

# SydneyStrataReport

property strata inspections

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## STRATA REPORT

Client	Xue Fan Hu
Address of property	Unit A04/23 Ray Road, Epping, NSW.
Lot	4
Strata Plan	SP 84623
Name of Strata Management Co.	Whelan Property Group
Telephone Number of Strata Agent	9219 4111
Report Date	3 August 2023

## General Information

Owner's Name	Nianfeng Hu & Cuimei Kong
Unit Entitlement.	111
Total Unit Entitlement.	7,000

## Levy Contributions

Administration Fund contribution.	\$782.80
Capital Works Fund contribution.	\$357.60
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$12,113.65
Capital Works Fund Balance.	\$100,401.38

## Insurances

Building Insurance	Yes
Sum Insured	\$25,657,300.00
Insurance Company	CHU
Due Date	20 August 2023
Fire Safety Report Issuing Body	Yes
Certificate Date.	2022
Pet Friendly?	Owners corporation permission needed.

## Meetings

Annual General Meeting 17 June 2020	Administration Fund set at \$163,900.00 p.a. Capital Works Fund set at \$93,500.00 p.a.
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	<p>Building insurance continued, Motion15: Resolved to accept the report fee from ACOR to be done on the building's cladding</p> <p>All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>Strata Committee Meeting: Maintenance recorded was general in nature as per the scan of this meeting below. Meeting closed.</p>
<p>Annual General Meeting 15 April 2021</p> <p>Extraordinary General Meeting 13 July 2021</p>	<p>Administration Fund set at \$159,500.00 p.a. Capital Works Fund set at \$93,500.00 p.a. Building insurance continued, Motion 16: 3 quotes were received for cladding replacement, a decision on this matter was deferred. Motion 17: The decision to raise a special levy of \$187,000.00 to pay for the cladding replacement was also deferred.</p> <p>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>Motion 2: Resolved to accept the quote from the Valmont Constructions of \$357,500.00. Motion 3: Special levy of \$187,000.00 raised to pay for the cladding replacement, due: 1 August 2021 and, 1 November 2021. Meeting closed.</p>
<p>Annual General Meeting 20 October 2022</p>	<p>Administration Fund set at \$190,850.00 p.a. Capital Works Fund set at \$90,200.00 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.</p>

<p>Annual General Meeting 28 March 2023</p>	<p>Administration Fund set at \$236,500.00 p.a. Capital Works Fund set at \$96,800.00 p.a. Building insurance continued, 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>
<p>Other comments.</p>	<p>This report is to be taken in context and in conjunction with the scans below.</p>





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ABN: 28 116 912 488  
Liability Limited by a scheme approved under  
Professional Standards Legislation

## Owner Ledger

Start Date: 01/08/2021

End Date: 31/08/2025

Owners: One only

The Owners Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW 2121

Lot 4 Unit A4 Nianfeng Hu and Cuimei Kong

UE / AE: 111.00 / 7,000.00

### Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			<b>Balance brought forward</b>	<b>0.00</b>		<b>0.00</b>						
1	01/08/2021	Quarterly	Special Levy - Fund the Cladding Replacement Project	0.00	0.00	1,482.70	1,482.70	0.00	0.00%	Special	Normal	None
2	01/09/2021	Quarterly	Quarterly Admin/Capital Works Levy	626.50	626.50	370.70	370.70	0.00	0.00%	Standard	Normal	None
3	01/09/2021	Quarterly	Lift & Garbage levy contribution	72.60	72.60	0.00	0.00	0.00	0.00%	Standard	Normal	None
4	01/11/2021	Quarterly	Special Levy - Fund the Cladding Replacement Project	0.00	0.00	1,482.70	1,482.70	0.00	0.00%	Special	Normal	None
5	01/12/2021	Quarterly	Quarterly Admin/Capital Works Levy	626.50	626.50	370.70	370.70	0.00	0.00%	Standard	Normal	None
6	01/12/2021	Quarterly	Lift & Garbage levy contribution	72.60	72.60	0.00	0.00	0.00	0.00%	Standard	Normal	None
7	01/03/2022	Quarterly	Quarterly Admin/Capital Works Levy	634.30	634.30	370.70	370.70	0.00	0.00%	Standard	Normal	None
8	01/03/2022	Quarterly	Lift & Garbage levy contribution	72.60	72.60	0.00	0.00	0.00	0.00%	Standard	Normal	None
9	01/06/2022	Quarterly	Quarterly Admin/Capital Works Levy	634.40	634.40	370.70	370.70	0.00	0.00%	Standard	Normal	None
10	01/06/2022	Quarterly	Cancelled: Quarterly Admin Levy	72.60	0.00	0.00	0.00	0.00	0.00%	Standard	Cancelled	None
11	01/06/2022	Quarterly	Lift & Garbage levy contribution	72.60	72.60	0.00	0.00	0.00	0.00%	Standard	Normal	None
12	01/09/2022	Quarterly	Quarterly Admin/Capital Works Levy	634.40	634.40	370.70	370.70	0.00	0.00%	Standard	Normal	None
13	01/09/2022	Quarterly	Quarterly Admin Levy	72.60	72.60	0.00	0.00	0.00	0.00%	Standard	Normal	None
14	01/12/2022	Quarterly	Quarterly Admin/Capital Works Levy	1,123.30	1,123.30	318.20	318.20	0.00	0.00%	Standard	Normal	None
15	01/12/2022	Quarterly	Cancelled: Quarterly Admin Levy	85.50	0.00	0.00	0.00	0.00	0.00%	Standard	Cancelled	None
16	01/12/2022	Quarterly	Lift & Garbage levy contribution	85.50	85.50	0.00	0.00	0.00	0.00%	Standard	Normal	None
17	01/03/2023	Quarterly	Quarterly Admin/Capital Works Levy	782.80	782.80	357.60	357.60	0.00	0.00%	Standard	Normal	None
18	01/03/2023	Quarterly	Cancelled: Quarterly Admin Levy	75.80	0.00	0.00	0.00	0.00	0.00%	Standard	Cancelled	None

# The Owners Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW 2121

**Lot 4 Unit A4 Nianfeng Hu and Cuimei Kong** UE / AE: 111.00 / 7,000.00

19	01/03/2023	Quarterly	Lift & Garbage levy contribution	75.80	75.80	0.00	0.00	0.00	0.00%	Standard	Normal	None
20	17/03/2023	Once-off	Lot 4: Building A&B - supply/install 4xcovers, igniters, rods & glands (Sydney Plumbing inv#42925)	19.76	19.76	0.00	0.00	0.00		Owner Invoice	Normal	None
21	01/06/2023	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy	782.80	0.00	357.60	0.00	0.00	0.00%	Standard	Cancelled	None
22	01/06/2023	Quarterly	Cancelled: Quarterly Admin Levy	75.80	0.00	0.00	0.00	0.00	0.00%	Standard	Cancelled	None
23	01/06/2023	Quarterly	Cancelled: Lift & Garbage levy contribution	75.80	0.00	0.00	0.00	0.00	0.00%	Standard	Cancelled	None
24	01/06/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/06/2023 - 31/08/2023	989.20	989.20	392.50	392.50	0.00	0.00%	Standard	Normal	None
25	01/06/2023	Quarterly	Lift & Garbage levy contribution 01/06/2023 - 31/08/2023	78.00	78.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
26	01/09/2023	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy	782.80	0.00	357.60	0.00	0.00	0.00%	Standard	Cancelled	None
27	01/09/2023	Quarterly	Cancelled: Quarterly Admin Levy	75.80	0.00	0.00	0.00	0.00	0.00%	Standard	Cancelled	None
28	01/09/2023	Quarterly	Cancelled: Lift & Garbage levy contribution	75.80	0.00	0.00	0.00	0.00	0.00%	Standard	Cancelled	None
29	01/09/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/09/2023 - 30/11/2023	989.20	989.20	392.50	392.50	0.00	0.00%	Standard	Normal	None
30	01/09/2023	Quarterly	Lift & Garbage levy contribution 01/09/2023 - 30/11/2023	78.00	78.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
31	01/12/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/12/2023 - 29/02/2024	989.20	0.00	392.50	0.00	0.00	0.00%	Standard	Normal	None
32	01/12/2023	Quarterly	Lift & Garbage levy contribution 01/12/2023 - 29/02/2024	78.00	0.00	0.00	0.00	0.00	0.00%	Standard	Normal	None
33	01/03/2024	Quarterly	Quarterly Admin/Capital Works Levy 01/03/2024 - 31/05/2024	937.60	0.00	383.80	0.00	0.00	0.00%	Standard	Normal	None
34	01/03/2024	Quarterly	Lift & Garbage levy contribution 01/03/2024 - 31/05/2024	77.50	0.00	0.00	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

## Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid				
21/09/2021	2000	Receipt	Banked		699.10	0.00	370.70	0.00	0.00		1,069.80		2, 3
29/10/2021	2043	Receipt	Banked		0.00	0.00	1,482.70	0.00	0.00		1,482.70		4
29/11/2021	2094	Receipt	Banked		699.10	0.00	370.70	0.00	0.00		1,069.80		5, 6
25/02/2022	2167	Receipt	Banked		706.90	0.00	370.70	0.00	0.00		1,077.60		7, 8
20/05/2022	2219	Receipt	Banked		707.00	0.00	370.70	0.00	0.00		1,077.70		9, 11

# The Owners Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW 2121

**Lot 4**      **Unit A4**      **Nianfeng Hu and Cuimei Kong**      **UE / AE: 111.00 / 7,000.00**

30/09/2022	2321	Receipt	Banked	707.00	0.00	370.70	0.00	0.00	1,077.70	12, 13
23/11/2022	2343	Receipt	Banked	1,208.80	0.00	318.20	0.00	0.00	1,527.00	14, 16
28/02/2023	2415	Receipt	Banked	858.60	0.00	357.60	0.00	0.00	1,216.20	17, 19
29/03/2023	2469	Receipt	Banked	14.15	0.00	5.61	0.00	0.00	19.76	24
28/06/2023	2530	Receipt	Banked	1,072.81	0.00	386.89	0.00	0.00	1,459.70	20, 24, 25
31/07/2023	2544	Receipt	Banked	1,067.20	0.00	392.50	0.00	0.00	1,459.70	29, 30

## Balance Sheet

### As at 02/08/2023

The Owners Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW  
2121

#### Current period

#### Owners' funds

Owners Equity--Admin--O\Balance	(11,642.69)
Surplus/Deficit--Admin--Current	23,756.34
	<u>12,113.65</u>
Owners Equity--Capital--O\Balance	75,295.46
Surplus/Deficit--Capital--Current	25,105.92
	<u>100,401.38</u>
<b>Net owners' funds</b>	<b><u>\$112,515.03</u></b>

#### Represented by:

#### Assets

Cash at Bank	124,787.66
Investments	199.79
Receivable--Levies	1,581.14
Receivable--Owners	93.00
<b>Total assets</b>	<b><u>126,661.59</u></b>

#### Less liabilities

Creditor--GST	5,679.99
Prepaid Levies	8,466.57
<b>Total liabilities</b>	<b><u>14,146.56</u></b>

#### Net assets

**\$112,515.03**



## Income & Expenditure Statement for the financial year-to-date 01/01/2023 to 02/08/2023

The Owners Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW  
2121

### Administrative Fund

	Current period 01/01/2023-02/08/2023	Previous year 01/01/2022-31/12/2022
<b>Revenue</b>		
Interest on Arrears--Admin	369.54	162.07
Key Deposits	300.00	100.00
Levies Due--Admin	107,422.91	185,005.51
Recovery--Legal Fees	70.00	0.00
Status Certificate Fees	218.00	893.00
Strata Roll Inspection Fees	0.00	186.00
Total revenue	108,380.45	186,346.58
<b>Less expenses</b>		
Admin--Accounting	909.10	1,515.20
Admin--Agent Disbursements	1,185.52	1,713.73
Admin--Agent Disburst--Additional Fees	1,184.08	3,326.52
Admin--Audit Services	690.00	690.00
Admin--Income Tax--Admin	26.40	277.20
Admin--Legal & Debt Collection Fees	426.31	(0.03)
Admin--Management Fees--Standard	5,939.36	10,181.76
Admin--Meeting Room Expenses	700.00	770.00
Admin--Regist/License/Permit Fees	649.00	271.00
Admin--Status Certificate Fees Paid	218.00	896.00
Admin--Strata Inspection Fees Paid	0.00	186.00
Admin--Taxation Services	313.64	313.64
Admin--Telephone Charges	318.17	507.44
Building Management Services	8,165.88	12,609.08
Insurance--Excesses	0.00	2,500.00
Insurance--Premiums	0.00	29,615.21
Maint Bldg--Cleaning	9,992.99	28,288.20
Maint Bldg--Cleaning & Lawns	1,576.36	0.00
Maint Bldg--Electrical	1,610.30	4,433.90
Maint Bldg--Fire Prot--Serv & Repairs	1,495.00	7,629.00
Maint Bldg--Fire Protection--Contract	4,755.00	7,320.00
Maint Bldg--Fire Protection--False Alarm	3,520.00	0.00
Maint Bldg--Fire Protection--Monitoring	0.00	2,090.14
Maint Bldg--Garage Doors	250.00	522.27
Maint Bldg--General Repairs	1,996.36	12,070.00
Maint Bldg--Hot Water Service	(0.03)	1,510.00
Maint Bldg--Intercom/Sec.Access Control	165.00	0.00
Maint Bldg--Lift--Maintenance Contract	2,375.00	10,208.80

**Administrative Fund**

	<b>Current period</b>	<b>Previous year</b>
	01/01/2023-02/08/2023	01/01/2022-31/12/2022
Maint Bldg--Locks, Keys & Card Keys	677.00	310.66
Maint Bldg--Pest/Vermin Control	880.00	1,900.00
Maint Bldg--Plumbing & Drainage	3,407.60	8,875.00
Maint Grounds--Lawns & Gardening	2,953.84	10,124.99
Utility--Electricity	10,220.75	16,079.53
Utility--Gas	(60.99)	4,821.76
Utility--Water & Sewerage	18,084.47	24,296.08
Total expenses	84,624.11	205,853.08
<b>Surplus/Deficit</b>	23,756.34	(19,506.50)
Opening balance	(11,642.69)	7,863.81
<b>Closing balance</b>	<b>\$12,113.65</b>	<b>-\$11,642.69</b>

**Capital Works Fund****Current period**

01/01/2023-02/08/2023

**Previous year**

01/01/2022-31/12/2022

**Revenue**

Interest on Arrears--Capital	130.45	100.87
Interest on Investments--Capital	1.60	256.76
Levies Due--Capital	43,003.87	82,002.62
<b>Total revenue</b>	<b>43,135.92</b>	<b>82,360.25</b>

**Less expenses**

Maint Bldg--Consultants	0.00	14,075.00
Maint Bldg--Fire Order-Other	0.00	181,948.00
Maint Bldg--Fire Protection	0.00	28,970.00
Maint Bldg--Intercom	0.00	42,306.38
Maint Bldg--Pumps	0.00	1,700.00
Maint Bldg--Roof	8,900.00	25,630.00
Maint Bldg--Structural Rectification	9,130.00	500.00
<b>Total expenses</b>	<b>18,030.00</b>	<b>295,129.38</b>

**Surplus/Deficit**

25,105.92 (212,769.13)

Opening balance 75,295.46 288,064.59

**Closing balance****\$100,401.38** **\$75,295.46**



Level 33, 101 Miller Street  
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

## Certificate of Currency

### CHU Residential Strata Insurance Plan

<b>Policy No</b>	HU0006051265
<b>Policy Wording</b>	CHU RESIDENTIAL STRATA INSURANCE PLAN
<b>Period of Insurance</b>	20/08/2021 to 20/08/2022 at 4:00pm
<b>The Insured</b>	THE OWNERS - STRATA PLAN 84623
<b>Situation</b>	23 RAY ROAD EPPING NSW 2121

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### Policies Selected

#### Policy 1 – Insured Property

Building: \$25,657,300  
Common Area Contents: \$256,573  
Loss of Rent & Temporary Accommodation (total payable): \$3,848,595

#### Policy 2 – Liability to Others

Sum Insured: \$30,000,000

#### Policy 3 – Voluntary Workers

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

#### Policy 4 – Workers Compensation

Not Available

#### Policy 5 – Fidelity Guarantee

Sum Insured: \$100,000

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

Sum Insured: \$500,000

#### Policy 7 – Machinery Breakdown

Sum Insured: \$100,000

#### Policy 8 – Catastrophe Insurance

Sum Insured: \$3,848,595  
Extended Cover - Loss of Rent & Temporary Accommodation: \$577,289  
Escalation in Cost of Temporary Accommodation: \$192,429  
Cost of Removal, Storage and Evacuation: \$192,429



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

Government Audit Costs: \$25,000

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

Legal Defence Expenses: \$50,000

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

Sum Insured: \$250,000

**Flood Cover is included.**

Date Printed

11/08/2021

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**WHELAN PROPERTY GROUP**

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THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES OF LOTS AND TENANTS IN  
STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121

**MINUTES OF ANNUAL GENERAL MEETING OF  
THE OWNERS - STRATA PLAN NO. 84623**

Meeting Title	Annual General Meeting
Strata Plan Number	84623
Date & Venue	Wednesday 17 <sup>th</sup> June 2020 at Ground Floor, Shop 2 / 460 Church Street, North Parramatta NSW 2150
Start Time	6:00PM
Finish Time	6:15PM
Present	Lot/s: 2, 6, 10, 15, 18, 22, 23, 24, 25, 26, 40, 41, 42, 44 & 54
In Attendance	Matthew Hua – Whelan Property Group
Chairperson	Matthew Hua – Whelan Property Group

**A. MEETING ADMINISTRATION**

Attendance, Apologies, Proxies and Voting Rights.

**1.0 PREVIOUS MINUTES**

**Resolved:** That the Minutes of the last General Meeting of the Owners Corporation be confirmed as a true record and account of the proceedings of that Meeting.

**2.0 KEY FINANCIAL INFORMATION**

**Resolved:** That the audited key financial information for the Administrative Fund, Capital Works Fund and any other fund circulated with this agenda be adopted.

**3.0 APPOINTMENT OF AN AUDITOR**

**Resolved:** That the Owners Corporation appoint an Auditor for the financial period ending the

**4.0 BUDGET AND LEVIES**

**4.1 Administrative and Capital Work Funds**

**Resolved:** That pursuant to section 79(2) and 81 of the *“Strata Schemes Management Act 2015”* the Owners Corporation estimates the expected expenditure in both the Administration Fund and Capital Works Fund for the budget year **01/01/2020 to 31/12/2020** set out in the budget circulated with the agenda.



#### 4.2 Levy Contributions

**Resolved:** That pursuant to section 81 of the Strata Schemes Management Act 2015, the owner corporation determines the following amounts to be levied in 4 equal instalments::

- Administrative Fund            \$176,000.00 per annum (GST Inclusive)
- Capital Works Fund            \$93,500.00 per annum (GST Inclusive)

This strata scheme is registered for GST.

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	March	2020	Yes	\$42,627.10	\$26,127.50	\$68,754.60
2	June	2020	Yes	\$42,629.60	\$26,129.30	\$68,758.90
3	September	2020	No	\$39,321.65	\$20,621.60	\$59,943.25
4	December	2020	No	\$39,321.65	\$20,621.60	\$59,943.25
				<b>\$163,900.00</b>	<b>\$93,500.00</b>	<b>\$257,400.00</b>

Levy Contribution for lots 1 – 40 as per by-law 26.

Number	Levy Period	Year	Issued	Administration
1	March	2020	Yes	\$3,126.50
2	June	2020	Yes	\$3,124.50
3	September	2020	No	\$2,924.50
4	December	2020	No	\$2,924.50
				<b>\$12,100.00</b>

#### 4.3 Levy Contributions – Administration/Capital Works

**Resolved:** That the first levy instalment due in the next financial year **1 March 2021** be struck pursuant to section 81 of the Strata Schemes Management Act 2015 as follows:

- Administrative Fund            \$ per quarter (GST Inclusive)
- Capital Works Fund            \$ per quarter (GST Inclusive)

#### 4.4 Levy Notices

**Resolved:** That both contributions be levied by notice from Whelan Property Group Pty Limited as the delegated Treasurer of the Owners Corporation pursuant with the Strata Managing Agency Agreement.

#### 5.0 OVERDUE LEVY COLLECTION

**Resolved:** That the Owners Corporation resolves for the purpose of collecting unpaid levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to pursue unpaid levies including commencing and maintaining debt recovery proceedings for the collection of outstanding levies, which may require the appointment of a legal practitioner or debt collection agent to manage the debt collection process.



**6.0 PAYMENT PLANS**

Resolved: That pursuant to section 85(5) of the *Strata Schemes Management Act 2015*, the Owners Corporation authorises the Strata Managing Agent and/or Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months and that all future levies are paid as and when they are due.

**7.0 STRATA AGENT COMMISSIONS**

Resolved: That the Strata Managing Agent confirms receipt of the following commissions:

Insurance Commission	\$Nil
Training Commission	\$
All Other Commissions	\$

It is anticipated that similar commissions will be received in the ensuing year.

**8.0 INSURANCE CONFIRMATION**

Resolved: That the Owners Corporation insurances as circulated with this agenda be confirmed and that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to do so at a Strata Committee Meeting.

**9.0 BUILDING VALUATION**

Resolved: That Whelan Property Group Pty Limited is instructed to obtain a building valuation for insurance purposes and adjust the sum insured to reflect the valuation.

**NOTE**

- Last valuation undertaken 15/08/2019

**10.0 RENEWAL OF INSURANCES**

Resolved: That Whelan Property Group Pty Limited is given a standing direction to renew the insurance policy in the absence of instructions from the Strata Committee as at the date of renewal.

**11.0 STRATA COMMITTEE ELECTION**

Resolved: That the Owners Corporation determine the number of members that will constitute the Committee and elect the members to constitute the strata Committee from the following nominees:

Lot Number	Name
2	Mark Harrison
6	Ka Chun Tse
23	Heyin Tree
41	Steven Tree
44	Yung Tse
54	Kenneth Leung

*The following Lots have been nominated and resolved to constitute the Strata Committee:*

Lot Number	Name
2	Mark Harrison
6	Ka Chun Tse
23	Heyin Tree
41	Steven Tree
44	Yung Tse
54	Kenneth Leung





**12.0 RESTRICTED MATTERS**

**Resolved:** That the Owners Corporation decides that no matter or type of matter is to be determined only by the owners corporation in a general meeting" pursuant to Schedule 1 Clause 6(a) and 9(i) of the "*Strata Scheme Management Act 2015*".

**13.0 ANNUAL FIRE SAFETY STATEMENT**

**Resolved:** That the Owners Corporation resolves to consider the Annual Fire Safety Statement (if one is required for the building) under the Environmental Planning and Assessment act 1979 and authorises the Strata Managing Agent and/or Strata Committee to make arrangements for obtaining the next Annual Fire Safety Statement.

**14.0 TREE RISK ASSESSMENT**

**14.1 Resolved:** That the Owners Corporation resolve to accept Tree Management Strategies fee proposal dated 04/02/2019 in the sum of \$3,740.00 (Including GST).

**14.2 Defeated:** That the Owners Corporation resolve to accept Mr Trees fee proposal dated 11/03/2020 in the sum of \$5,535.00 (Including GST).

**15.0 ACP CLADDING**

**Resolved:** That the Owners Corporation resolve to accept Acor Consultings fee proposal dated 14/08/2019 in the sum total of \$4,125.00 (Incl. GST) to undertake sampling and laboratory testing of the external cladding.

**16.0 INTERCOM SYSTEM**

**16.1 Defeated:** That the Owners Corporation resolve to accept Adox Security quote #7154 dated 03/03/2020 option 1 in the sum of \$40,304.33 (incl. GST) for replacing the current intercom system re-using the existing cables.

**16.2 Resolved:** That the Owners Corporation resolve to accept Adox Security quote #7154 dated 03/03/2020 option 2 in the sum of \$45,936.00 (Including GST) for replacing the current intercom system and all cables from power supply to the riser, and cables in the risers.

**16.3 Defeated:** That the Owners Corporation resolve to accept Sentinel Security quote #258 dated 25/05/2020 in the sum of \$42,350.00 (Including GST) for replacing the current intercom system re-using the existing cable from riser modules.

**17.0 ADDITIONAL CCTV CAMERAS**

**Defeated:** That the Owners Corporation determine whether to upgrade the current CCTV Security System and authorise Building Management to obtain 3 x quotes for consideration.

**18.0 PROPOSED PLANTS – BLOCK C**

**Resolved:** That the Owners Corporation resolves for Clivia Miniata, Buxus Hedges and/or Murraya plants to be planted as the new plants for Block C and delegate authority to the Strata Committee to determine the layout of the new plants.

***The owners had preference for all 3 types of plants proposed.***



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**19.0 SPECIAL RESOLUTION | REMOVAL OF PRIVACY SCREEN PANELS (MOTION MOVED BY LOT 24)**

Specially Resolved: That the Owners Corporation specially resolves lot 24 request to change common property by removing 4 x top panels from their terrace balcony privacy screen pursuant to *section 108 of Strata Schemes Management Act 2015*.

**Units of Entitlement For: 1445**

**Units of Entitlement Against: 231**



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**WHELAN PROPERTY GROUP**

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THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES OF LOTS AND TENANTS IN  
STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121

<b>MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS - STRATA PLAN NO. 84623</b>	
Meeting Title	Annual General Meeting
Strata Plan Number	84623
Date & Venue	Thursday 15 April 2021 at The Epping Club, 45-47 Rawson Street, Epping NSW 2121 in the Grand Salon function room.
Start Time	6:30PM – As there was no quorum the meeting commenced after 30 minutes.
Finish Time	7:15PM
Present	Lot/s: 6, 7, 8, 23, 26, 29, 41, 42, 44, 54
By Proxy	Lot/s: 10 > 7, Kwok Wai Kelvin
Apologies	Lot/s: 22 & 45
In Attendance	Matthew Hua – Whelan Property Group
Chairperson	Matthew Hua – Whelan Property Group

**A. MEETING ADMINISTRATION**

By 6:30pm the Chairperson confirmed that a quorum was not present hence a motion was tabled to the Owners to those present in person and by proxy to constitute a quorum. The motion was resolved hence the chairperson declared the meeting open at 6:30PM.

**1.0 PREVIOUS MINUTES**

Resolved: That the Minutes of the last General Meeting of the Owners Corporation be confirmed as a true record and account of the proceedings of that Meeting.

**2.0 KEY FINANCIAL INFORMATION**

Resolved: That the audited key financial information for the Administrative Fund, Capital Works Fund and any other fund circulated with this agenda be adopted. *(Please direct all accounting enquiries to your Strata Manager, 24 hours prior to the meeting).*

**3.0 APPOINTMENT OF AN AUDITOR**

Resolved: That the Owners Corporation appoint an Auditor for the financial period ending the 31<sup>st</sup> December 2021.

**4.0 BUDGET AND LEVIES**

**4.1 Administrative and Capital Work Funds**

Resolved: That pursuant to section 79(2) and 81 of the "Strata Schemes Management Act 2015" the Owners Corporation estimates the expected expenditure in both the Administration Fund and Capital Works Fund for the budget year 01/01/2021 to 31/12/2021 set out in the budget circulated with the agenda.



#### 4.2 Levy Contributions

**Resolved:** That pursuant to section 81 of the Strata Schemes Management Act 2015, the owner corporation determines the following amounts to be levied in 4 equal instalments::

■ Administrative Fund	\$159,500.00 per annum (GST Inclusive)
■ By-Law 26	\$12,100.00 per annum (GST Inclusive)
■ Capital Works Fund	\$93,500.00 per annum (GST Inclusive)

##### Levy Cycle 2021

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	March	2021	Yes	\$40,977.70	\$23,377.40	\$64,355.10
2	June	2021	No	\$39,507.43	\$23,374.20	\$62,881.63
3	September	2021	No	\$39,507.43	\$23,374.20	\$62,881.63
4	December	2021	No	\$39,507.44	\$23,374.20	\$62,881.64
				<b>\$159,500.00</b>	<b>\$93,500.00</b>	<b>\$253,000.00</b>

##### By-Law 26

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	March	2021	Yes	\$3,025.00	\$0.00	\$3,025.00
2	June	2021	No	\$3,025.00	\$0.00	\$3,025.00
3	September	2021	No	\$3,025.00	\$0.00	\$3,025.00
4	December	2021	No	\$3,025.00	\$0.00	\$3,025.00
				<b>\$12,100.00</b>	<b>\$0.00</b>	<b>\$12,100.00</b>

#### 4.3 Levy Contributions - Administration/Capital Works

**Resolved:** That the first levy instalment due in the next financial year **1 March 2021** be struck pursuant to section 81 of the Strata Schemes Management Act 2015 as follows:

■ Administrative Fund	\$40,000.00 per quarter (GST Inclusive)
■ Capital Works Fund	\$23,375.00 per quarter (GST Inclusive)
■ By-Law 26	\$3,025.00 per quarter (GST Inclusive)

#### 4.4 Levy Notices

**Resolved:** That both contributions be levied by notice from Whelan Property Group Pty Limited as the delegated Treasurer of the Owners Corporation pursuant with the Strata Managing Agency Agreement.



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**5.0 OVERDUE LEVY COLLECTION**

**Resolved:** That the Owners Corporation resolves for the purpose of collecting unpaid levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to pursue unpaid levies including commencing and maintaining debt recovery proceedings for the collection of outstanding levies, which may require the appointment of a legal practitioner or debt collection agent to manage the debt collection process.

**6.0 PAYMENT PLANS**

**Resolved:** That pursuant to section 85(5) of the *Strata Schemes Management Act 2015*, the Owners Corporation authorises the Strata Managing Agent and/or Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months and that all future levies are paid as and when they are due.

**7.0 STRATA AGENT COMMISSIONS**

**Resolved:** That the Strata Managing Agent confirms receipt of the following commissions:

Insurance Commission	\$Nil
Training Commission	\$
All Other Commissions	\$

It is anticipated that similar commissions will be received in the ensuing year.

**8.0 INSURANCE CONFIRMATION**

**Resolved:** That the Owners Corporation insurances as circulated with this agenda be confirmed and that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to do so at a Strata Committee Meeting.

**9.0 BUILDING VALUATION**

**Resolved:** That Whelan Property Group Pty Limited is instructed to obtain a building valuation for insurance purposes and adjust the sum insured to reflect the valuation.

**NOTE**

- Last valuation undertaken 15/08/2019
- Refer to attached for breakdown of current insurance policy

**10.0 RENEWAL OF INSURANCES**

**Resolved:** That Whelan Property Group Pty Limited is given a standing direction to renew the insurance policy in the absence of instructions from the Strata Committee as at the date of renewal.

**11.0 STRATA COMMITTEE ELECTION**

**Resolved:** That the Chairperson call for nominations for the Strata Committee and then determine the number of members that will constitute the Committee.

***The following Lots have been nominated and resolved to constitute the Strata Committee:***

<b>Lot Number</b>	<b>Name</b>
6	Ka Chun Tse
41	Steven Tree
42	Xumin Huang
44	Yung Tse
54	Kenneth Leung



**WHELAN PROPERTY GROUP**  
STRATA MANAGING AGENCY SERVICES

#### **12.0 RESTRICTED MATTERS**

**Resolved:** That the Owners Corporation decides "that no matter or type of matter is to be determined only by the owners corporation in a general meeting" pursuant to Schedule 1 Clause 6(a) and 9(i) of the "Strata Scheme Management Act 2015".

#### **13.0 STRATA MANAGING AGENCY AGREEMENT**

**Resolved:** That the Owner Corporation appoint Whelan Property Group Pty Limited as the Managing Agent of the Owners Corporation of Strata Plan 84623 for a further 3 years and that the Common Seal be affixed pursuant to Section 273 of the Strata Schemes Management Act, 2015 to the Agency Agreement circulated with the agenda, which incorporate instruments appointing Whelan Property Group Pty Limited and delegating all the powers, authorities, duties and functions referred to therein.

#### **14.0 BUILDING MANAGEMENT CONTRACT**

**Resolved:** That the Owners Corporation appoint Pacific Building Management Group Pty Limited as the Building Manager of the Owners Corporation of Strata Plan 84623 for a further 2 years and that the Common Seal be affixed pursuant to Section 273 of the Strata Schemes Management Act 2015 to the Contract circulated with the agenda.

#### **15.0 ANNUAL FIRE SAFETY STATEMENT**

**Resolved:** That the Owners Corporation resolves to consider the Annual Fire Safety Statement (if one is required for the building) under the Environmental Planning and Assessment act 1979 and authorises the Strata Managing Agent and/or Strata Committee to make arrangements for obtaining the next Annual Fire Safety Statement.

***The Owners Corporaiotn raised concerns regarding the current Fire Service Contractor, the Building Manager was directed to tender out services to 3x contractors and table to the Strata Committee. Whelan Property Group to advise on expiration of current contract.***

#### **16.0 CLADDING REPLACEMENT**

**16.1 Deferred:** That the Owners Corporation resolves to accept Valmont Constructions tender provided within AED Groups Tender Analysis circulated in this Agenda for the replacement of cladding in the sum of \$342,738.00 Incl. GST

**16.2 Deferred:** That the Owners Corporation resolves to accept Remedial Building Services tender provided within AED Groups Tender Analysis circulated in this Agenda for the replacement of cladding in the sum of \$357,500.00 Incl. GST

**16.3 Deferred:** That the Owners Corporation resolves to accept Robertsons Remedial tender provided within AED Groups Tender Analysis circulated in this Agenda for the replacement of cladding in the sum of \$374,000.00 Incl. GST

***The Strata Manager confirmed that a representative from AED Group and Valmont were unable to attend the meeting to present to the Owners in light of the circumstances leading up to the AGM. It was confirmed the schedule was tentative as confirmation was required on whether Building C & D were deemed class A or class B type construction. The motion was deferred in the absence of AED Group and Valmont.***

***Whelan Property Group instructed to clarify whether a performance solution or appeal is feasible in this scenario and to obtain a second opinion from an alternate A1/C10 accredited Fire Engineer.***



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

***Subject to the above, a subsequent Extraordinary General Meeting may be convened in May 2021 to table motions 16 and 17 ensuring a representative from AED Group and Valmont is present.***

**17.0 SPECIAL LEVY**

Deferred: That the Owners Corporation - Strata Plan 84623 raise a Special Levy to the Capital Works Fund in the sum of \$187,000.00 Including GST to fund the Cladding replacement project, such levy to be due and made payable in two (3) equal instalments on 1 July 2021, 1 October 2021 and 1 January 2022 in accordance with the unit entitlements.

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	May	2021	No		\$62,336.00	\$62,336.00
2	August	2021	No		\$62,336.00	\$62,336.00
3	November	2021	No		\$62,336.00	\$62,336.00
4						
				<b>\$0.00</b>	<b>\$187,008.00</b>	<b>\$187,008.00</b>

**18.0 CHANGE TO SPECIAL BY-LAW 1**

Specially Resolved: That the Owners Corporation - Strata Plan 84623 specially resolves to amend Special By-Law 1 (Responsibility of items within the strata scheme) and lodgement with the Registrar-General pursuant to *section 141 of the Strata Schemes Management Act 2015* as per the revised Special By-Law 1 circulated with this agenda and further resolve to authorise the stamping of the common seal pursuant to *section 273 of the Strata Schemes Management Act 2015*

**Unit Entitlements For: 1,446**

**Unit Entitlements Against: 0**



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**THE STRATA COMMITTEE, OWNERS, FIRST MORTGAGEES AND  
COVENANT CHARGEES OF LOTS IN STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121**

<b>MINUTES OF A STRATA COMMITTEE MEETING OF THE OWNERS - STRATA PLAN NO. 84623</b>	
Meeting Title	Strata Committee Meeting
Strata Plan Number	84623
Date and Venue	Thursday 15 April 2021 at The Epping Club, 45-47 Rawson Street, Epping NSW 2121
Start Time	7:27PM
Finih Time	7:32PM
Present	Lot/s: 6, 41, 42, 44, 54
In Attendance	Matthew Hua – Whelan Property
Chairperson	Matthew Hua – Whelan Property

**A. MEETING ADMINISTRATION**

Attendance, Apologies, Proxies and Voting Rights.

**1.0 PREVIOUS MINUTES**

Resolved: That the Minutes of the last Strata Committee Meeting be confirmed as true record and account of the proceedings of that meeting.

**2.0 OFFICE BEARERS**

Resolved: That the Secretary, Treasurer and Chairperson of the Strata Committee be appointed.

<b>Role</b>	<b>Lot Number</b>	<b>Name</b>
Secretary	54	Kenneth Leung
Treasurer	44	Yung Tse
Chairperson	41	Steven Tree

**3.0 STRATA COMMITTEE REPRESENTATIVES**

Defeated: That the Strata Committee elect a representative and substitute representative to be the nominated contact person(s) to liaise/instruct Whelan Property Group Pty Limited on behalf of the Strata Committee.

**4.0 RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS**

Resolved: That the Strata Committee resolve the following items approved between meetings:

- Triumph quote 0017 in the sum total of \$3,300 Incl. GST for C01 Shower
- Triumph quote 0016 in the sum total of \$3,300 Incl. GST for D06 Shower
- PBMG quote LS20-089 in the sum total of \$3,493.93 Incl. GST for Gardening
- Safemaster quote 47721 in the sum total of \$4,582.60 Incl. GST for heigh safety Block D
- Safemaster quote 47721 in the sum total of \$2,888.60 Incl. GST for heigh safety Block C





**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**WHELAN PROPERTY GROUP**  
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**THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES OF LOTS AND TENANTS IN  
STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121**

<b>MINUTES OF EXTRAORDINARY GENERAL MEETING OF THE OWNERS - STRATA PLAN NO. 84623</b>	
Meeting Title	Extraordinary General Meeting
Strata Plan Number	84623
Date & Venue	Tuesday 13 July 2021 to be convened via Microsoft Teams
Start Time	6:02PM
Finish Time	6:49PM
Present	Lot/s: 6, 7, 22, 23, 26, 29, 31, 32, 41, 42, 44 & 54
By Proxy	Lot 10>Kelvin Ng
In Attendance	Whelan Property Group ("WPG"): Matthew Hua Pacific Building Management Group ("PBMG") Adrian Hart & Kristy Vreeswyk AE&D Group Pty Ltd ("AED"): Adam Whitehouse Valmont Constructions ("VC"): Rene Zalloua
Chairperson	Whelan Property Group ("WPG"): Matthew Hua (As invited)

**A. MEETING ADMINISTRATION**

Attendance, Apologies, Proxies and Voting Rights.

The meeting commenced with AED and VC presenting their tender document to the Owners. It was confirmed a Council Order has been imposed on the Owners Corporation in which AED Group were engaged to facilitate laboratory sample tests of the existing cladding which returned a Polyethylene content up to 93%. AED confirmed that the Ban on combustible cladding applies to all cladding with a Polyethylene content of 30% and over hence clarifying their recommendation to remove the cladding and replace with non-combustible cladding.

The recommendation was further supported to future risk the building as there maybe ongoing implications as a result of any alternate solutions to address the Council Order and maintain the existing cladding.

The proposed Fairview Vitracore G2 is confirmed to be a 4mm non-combustible aluminium panel which has been laboratory tested and endorsed by the Building Code of Australia.

An indicative timeframe until completion of the project estimated 13 weeks subsequent to the tender being accepted.

VC confirmed that works are generally carried out Monday to Friday with no additional costs permitted due to delays as a result of Covid-19. VC further confirmed access will be arranged through the Ground Floor common entry using trolleys to transport material and waste.



**WHEELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

It was requested that any downtime be prevented as much as possible as this will extend the timeframe in which the affected lots will have their courtyards compromised. VC will provide advance notice to WPG regarding any noisy works or long durations where common property will be obstructed to allow residents to make the appropriate alternate arrangements for the day.

AED and VC were excused from the meeting moving forward.

#### **1.0 PREVIOUS MINUTES**

**RESOLVED:** That the Minutes of the last General Meeting of the Owners Corporation be confirmed as a true record and account of the proceedings of that Meeting.

#### **2.0 CLADDING REPLACEMENT**

**16.1 RESOLVED:** That the Owners Corporation resolves to accept Valmont Constructions tender provided within AED Groups Tender Analysis circulated in this Agenda for the replacement of cladding in the sum of \$342,738.00 Incl. GST

**16.2 OUT OF ORDER:** That the Owners Corporation resolves to accept Remedial Building Services tender provided within AED Groups Tender Analysis circulated in this Agenda for the replacement of cladding in the sum of \$357,500.00 Incl. GST

**16.3 OUT OF ORDER:** That the Owners Corporation resolves to accept Robertsons Remedial tender provided within AED Groups Tender Analysis circulated in this Agenda for the replacement of cladding in the sum of \$374,000.00 Incl. GST

#### **3.0 SPECIAL LEVY**

**RESOLVED:** That the Owners Corporation - Strata Plan 84623 raise a Special Levy to the Capital Works Fund in the sum of \$187,000.00 Including GST to fund the Cladding replacement project, such levy to be due and made payable in two (2) equal instalments on 1 August and 1 November 2021 in accordance with the unit entitlements.

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	August	2021	No		\$93,502.60	\$93,502.60
2	November	2021	No		\$93,502.60	\$93,502.60
3						
4						
				<b>\$0.00</b>	<b>\$187,005.20</b>	<b>\$187,005.20</b>

**THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES OF LOTS AND TENANTS IN  
 STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121**

<b>MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS – STRATA PLAN NO. 84623</b>	
Meeting Title	Annual General Meeting
Strata Plan Number	84623
Date and Venue	Held, Thursday 20 October 2022 at The Epping Club, 45-47 Rawson Street, Epping NSW 2121 in the “Grand Salon” room.
Start Time	6:06PM
Finish Time	7:35PM
Present	Lots: 23, 26, 31, 36, 39, 41, 42, 44, 46, 48, 52, 53 & 54
In Attendance	Whelan Property Group (“WPG”): M. Hua & W. Zhou
Chairperson	Whelan Property Group (“WPG”): M. Hua (As invited)

**A. MEETING ADMINISTRATION**

Attendance, Apologies, Proxies and Voting Rights.

**1.0 VOTING BY ELECTRONIC MEANS**

RESOLVED: That pursuant to Regulation 14 (1) of the Strata Schemes Management Regulation 2016 (NSW), the Owners Corporation RESOLVES to convene this meeting electronically permitting the following: a) Voting by means of teleconference, videoconferencing, email, or other electronic means while participating in a meeting from a remote location, b) Voting by means of email or other electronic means before the meeting at which the matter (not being an election) is to be determined by the Owners Corporation or Strata Committee (pre-meeting electronic voting).

**2.0 PREVIOUS MINUTES**

RESOLVED: That the Minutes of the last General Meeting of the Owners Corporation be confirmed as a true record and account of the proceedings of that Meeting.

**3.0 KEY FINANCIAL INFORMATION**

RESOLVED: That the audited key financial information for the Administrative Fund, Capital Works Fund and any other fund circulated with this agenda be adopted.

**4.0 APPOINTMENT OF AN AUDITOR**

RESOLVED: That the Owners Corporation appoint an Auditor for the financial period ending the 31 December 2022.



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

## 5.0 SOLUTIONS IN ENGINEER CAPITAL WORKS FUND PLAN

**RESOLVED:** That the Owners – Strata Plan 84623 adopts Solutions In Engineer Capital Works Fund Forecast dated 5 April 2018 and the recommended contributions to the Capital Works Fund for the next 2 years and consider anticipated future Capital Works expenditure.

## 6.0 BUDGET AND LEVIES

### 6.1 Administrative and Capital Work Funds

**RESOLVED:** That pursuant to Section 79(2) and 81 of the *Strata Schemes Management Act 2015* the Owners Corporation estimates the expected expenditure in both the Administration Fund and Capital Works Fund for the budget year 01/01/2022 to 31/12/2022 set out in the budget circulated with the agenda.

### 6.2 Levy Contributions

**RESOLVED:** That pursuant to Section 81 of the *Strata Schemes Management Act 2015*, the Owners Corporation determines the following amounts to be levied in 4 unequal instalments:

■ Administrative Fund	\$190,850.00 including GST per annum
■ Capital Works Fund	\$90,200.00 including GST per annum
■ Total Fund	\$281,050.00 including GST per annum

**This strata scheme is registered for GST.**

#### Levy Cycle 2022

Number	Levy Period	Year	Issued	Administration	Capital Works	Total
1	March	2022	Yes	\$40,002.00	\$23,377.40	\$63,379.40
2	June	2022	Yes	\$40,004.50	\$23,379.60	\$63,384.10
3	September	2022	Yes	\$40,004.50	\$23,379.60	\$63,384.10
4	December	2022	No	\$70,839.00	\$20,063.40	\$90,902.40
				<b>\$190,850.00</b>	<b>\$90,200.00</b>	<b>\$281,050.00</b>

■ By-Law 26	\$12,650.00 including GST per annum
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#### By-Law 26

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	March	2022	Yes	\$3,025.00	\$0.00	\$3,025.00
2	June	2022	Yes	\$3,025.00	\$0.00	\$3,025.00
3	September	2022	Yes	\$3,025.00	\$0.00	\$3,025.00
4	December	2022	No	\$3,575.00	\$0.00	\$3,575.00
				<b>\$12,650.00</b>	<b>\$0.00</b>	<b>\$12,650.00</b>



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**6.3 Levy Contributions – Administration/Capital Works**

**RESOLVED:** That the first levy instalment due in the next financial year 1 March 2023 be struck pursuant to Section 81 of the *Strata Schemes Management Act 2015* as follows:

■ Administrative Fund	\$49,365.00 including GST per quarter
■ Capital Works Fund	\$22,550.00 including GST per quarter
■ By-Law 26	\$3,162.50 including GST per quarter

**6.4 Levy Notices**

**RESOLVED:** That both contributions be levied by notice from Whelan Property Group Pty Limited as the delegated Treasurer of the Owners Corporation pursuant with the Strata Managing Agency Agreement.

**7.0 OVERDUE LEVY COLLECTION**

**RESOLVED:** That the Owners Corporation resolves for the purpose of collecting unpaid levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to pursue unpaid levies including commencing and maintaining debt recovery proceedings for the collection of outstanding levies, which may require the appointment of a legal practitioner or debt collection agent to manage the debt collection process.

**8.0 PAYMENTS PLANS**

**RESOLVED:** That pursuant to Section 85(5) of the *Strata Schemes Management Act 2015*, the Owners Corporation authorises the Strata Managing Agent and/or Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months and that all future levies are paid as and when they are due.

**9.0 STRATA AGENT COMMISSIONS**

**RESOLVED:** That the Strata Managing Agent confirms receipt of the following commissions:

Insurance Commission	\$ Nil
Training Commission	\$ Nil
All Other Commissions	\$ Nil

It is anticipated that similar commissions will be received in the ensuing year.

**10.0 INSURANCE CONFIRMATION**

**RESOLVED:** That the Owners Corporation insurances as circulated with this agenda be confirmed and that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to do so at a Strata Committee Meeting.

**11.0 BUILDING VALUATION**

**DEFEATED:** That Whelan Property Group Pty Limited is instructed to obtain a building valuation for insurance purposes and adjust the sum insured to reflect the valuation.

**NOTE**

- Last valuation undertaken **15/08/2019**

The Owners Corporation discussed the variance in the building sum insured from the last valuation undertaken in 2019. WPG advised it is very likely an updated building valuation would see an increase with the current trades climate.

The Owners Corporation discussed the matter and are content with the 2019 valuation and provided instructions to WPG to re-submit the valuation to the insurer to be endorsed which would result in a decrease in the building sum insured.

#### **12.0 RENEWAL OF INSURANCES**

**RESOLVED:** That Whelan Property Group Pty Limited is given a standing direction to renew the insurance policy in the absence of instructions from the Strata Committee as at the date of renewal.

#### **13.0 STRATA COMMITTEE ELECTION**

**RESOLVED:** That the Owners – Strata Plan 84623 resolves that the number of positions to constitute the Strata Committee be six (6) with the following nominations for the Strata Committee considered:

Lot	Nominated Person	Nomination Received From
26	Jenny Dong	Lot 26
41	Steve Tree	Lot 41
44	Yung Tse	Lot 44
52	Li Li	Lot 52
53	Mark Kho	Lot 53
54	Kenneth Leung	Lot 54

The following nominees were elected to the Strata Committee for the ensuing year:

Lot	Elected Person
26	Jenny Dong
41	Steve Tree
44	Yung Tse
52	Li Li
53	Mark Kho
54	Kenneth Leung



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**14.0 RESTRICTED MATTERS**

**RESOLVED:** That the Owners Corporation decides that no matter or type of matter is to be determined only by the owners corporation in a general meeting” pursuant to Schedule 1 Clause 6(a) and 9(i) of the *Strata Schemes Management Act 2015*.

**15.0 ANNUAL FIRE SAFETY STATEMENT**

**RESOLVED:** That the Owners Corporation resolves to consider the Annual Fire Safety Statement (if one is required for the building) under the *Environmental Planning and Assessment Act 1979* and authorises the Strata Managing Agent and/or Strata Committee to make arrangements for obtaining the next Annual Fire Safety Statement.



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**THE STRATA COMMITTEE, OWNERS, FIRST MORTGAGEES AND  
COVENANT CHARGEES OF LOTS IN STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121**

**NOTICE OF A STRATA COMMITTEE MEETING OF  
THE OWNERS – STRATA PLAN NO. 84623**

Meeting Title	Strata Committee Meeting
Strata Plan Number	84623
Date and Venue	Held, Thursday 20 October 2022 at The Epping Club, 45-47 Rawson Street, Epping NSW 2121 in the “Grand Salon” room.
Start Time	7:43PM
Finish Time	7:48PM
Present	Owners, First Mortgagees, Whelan Property Group
In Attendance	Whelan Property Group (“WPG”): M. Hua
Chairperson	Whelan Property Group (“WPG”): M. Hua (As invited)

**A. MEETING ADMINISTRATION**

Attendance, Apologies, Proxies and Voting Rights.

**1.0 PREVIOUS MINUTES**

**RESOLVED:** That the Minutes of the last Strata Committee Meeting be confirmed as true record and account of the proceedings of that meeting.

**2.0 OFFICE BEARERS**

**RESOLVED:** That the Secretary, Treasurer and Chairperson of the Strata Committee be appointed.

Office Bearer	Lot Number	Name
Secretary	53	Mark Kho
Treasurer	52	Li Li
Chairperson	Lot 41	Steve Tree

**3.0 STRATA COMMITTEE REPRESENTATIVES**

**RESOLVED:** That the Strata Committee elect Kenneth Leung – Lot 54 as representative and Yung Tse – Lot 44 as substitute representative to be the nominated contact person(s) to liaise/instruct Whelan Property Group Pty Limited on behalf of the Strata Committee.

**4.0 MEETING CLOSURE**

**There being no further business to discuss, the meeting was closed at 7:48PM.**





PO Box 75, STRAWBERRY HILLS NSW 2012

T: 02 9219 4111

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www.whelanproperty.com.au



THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES OF LOTS AND TENANTS IN  
STRATA PLAN 84623 | WOODLANDS | 23 RAY ROAD, EPPING NSW 2121

MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS - STRATA PLAN NO. 84623	
Meeting Title	Annual General Meeting
Strata Plan Number	84623
Date & Venue	Held, Tuesday 28 March 2023 at 'The Epping Club', 45-47 Rawson Street, Epping NSW 2121 in "Grand Ballroom 4"
Start Time	There was no quorum present within half-hour. The chairperson declared the persons present in person or via proxy constitutes a quorum in accordance with Schedule 1, Clause 17 (4) (b) of the Strata Schemes Management Act 2015. The meeting commenced and opened at 6:30PM
Finish Time	7:45PM
Present	Lots: 22, 23, 26, 29, 31, 39, 40, 41, 44, 51, 52 & 53
In Attendance	Whelan Property Group ("WPG"): M. Hua Pacific Building Management Group ("PBMG"): N. Zayat & J. Aslanidis
Chairperson	Matthew Hua (As invited)

A. MEETING ADMINISTRATION  
Attendance, Apologies, Proxies and Voting Rights.

1.0 VOTING BY MEANS OF VIDEO CONFERENCE OR ELECTRONIC MEANS

**RESOLVED:** That pursuant to Regulation 14 (1) of the Strata Schemes Management Regulation 2016 (NSW), the Owners Corporation RESOLVES to convene this meeting electronically permitting the following: a) Voting by means of teleconference, videoconferencing, email, or other electronic means while participating in a meeting from a remote location, b) Voting by means of email or other electronic means before the meeting at which the matter (not being an election) is to be determined by the Owners Corporation or Strata Committee (pre-meeting electronic voting).

2.0 PREVIOUS MINUTES

**RESOLVED:** That the Minutes of the last General Meeting of the Owners Corporation be confirmed as a true record and account of the proceedings of that Meeting.

3.0 KEY FINANCIAL INFORMATION

**RESOLVED:** That the audited key financial information for period ending 31 December 2022, for the Administrative Fund, Capital Works Fund and any other fund circulated with this agenda be adopted.

4.0 APPOINTMENT OF AN AUDITOR

**RESOLVED:** That the Owners Corporation appoint an Auditor for the financial period ending 31 December 2023.

**WHELAN PROPERTY GROUP PTY LTD** offices:

277 PYRMONT STREET, ULTIMO

460 CHURCH STREET, NORTH PARRAMATTA

Liability limited by a scheme approved under Professional Standards Legislation. ABN: 28 116 912 488

## 5.0 BUDGET AND LEVIES

### 5.1 Administrative and Capital Work Funds

**RESOLVED:** That pursuant to section 79(2) and 81 of the “Strata Schemes Management Act 2015” the Owners Corporation estimates the expected expenditure in both the Administration Fund and Capital Works Fund for the budget year 01/01/2023 to 31/12/2023 set out in the budget circulated with the agenda.

The following line-item amendments were resolved:

- 184001 Building Management Services - \$16,250
- 163000 Maint Bldg—Cleaning - \$8,885.49
- 163200 Maint Bldg—Cleaning & Lawns - \$13,500
- 178400 Maint Grounds—Lawns & Gardening - \$3413.30

### 5.2 Levy Contributions

**RESOLVED:** That pursuant to section 81 of the Strata Schemes Management Act 2015, the owner corporation determines the following amounts to be levied in four (4) unequal instalments:

■	Administrative Fund	\$236,500.00 Incl. GST per annum
■	Capital Works Fund	\$96,800.00 Incl. GST per annum
■	Total Fund	\$333,300.00 Incl. GST per annum

**This strata scheme is registered for GST.**

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	March	2023	Yes	\$49,366.90	\$22,552.70	\$71,919.60
2	June	2023	No	\$62,377.70	\$24,749.10	\$87,126.80
3	September	2023	No	\$62,377.70	\$24,749.10	\$87,126.80
4	December	2023	No	\$62,377.70	\$24,749.10	\$87,126.80
				<b>\$236,500.00</b>	<b>\$96,800.00</b>	<b>\$333,300.00</b>

■ By-Law 26 \$12,925.00 Incl. GST per annum

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	March	2023	Yes	\$3,164.30	\$0.00	\$3,164.30
2	June	2023	No	\$3,253.57		\$3,253.57
3	September	2023	No	\$3,253.57		\$3,253.57
4	December	2023	No	\$3,253.56		\$3,253.56
				<b>\$12,925.00</b>	<b>\$0.00</b>	<b>\$12,925.00</b>



### 5.3 Levy Contributions – Administration/Capital Works

**RESOLVED:** That the first levy instalment due in the next financial year 1 March 2024 be struck pursuant to section 81 of the Strata Schemes Management Act 2015 as follows:

■ Administrative Fund	\$59,125.00 per quarter (GST Inclusive)
■ Capital Works Fund	\$24,200.00 per quarter (GST Inclusive)
■ By-Law 26	\$3,231.25 per quarter (GST Inclusive)

### 5.4 Levy Notices

**RESOLVED:** That both contributions be levied by notice from Whelan Property Group Pty Limited as the delegated Treasurer of the Owners Corporation pursuant with the Strata Managing Agency Agreement.

### 6.0 OVERDUE LEVY COLLECTION

**RESOLVED:** That the Owners – Strata Plan 84623 resolve, for the purpose of collecting unpaid levy contributions, that Whelan Property Group Pty Limited and/or the Strata Committee be authorised to do all things necessary to pursue unpaid levies including commencing and maintaining debt recovery proceedings for the collection of outstanding levies, which may require the appointment of a legal practitioner or debt collection agent to manage the debt collection process.

### 7.0 PAYMENT PLANS

**RESOLVED:** That pursuant to section 85(5) of the *Strata Schemes Management Act 2015*, the Owners Corporation authorises the Strata Managing Agent and/or Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months and that all future levies are paid as and when they are due.

### 8.0 STRATA AGENT COMMISSIONS

**RESOLVED:** That the Strata Managing Agent confirms receipt of the following commissions:

Insurance Commission	\$Nil
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It is anticipated that similar commissions will be received in the ensuing year.

### 9.0 INSURANCE CONFIRMATION

**RESOLVED:** That the Owners Corporation insurances as circulated with this agenda be confirmed and that the Strata Committee be delegated the function of increasing, altering, or adding insurances should it be resolved to do so at a Strata Committee Meeting.

The Owners requested that the building valuation sum be adopted upon receipt of an updated building valuation, and further stop the automatic BSI increase applied by the insurance broker.

### 10.0 BUILDING VALUATION

**DEFERRED:** That Whelan Property Group Pty Limited is instructed to obtain a building valuation for insurance purposes and adjust the sum insured to reflect the valuation.

### NOTE

- Last valuation undertaken **15 August 2019**

#### 11.0 RENEWAL OF INSURANCES

**RESOLVED:** That Whelan Property Group Pty Limited is given a standing direction to renew the insurance policy in the absence of instructions from the Strata Committee as at the date of renewal.

#### 12.0 STRATA COMMITTEE ELECTION

**Motion:** That the Owners – Strata Plan 84623 resolves that the number of positions to constitute the Strata Committee be six (6) with the following nominations for the Strata Committee considered:

Lot	Nominated Person	Nomination Received From
26	Jenny Dong	Self-Nominated
39	Chimmie Arlan	Self-Nominated
40	Emma Du	Self-Nominated
41	Steve Tree	Self-Nominated
44	Yung Tse	Self-Nominated
53	Mark Kho	Self-Nominated

**The following nominees were elected to the Strata Committee for the ensuing year:**

Lot	Nominated Person
26	Jenny Dong
39	Chimmie Arlan
40	Emma Du
41	Steve Tree
44	Yung Tse
53	Mark Kho

**The chairperson acknowledged the contributions made by Kenneth Leung during his time on the Strata Committee at Woodlands over the past years and wish him the best moving forward.**

#### 13.0 ANNUAL FIRE SAFETY STATEMENT

**RESOLVED:** That the Owners Corporation resolves to consider the Annual Fire Safety Statement (if one is required for the building) under the Environmental Planning and Assessment act 1979 and authorises the Strata Managing Agent and/or Strata Committee to make arrangements for obtaining the next Annual Fire Safety Statement.



#### 14.0 RESTRICTED MATTERS

**RESOLVED:** That the Owners Corporation decides no matter or type of matter is to be determined only by the owners corporation in a general meeting” pursuant to Schedule 1 Clause 6(a) and 9(i) of the “*Strata Scheme Management Act 2015*”.

#### 15.0 BUILDING MANAGEMENT TENDERS

**15.1 DEFEATED:** That the Owners Corporation – Strata Plan 84623 resolves pursuant to *section 67 of the Strata Schemes Management Act 2015* to appoint Pacific Building Management Group as building manager and further authorise the Strata Managing Agent to execute the building management contract and apply the common seal pursuant to *section 273 of the Strata Schemes Management Act 2015*.

**15.2 RESOLVED:** That the Owners Corporation – Strata Plan 84623 resolves pursuant to *section 67 of the Strata Schemes Management Act 2015* to appoint BME Group as building manager and further authorise the Strata Managing Agent to execute the building management contract and apply the common seal pursuant to *section 273 of the Strata Schemes Management Act 2015*.

**15.3 DEFEATED:** That the Owners Corporation – Strata Plan 84623 resolves pursuant to *section 67 of the Strata Schemes Management Act 2015* to appoint Pillar Facilities Management as building manager and further authorise the Strata Managing Agent to execute the building management contract and apply the common seal pursuant to *section 273 of the Strata Schemes Management Act 2015*.

#### 16.0 CLEANING & GARDENING TENDERS

**16.1 DEFEATED:** That the Owners Corporation – Strata Plan 84623 resolves to engage Pacific Building Management Group for the provision of cleaning and gardening services in the sum total of \$36,896.40+GST.

**16.2 DEFEATED:** That the Owners Corporation – Strata Plan 84623 resolves to engage Cavalier Property Services for the provision of cleaning and gardening services in the sum total of \$31,900.00+GST.

**16.3 RESOLVED:** That the Owners Corporation – Strata Plan 84623 resolves to engage J&J Li Property Maintenance Pty Ltd for the provision of cleaning and gardening services in the sum total of \$18,909.09+GST.

WPG to communicate the engagement of new contractors and their scope of works to all owners and residents. This is to make all owners and residents aware of their responsibilities and will allow them to report any issues so we may set the standard from the very start.



THE STRATA COMMITTEE, OWNERS, FIRST MORTGAGEES AND  
COVENANT CHARGEES OF LOTS IN STRATA PLAN 84623 | WOODLANDS | 23 RAY ROAD, EPPING  
NSW 2121

MINUTES OF A STRATA COMMITTEE MEETING OF THE OWNERS - STRATA PLAN NO. 84623	
Meeting Title	Strata Committee Meeting
Strata Plan Number	84623
Date and Venue	Held, Tuesday 28 March 2023 at 'The Epping Club', 45-47 Rawson Street, Epping NSW 2121 in the "Grand Salon" room.
Start Time	7:47PM
Finish Time	7:53PM
Present	Lots: 26, 39 40, 41, 44 & 53
In Attendance	Whelan Property Group ("WPG"): M. Hua
Chairperson	Matthew Hua

#### A. MEETING ADMINISTRATION

Attendance, Apologies, Proxies and Voting Rights.

##### 1.0 PREVIOUS MINUTES

**RESOLVED:** That the Minutes of the last Strata Committee Meeting be confirmed as true record and account of the proceedings of that meeting.

##### 2.0 OFFICE BEARERS

**RESOLVED:** That the Secretary, Treasurer and Chairperson of the Strata Committee be appointed.

Office Bearer	Lot Number	Name
Secretary	53	Mark Kho
Treasurer	26	Jenny Dong
Chairperson	41	Steve Tree

##### 3.0 STRATA COMMITTEE REPRESENTATIVES

**RESOLVED:** That the Strata Committee elect **Yung Tse – Lot 44** as representative and **Chimmie Arlan – Lot 39** as substitute representative to be the nominated contact person(s) to liaise/instruct Whelan Property Group Pty Limited on behalf of the Strata Committee.

##### 4.0 RATIFICATION OF DECISIONS

**RESOLVED:** That the Strata Committee resolve to ratify the following decisions made between meetings:

- Unit B34 – Flooring Application (Subject to
- Unit C01 – Flooring Application



- Auseal quote #0002892 in the sum of \$2,820 Incl. GST for Unit A14 shower tray
- Elevator Services Group service contract dated 30 July 2021
- Celtic Fire quote SSQT0020458 (AFSS)
- Celtic Fire quote SSQ0021415 (AFSS)

#### 5.0 BUSINESS ARISING

**Motion:** That the Strata Committee discuss and determine any business arising:

#### 6.0 MEETING CLOSURE

**There being no further business to discuss, the meeting was closed at 7:53PM**

**THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES OF LOTS AND TENANTS IN  
 STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121**

<b>NOTICE OF ANNUAL GENERAL MEETING OF THE OWNERS – STRATA PLAN NO. 84623</b>	
Meeting Title	Annual General Meeting
Strata Plan Number	84623
Date and Venue	Thursday 20 October 2022 at The Epping Club, 45-47 Rawson Street, Epping NSW 2121 in the “Grand Salon” room.
Start Time	6:00PM
Participants	Owners, First Mortgagees, Tenants, Whelan Property Group

**Agenda**

<b>Agenda</b>	
<b>A</b>	<b>Meeting Administration</b>
<b>1.0</b>	<b>Voting By Electronic Means</b>
<b>2.0</b>	<b>Previous Minutes</b>
<b>3.0</b>	<b>Key Financial Information</b>
<b>4.0</b>	<b>Appointment of an Auditor</b>
<b>5.0</b>	<b>Solutions In Engineering Capital Works Fund Plan</b>
<b>6.0</b>	<b>Budget and Levies</b>
<b>7.0</b>	<b>Overdue Levy Collection</b>
<b>8.0</b>	<b>Payment Plans</b>
<b>9.0</b>	<b>Strata Agent Commissions</b>
<b>10.0</b>	<b>Insurance Confirmation</b>
<b>11.0</b>	<b>Building Valuation</b>
<b>12.0</b>	<b>Renewal of Insurances</b>
<b>13.0</b>	<b>Strata Committee Election</b>
<b>14.0</b>	<b>Restricted Matters</b>
<b>15.0</b>	<b>Annual Fire Safety Statement</b>





## **A. MEETING ADMINISTRATION**

Attendance, Apologies, Proxies and Voting Rights.

### **1.0 PREVIOUS MINUTES**

**Motion:** That pursuant to Regulation 14 (1) of the Strata Schemes Management Regulation 2016 (NSW), the Owners Corporation RESOLVES to convene this meeting electronically permitting the following: a) Voting by means of teleconference, videoconferencing, email, or other electronic means while participating in a meeting from a remote location, b) Voting by means of email or other electronic means before the meeting at which the matter (not being an election) is to be determined by the Owners Corporation or Strata Committee (pre-meeting electronic voting).

**Motion Explanation:** Regulation 14 (1) provides the Owners Corporation or Strata Committee permission to adopt various electronic means of voting to this meeting of the Owners Corporation or Strata Committee. The motion above is to allow the Owners Corporation the option to convene this meeting by electronic means pursuant to Regulation 14 of the Strata Schemes Management Regulations 2016, including teleconference, videoconference, and pre-meeting electronic voting.

### **2.0 PREVIOUS MINUTES**

**Motion:** That the Minutes of the last General Meeting of the Owners Corporation be confirmed as a true record and account of the proceedings of that Meeting.

**Motion Explanation:** The minutes of the last general meeting, either an extraordinary or general meeting have been circulated with this agenda. This motion confirms the accuracy of the minutes. (Clause 8(1)(a) Schedule 1 of the Strata Schemes Management Act 2015).

### **3.0 KEY FINANCIAL INFORMATION**

**Motion:** That the audited key financial information for the Administrative Fund, Capital Works Fund and any other fund circulated with this agenda be adopted. (Please direct all accounting enquiries to your Strata Manager, 24 hours prior to the meeting).

**Motion Explanation:** The key financial statements show the financial activities and position of the strata scheme and must be tabled and adopted at every Annual General Meeting. (Clause 9(b) Schedule 1 of the Strata Schemes Management Act 2015).

### **4.0 APPOINTMENT OF AN AUDITOR**

**Motion:** That the Owners Corporation appoint an Auditor for the financial period ending the 31 December 2022.

**Motion Explanation:** All owners corporations with a budget, comprising of all forecast expenses, levies and funds held in trust exceeding \$250,000 must obtain an audit each financial year. ((Clause 9(c) Schedule 1 of the Strata Schemes Management Act 2015).

### **5.0 SOLUTIONS IN ENGINEER CAPITAL WORKS FUND PLAN**

**Motion:** That the Owners – Strata Plan 84623 adopts Solutions In Engineer Capital Works Fund Forecast dated 5 April 2018 and the recommended contributions to the Capital Works Fund for the next 2 years and consider anticipated future Capital Works expenditure.



**Motion Explanation:** Pursuant to section 80 of the *Strata Schemes Management Act, 2015* Solutions In Engineering were engaged to prepare a 10 year capital works fund forecast. The Owners Corporation, so far as practicable, will implement each plan prepared under this section of the legislation. The plan will be reviewed at the 5 year point, at the conclusion of the 2024 financial year.

## 6.0 BUDGET AND LEVIES

### 6.1 Administrative and Capital Work Funds

Motion: That pursuant to Section 79(2) and 81 of the *Strata Schemes Management Act 2015* the Owners Corporation estimates the expected expenditure in both the Administration Fund and Capital Works Fund for the budget year 01/01/2022 to 31/12/2022 set out in the budget circulated with the agenda.

### 6.2 Levy Contributions

Motion: That pursuant to Section 81 of the *Strata Schemes Management Act 2015*, the Owners Corporation determines the following amounts to be levied in 4 unequal instalments:

■ Administrative Fund	\$190,850.00 including GST per annum
■ Capital Works Fund	\$90,200.00 including GST per annum
■ Total Fund	\$281,050.00 including GST per annum

**This strata scheme is registered for GST.**

#### Levy Cycle 2022

Number	Levy Period	Year	Issued	Administration	Capital Works	Total
1	March	2022	Yes	\$40,002.00	\$23,377.40	\$63,379.40
2	June	2022	Yes	\$40,004.50	\$23,379.60	\$63,384.10
3	September	2022	Yes	\$40,004.50	\$23,379.60	\$63,384.10
4	December	2022	No	\$70,839.00	\$20,063.40	\$90,902.40
				<b>\$190,850.00</b>	<b>\$90,200.00</b>	<b>\$281,050.00</b>

■ By-Law 26	\$12,650.00 including GST per annum
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#### By-Law 26

Number	Levy Period	Year	Issued	Administration	Capital	Total
1	March	2021	Yes	\$3,025.00	\$0.00	\$3,025.00
2	June	2021	Yes	\$3,025.00	\$0.00	\$3,025.00
3	September	2021	Yes	\$3,025.00	\$0.00	\$3,025.00
4	December	2021	No	\$3,575.00	\$0.00	\$3,575.00
				<b>\$12,650.00</b>	<b>\$0.00</b>	<b>\$12,650.00</b>



#### 6.3 Levy Contributions – Administration/Capital Works

**Motion:** That the first levy instalment due in the next financial year 1 March 2023 be struck pursuant to Section 81 of the *Strata Schemes Management Act 2015* as follows:

■ Administrative Fund	\$49,365.00 including GST per quarter
■ Capital Works Fund	\$22,550.00 including GST per quarter
■ By-Law 26	\$3,162.50 including GST per quarter

#### 6.4 Levy Notices

**Motion:** That both contributions be levied by notice from Whelan Property Group Pty Limited as the delegated Treasurer of the Owners Corporation pursuant with the Strata Managing Agency Agreement.

**Motion Explanation:** *The levies are required to fund all maintenance, repair and replacement of common property and all other expenses incurred by the Owners Corporation. The Strata Manager prepares a budget for tabling at the Annual General Meeting each year, using the previous year's expenses and the Capital Works Fund 10 year plan as a guide.*

### 7.0 OVERDUE LEVY COLLECTION

**Motion:** That the Owners Corporation resolves for the purpose of collecting unpaid levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to pursue unpaid levies including commencing and maintaining debt recovery proceedings for the collection of outstanding levies, which may require the appointment of a legal practitioner or debt collection agent to manage the debt collection process.

**Motion Explanation:** *This motion authorises the Strata Managing Agent and/or Strata Committee to take all actions necessary to pursue overdue levies including the appointment of a legal practitioner or debt recovery agent to assist in the recovery of all levies.*

### 8.0 PAYMENTS PLANS

**Motion:** That pursuant to Section 85(5) of the *Strata Schemes Management Act 2015*, the Owners Corporation authorises the Strata Managing Agent and/or Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months and that all future levies are paid as and when they are due.

**Motion Explanation:** *This motion authorises the Strata Managing Agent and/or Strata Committee to enter payment plans with lot owners for overdue levies, on the basis that unpaid levies will be paid in full within 12 months and that all future levies are paid as and when they fall due.*

### 9.0 STRATA AGENT COMMISSIONS

**Motion:** That the Strata Managing Agent confirms receipt of the following commissions:

Insurance Commission	\$ Nil
Training Commission	\$ Nil
All Other Commissions	\$ Nil

It is anticipated that similar commissions will be received in the ensuing year.



**Motion Explanation:** *The Strata Managing Agent is required to disclose all commissions received the past year in relation to the management of the Owners Corporation. (Clause 9(g) Schedule 1 of the Strata Schemes Management Act 2015).*

#### 10.0 INSURANCE CONFIRMATION

**Motion:** That the Owners Corporation insurances as circulated with this agenda be confirmed and that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to do so at a Strata Committee Meeting.

**Motion Explanation:** *The Owners Corporation is required to review and confirm insurances at each Annual General Meeting. (Section 165(2) of the Strata Schemes Management Act 2015).*

#### 11.0 BUILDING VALUATION

**Motion:** That Whelan Property Group Pty Limited is instructed to obtain a building valuation for insurance purposes and adjust the sum insured to reflect the valuation.

##### NOTE

- Last valuation undertaken **15/08/2019**
- Refer to attached for breakdown of current insurance policy

**Motion Explanation:** *It is recommended that a building insurance valuation be obtained each year to ensure the Owners Corporation has sufficient cover at all times.*

#### 12.0 RENEWAL OF INSURANCES

**Motion:** That Whelan Property Group Pty Limited is given a standing direction to renew the insurance policy in the absence of instructions from the Strata Committee as at the date of renewal.

**Motion Explanation:** *This motion enables Whelan Property Group to renewal insurances on behalf of the Owners Corporation as per the insurance broker's recommendations in the absence of instructions from the Strata Committee.*

#### 13.0 STRATA COMMITTEE ELECTION

**Motion:** That the Chairperson call for nominations for the Strata Committee and then determine the number of members that will constitute the Committee.

**Motion Explanation:** *The minimum number of member on the committee is one (1) and the maximum number of members is nine (9). Nominations can be received verbally at the meeting or in writing. All nominees must personally consent to a nomination either verbally or in writing.*

#### 14.0 RESTRICTED MATTERS

**Motion:** That the Owners Corporation decides "if any matter or type of matter is to be determined only by the owners corporation in a general meeting" pursuant to Schedule 1 Clause 6(a) and 9(i) of the *Strata Schemes Management Act 2015*.

**Motion Explanation:** *This motion enables owners to determine any additional matters to be considered restricted matters requiring determination only at a General Meeting, preventing the Strata Committee from making any decisions on such matters.*



WHELAN PROPERTY GROUP  
STRATA MANAGEMENT SERVICES

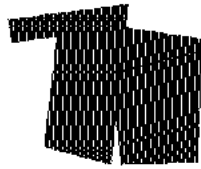
#### 15.0 ANNUAL FIRE SAFETY STATEMENT

Motion: That the Owners Corporation resolves to consider the Annual Fire Safety Statement (if one is required for the building) under the *Environmental Planning and Assessment Act 1979* and authorises the Strata Managing Agent and/or Strata Committee to make arrangements for obtaining the next Annual Fire Safety Statement.

**Motion Explanation:** *This motion is required to be included in every annual general meeting agenda. (Clause 6(c) Schedule 1 of the Strata Schemes Management Act 2015).*

Date of this notice:

30 September 2022



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

PO Box 75, STRAWBERRY HILLS NSW 2012

T: 02 9219 4111

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



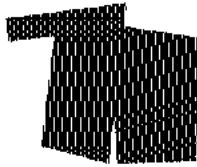
**ATTENTION: THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES OF LOTS IN  
STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121**

<b>MINUTES OF THE GENERAL MEETING OF THE OWNERS - STRATA PLAN NO. 84623</b>			
<b>Meeting Title</b>	Extraordinary General Meeting		
<b>Strata Plan Number</b>	84623		
<b>Date &amp; Venue</b>	17 Aug 2022 via Strata Vote.		
<b>Start Time</b>	5:00PM		
<b>Finish Time</b>	5:15PM		
<b>Present</b>	Lot	Jeffrey Jingee Fung & Catherine Fung	Electronic vote
	Lot A10		
	Lot A15	Chrisine Louise Sale and Gregory William Sale	Electronic vote
	Lot A17	Jason Jae-il Koh	Electronic vote
	Lot A18	Dae Soo Kim & June Jung-Eun Kim	Electronic vote
	Lot A2	Wendy Narelle White	Electronic vote
	Lot A3	Andrew Archibald McRae	Electronic vote
	Lot A6	Felicity Rodriguez & Fria Jane Rodriguez	Electronic vote
	Lot A8	Dong Wei & Shuangwu Chen	Electronic vote
	Lot B22	Grant Hagel and Margot Lisa Vaughan Gladman	Electronic vote
	Lot B23	Steve Shilin Tree & Heyin Tree ATF HSMK Superannuation Fund	Electronic vote
	Lot B25	Dr Maxwell Tse Pty Limited	Electronic vote
	Lot B26	Jing Dong	Electronic vote

WHELAN PROPERTY GROUP PTY LTD offices:

277 PYRMONT STREET, ULTIMO 460 CHURCH STREET, NORTH PARRAMATTA

Liability limited by a scheme approved under the Financial Services and Standards Legislation. ABN: 28 116 912 488



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

P.O. Box 75, STRAWBERRY HILLS NSW 2012

T 02 9219 4111

E: [strata@whelanproperty.com.au](mailto:strata@whelanproperty.com.au)

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



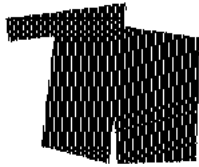
	Lot B27	Vin Joy Low & Suet Hong Lee	Electronic vote
	Lot B29	Jennifer Chen	Electronic vote
	Lot B31	Wai Man Loo and Fung Yi Wong	Electronic vote
	Lot B33	Simon Yau Wai Lam	Electronic vote
	Lot B34	Dae-Kyu Lee & Sang-Hee Lee	Electronic vote
	Lot B35	Xu He	Electronic vote
	Lot B38	Chongfeng Wang	Electronic vote
	Lot B39	Chimmie Arlan	Electronic vote
	Lot C41	Steve Shilin Tree	Electronic vote
	Lot C42	Xumin Huang	Electronic vote
	Lot C44	Xin Huang & Yung Tse	Electronic vote
	Lot D50	Joyce Chow & Chi Yau	Electronic vote
	Lot D52	Edward Haris Stone and Li Li	Electronic vote
	Lot D53	Mark Jannson Lao Kho & Ann Rachelle Chua	Electronic vote
	Lot D54	Ping Chong Leung & Mei Chu Chow	Electronic vote
	Lot D55	Jun Liang Yu	Electronic vote
<b>In Attendance</b>	Whelan Property Group		
<b>Chairperson</b>	Whelan Property Group ("WPG") M. Hua (As Invited)		

WHELAN PROPERTY GROUP PTY LTD offices:

277 PYRMONT STREET, ULTIMO

460 CHURCH STREET, NORTH PARRAMATTA

Liability limited by a scheme approved by ASIC under the Corporations Act 2001 (Cth) Standards Legislation. ARN: 28 116 912 488



**WHELAN PROPERTY GROUP**  
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[www.whelanproperty.com.au](http://www.whelanproperty.com.au)



## **1 Previous Minutes**

RESOLVED THAT the minutes of the last General Meeting of the Owners Corporation be confirmed as a true record and account of the proceedings of that Meeting.

**For: 21**

**Against: 0**

**Abstain: 6**

## **2 Special Resolution | D02, D03, D04 & D05 Additional Balcony Roofing**

That the Owners - Strata Plan 84623 SPECIALLY RESOLVES the change to common property D02, D03, D04 and D05 upper level balcony and roof pursuant to section 108 of the Strata Schemes Management Act 2015.

### **Units of Entitlement**

**For: 2561**

**Against: 116**

**Abstain: 800**

## **MEETING CLOSURE**

The Chairperson declared the meeting closed with no further business at 5:15PM.

## **CHAIRPERSON**

\_\_\_\_\_  
**DATE**

WHELAN PROPERTY GROUP PTY LTD offices:

277 PYRMONT STREET, ULTIMO

460 CHURCH STREET, NORTH PARRAMATTA

Liability limited by a scheme approved by ASIC under the Financial Services Standards Legislation. ARN: 28 116 912 488



# ALEX WHITEHEAD

BCom LLB CPA

Certified Practising Accountant

ABN 74 912 871 902

Level 1, 310 Pacific Highway Crows Nest

PO Box 642 Crows Nest NSW 1585

Phone (02) 9966 4499

## INDEPENDENT AUDITOR'S REPORT TO THE OWNERS OF STRATA PLAN 84623

### *Opinion*

I have audited the accompanying financial report, being a special purpose financial report of Strata Plan 84623 ("the Plan"), which comprises the balance sheet as at 31 December, 2021, income and expenditure statements for the year then ended and a summary of significant accounting policies and other explanatory notes.

In my opinion the financial report presents fairly, in all material respects, the financial position of Strata Plan 84623 as at 31 December, 2021 and its financial performance for the year then ended in accordance with the basis of preparation described in Note 1 to the financial report.

### *Basis for opinion*

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under these standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report. I am independent of the Plan in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### *Responsibility of the managing agent for the financial report*

The managing agent, as delegated by the Owners Corporation in its Management Agency Agreement, is responsible for the preparation and fair presentation of the financial report and has determined that the basis of preparation of the financial report described in Note 1 to the financial report is appropriate to meet the financial reporting requirements of Section 92 of the Strata Schemes Management Act 2015 and is appropriate to meet the needs of the owners. The managing agent is responsible for such internal control as the managing agent determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the managing agent is responsible for assessing the Plan's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Plan is to be liquidated or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Plan's financial reporting process.

### *Auditor's responsibilities for the audit of the financial report*

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

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/lomc.aspx>. This description forms part of my auditor's report.

### *Basis of accounting*

Without modifying my opinion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the managing agent's reporting requirements under Section 92 of the Strata Schemes Management Act 2015. As a result, the financial report may not be suitable for another purpose.

Alex Whitehead

Sydney, 17 March, 2022

## Balance Sheet

### As at 31/12/2021

The Owners Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW  
2121

	Current period	Previous year
<b>Owners' funds</b>		
Owners Equity--Admin--O\Balance	26,246.04	27,667.92
Surplus/Deficit--Admin--Current	(18,382.23)	(1,421.88)
	<u>7,863.81</u>	<u>26,246.04</u>
Owners Equity--Capital--O\Balance	197,696.74	185,515.54
Surplus/Deficit--Capital--Current	90,367.85	12,181.20
	<u>288,064.59</u>	<u>197,696.74</u>
<b>Net owners' funds</b>	<b><u>\$295,928.40</u></b>	<b><u>\$223,942.78</u></b>
<b>Represented by:</b>		
<b>Assets</b>		
Cash at Bank	140,546.56	90,105.81
Investments	150,663.31	131,278.05
Receivable--Levies	4,344.16	4,080.11
Receivable--Levies (Special)	416.70	0.00
Receivable--Other--Admin	109.00	285.83
Receivable--Owners	406.00	308.00
<b>Total assets</b>	<u>296,485.73</u>	<u>226,057.80</u>
<b>Less liabilities</b>		
Creditor--GST	(1,888.68)	2,115.02
Creditors	2,429.73	0.00
Prepaid Levies	16.28	0.00
<b>Total liabilities</b>	<u>557.33</u>	<u>2,115.02</u>
<b>Net assets</b>	<b><u>\$295,928.40</u></b>	<b><u>\$223,942.78</u></b>

## Income & Expenditure Statement for the financial year to 31/12/2021

The Owners Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW  
 2121

### Administrative Fund

	Current period	Annual budget	Previous year
	01/01/2021-31/12/2021	01/01/2021-31/12/2021	01/01/2020-31/12/2020
<b>Revenue</b>			
Interest on Arrears--Admin	149.20	0.00	113.13
Key Deposits	200.00	0.00	350.00
Levies Due (By Law)--Admin	0.00	11,000.00	0.00
Levies Due--Admin	156,014.49	145,000.00	160,018.14
Miscellaneous Income	100.00	0.00	0.00
Status Certificate Fees	436.00	0.00	0.00
Strata Roll Inspection Fees	31.00	0.00	0.00
<b>Total revenue</b>	<b>156,930.69</b>	<b>156,000.00</b>	<b>160,481.27</b>
<b>Less expenses</b>			
Admin--Accounting	1,220.18	820.84	820.84
Admin--Agent Disbursements	1,582.18	1,800.00	1,896.89
Admin--Agent Disburst--Additional Fees	2,882.00	2,500.00	2,082.24
Admin--Audit Services	690.00	600.00	580.00
Admin--Legal & Debt Collection Fees	(0.04)	0.00	0.00
Admin--Management Fees--Standard	10,300.43	10,400.00	10,398.57
Admin--Meeting Room Expenses	700.00	0.00	0.00
Admin--Regist/License/Permit Fees	146.40	260.00	259.50
Admin--Status Certificate Fees Paid	436.00	0.00	0.00
Admin--Strata Inspection Fees Paid	31.00	0.00	0.00
Admin--Taxation Services	236.78	236.78	236.78
Admin--Telephone Charges	568.48	1,200.00	669.67
Building Management Services	11,561.99	12,500.00	12,184.86
Insurance--Premiums	31,211.99	24,000.00	23,859.48
Maint Bldg--Cleaning	26,031.72	26,000.00	25,652.64
Maint Bldg--Electrical	2,598.50	3,000.00	1,484.18
Maint Bldg--Fire Prot--Serv & Repairs	1,100.00	3,000.00	2,785.00
Maint Bldg--Fire Protection--Contract	4,305.00	3,000.00	2,750.00
Maint Bldg--Fire Protection--Monitoring	2,090.14	2,100.00	2,090.14
Maint Bldg--Garage Doors	622.00	1,500.00	710.00
Maint Bldg--General Repairs	1,935.45	6,000.00	3,062.16
Maint Bldg--Hot Water Service	1,374.00	1,000.00	450.00
Maint Bldg--Lift--Maintenance Contract	8,928.94	11,000.00	10,191.28
Maint Bldg--Lift--Registration Fees	75.00	0.00	0.00
Maint Bldg--Locks, Keys & Card Keys	343.67	500.00	463.58
Maint Bldg--Pest/Vermin Control	2,459.09	2,500.00	2,545.44
Maint Bldg--Plumbing & Drainage	8,971.00	7,500.00	4,902.00
Maint Grounds--Lawns & Gardening	9,331.67	9,500.00	9,650.47

**Administrative Fund**

	<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
	01/01/2021-31/12/2021	01/01/2021-31/12/2021	01/01/2020-31/12/2020
Utility--Electricity	18,058.38	20,000.00	17,792.01
Utility--Gas	885.21	1,500.00	1,258.48
Utility--Rubbish Removal	0.00	500.00	0.00
Utility--Water & Sewerage	24,635.76	24,000.00	23,126.94
<i>Total expenses</i>	175,312.92	176,917.62	161,903.15
<b>Surplus/Deficit</b>	(18,382.23)	(20,917.62)	(1,421.88)
Opening balance	26,246.04	26,246.04	27,667.92
<b>Closing balance</b>	<b>\$7,863.81</b>	<b>\$5,328.42</b>	<b>\$26,246.04</b>

**Capital Works Fund**

	<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
	01/01/2021-31/12/2021	01/01/2021-31/12/2021	01/01/2020-31/12/2020
<b>Revenue</b>			
Interest on Arrears--Capital	132.87	0.00	83.58
Interest on Investments--Capital	611.44	0.00	1,102.43
Levies Due (Special)--Capital	170,008.62	170,000.00	0.00
Levies Due--Capital	85,005.79	85,000.00	85,005.00
<i>Total revenue</i>	<u>255,758.72</u>	<u>255,000.00</u>	<u>86,191.01</u>
<b>Less expenses</b>			
Maint Bldg--Building Improvement	6,717.00	5,000.00	6,937.70
Maint Bldg--Consultants	10,649.87	36,000.00	12,010.00
Maint Bldg--Fire Order-Other	124,632.00	343,000.00	0.00
Maint Bldg--Fire Protection	0.00	5,000.00	8,766.00
Maint Bldg--Roof	0.00	3,000.00	5,210.00
Maint Bldg--Structural Rectification	12,650.00	20,000.00	28,940.09
Maint Bldg--Water Proofing	0.00	0.00	1,759.09
Maint Bldg--WH&S	6,792.00	6,800.00	0.00
Maint Grounds--Landscaping	3,950.00	15,000.00	10,386.93
<i>Total expenses</i>	<u>165,390.87</u>	<u>433,800.00</u>	<u>74,009.81</u>
<b>Surplus/Deficit</b>	<u>90,367.85</u>	<u>(178,800.00)</u>	<u>12,181.20</u>
Opening balance	197,696.74	197,696.74	185,515.54
<b>Closing balance</b>	<u><b>\$288,064.59</b></u>	<u><b>\$18,896.74</b></u>	<u><b>\$197,696.74</b></u>

## STRATA PLAN 84623

### NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER, 2021

#### NOTE 1 – ACCOUNTING POLICIES

This is not a general purpose financial report. It is a special purpose financial report prepared for the owners of the Strata Plan to enable compliance with the requirements of Section 92 of the Strata Schemes Management Act 2015 to prepare financial statements.

As the Strata Plan is not a Reporting Entity, there is no requirement to prepare accounts in accordance with Statements of Accounting Concepts and Australian Accounting Standards. Accordingly, no such concepts or standards have been applied.

The accounts have been prepared in accordance with the historical cost convention and have not been adjusted for changes in the general purchasing power of money and for changes in the price of specific assets.

The accounts have been prepared on a going concern basis.

#### NOTE 2 – INCOME & EXPENSES

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

#### NOTE 3 – INCOME TAX

Assessable income such as interest derived by the Strata Plan from investment of funds or other income derived from personal property is taxable at the current rate applicable to companies.

#### NOTE 4 – INSURANCE COMMISSION

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

# CAPITAL WORKS FUND PLAN

## WOODLANDS EPPING

23 Ray Road

Epping NSW 2121

Strata Plan 84623



Report details	
Inspection date:	5/04/2018
Inspector:	Declan Hevey

**NEW SOUTH WALES**  
Level 5, 115 Pitt St Sydney 2000  
PO Box A72 Sydney South NSW 1235

**QUEENSLAND**  
18 Park Rd Milton 4064  
PO Box 1584 Milton 4064

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

12 April 2018

The Strata Committee  
Strata Plan 84623  
23 Ray Road  
Epping NSW 2121

Dear Committee Members,

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

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

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

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

Levy Per Unit Entitlement (Total capital works fund levy divided by unit entitlements)	\$10.71
Total Unit Entitlements	7000
Total Capital Works Fund Levy	\$75,000.00

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

Report Index	Page No.
<b>Owners Report Summary</b>	<b>Section 1</b>
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph	3
<b>Report Detail</b>	<b>Section 2</b>
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	9
Inspector's Building Report & Building Specific Report Notes	15
Report Notes	17

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

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

Yours sincerely,



The Team at Solutions in Engineering



## Building Details & Report Inputs

### Supplied information

Building Name	Woodlands Epping
Building Address	23 Ray Road Epping NSW 2121
Strata Plan (SP) No	84623
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2010
Number of Unit Entitlements	7000
Number of Units	55
Estimated Starting Capital Works Fund Balance	\$123,453
Starting date of Financial Year for Report	1/01/2018
GST Status	Registered for GST
Current Capital Works Fund Levy per Lot Entitlement (Inc. GST)	\$10.71

### Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on capital works fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the plan looks out.	15 years

### 15 Year Levy Table

Year	Year To	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/12/2018	75,000.00	6,818.18	10.71	0.97	2.68	0.24
2	31/12/2019	77,325.00	7,029.55	11.05	1.00	2.76	0.25
3	31/12/2020	79,722.07	7,247.46	11.39	1.04	2.85	0.26
4	31/12/2021	82,193.45	7,472.13	11.74	1.07	2.94	0.27
5	31/12/2022	84,741.45	7,703.77	12.11	1.10	3.03	0.28
6	31/12/2023	87,368.44	7,942.59	12.48	1.13	3.12	0.28
7	31/12/2024	90,076.86	8,188.81	12.87	1.17	3.22	0.29
8	31/12/2025	92,869.24	8,442.66	13.27	1.21	3.32	0.30
9	31/12/2026	95,748.18	8,704.38	13.68	1.24	3.42	0.31
10	31/12/2027	98,716.38	8,974.22	14.10	1.28	3.53	0.32
11	31/12/2028	101,776.59	9,252.42	14.54	1.32	3.64	0.33
12	31/12/2029	104,931.66	9,539.24	14.99	1.36	3.75	0.34
13	31/12/2030	108,184.55	9,834.96	15.45	1.40	3.86	0.35
14	31/12/2031	111,538.27	10,139.84	15.93	1.45	3.98	0.36
15	31/12/2032	114,995.96	10,454.18	16.43	1.49	4.11	0.37

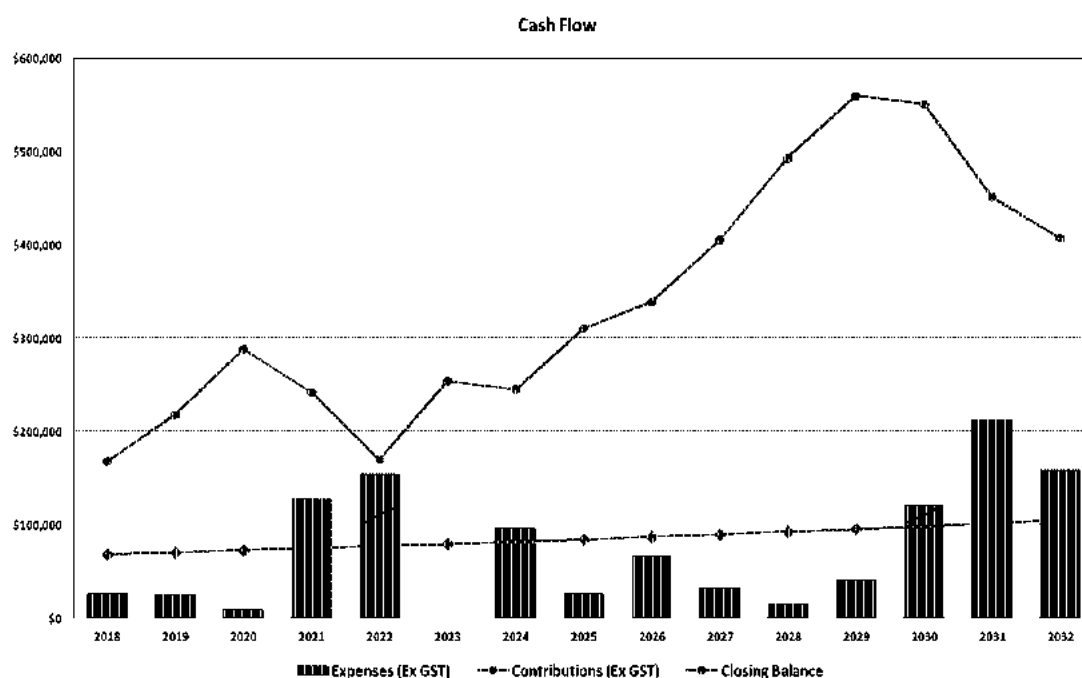
### 15 Year Cash Flow Tracking Sheet

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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/12/2018	123,453.00	68,181.81	3,389.18	26,647.27	168,376.72
2	31/12/2019	168,376.72	70,295.45	4,486.87	25,187.27	217,971.77
3	31/12/2020	217,971.77	72,474.61	5,880.05	7,988.18	288,338.25
4	31/12/2021	288,338.25	74,721.32	6,160.40	127,108.18	242,111.79
5	31/12/2022	242,111.79	77,037.68	4,783.89	154,121.82	169,811.54
6	31/12/2023	169,811.54	79,425.85	4,923.82	0.00	254,161.21
7	31/12/2024	254,161.21	81,888.05	5,801.72	96,447.27	245,403.71
8	31/12/2025	245,403.71	84,426.58	6,456.65	25,731.82	310,555.12
9	31/12/2026	310,555.12	87,043.80	7,543.92	66,118.18	339,024.66
10	31/12/2027	339,024.66	89,742.16	8,647.49	31,834.55	405,579.76
11	31/12/2028	405,579.76	92,524.17	10,439.47	15,218.18	493,325.22
12	31/12/2029	493,325.22	95,392.42	12,232.05	41,017.27	559,932.42
13	31/12/2030	559,932.42	98,349.59	12,902.84	120,100.00	551,084.85
14	31/12/2031	551,084.85	101,398.43	11,646.63	212,365.45	451,764.46
15	31/12/2032	451,764.46	104,541.78	9,979.98	158,710.91	407,575.31

### 15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies); the projected 'Closing balance' of the capital works fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:  
 Contributions line - Total capital works fund contributions per year.  
 Expenses line – Total anticipated expenses in each year.  
 Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



### Anticipated Expenditures Table Year 1 - 15

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

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

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

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

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

Expenditure Item	Current Cost	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2032)
<b>1. Building exterior</b>																
Replace aluminium cladding	20,407	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,290
Repaint building exterior	47,979	-	-	-	-	54,211	-	-	-	-	-	-	-	69,208	-	-
Repaint eaves	2,408	-	-	-	-	2,721	-	-	-	-	-	-	-	3,473	-	-
Repaint door face – one side including architraves	1,977	-	-	-	-	2,234	-	-	-	-	-	-	-	2,852	-	-
Maintain windows	1,267	-	-	-	-	-	-	1,522	-	-	-	-	-	-	-	1,943
Repaint balcony ceilings	13,665	-	-	-	-	15,440	-	-	-	-	-	-	-	19,711	-	-
Repaint veranda ceilings	722	-	-	-	-	818	-	-	-	-	-	-	-	1,041	-	-
Maintain balustrades (total: 170 Lm) – 10%	19,739	-	-	-	-	-	-	23,707	-	-	-	-	-	-	-	30,265
Maintain balcony floor tiles (total: 363 m2) – 10%	5,725	-	-	-	6,274	-	-	-	-	7,309	-	-	-	-	8,514	-
Maintain floor tiles (total: 23 m2) – 10%	318	-	-	-	349	-	-	-	-	406	-	-	-	-	473	-
Maintain fascia and guttering (total: 433 Lm) – 10%	1,984	-	-	-	-	-	-	2,383	-	-	-	-	-	-	-	3,042
Maintain downpipes (total: 244 Lm) – 10%	932	-	-	-	-	-	-	1,119	-	-	-	-	-	-	-	1,429
Plumbing and drainage maintenance	4,750	-	4,897	-	-	-	-	-	5,882	-	-	-	-	-	7,064	-
General building maintenance	6,333	-	6,529	-	-	-	-	-	7,842	-	-	-	-	-	9,418	-
Waterproof balcony floors (total: 363 m2) – 15%	58,858	-	-	-	-	-	-	-	-	-	-	-	-	-	87,532	-
Provision for render repairs	25,000	-	-	-	-	28,247	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>11,426</b>	<b>0</b>	<b>6,623</b>	<b>103,669</b>	<b>0</b>	<b>28,731</b>	<b>13,724</b>	<b>7,715</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>96,285</b>	<b>113,001</b>	<b>67,969</b>
<b>2. Roof</b>																
Maintain metal roof (total: 2082 m2) – 10%	17,255	-	-	-	18,910	-	-	-	-	-	-	-	-	-	25,661	-
Maintain metal flashings (total: 433 Lm) - 10%	259	-	-	-	284	-	-	-	-	-	-	-	-	-	385	-
Replace metal roof	257,835	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>19,194</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,046</b>	<b>0</b>

Expenditure Item	Current Cost	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2032)
<b>3. Access for work at heights</b>																
Hire scaffolding	21,110	-	-	-	23,135	-	-	-	-	-	-	-	29,535	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>23,135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,535</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. Lobbies and hallways</b>																
Repaint ceilings	5,204	-	-	-	-	-	-	6,250	-	-	-	-	-	-	-	7,979
Repaint walls	17,394	-	-	-	-	-	-	20,891	-	-	-	-	-	-	-	26,670
Repaint door face – one side including architraves	10,039	-	-	-	-	-	-	12,057	-	-	-	-	-	-	-	15,393
Maintain front entry door	522	522	-	555	-	590	-	627	-	666	-	708	-	753	-	800
Maintain glass / aluminium doors	1,032	-	-	1,097	-	-	-	-	-	-	-	-	-	1,489	-	-
Maintain floor tiles (total: 114 m2) – 10%	1,843	-	-	-	-	-	-	2,213	-	-	-	-	-	-	-	-
Replace carpet	6,559	-	-	-	-	7,411	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>522</b>	<b>0</b>	<b>1,652</b>	<b>0</b>	<b>8,001</b>	<b>0</b>	<b>42,038</b>	<b>0</b>	<b>666</b>	<b>0</b>	<b>708</b>	<b>0</b>	<b>2,242</b>	<b>0</b>	<b>50,842</b>
<b>5. Stairwells</b>																
Repaint ceilings	2,530	-	-	-	-	-	-	3,039	-	-	-	-	-	-	-	-
Repaint walls	10,465	-	-	-	-	-	-	12,569	-	-	-	-	-	-	-	-
Repaint door face – one side including architraves	1,521	-	-	-	-	-	-	1,827	-	-	-	-	-	-	-	-
Maintain balustrades (total: 52 m2) - 10%	1,396	-	-	-	1,530	-	-	-	-	1,782	-	-	-	-	2,076	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,530</b>	<b>0</b>	<b>0</b>	<b>17,435</b>	<b>0</b>	<b>1,782</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,076</b>	<b>0</b>
<b>6. Trade Toilet / Bathrooms / Change rooms</b>																
Repaint door face – one side including architraves	152	-	-	-	-	-	-	-	-	-	200	-	-	-	-	-
Maintain sanitary fittings	232	-	-	-	254	-	-	-	-	296	-	-	-	-	-	345
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>254</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>296</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>345</b>	<b>0</b>

Expenditure Item	Current Cost	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2032)
<b>7. Vehicle accessways</b>																
Driveway maintenance program	528	-	-	-	579	-	-	-	-	674	-	-	-	-	785	-
Repaint driveway walls	2,920	-	-	-	-	3,299	-	-	-	-	-	-	-	4,212	-	-
Repaint line marking	2,352	-	-	-	2,578	-	-	-	-	3,003	-	-	-	-	3,498	-
Reseal decorative concrete surface	728	-	-	-	798	-	-	-	-	929	-	-	-	-	1,083	-
Maintain stormwater drains	2,428	-	-	-	-	-	-	-	3,006	-	-	-	-	-	-	-
Maintain gate and motor	528	528	-	561	-	597	-	634	-	674	-	717	-	762	-	810
Replace electric gate motor	2,604	-	-	-	-	-	-	-	3,224	-	-	-	-	-	-	-
Repaint door face – one side including architraves	608	-	-	-	-	687	-	-	-	-	-	-	-	877	-	-
Repaint bollards	107	-	-	-	-	-	-	-	-	-	-	-	-	-	-	164
Replace steel bollards (total: 7) - 20%	682	-	-	-	-	-	-	-	-	-	-	-	-	984	-	-
Replace extraction fan motor	1,870	-	-	-	2,049	-	-	-	-	-	-	-	-	-	2,781	-
Maintain extraction fans	277	277	-	294	-	313	-	333	-	354	-	376	-	400	-	425
Maintain extraction ducting	369	-	-	404	-	-	-	-	-	471	-	-	-	-	549	-
Maintain sump pumps	327	327	-	348	-	369	-	393	-	417	-	444	-	472	-	501
Replace sump pumps (total: 2)	1,900	-	-	-	-	-	-	-	-	2,426	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		1,132	0	1,203	6,408	5,265	0	1,360	6,230	8,948	0	1,537	0	7,707	8,696	1,900
<b>8. External walkways</b>																
Walkway maintenance program	317	-	-	-	347	-	-	-	-	405	-	-	-	-	471	-
Maintain sandstone wall tiles - provision	2,500	2,500	-	-	2,740	-	-	3,003	-	-	3,291	-	-	3,606	-	-
Maintain tiles (total: 260 m2) – 10%	3,693	-	-	-	4,047	-	-	-	-	4,715	-	-	-	-	5,492	-
Maintain balustrades (total: 37 Lm) – 10%	1,117	-	-	-	1,224	-	-	-	-	1,426	-	-	-	-	1,661	-
Replace timber decking	8,750	-	9,021	-	-	-	-	-	-	-	-	-	12,242	-	-	-
<b>Sub Total (Incl. GST)</b>		2,500	9,021	0	8,358	0	0	3,003	0	6,546	3,291	0	12,242	3,606	7,624	0
<b>9. Pergolas, porticos, and shade sails</b>																
Maintain shade panels and louvers	1,362	-	-	1,448	-	-	-	1,636	-	-	-	1,848	-	-	-	2,088
<b>Sub Total (Incl. GST)</b>		0	0	1,448	0	0	0	1,636	0	0	0	1,848	0	0	0	2,088
<b>10. Fixtures and fittings</b>																
Maintain letterboxes	243	-	251	-	-	275	-	-	301	-	-	330	-	-	361	-
Maintain common lighting	851	-	877	-	-	962	-	-	1,054	-	-	1,155	-	-	1,266	-
Maintain security access system	2,639	-	2,721	-	-	2,982	-	-	3,268	-	-	3,581	-	-	3,925	-
Maintain awning structure	3,000	-	-	-	3,288	-	-	-	-	3,830	-	-	-	-	4,462	-
<b>Sub Total (Incl. GST)</b>		0	3,849	0	3,288	4,219	0	0	4,623	3,830	0	5,066	0	0	10,014	0

Expenditure Item	Current Cost	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2032)
<b>11. Fence maintenance</b>																
Maintain powder coat fence (total: 66 Lm – rate 100%) - 10%	595	-	-	-	-	-	-	-	-	760	-	-	-	-	-	-
Maintain boundary powder coat fence (total: 186 Lm – rate 50%) - 10%	807	-	-	-	-	-	-	-	-	1,030	-	-	-	-	-	-
Maintain paling fence (total: 100 Lm – rate 100%) - 10%	923	-	-	-	-	-	-	-	-	1,178	-	-	-	-	-	-
Maintain boundary paling fence (total: 150 Lm – rate 50%) - 10%	692	-	-	-	-	-	-	-	-	883	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		0	0	0	0	0	0	0	0	3,851	0	0	0	0	0	0
<b>12. Walls</b>																
Repaint walls	5,418	-	-	-	-	6,122	-	-	-	-	-	-	-	7,815	-	-
Maintain front feature walls	1,317	-	1,358	-	-	1,488	-	-	1,631	-	-	1,787	-	-	1,959	-
<b>Sub Total (Incl. GST)</b>		0	1,358	0	0	7,610	0	0	1,631	0	0	1,787	0	7,815	1,959	0
<b>13. Landscaping</b>																
Maintain water features	484	484	-	514	-	547	-	581	-	618	-	657	-	698	-	742
Maintain water feature surrounds	920	920	-	978	-	1,039	-	1,105	-	1,175	-	1,248	-	1,327	-	1,411
Prune trees	1,583	1,583	-	1,683	-	1,789	-	1,901	-	2,021	-	2,148	-	2,283	-	2,427
Remove trees	3,643	-	-	-	3,992	-	-	-	-	4,651	-	-	-	-	5,418	-
Maintain gardens	369	-	-	392	-	-	-	443	-	-	-	501	-	-	-	566
Waterproof planter boxes - Building C current requirement	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waterproof planter boxes (total: 180 m2) - 15%	21,982	-	-	-	-	24,837	-	-	-	-	28,933	-	-	-	-	33,705
<b>Sub Total (Incl. GST)</b>		22,987	0	3,567	3,992	28,212	0	4,030	0	8,465	28,933	4,554	0	4,308	5,418	38,851
<b>14. Fire equipment</b>																
Maintain fire equipment	15,583	-	-	-	17,078	-	-	-	-	19,894	-	-	-	-	23,175	-
<b>Sub Total (Incl. GST)</b>		0	0	0	17,078	0	0	0	0	19,894	0	0	0	0	23,175	0
<b>15. Lift</b>																
Replace sump pump	6,263	-	-	-	6,864	-	-	-	-	-	-	-	-	-	9,314	-
Overhaul lift motor	24,069	-	-	-	26,378	-	-	-	-	-	-	-	-	-	-	-
Replace lift	253,319	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		0	0	0	33,242	0	0	0	0	0	0	0	0	0	9,314	0

Expenditure Item	Current Cost	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2032)
<b>16. Garbage refuse / Bin room</b>																
Maintain / repair garbage chute	1,612	-	-	-	1,767	-	-	-	-	-	-	-	-	-	2,397	-
Maintain / repair garbage compactor	4,191	-	-	-	4,593	-	-	-	-	5,350	-	-	-	-	6,233	-
Maintain sliding door	250	-	-	266	-	-	-	-	-	-	-	-	-	361	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>266</b>	<b>6,360</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>361</b>	<b>8,630</b>	<b>0</b>
<b>Grand Total (Incl. GST)</b>		<b>27,141</b>	<b>25,654</b>	<b>8,136</b>	<b>129,462</b>	<b>156,976</b>	<b>0</b>	<b>98,233</b>	<b>26,208</b>	<b>67,343</b>	<b>32,424</b>	<b>15,500</b>	<b>41,777</b>	<b>122,324</b>	<b>216,298</b>	<b>161,850</b>
<b>Contingency Allowance (Incl. GST)</b>		<b>2,171</b>	<b>2,052</b>	<b>651</b>	<b>10,357</b>	<b>12,558</b>	<b>0</b>	<b>7,859</b>	<b>2,097</b>	<b>5,387</b>	<b>2,594</b>	<b>1,240</b>	<b>3,342</b>	<b>9,786</b>	<b>17,304</b>	<b>12,932</b>
<b>Grand Total Expenses (Incl. Contingency Allowance and GST)</b>		<b>29,312</b>	<b>27,706</b>	<b>8,787</b>	<b>139,819</b>	<b>169,534</b>	<b>0</b>	<b>106,092</b>	<b>28,305</b>	<b>72,730</b>	<b>35,018</b>	<b>16,740</b>	<b>45,119</b>	<b>132,110</b>	<b>233,602</b>	<b>174,582</b>

## Building Data List from the Property Inspection for Woodlands Epping

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

**'Items'** – identifies and describes the maintenance item

**'Qty'** – lets you know the total quantity of that item

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

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

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

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

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

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



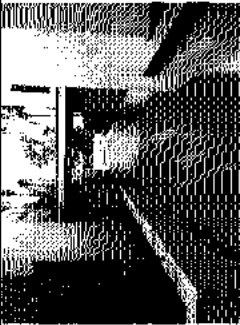

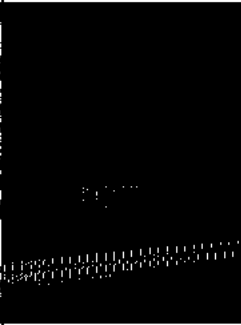
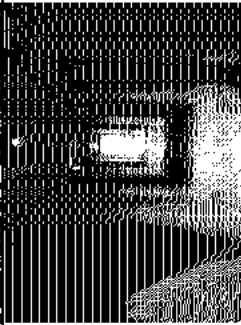
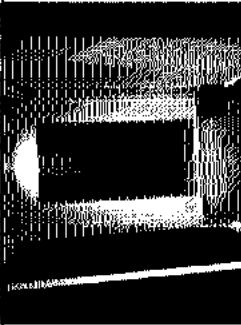
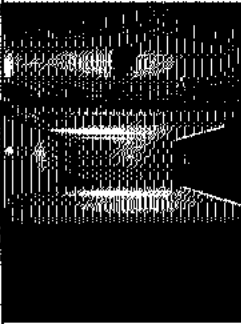
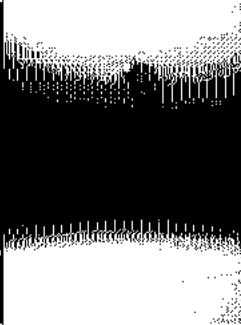
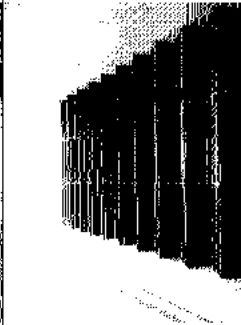
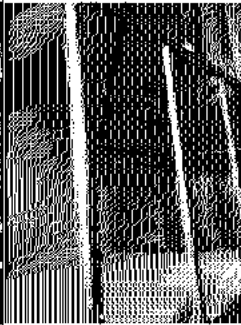





Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>1. Building exterior</b>							
Replace aluminium cladding	60	Lm	340.11	20,407.00	15	20	Replace as required
Repaint building exterior	1,594	m2	30.10	47,979.00	5	8	Ongoing painting program
Repaint eaves	80	Lm	30.10	2,408.00	5	8	Ongoing painting program
Repaint door face – one side including architraves	13	Ea	152.11	1,977.00	5	8	Ongoing painting program
Maintain windows	1	Item	1,266.60	1,267.00	7	8	Replace seals, mechanism repairs
Repaint balcony ceilings	454	m2	30.10	13,665.00	5	8	Ongoing painting program
Repaint veranda ceilings	24	m2	30.10	722.00	5	8	Ongoing painting program
Maintain balustrades (total: 170 Lm) – 10%	170	Lm	116.11	19,739.00	7	8	Repair as required
Maintain balcony floor tiles (total: 363 m2) – 10%	36	m2	159.04	5,725.00	4	5	Replace as required
Maintain floor files (total: 23 m2) – 10%	2	m2	159.04	318.00	4	5	Replace as required
Maintain fascia and guttering (total: 433 Lm) – 10%	43	Lm	46.14	1,994.00	7	8	Inspect and repair as required
Maintain downpipes (total: 244 Lm) – 10%	24	Lm	38.85	932.00	7	8	Inspect and repair as required
Plumbing and drainage maintenance	1	Item	4,749.75	4,750.00	2	6	For water, sewer and stormwater repairs and maintenance
General building maintenance	1	Item	6,333.00	6,333.00	2	6	Fund for future building maintenance works
Waterproof balcony floors (total: 363 m2) – 15%	54	m2	1,089.96	58,858.00	14	15	
Provision for render repairs	1	Item	25,000.00	25,000.00	5	0	
<b>2. Roof</b>							
Maintain metal roof (total: 2082 m2) - 10%	209	m2	82.56	17,255.00	4	10	Repair as required
Maintain metal flashings (total: 433 Lm) - 10%	1	Item	258.60	259.00	4	10	Repair as required
Replace metal roof	2,082	m2	123.84	257,835.00	32	40	
<b>3. Access for work at heights</b>							
Hire scaffolding	1	Item	21,110.00	21,110.00	4	8	Including erecting and dismantling

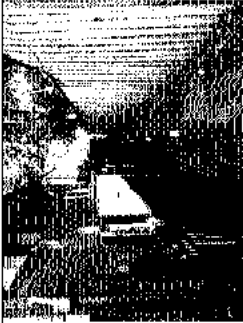



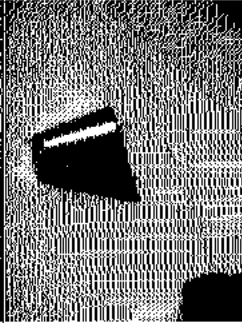
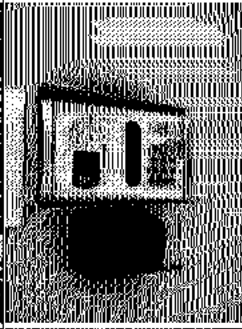



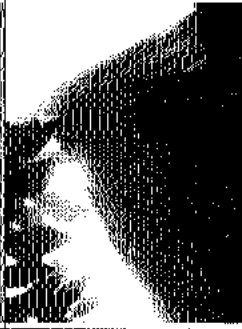


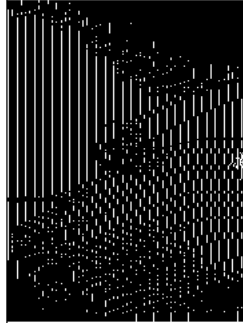
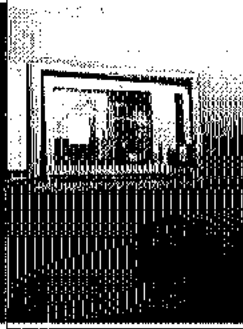
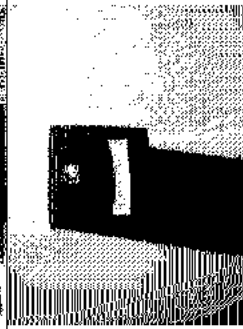

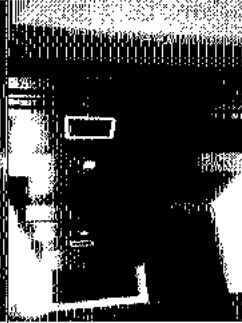
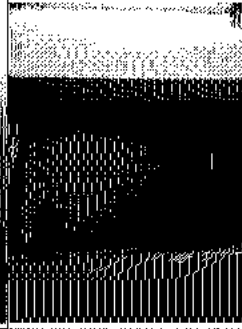
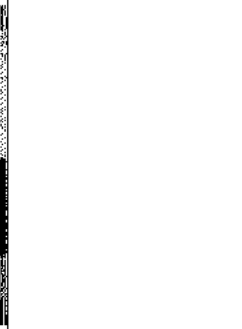



Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>4. Lobbies and hallways</b>							
Repaint ceilings	181	m2	28.75	5,204.00	7	8	Ongoing painting program
Repaint walls	605	m2	28.75	17,394.00	7	8	Ongoing painting program
Repaint door face – one side including architraves	66	Ea	152.11	10,039.00	7	8	Ongoing painting program
Maintain front entry door	3	Item	174.16	522.00	1	2	
Maintain glass / aluminium doors	1	Item	1,031.97	1,032.00	3	10	Repair as required
Maintain floor tiles (total: 114 m2) – 10%	11	m2	167.54	1,843.00	7	15	Replace as required
Replace carpet	74	m2	88.63	6,559.00	5	12	Replace as required
<b>5. Stairwells</b>							
Repaint ceilings	88	m2	28.75	2,530.00	7	16	Ongoing painting program
Repaint walls	364	m2	28.75	10,465.00	7	16	Ongoing painting program
Repaint door face – one side including architraves	10	Ea	152.11	1,521.00	7	16	Ongoing painting program
Maintain balustrades (total: 52 m2) - 10%	5	Lm	279.24	1,396.00	4	5	Replace as required
<b>6. Trade Toilet / Bathrooms / Change rooms</b>							
Repaint door face – one side including architraves	1	Ea	152.11	152.00	10	8	Ongoing painting program
Maintain sanitary fittings	1	Item	232.21	232.00	4	5	Repair as required
<b>7. Vehicle accessways</b>							
Driveway maintenance program	1	Item	527.75	528.00	4	5	Repair as required
Repaint driveway walls	97	m2	30.10	2,920.00	5	8	Ongoing painting program
Repaint line marking	300	Lm	7.84	2,352.00	4	5	Repaint as required
Reseal decorative concrete surface	100	m2	7.28	728.00	4	5	Reseal as required
Maintain stormwater drains	1	Item	2,428.18	2,428.00	8	10	Ongoing maintenance program
Maintain gate and motor	1	Item	527.75	528.00	1	2	Replace as required
Replace electric gate motor	1	Ea	2,604.22	2,604.00	8	10	Replace as required
Repaint door face – one side including architraves	4	Ea	152.11	608.00	5	8	Ongoing painting program
Repaint bollards	7	Ea	15.25	107.00	15	8	Ongoing painting program
Replace steel bollards (total: 7) - 20%	2	Ea	341.16	682.00	13	20	Replace as required
Replace extraction fan motor	1	Ea	1,869.70	1,870.00	4	10	Replace as required
Maintain extraction fans	1	Ea	276.82	277.00	1	2	Replace as required
Maintain extraction ducting	1	Item	369.43	369.00	4	5	Repair as required
Maintain sump pumps	1	Ea	326.59	327.00	1	2	Repair as required
Replace sump pumps (total: 2)	1	Ea	1,899.90	1,900.00	9	10	Replace as required
<b>8. External walkways</b>							
Walkway maintenance program	1	Item	316.65	317.00	4	5	Ongoing cleaning program
Maintain sandstone wall tiles - provision	1	Item	2,500.00	2,500.00	1	3	Replace as required
Maintain tiles (total: 260 m2) – 10%	26	m2	142.05	3,693.00	4	5	Replace as required
Maintain balustrades (total: 37 Lm) – 10%	4	Lm	279.24	1,117.00	4	5	Repair as required
Replace timber decking	35	m2	250.00	8,750.00	2	10	Estimate only - quotation required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>9. Pergolas, porticos, and shade sails</b>							
Maintain shade panels and louvers	1	Item	1,361.59	1,362.00	3	4	Ongoing maintenance program
<b>10. Fixtures and fittings</b>							
Maintain letterboxes	1	Item	242.76	243.00	2	3	Replace as required
Maintain common lighting	1	Item	851.46	851.00	2	3	Ongoing maintenance allowance
Maintain security access system	5	Item	527.75	2,639.00	2	3	Replace as required
Maintain awning structure	1	Item	3,000.00	3,000.00	4	5	Replace as required
<b>11. Fence maintenance</b>							
Maintain powder coat fence (total: 66 Lm – rate 100%) - 10%	7	Lm	84.99	595.00	9	10	Repair or replace as required
Maintain boundary powder coat fence (total: 186 Lm – rate 50%) - 10%	19	Lm	42.49	807.00	9	10	Repair or replace as required
Maintain paling fence (total: 100 Lm – rate 100%) - 10%	10	Lm	92.27	923.00	9	10	Repair or replace as required
Maintain boundary paling fence (total: 150 Lm – rate 50%) - 10%	15	Lm	46.14	692.00	9	10	Repair or replace as required
<b>12. Walls</b>							
Repaint walls	180	m2	30.10	5,418.00	5	8	Ongoing painting program
Maintain front feature walls	1	Item	1,316.65	1,317.00	2	3	Repair or replace as required
<b>13. Landscaping</b>							
Maintain water features	1	Ea	483.52	484.00	1	2	Ongoing maintenance program
Maintain water feature surrounds	32	m2	28.74	920.00	1	2	Ongoing maintenance program
Prune trees	1	Item	1,583.25	1,583.00	1	2	Quotation required by garden contractor
Remove trees	1	Item	3,642.53	3,643.00	4	5	Arborist quote required
Maintain gardens	1	Item	369.43	369.00	3	4	Upgrade as required
Waterproof planter boxes - Building C current requirement	1	Item	20,000.00	20,000.00	1	15	Quotation/ tender process currently WIP
Waterproof planter boxes (total: 180 m2) - 15%	27	m2	814.15	21,982.00	5	5	Waterproof as required
<b>14. Fire equipment</b>							
Maintain fire equipment	1	Item	15,583.25	15,583.00	4	5	Repair as required
<b>15. Lift</b>							
Replace sump pump	2	Ea	3,131.66	6,263.00	4	10	Replace as required
Overhaul lift motor	2	Ea	12,034.35	24,069.00	4	12	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
Replace lift	2	Ea	126,659.52	253,319.00	22	30	Replace as required
<b>16. Garbage refuse / Bin room</b>							
Maintain / repair garbage chute	2	Item	805.87	1,612.00	4	10	Maintain / repair as required
Maintain / repair garbage compactor	1	Item	4,190.53	4,191.00	4	5	Maintain / repair as required
Maintain sliding door	1	Item	250.00	250.00	3	10	Repair or replace as required

**BUILDING PHOTOS**

Item Group	Photo			
Building exterior				
Lobbies and hallways				
Stairwells				
Vehicle accessways				

External walkways				
Fixtures and fittings				
Landscaping				
Fire equipment				
Lift				

Garbage refuse / bin room			
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### Inspector's Report for Woodlands Epping

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1. Actual painting quotations can vary to our painting cost estimates due to colour selection changes (i.e.: changing from light to dark or dark to light that may require multiple coats). Often over product specification that includes either an impact membrane or 3 coat system can add up to 15-20% to the painting per square metre rate.
2. We have recommended that the balance of the Capital Works be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.
3. The maintenance of fences between properties is regulated under the Dividing Fences Act 1991, which states that neighbours have equal responsibility for dividing fences. As such, we have applied a fifty percent rate to all maintenance work on these fences in this report.
4. For aesthetic and practical reasons, the entire maintenance costs for fences dividing the common property from individual lots have been attributed to the Owners Corporation.
5. An allowance has been made for the cleaning and maintenance of the driveway. Cleaning may be carried out using high pressure water or a chemical wash; however the Owners Corporation should take care to abide by water-use restrictions when doing so.
6. The powder coated metalwork throughout the property may be subject to a manufacturer's warranty and, as such, the manufacturer's cleaning and maintenance recommendations should be followed to maximise the lifespan of the product.
7. As the property is in a harsh environment it is most important that the state of repair of the building is closely monitored on a regular basis. The harsh environment causes the effective lives of many items to be reduced. Any problems should be assessed for repair as early as possible, monies budgeted and repairs done as soon as possible.
8. Trees should be lopped to below the fascia and gutter height and be kept clear of the building to prevent premature corrosion of the roof flashings, gutters and downpipes. Root systems should also be kept away from the building to prevent structural damage to the footings using root barriers of. If these measures cannot prevent damage to the building or property, the Owners Corporation may wish to consider removing problem trees.
9. The National Broadband Network Company (NBN Co) has indicated that it will install access points (network termination units) in all units in multi-dwelling units at no charge. As such, no costs associated with the roll-out of the NBN have been included in this report.
10. An allowance for general building maintenance and repairs was added for future works.
11. Monies were budgeted for the maintenance and replacement of window parts on the complex.
12. Money allocated for scaffold can be used for other access equipment eg. boomlift, cherry picker.
13. The metal roof and flashings needs regular maintenance.

14. Money was allocated to the maintenance of driveway / car park entry gates and the replacement of electric gate motors over time.
15. A walkway maintenance program was included for repairs and maintenance to the external common area walkways and stairways.
16. An allowance for plumbing and drainage maintenance was included for the complex.
17. Monies were budgeted for the maintenance of the common area gardens, landscaping and tree pruning.
18. Maintenance of fire equipment was included in this report.
19. Lift maintenance has been included in this report.

## Report Notes

### Capital Works Fund Plan (NSW)

This forecast satisfies the current requirements of section 80 of the Strata Schemes Management Act 2015, which states:

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

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

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

**74 Capital works fund**

**(1) Establishment of fund**

An owners corporation must establish a capital works fund.

**(2) Amounts payable to fund**

An owners corporation must pay the following amounts into the capital works fund:

- (a) the contributions levied on, and paid by, owners for payment into the fund,
- (b) any amounts paid to the owners corporation by way of discharge of insurance claims, unless paid into the administrative fund,
- (c) any amounts paid to the owners corporation under Part 11,
- (d) any amount received by the owners corporation that is not required or permitted to be paid into the administrative fund,
- (e) the proceeds of any investment of the fund.
- (3) An owners corporation may also pay the following amounts into the capital works fund:
  - (a) any income of the owners corporation,
  - (b) any amount that may be, but is not required to be, paid into the fund under this Act.
- (4) **Amounts payable from fund**  
An owners corporation may pay money from its capital works fund only for the following purposes:
  - (a) payments of the kind for which estimates have been made under section 79 (2),
  - (b) payments made in accordance with this Division on a distribution of a surplus in the fund,
  - (c) payments of amounts for the purposes of Part 11,
  - (d) the transfer of money to the administrative fund or to pay expenditure that should have been paid from the administrative fund.
- (5) **Exemption**  
An owners corporation for a strata scheme comprising 2 lots need not establish a capital works fund if:
  - (a) the owners corporation so determines by unanimous resolution, and
  - (b) the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and
  - (c) no building or part of a building in the strata scheme is situated outside those lots.

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Proposed Budget to apply from 01/01/2022

The Owners Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW  
2121

		<b>Administrative Fund</b>		
		<b>Proposed budget</b>	<b>Actual 01/01/2021-31/12/2021</b>	<b>Previous budget</b>
<b>Revenue</b>				
142500	Interest on Arrears--Admin	0.00	149.20	0.00
142800	Key Deposits	0.00	200.00	0.00
143201	Levies Due (By Law)--Admin	11,500.00	0.00	11,000.00
143000	Levies Due--Admin	173,500.00	156,014.49	145,000.00
144310	Miscellaneous Income	0.00	100.00	0.00
146500	Status Certificate Fees	0.00	436.00	0.00
147000	Strata Roll Inspection Fees	0.00	31.00	0.00
<b>Total revenue</b>		<b>185,000.00</b>	<b>156,930.69</b>	<b>156,000.00</b>
<b>Less expenses</b>				
150200	Admin--Accounting	1,200.00	1,220.18	820.84
153800	Admin--Agent Disbursements	1,200.00	1,582.18	1,800.00
153801	Admin--Agent Disburse--Additional Fees	2,000.00	2,882.00	2,500.00
150800	Admin--Audit Services	690.00	690.00	600.00
153200	Admin--Legal & Debt Collection Fees	0.00	(0.04)	0.00
154000	Admin--Management Fees--Standard	10,800.00	10,300.43	10,400.00
154200	Admin--Meeting Room Expenses	700.00	700.00	0.00
155400	Admin--Regist/License/Permit Fees	150.00	146.40	260.00
156000	Admin--Status Certificate Fees Paid	0.00	436.00	0.00
156400	Admin--Strata Inspection Fees Paid	0.00	31.00	0.00
150900	Admin--Taxation Services	313.64	236.78	236.78
157000	Admin--Telephone Charges	600.00	568.48	1,200.00
184001	Building Management Services	12,500.00	11,561.99	12,500.00
159100	Insurance--Premiums	29,615.21	31,211.99	24,000.00
163000	Maint Bldg--Cleaning	26,650.00	26,031.72	26,000.00
164800	Maint Bldg--Electrical	3,000.00	2,598.50	3,000.00
165800	Maint Bldg--Fire Prot--Serv & Repairs	8,500.00	1,100.00	3,000.00
165801	Maint Bldg--Fire Protection--Contract	4,000.00	4,305.00	3,000.00
165804	Maint Bldg--Fire Protection--Monitoring	2,100.00	2,090.14	2,100.00
166600	Maint Bldg--Garage Doors	1,000.00	622.00	1,500.00
167200	Maint Bldg--General Repairs	8,000.00	1,935.45	6,000.00
168800	Maint Bldg--Hot Water Service	1,000.00	1,374.00	1,000.00
170201	Maint Bldg--Lift--Maintenance Contract	10,500.00	8,928.94	11,000.00
170203	Maint Bldg--Lift--Registration Fees	0.00	75.00	0.00
170600	Maint Bldg--Locks, Keys & Card Keys	500.00	343.67	500.00

**Administrative Fund**

	<b>Proposed budget</b>	<b>Actual 01/01/2021-31/12/2021</b>	<b>Previous budget</b>
172000 Maint Bldg--Pest/Vermin Control	2,200.00	2,459.09	2,500.00
172200 Maint Bldg--Plumbing & Drainage	8,000.00	8,971.00	7,500.00
178400 Maint Grounds--Lawns & Gardening	10,240.00	9,331.67	9,500.00
190200 Utility--Electricity	17,000.00	18,058.38	20,000.00
190400 Utility--Gas	5,000.00	885.21	1,500.00
190800 Utility--Rubbish Removal	0.00	0.00	500.00
191200 Utility--Water & Sewerage	24,000.00	24,635.76	24,000.00
<i>Total expenses</i>	191,458.85	175,312.92	176,917.62
<b>Surplus/Deficit</b>	(6,458.85)	(18,382.23)	(20,917.62)
Opening balance	7,863.81	26,246.04	26,246.04
<b>Closing balance</b>	\$1,404.96	\$7,863.81	\$5,328.42

Total units of entitlement	7000	7000
Levy contribution per unit entitlement	\$27.26	\$22.79

Budgeted standard levy revenue	173,500.00	145,000.00
Add GST	17,350.00	14,500.00
Amount to raise in levies including GST	\$190,850.00	\$159,500.00

		<b>Capital Works Fund</b>		
		<b>Proposed budget</b>	<b>Actual 01/01/2021-31/12/2021</b>	<b>Previous budget</b>
<b>Revenue</b>				
242500	Interest on Arrears--Capital	0.00	132.87	0.00
242600	Interest on Investments--Capital	0.00	611.44	0.00
243100	Levies Due (Special)--Capital	0.00	170,008.62	170,000.00
243000	Levies Due--Capital	82,000.00	85,005.79	85,000.00
<i>Total revenue</i>		82,000.00	255,758.72	255,000.00
<b>Less expenses</b>				
261300	Maint Bldg--Building Improvement	0.00	6,717.00	5,000.00
264200	Maint Bldg--Consultants	14,075.00	10,649.87	36,000.00
265818	Maint Bldg--Fire Order-Other	183,000.00	124,632.00	343,000.00
265800	Maint Bldg--Fire Protection	28,970.00	0.00	5,000.00
269600	Maint Bldg--Intercom	43,250.00	0.00	0.00
272800	Maint Bldg--Roof	15,000.00	0.00	3,000.00
274400	Maint Bldg--Structural Rectification	25,000.00	12,650.00	20,000.00
272208	Maint Bldg--WH&S	0.00	6,792.00	6,800.00
278200	Maint Grounds--Landscaping	0.00	3,950.00	15,000.00
<i>Total expenses</i>		309,295.00	165,390.87	433,800.00
<b>Surplus/Deficit</b>		(227,295.00)	90,367.85	(178,800.00)
Opening balance		288,064.59	197,696.74	197,696.74
<b>Closing balance</b>		\$60,769.59	\$288,064.59	\$18,896.74
Total units of entitlement		7000		7000
Levy contribution per unit entitlement		\$12.89		\$13.36
Budgeted standard levy revenue		82,000.00		85,000.00
Add GST		8,200.00		8,500.00
Amount to raise in levies including GST		\$90,200.00		\$93,500.00

## Proposed Levy Posting for The Owners Strata Plan 84623 ABN 73450898063

PO Box 75  
STRAWBERRY HILLS NSW 2012  
T: 02 9219 4111  
E: [strata@whelanproperty.com.au](mailto:strata@whelanproperty.com.au)  
[www.whelanproperty.com.au](http://www.whelanproperty.com.au)  
ABN: 28 116 912 488  
Liability Limited by a scheme approved under  
Professional Standards Legislation

**First instalment due date:** 01/01/2022

**Discount:** Nil

**Instalment frequency:** Quarterly

**Group:** General

**Number of instalments:** 4

**Entitlement set:** Levy Entitlement

**Description:** Proposed Levies

**Levy determination date:** 23/09/2022

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	A1	114.00	3,108.20	1,469.10	4,577.30
2	A2	110.00	2,999.00	1,417.50	4,416.50
3	A3	115.00	3,135.40	1,482.00	4,617.40
4	A4	111.00	3,026.40	1,430.30	4,456.70
5	A5	109.00	2,971.80	1,404.70	4,376.50
6	A11	116.00	3,162.60	1,494.70	4,657.30
7	A12	112.00	3,053.70	1,443.30	4,497.00
8	A13	117.00	3,189.90	1,507.70	4,697.60
9	A14	114.00	3,108.20	1,469.10	4,577.30
10	A15	114.00	3,108.20	1,469.10	4,577.30
11	A21	118.00	3,217.30	1,520.60	4,737.90
12	A22	114.00	3,108.20	1,469.10	4,577.30
13	A23	119.00	3,244.50	1,533.50	4,778.00
14	A24	116.00	3,162.60	1,494.70	4,657.30
15	A25	116.00	3,162.60	1,494.70	4,657.30
16	A31	120.00	3,271.80	1,546.40	4,818.20
17	A32	116.00	3,162.60	1,494.70	4,657.30
18	A33	121.00	3,299.00	1,559.20	4,858.20
19	A34	118.00	3,217.30	1,520.60	4,737.90
20	A35	118.00	3,217.30	1,520.60	4,737.90
21	B1	113.00	3,081.00	1,456.10	4,537.10
22	B2	107.00	2,917.40	1,378.80	4,296.20
23	B3	115.00	3,135.40	1,482.00	4,617.40
24	B4	112.00	3,053.70	1,443.30	4,497.00
25	B5	115.00	3,135.40	1,482.00	4,617.40
26	B11	115.00	3,135.40	1,482.00	4,617.40
27	B12	114.00	3,108.20	1,469.10	4,577.30
28	B13	117.00	3,189.90	1,507.70	4,697.60
29	B14	114.00	3,108.20	1,469.10	4,577.30
30	B15	117.00	3,189.90	1,507.70	4,697.60
31	B21	117.00	3,189.90	1,507.70	4,697.60
32	B22	116.00	3,162.60	1,494.70	4,657.30
33	B23	119.00	3,244.50	1,533.50	4,778.00
34	B24	116.00	3,162.60	1,494.70	4,657.30

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
35	B25	119.00	3,244.50	1,533.50	4,778.00
36	B31	119.00	3,244.50	1,533.50	4,778.00
37	B32	118.00	3,217.30	1,520.60	4,737.90
38	B33	121.00	3,299.00	1,559.20	4,858.20
39	B34	118.00	3,217.30	1,520.60	4,737.90
40	B35	121.00	3,299.00	1,559.20	4,858.20
41	C5	164.00	4,471.30	2,113.20	6,584.50
42	C4	160.00	4,362.30	2,061.70	6,424.00
43	C3	160.00	4,362.30	2,061.70	6,424.00
44	C2	160.00	4,362.30	2,061.70	6,424.00
45	C1	153.00	4,171.50	1,971.60	6,143.10
46	D10	153.00	4,171.50	1,971.60	6,143.10
47	D9	153.00	4,171.50	1,971.60	6,143.10
48	D8	153.00	4,171.50	1,971.60	6,143.10
49	D7	153.00	4,171.50	1,971.60	6,143.10
50	D6	160.00	4,362.30	2,061.70	6,424.00
51	D1	164.00	4,471.30	2,113.20	6,584.50
52	D2	159.00	4,335.10	2,048.80	6,383.90
53	D3	159.00	4,335.10	2,048.80	6,383.90
54	D4	159.00	4,335.10	2,048.80	6,383.90
55	D5	159.00	4,335.10	2,048.80	6,383.90
<b>Totals</b>		7,000.00	\$190,852.00	\$90,203.00	\$281,055.00
<b>GST included in amounts to be raised</b>			\$17,350.22	\$8,200.38	\$25,550.60
<b>Amount to be raised per unit of entitlement</b>			\$27.26	\$12.89	\$40.15

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Capital Works Fund	Total	Comment
01/03/2022	Quarterly Admin/Capital Works Levy	40,002.00	23,377.40	63,379.40	Previously posted
01/06/2022	Quarterly Admin/Capital Works Levy	40,004.50	23,379.60	63,384.10	Previously posted
01/09/2022	Quarterly Admin/Capital Works Levy	40,004.50	23,379.60	63,384.10	Previously posted
01/10/2022	Proposed Levies	70,839.00	20,063.40	90,902.40	
		\$190,850.00	\$90,200.00	\$281,050.00	

## Insurance as at 05/09/2022

Strata Plan 84623

Woodlands Epping, 23 Ray Road, EPPING NSW  
2121

Policy No.	HU000605126	CHU Underwriting Agencies Pty Ltd			
	5-1				
Type:	Building	Broker:	Bruce Chiens Pty Ltd		
			Shop 21,74-76 Rawson Street, EPPING NSW 2121		
Premium:	\$32,311.80	Paid on:	24/08/2022	Policy start date:	20/08/2022
				Next due:	20/08/2023
<i>Cover</i>		<i>Sum insured</i>		<i>Excess</i>	
Building		\$26,427,019.00		\$1,000.00	
Contents		\$264,270.00		\$1,000.00	
Loss Of Rent/temporary Accommodation		\$3,964,052.00		\$1,000.00	
Catastrophe		\$3,848,595.00		\$1,000.00	
Fidelity Guarantee		\$100,000.00		\$1,000.00	
Office Bearers Liability		\$500,000.00		\$1,000.00	
Voluntary Workers		\$200,000/2,000		\$1,000.00	
Government Audit Costs		\$25,000.00		\$1,000.00	
Legal Defence Expenses		\$50,000.00		\$1,000.00	
Public Liability		\$30,000,000.00		\$1,000.00	
Machinery Breakdown		\$100,000.00		\$2,500.00	
Lot Owner's Fixtures & Improvements		\$250,000.00		\$1,000.00	
Appeal Expenses		\$100,000.00		\$1,000.00	
Extended Cover - Rent/Temp Accommodation		\$594,607.00		\$1,000.00	
Escalation in Cost of Temp Accommodation		\$192,429.00		\$1,000.00	
Cost of Storage & Evacuation		\$192,429.00		\$1,000.00	

Last valuation done on 15/08/2019

Insurance valuation \$24,910,000.00





WHELAN PROPERTY GROUP  
STRATA MANAGEMENT SERVICES

THE STRATA COMMITTEE, OWNERS, FIRST MORTGAGEES AND  
COVENANT CHARGEES OF LOTS IN STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121

**NOTICE OF A STRATA COMMITTEE MEETING OF  
THE OWNERS – STRATA PLAN NO. 84623**

Meeting Title	Strata Committee Meeting
Strata Plan Number	84623
Date and Venue	Thursday 20 October 2022 at The Epping Club, 45-47 Rawson Street, Epping NSW 2121 in the "Grand Salon" room.
Start Time	Immediately following the Annual General Meeting
Participants	Owners, First Mortgagees, Whelan Property Group

Agenda

A	Meeting Administration
1.0	Previous Minutes
2.0	Office Bearers
3.0	Strata Committee Representatives
4.0	Meeting Closure

**A. MEETING ADMINISTRATION**

Attendance, Apologies, Proxies and Voting Rights.

**1.0 PREVIOUS MINUTES**

Motion: That the Minutes of the last Strata Committee Meeting be confirmed as true record and account of the proceedings of that meeting.

**2.0 OFFICE BEARERS**

Motion: That the Secretary, Treasurer and Chairperson of the Strata Committee be appointed.

**3.0 STRATA COMMITTEE REPRESENTATIVES**

Motion: That the Strata Committee elect a representative and substitute representative to be the nominated contact person(s) to liaise/instruct Whelan Property Group Pty Limited on behalf of the Strata Committee.

**4.0 MEETING CLOSURE**

Date of this notice:

30 September 2022

***\*Note:*** An owner or the nominee of a corporate owner may attend the Strata Committee Meeting but cannot address the meeting unless the Strata Committee agrees.



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

**THE STRATA COMMITTEE, OWNERS, FIRST MORTGAGEES AND  
COVENANT CHARGEES OF LOTS IN STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121**

**MINUTES OF A STRATA COMMITTEE MEETING OF  
THE OWNERS - STRATA PLAN NO. 84623**

Meeting Title	Strata Committee Meeting
Strata Plan Number	84623
Date and Venue	Thursday 15 April 2021 at The Epping Club, 45-47 Rawson Street, Epping NSW 2121
Start Time	7:27PM
Finih Time	7:32PM
Present	Lot/s: 6, 41, 42, 44, 54
In Attendance	Matthew Hua – Whelan Property
Chairperson	Matthew Hua – Whelan Property

**A. MEETING ADMINISTRATION**

Attendance, Apologies, Proxies and Voting Rights.

**1.0 PREVIOUS MINUTES**

Resolved: That the Minutes of the last Strata Committee Meeting be confirmed as true record and account of the proceedings of that meeting.

**2.0 OFFICE BEARERS**

Resolved: That the Secretary, Treasurer and Chairperson of the Strata Committee be appointed.

Role	Lot Number	Name
Secretary	54	Kenneth Leung
Treasurer	44	Yung Tse
Chairperson	41	Steven Tree

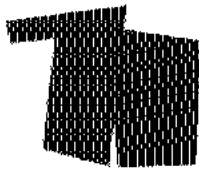
**3.0 STRATA COMMITTEE REPRESENTATIVES**

Defeated: That the Strata Committee elect a representative and substitute representative to be the nominated contact person(s) to liaise/instruct Whelan Property Group Pty Limited on behalf of the Strata Committee.

**4.0 RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS**

Resolved: That the Strata Committee resolve the following items approved between meetings:

- Triumph quote 0017 in the sum total of \$3,300 Incl. GST for C01 Shower
- Triumph quote 0016 in the sum total of \$3,300 Incl. GST for D06 Shower
- PBMG quote LS20-089 in the sum total of \$3,493.93 Incl. GST for Gardening
- Safemaster quote 47721 in the sum total of \$4,582.60 Incl. GST for heigh safety Block D
- Safemaster quote 47721 in the sum total of \$2,888.60 Incl. GST for heigh safety Block C



**WHELAN PROPERTY GROUP**  
111/113 Macquarie Street, Sydney NSW 2000

**WHELAN PROPERTY GROUP**  
ABN: 28 116 912 488  
PO BOX 75, STRAWBERRY HILLS NSW 2012  
277 PYRMONT STREET, ULTIMO NSW 2007  
T: 02 9219 4111 | F: 02 9281 9915  
E: [slrata@whelanproperty.com.au](mailto:slrata@whelanproperty.com.au)  
[www.whelanproperty.com.au](http://www.whelanproperty.com.au)

## NOTICE OF COMPANY NOMINEE AUTHORISATION

Please note: this form must be signed under seal or Power of Attorney issued by the company. If under Power of Attorney, a copy of the document or registration details should be returned with this form. ....

TO: The Secretary,  
The Owners of Strata Plan No: 84623

TAKE NOTICE, pursuant to Section 154 of the Strata Schemes Management Act 2015, THAT

\_\_\_\_\_ PTY LIMITED specifies  
\_\_\_\_\_ as its Company Nominee, with respect to  
Lot(s) \_\_\_\_\_ in Strata Plan No: \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2022

The Common Seal of \_\_\_\_\_ Pty Limited was  
hereunto affixed by authority of its Board Directors in the presence of:

\_\_\_\_\_  
Secretary/Director

\_\_\_\_\_  
Director

**STRATA COMMITTEE - NOMINATION FORM**

**STRATA PLAN 84623 | 23 RAY ROAD, EPPING NSW 2121**

A financial lot owner may **ONLY** nominate one person per lot;

- You may nominate a person for election, or
- You may nominate yourself

**Nominate a person**

I nominate the following person for election to the strata committee pursuant with Schedule 1, Clause 5 of the Strata Schemes Management Act 2015.

**Proposer:**

Name: \_\_\_\_\_ Lot number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Lot number: \_\_\_\_\_

**Nominee:**

Name: \_\_\_\_\_ Lot number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Note:** This form must be signed by the proposer and the nominee and be returned to Whelan Property Group by email to [william@whelanproperty.com.au](mailto:william@whelanproperty.com.au)

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I \_\_\_\_\_ nominate as a person eligible for election to the strata committee pursuant with Schedule 1, Clause 5 of the Strata Schemes Management Act 2015.

**Nominee:**

Name: \_\_\_\_\_ Lot number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**This form must be signed returned to Whelan Property Group by email to [william@whelanproperty.com.au](mailto:william@whelanproperty.com.au)**

***5 Nomination of candidates for election prior to meeting***

{1} The written notice of an annual general meeting is to include a call for nominations for members of the strata committee at least 7 days before the annual general meeting of an owners corporation.

{2} Any owner, or any person entitled to vote at a general meeting of an owners corporation, may nominate a person for election as a member of the strata committee.

{3} The nomination is to be made by written notice given to the secretary of the owners corporation or, in the case of the first annual general meeting, to the convenor of the meeting, that states the name of:

{a} the person nominated, and

{b} the person making the nomination and that the person nominated consents to the nomination.

{4} The secretary must include the nomination in the notice of the meeting at which the election is to take place. Notice of any subsequent nomination is to be given by the secretary at the meeting.

{5} A nomination may be made at any time before the election is held and may be made at the meeting.

{6} An owner or a person may make a nomination even if the owner or person cannot vote because the owner is an unfinancial owner.

# Proxy Appointment

## Strata Schemes Management Act 2015

Approved form under: Strata Schemes Management Act 2015 (Clause 26 (1) of Schedule 1)

Date

I/We *[name(s)]*

the owners of lot *[address]*

In Strata Plan No.  Appoint *[name of first appointee]*

Of *[first appointee's address]*

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/We appoint *[second appointee's name]*

Of *[second appointee's address]*

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the named above already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect *[Tick OR tick and complete whichever applies below]:*

☐ 1 meeting ☐ *[please insert number]*  meetings

☐ 1 month ☐ *[please insert number]*  months

☐ 12 months ☐ 2 consecutive annual general meetings

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

*[Tick and complete whichever applies below]:*

☐ 1. This form authorises the proxy to vote on my/our behalf on all matters.

**OR**

☐ 2. This form authorises the proxy to vote on my/our behalf on the following matters only:  
*[Specify the matters and any limitations on the manner in which you want the proxy to vote.]*

☐ 3. If a vote is taken on whether (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:

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

Signature of owner/s

Name *[print]*:

Name *[print]*:

# Proxy Appointment

## Strata Schemes Management Act 2015

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### NOTES ON APPOINTMENT OF PROXIES

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This proxy is valid for any general meetings held during the period (if any) specified on page 1 of this form. If no period is specified then this proxy ends after 12 months or two annual general meetings, whichever occurs later.
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
  - (a) if the strata scheme has 20 lots or less, one,
  - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
  - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
  - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

### NOTES ON RIGHTS OF PROXIES TO VOTE

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