

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Oxford Agency
Address of property	Unit 3/132-134 Allison Road, Randwick, NSW.
Lot	3
Strata Plan	SP 90847
Name of Strata Management Co.	First Strata
Telephone Number of Strata Agent	
Report Date	6 March 2023

General Information

Owner's Name	Guiseppe Lombardo
Unit Entitlement.	93
Total Unit Entitlement.	1,000

Levy Contributions

Administration Fund contribution.	\$930.00
Capital Works Fund contribution.	\$749.58
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$32,239.25
Capital Works Fund Balance.	\$76,081.67

Insurances

Building Insurance	Yes
Sum Insured	\$6,322,600.00
Insurance Company	Axis Insurance
Due Date	5 December 2023
Fire Safety Report ?	N/A
Certificate Date.	N/A
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 30 December 2020	Administration Fund set at \$32,000.00 p.a. Capital Works Fund set at \$32,120.00 p.a.
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	<p>Building insurance continued, All other matters were renovation approvals, meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Annual General Meeting 23 March 2021</p>	<p>Administration Fund set at \$40,000.00 p.a. Capital Works Fund set at \$32,201.76 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Annual General Meeting 23 May 2022</p> <p>Strata Committee Meeting 6 December 2022</p>	<p>Administration Fund set at \$40,000.00 p.a. Capital Works Fund set at \$32,240.00 p.a. Building insurance continued, Roof leaks above Unit 15 and plumbing leaks in Unit 7 bathroom vanity to be attended to by contractors and a minor water leak in Unit 13 sun room also to be attended to by contractors. All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p> <p>Patch repairs to the roof to be undertaken at a cost of \$7,500.00 plus GST. Other general matters are as per the attachment below.</p>
<p>Annual General Meeting 30 January 2023</p>	<p>Administration Fund set at \$40,000.00 p.a. Capital Works Fund set at \$32,240.00 p.a. Building insurance continued, Roof works were looked at again and the \$7,500.00 repair to go ahead plus \$800.00 in other patch repairs, Motion 16: Sub-floor ventilation to be permitted in a bylaws passed at this meeting, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. 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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Owners Corporation for Plan No. 90847

132 Alison Road Randwick New South Wales 2031
ABN/ACN 37244742409

LEVY STATEMENT - 3

OWNER: Giuseppe Lombardo

For the period 1 Nov 2021 to 31 Oct 2023 - sorted by Due Date

Due Date	Issue Date	Grace Days	Payment Date	Payment Method	Description	Period (if applicable)	Admin Fund	Admin Penalty	Capital Fund	Capital Penalty	LEVY BALANCE	PENALTY BALANCE
					brought forward						0.00	0.00
			25-01-22	TRANSFER	Payment 1679.58		930.00		749.58		1,679.58	0.00
04-02-22	20-01-22				Other Levy Quarterly Strata Levy Admin Fund - 1 December 2021 to 28 February 2022		-930.00				749.58	0.00
04-02-22	20-01-22				Other Levy Quarterly Strata Levy Capital Works Fund - 1 December 2021 to 28 February 2022				-749.58		0.00	0.00
			25-02-22	TRANSFER	Payment 1679.58		930.00		749.58		1,679.58	0.00
05-03-22	18-02-22				Levies - normal	01-03-22 to 31-05-22	-930.00				749.58	0.00
05-03-22	18-02-22				Levies - normal	01-03-22 to 31-05-22			-749.58		0.00	0.00
			29-04-22	TRANSFER	Payment 1679.58		930.00		749.58		1,679.58	0.00
01-06-22	28-04-22				Levies - normal	01-06-22 to 31-08-22	-930.00				749.58	0.00
01-06-22	28-04-22				Levies - normal	01-06-22 to 31-08-22			-749.58		0.00	0.00
			11-08-22	TRANSFER	Payment 1679.58		930.00		749.58		1,679.58	0.00
01-09-22	30-07-22				Levies - normal	01-09-22 to 30-11-22	-930.00				749.58	0.00
01-09-22	30-07-22				Levies - normal	01-09-22 to 30-11-22			-749.58		0.00	0.00
					-- START OF LEVY YEAR 2022						0.00	0.00
					--							
			16-11-22	TRANSFER	Payment 1679.58		930.00		749.58		1,679.58	0.00
01-12-22	28-10-22				Levies - normal	01-12-22 to 28-02-23	-930.00				749.58	0.00
01-12-22	28-10-22				Levies - normal	01-12-22 to 28-02-23			-749.58		0.00	0.00
			17-02-23	TRANSFER	Payment 1679.58		930.00		749.58		1,679.58	0.00
01-03-23	26-01-23				Levies - normal (interim)	01-03-23 to 31-05-23	-930.00				749.58	0.00
01-03-23	26-01-23				Levies - normal (interim)	01-03-23 to 31-05-23			-749.58		0.00	0.00
Balance of account as at 31 Oct 2023 \$							0.00	0.00	0.00	0.00	0.00	0.00
Total Balance \$											0.00	0.00

Important Note: The date range shown on the top of this report represents the period over which the report is showing transactions. This is NOT a reflection of your "paid to" date.

OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 90847

Common Property Information

Entitlement Information

Lot	Unit	Liability	Entitlement
1	1	78	78
10	10	70	70
11	11	70	70
12	12	48	48
13	13	68	68
14	14	48	48
15	15	70	70
2	2	48	48
3	3	93	93
4	4	70	70
5	5	103	103
6	6	70	70
7	7	48	48
8	8	68	68
9	9	48	48
Total		1000	1000

Insurance Information

Policy Number	tba
Expiry Date	05/12/2023
Due Date	05/12/2023
Insurance Company	Axis Underwriting
Insurance Broker	Honan Insurance group
Amount of Premium	\$ 7,955.89
Period of Insurance	05/12/2022 to 05/12/2023
Premium Paid Date	07/12/2022

Policy Type	Excess	Sum Insured
Building Catastrophe	\$ 1,000.00	15%
Building Catastrophe - Loss of Rent/Temp Accom	\$ 1,000.00	948,390.00
Common Area Contents	\$ 1,000.00	63,226.00
Damage (i.e. Building) Policy	\$ 1,000.00	6,322,600.00
Fidelity Guarantee Insurance	\$ 1,000.00	100,000.00
Floating Floors	\$ 1,000.00	inc
Government Audit Costs	\$ 1,000.00	25,000.00

OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 90847

Legal Defense Expenses	\$ 1,000.00	50,000.00
Lot Owner's Fixtures and Improvements	\$ 1,000.00	300,000.00
Office Bearers Liability Insurance	\$ 1,000.00	5,000,000
Paint	\$ 1,000.00	inc
Property, Death and Injury (Public Liability)	\$ 1,000.00	20,000,000.00
Voluntary Workers Insurance	\$ 1,000.00	200,000.00
Workplace Health & Safety - Breaches	\$ 1,000.00	100,000.00

Plan and Lot Information

Plan Information

Plan Number	90847
Property Name	Rothesay
Property Address	132 Alison Road, Randwick, NSW, 2031
Original Owner	Unknown
Original Owner ABN	
Original Owner Address	
Strata Managing Agent Name	First Strata Pty Ltd Office Acc
Strata Managing Agent Address	PO BOX 373, RANDWICK NSW, , 2031

Lot Information

Lot Number	3
Unit Number	3
Lot Liability	93
Lot Entitlement	93
Type of Lot	Residential
Subdivided	No
Car Spaces	

Ownership Information

Current Owner Information

Registered Lot Owner	Giuseppe Lombardo
Corporate Owner	No
Date Interest Acquired	21/10/2015
Manner Interest Arose	Transfer
Committee Member	No
Residential Business Address	C/-Oxford Real Estate PO BOX 363, Darlinghurst , 1300
Email Address	jl@ldstudio.com.au
Correspondence Address	By email to: jl@ldstudio.com.au

Associated Contacts of the Current Owner

Contact Name	Giuseppe Lombardo
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OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 90847

Contact Address C/-Oxford Real Estate PO BOX 363, Darlinghurst , 1300
Contact Type Committee

Mortgagee Information

No Details Recorded

Current Lease Information

Current Tenant Aoife N De Barra De Barra
Type of Lease Lease
Start Date of Lease 18/08/2020
Period of Lease 5 years
Termination Date (if any) 17/08/2025
Residential or Business Address , ,

Letting Agent Information

Letting Agent Oxford Real Estate
Business Address PO BOX 363 , Darlinghurst, 1300
Service of Notice Address 40-42 Flinders Street , Darlinghurst, 2010

Other Information Relating to the Lot

Lot Improvements

The following authorisation was given by the Owners Corporation to the owner of this Lot to make improvements to part of the common property for which they are responsible:

No Details Recorded

Rules

Details of rules granted to the current or previous owners of this Lot:

No Details Recorded

Exclusive Use Grants

Details of exclusive use grants allocated to the current or previous owners of this Lot:

No Details Recorded

ANNUAL FINANCIAL STATEMENTS

For the period 1 November 2022 to 31 October 2023

Prepared For

Rothesay

Strata Plan 90847

132 Alison Road
Randwick
New South Wales 2031

Manager

Scott Martel
First Strata Pty Ltd Office Acc

Printed

6 March 2023

Balance Sheet

Administrative & Capital Works Fund

Owners Corporation for Plan No. 90847

As at 31st October 2023

132 Alison Road Randwick New South Wales 2031

ABN/ACN 37244742409

Assets

2023

Cash		100,567.76
Levies in Arrears	Note 7	9,850.66
Total Assets		\$ 110,418.42

Liabilities

Accounts Payable Liability	Note 8	97.50
Total Liabilities		\$ 97.50

Net Assets		\$ 110,320.92
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Equity

Administrative Fund		34,239.25
Capital Works Fund		76,081.67
Total Equity		\$ 110,320.92

Income and Expenditure Statement

Administrative Fund

Owners Corporation for Plan No. 90847

1 November 2022 to 31 October 2023

132 Alison Road Randwick New South Wales 2031

ABN/ACN 37244742409

Income

Levy Fees - normal	20,000.00
Levy Fees - other	33.00
Mutual Revenue - penalty interest	121.01
Total Administrative Fund Income	20,154.01

Expenditure

Accountant - audit fees	44.00
Accountant - company tax returns	198.00
Auditor	527.63
Bank Fees & Charges - DEFT fees	22.00
Bank Fees & Charges - account keeping fees	5.60
Cleaning Service	1,959.33
Committee Expenses - subscriptions	263.86
Common Property - General Repairs & Maintenance	165.00
Debt Collection Service	33.00
Electrical Repairs	913.00
Fire Protection Services	2,217.89
Fire Protection Services - annual audit fees	97.50
Fire Protection Services - compliance certification	220.00
Insurance Premiums	7,955.89
Legal Services - by-law drafting	550.00
Owners Corporation Manager - disbursements	144.39
Owners Corporation Manager - management fees	1,718.31
Owners Corporation Manager - other	22.00
Owners Corporation Manager - schedule B fees	715.00
Water - charges	997.50
Total Administrative Fund Expenditure	18,769.90

Surplus / Deficit for period **1,384.11**

Summary

Opening Balance as at 1 November 2022	32,855.14
Total Revenue during period	20,154.01
Total Expenditure during period	(18,769.90)
Administrative Fund balance as at 31 October 2023	\$ 34,239.25

Income and Expenditure Statement

Capital Works Fund

Owners Corporation for Plan No. 90847

1 November 2022 to 31 October 2023

132 Alison Road Randwick New South Wales 2031

ABN/ACN 37244742409

Income

Levy Fees - normal	16,120.00
Mutual Revenue - penalty interest	111.99
Total Capital Works Fund Income	16,231.99

Expenditure

Cleaning Service	653.11
Door & Window Maintenance	511.50
Fire Protection Services	2,084.50
Total Capital Works Fund Expenditure	3,249.11

Surplus / Deficit for period **12,982.88**

Summary

Opening Balance as at 1 November 2022	63,098.79
Total Revenue during period	16,231.99
Total Expenditure during period	(3,249.11)
Capital Works Fund balance as at 31 October 2023	\$ 76,081.67

Notes To Financial Statements

Owners Corporation for Plan No. 90847

132 Alison Road Randwick New South Wales 2031

ABN/ACN 37244742409

Note 1 Summary of Accounting Policies

This special purpose financial report has been prepared for distribution to owners to fulfill the owners corporation's financial reporting requirements. The accounting policies used in the preparation of this report, as described below, are in the opinion of the owners corporation manager appropriate to meet the needs of owners. (a) The financial report has been prepared on the Accrual basis of accounting including the historical cost convention and the going concern assumption. (b) The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the body corporate because it is not a "reporting entity" as defined in those Standards.

Note 2 Levies in Arrears, in Advance, not Due and payments unidentified

Any items shown as "Levies in Arrears" and "Levies in Advance" in the Balance Sheet represent the position of all levies in arrears or advance, as the case may be, as at the balance date. Any items shown as "Levies not Due" in the Balance Sheet represent levies which have a due date after the balance date. Any items shown as "Levy payments unidentified" in the Balance Sheet represent levy payments that have been received, however could not be identified and therefore allocated to a unit correctly, these funds are held as a liability until they can be correctly allocated. Any other charges against unit owners in arrears or payments in advance appear as liabilities and assets, as the case may be, elsewhere in the Balance Sheet.

Note 3 Unallocated Monies Received

Any items shown as "Unallocated Monies Received" in the Balance Sheet represents amounts received for levies and/or items not yet billed and are recognised as revenue on the day the levy and/or invoice is billed.

Note 4 Income Tax

Assessable income such as interest, dividends and other investment income derived by the Owners Corporation, is taxable at the current company tax rate of 30%. Assessable income received by the Owners Corporation in respect of common property, other than as stated above, is taxable in the hands of individual owners as determined by Tax Ruling 2015/3.

Note 5 Depreciation

Common property, including assets fixed to it, is not beneficially owned by the owners corporation and is therefore not depreciable. Non-fixed assets that are purchased by the owners corporation are beneficially owned by it, but the purchase cost is expensed upon acquisition and not depreciated.

Note 6 Unearned Revenue

Any items shown as "Unearned Revenue" in the Balance Sheet represents money received for a service or product that has yet to be fulfilled. For example, pre-payment on a lease agreement. The revenue is a liability until it has been 'earned' by the owners corporation.

Note 7 Levies in Arrears - also see note 2

Detail	Amount
Lot: 9 Unit: 9	3472.86
Lot: 10 Unit: 10	5510.92
Lot: 14 Unit: 14	866.88
	\$ 9,850.66

Note 8 Accounts Payable Liability

Detail	Amount
Randwick City Council 2023 AFSS Lodgement Fee	97.50
	\$ 97.50

CERTIFICATE OF CURRENCY

This policy described below is current until 4:00pm on the Expiry Date shown unless cancelled.

Policy Number: P-018317

Policy Class: Axis Residential Strata Insurance Policy

Insured: SP 90847

Interested Party:

Interest Insured:

Location: 132 Alison Road
RANDWICK

State: NSW

Postcode: 2031

Inception Date: 4:00pm on 5th December 2022

Expiry Date: 4:00pm on 5th December 2023

Sums Insured:	1. Buildings	\$	6,322,600
	Common Contents	\$	63,226
	Loss of Rent	\$	948,390
	Option Cover: Floating Floors		Insured
	Option Cover: Loss of Lot/Unit Market Value		Not Insured
	Option Cover: Catastrophe Cover	15%	Insured
	2. Public or Legal Liability	\$	20,000,000
	3. Personal Accident	\$	200,000/2000
	4. Fidelity Guarantee	\$	100,000
	5. Machinery Breakdown	\$	
6. Office Bearers Legal Liability	\$	5,000,000	
7. Government Audit Costs & Legal Expenses			
Appeal Expenses	\$	100,000	
Audit Fees	\$	25,000	
Legal Defence Expenses	\$	50,000	

Conditions: As Per Quotation, Policy Wording and Endorsements

Underwriters: XL INSURANCE COMPANY SE (AUSTRALIA BRANCH)

Date: 23 December 2022



Axis Underwriting Services Pty Ltd
as Agents of the Insurers

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000

Please note:

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

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

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

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

Address

132 ALISON ROAD RANDWICK

Lot No. (if known) DP/SP (if known) Building name (if applicable)

- SP90847 -

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

RESIDENTIAL UNITS

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

Name

SP90847 C/- STRATA CHOICE

Address

LOCKED BAG 1919, ST LEONARDS 1590

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
AUTOMATIC FIRE DETECTION SYSTEM <ul style="list-style-type: none">- WITHIN COMMON AREAS (SMOKE)- ROOFSPACE (THERMAL)- TOP FLOOR UNITS (THERMAL)- ALL UNITS (SMOKE DETECTOR WITH ALARM ACKNOWLEDGEMENT FACILITY)	Common Area - BCA Spec E2.2a Clause 4 & AS 1670.1 – 1995 <ul style="list-style-type: none">- Roof space thermal – AS1670.1 – 1995 / AS1670.7 – 1991 clause 4.5.3- Top floor thermals – AS1670.1 – 1995 / AS1670.2 – 1997 clause 4.5.3- All units – Spec E2.2a clause 2(a).i. b Building Occupant Warning System – BCA Spec E2.2a Clause 6	26/11/2021 14/02/2022	F029402A
EMERGENCY LIGHTS	BCA E4.2, E4.4 & AS 2293.1 – 1995	26/11/2021 14/02/2022	F029402A
FIRE DOORS	BCA C3.8 and Spec C3.4 & AS 1905.1 – 1990	26/11/2021 14/02/2022	F029402A
HOSE REEL SYSTEM	BCA E1.4 & AS2441 - 2005	26/11/2021	F029402A
PORTABLE FIRE EXTINGUISHERS	BCA E1.6 & AS2444 - 2001	26/11/2021	F029402A

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
SOLID CORE DOORS	BCA Clause C3.11	26/11/2021 14/02/2022	F029402A
PATHS OF TRAVEL	EP&A Reg 2000 Part 9, Div 7 clause 186	26/11/2021	F029402A
LIGHTWEIGHT CONSTRUCTION (UNITS 1, 3 AND 5)	BCA C1.8 & BCA Spec C1.1	26/11/2021	F029402A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

Part of the building inspected	Date(s) inspected	APFS *
WHOLE	26/11/2021	F029402A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Section 6: Name and contact details of accredited practitioners (fire safety) (APFSs)

Full name	Phone	Email	Accreditation No.*	Signature
DREW IVISON	0299061626	DREW.IVISON@CIVILFIRE.COM.AU	F029402A	

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

Section 7: Name and contact details of the person issuing this statement

Full name	
Scott Martel	
Organisation (if applicable)	Title/Position (if applicable)
First Strata Pty Ltd	Strata Manager
Phone	Email
1300301175	info@firststrata.com.au

The person issuing the statement must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, **Scott Martel as Strata Managing Agent** (insert full name) being the: owner owner's agent declare that:

- each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:
 - in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

Owner/Agent Signature	Date issued
	14 February 2022

Section 9: Supplementary fire safety statement declaration

I, [Click here](#) (insert full name) being the: owner owner's agent

declare that each critical fire safety measure specified in the statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this statement is issued.

Owner/Agent Signature

Date issued

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Note: A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation.

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



FIRE SAFETY SCHEDULE

The essential fire safety measures to be included in the fire safety statement (as a minimum) are detailed below:

The following fire safety measures exist in the building.

FIRE SAFETY MEASURE	BUILDING CODE OF AUSTRALIA REFERENCE	MINIMUM STANDARD OF PERFORMANCE <small>(To be specified in the Fire Safety Statement)</small>
Automatic smoke/fire detection and alarm systems (within common areas (smoke), roof space (thermal), top floor units (thermal), smoke detectors spaced to smoke alarm requirements within each unit and alarm acknowledgement facility within each unit).	Clause E2.2a, Clause 2(a) (i) (B), Clause 4, Clause 6.	AS 1670.2 (1997), AS 1670.1 (1995)
Emergency lighting	Clauses E4.2 & E4.4	AS 2293.1 (1995)
Fire doors (self-closing or automatic closing)	Clauses C3.8, D1.8	AS 1905.1 (1990) (fire doors),
Hose reel systems	Clause E1.4	AS 2441 (2005)
Portable fire extinguishers	Clause E1.6	AS 2444 (2001)
Solid core doors (self-closing)	Clause C3.11	BCA Clause C3.11
Paths of travel, exits and fire safety notices	Environmental Planning and Assessment Regulation 2000 Part 9 Division 7, Clause 186	Environmental Planning and Assessment Regulation 2000 Part 9 Division 7, Clause 186
Lightweight construction inc: units 1, 3, 5	Clause C1.8 & Spec. C1.1	BCA Specifications C1.1 & C1.8

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form

Please note:

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

General

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment Regulation 2000*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in clause 3 of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under clause 175 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under clause 178 of the Regulation and relates to each critical fire safety measure that applies to the building.

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

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

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

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in clause 165 of the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.

- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire exits, fire safety notices, doors relating to fire exits and paths of travel to fire exits in the building or part of the building and found there has been no breach of Division 7 of Part 9 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

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

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The first industry accreditation scheme for APFS has been approved by the NSW Government.
- From July 1 2020, a building owner must select an APFS from a register of accredited practitioners. The accreditation number of each relevant CFSP must be listed on the form.
- If the building owner has determined the competence of the APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

Section 7: Name and contact details of the person issuing the statement

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement on behalf of the owner(s) (as the owner's agent), this person must have the appropriate authority from the building owner(s) to undertake this function.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation. The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with clause 182 of the Regulation. An agent cannot be made responsible for these requirements.

Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with clause 175 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- In issuing the statement, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form and issuing the statement.
- The person who issues the statement by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with clause 178 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (February 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.

Minutes of Annual General Meeting

- PRESENT PERSONALLY:** A. Cvetko (Lot 15) G. Cornish (Lot 13) G. Lombardo (Lot 3)
J. Purchas (Lot 14) Siyi Wang (Lot 7) Ternic Pty Ltd (Lot 1, 2 & 5)
A. Tian
- PRESENT BY PROXY:** M. Mahony Held by J. Mahony
- IN ATTENDANCE:** Melanie Nunes (Strata Choice)
- CHAIRPERSON:** Melanie Nunes chaired the meeting
- 1. MINUTES:** **RESOLVED** that the Minutes of the last General Meeting be confirmed as a true and accurate record of the proceedings of that meeting.
- 2. ACCOUNTS:** **RESOLVED** that the Financial Statements as supplied be accepted.
- 3. AUDITOR:** **MOTION LOST** that the Owners Corporation appoint an auditor.
- 4. INSURANCES:** **RESOLVED** that the Owners Corporation insurances as listed be confirmed.
- 5. CAPITAL WORKS FUND PLAN:** **RESOLVED** that the Owners Corporation considered the Capital Works Fund Plan from Solutions IE dated 9th March 2017 and determined to implement the plan in relation to the setting of the Capital Works Fund budget.
- 6. ESTIMATES FOR ADMINISTRATIVE & CAPITAL WORKS FUNDS:** **RESOLVED** that the following consideration of the statement of existing financial situation and of estimated receipts and payments presented at the meeting that:
(a) Contributions to the administrative fund are estimated and determined at \$32,000.00 no GST
(b) Contributions to the capital works fund are estimated and determined at \$32,170.52 no GST
(c) The proportion of said contributions payable by the owners of each lot shall be in accordance with the proposed levy schedule approved at the meeting;
(d) The contributions of each owner to be payable by equal quarterly instalments in advance, the first such instalment to be due on **1st December 2019 (payable by 3rd April 2020)**; and
(e) These minutes shall serve as a notice to each lot owner of the amount and due date of each instalment of such contributions.
- 7. THE STRATA COMMITTEE:** **RESOLVED** the number of nominations equalled the number of persons to be elected, that number being 5 and the following were duly elected:
A. Cvetko (Lot 15) G. Cornish (Lot 13) G. Lombardo (Lot 3)
J. Purchas (Lot 14) M. Mahony (Lot 9)
- 8. RESTRICTIONS ON STRATA COMMITTEE:** **RESOLVED** that no restrictions be placed on the Strata Committee.
- 9. REPORT ON COMMISSIONS:** **RESOLVED** that the Strata Managing Agent reported on the commissions and training services received in the past 12 months and an estimate of commissions and training services to be received in the next 12 months.

- 10. ANNUAL FIRE SAFETY STATEMENT:** **RESOLVED** that the Owners Corporation resolves that whilst the Managing Agent is appointed to the scheme and when an Annual Fire Safety Statement is required in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000:
- (a) It is required on an annual basis to engage a competent person to provide an annual fire safety statement; and
 - (b) Subject to receipt of the statement from the competent person, it is instructed to forward to the Strata Committee the Annual Fire Safety Statement and supporting documentation for instruction by the Strata Committee. In the event that the Managing Agent receives no response from the Strata Committee, the Managing Agent is instructed to sign on behalf of the scheme and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner.
 - (c) Subject to receipt of the statement, is authorised to affix the common seal to the statement on behalf of the Owners Corporation.

Note: Request new Fire Contractor quotations for AFSS.

- 11. DEBT COLLECTION:** **RESOLVED** that The Owners – Strata Plan No 90847, pursuant to the Strata Schemes Management Act 2015 (including section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:
- (a) To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses;
 - (b) To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners- Strata Plan No 90847;
 - (c) To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
 - (d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
 - (e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
 - (f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

- 12. PAYMENT PLAN:** **RESOLVED** that The Owners – Strata Plan 90847 agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the Strata Committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the Strata Committee or Owners Corporation by resolution.

- 13. CHILD WINDOW SAFETY DEVICES RECERTIFICATION:**
1. **RESOLVED** that all lot owners and occupiers are hereby alerted as to the following:
 - The statutory requirements mandated by section 118 of the Strata Schemes Management Act 2015 (NSW); and
 - Importance to have compliant window safety devices for all applicable windows; and
 - There is an absence of any written complaint or concern (being current) from any lot owner and/or occupier in the matters.

2. **RESOLVED** that the owners corporation determined the following:

OPTION 1 – SELF CHECK BY OWNERS / RESIDENTS:

That:

- In order to enable the owners corporation to ensure that there are complying window safety devices for all windows within or adjoins all lots as required by law, the strata manager is instructed to carry out the following:
 - (a) That a fact sheet relating to complying window safety devices shall be circulated to all owners;
 - (b) That a request is made to each owner and/or resident to inspect and complete an online survey to note any device which is not functioning or missing
- The strata manager forwards the survey results to the strata committee for direction in reference to any owners and/or residents that have not responded and report any devices which are not functioning or missing.
- Unless and until the owners corporation receives the completed survey questions from a lot owner indicating there is a problem or issue relating to the window safety devices within or adjoin its lot, the owners corporation deems that there are complying window safety devices for all windows applicable to the lot.
- The strata managing agent is instructed to repeat the above process annually.

**14. LOT 7 AMENDED
INTERNAL
RENOVATIONS:**

RESOLVED that the Owners Corporation of Strata Plan 90847 SPECIALLY RESOLVE pursuant to;

The Owners – Strata Plan No. 90847 SPECIALLY RESOLVES pursuant to sections 108 and 143 of the Strata Schemes Management Act 2015 (“Act”) to:

1. Authorise the Owners of Lot 7 to add to, alter and erect new structures on the common property by carrying out of the Works (as that term is defined in the Special By-Law set out below), subject to the terms and conditions of the Special By-Law set out below; and
2. Grant the Owners of Lot 7 the exclusive use of the Exclusive Use Area (as that term is defined in the Special By-Law set out below),

subject to the terms and conditions of the Special By-Law set out below, and to make a by-law on the terms and conditions of the Special By-Law set out below, and that notification of this change to the by-laws be lodged for registration in accordance with section 141 of the Act at the Registrar-General’s Office.

Motion required by: SIYI WANG and ZEWEN CHEN, the Owners of Lot 7.

Explanatory note: The Owners propose the following by-law for the works undertaken by the owner of Lot 7. The Owner of Lot 7 acknowledges their obligations under the existing registered by-laws, including By-law 14 – Floor coverings.

**15. LOT 7 – RENOVATION
SPECIAL BY-LAW:**

RESOLVED that the Owners-Strata Plan No. 90847 SPECIALLY RESOLVE pursuant to;

(b) Section 108 and Section 143 of the Strata Schemes Management Act 2015, makes a common property rights by-law for the benefit of the Owner from time to time of Lot 7 as set out in the Annexure to Change of by-law appended to the agenda of the general meeting passing this by-law and RESOLVE that the Managing Agent be authorised to affix the common seal of the Owners Corporation in accordance with section 273 of the Strata Schemes Management Act 2015 on the notification to

change to the by-laws and organise lodgement in accordance with section 141 (2) of the Strata Schemes Management Act 2015 at the Registrar-General's Office.

(f) Works means all building works and all related services supplied to effect the installation of the works as set out in the scope of works, quote dated 18 November 2019 and plans prepared by Tin Ma Building Solution Pty Ltd, attached to this by-law and marked Annexure "A".

Meeting closed at: 6.50pm

Minutes of Strata Committee Meeting

MOTIONS

- PRESENT PERSONALLY:** A. Cvetko (Lot 15) G. Cornish (Lot 13) G. Lombardo (Lot 3)
J. Purchas (Lot 14)
- PRESENT BY PROXY:** M. Mahony (Lot 9) Held by J. Mahony
- IN ATTENDANCE:** Melanie Nunes (Strata Choice)
- CHAIRPERSON:** Melanie Nunes chaired the meeting
- 1. OFFICE BEARERS:** J. Mahony nominated and accepted as Chairperson
G. Cornish nominated and accepted as Secretary
G. Lombardo nominated and accepted as Treasurer
- 2. POINT OF CONTACT:** Strata Committee Point of Contact for Strata Choice
- That J. Mahony of the Strata Committee be nominated to liaise with Strata Choice and be the scheme's contact point
 - That G. Cornish of the Strata Committee be nominated to liaise with Strata Choice and be the scheme's substitute contact point
- 3. TENANT REPRESENTATIVE** No nominations were received for a tenant representative for the Strata Committee.
- 4. INSURANCE VALUATION:** **MOTION LOST** that the Strata Committee obtain a valuation for insurance purposes in accordance with Section 160 & 161 of the Strata Schemes Management Act 2015 and Section 39 of the Strata Schemes Management Regulation 2016.
- 5. REPAIRS & MAINTENANCE:**
- Fire panel repairs (fault caused due to Lot 7 renovations) repair to be charged to Lot 7.
 - Send portal details to the Strata Committee.
 - Down pipes to be painted (Strata Committee to discuss and advise).
 - Roof (no action at present).
 - Follow up Bannermans in relation to the Proposed Balcony Works and Subdivision to get resolved as soon as possible.
- 6. STRATA COMMITTEE MEETING:** The next Strata Committee Member has not been scheduled.

Meeting closed at 7:25pm

Minutes of the Annual General Meeting

Owners Corporation for Rothesay Plan No 90847
132 Alison Road, Randwick, NSW, 2031

Meeting Date	23 Mar 2021		
Meeting Location	Suite 2.02, 126 Church Street, Parramatta, NSW, 2150		
Time	06:00 PM	Opened: 06:01 PM	Closed: 6:58 PM
Attendees in person	Lot 1	Anya Aleksandra Anackov	Owner present
	Lot 3	Chairperson	Proxy present
	Lot 8	Julia Purchas	Proxy present
	Lot 9	Andrew Cvetko	Proxy present
	Lot 12	Kenneth John Sorrenson	Owner present
	Lot 13	Alexander Berkovich	Owner present
	Lot 14	Julia Elizabeth Purchas	Owner present
	Lot 15	Andrew Stephan Cvetko	Owner present
Attendees by proxy	Lot 3	Giuseppe Lombardo - Held by: Chairperson	
	Lot 8	Joel Gregory Mahony - Held by: Julia Purchas	
	Lot 9	Marcus Patrick Mahony - Held by: Andrew Cvetko	
Chairperson	Melanie Nunes		
Additional Attendees			
Apologies			

Motion CARRIED.

Motion 1 Confirmation of previous minutes

To RESOLVE by ordinary resolution that the Owners Corporation confirm the minutes as a true and accurate record of the proceedings of the previous general meeting held on 30th of January 2020.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 2 Insurances

To RESOLVE by ordinary resolution that the insurances effected on behalf of the Owners Corporation be confirmed, varied or extended.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 3 Insurance valuation

To RESOLVE by ordinary resolution that upon next renewal of the insurance policy that a valuer be engaged to value the building damage insurance amount for replacement and reinstatement as required under section 161 of the Strata Schemes Management Act 2015.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 4 Accounting records and financial statements

To RESOLVE by ordinary resolution to accept the accounting records and last financial statements prepared and to adopt the financial statements.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 5 Audit

To RESOLVE by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation for 31st of October 2021.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 6 Special levy - Fire safety defects

To RESOLVE by ordinary resolution pursuant to s 81(4) of the *Strata Schemes Management Act 2015*, it be determined that:

- a. A contribution in the amount of \$33,000.00 be raised as an additional levy to meet the expense(s) of fire safety compliance works

- b. The proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot;
- c. The contribution in respect of each lot is payable by the instalment(s) being due and payable in as per the table below.

Instalment Due Date	Fund	Amount
1 June 2021	ADMINISTRATIVE	\$33,000.00
TOTAL		\$33,000.00

VOTES **Yes:521** **No:0** **Abs: 0** **Inv: 0**

Motion CARRIED.

Motion 7 Special levy - Admin Fund deficit

To RESOLVE by ordinary resolution pursuant to s 81(4) of the *Strata Schemes Management Act 2015*, it be determined that:

- a. A contribution in the amount of \$15,670.88 be raised as an additional levy to meet the expense(s) of the Administrative fund deficit.
- b. The proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot;
- c. The contribution in respect of each lot is payable by the instalment(s) being due and payable in as per the table below.

Instalment Due Date	Fund	Amount
15 May 2021	ADMINISTRATIVE	\$3,917.72
01 June 2021	ADMINISTRATIVE	\$3,917.72
01 Aug 2021	ADMINISTRATIVE	\$3,917.72
01 Oct 2021	ADMINISTRATIVE	\$3,917.72
TOTAL		\$15,670.88

VOTES **Yes:8** **No:0** **Abs: 0** **Inv: 0**

Notes: Instalment date to be changed from 15 May 2021 to be in line with the quarterly strata levy due dates.

Motion CARRIED.

Motion 8 Contributions to the administrative and capital works fund

To RESOLVE by ordinary resolution:

- That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the Strata Schemes Management Act 2015 and contributions to the administrative fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015. Refer to levy table below. All amounts are inclusive of GST.
- That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the Strata Schemes Management Act 2015 and contributions to the capital works fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015. Refer to levy table below. All amounts are inclusive of GST.
- That the contributions to the administrative & capital works fund be paid in 4 instalments. Refer to levy table below. All amounts are inclusive of GST.

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Capital Works Fund
To be Issued	Current	01 Dec 2020	28 Feb 2021	15 May 2021	\$10,000.00	\$8,050.44
To be Issued	Current	01 Mar 2021	31 May 2021	01 Jun 2021	\$10,000.00	\$8,050.44
To be Issued	Current	01 Jun 2021	31 Aug 2021	01 Aug 2021	\$10,000.00	\$8,050.44
To be Issued	Current	01 Sep 2021	30 Nov 2021	01 Oct 2022	\$10,000.00	\$8,050.44
Total		01 Dec 2020	30 Nov 2021		\$40,000.00	\$32,201.76

VOTES **Yes:8** **No:0** **Abs: 0** **Inv: 0**

Motion CARRIED.

Motion 9 Election of strata committee

RESOLVED the number of nominations equalled the number of persons to be elected, that being seven (7) and the following were duly elected:

- | | | |
|---------------------|-----------------------|-----------------------|
| G. Lombrdo (Lot 3) | A. Anackov (Lot 1) | A. Berkovich (Lot 13) |
| A. Cvetko (Lot 15) | J. Mahony (Lot 8) | |
| J. Purchas (Lot 14) | K. Sorrenson (Lot 12) | |

VOTES **Yes:8** **No:0** **Abs: 0** **Inv: 0**

Motion DEFEATED.

Motion 10 General meeting matters

To RESOLVE by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2015 to decide if any matter or type of matter is to be determined by the owners corporation in general meeting.

VOTES	Yes:0	No:8	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 11 Overdue levy contributions

To RESOLVE by ordinary resolution that the owners corporation agrees pursuant to the Strata Schemes Management Act 2015 (including section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:

- To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses;
- To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners corporation;
- To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- Liaise, instruct and prepare all matters with the owners corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 12 Payment plans for overdue levy contributions

To RESOLVE by ordinary resolution that the owners corporation agrees to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata managing agent and/or the Strata Committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the Strata Committee or owners corporation by resolution.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 13 Report on commissions

To RESOLVE by ordinary resolution to confirm that the following commissions and/or training services were provided to, or paid to the strata managing agent during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months:

- \$1,233.82 in commissions in the past 12 months, and an amount of \$1,295.51 in commissions is expected to be received in the next 12 month
- The equivalent of \$0 in training services specific to the Strata Scheme in the past 12 months, and an amount of \$0 in training is expected to be received in the next 12 months.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion DEFEATED.

Motion 14 10-year capital works fund plan

To RESOLVE by ordinary resolution to review and adopt the capital works fund plan by Solutions IE dated 7th of March 2017 and the Strata Committee to advise on any action to be taken to revise the plan.

VOTES	Yes:0	No:8	Abs: 0	Inv: 0
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Motion DEFEATED.

Motion 15 Risk and hazard assessment report

To RESOLVE by ordinary resolution that whilst the Strata Managing Agent is appointed to the scheme:

- It is requested on an annual basis to engage a suitably qualified consultant to carry out an annual Safety Report in compliance with the owners corporation's obligations under the Work Health and Safety Act 2011; and
- To submit that report annually to the Strata Committee to determine what action or steps it wishes to undertake, if any; and
- To charge for providing this service as set out within the agency agreement between the Strata Managing Agent and the owners corporation.

VOTES	Yes:0	No:8	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 16 Annual fire safety statement

To RESOLVE by ordinary resolution that the owners corporation, instruct the strata managing agent to undertake the following when an Annual Fire Safety Statement is required in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulation 2000:

- It is required on an annual basis to engage an accredited practitioner to provide an annual fire safety statement;
 - The Strata Managing Agent is instructed to sign on behalf of the scheme and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner;
 - Subject to receipt of the statement, is authorised to affix the common seal to the statement on behalf of the owners corporation;
 - To charge for providing this service as set out within the agency agreement between the Strata Managing Agent and the owners corporation.
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VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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Motion DEFEATED.

Motion 17 Asbestos inspection

To RESOLVE by ordinary resolution that whilst the Strata Managing Agent is appointed to the scheme:

- It is requested that an initial report and every 5 years, the owners corporation engages a suitably qualified consultant to carry out an asbestos inspection in accordance with the Work Health and Safety Act 2011; and
- To submit that report to the Strata Committee to determine what action or steps it wishes to undertake, if any; and
- To charge for providing this service as set out within the agency agreement between the Strata Managing Agent and the owners corporation.

VOTES	Yes:0	No:8	Abs: 0	Inv: 0
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Notes: Last Asbestos inspection 17th January 2017. Report to be sent onto the Strata Committee for their records.

Motion CARRIED.

Motion 18 Child window safety devices recertification

- d. To RESOLVE by ordinary resolution that all lot owners and occupiers are hereby alerted as to the following:
 - a. The statutory requirements mandated by section 118 of the Strata Schemes Management Act 2015 (NSW); and
 - b. Importance to have compliant window safety devices for all applicable windows; and
 - c. There is an absence of any written complaint or concern (being current) from any lot owner and/or occupier in the matters.
- e. To RESOLVE by ordinary resolution that the owners corporation determine one of the following options:

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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'Option A' has been selected with the highest votes.

Alternatives for Motion 18

(Option A)

SELF CHECK BY OWNERS / RESIDENTS:

That:

- In order to enable the owners corporation to ensure that there are complying window safety devices for all windows within or adjoins all lots as required by law, the strata manager is instructed to carry out the following:
 1. That a fact sheet relating to complying window safety devices shall be circulated to all owners;
 2. That a request is made to each owner and/or resident to inspect and complete an online survey to note any device which is not functioning or missing;
- The strata manger forwards the survey results to the strata committee for direction in reference to any owners and/or residents that have not responded and report any devices which are not functioning or missing.

- Unless and until the owners corporation receives the completed survey questions from a lot owner indicating there is a problem or issue relating to the window safety devices within or adjoin its lot, the owners corporation deems that there are complying window safety devices for all windows applicable to the lot.
- The strata managing agent is instructed to repeat the above process annually.

(Option B)

RE-CERTIFICATION BY SUITABLY QUALIFIED PERSON:

That the strata managing agent is to engage a suitably qualified and competent person to undergo a physical inspection and certification of all windows within the strata scheme inclusive of all windows within, adjoin or otherwise services all and any lot to ensure that they are compliant as required by law.

(Option C)

NO ACTION TO BE TAKEN IN REGARD TO ENSURING COMPLIANCE:

That the compliance aspects of the window safety devices are to be deferred and reviewed in the next annual general meeting.

VOTES for Alternatives	A: 8	B: 0	C: 0	Inv: 0
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Motion DEFEATED.

Motion 19 Plant registration

To RESOLVE by ordinary resolution that whilst the Strata Managing Agent is appointed to the scheme:

- It is required on an annual basis to engage a competent person to provide a statement as to whether the lift equipment is safe to operate; and
- Subject to receipt of the statement from the competent person that the equipment is safe to operate, it is instructed to sign on behalf of the scheme and lodge with SafeWork NSW any item registration renewal or application form; and
- To charge for providing this service as set out within the agency agreement between the Strata Managing Agent and the owners corporation.

VOTES	Yes:0	No:8	Abs: 0	Inv: 0
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Motion CARRIED.

Motion 20 Utility agreements

To RESOLVE by ordinary resolution that whilst the Managing Agent is appointed to the scheme:

- Authorise and delegate its Strata Committee to review and consider any agreements in place for the supply of the utilities to the scheme and if appropriate determine and or ratify any changes at the next General Meeting;
- Authorise and delegate to the Managing Agent authority to enter into utility agreements and sign on behalf of the owners corporation.

VOTES	Yes:8	No:0	Abs: 0	Inv: 0
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MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS - STRATA PLAN NO. 90847 (132 ALISON ROAD, RANDWICK), HELD ONLINE VIA ZOOM MEETING ID 88548602723 ON MONDAY 23 MAY 2022 OPENED AT 7:30 PM.

PRESENT: A Aleksandra (Lot 1), Y Nehme (Lot 2), G Lombardo (Lot 3), R Lemon & S Ruz (Lot 5), ABerkovich (Lot 13), J Purchase (Lot 14) & A Cvetko (lot 15).

IN ATTENDANCE: S Martel from First Strata Pty Ltd.

CHAIRPERSON: S Martel from First Strata Pty Ltd chaired the Meeting.

1 MINUTES

Resolved that the minutes of the last general meeting be adopted as a true and accurate account of the proceedings of that meeting.

2 KEY FINANCIAL INFORMATION (2020-2021)

Resolved that the attached statements of key financial information for the Administrative Fund, the Capital Works Fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report, if required, be adopted.

3 AUDITOR

Resolved that an auditor be appointed.

4 LEVY CONTRIBUTIONS

Resolved that

a) in accordance with Section 79(2) and 81 of the *Strata Schemes Management Act 2015*, the Owners Corporation estimates that in respect of the period from 1 November 2021 to 31 October 2022 it will need to credit to its Administrative and Capital Works Funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget that was attached to the notice of the meeting at which this resolution was passed; and

b) in accordance with Section 81 of the Act, the Owners Corporation determines that the following amounts are to be levied to raise the estimated contributions:

Administrative Fund, the sum of \$40,000.00

Capital Works Fund, the sum of \$32,240.00

c) those amounts are to be paid by regular equal periodic instalments on the first days of 1 March (already invoiced), 1 June (already invoiced), 1 September, 1 December 2022.

d) the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

1.3.22 - Administrative Fund \$10,000.00 Capital Works Fund \$8,060.00 (already invoiced)
1.6.22 - Administrative Fund \$10,000.00 Capital Works Fund \$8,060.00 (already invoiced)
1.11.22 - Administrative Fund \$10,000.00 Capital Works Fund \$8,060.00
1.2.23 - Administrative Fund \$10,000.00 Capital Works Fund \$8,060.00

5 CAPITAL WORKS FUND

That the Owners Corporation do the following:

a) Review the current Capital Works Fund Analysis report; and

b) Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and

c) To submit that report to the Strata Committee to determine what action is required, if any; and

d) To delegate to the Strata Manager, the function pursuant to the Agency Agreement, additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

THIS MOTION WAS DEFEATED

6 LEVY COLLECTION

Resolved that the Owners Corporation resolve for the purpose of collecting Levy Contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to commence and maintain debt recovery proceedings for collecting outstanding Levy Contributions.

7 STRATA COMMITTEE

Resolved that nominations be received for the election of the Strata Committee members and the Owners Corporation determine the number of persons to be elected to the Strata Committee at seven (7) as follows:

A Anackov	Lot 1	Member	Self-nominated
Y Nehme	Lot 2	Member	Self-nominated
G Lombrdo	Lot 3	Member	Self-nominated
S Ruz	Lot 5	Member	Self-nominated
A Berkovich	Lot 13	Member	Self-nominated
J Purchas	Lot 14	Member	Self-nominated
A Cvetko	Lot 15	Member	Self-nominated

8 RESTRICTED MATTERS

Resolved that there be no limitations placed on the decision-making powers of the Strata Committee for the coming year.

9 ANNUAL FIRE SAFETY STATEMENT

Resolved that the Owners Corporation has appointed Civil Fire Design to carry out the Annual Fire Safety Statement and that First Strata Pty Ltd be authorised to sign and execute the Annual Fire Safety Statement on behalf of the Owners Corporation.

10 INSURANCE

Resolved that the Owners Corporation insurances as listed in the Annexures to the Agenda of the meeting be confirmed.

11 ADDITIONAL INSURANCE

Resolved that no additional insurances are required.

12 INSURANCE VALUATION

That the Owners Corporation by ordinary resolution to value the building's damage insurance amount for replacement and reinstatement as now required under Section 161 of the Strata Schemes Management Act 2015.

THIS MOTION WAS DEFEATED

13 COMMISSIONS

Resolved that the report submitted by the Strata Managing Agent on commissions received in the past 12 months and estimate of commissions and training services to be received in the next 12 months be approved and accepted.

14 ROOF

The Owners Corporation discussed the report from APT Roofing in relation to the common property roof and leaks above unit 15. **Resolved that** the Managing Agent to arrange for the roof above unit 15 to be patch repaired. **Further Resolved that** further quotations be obtained for full replacement of the roof to be considered and budgeted for in the future with the Managing Agent to obtain one further quotation and unit 5 provided an undertaking to obtain 2 additional quotations.

15 LOT 7 PLUMBING REPAIRS

The Owners Corporation discussed the report from quotations and costings received from Jett Spec Plumbing. Given that unit 7 currently has loss of their plumbing drainage from their bathroom vanity, it was **Resolved that** the Owners Corporation approve the quotation from Flush-it Plumbing to renew the section of line for unit 2 and unit 7. **Further Resolved that** quotations be sort for a holistic approach to complete the renewal of all the remaining cast-iron plumbing on the external of the building.

16 BUILDING REPAIRS

The Owners Corporation discussed s required building repairs generally, including the following submitted by Lot 13: *water leak in our sunny room below the window, where mould started to grow, and water leaks in our garage.* Further, Lot 4 advised of leaking windows. It was **Resolved that:**

- 1) The Managing Agent to arrange for an inspection and quotation for unit 13 leaking sun room below the window (Remedial Builder).
- 2) The Managing Agent to arrange for an inspection and quotation for installing a membrane to the rear garage roof, internal spalling repairs and any membrane system that can be installed to the outer wall adjoining 130 Alison Road.
- 3) The Managing Agent to arrange for a carpenter to inspect unit 2 leaking windows.
- 4) The Managing Agent to arrange for the roofing contractor who is completing the patch repairs to the roof above unit 15 to repair the leaking gutter joint outside unit 15.

Matters Arising:

- 1) The Owner of Lot 4 addressed the meeting in relation to their proposal to install sub-floor ventilation in the common property void below their unit. It was agreed that a fee proposal be obtained for drafting a By-Law for the entire building and submitted to the Strata Committee for their review and consideration.

MEETING CLOSE: There being no further business, the Chairperson declared the meeting closed at 8.50 pm



.....
CHAIRPERSON

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS - STRATA PLAN NO. 90847 (132 ALISON ROAD, RANDWICK), HELD ONLINE VIA ZOOM MEETING ID 81733959715 ON MONDAY 30 JANUARY 2023 OPENED AT 7:00 PM.

PRESENT: A Aleksandra (Lot 1), Y Nehme (Lot 2), G Lombardo (Lot 3), R Lemon & S Ruz (Lot 5), K Sorrenson (Lot 12), ABerkovich (Lot 13), J Purchase (Lot 14) & A Cvetko (lot 15).

IN ATTENDANCE: S Martel from First Strata Pty Ltd & K Sorrenson (Lot 12).

CHAIRPERSON: S Martel from First Strata Pty Ltd chaired the Meeting.

1 MINUTES

Resolved that the minutes of the last general meeting be adopted as a true and accurate account of the proceedings of that meeting.

2 KEY FINANCIAL INFORMATION (2021-2022)

Resolved that the attached statements of key financial information for the Administrative Fund, the Capital Works Fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report, if required, be adopted.

3 AUDITOR

Resolved that Targett Wellman be re-appointed as auditors.

4 LEVY CONTRIBUTIONS

Resolved that

a) in accordance with Section 79(2) and 81 of the *Strata Schemes Management Act 2015*, the Owners Corporation estimates that in respect of the period from 1 November 2022 to 31 October 2023 it will need to credit to its Administrative and Capital Works Funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget that was attached to the notice of the meeting at which this resolution was passed; and

b) in accordance with Section 81 of the Act, the Owners Corporation determines that the following amounts are to be levied to raise the estimated contributions:

Administrative Fund, the sum of \$40,000.00

Capital Works Fund, the sum of \$32,240.00

c) those amounts are to be paid by regular equal periodic instalments on the first days of 1 March, 1 June, 1 September, 1 December 2022.

d) the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

1.3.22 - Administrative Fund \$10,000.00 Capital Works Fund \$8,060.00
1.6.22 - Administrative Fund \$10,000.00 Capital Works Fund \$8,060.00
1.11.22 - Administrative Fund \$10,000.00 Capital Works Fund \$8,060.00
1.2.23 - Administrative Fund \$10,000.00 Capital Works Fund \$8,060.00

5 CAPITAL WORKS FUND

That the Owners Corporation do the following:

a) Review the current Capital Works Fund Analysis report; and

b) Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and

c) To submit that report to the Strata Committee to determine what action is required, if any; and

d) To delegate to the Strata Manager, the function pursuant to the Agency Agreement, additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

6 LEVY COLLECTION

Resolved that the Owners Corporation resolve for the purpose of collecting Levy Contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to commence and maintain debt recovery proceedings for collecting outstanding Levy Contributions.

7 STRATA COMMITTEE

Resolved that nominations be received for the election of the Strata Committee members and the Owners Corporation determine the number of persons to be elected to the Strata Committee at seven (7) as follows:

A Anackov	Lot 1	Member	Self-nominated
Y Nehme	Lot 2	Member	Self-nominated
S Ruz	Lot 5	Member	Self-nominated
K Sorrenson	Lot 12	Member	Nominated by J & K Sorrenson (Lot 12).
A Berkovich	Lot 13	Member	Self-nominated
J Purchas	Lot 14	Member	Self-nominated
A Cvetko	Lot 15	Member	Self-nominated

8 RESTRICTED MATTERS

Resolved that there be no limitations placed on the decision-making powers of the Strata Committee for the coming year.

9 ANNUAL FIRE SAFETY STATEMENT

Resolved that the Owners Corporation has appointed Civil Fire Design to carry out the Annual Fire Safety Statement and that First Strata Pty Ltd be authorised to sign and execute the Annual Fire Safety Statement on behalf of the Owners Corporation.

10 INSURANCE

Resolved that the Owners Corporation insurances as listed in the Annexures to the Agenda of the meeting be confirmed.

11 ADDITIONAL INSURANCE

Resolved that no additional insurances are required.

12 INSURANCE VALUATION

Resolved that the Owners Corporation value the building's damage insurance amount for replacement and reinstatement as now required under Section 161 of the Strata Schemes Management Act 2015.

13 COMMISSIONS

Resolved that the report submitted by the Strata Managing Agent on commissions received in the past 12 months and estimate of commissions and training services to be received in the next 12 months be approved and accepted.

14 STRATA MANAGEMENT AGREEMENT

The Owners – Strata Plan No. 90847 RESOLVED by ordinary resolution to re-appoint **First Strata Pty Ltd (Agent)** as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement), a copy attached to the notice for this meeting and that the following be delegated to the Agent:

- (a) All of the functions of the Owners Corporation (other than its power to make a make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and
- (b) The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Primary Services/Agreed Services' and the 'Further Services/Additional Services' as defined in the Agreement; with effect from the date determined for that purpose by the Strata Committee, provided that:
- (c) the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
- (d) the Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and

(e) authority is given to two members of the Strata Committee to affix the common seal of the Owners Corporation to the Agreement.

15 ROOF

The Managing Agent address the meeting to confirm that the Strata Committee had approved the appointment of ii Painting & Building accepting their quotation - \$ \$7,500 + GST plus an estimate allowance of \$800 + GST for materials for patch repairs. It was noted that this approach is on an All Care no Responsibility basis due to the current condition of the roof. Access: proper harness and lanyard systems will be required. Access onto the rooftop can be gained from the manhole located in the fire staircase. Works are due to commence subject to contractors availability.

16 SPECIAL BY-LAW – SUBFLOOR VENTILATION

SPECIALLY RESOLVED pursuant to section 108 of the Strata Schemes Management Act 2015 that the owners of Lot 1, 2, 3, 4 & 5 be authorised to add to and alter the common property by carrying out the works described under Works in By-Law 30, the terms and condition of which are set out in Annexure A attached.

SPECIALLY RESOLVED pursuant to section 141 of the Strata Schemes Management Act 2015 to change the by-laws of the strata scheme by making a common property rights by-law in the terms and conditions of which are set out in By-Law 30 Annexure A, having received the consent in writing of the owner of Lot 1, 2, 3, 4 & 5 under section 143 of the Act.

RESOLVED that the common seal of the Owners Corporation be affixed to the notification of the by-law by First Strata Pty Ltd in accordance with Section 273 of the Strata Schemes Management Act 2015 and the notification of the By-Law be lodged for registration at the Registrar-General's Office.

17 BUILDING REPAIRS

The Owners Corporation discussed s required building repairs generally, including the following submitted by Lot 13: *water leak in our sunny room below the window, where mould started to grow, and water leaks in our garage further to the first draft quotation received back by National Building Maintenance.* It was **RESOLVED**:

- 1) No further immediate action for unit 13 leaking sunroom window at this time.
- 2) The Managing Agent to arrange further quotations for installing a membrane to the rear garage roof, internal spalling repairs and any membrane system that can be installed to the outer wall adjoining 130 Alison Road.
- 3) The Managing Agent to arrange for the roofing contractor who is completing the patch repairs to the roof above unit 15 to repair the leaking gutter joint outside unit 15 (via ladder or access system).
- 4) The Managing Agent to follow up Civil Fire the status of the common door repairs pursuant to Defect ID 3338268.

MEETING CLOSE: There being no further business, the Chairperson declared the meeting closed at 7.55 pm



.....
CHAIRPERSON



CAPITAL WORKS FUND PLAN

ROTHESAY

132 Alison Road

Randwick NSW 2031

Strata Plan 90847



Report details	
Inspection date:	7/03/2017
Inspector:	Steven Carter

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



09 March 2017

The Executive Committee
Strata Plan 90847
132 Alison Road
Randwick NSW 2031

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)	\$28.50
Total Unit Entitlements	1000
Total Capital Works Fund Levy	\$28,500.00

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

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph	3
Report Detail	Section 2
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	8
Inspector's Building Report & Building Specific Report Notes	11
Report Notes	13

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

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.

Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Rothesay
Building Address	132 Alison Road Randwick NSW 2031
Strata Plan (SP) No	90847
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2015
Number of Unit Entitlements	1000
Number of Units	15
Estimated Starting Capital Works Fund Balance	\$3,000
Starting date of Financial Year for Report	1/11/2016
GST Status	Not Registered for GST
Current Capital Works Fund Levy per Lot Entitlement	\$28.50

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	2.20%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on capital works fund balances over \$10,000.	1.54%
Contingency Allowance - For minor and/or unforeseen expenses	12%
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
1	31/10/2017	28,500.00	28.50	7.13
2	31/10/2018	29,383.50	29.38	7.35
3	31/10/2019	30,294.39	30.29	7.57
4	31/10/2020	31,233.52	31.23	7.81
5	31/10/2021	32,201.76	32.20	8.05
6	31/10/2022	33,200.01	33.20	8.30
7	31/10/2023	34,229.21	34.23	8.56
8	31/10/2024	35,290.32	35.29	8.82
9	31/10/2025	36,384.32	36.38	9.10
10	31/10/2026	37,512.23	37.51	9.38
11	31/10/2027	38,675.11	38.68	9.67
12	31/10/2028	39,874.04	39.87	9.97
13	31/10/2029	41,110.14	41.11	10.28
14	31/10/2030	42,384.55	42.38	10.60
15	31/10/2031	43,698.47	43.70	10.93

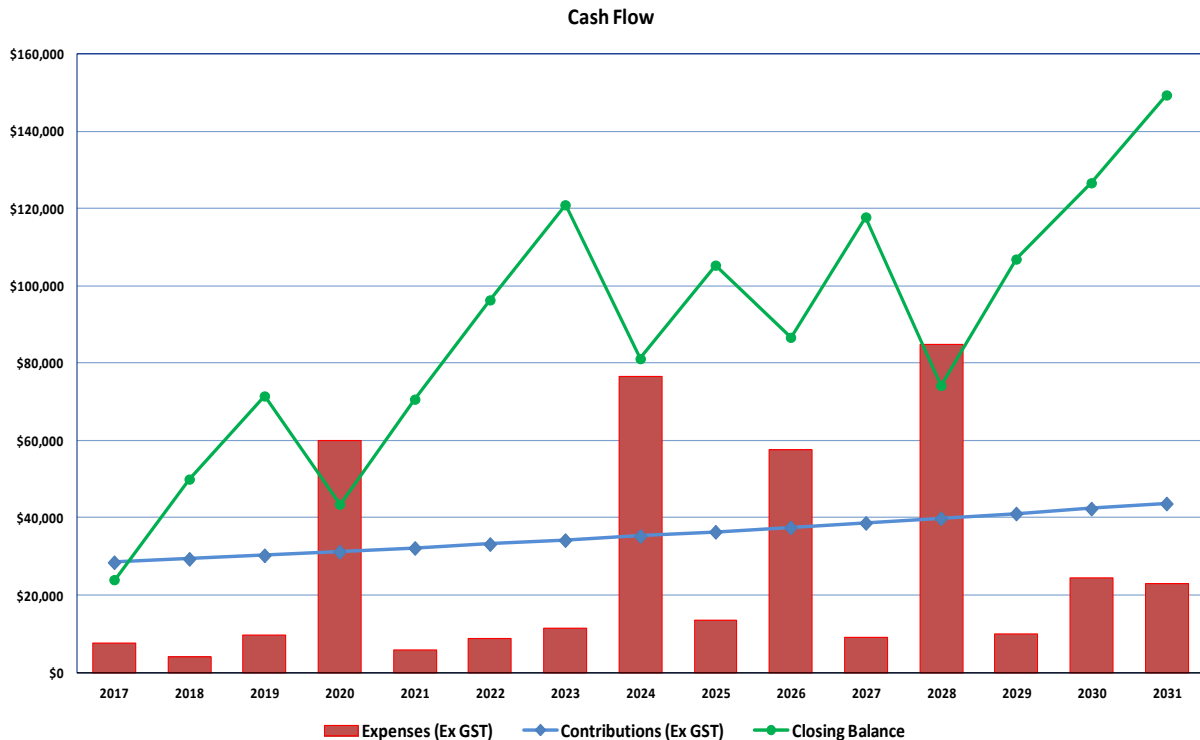
15 Year Cash Flow Tracking Sheet

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	31/10/2017	3,000.00	28,500.00	206.28	7,711.00	23,995.28
2	31/10/2018	23,995.28	29,383.50	565.54	3,927.00	50,017.32
3	31/10/2019	50,017.32	30,294.39	928.73	9,715.00	71,525.44
4	31/10/2020	71,525.44	31,233.52	879.09	60,117.00	43,521.05
5	31/10/2021	43,521.05	32,201.76	872.81	5,892.00	70,703.62
6	31/10/2022	70,703.62	33,200.01	1,276.75	8,795.00	96,385.38
7	31/10/2023	96,385.38	34,229.21	1,661.07	11,276.00	120,999.66
8	31/10/2024	120,999.66	35,290.32	1,544.98	76,643.00	81,191.96
9	31/10/2025	81,191.96	36,384.32	1,425.68	13,615.00	105,386.96
10	31/10/2026	105,386.96	37,512.23	1,467.84	57,658.00	86,709.03
11	31/10/2027	86,709.03	38,675.11	1,563.08	9,096.00	117,851.22
12	31/10/2028	117,851.22	39,874.04	1,467.96	84,932.00	74,261.22
13	31/10/2029	74,261.22	41,110.14	1,384.79	9,790.00	106,966.15
14	31/10/2030	106,966.15	42,384.55	1,785.44	24,442.00	126,694.14
15	31/10/2031	126,694.14	43,698.47	2,109.84	23,081.00	149,421.45

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 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
1. Building exterior																
Repaint building exterior plumbing pipework and fixtures	2,772	-	-	-	3,038	-	-	-	-	-	-	-	3,878	-	-	-
Repaint timber fascia and guttering	2,040	-	-	-	2,236	-	-	-	-	-	-	-	2,854	-	-	-
Repaint downpipes	1,008	-	-	-	1,105	-	-	-	-	-	-	-	1,410	-	-	-
Repaint garage door frame	176	176	-	-	-	-	-	-	-	225	-	-	-	-	-	-
Repaint garage doors - double	265	-	-	-	290	-	-	-	-	-	-	-	371	-	-	-
Repaint / re-stain door face – one side including architraves	540	-	-	-	592	-	-	-	-	-	-	-	756	-	-	-
Repaint timber / aluminium windows	6,000	-	-	-	6,575	-	-	-	-	-	-	-	8,395	-	-	-
Maintain windows, doors and hardware	600	-	-	638	-	-	699	-	-	766	-	-	839	-	-	920
Replace aluminium windows and doors	55,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repaint arch bars	1,120	-	-	-	1,227	-	-	-	-	-	-	-	1,567	-	-	-
Repaint balcony ceilings	1,512	-	-	-	1,657	-	-	-	-	-	-	-	2,115	-	-	-
Repaint balcony doors – one side including architraves	607	-	-	-	665	-	-	-	-	-	-	-	849	-	-	-
Maintain balcony floor tiles	477	-	-	507	-	-	-	-	591	-	-	-	-	688	-	-
Maintain or replace guttering (total: 102 Lm) – 10%	861	-	-	-	-	-	-	-	1,066	-	-	-	-	-	-	-
Maintain or replace downpipes (total: 56 Lm) – 10%	233	-	-	-	-	-	-	-	289	-	-	-	-	-	-	-
Waterproof balcony / terrace floors (total: 54 m2) - 20%	7,656	-	-	-	-	-	-	-	-	-	-	-	-	-	11,386	-
Plumbing and drainage maintenance	3,583	-	-	3,809	-	-	4,174	-	-	4,574	-	-	5,013	-	-	5,494
General building maintenance	3,000	-	-	3,189	-	-	-	-	3,715	-	-	-	-	4,327	-	-
Sub Total (Incl. GST)		176	0	8,143	17,385	0	4,873	0	5,661	5,565	0	0	28,047	5,015	11,386	6,414

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
2. Roof																
Maintain roof tiles (total: 512 m2) - 15%	14,477	-	-	-	-	-	-	-	17,926	-	-	-	-	-	-	-
Re-bed and re-point ridge caps (total: 102 Lm) - 30%	3,160	-	-	-	-	-	-	-	3,913	-	-	-	-	-	-	-
Maintain metal roof (total: 38 m2) - 20%	4,560	-	-	-	-	-	-	-	5,646	-	-	-	-	-	-	-
Maintain garage concrete roof (total: 28 m2) - 20%	910	-	938	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace metal roof	4,383	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain box gutters (total: 12.5 Lm) - 20%	216	-	-	-	-	-	-	-	267	-	-	-	-	-	-	-
Replace tiled roof	132,454	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	938	0	0	0	0	0	27,752	0	0	0	0	0	0	0
3. Access for work at heights																
Height allowance for painting works	3,278	-	-	-	3,592	-	-	-	-	-	-	-	4,586	-	-	-
Sub Total (Incl. GST)		0	0	0	3,592	0	0	0	0	0	0	0	4,586	0	0	0
4. Main foyer																
Repaint ceilings	2,714	-	-	-	2,974	-	-	-	-	-	-	-	3,797	-	-	-
Repaint walls	5,600	-	-	-	6,137	-	-	-	-	-	-	-	7,835	-	-	-
Repaint / re-stain door face – one side including architraves	1,379	-	-	-	1,511	-	-	-	-	-	-	-	1,929	-	-	-
Maintain front entry door	274	-	282	-	-	310	-	-	339	-	-	372	-	-	407	-
Maintain timber floors (total: 59 m2) – 10%	1,074	-	-	-	-	1,213	-	-	-	-	1,414	-	-	-	-	1,647
Replace carpet	10,980	-	-	-	-	-	-	-	-	-	14,452	-	-	-	-	-
Sub Total (Incl. GST)		0	282	0	10,622	1,523	0	0	339	0	15,866	372	13,561	0	407	1,647
5. Lobbies and hallways																
Repaint ceilings	2,304	-	-	-	2,525	-	-	-	-	-	-	-	3,224	-	-	-
Repaint walls	3,328	-	-	-	3,647	-	-	-	-	-	-	-	4,656	-	-	-
Repaint / re-stain door face – one side including architraves	1,947	-	-	-	2,134	-	-	-	-	-	-	-	2,724	-	-	-
Maintain glass and doors	500	-	-	531	-	-	582	-	-	638	-	-	700	-	-	767
Replace carpet	12,960	-	-	-	-	-	-	-	16,048	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	531	8,306	0	582	0	16,048	638	0	0	11,304	0	0	767
6. Stairwells																
Repaint ceilings	308	-	-	-	338	-	-	-	-	-	-	-	431	-	-	-
Repaint walls	1,536	-	-	-	1,683	-	-	-	-	-	-	-	2,149	-	-	-
Replace carpet	5,580	-	-	-	-	-	-	-	6,909	-	-	-	-	-	-	-
Repaint balustrades	1,243	-	-	-	1,362	-	-	-	-	-	-	-	1,739	-	-	-
Maintain balustrades	279	-	-	-	306	-	-	-	-	356	-	-	-	-	415	-
Sub Total (Incl. GST)		0	0	0	3,689	0	0	0	6,909	356	0	0	4,319	0	415	0

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
7. Driveway / Car park																
Repaint line marking	200	-	-	-	219	-	-	-	-	-	-	-	280	-	-	-
Install handrail and improve stairs to car park	2,424	2,424	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain concrete surfaces - allowance	5,800	-	-	-	-	-	-	6,966	-	-	-	-	-	-	-	8,893
Sub Total (Incl. GST)		2,424	0	0	219	0	0	6,966	0	0	0	0	280	0	0	8,893
8. Fire stairs / walkways																
Repaint floors and stairs - non-slip (fire stair)	920	-	-	-	1,008	-	-	-	-	-	-	-	1,287	-	-	-
Repaint balustrades	1,373	-	-	-	1,505	-	-	-	-	-	-	-	1,921	-	-	-
Maintain balustrades (total: 28 Lm) – 10%	1,956	-	-	-	2,144	-	-	-	-	2,497	-	-	-	-	2,909	-
Sub Total (Incl. GST)		0	0	0	4,657	0	0	0	0	2,497	0	0	3,208	0	2,909	0
9. Fixtures and fittings																
Replace letterboxes	1,942	-	-	-	-	-	-	-	-	-	-	-	-	-	2,888	-
Maintain common lighting	1,425	-	1,469	-	-	1,610	-	-	1,765	-	-	1,934	-	-	2,119	-
Upgrade security system	2,428	-	-	-	-	-	-	-	-	3,100	-	-	-	-	-	-
Sub Total (Incl. GST)		0	1,469	0	0	1,610	0	0	1,765	3,100	0	1,934	0	0	5,007	0
10. Building signage																
Replace community signage including building name	800	-	-	-	-	-	-	-	-	-	1,053	-	-	-	-	-
Replace street number signage	53	-	-	-	-	-	-	-	-	-	70	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	1,123	0	0	0	0	0
11. Fence maintenance																
Maintain boundary powder coat fence (total: 55 Lm – rate 50%) - 10%	412	-	-	-	-	-	-	-	510	-	-	-	-	-	-	-
Maintain timber fence (total: 47 Lm – rate 100%) - 10%	558	-	-	-	612	-	-	-	-	-	734	-	-	-	-	-
Repair / replace front gate	350	-	-	-	-	-	408	-	-	-	-	-	-	-	521	-
Repaint metal fencing	5,915	-	-	-	-	-	-	-	-	-	-	-	8,276	-	-	-
Sub Total (Incl. GST)		0	0	0	612	0	408	0	510	0	734	0	8,276	0	521	0
12. Walls																
Maintain front brick walls	817	-	-	-	895	-	-	-	-	-	-	-	1,143	-	-	-
Sub Total (Incl. GST)		0	0	0	895	0	0	0	0	0	0	0	1,143	0	0	0

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
13. Landscaping																
Prune or remove trees and vegetation	2,583	-	-	-	2,831	-	-	3,102	-	-	3,400	-	-	3,726	-	-
Maintain paving (total: 48 m2) – 20%	916	916	-	-	-	-	1,067	-	-	-	-	1,243	-	-	-	-
Upgrade gardens	3,369	3,369	-	-	-	-	-	-	-	-	-	4,572	-	-	-	-
Sub Total (Incl. GST)		4,285	0	0	2,831	0	1,067	3,102	0	0	3,400	5,815	0	3,726	0	0
14. Fire equipment																
Maintain fire equipment	1,883	-	-	-	-	2,128	-	-	-	-	2,478	-	-	-	-	2,887
Replace or upgrade fire control panel	9,106	-	-	-	-	-	-	-	-	-	11,985	-	-	-	-	-
Replace fire hose reels	2,204	-	-	-	-	-	-	-	-	-	2,901	-	-	-	-	-
Replace fire extinguishers	546	-	-	-	-	-	-	-	-	-	719	-	-	-	-	-
Replace hard wired smoke detectors	2,847	-	-	-	-	-	-	-	3,525	-	-	-	-	-	-	-
Replace emergency lighting	3,990	-	-	-	-	-	-	-	4,941	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	2,128	0	0	8,466	0	18,083	0	0	0	0	2,887
15. Plant - electrical																
Maintain common property electrical systems / wiring	8,000	-	-	-	-	-	-	-	-	-	10,530	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	10,530	0	0	0	0	0
16. Intercom and Security Systems																
Maintain security access intercom	792	-	817	-	868	-	923	-	981	-	1,042	-	1,108	-	1,178	-
Replace front door audio speaker	132	-	-	-	-	-	-	-	-	-	174	-	-	-	-	-
Replace front door unit button pad	401	-	-	-	-	-	-	-	-	-	528	-	-	-	-	-
Sub Total (Incl. GST)		0	817	0	868	0	923	0	981	0	1,744	0	1,108	0	1,178	0
Grand Total (Incl. GST)		6,885	3,506	8,674	53,676	5,261	7,853	10,068	68,431	12,156	51,480	8,121	75,832	8,741	21,823	20,608
Contingency Allowance (Incl. GST)		826	421	1,041	6,441	631	942	1,208	8,212	1,459	6,178	975	9,100	1,049	2,619	2,473
Grand Total Expenses (Incl. Contingency Allowance and GST)		7,711	3,927	9,715	60,117	5,892	8,795	11,276	76,643	13,615	57,658	9,096	84,932	9,790	24,442	23,081

Building Data List from the Property Inspection for Rothesay

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
1. Building exterior							
Repaint building exterior plumbing pipework and fixtures	154.0	Lm	18.00	2,772.00	4	8	Ongoing painting program
Repaint timber fascia and guttering	102.0	Lm	20.00	2,040.00	4	8	Ongoing painting program
Repaint downpipes	56.0	Lm	18.00	1,008.00	4	8	Ongoing painting program
Repaint garage door frame	1.0	Ea	176.00	176.00	1	8	Ongoing painting program
Repaint garage doors - double	1.0	Ea	265.00	265.00	4	8	Ongoing painting program
Repaint / re-stain door face – one side including architraves	9.0	Lm	60.00	540.00	4	8	Ongoing painting program
Repaint timber / aluminium windows	1.0	Item	6,000.00	6,000.00	4	8	Ongoing painting program
Maintain windows, doors and hardware	1.0	Item	600.00	600.00	3	3	Replace seals, mechanism repairs
Replace aluminium windows and doors	1.0	Item	55,000.00	55,000.00	20	40	Replace as required
Repaint arch bars	70.0	Lm	16.00	1,120.00	4	8	Ongoing painting program
Repaint balcony ceilings	54.0	m2	28.00	1,512.00	4	8	Ongoing painting program
Repaint balcony doors – one side including architraves	6.0	Ea	101.11	607.00	4	8	Ongoing painting program
Maintain balcony floor tiles	3.0	m2	159.04	477.00	3	5	Replace as required
Maintain or replace guttering (total: 102 Lm) – 10%	10.0	Lm	86.14	861.00	8	8	Inspect and repair as required
Maintain or replace downpipes (total: 56 Lm) – 10%	6.0	Lm	38.85	233.00	8	8	Inspect and repair as required
Waterproof balcony / terrace floors (total: 54 m2) - 20%	11.0	m2	696.00	7,656.00	14	15	Waterproof as required
Plumbing and drainage maintenance	1.0	Item	3,583.25	3,583.00	3	3	For water, sewer and stormwater repairs and maintenance
General building maintenance	1.0	Item	3,000.00	3,000.00	3	5	Building maintenance works - wall and concrete repairs, waterproofing and future upgrades
2. Roof							
Maintain roof tiles (total: 512 m2) - 15%	76.8	m2	188.50	14,477.00	8	10	Repair as required
Re-bed and re-point ridge caps (total: 102 Lm) - 30%	31.0	Lm	101.92	3,160.00	8	10	Repair as required
Maintain metal roof (total: 38 m2) - 20%	7.6	m2	600.00	4,560.00	8	10	Repair as required
Maintain garage concrete roof (total: 28 m2) - 20%	5.6	m2	162.56	910.00	2	20	Repair as required
Replace metal roof	38.0	m2	115.33	4,383.00	30	40	Replace as required
Maintain box gutters (total: 12.5 Lm) - 20%	2.5	Lm	86.20	216.00	8	10	Repair as required
Replace tiled roof	512.0	m2	258.70	132,454.00	25	48	Replace as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
3. Access for work at heights							
Height allowance for painting works	1.0	Item	3,277.50	3,278.00	4	8	Rope access, swinging stage, cherry picker or scaffold
4. Main foyer							
Repaint ceilings	59.0	m2	46.00	2,714.00	4	8	Ongoing painting program
Repaint walls	175.0	m2	32.00	5,600.00	4	8	Ongoing painting program
Repaint / re-stain door face – one side including architraves	17.0	m2	81.11	1,379.00	4	8	Ongoing painting program
Maintain front entry door	1.0	Item	274.16	274.00	2	3	Repair as required
Maintain timber floors (total: 59 m2) – 10%	6.0	m2	179.04	1,074.00	5	5	Replace as required
Replace carpet	61.0	m2	180.00	10,980.00	10	12	Replace as required
5. Lobbies and hallways							
Repaint ceilings	72.0	m2	32.00	2,304.00	4	8	Ongoing painting program
Repaint walls	104.0	m2	32.00	3,328.00	4	8	Ongoing painting program
Repaint / re-stain door face – one side including architraves	24.0	m2	81.11	1,947.00	4	8	Ongoing painting program
Maintain glass and doors	1.0	Item	500.00	500.00	3	3	Repair as required
Replace carpet	72.0	m2	180.00	12,960.00	8	12	Replace as required
6. Stairwells							
Repaint ceilings	14.0	m2	22.00	308.00	4	8	Ongoing painting program
Repaint walls	64.0	m2	24.00	1,536.00	4	8	Ongoing painting program
Replace carpet	31.0	m2	180.00	5,580.00	8	12	Replace as required
Repaint balustrades	18.0	Lm	69.03	1,243.00	4	8	Ongoing painting program
Maintain balustrades	1.0	Item	279.24	279.00	4	5	Repair as required
7. Driveway / Car park							
Repaint line marking	29.0	Lm	6.90	200.00	4	8	Repaint as required
Install handrail and improve stairs to car park	1.0	Item	2,423.99	2,424.00	1	0	Quotation required
Maintain concrete surfaces - allowance	1.0	Item	5,800.00	5,800.00	7	8	Ongoing maintenance allowance
8. Fire stairs / walkways							
Repaint floors and stairs - non-slip (fire stair)	46.0	m2	20.00	920.00	4	8	Ongoing painting program
Repaint balustrades	28.0	Lm	49.03	1,373.00	4	8	Ongoing painting program
Maintain balustrades (total: 28 Lm) – 10%	4.0	Lm	489.00	1,956.00	4	5	Repair as required
9. Fixtures and fittings							
Replace letterboxes	16.0	Ea	121.38	1,942.00	14	30	Replace as required
Maintain common lighting	1.0	Item	1,425.00	1,425.00	2	3	Ongoing maintenance allowance
Upgrade security system	1.0	Item	2,428.18	2,428.00	9	10	Upgrade as required
10. Building signage							
Replace community signage including building name	1.0	Item	800.00	800.00	10	10	Quotation required
Replace street number signage	1.0	Item	52.77	53.00	10	10	Quotation required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
11. Fence maintenance							
Maintain boundary powder coat fence (total: 55 Lm – rate 50%) - 10%	5.0	Lm	82.49	412.00	8	10	Repair or replace as required
Maintain timber fence (total: 47 Lm – rate 100%) - 10%	5.0	Lm	111.69	558.00	4	6	Repair or replace as required
Repair / replace front gate	1.0	Ea	349.67	350.00	6	8	Ongoing painting program
Repaint metal fencing	55.0	Lm	107.54	5,915.00	12	8	Ongoing painting program
12. Walls							
Maintain front brick walls	1.0	Item	816.65	817.00	4	8	Repair or replace as required
13. Landscaping							
Prune or remove trees and vegetation	1.0	Item	2,583.25	2,583.00	4	3	Quotation required by garden contractor
Maintain paving (total: 48 m2) – 20%	10.0	m2	91.60	916.00	1	5	Repair as required
Upgrade gardens	1.0	Item	3,369.43	3,369.00	1	10	Upgrade as required
14. Fire equipment							
Maintain fire equipment	1.0	Item	1,883.25	1,883.00	5	5	Repair as required
Replace or upgrade fire control panel	1.0	Item	9,105.67	9,106.00	10	15	Replace as required
Replace fire hose reels	3.0	Item	734.52	2,204.00	10	15	Replace only if existing cannot be repaired
Replace fire extinguishers	3.0	Item	182.12	546.00	10	15	Replace as required
Replace hard wired smoke detectors	1.0	Item	2,847.04	2,847.00	8	10	Includes panel update
Replace emergency lighting	1.0	Item	3,990.00	3,990.00	8	10	Replace as required
15. Plant - electrical							
Maintain common property electrical systems / wiring	1.0	Item	8,000.00	8,000.00	10	10	Ongoing maintenance program
16. Intercom and Security Systems							
Maintain security access intercom	15.0	Per unit	52.77	792.00	2	2	Ongoing maintenance program
Replace front door audio speaker	1.0	Ea	131.94	132.00	10	15	10 year replacement for salt water environments
Replace front door unit button pad	1.0	Ea	401.08	401.00	10	15	10 year replacement for salt water environments

Inspector's Report for Rothesay

1. We have recommended that the balance of the Capital Works be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.
2. **IMPORTANT NOTES ABOUT PAINTING:** Painting a building serves two main purposes: improving the appearance of the building; and protecting the painted surface. From a maintenance point of view, this second purpose is more important. By sealing the surface, paint protects the building from damage caused by water, salt or air pollutants. Although most paints will hold their appearance for at least ten years, before cracking or peeling occurs, they become porous and lose their protective abilities well before this point. As such, we recommend that surfaces are repainted more frequently.

High-quality elastomeric paints, when properly applied, can achieve longer-lasting results, however the higher cost of this paint, lower spread rates and higher labour costs associated with this work tends to increase painting cost by approximately 50%, and so has not been included in this forecast.

Washing or pressure cleaning a painted surface can significantly diminish its function as a protective coating. If the surface is not repainted after the timeframe recommended above it will become more vulnerable to water, salt and/or pollutants. The resulting damage can considerably increase the cost of surface preparation before future repainting and, in extreme cases lead to concrete cancer, requiring major repairs.

3. The painting cost estimates are as accurate as possible. However, due to privacy considerations, access restrictions to some areas and the varied nature of the property, it is recommended that the Owners Corporation obtain quotes for painting work well in advance of when the work is to be carried out to allow for any shortfall or excess in funds.
4. 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.
5. 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.
6. 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.
7. 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.

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, cherrypicker.
13. The tiled roof needs regular maintenance and the ridge caps need re-pointing.
14. The metal roof and flashings needs regular maintenance.
15. An allowance for plumbing and drainage maintenance was included for the complex.
16. Monies were budgeted for the maintenance of the common area gardens, landscaping and tree pruning.
17. Maintenance of fire equipment was included in this report for smoke detectors, fire reels, extinguishers and the fire control panel.

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 Executive 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 Executive 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 Executive 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 Executive Committee); for example: sanitary fittings and lift carriage interiors. This forecast deals only with estimating the timing of physical obsolescence.

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

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

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

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

Safety - The inspection does not cover safety issues.

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

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

Window Safety Device – It is mandatory to install a safety device/ lock that 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

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