>OTHER MEANS OF VOTING (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVE to adopt the following alternate means of voting (not being elections) at meetings of the owners corporation and/or meetings of the strata committee:</p> <ol style="list-style-type: none"> Voting by means of teleconference or video conference or other electronic means (or any combination thereof) while[AB1] participating in a meeting from a remote location; Voting by means of email before the meeting; or <p>Voting by means of other electronic means before the meeting.</p> <p style="text-align: right;">Motion Carried</p>

19	<p>STRATA HUB (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVE to acknowledge the need for strata schemes to register and report information each year via the Strata Hub online platform pursuant to the Strata Schemes Management Amendment (Information) Regulation 2021 and resolves to:</p> <ol style="list-style-type: none"> 1. authorise the strata manager to register for Strata Hub and comply with the owners corporation's obligations under the Strata Schemes Management Amendment (Information) Regulation 2021; 2. appoint an emergency contact for Strata Hub; 3. keep (or authorise the strata manager to keep) the details of the chairperson, treasurer, strata managing agent, building manager, and emergency contact details on the register updated. <p style="text-align: right;">Motion Carried</p>
20	<p>MANAGING AGENT (ORDINARY RESOLUTION)</p> <p>A. THAT the Owners Corporation RESOLVES in accordance with Section 49(1) of the <i>Strata Schemes Management Act 2015</i>):</p> <ol style="list-style-type: none"> 1. Civium (NSW) Pty Ltd ("Agent") be renewed as the strata managing agent of Strata Scheme No. 5659 for a term of 36 months; 2. The owners corporation delegate to the Agent all of its functions (other than those listed in section 52(2) of the Strata Schemes Managements Act and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee; 3. The owners corporation execute a written agreement, ("Agreement"), to give effect to this appointment and delegation; 4. The delegation is to the subject to the conditions and limitations set out in the Agreement; and 5. Authority is given for the common seal of the owners corporation to be affixed to the Agreement and witnessed by the Secretary or Chairperson or Treasurer or in their absence any two owners. 6. That should this motion pass, authority is given to the Strata Managing Agent to execute the agreement if it remains unsigned for 60 days. <p>B. THAT the Owners Corporation RESOLVES in accordance with section 265 of the <i>Strata Schemes Management Act 2015</i> to change its address for service of notices to:</p> <p>c/- Civium Property Group Locked Bag 3008 WODEN ACT 2606</p> <p>and authorises the strata managing agent to take actions reasonably required to register the change of address with Land Registry Services.</p> <p style="text-align: right;">Motion Carried</p>

There being no further business the chairperson declared the meeting closed at
Dated: 21 August 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

MINUTES OF THE STRATA COMMITTEE MEETING 2023

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Monday, 21 August 2023 05:00 PM

Held at :

Electronic Meeting

Google Meet joining info

Video call link: <https://meet.google.com/ish-cuot-mtn>

Or dial: (AU) +61 3 8594 6113 PIN: 888 610 384#

MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Monday, 21 August 2023 5:00 PM at
Electronic Meeting
Google Meet joining info
Video call link: <https://meet.google.com/ish-cuot-mtn>
Or dial: (AU) +61 3 8594 6113 PIN: 888 610 384#

Present	Andrew Chee-Lun So (Lot 2), S Nagarajaro (Lot 1)
Civium Rep(s)	Peter Bone (Civium Strata)
Proxies	Mrs Clea Stathis (Lot 7) for Peter Anthony
Company Nominees	None
Apologies	None
Voting Papers	None
Other Attendees	None
Chairperson	Peter Bone
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote:

Reduced Quorum Meeting

MOTION	Motion for consideration
1	<p>MINUTES</p> <p>That the minutes of the previous Strata Committee Meeting of the Owners Corporation be confirmed as a true and accurate account of the proceeding at that meeting.</p> <p style="text-align: right;">Motion Carried</p>
2	<p>OFFICE BEARERS</p> <p>That the positions of Chairperson, Secretary and Treasurer be elected.</p> <p>Chairperson - Civium</p> <p>Secretary - Mr. S Nagarajaro</p> <p>Treasurer - Mr. P Anthony</p> <p style="text-align: right;">Motion Carried</p>

	General Business
	<p>Cracked Driveway Concrete</p> <p>It was RESOLVED that quotations be obtained to repair / replace the cracked sections of the driveway concrete and that these quotations be forwarded to the Strata Committee for their consideration and instruction.</p>
	<p>Dead Tree</p> <p>It was RESOLVED that quotations be obtained to remove a dead tree at the rear of the property and that these quotations be forwarded to the Strata Committee for their consideration and instruction.</p>
	<p>Trees on Neighbouring Property</p> <p>It was RESOLVED that the Strata Manager write to the Owners Corporation of 85-89 Wentworth Road and request that they trim the trees on their property which are overhanging the dividing fence. The meeting noted that some of the overhanging branches are almost in contact with the building.</p> <p>It was further RESOLVED that quotations be obtained to trim the overhanging tree branches and that these quotations be forwarded to the Strata Committee for their consideration and instruction. The Strata Committee will consider the trimming of these overhanging branches if a positive response is not received from the Owners Corporation of 85-89 Wentworth Road.</p>
	<p>Pressure Cleaning of Pathways</p> <p>It was RESOLVED that quotations be obtained to pressure clean the common property pathways and that these quotations be forwarded to the Strata Committee for their consideration and instruction.</p>
	<p>Cleaning of Common Property Carpets</p> <p>It was RESOLVED that quotations be obtained to steam clean the common property carpets and that these quotations be forwarded to the Strata Committee for their consideration and instruction.</p>
	<p>On-Site Contact</p> <p>Strata Committee member Mr. Peter Anthony advised the meeting that he is happy to act as the on-site contact for any and all tradespersons attending the property.</p>

There being no further business the chairperson declared the meeting closed at
Dated: 21 August 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

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NOTICE OF ANNUAL GENERAL MEETING 2023

THE OWNERS - STRATA PLAN NO. 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

**THE ANNUAL GENERAL MEETING FOR THE
OWNERS CORPORATION IS TO BE HELD ON:**

Wednesday, 02 August 2023 5:00 PM

THE MEETING WILL BE HELD AT:

Electronic Meeting

Google Meet joining info

Video call link: <https://meet.google.com/qxo-auov-pas>

Or dial: (AU) +61 3 8594 8112 PIN: 839 732 333#

Welcome to the Annual General Meeting for The Owners - Strata Plan No. 5659

Dear Owner(s),

We write as the Strata Managing Agents for and on behalf of the Owners Corporation to inform you of the Annual General Meeting to be held shortly. Accordingly, we attach the Notice of the Annual General Meeting with relevant paper work for your perusal.

This notice includes a proxy form, voting procedural matters, the motions to be considered and the proposed budget for the forthcoming year and financial statements. Please read the notice and attached documents carefully.

Meetings Scheduled time and Quorum

The meeting is scheduled to start at the advertised time on the notice. We ask that you arrive early for registration. The meeting will proceed once a quorum is established.

A quorum for a General Meeting of the Owners Corporation is achieved when:

- a. at least 25% of those people entitled to vote are present either in person or by proxy; or
- b. people holding at least 25% of the total unit entitlements for the scheme, who are eligible to vote are present either in person or by proxy; or
- c. there are two people who are eligible to vote present either in person or by proxy where there is more than one owner in the scheme and quorum under (a) or (b) above would otherwise calculate quorum as less than two people.

In the event that a quorum is not achieved thirty minutes from the scheduled commencement the chairperson has two options:

- a. to adjourn the meeting for at least seven days (when those who are represented form a quorum); or
- b. to declare that a quorum is achieved provided that there is at least one person who is eligible to vote present either in person or by proxy.

A quorum must be maintained throughout the meeting.

Motions and Voting

The items to be considered and voted on at your Annual General Meeting are outlined in the table of contents with the full motions in the notice. In accordance with the Strata Schemes Management Act 2015, no additional motions can be raised from the floor to be considered at the meeting.

Only financial lots are entitled to vote at a general meeting, unless the motion for consideration is a unanimous resolution in which case all lots irrespective of their financial status are entitled to vote.

A vote by an owner does not count if a priority vote is cast for the lot in relation to the same matter.

Voting or other rights may be exercised in person (if the addressee is an individual) or be a company nominee (if the addressee is a corporation), or by a proxy appointed by the addressee.

Proxy Form

Also enclosed with the meeting notice, is a Proxy Form and a Voting Procedure Form. If you are unable to attend the meeting, we encourage you to complete the proxy form and to return to our office prior to the meeting. If your owners corporation is a large strata scheme then we must receive your completed proxy 24 hours prior to the meeting.

- Ensure that all sections of the proxy are completed (including your name, lot number, date and signature);
- If your lot is in the name of a company, please complete a company nominee form and return it to our office if this has not already been done;
- If your lot is in the name of multiple owners, ensure that all owners sign the proxy form;

Proxy limitations

An owner can ONLY represent ONE (1) other person (in addition to themselves) by proxy where the corporation consists of twenty (20) or less lots. For larger schemes of more than twenty lots an owner may exercise a vote for other owners up to a maximum of 5% of the total number of lot owners.

Should you have any queries prior to the meeting please do not hesitate to contact the Strata Manager for your complex Peter Bone on 1300 724 256 or via e-mail peter.bone@civium.com.au

We look forward to seeing you at the meeting.
Yours faithfully

Peter Bone
peter.bone@civium.com.au

NOTICE OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION STRATA PLAN 5659

To be held on Wednesday, 02 August 2023 5:00 PM at Electronic Meeting

Google Meet joining info

Video call link: <https://meet.google.com/qxo-auov-pas>

Or dial: (AU) +61 3 8594 8112 PIN: 839 732 333#

MOTION	Motion for consideration
1	CONFIRMATION OF PREVIOUS MINUTES (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to confirm the minutes of the Owners Corporation meeting held on 3 August 2022.</p>
Explanatory Note:	<p><i>This is a required motion under section 8(1)(a) of Schedule 1 of the Strata Schemes Management Act 2015.</i></p>
2	INSURANCE RENEWAL / COMMISSION AND TRAINING (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to confirm the attached insurances effected on behalf of the Owner's Corporation.</p> <p>Three (3) quotes (where possible) prior to the current insurance policies expiring to be obtained where possible by the managing agent prior to renewal and presented to the Strata Committee for consideration. If advice from the Strata Committee is not received the managing agent will proceed with the recommended insurer as per the renewal report for the ensuing year.</p> <p>A report be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.</p> <p><i>Insurance commissions this financial year - \$1,498.23</i></p> <p><i>Insurance commissions forecast next financial year - \$1,650.00</i></p> <p><i>Training commission this financial year - \$0.00</i></p> <p><i>Training commission next Financial year - \$0.00</i></p>
Explanatory Note:	<p><i>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.</i></p> <p><i>The following providers pay a rebate, discount or commission to Civium Property Group;</i></p> <p><i>CHU Underwriting Agencies</i></p> <p><i>Strata Unit Underwriters</i></p> <p><i>Strata Community Insurance</i></p> <p><i>WFI Insurance Brokers</i></p> <p><i>Whitbred Insurance Brokers</i></p> <p><i>Austbrokers Insurance Brokers</i></p> <p><i>MCI Insurance Brokers</i></p> <p><i>Honan Insurance Brokers</i></p> <p><i>CRM Insurance Brokers</i></p> <p><i>Verve Insurance Pty Ltd</i></p> <p><i>Coverforce Pty Ltd</i></p> <p><i>20% or up to 20% of base premium</i></p>

3	TAKING OUT FURTHER INSURANCES (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES in accordance with section 165(2) of the <i>Strata Schemes Management Act 2015</i> to consider taking out further insurances of Office Bearers Liability and Fidelity Guarantee.</p> <p>Current Cover provides: Office Bearers Liability - \$1,000,000.00 Fidelity Guarantee - \$250,000.00</p>
Explanatory Note:	<p><i>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. 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.</i></p> <p><i>These policies are 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.</i></p>
4	INSURANCE VALUATION (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to engage a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the <i>Strata Schemes Management Act 2015</i>.</p> <p><i>Last Valuation - A G Thomas Valuers, 8 September 2020</i></p>
Explanatory Note:	<p><i>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 under-insured. It is expected that the valuer's fee to value reinstatement costs will be higher than just for replacement costs .</i></p> <p><i>The legislation does not require an owners corporation to obtain a valuation, however this is highly recommended and any valuation obtained before 30 November 2016 probably only allowed for replacement costs and not reinstatement costs.</i></p>
5	ACCOUNTING RECORDS AND FINANCIAL STATEMENTS (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to adopt the accounting records and last financial statements dated 01/07/2022 - 30/06/2023 as a true record of the financial position.</p> <p><i>*Any questions relating to the financial statements should be directed to our office <u>PRIOR</u> to the meeting. Questions directed at the meeting may not be able to be answered*</i></p>
Explanatory Note:	<p><i>Clause 9(b) of Schedule 1 of the Strata Schemes Management Act 2015 requires a form of a motion for adoption of the financial statements.</i></p>
6	SPECIAL LEVY (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES pursuant to s 81(4) of the <i>Strata Schemes Management Act 2015</i> that as the owners corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its administrative fund that:</p> <ol style="list-style-type: none"> 1. a contribution in the amount of \$9,227.82 be raised as an additional levy to eliminate the deficit in the administrative fund; 2. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot; 3. the contribution in respect of each lot is payable in equal instalments being due and payable on 1 October 2023.

Explanatory Note:	<i>If the owners corporation is faced with other expenses it cannot at once meet from either the administrative fund or the capital works fund, it must levy on each owner of a lot on the strata scheme a contribution to the administrative fund or capital works fund determined by the owners corporation at a general meeting in accordance with section 81(4) of the Strata Schemes Management Act 2015.</i>
7	AUDIT (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to appoint an auditor to audit the accounts and financial statements of the Owners Corporation.</p> <p><i>There has been no independent audit undertaken in the last five years</i></p>
Explanatory Note:	<i>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.</i>
8	10-YEAR CAPITAL WORKS FUND FORECAST (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to review the 10-year plan for the capital works fund and to decide whether to adopt the plan, revise the plan or replace the plan.</p> <p><i>Last Capital Forecast - BIV Reports Pty Ltd, August 2017</i></p>
Explanatory Note:	<p><i>The owners corporation is required to have a 10-year capital works fund plan under section 80 of the Strata Schemes Management Act 2015. 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.</i></p> <p><i>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 requires the owners corporation, so far as practicable (and subject to any adjustments), to implement the 10 year capital works fund plan.</i></p> <p><i>The Strata Schemes Management Act 2015 requires much greater detail in the 10-Year Capital Works Fund Plan including what works will be required, when they will take place and how they will be paid for. This level of detail was not specified under the Strata Schemes Management Act 1996, however due to the transitional provisions this may not affect the validity of a 10-Year Plan adopted prior to 30 November 2016. Nonetheless, it is prudent for any motion to amend a 10-Year Plan after 29 November 2016 under section 80(3) to result in a compliant plan under section 80 of the Strata Schemes Management Act 2015.</i></p>
9	BUDGET (ORDINARY RESOLUTION)

	<p>THAT the Owners Corporation RESOLVES:</p> <p>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 <i>Strata Schemes Management Act 2015</i> and contributions to the administrative fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$48,000.00.</p> <p>b. 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 <i>Strata Schemes Management Act 2015</i> and contributions to the capital works fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$11,487.00.</p> <p>c. That the contributions to the administrative and capital works funds be paid in equal quarterly instalments, the first such instalment being due on 01/10/2024 and subsequent instalments being due on the days of 01/01/2025, 01/04/2025 and 01/07/2025.</p> <p><i>NOTE: The Administrative Fund closed the 2022-2023 financial year with a DEFICIT of \$9,227.82.</i></p>
Explanatory Note:	<p><i>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 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.</i></p>
10	DEBT RECOVERY (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES that should any owner, mortgagee in possession or former owner of a lot not pay contributions or other amounts owing by the due date in relation to a lot they authorise the strata managing agent and / or the strata committee to do any of the following:</p> <p>a. issue a SMS reminder 1 week after levy due date;</p> <p>b. issue a levy recovery letter 30 days after the levy due date;</p> <p>c. issue a second levy recovery letter 60 days after the levy due date;</p> <p>d. issue a third levy recovery letter 90 days after the levy due date;</p> <p>e. issue a Statutory 21-day notice to the debtor;</p> <p>f. where the levy contribution has not been paid for at least 120 days after the due date appoint the services of a debt collection agency, obtain legal advice or retain legal representation on behalf of the owners corporation to issue a letter of demand and / or to commence, pursue, continue or defend any court, tribunal or any other proceeding against any lot owner, mortgagee in possession or former lot owner in relation to all matters arising out of the recovery of levy contributions and any other debts including interest, penalties, legal and other costs.</p> <p>g. enforce any judgment or tribunal order obtained in the collection of levy contributions including commencing and maintaining bankruptcy proceedings or winding up proceedings;</p> <p>h. filing an appeal or defending any appeal against any judgment or order concerning the levy of contributions; and</p> <p>i. instruct the owners corporation's debt collection agent or lawyer in relation to any levy recovery proceedings.</p>

Explanatory Note:	<i>Where an annual fire safety statement is required for the building under the Environmental Planning and Assessment Act 1979, the owners corporation must consider it at each annual general meeting and make arrangements for obtaining the next annual fire safety statement in accordance with clause 6(c) of Schedule 1 of the Strata Schemes Management Act 2015. It is recommended to use an independent certifier.</i>
15	ASBESTOS REPORT (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to:</p> <ul style="list-style-type: none"> a. Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the <i>Work Health and Safety Act 2011</i> as amended; and b. To submit that report to the Strata Committee to determine what action is required, if any; and c. To authorise the strata managing agent to obtain quotations and engage the contractor approved by the Strata Committee to conduct any necessary works raised by the asbestos report. <p><i>The Strata Plan was registered on 16 September 1971</i></p> <p><i>Last Asbestos Report - Bellmont Facade Engineering, 20 August 2012</i></p>
Explanatory Note:	<p><i>In Australia, asbestos cement materials were first manufactured in the 1920s and were commonly used in the manufacture of residential building materials from the mid-1940s until the late 1980s. During the 1980s asbestos cement materials were phased out in favour of asbestos-free products. From 31 December 2003, the total ban on manufacture, use, reuse, import, transport, storage or sale of all forms of asbestos came into force.</i></p> <p><i>Many houses built before 1990, contain asbestos cement materials, especially in the eaves, internal and external wall cladding, ceilings (particularly in wet areas such as bathrooms and laundries) and fences.</i></p>
16	EXTERNAL CLADDING INSPECTION (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVES to engage a suitable contractor to undertake an external cladding inspection to comply with the <i>Environmental Planning and Assessment Amendment (Identification of Buildings with Combustible Cladding) Regulation 2018</i> and <i>State Environmental Planning Policy Amendment (Exempt Development Cladding and Decorative Work) 2018</i>.</p> <p><i>There is no External Cladding report on file</i></p>

<p>Explanatory Note:</p>	<p>The NSW Government move to address the risks arising from non-compliant cladding has progressed with the passing of new regulations, which take effect from 22 October 2018. The new laws:</p> <p>Apply to a broad range of buildings, including new and existing buildings of two or more stories of the following types:</p> <ul style="list-style-type: none"> • Residential apartment buildings. • Other types of residential buildings where unrelated people sleep, e.g. hotels, boarding houses, backpackers, student accommodation. • Aged-care buildings; hospitals and day surgeries (and any associated single dwellings within the building). • Public assembly buildings. For example, theatres, cinemas, schools and churches (and any associated single dwellings within the building). <p>Apply where the building has external cladding made of the following materials:</p> <ul style="list-style-type: none"> • Metal composite panels, including products that consist of aluminium, zinc, or copper outer layers and a core material; or • Insulated cladding systems including systems comprised of polystyrene, polyurethane, and polyisocyanurate. <p>Require owners of applicable buildings to register their building with the NSW Government through an online portal. The deadline for registration is:</p> <ul style="list-style-type: none"> • existing buildings - 22 February 2019. • new buildings - within four months of first occupation.
<p>17</p>	<p>WINDOW SAFETY DEVICES RE-INSPECTION (ORDINARY RESOLUTION)</p>
	<p>That the Owners Corporation RESOLVES to engage a contractor to undertake an assessment of the complex to endure all window safety devices are in working order and to confirm that the Owners Corporation is in compliance with Part 4, clause 30 of the <i>Strata Schemes Management Regulations 2016</i>.</p> <p><i>Last window compliance - ASQB Window Safety, 22 September 2017</i></p>
<p>Explanatory Note:</p>	<p>Window safety devices</p> <p>(1) A building in a strata scheme is a building to which section 118 of the Act applies if the building contains lots used for residential purposes.</p> <p>(2) A window within any such building is a window to which section 118 of the Act applies if:</p> <p>(a) it is a window within the meaning of the Building Code of Australia, and</p> <p>(b) it can be opened, and</p> <p>(c) the lowest level of the window opening is less than 1.7 metres above the surface of any internal floor that abuts the wall of which it forms part, and</p> <p>(d) that internal floor is 2 metres or more above the ground surface, or any external surface, below the window that abuts the wall, and</p> <p>(e) it is a window on common property to which access can be gained from a residence in a strata scheme or a window on any part of the building that is part of a residence.</p> <p>(3) A screen, lock or any other device is a complying window safety device for the purposes of section 118 of the Act if it:</p> <p>(a) is capable of restricting the opening of a window so that a sphere having a diameter of 125 millimetres or more cannot pass through the window opening, and</p> <p>(b) is capable of resisting an outward horizontal action of 250 newtons, and</p> <p>(c) has a child resistant release mechanism, in the case of a device that can be removed, overridden or unlocked.</p> <p>(4) In this clause:</p> <p>Building Code of Australia has the same meaning as it has in the Environmental Planning and Assessment Act 1979.</p>
<p>18</p>	<p>OTHER MEANS OF VOTING (ORDINARY RESOLUTION)</p>

	<p>THAT the Owners Corporation RESOLVE to adopt the following alternate means of voting (not being elections) at meetings of the owners corporation and/or meetings of the strata committee:</p> <ol style="list-style-type: none"> 1. Voting by means of teleconference or video conference or other electronic means (or any combination thereof) while[AB1] participating in a meeting from a remote location; 2. Voting by means of email before the meeting; or <p>Voting by means of other electronic means before the meeting.</p>
Explanatory Note:	<p><i>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.</i></p>
19	STRATA HUB (ORDINARY RESOLUTION)
	<p>THAT the Owners Corporation RESOLVE to acknowledge the need for strata schemes to register and report information each year via the Strata Hub online platform pursuant to the Strata Schemes Management Amendment (Information) Regulation 2021 and resolves to:</p> <ol style="list-style-type: none"> 1. authorise the strata manager to register for Strata Hub and comply with the owners corporation's obligations under the Strata Schemes Management Amendment (Information) Regulation 2021; 2. appoint an emergency contact for Strata Hub; 3. keep (or authorise the strata manager to keep) the details of the chairperson, treasurer, strata managing agent, building manager, and emergency contact details on the register updated.
Explanatory Note:	<p><i>Explanatory Note: On 30 June 2022 a new information regime comes into effect for strata schemes as a result of the Strata Schemes Management Amendment (Information) Regulation 2021. The regime requires an owners corporation to provide information relating to the strata scheme to the Strata Hub by 30 September 2022. All schemes will be required to lodge updated required information annually within three months of their annual general meeting. When lodging documents, a lodgement fee of \$3.00 per lot applies to cover the administration and enforcement of this scheme. Penalties apply for providing incorrect information and not correcting it and also for not providing the information initially].</i></p>
20	MANAGING AGENT (ORDINARY RESOLUTION)

	<p>A. THAT the Owners Corporation RESOLVES in accordance with Section 49(1) of the <i>Strata Schemes Management Act 2015</i>):</p> <ol style="list-style-type: none"> 1. Civium (NSW) Pty Ltd ("Agent") be renewed as the strata managing agent of Strata Scheme No. 5659 for a term of 12 or 24 or 36 months; 2. The owners corporation delegate to the Agent all of its functions (other than those listed in section 52(2) of the Strata Schemes Managements Act and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee; 3. The owners corporation execute a written agreement, ("Agreement"), to give effect to this appointment and delegation; 4. The delegation is to the subject to the conditions and limitations set out in the Agreement; and 5. Authority is given for the common seal of the owners corporation to be affixed to the Agreement and witnessed by the Secretary or Chairperson or Treasurer or in their absence any two owners. 6. That should this motion pass, authority is given to the Strata Managing Agent to execute the agreement if it remains unsigned for 60 days. <p>B. THAT the Owners Corporation RESOLVES in accordance with section 265 of the <i>Strata Schemes Management Actv2015</i> to change its address for service of notices to:</p> <p>c/- Civium Property Group Locked Bag 3008 WODEN ACT 2606</p> <p>and authorises the strata managing agent to take actions reasonably required to register the change of address with Land Registry Services.</p>
Explanatory Note:	<p><i>This motion is to appoint Civium Property group as the strata managing agents. Section 49 of the Act notes the following;</i></p> <p><i>(1) An owners corporation for a strata scheme may appoint a person who is the holder of a strata managing agent's license under the Property, Stock and Business Agents Act 2002 to be the strata managing agent of the scheme.</i></p> <p><i>(2) The appointment is to be made by instrument in writing authorised by a resolution at a general meeting of the owner's corporation.</i></p>

Dated: 11 July 2023

Issued by Civium Property Group for and on behalf of the Owners Corporation.

Strata Committee Nomination Form



Strata Plan #:	
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SELF-NOMINATION (AND/OR) NOMINATING ANOTHER PERSON

Name of Lot Owner:	
Lot # / Unit #:	
Date	
Signature	

I have read the information attached to this nomination form.

I have declared any pecuniary interests and/or connection with the original owner.

I consent to being nominated for election to the strata committee.

I have read the information attached to this nomination form.

IF NOMINATING ANOTHER PERSON – CONSENT OF NOMINEE (This must be completed & signed by the nominee)

Name of Nominee:	
Address:	
Contact #:	
Email Address:	
Date	
Signature	

I have read the information attached to this nomination form.

I have declared any pecuniary interests and/or connection with the original owner.

I consent to being nominated for election to the strata committee.

I have read the information attached to this nomination form.

Prior to completing the above, please refer to the reverse side of this form for the relevant sections of the Strata Schemes Management Act 2015.

If the lot is held in the name of a company, a company nominee must be appointed, and the appropriate document lodged with the strata manager so that it may be recorded on the strata roll. This is required for the nomination and so that the vote of the company nominee can be accepted.

Schedule 2 of the Act sets out the obligation to disclose a direct or indirect pecuniary interest in a matter to be considered at a meeting.

Proxy Appointment Form



Strata Schemes Management Act 2015

Dated	
I / We	
The Owners of Lot	
In Strata Plan	
I / We Appoint	
As	
As my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).	
Alternatively I / We Appoint	
As	
As my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) If already holds the maximum number of proxies that may be accepted.	

- ☐ 1 Meeting / OR * () Meetings
☐ 1 Month / OR * () Months
☐ 12 Months / OR * ☐ 2 Consecutive annual general meetings

*** Tick or tick and complete whichever applies (Note. The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater.)**

<input type="checkbox"/> * 1	This form authorises the proxy to vote on my/our behalf on all matters
<input type="checkbox"/> * 2	This form authorises the proxy to vote on my behalf on the following matters only: {Specifically the matters and any limitations on the matter in which you want the proxy to vote}

MOTION 1	[]	FOR	[]	AGAINST	MOTION 2	[]	FOR	[]	AGAINST
MOTION 3	[]	FOR	[]	AGAINST	MOTION 4	[]	FOR	[]	AGAINST
MOTION 5	[]	FOR	[]	AGAINST	MOTION 6	[]	FOR	[]	AGAINST
MOTION 7	[]	FOR	[]	AGAINST	MOTION 8	[]	FOR	[]	AGAINST
MOTION 9	[]	FOR	[]	AGAINST	MOTION 10	[]	FOR	[]	AGAINST
MOTION 11	[]	FOR	[]	AGAINST	MOTION 12	[]	FOR	[]	AGAINST
MOTION 13	[]	FOR	[]	AGAINST	MOTION 14	[]	FOR	[]	AGAINST
MOTION 15	[]	FOR	[]	AGAINST	MOTION 16	[]	FOR	[]	AGAINST
MOTION 17	[]	FOR	[]	AGAINST	MOTION 18	[]	FOR	[]	AGAINST
MOTION 19	[]	FOR	[]	AGAINST	MOTION 20	[]	FOR	[]	AGAINST

☐ * 3 If a vote is taken on whether Civium Strata Management should be appointed or remain in office or whether another managing agent is to be appointed, I / we want the proxy to vote as follows:

☐ * 4 I understand that, if the proxy already holds more than the permitted number of proxies, the Proxy will not be permitted to vote on my/our behalf on any matters.

Signature(s) _____

Notes on appointment of proxies

This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).

2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.

3. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).

4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:

(a) if the strata scheme has 20 lots or less, one,

(b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.

5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:

(a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or

(b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

Notes on rights of proxies to vote

1. A duly appointed proxy:

(a) may vote on a show of hands (or by other means approved by general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and

(b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and

(c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.

2. A proxy is not authorised to vote on a matter:

(a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or

(b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or

(c) if the right to vote on any such matter is limited by this form.

IMPORTANT NOTES TO MEETING NOTICE



Clause 8, Schedule 1 Notice - Voting at the meeting

1. *Priority votes:* A vote at the meeting by an owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same matter. A “priority vote” is defined in cl 24(1) of Schedule 1 of the Act. It essentially means an owner’s vote does not count if a vote is cast on the same motion by:
 - (a) the mortgagee shown on the strata roll for the lot;
 - (b) the covenant chargee shown on the strata roll for the lot; or
 - (c) in the case of multiple mortgagees or covenant chargees, the priority mortgagee or chargee shown on the strata roll for the lot.
2. *Contributions:* An owner of a lot or person with a priority vote in respect of a lot may not vote at the meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner and any other amounts recoverable from the owner, in relation to the lot that are owing at the date of the meeting;
3. *Person or proxy:*
 - (a) if the addressee of this notice is not a corporation - voting and other rights conferred by Schedule 1 of the Act may be exercised in person or by proxy;
 - (b) if the addressee of this notice is a corporation - voting and other rights conferred by Schedule 1 may be exercised only by the company nominee in person, or by proxy appointed by the addressee;
4. *Proxy delivery:* A proxy instrument is ineffective unless it contains the date on which it is made and it is given to the secretary of the owners corporation:
 - (a) in the case of a large strata scheme, at least 24 hours before the first meeting in relation to which the instrument is to operate; or
 - (b) in any other case, at or before the first meeting in relation to which the instrument is to operate: cl 26 (3), Schedule 1.

Quorum

Clause 17 of Schedule 2 of the Act states the following in relation to a quorum:

1. Quorum required for motion or election A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
2. *When quorum exists* A quorum is present at a meeting only in the following circumstances:
 - (a) if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,
 - (b) if not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election,
 - (c) if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.
3. A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
4. *Procedure if no quorum* If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:
 - (a) adjourn the meeting for at least 7 days, or
 - (b) declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.
5. *Quorum for adjourned meeting* If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.”

Call for Nominations to Strata Committee

This meeting notice includes a further call for nominations for members of the strata committee. Please provide our office with any written nominations and include the following information:

- your name;
- the name of the person you are nominating; and
- confirmation that the person you are nominating consents to their nomination

Nominations for strata committee membership may also be received at the general meeting.

An owner or a person may make a nomination for the strata committee even if they not entitled to vote due to their un-financial status.

GENERAL INFORMATION

Limitations on Proxies

Limitations on proxies apply. In particular, clause 27(7) of Schedule 1 of the Act provides:

“The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:

- (a) if the strata scheme has 20 lots or less, one,
- (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.

Before providing your proxy form you should contact your proxy to determine whether or not they hold any other proxy forms.

Types of Motions

Motions listed requiring a Unanimous or Special Resolution will be clearly indicated.

A *Special Resolution* is a resolution against which not more than one quarter of the value of votes are cast.

A *Unanimous Resolution* is a resolution against which no vote against the motion is cast.

Voting Eligibility & Financial Status

Clause 23(8) of Schedule 1 of the Act provides that voting rights cannot be exercised if the contributions for your lot have not been paid. The relevant consideration is whether or not the owner of the lot was an un-financial owner at the date notice of the meeting was given and did not pay the amounts owing before the meeting. This does not affect voting rights on a motion requiring a unanimous resolution

What does this mean?

If, as at the date of the meeting notice, you owed contributions or interest of \$1.00 you must pay that \$1.00 prior to the actual meeting. If you do not, you are an un-financial member and cannot vote unless the motion requires a unanimous resolution.

Your strata manager, under their strata managing agreement, does not accept cash payments. Any payment of contributions, interest or other amounts owing are deemed received when they are received in cleared funds.

All references in this notice to the Act refer to the Strata Schemes Management Act 2016 and all references to the Regulations are to the Strata Schemes Management Regulations 2016 unless otherwise indicated.

ABN 83 609 939 577
Office: Level 1, 13 George Street, North Strathfield NSW 2137
P: 1300 724 256
E: civiumstratasydney@civium.com.au
W: www.civiumstrata.com.au
Processing Centre: Locked Bag 3008, Woden, ACT, 2606



NOTICE OF STRATA COMMITTEE MEETING 2023

THE OWNERS - STRATA PLAN NO. 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

**THE STRATA COMMITTEE MEETING FOR THE
OWNERS CORPORATION IS TO BE HELD ON:**

Wednesday, 02 August 2023 12:00 AM

THE MEETING WILL BE HELD AT:

Electronic Meeting

Google Meet joining info

Video call link: <https://meet.google.com/qxo-auov-pas>

Or dial: (AU) +61 3 8594 8112 PIN: 839 732 333#



To All Owners
Owners of Strata Plan 5659

Dear Owner(s),

**Re: Agenda of the Meeting of the Strata Committee
For the Owners - Strata Plan 5659**

Please refer to the attached Agenda for the forthcoming meeting of the Strata Committee for your information.

In accordance with the Strata Schemes Management Act 2015, owners not on the Strata Committee are entitled to attend the meeting, however only the members of the Strata Committee of the Owners Corporation are entitled to vote on the motions for the meeting.

Please do not hesitate to contact our office should you have any queries

Yours faithfully
CIVIUM PROPERTY GROUP

We look forward to seeing you at the meeting.
Yours faithfully

Peter Bone
peter.bone@civium.com.au

NOTICE OF THE STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION STRATA PLAN 5659

To be held on Wednesday, 02 August 2023 12:00 AM at Electronic Meeting

Google Meet joining info

Video call link: <https://meet.google.com/qxo-auov-pas>

Or dial: (AU) +61 3 8594 8112 PIN: 839 732 333#

MOTION	Motion for consideration
1	MINUTES
	That the minutes of the previous Strata Committee Meeting of the Owners Corporation be confirmed as a true and accurate account of the proceeding at that meeting.
Explanatory Note:	<i>It is a statutory requirement that there is a motion on each Strata Committee Meeting Agenda that the minutes of the previous Strata Committee Meeting be confirmed.</i>
2	OFFICE BEARERS
	That the positions of Chairperson, Secretary and Treasurer be elected.
Explanatory Note:	<i>The Owners Corporation must elect a Chairperson, Secretary and Treasurer from the Strata Committee.</i>

Dated: 11 July 2023

Issued by Civium Property Group for and on behalf of the Owners Corporation.

MINUTES OF THE ANNUAL GENERAL MEETING 2022

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Wednesday, 03 August 2022 05:00 PM

Held at :

THE MEETING WILL BE HELD VIA TELEPHONE & VIDEO CONFERENCE

Meet joining info

Video: meet.google.com/hto-digc-aww

Phone: (AU) +61 3 8594 8753

PIN: 661 527 509#

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Wednesday, 03 August 2022 5:00 PM at
THE MEETING WILL BE HELD VIA TELEPHONE & VIDEO CONFERENCE

Meet joining info

Video: meet.google.com/hto-digc-aww

Phone: (AU) +61 3 8594 8753

PIN: 661 527 509#

Present	Andrew Chee-Lun So (Lot 2), Pete Anthony (Lot 7), S Nagarajaro (Lot 1)
Civium Rep(s)	Silvestro Musumeci (Civium Strata)
Proxies	Pete Anthony for Mrs Clea Stathis (Lot 7)
Company Nominees	None
Apologies	None
Voting Papers	None
Chairperson	Silvestro Musumeci
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None

Meeting Opened 5pm

Reduced Quorum Meeting

MOTION	Motion for consideration
1	CONFIRMATION OF PREVIOUS MINUTES (ORDINARY RESOLUTION) THAT the Owners Corporation RESOLVES to confirm the minutes of the Owners Corporation meeting held on 2nd August 2021 <div>For : 3 Motion Carried</div>

2	<p>INSURANCE RENEWAL / COMMISSION AND TRAINING (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to confirm the attached insurances effected on behalf of the Owner's Corporation.</p> <p>Three (3) quotes (where possible) prior to the current insurance policies expiring to be obtained where possible by the managing agent prior to renewal and presented to the Strata Committee for consideration. If advice from the Strata Committee is not received the managing agent will proceed with the recommended insurer as per the renewal report for the ensuing year.</p> <p>A report be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.</p> <p><i>Insurance commissions this financial year - \$ 1,498.23 Insurance commissions forecast next financial year - \$ 1,722.10</i></p> <p><i>Note: Strata Manager to provide multiple quotes for the next insurance renewal cycle to the strata committee for review and consideration.</i></p> <p style="text-align: right;">For : 3 Motion Carried</p>
3	<p>TAKING OUT FURTHER INSURANCES (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES in accordance with section 165(2) of the <i>Strata Schemes Management Act 2015</i> to consider taking out further insurances of Office Bearers Liability and Fidelity Guarantee.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>
4	<p>INSURANCE VALUATION (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to engage a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the <i>Strata Schemes Management Act 2015</i>.</p> <p style="text-align: center;">Last Valuation - AG Thomas - 8th September 2020</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>

5	<p>SPECIAL LEVY- ADMINISTRATION FUND DEFICIT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES pursuant to s 81(4) of the <i>Strata Schemes Management Act 2015</i> that as the owners corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its administrative fund that:</p> <ol style="list-style-type: none"> 1. a contribution in the amount of \$7,804.00 be raised as an additional levy to meet those expenses to be paid to the administrative fund. 1. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot; 1. the contribution in respect of each lot is payable in 2 equal instalments being due and payable on as 30.09.2022 and 29.10.2022 <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>
6	<p>ACCOUNTING RECORDS AND FINANCIAL STATEMENTS (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to adopt the accounting records and last financial statements dated 01/07/2021 - 30/06/2022 as a true record of the financial position.</p> <p><i>Any questions relating to the financial statements should be directed to our office PRIOR to the meeting. Questions directed at the meeting may not be able to be answered.</i></p> <p style="text-align: right;">For : 3 Motion Carried</p>
7	<p>AUDIT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to appoint an auditor to audit the accounts and financial statements of the Owners Corporation.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>

8	<p>BUDGET (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES:</p> <p>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 <i>Strata Schemes Management Act 2015</i> and contributions to the administrative fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$42,330.00</p> <p>b. 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 <i>Strata Schemes Management Act 2015</i> and contributions to the capital works fund determined in accordance with section 81(1) of the <i>Strata Schemes Management Act 2015</i> at \$11,153.00</p> <p>c. That the contributions to the administrative and capital works funds be paid in equal quarterly instalments, the first such instalment being due on 01/10/2022 and subsequent instalments being due on the days of 01/01/2023, 01/04/2023 and 01/07/2023.</p> <p style="text-align: right;">For : 3 Motion Carried</p>
9	<p>DEBT RECOVERY (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES that should any owner, mortgagee in possession or former owner of a lot not pay contributions or other amounts owing by the due date in relation to a lot they authorise the strata managing agent and / or the strata committee to do any of the following:</p> <p>a. issue a levy recovery letter 30 days after the levy due date;</p> <p>b. issue a second levy recovery letter 60 days after the levy due date; c. issue a third levy recovery letter 90 days after the levy due date;</p> <p>d. issue a Statutory 21-day notice to the debtor;</p> <p>e. where the levy contribution has not been paid for at least 120 days after the due date appoint the services of a debt collection agency, obtain legal advice or retain legal representation on behalf of the owners corporation to issue a letter of demand and / or to commence, pursue, continue or defend any court, tribunal or any other proceeding against any lot owner, mortgagee in possession or former lot owner in relation to all matters arising out of the recovery of levy contributions and any other debts including interest, penalties, legal and other costs.</p> <p>f. enforce any judgment or tribunal order obtained in the collection of levy contributions including commencing and maintaining bankruptcy proceedings or winding up proceedings;</p> <p>g. filing an appeal or defending any appeal against any judgment or order concerning the levy of contributions; and</p> <p>h. instruct the owners corporation's debt collection agent or lawyer in relation to any levy recovery proceedings.</p> <p style="text-align: right;">For : 3 Motion Carried</p>

10	<p>PAYMENT PLAN (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES in accordance with section 85(5) of the <i>Strata Schemes Management Act 2015</i> to offer to enter into payment plans in respect of overdue contributions, with plans to be limited to a period of 12 months and must be supported by the completion by the lot owner of a Statement of Financial Position</p> <p style="text-align: right;">For : 3 Motion Carried</p>																
11	<p>ELECTION OF STRATA COMMITTEE (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to:</p> <p>a. Call for nominations for members of the strata committee;</p> <p>b. Require the candidates for election to the strata committee to disclose any connections with the original owner or building manager for the scheme;</p> <p>c. Determine the number of members of the strata committee; and</p> <p>d. Elect the strata committee:</p> <p>Candidates nominated prior to the meeting notice being issued are:</p> <table><tr><td>Name</td><td>Lot No.</td><td colspan="2">Nominated by</td></tr><tr><td>S Nagarajarao</td><td>1</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>A So</td><td>2</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>P Anthony</td><td>7</td><td>Self Nominated</td><td>Elected</td></tr></table> <p style="text-align: right;">For : 3 Motion Carried</p>	Name	Lot No.	Nominated by		S Nagarajarao	1	Self Nominated	Elected	A So	2	Self Nominated	Elected	P Anthony	7	Self Nominated	Elected
Name	Lot No.	Nominated by															
S Nagarajarao	1	Self Nominated	Elected														
A So	2	Self Nominated	Elected														
P Anthony	7	Self Nominated	Elected														
12	<p>GENERAL MEETING MATTERS (ORDINARY RESOLUTION)</p> <p>The Owners Corporation RESOLVES in accordance with 36(3)(b) of the <i>Strata Schemes Management Act 2015</i> to decide if any matter or type of matter is only to be determined by the owners corporation in general meeting.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>																
13	<p>10-YEAR CAPITAL WORKS FUND FORECAST (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to review the 10-year plan for the capital works fund and to decide whether to adopt the plan, revise the plan or replace the plan.</p> <p>Resolved that the Strata Committee will review the 10-year plan for the capital works fund and provide a five-year review</p> <p style="text-align: right;">For : 3 Motion Carried</p>																
14	<p>ANNUAL FIRE SAFETY STATEMENT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to consider the annual fire safety statement and to instruct the strata managing agent to make arrangements for obtaining the next annual fire statement.</p> <p style="text-align: right;">For : 3 Motion Carried</p>																

15	<p>ASBESTOS REPORT (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVES to:</p> <p>a. Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the <i>Work Health and Safety Act 2011</i> as amended; and</p> <p>b. To submit that report to the Strata Committee to determine what action is required, if any; and</p> <p>c. To authorise the strata managing agent to obtain quotations and engage the contractor approved by the Strata Committee to conduct any necessary works raised by the asbestos report.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>
16	<p>WINDOW SAFETY DEVICES RE-INSPECTION (ORDINARY RESOLUTION)</p> <p>That the Owners Corporation RESOLVES to engage a contractor to undertake an assessment of the complex to ensure all window safety devices are in working order and to confirm that the Owners Corporation is in compliance with Part 4, clause 30 of the <i>Strata Schemes Management Regulations 2016</i>.</p> <p style="text-align: right;">For : 0 Against : 3 Motion Defeated</p>
17	<p>OTHER MEANS OF VOTING (ORDINARY RESOLUTION)</p> <p>THAT the Owners Corporation RESOLVE to adopt the following alternate means of voting (not being elections) at meetings of the owners corporation and/or meetings of the strata committee:</p> <ol style="list-style-type: none"> 1. Voting by means of teleconference or video conference or other electronic means (or any combination thereof) while[AB1] participating in a meeting from a remote location; 2. Voting by means of email before the meeting; or <p>Voting by means of other electronic means before the meeting.</p> <p style="text-align: right;">For : 3 Motion Carried</p>

There being no further business the chairperson declared the meeting closed at 05:50 pm
Dated: 3 August 2022
Issued by Civium Property Group for and on behalf of the Owners Corporation.



Issue date: 23 June 2023

Certificate of Insurance

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

INSURED:	The Owners of Strata Plan 5659	
INTERESTED PARTY(S):	Name	Classification
DESCRIPTION OF INSURED BUSINESS:	Residential Strata	
SITUATION OF RISK:	91-93 Wentworth Road, Strathfield, NSW 2135	
SECTION 1:	<u>Building and Common Contents</u> Buildings - \$5,110,000 Common Contents - \$51,100	
SECTION 2:	<u>Public Liability</u> Limit of Indemnity - \$20,000,000	
SECTION 3:	<u>Voluntary Workers Personal Accident</u> Death & Disablement - Insured Weekly Benefits - Insured	
SECTION 4:	<u>Fidelity Guarantee</u> Limit in the Aggregate - \$250,000	
SECTION 5:	<u>Equipment Breakdown</u> Limit in the Aggregate - \$100,000	
SECTION 6:	<u>Office Bearers' Liability</u> Limit of Indemnity - \$1,000,000	
SECTION 7:	<u>Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses</u> (a) Government Audit Costs Limit of Indemnity - \$30,000 (b) Workplace Health and Safety Breaches Limit of Indemnity - \$150,000 (c) Legal Defence Expenses Limit of Indemnity - \$50,000	
POLICY NUMBER:	STR-20001124	
PERIOD OF INSURANCE:	23 June 2023 expiring on 23 June 2024 at 4pm Local Standard Time	
INSURER:	Section 1 is 50% Certain Underwriters at Lloyd's under Binder UMR BA2107630, 25% Certain Underwriters at Lloyd's under Binder UMR BA2205835, 10.6% Certain Underwriters at Lloyd's under Binder UMR BA2305257, 6.4% Certain Underwriters at Lloyd's under Binder UMR BA2305257, 4.8% Certain Underwriters at Lloyd's under Binder UMR BA2305257 and 3.2% Certain Underwriters at Lloyd's under Binder UMR BA2305257 Section 5 is 50% Certain Underwriters at Lloyd's under Binder UMR BA2107630, 25% Certain Underwriters at Lloyd's under Binder UMR BA2205835, 10.6% Certain Underwriters at Lloyd's under Binder UMR BA2305257, 6.4% Certain Underwriters at Lloyd's under Binder UMR BA2305257, 4.8% Certain Underwriters at Lloyd's under Binder UMR BA2305257 and 3.2% Certain Underwriters at Lloyd's under Binder UMR BA2305257 Sections 2, 3, 4, 6 and 7 are 100% Certain Underwriters at Lloyd's under Binder UMR BA2305257	

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

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



This policy is issued by INSURANCE INVESTMENT SOLUTIONS PTY LTD trading as isStrata.

Balance Sheet - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
For the Financial Period 01/07/2022 to 30/06/2023

	Administrative	Capital Works	TOTAL THIS YEAR
Assets			
Cash At Bank			
Strathfield Strata Managt P/L FTBenefit SP 5659	\$(2,884.86)	\$37,204.17	\$34,319.31
Macquarie Bank BSB: 182-222 Acc No: 235296332			
Total Assets	\$(2,884.86)	\$37,204.17	\$34,319.31
Liabilities			
Accounts Payable (GST Free)	\$169.80	\$0.00	\$169.80
Paid in Advance	\$6,173.16	\$1,626.45	\$7,799.61
Total Liabilities	\$6,342.96	\$1,626.45	\$7,969.41
Net Assets	\$(9,227.82)	\$35,577.72	\$26,349.90
Owners Funds			
Opening Balance	\$(7,803.72)	\$41,925.51	\$34,121.79
Net Income For The Period	\$(1,424.10)	\$(6,347.79)	\$(7,771.89)
Total Owners Funds	\$(9,227.82)	\$35,577.72	\$26,349.90

Income and Expenditure Statement - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
For the Financial Period 01/07/2022 to 30/06/2023

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Overdues	\$0.00	\$0.00	\$17.02
Levy Income	\$42,397.68	\$42,330.00	\$44,580.72
Status Certificates	\$188.10	\$0.00	\$0.00
Total Administrative Fund Income	\$42,585.78	\$42,330.00	\$44,597.74
Expenses			
Accounting Service Provision	\$668.25	\$680.00	\$643.28
Area Maintenance	\$9,419.00	\$10,000.00	\$9,182.00
Arrears Recovery Costs	\$0.00	\$0.00	\$137.00
Bank Charges (Transaction Fees)	\$10.20	\$0.00	\$8.57
Banking Management	\$668.25	\$680.00	\$643.28
Building Repairs & Maintenance	\$1,848.55	\$2,000.00	\$755.38
Bundled Disbursements	\$1,283.04	\$1,200.00	\$1,105.06
Civium Disbursements	\$1,449.95	\$800.00	\$1,014.30
Electrical Repairs & Maintenance	\$0.00	\$600.00	\$297.00
Electricity - Utility	\$590.13	\$800.00	\$686.59
Fire Protection - Contracted	\$691.90	\$800.00	\$726.00
Fire Protection - Repairs/Replacements	\$2,456.30	\$1,000.00	\$0.00
Garage Door	\$0.00	\$500.00	\$0.00
Gutter Cleaning	\$462.00	\$500.00	\$0.00
Insurance Premiums	\$12,291.71	\$12,500.00	\$21,916.14
Keys and Locks	\$92.54	\$200.00	\$133.77
Management Fee	\$4,190.76	\$4,260.00	\$4,006.46
Online Portal Fees	\$201.21	\$205.00	\$171.56
Pest Control	\$330.00	\$500.00	\$319.00
Plumbing & Drainage	\$1,587.50	\$2,500.00	\$1,545.50
Status Certificate Fees	\$119.90	\$0.00	\$0.00
Sundry Expenses	\$36.00	\$0.00	\$0.00
Tax Agent Fees - Income Tax	\$104.50	\$104.00	\$99.00
Taxation Reporting (Civium)	\$132.00	\$110.00	\$132.00
Trades Compliance	\$299.73	\$305.00	\$287.88
Water - Utility	\$5,076.46	\$5,400.00	\$4,613.07
Total Administrative Fund Expenses	\$44,009.88	\$45,644.00	\$48,422.84
Administrative Fund Surplus/Deficit	\$(1,424.10)	\$(3,314.00)	\$(3,825.10)

Income and Expenditure Statement - S/Plan 5659**91-93 WENTWORTH ROAD, BURWOOD, NSW 2134**

For the Financial Period 01/07/2022 to 30/06/2023

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Opening Balance for the period	\$(7,803.72)	\$0.00	\$(3,978.62)
Closing Balance for the period	\$(9,227.82)	\$(3,314.00)	\$(7,803.72)

Income and Expenditure Statement - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
For the Financial Period 01/07/2022 to 30/06/2023

Capital Works Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Insurance Claim Refund	\$0.00	\$0.00	\$8,608.00
Interest on Overdues	\$1.37	\$0.00	\$4.24
Levy Income	\$11,019.84	\$11,153.00	\$9,215.76
Total Capital Works Fund Income	\$11,021.21	\$11,153.00	\$17,828.00
Expenses			
Capital Works Budget	\$17,369.00	\$0.00	\$16,626.19
Total Capital Works Fund Expenses	\$17,369.00	\$0.00	\$16,626.19
Capital Works Fund Surplus/Deficit	\$(6,347.79)	\$11,153.00	\$1,201.81
Opening Balance for the period	\$41,925.51	\$0.00	\$40,723.70
Closing Balance for the period	\$35,577.72	\$11,153.00	\$41,925.51

Lot Positions Report - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
 For the Financial Period 01/07/2022 to 30/06/2023

Administrative Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	1	S Nagarajaro	\$887.50 CR	\$3,533.14	\$0.00	\$2,645.64	\$0.00	\$0.00
2	2	Andrew Chee-Lun So & Michelle Joy Wong	\$887.50 CR	\$3,533.14	\$0.00	\$3,527.52	\$881.88 CR	\$0.00
3	3	M B Stephens	\$887.50 CR	\$3,533.14	\$0.00	\$3,527.52	\$881.88 CR	\$0.00
4	4	Lewis George Starita	\$887.50 CR	\$3,533.14	\$0.00	\$2,645.64	\$0.00	\$0.00
6	6	K L L & R K Prasher	\$887.73 CR	\$3,533.14	\$0.00	\$3,527.29	\$881.88 CR	\$0.00
7	7	Mrs Clea Stathis	\$0.00	\$3,533.14	\$0.00	\$3,533.14	\$0.00	\$0.00
8	8	Dr. Ian Wechsler	\$887.50 CR	\$3,533.14	\$0.00	\$3,527.52	\$881.88 CR	\$0.00
9	9	R E Dreher	\$0.00	\$3,533.14	\$44.00	\$3,577.14	\$0.00	\$0.00
11	11	A Vasco	\$887.50 CR	\$3,533.14	\$0.00	\$3,527.52	\$881.88 CR	\$0.00
13	5	S F Chiu	\$887.50 CR	\$3,533.14	\$0.00	\$3,527.52	\$881.88 CR	\$0.00
14	10	K S & J C B San	\$0.00	\$3,533.14	\$0.00	\$4,415.02	\$881.88 CR	\$0.00
15	12	S W M Li	\$887.50 CR	\$3,533.14	\$0.00	\$2,645.64	\$0.00	\$0.00
Administrative Fund Totals			\$-7,987.73	\$42,397.68	\$44.00	\$40,627.11	\$-6,173.16	\$0.00
Administrative Fund Arrears							\$0.00	
Administrative Fund Advances							\$6,173.16	

Lot Positions Report - S/Plan 5659
91-93 WENTWORTH ROAD, BURWOOD, NSW 2134
 For the Financial Period 01/07/2022 to 30/06/2023

Capital Works Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	1	S Nagarajaro	\$174.85 CR	\$918.32	\$0.00	\$743.47	\$0.00	\$1.37
2	2	Andrew Chee-Lun So & Michelle Joy Wong	\$221.27 CR	\$918.32	\$0.00	\$929.40	\$232.35 CR	\$0.00
3	3	M B Stephens	\$221.27 CR	\$918.32	\$0.00	\$929.40	\$232.35 CR	\$0.00
4	4	Lewis George Starita	\$221.27 CR	\$918.32	\$0.00	\$697.05	\$0.00	\$0.00
6	6	K L L & R K Prasher	\$221.27 CR	\$918.32	\$0.00	\$929.40	\$232.35 CR	\$0.00
7	7	Mrs Clea Stathis	\$0.00	\$918.32	\$0.00	\$918.32	\$0.00	\$0.00
8	8	Dr. Ian Wechsler	\$221.27 CR	\$918.32	\$0.00	\$929.40	\$232.35 CR	\$0.00
9	9	R E Dreher	\$0.00	\$918.32	\$0.00	\$918.32	\$0.00	\$0.00
11	11	A Vasco	\$221.27 CR	\$918.32	\$0.00	\$929.40	\$232.35 CR	\$0.00
13	5	S F Chiu	\$221.27 CR	\$918.32	\$0.00	\$929.40	\$232.35 CR	\$0.00
14	10	K S & J C B San	\$0.00	\$918.32	\$0.00	\$1,150.67	\$232.35 CR	\$0.00
15	12	S W M Li	\$221.27 CR	\$918.32	\$0.00	\$697.05	\$0.00	\$0.00
Capital Works Fund Totals			\$-1,945.01	\$11,019.84	\$0.00	\$10,701.28	\$-1,626.45	\$1.37
							Capital Works Fund Arrears	\$0.00
							Capital Works Fund Advances	\$1,626.45

Strata Plan 5659

Special Levy \$ 9,227.82

Lot No.	Unit No.	Unit of Entitlement		Special Levy per Lot
1	1	1		\$ 768.99
2	2	1		\$ 768.99
3	3	1		\$ 768.99
4	4	1		\$ 768.99
5	5	SP 35567		
6	6	1		\$ 768.99
7	7	1		\$ 768.99
8	8	1		\$ 768.99
9	9	1		\$ 768.99
10	10	SP 35567		
11	11	1		\$ 768.99
12	12	SP 35567		
13	5	1		\$ 768.99
14	10	1		\$ 768.99
15	12	1		\$ 768.99
		12		\$ 9,227.82



10 YEAR CAPITAL WORKS FUND PLAN

AUGUST 2017



91-93 WENTWORTH ROAD, BURWOOD :: SP5659



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Annexes

Photographs

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

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Capital Works Fund Forecast for:		91-93 Wentworth Road, Burwood				Date commencing:		31 July 2018			Strata Plan:		SP5659	
											Today's date:		18 August 2017	
					End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10
Serial	Item	Current Cost Estimate	Approx year required	Escalated amount	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26	Jul-27	Jul-28
1	Structure													
2	Roof	\$8,500	8	\$15,733								\$15,733		
3	Long term capital items	\$6,000	10	\$12,954										\$12,954
4	Appendages													
5	Child Window Safety Locks	\$2,400	1	\$2,520	\$2,520									
6	Common prop. lighting	\$2,000	9	\$3,998									\$3,998	
7	Garage doors	\$9,000	7	\$15,424							\$15,424			
8	Timberwork													
9	Elevators & equipment													
10	Guttering & downpipes	\$6,900	10	\$14,897										\$14,897
11	Common prop. doors	\$3,600	4	\$4,376				\$4,376						
12	Floor tiles	\$2,400	2	\$2,646		\$2,646								
13	External balustrade													
14	Inside													
15	Internal painting	\$4,500	5	\$5,743					\$5,743					
16	Carpet	\$5,400	2	\$5,954		\$5,954								
17	Security system													
18	Internal balustrade													
19	Outside													
20	External painting	\$18,000	6	\$28,564						\$28,564				
21	Landscaping	\$3,600	8	\$6,663								\$6,663		
22	Fences	\$2,100	7	\$3,599							\$3,599			
23	Retaining walls													
24	Sealing concrete areas (1)													
25	Sealing concrete areas (2)													
26	Trip hazards	\$500	1	\$525	\$525									
27	Storm water drains	\$2,100	9	\$4,198									\$4,198	
28	Clothes lines	\$1,200	4	\$1,459				\$1,459						
29	Driveway	\$2,400	3	\$2,778			\$2,778							
30	Line marking													
31	Mail boxes													
	Total Estimate (rounded)	\$80,600		\$132,030	\$3,045	\$8,600	\$2,778	\$5,834	\$5,743	\$28,564	\$19,023	\$22,396	\$8,196	\$27,850

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

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Capital Works Fund Forecast for:		91-93 Wentworth Road, Burwood		Date commencing:	31 July 2018	Strata Plan:	SP5659
						Today's date:	18 August 2017
Serial	Item	Current Cost Estimate	Approx year required	Comments (Allowance for)			
1	Structure						
2	Roof	\$8,500	8	Contribution towards the renewal of the roof			
3	Long term capital items	\$6,000	10	Contribution towards the replacement of the long term capital items			
4	Appendages						
5	Child Window Safety Locks	\$2,400	1	Allowance for child window safety locks			
6	Common prop. lighting	\$2,000	9	Contribution towards the replacement of the common prop. lighting			
7	Garage doors	\$9,000	7	Contribution towards the renewal of the garage doors			
8	Timberwork						
9	Elevators & equipment						
10	Guttering & downpipes	\$6,900	10	Contribution towards the renewal of the guttering & downpipes			
11	Common prop. doors	\$3,600	4	Contribution towards the renewal of the common prop. doors			
12	Floor tiles	\$2,400	2	Contribution towards the renewal of the floor tiles			
13	External balustrade						
14	Inside						
15	Internal painting	\$4,500	5	Contribution towards the renewal of the internal painting			
16	Carpet	\$5,400	2	Contribution towards the replacement of the carpet			
17	Security system						
18	Internal balustrade						
19	Outside						
20	External painting	\$18,000	6	Contribution towards the renewal of the external painting			
21	Landscaping	\$3,600	8	Allowance for the renewal of the landscaping			
22	Fences	\$2,100	7	Contribution towards the renewal of the fences			
23	Retaining walls						
24	Sealing concrete areas (1)						
25	Sealing concrete areas (2)						
26	Trip hazards	\$500	1	Removal of any trip hazards			
27	Storm water drains	\$2,100	9	Contribution towards the renewal of the storm water drains			
28	Clothes lines	\$1,200	4	Contribution towards the renewal of the clothes lines			
29	Driveway	\$2,400	3	Contribution towards the renewal of the driveway			
30	Line marking						
31	Mail boxes						
	Total Estimate (rounded)	\$80,600					

Recommended Annual Capital Works Fund Payment

SP5659

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91-93 Wentworth Road, Burwood

End of Year	Year Ending	Recommended Capital Works Fund Payment	Annual % change in Capital Works Fund Payment	Adjustm't to Capital Works Fund Payment (increase/decrease)	CW/Fund Balance + Interest + Annual CW/Fund Payment	Costs in each year refer to the table above (page 3)	Capital Works Fund Balance	Interest on the Capital Works Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	2.75%
							\$31,856	\$876
1	Jul-19	\$9,442			\$42,174	\$3,045	\$39,129	\$1,076
2	Jul-20	\$9,819	4.00%		\$50,024	\$8,600	\$41,425	\$1,139
3	Jul-21	\$10,212	4.00%		\$52,776	\$2,778	\$49,998	\$1,375
4	Jul-22	\$10,621	4.00%		\$61,993	\$5,834	\$56,159	\$1,544
5	Jul-23	\$11,045	4.00%		\$68,749	\$5,743	\$63,005	\$1,733
6	Jul-24	\$11,487	4.00%		\$76,225	\$28,564	\$47,662	\$1,311
7	Jul-25	\$11,947	4.00%		\$60,919	\$19,023	\$41,896	\$1,152
8	Jul-26	\$12,425	4.00%		\$55,472	\$22,396	\$33,076	\$910
9	Jul-27	\$12,922	4.00%		\$46,907	\$8,196	\$38,712	\$1,065
10	Jul-28	\$13,439	4.00%		\$53,215	\$27,850	\$25,364	\$698
11	Jul-29	\$13,976	4.00%		\$40,038		\$40,038	\$1,101

Note: some figures may be rounded

Assumptions		The above table represents our Recommendation of the Annual Capital Works Fund Payments for the next 11 years. Column F includes the Capital Works Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Capital Works Fund Payment for the current year. Column C (Recommended Capital Works Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Capital Works Fund Payment (negative adjustment) to ensure that the Capital Works Fund Balance remains positive in each year.
Base Annual Capital Works Fund contribution for Capital Items	\$12,942	
Buffer (or adjustment to the base annual contribution)	-\$3,500	
Recommended Annual Capital Works Fund Contribution (After Buffer)	\$9,442	
Current Annual Capital Works Fund contribution (as instructed)	\$6,500	
Current Capital Works Fund Balance (as instructed)	\$31,856	
Annual Capital Works Fund Payment increase rate	4.00%	
Adopted Investment Rate after tax	2.75%	

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

SP5659

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91-93 Wentworth Road, Burwood

First Year Capital Works Fund Payment			
Lot No	Unit Entitlement	Per Annum: Year 1 Payment	Rate per U/E
1	1	\$787	\$786.81
2	1	\$787	(rounded)
3	1	\$787	
4	1	\$787	
5	1	\$787	
6	1	\$787	
7	1	\$787	
8	1	\$787	
9	1	\$787	
10	1	\$787	
11	1	\$787	
12	<u>1</u>	<u>\$787</u>	
	12	\$9,442	

Recommendation

We consider that the existing Capital Works Fund Balance is very good, however an additional allowance should be maintained for any unforeseen circumstances. We consider that the current annual payments are not sufficient to meet the immediate likely expenditure. We recommend that the Owners Corporation adopt as a minimum the Capital Works Fund Payments as shown in the table below and for the following ten years.

Points of consideration

We have made the following allowances:

- in year 8, contribution towards the renewal of the roof, if required.
- contribution towards the replacement of the long term capital items, if required.
- in year 1, allowance for child window safety locks.
- contribution towards the replacement of the common prop. lighting in year 9, if required.
- contribution towards the renewal of the garage doors in year 7.
- contribution towards the renewal of the guttering & downpipes in year 10, if required.
- contribution towards the renewal of the common prop. doors in year 4.
- in year 2, contribution towards the renewal of the floor tiles, if required.
- in year 5, contribution towards the renewal of the internal painting, if required. In order to maintain a fresh appearance and provide constant protection. If performed regularly, repainting will prevent excessive preparation costs in the future.
- in year 2, contribution towards the replacement of the carpet.
- contribution towards the renewal of the external painting in year 6, if required.
- allowance for the renewal of the landscaping in year 8. The owners may wish to change the plantings, restore landscaped areas and refresh with new bark chips.
- contribution towards the renewal of the fences in year 7. Where appropriate, at 50% of the cost in accordance with the Dividing Fences Act, 1991.
- removal of any trip hazards in year 1. (By the use of a concrete grinder or other appropriate means).
- in year 9, contribution towards the renewal of the storm water drains.
- in year 4, contribution towards the renewal of the clothes lines, if required.
- contribution towards the renewal of the driveway in year 3, if required.

We have made an allowance to install Child Window Safety Locks (as a default) in order to make the subject property compliant with s118 of the Strata Scheme Management Act 2015, and to also limit risk under the Civil Liability legislation. We recommend that the Owners Corporation engage a professional Window Safety Specialist company to carry out this work and to ensure that whoever carries out this work must perssure test each lock in the window in order to comply with Clause 30 of the Strata Schemes Management Regulation 2016.

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

Summary

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

Year	Year Ending	Recommended Capital Works Fund Payment (includes any Extra Costs payment)	Items
1	Jul-19	\$9,442	Trip Hazards Child Window Safety Locks
2	Jul-20	\$9,819	Carpet Floor Tiles
3	Jul-21	\$10,212	Driveway
4	Jul-22	\$10,621	Clothes Lines Common Prop. Doors
5	Jul-23	\$11,045	Internal Painting
6	Jul-24	\$11,487	External Painting
7	Jul-25	\$11,947	Fences Garage Doors
8	Jul-26	\$12,425	Landscaping Roof
9	Jul-27	\$12,922	Storm Water Drains Common Prop. Lighting
10	Jul-28	\$13,439	Guttering & Downpipes Long Term Capital Items
11	Jul-29	\$13,976	



W. L. Dobrow FAPI FREI REIV (Aust)

Registered Valuer No. 515 (NSW) - Unrestricted

Real Estate Institute of NSW - Accredited Commercial Specialist & Accredited Practising Valuer

Australian Property Institute - Certified Practising Valuer

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

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

Photographs



Civium Sydney

Proposed Budget for Strata Plan 5659

91-93 Wentworth Road BURWOOD

Prepared by Civium Sydney (ABN 83 609 939 577)
Locked Bag 3008 WODEN ACT 2606 Ph 1300 724 256 Fax

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Administrative Fund

	Proposed Budget (01/10/2023-30/09/2024)	Current Actual (01/10/2022-30/09/2023)	Current Budget (01/10/2022-30/09/2023)
--	--	---	---

Income

Interest on Overdues	\$0.00	\$0.00	\$0.00
Levy Income	\$48,000.00	\$42,397.68	\$42,330.00
Status Certificates	\$0.00	\$188.10	\$0.00

Total Admin Fund Income

	\$48,000.00	\$42,585.78	\$42,330.00
--	-------------	-------------	-------------

Expense

Accounting Service Provision	\$680.00	\$668.25	\$680.00
Area Maintenance	\$10,000.00	\$9,419.00	\$10,000.00
Arrears Recovery Costs	\$0.00	\$0.00	\$0.00
Bank Charges (Transaction Fees)	\$0.00	\$10.20	\$0.00
Banking Management	\$680.00	\$668.25	\$680.00
Building Repairs & Maintenance	\$2,356.00	\$1,848.55	\$2,000.00
Bundled Disbursements	\$1,200.00	\$1,283.04	\$1,200.00
Civium Disbursements	\$800.00	\$1,449.95	\$800.00
Electrical Repairs & Maintenance	\$600.00	\$0.00	\$600.00
Electricity - Utility	\$800.00	\$590.13	\$800.00
Fire Protection - Contracted	\$800.00	\$691.90	\$800.00
Fire Protection - Repairs/Replacements	\$2,000.00	\$2,456.30	\$1,000.00
Garage Door	\$500.00	\$0.00	\$500.00
Gutter Cleaning	\$500.00	\$462.00	\$500.00
Insurance Premiums	\$13,500.00	\$12,291.71	\$12,500.00
Keys and Locks	\$200.00	\$92.54	\$200.00
Management Fee	\$4,260.00	\$4,190.76	\$4,260.00
Online Portal Fees	\$205.00	\$201.21	\$205.00
Pest Control	\$500.00	\$330.00	\$500.00
Plumbing & Drainage	\$2,500.00	\$1,587.50	\$2,500.00
Roofing Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Status Certificate Fees	\$0.00	\$119.90	\$0.00
Sundry Expenses	\$0.00	\$36.00	\$0.00
Tax Agent Fees - Income Tax	\$104.00	\$104.50	\$104.00
Taxation Reporting (Civium)	\$110.00	\$132.00	\$110.00
Trades Compliance	\$305.00	\$299.73	\$305.00
Water - Utility	\$5,400.00	\$5,076.46	\$5,400.00

Total Admin Fund Expense

	\$48,000.00	\$44,009.88	\$45,644.00
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TOTAL ADMIN LEVY INCOME

	\$48,000.00	\$42,397.68	\$42,330.00
--	-------------	-------------	-------------

Increase/Reduce ADMIN FUND

	\$0.00	\$0.00	\$0.00
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TOTAL ADMIN BUDGET

	\$48,000.00		\$42,330.00
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Civium Sydney
Proposed Budget for Strata Plan 5659

91-93 Wentworth Road BURWOOD

Prepared by Civium Sydney (ABN 83 609 939 577)
Locked Bag 3008 WODEN ACT 2606 Ph 1300 724 256 Fax

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Capital Works Fund

Proposed Budget	Current Actual	Current Budget
(01/10/2023-30/09/2024)	(01/10/2022-30/09/2023)	(01/10/2022-30/09/2023)

Income

Insurance Claim Refund	\$0.00	\$0.00	\$0.00
Interest on Overdues	\$0.00	\$1.37	\$0.00
Levy Income	\$11,487.00	\$11,019.84	\$11,153.00

Total Cap. Works Fund Income

\$11,487.00	\$11,021.21	\$11,153.00
--------------------	--------------------	--------------------

Expense

Capital Works Budget	\$11,487.00	\$17,369.00	\$0.00
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Total Cap. Works Fund Expense

\$11,487.00	\$17,369.00	\$0.00
--------------------	--------------------	---------------

TOTAL CAP. WORKS LEVY INCOME

\$11,487.00	\$11,019.84	\$11,153.00
--------------------	--------------------	--------------------

TOTAL CAP. WORKS BUDGET

\$11,487.00		\$11,153.00
--------------------	--	--------------------

Civium Sydney
Proposed Budget for Strata Plan 5659

91-93 Wentworth Road BURWOOD

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Owner Summary (01/10/2023-30/09/2024) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2023	2nd Instalment 01/01/2024	3rd Instalment 01/04/2024	4th Instalment 01/07/2024	TOTAL (01/10/2023-30/09/2024)
1	1, 2, 3, 4, 6, 7, 8, 9, 11, 13, 14, 15					
	Admin	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$4,000.00
	Capital Works	\$239.31	\$239.31	\$239.31	\$239.31	\$957.24
	Owner Total	\$1,239.31	\$1,239.31	\$1,239.31	\$1,239.31	\$4,957.24

Strata Management Agency Agreement

Dated:

16/06/2023

The Owners – Strata Plan		SP5659		“Owners Corporation”	
91-93 Wentworth Road BURWOOD NSW 2134					
The Agent Civium (NSW) Pty Ltd				“Agent”	
Attention:	The Licensee Level 1, 13 George Street, North Strathfield, NSW 2137	Email:	doug.omara@civium.com.au		
Address:	Strathfield, NSW 2137	License No:	10052635		
Phone:	1300 724 256	ABN:	83 609 939 577		
Particulars					
Item 1	Professional indemnity	In accordance with Section 22 of the <i>Agents Act</i>			
Item 2	Commencement date	03/11/2023			
Item 3	Term	<input checked="" type="radio"/> 36 months <input type="radio"/> 24 months <input type="radio"/> 15 months <input type="radio"/> 12 months The management fee below relates to the option selected here.			
Item 4	Review date	Annually on each anniversary of the commencement date.			
Item 5	Percentage increase p.a	5%			
Item 6	Management Fee p.a	36 months: \$4,563.22 24 months: \$4,928.28 15 Months: \$5,019.54 12 Months: \$5,019.54			
Item 7	Fee payment method	Monthly in advance *All fees under this agreement are GST INCLUSIVE (Clause 9)			
Item 8	Manner of accounting	Financial Statements - Accrual Frequency of Accounting - Monthly			
Signatures					
Owners Corporation					
The common seal of the <i>owners corporation</i> was affixed on _____ in the presence of:					
Signature1: Print Name First Signature			Signature2: Print Name Second Signature		
Designation			Designation		
being the person(s) authorised by section 272 of the Act to attest the affixing of the seal					
Agent					
Executed by Civium (NSW) Pty Ltd t/as Civium Strata in accordance with Section 127 of the Corporations Act 2001 in the presence of					
Agent			Witness		
Signature of agent			Signature of witness		
Name of agent: Doug O'Mara			Name of witness:		
Service: The <i>owners corporation</i> acknowledges receipt of a copy of this <i>agreement</i> within 48 hours of execution by the <i>owners corporation</i> .					
Name and signature of signatory (print name):					

Agreement

1. Warranties and acknowledgment

- 1.1 The *owners corporation* warrants that it has resolved and has authority to enter into the *agreement*.
- 1.2 The *agent* warrants that the *agent* holds:
- (a) a strata managing *agent's* licence under the *Agents Act* and that such licence will be maintained while the *agreement* is in force; and
 - (b) professional indemnity insurance as indicated in *Item 1*.

2. Appointment of and delegation to *agent*

- 2.1 The *owners corporation*:
- (a) appoints the *agent* as the strata managing *agent* for the strata *scheme*; and
 - (b) subject to clause 2.2 and 2.3, delegates the *agreed services* and *additional services* to the *agent*,
- from the commencement date for the agreed services fee and the additional services fee, until the agreement is terminated in accordance with clause 5 or at the end of the term whichever is the earlier.
- 2.2 The extent of authority for *agreed services* and *additional services* that has been delegated is stated in schedule A1, being either:
- (a) full authority with no limitations;
 - (b) full authority subject to limitations as disclosed in schedule A2; or
 - (c) no authority, in which case there is no delegation.

Where a selection has not been indicated on schedule A1 of either (a), (b) or (c), then the extent of authority that has been delegated is FULL AUTHORITY WITH NO LIMITATIONS.

- 2.3 The parties acknowledge that:
- (a) the delegation to the *agent* in clause 2.1 does not:
 - (i) constitute a delegation by the owners corporation of its power to make:
 - (A) a delegation under section 52 of the *Act*; or
 - (B) a decision on a matter required by the *Act* to be decided by the *owners corporation*; or
 - (C) a determination relating to the levying or payment of contributions; or
 - (ii) prevent the *owners corporation* or the *strata committee* from performing all or any of the *agreed services* or *additional services* (if any); and
 - (b) the *agent* does not have and may not exercise any of the powers, authorities, duties or functions of the *owners corporation* that are conferred on another strata managing *agent* appointed for the *owners corporation* under section 237 of the *Act* once being notified of any such appointment by the Tribunal or the *owners corporation*.

3. Fees and charges

- 3.1 The *owners corporation* must pay to the *agent* in accordance with the fee payment method:
- (a) the *agreed services fee*; and
 - (b) the *additional services fee* for any *additional services* performed by the *agent*; and
 - (c) the *charges* associated with the performance of the *agreed services* and any *additional services*.
- 3.2 The *owners corporation* authorises the *agent* to retain any fees paid to the *agent* for supplying to third parties information that the *owners corporation* must supply under the *Act* and retain any fees paid to the *agent* for supplying to third parties information that is not required under the *Act*, provided that such fees are charged in accordance with those set out in schedule B.
- 3.3 In addition to the fees and charges in clause 3.1 and 3.2, the *agent* is entitled to remuneration for its services in the form of rebates, discounts and commissions disclosed in schedule C1 and schedule C2 as follows:
- (a) If the option in Schedule D is selected yes, the agent may retain rebates, discounts and commissions paid to it by the providers of goods and services to the owners corporation described in the disclosure schedule C1 or schedule C2 or as otherwise notified in writing to the owners corporation from time to time and agreed in writing by the owners corporation.
 - (b) If the option in Schedule B is selected no, the *agent* may pay to the *owners corporation* any rebates, discounts and commissions paid to it by providers of goods and services to the *owners corporation* within 30 days of receipt except for any rebates, discounts and commissions described in the disclosure schedule C2 which may be retained by the *agent*.
 - (c) If the owners corporation:
 - (i) delegates the *agent* to arrange insurance cover;
 - (ii) selects Yes or No in Schedule D; and
 - (iii) later takes steps to arrange its own insurance or directs, instructs or passes a resolution that has the effect that the *agent* does not receive a commission or rebate for the placement of insurance, then the agreed services fee shall be increased by an amount equivalent to the commission the agent would have received had the agent arranged the insurance cover.
- 3.4 The *agent* must account to the *owners corporation* for money received by the *agent* on behalf of the *owners corporation* in the manner and with the frequency set out in *item 8*.

3.5 At any time, by written *agreement* between the parties, *items* may be added to or deleted from the *additional services rates* and/or charges.

4. Review of fees and charges

4.1 The *agreed services fee*, the *additional services rates* and the *charges* will be reviewed on the review date by the *agent*.

4.2 Unless otherwise agreed before the review date, the *agreed services fee*, the *additional services rates* and the *charges* payable on and from the review date will be increased in accordance with *item 5*.

4.3 The *agent* will notify the *owners corporation* of the new *agreed services fee*, the *additional services rates* and the *charges* as soon as practicable after the review date.

5. Terminating the agreement

5.1 After the expiry of the *term*, the *agreement* will automatically end unless the *owners corporation extends the agreement* in accordance with section 50(4) of the *Act*.

5.2 The *agreement* may be terminated at any time with the mutual consent of the parties.

5.3 Any notice to terminate under this *agreement* can only be given by the *owners corporation* if authorised by a resolution of the *owners corporation at general meeting*.

5.4 Despite this clause 5 and without affecting any of its other rights, the *agreement* may be terminated with immediate effect by written notice given by:

(a) the *owners corporation*:

(i) if the *agent* is in breach of the *agreement* and fails to remedy that breach within 28 days after the *owners corporation* serves a written notice on the *agent* providing particulars of the breach; or

(ii) where the *agent* is an individual, the *agent* is declared bankrupt; or

(iii) where the *agent* is a corporation, the *agent* is wound up or placed in administration or liquidation; or

(iv) if the *agent* ceases to hold a strata managing *agent's* licence; or

(b) the *agent* if:

(i) the *owners corporation* is in breach of the *agreement* and fails to remedy that breach within 28 days after the *agent* serves a written notice on the *owners corporation* providing particulars of the breach; or

(ii) an order by a Court is made for the variation or termination of the *strata scheme* under Part 9 or 10 of the *Development Act*; or

(iii) the *owners corporation* fails to pay any moneys owed under this *agreement* after the *agent* serves a written notice on the *owners corporation* providing particulars of the amount outstanding; or

(iv) the *owners corporation* fails to comply with any law or fails to provide adequate instructions or prevents the *agent* from carrying out its obligations under this *agreement* after the *Agent* serves a written notice on the *owners corporation* providing particulars of the breach.

5.5 The *agreement* is terminated on the appointment of a strata managing *agent* under section 237 of the *Act* to exercise or perform all the functions of the *owners corporation* and, if so terminated, the *agent* will not be entitled to:

(a) any remuneration by way of commission, *agreed services fee*, *additional services fee*, *charges* or otherwise in respect of any period after the termination; or

(b) any payment (in the nature of a penalty or otherwise) by reason of the early termination.

5.6 In the event of termination, the *agent* must provide all books, records, accounts, funds and property of the *owners corporation* in the *agent's* possession to the secretary of the *owners corporation*, or persons nominated by the secretary of the *owners corporation*, within 28 days of the date that termination notice was given.

6. Liability of the agent and exclusions

6.1 The *agent* is liable to the *owners corporation*:

(a) only for *services* actually supplied or that should have been supplied under this *agreement*; and

(b) on the terms of this clause 6.

6.2 The *agent* is excluded from all liability for any claim, liability or *loss* arising directly or indirectly out of the *services* or *additional services* or arising from any cause of action whatsoever except to the extent that the claim, liability or *loss* is caused or contributed to by the *agent's* wilful breach of this *agreement*, gross negligence, dishonesty or fraud. The *owners corporation* agrees that it will at all times indemnify the *agent* against all actions, suits, proceedings, costs, claims, expenses or demands which may arise in the course of or as a result of the *agent's* management of the scheme, including all legal expenses incurred by the *agent* in defence of or initiation of any legal proceedings as well as any excess payable under the *agent's* professional indemnity insurance;

(a) by third parties against the *agent*;

(b) by the *owners corporation* against the *agent* arising before, during or after this *agreement*.

6.3 The *agent's* maximum liability to the *owners corporation* for any breach of this *agreement*, or arising out of the provision or non provision of the *agreed services* or the *additional services* or by taking steps contrary to this agreement, whether under law of contract, tort or otherwise, is limited to the amount of the *agreed services fees* for the year in which the liability arose.

6.4 The *agent* is deemed to be discharged from all liability in respect of the *agreed services* and the *additional services*, whether under the law of contract, tort or otherwise, at the expiration of two years from the date of the act or omission giving rise to the liability, and the *owners corporation* (and persons claiming through or under the *owners corporation*) shall not be entitled to commence any action or claim against the *agent* in respect of that act or omission after that date.

6.5 Clauses 6.1, 6.2, 6.3, 6.4 and 6.5 apply to the extent permitted by law.

6.6 The *owners corporation* must indemnify the *agent* immediately on demand against any matter for which the *agent* has no liability to the owners corporation including in respect of the matters referred to in clause 6.2 and 6.3.

7. Transfer of the agreement

7.1 The *agent* cannot transfer the *agreement* without the written consent of the *owners corporation*, which consent shall not be unreasonably withheld if the *agent* satisfies the *owners corporation* that the proposed transferee and *related persons* are fit and proper persons and have the qualifications, competence and experience to perform the *agreed services* and *additional services* at an *agreed services fee* and an *additional services fee* not greater than the current *agreed services fee* and *additional services fee*.

7.2 The *owners corporation* must advise the *agent* of its decision whether to approve a proposed transfer within 28 days after receiving from the *agent* the information reasonably necessary to make the decision.

7.3 If the *owners corporation* approves the transfer, the *owners corporation*, the *agent* and the transferee must enter into a transfer agreement, or alternatively if the *agent* elects to enter into a new agency agreement then clause 7.4 will apply.

7.4 After the transfer *agreement* has been entered into or, if an election has been made by the *agent* under clause 7.3, the new *agent* must request that the *owners corporation* enter into a new agency *agreement* and the *owners corporation* must advise the new *agent* of its decision to enter into a new agency *agreement* within 28 days after such request, such approval not to be unreasonably withheld if the new agency *agreement* is on the same terms as this *agreement*, or on terms not less favourable to the *owners corporation* as this *agreement*. The new *agent* must pay the reasonable cost of preparing the new agency *agreement*, preparing and holding the meetings of the *strata committee* and the general meeting of the *owners corporation*, however if the meeting relates to more than approval of the minutes of the last meeting and the resolution relating to the new agency *agreement*, then the new *agent* must pay the proportionate share of the total cost relating to approval of the new agency *agreement*.

8. Service of notices

8.1 Any notice to be served under the *agreement*:

- (a) must be served either personally, by post, facsimile or e-mail using the details provided on the front page of this *agreement*, or other notice details subsequently notified from time to time by a party in writing to the other party; and
- (b) is served the first time it is served if it is served more than once.

9. GST

9.1 Words or expressions used in this clause 9 or elsewhere in the *agreement* that are defined in the *GST Act* have the same meaning in the agreement.

9.2 The parties acknowledge that:

- (a) the *agreed services fee*, the *additional services rates* and the charges are inclusive of GST and are based on a GST rate of 10%; and
- (b) if the rate of GST increases or decreases, the *agreed services fee*, the *additional services rates* and the *charges* will simultaneously increase or decrease so that the *agent* receives the same GST exclusive payment as it received before the change in the rate of GST.

10. Work, health and safety

10.1 The parties mutually covenant and agree that they will each comply with their respective obligations under the *Work Health & Safety Act 2011 (NSW)* and the *Work Health & Safety Regulation 2011 (NSW)* (*WHS Act 2011* and *WHS Regulation 2011*), as amended from time to time.

10.2 Subject to the provisions of the *WHS Act 2011* and *WHS Regulation 2011*, the *owners corporation's* appointment of the *agent* under this *agreement* does not constitute the appointment of the *agent* as a principal contractor within the meaning of regulation 293 of the *WHS Regulation 2011* (as amended from time to time).

11. Definitions

The following words have these meanings in the *agreement* unless the contrary intention appears:

<i>Act</i>	<i>Strata Schemes Management Act 2015</i> (NSW).
<i>additional services</i>	the functions and duties of the <i>owners corporation</i> set out in schedule A1 or schedule A2.
<i>additional services fee</i>	the fee for the supply by the <i>agent</i> of the <i>additional services</i> calculated according to the <i>additional services rates</i> , as varied under the <i>agreement</i> .
<i>additional services rates</i>	the rates for carrying out the <i>additional services</i> set out in schedule B, as varied under the <i>agreement</i> .
<i>agent</i>	the person described on the front page of the <i>agreement</i> and, where appropriate, includes the <i>agent's</i> employees and contractors or any transferee under clause 7.
<i>Agents Act</i>	<i>Property, Stock and Business Agents Act 2002</i> (NSW).
<i>agreed services</i>	the functions and duties of the <i>owners corporation</i> set out in: a) schedule A1 other than those marked "No authority"; and b) schedule A2.
<i>agreed services fee</i>	the fee in <i>item 6</i> for the supply of the <i>agreed services</i> , as varied under the <i>agreement</i> .
<i>agreement</i>	this <i>agreement</i> including the particulars, schedules and attachments.
<i>charges</i>	the costs and associated fees set out in schedule B and/or schedule D, as varied under the <i>agreement</i> .
<i>CPI</i>	the All Groups consumer price index published by the Australian Bureau of Statistics for Sydney, or if that bureau stops publishing the <i>CPI</i> , then the index recommended by the Property Council of Australia as the index that most appropriately replaces the <i>CPI</i> .
<i>Development Act</i>	in relation to a freehold <i>strata scheme</i> , the <i>Strata Schemes Development Act 2015</i> (NSW).
<i>disclosure schedule</i>	schedules C1 and C2.
<i>strata committee</i>	the <i>strata committee</i> of the <i>strata scheme</i> .
<i>GST Act</i>	<i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cth).
<i>item</i>	an <i>item</i> in the Particulars.
<i>loss</i>	any damage or damages, <i>loss</i> , costs (including, without limitation, the costs of complying with any verdict, award or settlement of any dispute and legal costs on a solicitor and own client costs basis), expense, charge, payment of liability, in any case, whether accrued or paid but not indirect, incidental or consequential <i>loss</i> or damages.
<i>minimum term</i>	the period or event in <i>item 3</i> : a) commencing on the commencement date; and b) expiring at the duration of the period identified or event in <i>item 3</i> .
<i>non-standard work</i>	means any work not defined as <i>standard work</i> .
<i>owners corporation</i>	the <i>owners corporation</i> described on the front page of the <i>agreement</i> and, where appropriate, includes the employees, agents (other than the agent), contractors and invitees of the <i>owners corporation</i> .
<i>Regulation</i>	<i>Property, Stock and Business Agents Regulation 2014</i> (NSW).
<i>related persons</i>	in relation to a proposed transferee which is a: a) corporation, — a 'related entity' of the corporation within the meaning of section 9 of the Corporations Act 2011 (Cth); or b) partnership, — the partners and principal staff of the partnership.
<i>SCA (NSW)</i>	means Strata Community Australia (NSW).
<i>services</i>	the <i>agreed services</i> and <i>additional services</i> .
<i>standard work</i>	Means: a) construction work where there is no requirement to work above three (3) metres, including but not limited to, replacement of roofing, guttering; b) general maintenance works, including but not limited to, lawn mowing, gardening, window cleaning (below three (3) metres), painting; c) minor maintenance repairs, including but not limited to, repair/replacement of leaking pipes, replacing tiles/pavers, lock replacement/repairs; d) maintenance of essential fire safety equipment; e) annual inspection and notifications required for essential fire safety equipment;

- f) pest management treatments (excluding fumigation);
 - g) lift, traveller or escalator maintenance; or
 - h) renewal of plant registrations in accordance with the requirements of the *WHS Act 2011* and *WHS Regulation 2011*;
- provided however:
- a) if any of these works require a principal contractor (as defined under the *WHS Act 2011* and *WHS Regulation 2011*) to be appointed then the works will be considered *Non-Standard Work*; or
 - b) if there is any inconsistency between *Standard Work* and *Non-Standard Work*, the work will be interpreted as Non-Standard Work.

strata scheme

the *scheme* described on the front page of the *agreement*.

Tribunal

means the NSW Civil and Administrative Tribunal.

12. Interpretation

In the *agreement*, unless the contrary intention appears:

- (a) a reference to:
 - (i) a thing includes the whole or each part of it;
 - (ii) a document includes any variation or replacement of it;
 - (iii) a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them; and
 - (iv) a person includes that person's executors, administrators, successors, substitutes (including but not limited to, person taking by novation) and assigns;
- (b) the singular includes the plural and vice versa;
- (c) headings do not affect interpretation; and
- (d) despite clause 11, the words defined in clause 11 are defined words whether or not these words are in italics.

Important notes for the parties when executing the *agreement*:

- The *agent* may not be entitled to any fee for *services* performed unless the *agent* serves a copy of the *agreement* signed by the agent on the owners corporation within 48 hours after the agreement is signed by or on behalf of the owners corporation.
- Once the terms of the *agreement* have been *agreed*, the *agent* should sign the *agreement* in duplicate and submit the *agreement* in duplicate to the *owners corporation* for signing. The *owners corporation* should sign, date and acknowledge receipt of the *agreement* on both counterparts.
- The *agent* should retain a copy of the signed *agreement*.
- A copy should be given to the secretary of the *owners corporation*.
- The *agent* should provide a copy of the proposed *agreement* to all parties required to be given notice of the meeting at which the *agreement* is proposed to be approved.
- If the *owners corporation* does not nominate two (2) persons to witness the affixing of the seal then the seal must be affixed in the presence of the secretary and any other member of the *strata committee*.

Schedule A1

NOTE: Where this schedule A1 provides for choices and no choice is selected, "Full authority with no limitations" applies. DO NOT delete any *item* in this schedule, as it may render the *agreement* in breach of the *Property Stock and Business Agents Act 2002* (NSW). If a duty/function does not apply, then mark the box "No authority".

Duties and Functions as described in the Property Stock & Business Agents Regulations (Schedule 6 Clause 6).	FULL AUTHORITY WITH NO LIMITATIONS	No Authority	Full Authority Subject to Limitations as Disclosed in Schedule A2	Regulation Schedule 6 Clause 6 Ref
Undertaking the financial management of funds and books of account.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(a)
Holding documents and maintaining records relating to the <i>scheme</i> (for example, the strata roll, notices, and minutes of meetings).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(b)
Arranging building inspections and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(c)
Effecting repairs to and maintaining common property or engaging appropriately qualified tradespersons to do <i>Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the approval of the person on behalf of whom the <i>agent</i> is acting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(d)
Engaging appropriately qualified tradespersons to do <i>Non-Standard Work</i> , and the appointment on behalf of the <i>owner's corporation</i> of a <i>principal contractor</i> within the meaning of regulation 293 of the WHS Regulation 2011 for such <i>Non-Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the principal's approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paying disbursements and expenses incurred in connection with the <i>agent's</i> management of the <i>scheme</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(e)
Arranging insurance cover for the <i>scheme</i> . NOTE: Where the <i>owners corporation</i> arranges for placement of the insurance cover or engages a third party i.e. an insurance broker, the <i>agent</i> is indemnified by the <i>owners corporation</i> to the extent of liability contributed by an act, omission or negligence on behalf of the <i>owners corporation</i> or third party in placing the insurance cover.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(f)
Serving notices to comply with a by-law.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(g)
Managing the capital works fund and the administrative fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(h)
Undertaking steps necessary to recover any money owing in relation to levies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(i)
Representing the <i>owners corporation</i> or association in tribunal or court proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(j)
Paying accounts in relation to the <i>scheme</i> (for example, accounts for water charges, council rates and maintenance).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(k)
Arranging and undertaking administrative duties in relation to annual general meetings and other general meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(l)

Schedule A2 *

NOTES:

1. Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.

2. The Agent will not be required to perform personally Additional Services where the Agent determines that the Agent does not have the suitable qualifications and/or expertise, in which case the Agent may engage on behalf of the Scheme or recommend to the Scheme that the Scheme engage suitably qualified consultants for that purpose. This includes engagement of solicitors and other consultants in relation to the building defects issues and engagement of contractors in relation to repairs and maintenance

Duties and functions	Limitations on Authority e.g. on expenditure (if nothing stated, then no limitations apply)	Fee Method
FINANCIAL MANAGEMENT		
Establishment and maintaining trust account		Agreed services
Collection of trust monies		Agreed services
Provide statutory reconciled accounts including balance sheet, statement of income and expenditure and levy status report		Agreed services
Financial record keeping		Agreed services
Prepare draft administrative fund and capital work fund budgets		Agreed services
Manage the administrative fund and capital works fund		Agreed services
Assist auditor in providing accounts and records for audit of the owners corporations books and records. Includes attending to all enquiries and meeting with the auditor as required		Agreed services
Generate and distribute levy notices (not special)		Agreed services
Generate and distribute special levy notices		Additional services (Schedule B)
Act as treasurer		Additional services
GST activities including but not limited to preparation and lodgement of BAS and annual tax returns		Additional services (Schedule B)
Undertaking steps necessary to recover any money owing in relation to levies, including instructing lawyers to issue letters of demand and to commence local court, bankruptcy and/or winding up proceedings		Additional services (Schedule B)
DOCUMENTS AND RECORDS MANAGEMENT		
Holding documents and maintaining records relating to the <i>owners corporation</i> (for example, the roll, notices, and minutes of meetings), which may be hard copy and/or electronically		Agreed services
Maintain strata roll		Agreed services
Maintain minute book		Agreed services
Maintain the agenda and minutes of owners corporation meeting		Agreed services
Maintain correspondence		Agreed services
Record and maintain notices under section 182, 184 and 120 of the Act. Recording all change of ownerships and amendments to owners details as well as record mortgagee's		Agreed services
Maintain by-laws		Agreed services
Providing copies of by-laws to the Strata Committee upon request		Agreed services
Providing copies of management documents to the Strata Committee upon request		Agreed services
Maintain the certificate of title and the strata plan		Agreed services
Providing copies of agendas and minutes of meetings upon request		Agreed services
Preparing and providing occupants listing (privacy laws permitting)		Agreed services
Retain all specified owners corporation records for statutory period		Agreed services
Maintain Financial statements		Agreed services
Maintain expert reports		Agreed services
Producing section 184 certificates and retain certificates under section 184 of the Act		Agreed services * Charges applicable to third parties
Producing urgent section 184 certificates and retain certificates under section 184 of the Act		Agreed services * Charges applicable to third parties
Retain service and management contracts		Agreed services
Archive retrieval and administration		Additional services (Schedule D)
Rectifying deficiencies in the records when taking over the management from another agent		Agreed services

Undertake an owners corporation health check, to ensure all statutory compliance has been attended to i.e. WH & S compliance, Lift registration, AFSS compliance, Pool compliance etc.		Agreed services
Electronic storage of owners corporations records and archive storage		Additional services (Schedule D)
Maintain common seal		Agreed services
ACCOUNTING/BANKING/COMPLIANCE		
<ul style="list-style-type: none"> - Australian Business Number registration - Arranging audit report and liaison with the auditor about the owners corporations financial affairs and queries - Paying accounts in relation to the owners corporation (for example, accounts for water charges, utilities and maintenance etc.) - Arranging investment account set-up with current banking provider - Paying disbursements and expenses incurred in connection with the <i>agent's</i> management of the <i>owners corporation</i> - Undertaking the establishment of the owners corporation bank accounts - EFT/Cheque processing and payments to trades, contractors and other payees - Transferring money between accounts - Providing additional financial reports to the Strata Committee - GST registration and cancellation 		Additional services fee (Schedule D)
TAX LODGEMENT		
Provision of assisting tax agent for ATO lodgements and tax return lodgement prepared by registered tax agent		Additional service fee (Schedule D)
Compiling all reports for the tax agent to attend to tax Lodgements		Tax agent fee payable by owners corporation
Signing of the tax lodgement as the public officer for and on behalf of the owners corporation		
BAS LODGEMENT		
BAS lodgements		Additional services (Schedule D)
UNDERTAKINGS AND MANAGEMENT		
Act as secretary		Agreed services
Act as public officer		Agreed services
Arranging section 182 inspections on behalf of the owners corporation		Agreed services
Arranging the handover of the owners corporation's books, records and accounts to another strata managing agent appointed for the owners corporation under section Section 181 and 182 (1),(2),(3),(4) of the Act.		Additional services (Schedule B)
Affixing common seal on and any documents as required		Agreed services
Management of building defect rectification process including arranging access and approving the engagement of consultants		Additional services (Schedule B hourly rate)
Engaging appropriately qualified lawyers to represent the owners corporation in the tribunal or court proceedings and/or to provide legal advice to the owners corporation relating to such proceedings		Agreed services
Attend to routine written and oral communication and maintain correspondence		Agreed services
MAINTENANCE, REPAIRS AND WORKS		
Arranging building inspections and reports		Additional services (Schedule B)
Effecting repairs to and maintaining common property or engaging appropriately qualified tradespersons to do <i>Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the principal's approval		Additional service fee (Schedule D)
Engaging appropriately qualified tradespersons to do <i>Non-Standard Work</i> , and the appointment on behalf of the <i>association</i> of a <i>Principal Contractor</i> for such <i>Non-Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the principal's approval	Only where an appropriately qualified building consultant has been engaged and advises the owners corporation as to the appointment of a principle contractor and ensures such appointment has been made.	Additional services (Schedule B and D)
Obtaining a quotation(s) for the repair, maintenance and replacement of the common property or other property of the owners corporation		Additional service fee (Schedule D)

Liaise with contractors, tradesmen and consultants about work(s) to be carried out at the complex		Agreed services
Arrange and execute contracts pursuant to the Home Building Act 1989 (NSW)		Additional service fee (Schedule D)
Assistance and arrangement through third parties of major refurbishment projects and defect rectification works	As instructed by the owners corporation or the Strata Committee Includes the engagement of expert consultants Assist the owners corporation in dealing with construction and building defects and breaches of statutory warranties subject to the appointment of a legal representative and expert building consultant	Additional services (Schedule B hourly rate & Schedule D)
Other services requested by the owners corporation or the Strata Committee that is not listed but can be undertaken by the agent	As instructed by the Owners Corporation or the Strata Committee	Additional services (Schedule B hourly rate Schedule & D)
INSURANCES		
Insurance claims: Prepare and lodge routine insurance claims		Additional services fee (Schedule B)
Arranging insurance cover for the <i>owners corporation</i>		Agreed services
Submit insurance renewal quotations to the Strata Committee and renew the insurances	Full – subject to instructions from the Strata Committee	Agreed services
Insurance non-commission	Where insurance commission is not received	Additional services (Schedule B hourly rate)
Insurance valuation	Obtain property valuations for building insurance purposes as required under section 85 of the Act, at the agent's discretion, but not less than every 5-years per the legislation.	Additional services (Schedule B)
Providing insurance confirmation letter and obtain copy of the certificate of currency upon request (any costs to be borne by the owner requesting)		Agreed services
BY-LAWS AND DISPUTE		
Representing the owners corporation at a tribunal and/or court hearing, including the preparation of documentation and lodgement of application	Following the instructions from the Strata committee via minuted approval of meeting	Additional services (Schedule B)
Issuing and serving notices to comply with a by-law	Following the instructions from the Strata Committee via minuted approval of meeting	Additional services (Schedule B)
Attend to general enquiries from the Strata Committee, owners and agents about the owners corporations by-laws		Agreed services
Drafting and issuing breach of by-law notices to owners and occupiers		Agreed services
Arranging registration of by-law additions, amendments and rescindments, pursuant to the relevant resolutions made by the owners corporation	Following instructions from the Strata Committee/Owners Corporation	Additional services (Schedule B)
MEETINGS OF THE OWNERS CORPORATION		
Arranging and undertaking administrative duties in relation to annual general meetings and other general meetings i.e. booking meeting venues, arrangement and handling of collation, mail preparation		Agreed services
Distribute notices and minutes of annual general meetings and concurrent Strata Committee meeting		Agreed services
Prepare and distribute notices and minutes of adjourned annual general meeting and other general meetings and Strata Committee meetings		Additional services (Schedule B adjourned charge)
Attend annual general meeting and concurrent Strata Committee meeting held at Civium's Office, a professional venue (e.g. Hired meeting room) or online and during office hours (<i>Office hours mean hours between 9.00am to 5.00pm Monday to Friday excluding public holidays and office closure of the Christmas period which is generally a 2 week period</i>). Meetings not held in line with the above requirements will incur a \$500 fee (plus GST).		Agreed services
Attend extraordinary general/Strata committee meetings held during office hours (outside of the inclusive Strata committee/extraordinary general meetings per calendar year		Additional services (Schedule B hourly rate)
Act as Chairperson at general meetings and Strata committee meetings		Agreed services
Arrange for venue for meeting (cost of venue borne by owners corporation) (only applicable if meeting not at Civium's Office)		Agreed services

BUNDLED DISBURSEMENTS		
<ul style="list-style-type: none"> - Processing and issuing levy notices via e-mail or via post (in Australia) - E-mail management and management of bounded e-mails for the delivery of levies and correspondence and to send via post - Attending to incoming e-mails - Attending to outgoing e-mails - Photocopying (mono and colour) - Printing reports as required - Postage via standard and large post items - Providing paper for correspondence, levy notices, meetings - Providing envelopes - Local and mobile telephone calls incoming/outgoing - Time take to compile standard and large post outs - Scanning and e-mailing documents upon request - Incoming and outgoing faxes - Address labels - Storage of keys/security cards of the owners corporations common area, maintaining register and ordering additional keys/security cards as required - Bundled stationary. All stationary needs of the owners corporation is covered, including ring binders, folders & other stationary needs - Supply of archive boxes and/or disk - Mail merge of correspondence and material - Electronic Storage kept on server for indefinite period 		Additional service fee (Schedule D)
COMPLIANCE		
Arrange fire safety statements and inspections required in order to ensure compliance with the Work Health and Safety Act 2011 or other legislation (where applicable)		Additional services (Schedule B)
Arrange and lodge Annual Lift Certification with Work Cover NSW		Additional services (Schedule B)
Pool Compliance Lodgement		Additional services (Schedule B)
Window Lock Compliance		Additional services (Schedule B)
Arrange capital works fund forecast/updated forecast with third party service provider		Agreed services
Arrange WH & S report with third party service provider		Agreed services
Arrange asbestos report with third party service provider		Agreed services
Arrange and lodge cooling tower certificate		Agreed services
Trades compliance		Additional services (Schedule D)
OTHER SERVICES		
Any other services that can be provided by the agent to the owners corporation and which the agent agrees to provide to the owners corporation at the request of the owners corporation, which do not constitute agreed services under this agreement		Additional services (Schedule B hourly rate)
Any services which do not constitute agreed services under this agreement, but which the agent, acting reasonably, determines are necessary or appropriate in order to comply with changes in the law, including the Act. For the avoidance of doubt, this includes additional services and any additional time spent performing agreed services as a result of such changes		Additional services (Schedule B hourly rate)
Annual Site Attendance with professional report to the Strata Committee		Additional services (Schedule B hourly rate)
Loan to owners corporation		Additional services (Schedule B)
Non-payment of management fees and/or other charges to owners corporation to the managing agent		Additional services (Schedule B)

* These fees have been negotiated between the parties to the agreement

Schedule B – Fees

Item		
Office hours mean hours between 9.00am to 5.00pm Monday to Friday excluding public holidays and office closure of the Christmas period which is generally a 2 week period		
Meetings are a minimum of 1-hours charge. Hourly rate is per hour or part there of		
Unless otherwise specified, Additional Services will be timed costed at the hourly rates as outlined under Hourly Rates*		
Hourly Rates *	Charge (Inclusive of GST)	Unit
Adjourned Meeting charge	As below	Per hour (minimum 1 hr)
Extraordinary General Meeting	As below	Per hour (minimum 1 hr)
Tenancy Meeting (Must be held within office hours (9am-5pm), further charges will be incurred as per below)	As below	Per hour (minimum 1 hr)
Strata Manager	\$185.00	Per hour
Senior Strata Manager	\$215.00	Per hour
Principal/Director/General Manager	\$295.00	Per hour
Accounting staff	\$145.00	Per hour
Administrative staff	\$125.00	Per hour
Hourly rate prior to 8.00am and after 6.00pm is an additional 15% on top of hourly rate per hour as per above	15% on top of hourly rate	Per hour
Hourly rate for weekend or public holiday is double the hourly rate fee per hour	Double hourly rate	Per hour
Meeting preparation (other than AGM) Agenda/Minutes	\$99.00	Per hour
BAS Preparation		
BAS Preparation (Only for plans that are GST registered)	\$125.00	Per quarter
Compliance		
Fire safety certificate management and annual notice to council and NSW fire brigades * <i>Where applicable</i>	\$250.00	Per certificate plus \$2.50 per lot
Lift certification lodgement with Work Cover NSW annually * <i>Where applicable</i>	\$95.00	Per lift
Pool Compliance Lodgement	Refer to Hourly rates	Charged at strata manager hourly rate
Window Lock Compliance	Refer to Hourly rates	Charged at strata manager hourly rate
Arrange WH & S report & asbestos report with third party service provider * <i>Where applicable</i>	Included	Included
Arranging capital works fund/update	Included	Included
Arranging insurance valuation	\$25	Per Valuation
Arrange/Lodge other Compliance/Risk matter (not mentioned above)	Refer to Hourly rates	Charged at strata manager hourly rate
Documentation and Records		
Inspecting records	Per legislation	Per legislation
Basic Information Package	\$255.00	Per request
Provision of Owners Corporation (Handover)	\$272.00	Per arrangement
Levy Management and Debt recovery		
Phone call/e-mail in relation to overdue levy (initial reminder notice)	\$5.50	Per matter
Printing and posting notice of overdue levy (reminder notice) 1 st Demand	\$44.00	Per notice
Printing and posting notice of overdue levy (reminder notice) 2 nd Demand	\$44.00	Per notice
Printing and posting notice of overdue levy (reminder notice) 3 rd Demand	\$88.00	Per notice
Providing instructions to solicitor for recovery of outstanding levy	\$100.00	Per instruction
Levy arrears monitoring fee (Payment Plan)	\$55.00	Per month per lot - allocated to the lot
Contact via phone or SMS outside of issuing a notice as outlined above	\$5.00	Per contact - allocated to the lot

Statutory 21-day notice under the Act	\$110.00	Per contact - allocated to the lot
All the above fees for the 1 st , 2 nd , 3 rd reminder notices and instructions to the solicitors are added to the respective lot as a reimbursement to the owners corporation as per the provisions of the Strata Schemes Management Act 2015		
Management Services and Additions		
By-Laws, issuing by-law breach letter (1 st Notice)	Included	Included
By-Laws, issuing by-law breach letter (2nd Notice - On-charged to lot owner)	\$66.00	Per arrangement
By-Laws, issuing by-law breach letter (3rd Notice - On-charged to lot owner)	\$88.00	Per arrangement
By-Law Registration	\$200.00	Plus LPI Fees
Consolidation of By-Laws	\$50.00	Per arrangement
Affix Common Seal	Included	Included
Attend to routine written and oral communication	Included	Included
Hand deliver mail	Refer to Hourly rates	Charged at strata manager hourly rate
Non-payment of management fee when due and/or other charges owed to managing agent	\$100.00	Per month plus 15% of the fee owed charged daily
Loan to Owners Corporation	\$250.00	Per arrangement plus 10% of the loan amount charged monthly in advance
Insurance quotation for insurance renewals and provide to the Strata Committee	Included	Included
Insurance, supply Certificate of Currency (upon request)	Included	Included
Insurance claim (per claim)	\$125.00	Per hour
Issuing Notice to Comply with by-law (includes affixing of common seal)	\$99.00	Per notice
Providing title/other searches	\$30.00	Per search plus Title search fee
Producing section s182 certificate	\$0.00	Per certificate in addition to the statutory fee
Producing urgent s182 certificate (double statutory fee)		
s184 Inspection (arranging and co-ordinating)	Included	Included
Site Attendance/Inspection (Annual) report provided to the Strata Committee	Included	Additional services (Schedule B hourly rate)

* These fees have been negotiated between the parties to the agreement

** Any other duties as requested not included in the schedule is at the appropriate hourly rate

Schedule C – Disclosure schedule

Schedule C1 – The following providers pay a rebate, discount or commission to the *agent*:

Name of company / person	Amount / percentage of rebate, discount or commission
CHU Underwriting Agencies Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium
Strata Unit Underwriters Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium
Strata Community Insurance Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium
WFI Insurance Brokers Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium
Whitbread Insurance Brokers Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium
Austbrokers Insurance Brokers Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium
MCI Insurance Brokers Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium
Honan Insurance Brokers Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium
Verve Insurance Pty Ltd Civium (NSW) Pty Ltd provides factual information only. Verve is an associated entity of Civium.	Up to 20% of base premium
CRM Insurance Brokers Civium (NSW) Pty Ltd provides factual information only.	Up to 20% of base premium

Schedule C2 – The following providers pay a rebate, discount or commission to the *agent*:

Name of company / person	Amount / percentage of rebate, discount or commission	Other information relating to the disclosure
All States Fire Pty Ltd	Civium owns shares in this company.	
Strata Valuations Pty Ltd	Civium owns shares in this company.	

The Strata manager discloses that it operates a Corporate Partnership Program which is designed to identify, develop, maintain relationships with contractors and suppliers, promote our services to existing clients and attract new clients to our respective businesses.

Civium may collect a marketing levy from contributing partners to support marketing initiatives to jointly promote our businesses nationally.

The levy covers the administration of our marketing programs, advertising of Civium and our partners businesses through digital and hard copy advertising, sponsorship of community organisations and contributions to charities.

The marketing levy is not compulsory but may be considered a benefit as a result of contributions made by suppliers, contractors and other partners, Civium hereby discloses such arrangements.

Contribution to the marketing program by no means guarantees participants work as a result of Civium's coordination of works within our portfolio. All participating contractors and suppliers agree to a code of conduct, safe work methods and invoice/quotation requirements.

The Owner's Corporation is always able to nominate contractors they wish to use following a certification and compliance process and always has final approval for all works undertaken in your property.

As the motion was passed to appoint Civium as managing agent at the most recent AGM, we have subsequently sought executive committee execution of the agreement to ensure that the requirements of legislation are fulfilled which despite follow up have not been received. In order to comply with the legislative requirement to have an executed agreement and using our delegation to enter into agreements behalf of the owners corporation/strata plan we hereby execute this management agreement on behalf of the executive committee.

Schedule D - Charges and associated fees*

Item	Charge (inclusive of GST)	Unit
IT, Software Licencing & Online Portal Fee	\$1.38	Per lot per month
After hours emergency telephone calls	\$88.00	Per arrangement
Administering and arranging electricity contracts/auctions/reverse auctions through third party	Included	Included
Archive Retrieval	\$77.00	Per box / Electronic retrieval
Accounting Service Provision/ATO Compliance (refer to schedule A)	\$55.00	Per month per building
Levies – Generate and Distribute	Included	Included
Levies (Special) – Generate and Distribute	\$14.50	Per lot
Tax Return preparation and lodgement	\$132.00	Per annum
Courier	At cost	Per item
Bank Management (refer to schedule A)	\$55.00	Per month per building
Issuing work orders/quotations, including liaising with the tradesmen and follow-up after work order has been issued.	\$18.00	Per work order
Liaise with contractors and tradespeople about the works/quotations	Included	Included
Undertake follow-up on the work order with the tradesperson or contractor within 72-hours of issuing	Included	Included
Signing & or arranging contract required under the Home Building Act 1989 or a works agreement	\$75.00	Per contract
Managing access arrangements including arranging the issue of swipe cards and fobs and recording the issue of these including a key register	\$44.00	Per card/key
Bundled Disbursements (refer to schedule A)	\$8.80	Per lot per month
Sending SMS	\$1.10	Per SMS
Trades Compliance (licence and insurance check)	\$24.67	Per month per building
New owner orientation package	\$33.00	Per owner
Set Up Costs	\$165.00 per hour	Maximum 3 hours
Plus commissions in Schedule C1 If commissions are selected YES, the agreed services fee is calculated on this basis. If the insurance commission is not received the base management fee increase by \$65.00 plus GST per lot per annum.	YES	

* These fees and charges have been negotiated between the parties to the agreement

MINUTES OF THE STRATA COMMITTEE MEETING 2022

OWNERS STRATA PLAN - 5659

**91-93 Wentworth Road
BURWOOD NSW 2134**

Held on :

Wednesday, 03 August 2022 05:00 PM

Held at :

THE MEETING WILL BE HELD VIA TELEPHONE & VIDEO CONFERENCE

Meet joining info

Video: meet.google.com/hto-digc-aww

Phone: (AU) +61 3 8594 8753

PIN: 661 527 509#

MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 5659

Held Wednesday, 03 August 2022 5:00 PM at
THE MEETING WILL BE HELD VIA TELEPHONE & VIDEO CONFERENCE

Meet joining info

Video: meet.google.com/hto-digc-aww

Phone: (AU) +61 3 8594 8753

PIN: 661 527 509#

Present	Andrew Chee-Lun So (Lot 2), S Nagarajaro (Lot 1)
Civium Rep(s)	Silvestro Musumeci (Civium Strata)
Proxies	Mrs Clea Stathis (Lot 7) for Pete Anthony
Company Nominees	None
Apologies	None
Voting Papers	None
Chairperson	Silvestro Musumeci
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote:

Reduced Quorum Meeting

MOTION	Motion for consideration																
1	<p>MINUTES</p> <p>That the minutes of the previous Strata Committee Meeting of the Owners Corporation be confirmed as a true and accurate account of the proceeding at that meeting.</p> <p>For : 3 Motion Carried</p>																
2	<p>OFFICE BEARERS</p> <p>That the positions of Chairperson, Secretary and Treasurer be elected.</p> <table><tr><th>Name</th><th>Lot No.</th><th>Nominated by</th><th></th></tr><tr><td>S Nagarajarao</td><td>1</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>A So</td><td>2</td><td>Self Nominated</td><td>Elected</td></tr><tr><td>P Anthony</td><td>7</td><td>Self Nominated</td><td>Elected</td></tr></table> <p>For : 3 Motion Carried</p>	Name	Lot No.	Nominated by		S Nagarajarao	1	Self Nominated	Elected	A So	2	Self Nominated	Elected	P Anthony	7	Self Nominated	Elected
Name	Lot No.	Nominated by															
S Nagarajarao	1	Self Nominated	Elected														
A So	2	Self Nominated	Elected														
P Anthony	7	Self Nominated	Elected														

	General Business
	<p>Tree Stumps Removal</p> <p>Resolved to engage St George Tree Services to remove the tree stumps from the falling trees caused by the recent storms. Furthermore, the cost shall be added to the insurance claim.</p>
	<p>Tree Branches Pruning</p> <p>Resolved that the strata manager contact the strata manager of 95 Wentworth Rd Burwood and request for them to prune and remove the tree branches encroaching the building's air space as they are dangerously close to the roof line and guttering and pose a hazard.</p>
	<p>Lot 11 - Toilet Noise</p> <p>Resolved that the strata manager contact and write a letter to the owner of lot 11 and ask them to repair the flushing mechanism of their toilet as it making loud noises to the unit below, lot 7.</p>
	<p>Lot 11 - Floor Covering Noise</p> <p>Resolved that the strata manager will investigate whether or not the owner of lot 11 gained permission from the owner's corporation to install new flooring. It's been brought to the attention of the strata manager by the owners of lot 7; noise is travelling into their unit. The outcome of the investigation will be sent to the strata committee for their review and consideration of what steps to take if needed.</p>
	<p>Investment Account</p> <p>Resolved that the strata manager gather information for the strata committee in potentially opening an investment account for the owner's corporation and provide information on the minimum amount, terms, interest rate and penalties.</p>

There being no further business the chairperson declared the meeting closed at 06:15 pm

Dated: 3 August 2022

Issued by Civium Property Group for and on behalf of the Owners Corporation.