

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Oxford Agency
Address of property	Unit 207/17-19 Danks Street, Waterloo, NSW.
Lot	16
Strata Plan	SP 91436
Name of Strata Management Co.	Jamesons Strata Management
Telephone Number of Strata Agent	8969 3300
Report Date	24 April 2023

General Information

Owner's Name	J. F. Van Deventer & Troy Scott Filson
Unit Entitlement.	140
Total Unit Entitlement.	5,000

Levy Contributions

Administration Fund contribution.	\$1,347.50
Capital Works Fund contribution.	\$865.00
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$38,711.22
Capital Works Fund Balance.	\$256,912.50

Insurances

Building Insurance	Yes
Insurance Company	SUU
Due Date	15 September 2023
Fire Safety Report ?	Held with the BMC.
Certificate Date.	Held with the BMC.
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 3 December 2019	Administration Fund set at \$226,984.00 p.a. Capital Works Fund set at \$70,000.00 p.a. Building insurance continued,
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	<p>All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.</p>
<p>Annual General Meeting 12 November 2020</p>	<p>Administration Fund set at \$223,300.00 p.a. Capital Works Fund set at \$82,500.00 p.a. Building insurance continued, Metro Strata were terminated as strata management agents earlier in the year, Strata Edge were appointed in their place, A building defect report compiled by Acumen (attached) was served to the builder, Made, they attended to inspect the building.</p> <p>All other matters were meeting formalities and general maintenance as per the scan below, Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.</p>
<p>Strata Committee Meeting 11 May 2021</p> <p>Annual General Meeting 9 November 2021</p>	<p>Motion 5: The builder, Made was recorded to be in the process of defect rectification, Other matters were general maintenance as per the attachment below.</p> <p>Administration Fund set at \$175,000.00 p.a. Capital Works Fund set at \$103,000.00 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.</p>
<p>Extraordinary General Meeting 5 April 2022</p> <p>Annual General Meeting 11 October 2022</p>	<p>Strata Edge terminated as strata managers, Jamesons Strata Management appointed in their place, Meeting closed.</p> <p>Administration Fund set at \$192,500.00 p.a. Capital Works Fund set at \$121,000.00 p.a. Building insurance continued, Motion 11: The building was recorded to still be under</p>

<p>Strata Committee Meeting 30 November 2022</p>	<p>warranty, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Strata Committee Meeting: Meeting formalities and general maintenance recorded only. Meeting closed.</p> <p>Motion 4.3: Made were not recorded to have finished defect rectification, a Deed of Agreement is recorded to have been signed but incomplete works and other breaches of the deed let to an ultimatum of completion by 9 December 2023 or further action against Made at NCAT. Other general matters are as per the attachment below.</p>
<p>Strata Committee Meeting 1 February 2023</p>	<p>Other defect works are recorded to be in progress, Damage to the sandstone foundations of the building are recorded to have taken place that are attributable to the original build, a report is to be done and presented to the builder, Other maintenance is as per the attachment below. Meeting closed.</p>
<p>Other comments.</p>	<p>This report is to be taken in context and in conjunction with the scans below. The subject unit had an issue with one door and is most likely long since passed.</p>

Owner Ledger

Start Date: 01/04/2021

End Date: 30/04/2025

Owners: One only

Owners Strata Plan 91436

17-19 Danks Street, WATERLOO NSW 2017

Lot 16 Unit 207 Van Deventer, J F & Filson, T

UE / AE: 140.00 / 5,000.00

Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			Balance brought forward	0.00		0.00						
1	01/05/2022	Quarterly	Quarterly Admin/Capital Works Levy	1,347.50	1,347.50	793.10	793.10	0.00	0.00%	Standard	Normal	None
2	01/08/2022	Quarterly	Quarterly Admin/Capital Works Levy	1,347.50	1,347.50	793.10	793.10	0.00	0.00%	Standard	Normal	None
3	01/11/2022	Quarterly	Quarterly Admin/Capital Works Levy	1,347.50	1,347.50	793.10	793.10	0.00	0.00%	Standard	Normal	None
4	01/02/2023	Quarterly	Quarterly Admin/Capital Works Levy	1,347.50	1,347.50	865.00	865.00	0.00	0.00%	Standard	Normal	None
5	01/05/2023	Quarterly	Quarterly Admin/Capital Works Levy	1,347.50	0.00	865.00	0.00	0.00	0.00%	Standard	Normal	None
6	01/08/2023	Quarterly	Quarterly Admin/Capital Works Levy	1,347.50	0.00	865.00	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid	Interest			
09/05/2022	21	Receipt	Banked		1,347.50	0.00	793.10	0.00	0.00	0.00	2,140.60		1
01/08/2022	79	Receipt	Banked		1,347.50	0.00	793.10	0.00	0.00	0.00	2,140.60		2
30/11/2022	150	Receipt	Banked		1,347.50	0.00	793.10	0.00	0.00	0.00	2,140.60		3
02/02/2023	192	Receipt	Banked		1,347.50	0.00	865.00	0.00	0.00	0.00	2,212.50		4

Balance Sheet

As at 24/04/2023

Owners Strata Plan 91436

17-19 Danks Street, WATERLOO NSW 2017

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/(Deficit)--Admin	(70,324.91)
Owners Funds at Start of Year--Admin	31,613.69
	(38,711.22)
Capital Works Fund	
Operating Surplus/(Deficit)--Capital Works	(14,906.45)
Owners Funds at Start of Year--Capital Works	271,818.95
	256,912.50
Net owners' funds	\$218,201.28
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	(11,085.45)
Receivable--Levy Arrears--Ordinary--Admin	30.91
	(11,054.54)
Capital Works Fund	
Cash at Bank--Capital Works	267,955.44
Receivable--Levy Arrears--Ordinary--CPT WRKs	19.85
	267,975.29
Unallocated Money	0.00
<i>Total assets</i>	256,920.75
Less liabilities	
Administrative Fund	
Creditor--GST--Admin	(3,099.51)
Creditors--Other--Admin	12,851.49
Deposits Received--Damage Bond--Admin	3,120.00
Prepaid Levies--Admin	14,784.70
	27,656.68
Capital Works Fund	
Creditor--GST--Capital Works	1,572.20
Prepaid Levies--Capital Works	9,490.59
	11,062.79
Unallocated Money	0.00
<i>Total liabilities</i>	38,719.47
Net assets	\$218,201.28

Statement of Income and Expenditure for the financial year-to-date 01/09/2022 to 24/04/2023

Owners Strata Plan 91436

17-19 Danks Street, WATERLOO NSW 2017

Administrative Fund

Current period

01/09/2022-24/04/2023

Revenue

Interest on Arrears--Admin	372.29
Key Deposits--Refundable	540.00
Levies Receivable--Ordinary-- Admin	87,500.72
<i>Total revenue</i>	88,413.01

Less expenses

Admin--Agent Disbursements	1,676.77
Admin--Agent--Management Fees--Additional	7,042.50
Admin--Agent--Management Fees--Standard	5,333.28
Admin--Auditors--Audit Services	890.00
Admin--Bank Charges--With GST	46.18
Admin--Legal & Debt Collection Fees	300.00
Admin--Levy Contribution--SBMC	34,990.00
Admin--Meeting Room Expenses	563.64
Admin--Strata Hub	198.00
Insurance--Building Insurance Premiums	1,673.50
Maint Bldg--Building--General Repairs	6,227.94
Maint Bldg--Cleaning	19,525.71
Maint Bldg--Doors & Windows	313.64
Maint Bldg--Electrical--General Repairs	2,890.00
Maint Bldg--Fire Protection--Contract	2,310.50
Maint Bldg--Fire Protection--Repairs	12,386.00
Maint Bldg--Lift--Maintenance Contract	15,414.68
Maint Bldg--Locks, Keys & Card Keys	700.00
Maint Bldg--On Site Management Company	14,755.05
Maint Bldg--Pest/Vermin Control	881.82
Maint Bldg--Plumbing--General Repairs	4,521.00
Maint Grounds--Lawns & Gardening	12,871.40
Utility--Electricity Supply	6,563.81
Utility--Water & Sewerage	6,662.50
<i>Total expenses</i>	158,737.92

Surplus/Deficit

(70,324.91)

Opening balance

31,613.69

Closing balance

-\$38,711.22

Capital Works Fund**Current period**

01/09/2022-24/04/2023

Revenue

Interest on Arrears--Capital Works	231.61
Levies Receivable--Ordinary--Capital Works	53,834.74

Total revenue 54,066.35

Less expenses

Admin--Legal Fees	1,400.00
Admin--Taxation Services	800.00
Maint Bldg--Consultants	20,970.00
Maint Bldg--Fire Protection--Maintenance	9,102.00
Maint Bldg--General Replacement	6,275.00
Maint Bldg--Painting & Surface Finishes	21,524.80
Maint Bldg--Plumbing & Drainage	7,591.00
Maint Grounds--Irrigation Systems	1,310.00

Total expenses 68,972.80

Surplus/Deficit(14,906.45)

Opening balance 271,818.95

Closing balance**\$256,912.50**



CERTIFICATE OF CURRENCY

To Whom It May Concern

Date: 10.11.22
Policy No.: 06S4492650
Type of Insurance: Residential Strata Insurance
Period Of Insurance: : From 4.00pm 15th September 2022
To 4.00pm 15th September 2023

This policy referred to is current at the date of issue of this certificate and whilst a due date has been indicated, it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

This is to certify cover has been granted in terms of the Insurers Standard Policy, a copy of which is available on request.

This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extents of your insurance cover.

Insured :	Strata Plan 91436	
Situation :	17 Danks Street Waterloo	NSW 2017
Section 1 :	Building including common contents	\$ Not Insured
	Loss of Rent/Temporary Accommodation (15%)	\$ Not Insured
	Catastrophe or Emergency (15%)	\$ Not Insured
	Additional Loss of Rent	\$ Not Insured
	Additional Catastrophe	\$ Not Insured
	Floating Floors	\$ Not Insured
Section 2 :	Glass	\$ Not Insured
Section 3 :	Theft	\$ Not Insured
Section 4 :	Liability	\$ 20,000,000
Section 5 :	Fidelity Guarantee	\$ 100,000
Section 6 :	Office Bearers Liability	\$ 250,000
Section 7 :	Voluntary Workers (Weekly/ Capital Benefit)	\$2000/200,000
Section 8 :	Government Audit Costs	\$ 25,000
Section 9 :	Legal Expenses	\$ 50,000
Section 10:	Workplace, Health & Safety Breaches	\$ 100,000
Section 11:	Machinery Breakdown	\$ Not Insured
Section 12:	Lot Owners Improvements (Per Lot)	\$ Not Insured
Section 13:	Workers Compensation	Not Insured
Excesses :		
Section 1	\$	Not Applicable
Section 2	\$	Not Applicable
Section 3	\$	Not Applicable

On behalf of the Insurers: Insurance Australia Limited trading as
CGU Insurance ABN 11 000 016 722



Strata Unit Underwriting Agency Pty Ltd
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246 719
Unit 5/263 Alfred Street, North Sydney, New South Wales 2060
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CERTIFICATE OF CURRENCY

Strata Plan 91436
(SUU NSW SM989 0152595/008)

MINUTES OF AN ANNUAL GENERAL MEETING OF THE OWNERS – STRATA PLAN 91436 HELD ON TUESDAY 3rd DECEMBER 2019 AT THE ADINA HOTEL 359 CROWN STREET, SURRY HILLS.

THE MEETING COMMENCED AT 6.01PM

PRESENT BY PERSON OR PROXY

Lots 4, 7, 8, 11, 13,16, 17, 21, 24, 32, 33, 36, 37, 38, 39, 40, 41, 42

IN ATTENDANCE:

Nick Warren – Oxford Properties (Building Manager)
Craig Ferguson - Metro Asset Management Pty Ltd
Sharlene Votano - Metro Asset Management Pty Ltd
Isabel Rojas-Rodriguez – Metro Asset Management Pty Ltd
Robert Germanos – Strata Edge

CHAIRPERSON:

Etienne Le Roux

Minutes

1. The Owners – Strata Plan No. 91436 resolved by ordinary resolution to confirm the Minutes of the previous General Meeting of the Owners Corporation.

Financial Statements

2. The Owners – Strata Plan No. 91436 resolved by ordinary resolution to adopt the Audited financial statements for the financial year-end 31 August 2019.

Audit

3. The Owners – Strata Plan No. 91436 resolved by ordinary resolution to appoint Charterer Accountant as Auditor to audit the accounts and financial statements of the owners corporation.

Executive Committee (EC) Overview

4. The Strata Committee presented an overview of the 2018/19 year. Owners present agreed with facts disclosed by chairman.

Financial Considerations period 2019 – 2020

5. The Strata Committee presented the budget plan for the coming year. Owners present resolved to adopt budget prepared by treasurer.

Budget & Levy Contributions

6. That the Owners – SP 91436 resolved:
 - (a) In accordance with Section 79(2) and 81 of the Strata Schemes Management Act 2015 the Owners
 - (b) Corporation estimates that in respect of the period from 01/09/2019 to 30/08/2020 it will need to
 - (c) 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 as **Annexure D**; and

- (d) 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 \$226,984.00 (Plus GST)
- And/or
1. Capital Works Fund, the sum of \$70,000.00 (Plus GST)
- (e) those amounts are to be paid by regular equal periodic instalments on the first days of February, May, August and November 2020
- (f) the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.
- (g) That the Administration and Sinking Fund contributions be continued at quarterly intervals until further determined.

Appointment of Strata Managing Agent

6. The Owners – Strata Plan No. 91436, resolved by ordinary resolution to appoint the following the following strata managing agents:

6.1 Metro Asset Management Pty Ltd (Agent) as Strata Managing Agent **on interim period of three months from 03rd December 2019 to 03rd February 2020** and conditions set out in the Strata Management Agency Agreement (**Agreement – Annexure E**),

Owners present decided that Metro Asset Management will hold an Extraordinary General Meeting on 31st December 2019 to appoint Strata Edge.

Metro Asset Management – Craig Ferguson advised to owners present that Strata Edge does not have Corporate Licence.

- (a) All the functions of the Owners Corporation (other than its power to 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.

Defects Inspection

7. The Owners – Strata Plan No 91436 resolved to undertake comprehensive defects inspection in 2019 – 2020 considering that building was registered on 15th September 2015 and it is 4 years and 3 months old.

Several improvement or repairs and maintenance projects

8. The Owners – Strata Plan No 91436 resolved to discuss and to prioritise works to be carried out in the building amongst others. Strata committee will organise systematically depending on building priorities .
- a. Permanent casing/protection solution for ground floor lifts
- b. Permanent solution to drainage and sludge issue in car wash bay

Electricity Cost Management - Project of LED Lights Installation on common property

9. The Owners – Strata Plan No 91436 resolved to discuss and review in 2020 the installation of LED lights replacement and sensors maximising use of energy and reducing costs for the Owners Corporation.

Replacement or Removal of Rotting Timber Beams

10. The Owners – Strata Plan No 91436 resolved to assign to strata committee to discuss and approve appropriate methods of disposal or repurposing rotting timber beams.

Online Group Portal

11. The Owners – Strata Plan No 91436 resolved to proceed with MY BOS building management communication platforms for building and strata managers, owners, and tenants.

Levy Collection & Debt Recovery

12. The Owners - Strata Plan No 91436 resolved 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: **Annexure G**
 - 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;
 - b) That the Owners Corporation instructs the Managing Agent to endeavour to apply the following levy recovery procedures to levies in arrears:
 - Levy Recovery Step 1: issue a reminder levy notice 35 days after the levy due date.
 - Levy Recovery Step 2: issue 1st debt collection letter 45 days after the levy due date.
 - Levy Recovery Step 3: issue 2nd debt collection letter 55 days after the levy due date.
 - Levy Recovery Step 4: that 14 days after the 2nd debt collection letter instruct Strata Edge appointed solicitor to commence legal recovery proceedings subject to the instruction of the Strata Committee or its Representative for all amounts exceeding \$1,000.00.
 - c) 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 91436;
 - d) 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;
 - e) 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;
 - f) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
 - g) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Payment Plans

13. The Owners – SP 91436 resolved that the Debt Collectors appointed in Motion 5 enter into payment plans and do not delegate to the Strata Managing Agent 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.

Insurances

14. The Owners – SP 91436 confirmed that the Insurances as listed in **Annexure H** of the Agenda of the Meeting are currently in place and further that the Strata Committee be delegated the function of increasing, altering, adding or renewing the Insurances for the scheme as required or should it be resolved to include further insurances.

Commissions and training services

15. Strata Managing Agent reported on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.

Strata Committee

16. The Owners – Strata Plan No. 91436 resolved by ordinary resolution the following;

Nominations received:

- Lot 13 Ross Fairhurst
- Lot 4 Elizabeth Trevena
- Lot 16 Jan Van Deventer
- Lot 33 Etienne Le Roux
- Lot 38 Wayne Houguet
- Lot 40 Carol Jeffries
- Lot 41 Robert Belbin

Upon the Chairperson declaring that nominations had closed, the meeting RESOLVED that the number of Strata Committee Members be set at seven (7), and those candidates were duly elected.

General Meeting Matters

17. The Owners – Strata Plan No. 91436 resolved 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.

Tenants

18. The Owners – Strata Plan No. 91436 resolved by ordinary resolution to restrict tenants from being present when the following matters are being discussed:
 - (a) financial statements and auditor's reports;
 - (b) levying of contributions;
recovery of unpaid contributions;
 - (c) a strata renewal proposal under Part 10 of the Strata Schemes Development Act 2015 or any related matter; and/or

- (d) any other financial matter specified by the regulations for the purpose of this clause (as at 30 November 2016 there is nothing further).

Capital Works Fund

19. The Owners – SP 91436 resolved to do the following:
- (a) Review the current Capital Works Fund Analysis report.

Annual Fire Safety Statement

20. The Owners SP 91436 resolved to do the following:
- (a) Engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and
- (b) To submit any corrective actions report to the Strata Committee to determine what action is required, if any; and
- (c) To delegate to the Strata Managing Agent the following functions pursuant to the Agency Agreement additional duties schedule:
- i. undertake the seeking of quotations and engaging the contractor to prepare the statement; and
 - ii. sign the statement on behalf of the scheme and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner.

Other Matters

Votes of thanks to

- IB Property – Nick Warren for his assistance with the building for the past year,
- Strata committee members specially Etienne Le Roux,
- Metro Asset Management Pty Ltd for assisting the Owners Corporations for the past 4 years

CLOSURE

There being no further business to discuss, the Chairperson declared the meeting closed at 7.47pm.

**MINUTES OF A STRATA COMMITTEE MEETING THE OWNERS - STRATA PLAN NO. 91436
IMMEDIATELY FOLLOWING THE ANNUAL GENERAL MEETING.**

PRESENT

Lot 4 Elizabeth Trevena
Lot 13 Ross Fairhurst
Lot 16 Jan Van Deventer
Lot 33 Etienne Le Roux
Lot 38 Wayne Houguet
Lot 40 Carol Jeffries
Lot 41 Robert Belbin

IN ATTENDANCE

Lots – 4, 13, 16, 33, 38, 40, 41

CHAIRPERSON:

TBA was asked to Chair the meeting.

MINUTES

1. RESOLVED that the Minutes of the last Strata Committee Meeting be confirmed as a true record and account of the proceedings at that Meeting.

ELECTION OF OFFICE BEARERS

2. Resolved that the following Office Bearers be elected for the ensuing year;

Etienne Le Roux & Ross Fairhurst	Secretary
Jan Van Deventer	Treasurer
Robert Belbin	Chairman

ELECTION OF BUILDING MANAGEMENT COMMITTEE REPRESENTATIVE (BMC)

3. Resolved that the Etienne Le Roux elected for the ensuing year 2019 - 2020 as the Strata Schemes BMC Representative.

CLOSURE

There being no further business to discuss, the Chairperson declared the meeting closed at tba pm.

MINUTES OF EXTRAORDINARY GENERAL MEETING
STRATA SCHEMES MANAGEMENT ACT 2015

STRATA PLAN: 91436
ADDRESS: 17 Danks Street, Waterloo NSW 2017
HELD: Tuesday 31st December, 2019
TIME: 5:00PM
VENUE: B2 Meeting Room- 17 Danks Street, Waterloo

Minutes of the *Extraordinary General Meeting* of the Owners Strata Plan 91436 conducted by paper vote and held on Tuesday 31st December at 5:00PM in B2 Meeting Room- 17 Danks Street, Waterloo.

AGENDA:

RESOLVED the following Lot Owners provided return vote by electronic means:

- Lee Lam & Jade Amy Lam- Lot 1
- Neyvinka L De Marchi- Lot 3
- Elizabeth Trevena Lot 4
- Hugh C McGonagle & Jerry Andreas- Lot 5
- Jean P Mars Lot 7
- Geoff J Jay Lot 8
- Peter Chadwick Lot 11
- Anthony G Brunelli Lot 12
- Ross W Fairhurst Lot 13
- Jan F P J Van Deventer & Troy S Filson Lot 16
- Sandra Kontos Lot 17
- Jonathan E Fleming Lot 20
- Aiko J & Janette Abbas Lot 21
- Nicole A Schubert Lot 22
- Rebecca M J Lamour & Brian Webster Lot 24
- James H Perrett Lot 25
- Carolyn Davidson Lot 30
- Diana Thomas Lot 31
- Aaron S Leakey Lot 32
- Etienne Le Roux & Jacolene Slabbart Lot 33
- Renee Liu Lot 36
- Caroline P Watt Lot 37
- Kevin Fitzgibbon & Wayne M Houguet Lot 38
- Collette L Cooper Lot 39
- Carol M Jeffries Lot 40
- Robert L Belbin Lot 41
- Steve Howell & Yolande De Torres Lot 42
- Meegan J Smith Lot 43

Proxies: RESOLVED NO proxies received.
In attendance: Ross Fairhurst, Wayne Houguet, Janni Van Deventer, Elizabeth Trevena & Carol Jeffries.
Apologies: RESOLVED One apology received from Robert Belbin.
Quorum: RESOLVED quorum present.
Chairperson: Carol Jeffries.

*It was also noted and agreed that **the Strata Roll** provided to the Strata Committee **is not up to date**:*

- As indicated in the correspondence received from Melanie Dalrymple and Michael Sydes shown on the Strata Roll as Owners of Lots 10 (Apt 106), and 27 (Apt 306).
- A google search indicated that these properties were sold in October 2019, 2/10 and 23/10 respectively.

MOTIONS:

MOTION 1 – Confirmation of previous minutes

RESOLVED That the Owners Corporation **NOT** adopt minutes to previous General Meeting held 3rd December, 2019 as a true and accurate record. (*Copy of Minutes is attached to the Notice*).

(Votes Taken: YES: 10 AGAINST: 10 ABSTAIN: 8)

(Motion did not carry based on unit entitlements)

Comments/Notes:

1. At the AGM it was agreed that Metro's contract be extended by 1 month, not 3 as stated in the minutes, effectively not being re-appointed beyond the EGM – **7 mentioned**
2. Strata Edge does hold a Corporation License, contrary to the statement made – **6 mentioned**
3. No mention of this (point 2) was made by Metro Asset Management to the Owners Corporation at the AGM – **2 mentioned**
4. The Owners Corporation elected 8 not 7 members to represent the Strata – **7 mentioned**
5. Brian Webster's name was absent from the list of Owners voted to be part of the incoming Strata Committee – **4 mentioned**
6. No mention was made of the motions that were carried at the AGM to appoint Strata Edge – **1 mentioned**

MOTION 2 – Termination of Strata Agent

- a) **RESOLVED** That the appointment and delegation of powers of 'Metro Asset Management' as strata managers of the strata plan be revoked according to the terms contained in their management agreement.

Votes Taken: YES: 28 AGAINST: 0 ABSTAIN: 0 - Motion Carried

b) **RESOLVED** That Metro Asset Management deliver all records to the Strata Committee on the 3rd January 2020. (Notes: As noted at the last AGM- Metro Asset Management agreed to extend their management term by one month).

Votes Taken: YES: 28 AGAINST: 0 ABSTAIN: 0 - **Motion Carried**)

MOTION 3- Appoint Strata Agent

(a) **RESOLVED** That the Owners Corporation by ordinary resolution adopt in accordance with section 49 of the *Strata Schemes Management Act 2015* to appoint Strata Edge as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement and the strata managing agent be delegated:

- (i) all of the functions of the owners corporation (other than those listed in section 52(2) of the *Strata Schemes Management Act 2015*) and, the functions of chairperson, secretary and treasurer necessary to enable the agent to carry out the 'agreed services' and the 'additional services' as defined in the Agreement;
- (ii) the delegation to the agent is subject to the conditions and limitations listed in the Agreement (see Management Agreement attached to the Notice);
- (iii) the owners corporation is to execute the Agreement to give effect to this appointment and delegation;
- (iv) once elected, the strata committee is to nominate a representative under the Agreement; and
- (v) authority is given to
 - A. if there are two or more members of the strata committee, two members of the strata committee; and/or
 - B. if the owners corporation has only one or two owners, those owners, to affix the common seal of the owners corporation to the Agreement in accordance with section 273 of the *Strata Schemes Management Act 2015*.

Votes Taken: YES: 27 AGAINST: 0 ABSTAIN: 1 - **Motion Carried**)

(b) **RESOLVED** That the Owners Corporation acknowledges the 'minuted' comments made by Metro Asset Management in relation to the Corporation License (see attached) specific to Strata Edge is factually incorrect and misconceived by the author (refer to minutes of AGM on the 3rd December, 2019 in particularly motion 6).

Notes: A Corporation License is not attached to a trading name but rather the Company representing the trading name. In this instance the Corporation License is attached to Ennoble Pty Ltd. Strata Edge is the trading name only.

Votes Taken: YES: 28 AGAINST: 0 ABSTAIN: 0 - **Motion Carried**)

MOTION 4 – Closing & Opening of Bank Accounts

RESOLVED That the Owners Corporation accepts the closing of the Bank Accounts held with 'Metro Asset Management', to both the Administration & Capital Works Fund accounts, and adopt the opening of new bank accounts with Macquarie Bank. Strata Edge to be sole signatory on these account/s.

Votes Taken: YES: 28 AGAINST: 0 ABSTAIN: 0 - Motion Carried

MOTION 5 – Public Officer

RESOLVED That the Owners Corporation elect Strata Edge as public officer to submit all relevant income tax returns to the Australian Taxation Office on behalf of the Owners Corporation.

Votes Taken: YES: 28 AGAINST: 0 ABSTAIN: 0 - Motion Carried

Chairperson: There being no further business the meeting was declared closed at 5:45PM

**Dated: 31st December, 2019
On behalf of Owners Corporation SP91436**

Minutes of Annual General Meeting

(Strata Schemes Management Act 2015)

Strata Plan	91436
Building Name	N/a
Address	17 Danks St, Waterloo NSW 2017
Held	Thursday 12 th November, 2020
Time	6:43PM
Venue	'Redfern Town Hall' 73 Pitt St, Redfern NSW 2016 and/ Via Teleconference

RESOLVED in Attendance:

- Peter Chadwick Unit 201
- Carol Jeffries Unit 407
- Jannie Van Deventer & Troy Filson Unit 207
- Wayne Houguet Unit 405
- Etienne Le Roux Unit 312
- Robert Belbin Unit 408
- Luis Garzon Unit 306
- Brian Webster Unit 303
- Sandra Kontos Unit 208 (Teleconference)
- Scott Grant Unit 410 (Teleconference)
- Akito Hirata Unit G05 (Teleconference)
- Kevin Fitzgibbon Unit 405 (Teleconference)
- Nasser Attia & Robert Germanos Strata Edge
- Nick Warren Building Manager

Proxies: **RESOLVED** No proxies received.

Apologies: **RESOLVED** Apologies from:

- Ross Fairhurst Unit 204
- Elizabeth Trevena Unit G04
- Irina Nye Unit 212

Quorum: **RESOLVED** quorum present.

Chairperson: **Robert Belbin**

Motions

1. Confirmation of previous minutes

RESOLVED that the Owners Corporation adopts minutes to previous General Meeting held **31st December, 2019** as a true and accurate record. *(Copy of Minutes is attached to the Notice)*

[Explanatory Note: This motion confirms accuracy of the minutes and in the event that the minutes are in error, an owner may move that the minutes be amended].

2. Strata Committee Overview

a) **RESOLVED** Chairperson to provide overview on the 2019/2020 year *(Copy of Chairperson presentation is attached to the Notice).*

- *Robert Belbin thanked the strata committee, Strata Edge & Building Manager Nick Warren for their support.*
- *Special thanks to Etienne & Ross for their efforts.*
- *Good working relationship between Strata Edge, Strata Committee & Building Manager.*

b) **RESOLVED** Treasurer to provide commentary & budget overview of 2019/2020 year & proposed budget for the 2020/2021 year. *(Copy of Treasurer budget presentation is attached to the Notice).*

- *Jannie Van Deventer report a good financial year with a surplus of \$22,500.00 following a budgeted forecast of \$17,500.00.*
- *Recommended to reduce Admin Fund Budget to \$203,000.00 + GST and Capital Works Fund retained at \$75,000.00 + GST.*

3. Accounting records and financial statements

RESOLVED that the Owners Corporation adopt by ordinary resolution the accounting records and last financial statements period ended **30th September, 2020**. *(Copy of Financial Statements is attached to the Notice)*

Notes:

- *Treasurer to update and share the graphical sinking fund accumulation projections for the 10 year plan (ie. showing the trajectory against the original plan beyond 2020).*

[Explanatory Note: The financial statements are a formal record of the financial activities and position of the strata scheme. Please direct any enquiries regarding the accounts to the managing agent at least 48 hours prior to the meeting].

4. Contributions to the Administrative Fund

RESOLVED that the Owners Corporation by ordinary resolution adopt:

- (a) The amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$203,000.00 (Plus GST) = \$223,300.00**
- (b) That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on **1st February, 2021** and subsequent instalments being due on the days of **1st May 2021, 1st August 2021 and 1st November, 2021** and continue at that rate until varied.

5. Contributions to the Capital Works Fund

RESOLVED that the Owners Corporation adopt by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$75,000.00 (Plus GST) = \$82,500.00**
- (b) That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on **1st February, 2021** and subsequent instalments being due on the days of **1st May 2021, 1st August 2021 and 1st November, 2021** and continue at that rate until varied.

6. Audit

RESOLVED the Owners Corporation by ordinary resolution to appoint an auditor to audit the accounts and financial statements for financial year ending **30th September, 2020**.

- *Agreed that Kelly & Partners conduct Audit.*

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

7. Strata Committee

RESOLVED that the Strata Committee consist of **Five (5)** members and that the following members be elected:

- **Robert Belbin**
- **Wayne Hoguet**
- **Carol Jeffries**
- **Jannie Van Deventer**
- **Brian Webster**

Note: Ross Fairhurst & Elizabeth Trevena to remain on Garden Committee.

Representative/s to the BMC-

- (a) **RESOLVED** election of Member/s to the Building Management Committee (i.e. To Elect Members to represent SP91436 on the BMC- in Stratum DP1186942 (comprising of representation from both SP91436 & SP95668)

- **Robert Belbin & Strata Edge**

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

8. Strata Committee Restrictions

RESOLVED that the Owners Corporation place **\$30,000.00** monetary restriction on the decision-making powers of the Strata Committee.

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

9. Insurances

- a) **RESOLVED** that the Owners Corporation adopt by ordinary resolution that the building insurances currently in force on behalf of the owners corporation be confirmed. (*Current building insurance policy is included with the Notice*).
- *Etienne to attend next BMC AGM;*
 - *Ensure there are 3 tender quotes obtained.*

- b) **RESOLVED** that a building insurance valuation be carried out to the Strata Plan. Nominated Valuer to report on reinstatement value as illustrated in the *Strata Schemes Management Act 2015. (Last Valuation carried out in 2015)- If adopted Committee Members representing SP94136 on the BMC to place formal request to the BMC to carry out valuation)*
- *Strata Edge to obtain 3 quotes including one from Added Value Cost Engineers.*

[Explanatory Note: Strata Edge recommends undertaking a building valuation at least once every three (3) years, to ensure sufficient assessment of requirements for insurance purposes].

10. Annual Fire Safety Statement or Inspection

RESOLVED that The Owners Corporation adopt by ordinary resolution to consider the Annual Fire Safety Statement (AFSS) and to make arrangements for obtaining the next annual fire statement. *(Refer to current AFSS attached to the Notice).*

[Explanatory Note: If an annual fire safety statement is required for the building under the Environmental Planning and Assessment Act 1979, the owners corporation is required to consider it at each annual general meeting and to make arrangements for obtaining the next annual fire safety statement in accordance with clause 6(c) of Schedule 1 of the Strata Schemes Management Act 2015. It is recommended to use an independent certifier.]

11. Report on Commissions

RESOLVED The Owners Corporation accepts that Strata Edge has received insurance commission on the building insurance premium/renewal over the past 12 months.

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

12. Building Defects Report

RESOLVED that Strata Edge discuss recent Building Defects Report issued by Acumen Building & Engineering Consultants and correspondence with the original builder/developer.

- *Following Acumen Report, MADE to conduct inspections and report on identified defects;*
- *Nick & Nasser to work with Darren.*

13. Renewal of Facility Management Services

RESOLVED that the Owners Corporation re-appoint IB Property and resolve that they continue facility management services as contained in their agreement (*Copy of the proposed agreement is attached to the notice*).

- *Agreed to re-appoint IB Property Management and renew contract for a further two years;*
- *Strata Edge to sign and execute agreement on behalf of Owners Corporation.*

14. Electrical Lighting Improvements

RESOLVED that the Owners Corporation discuss upgrade of solar power to the building and potential changes to electrical lighting (*Two proposals are attached to the Notice*).

- *Committee to review quotes at next scheduled Committee Meeting, but to proceed in principal to \$30,000.*
- *No further light bulb/fitting replacements until lighting upgrade is complete;*
- *To include additional lighting at rear tower on sensor.*

General Business:

It was agreed:

- Pet Application from Unit 212 approved, to keep pet dog;
- Strata Edge to set- up invoice hub & invite Committee to participate;
- Insurance claim on unit 204 to be discussed at first scheduled Committee Meeting;
- Strata Committee to send Notice to Residents- 'washing should not be visible from common areas' in keeping with By-Law.

Chairperson: Meeting closed at 7:56PM

Robert Bellin- Robert Belbin

On behalf of The Owners SP91436
Dated: 12th November 2020

Minutes of Strata Committee Meeting

(Strata Schemes Management Act 2015)

Strata Plan	91436
Building Name	N/a
Address	17 Danks St, Waterloo NSW 2017
Held	Thursday 12 th November, 2020
Time	7:56PM
Venue	'Redfern Town Hall' 73 Pitt St, Redfern NSW 2016 and/ Via Teleconference

RESOLVED in Attendance:

- Jannie Van Deventer
- Carol Jeffries
- Robert Belbin
- Wayne Houquet
- Brian Webster

Apologies: **RESOLVED No** apologies received.

Quorum: **RESOLVED** quorum present.

Chairperson: **Nasser Attia**

MOTIONS

1. Confirmation of previous minutes

RESOLVED that the Strata Committee confirm Minutes of the last meeting of the Strata Committee held **6th October, 2020.**

2. Election of the office bearers

RESOLVED election of office bearers:

- **Secretary:** Carol Jeffries
- **Treasurer:** Jannie Van Deventer
- **Chairperson:** Robert Belbin

3. Agenda Items

RESOLVED NOT to consider items for inclusion on the agenda of the next Strata Committee Meeting.

4. Next Meeting

RESOLVED NOT to decide the date, time and venue of the next Strata Committee Meeting.

Chairperson: Meeting closed at 7:58PM

Signed: *Nasser Attia* – Nasser Attia

On behalf of The Owners SP91436

Dated: 12th November, 2020

Minutes of Owners Corporation 17 Danks St Waterloo, SP 91436

Tuesday 11th May 2021

Time 6.35pm

in Attendance:

- Rob Belbin Unit 408
- Carol Jeffries Unit 407
- Jannie Van Deventer Unit 207
- Brian Webster Unit 303
- Wayne Houguet Unit 405
- Troy Filson Unit 207
- Collette Cooper Unit 406
- Harry Cooper Unit 406
- Nick Warren Building Manager

Apologies:

No Apologies

Quorum: RESOLVED quorum present.

Chairperson: Robert Belbin

Motions

1. Confirmation of the Previous Minutes

There were no issues raised in relation to the Minutes of the previous meeting.

2. Secretary's report, Correspondence In/Out, matters arising.

It was **RESOLVED** to continue to remind Residents and Owners of their duty of care, via the quarterly Newsletter.

- i. To refrain from placing planter boxes and pots on the outside perimeter of the external balconies as these present a potential danger should they be dislodged / fall.
- ii. That hanging items over the balcony, be that laundry, or other items is contrary to the bylaws of the Complex and undermines the integrity of the building and its community.
- iii. That issues relating to the maintenance of the garden or cleaning be directed solely to the Building Manager. That engaging with the

contractors directly potentially hinders communication, reporting structures and agreed scope of works in place.

The report indicated that Strata Edge had written to several Residents / Owners regarding the placement of planter boxes on the external balcony ledge and while most Owners / Residents had complied, one Resident had failed to act in a timely manner resulting in the need for the Owner and Managing Agent of the property to take act.

Communication was also forwarded to an Owner as a reminder that issues relating to the upkeep of the garden need to be forwarded to the Building Manager. That a professional Horticulturist has been engaged to maintain the gardens and an appropriate scope of works agreed upon. All issues pertaining to the upkeep of the garden need to be directed to the Building Manager and not to Contractors.

The Secretary reported that the AGM meeting scheduled for 9th November would be held in the meeting room of Strata Edge.

4. Treasurer's Report

It was RESOLVED to accept the Treasurer's Report.

i) That the Treasurer had reviewed the accounts and that these were tracking in line with the budget.

ii) That there is currently a \$14,700 debtors' item of levies outstanding from the recent levy due date of May 1.

It was mentioned that financial tracking against that budgeted is currently \$6K under budget.

5. Building Manager's Report, matters arising

It was RESOLVED that

i) Made were on site and were committed to address the issues raised in the Defects Report and in addition to that the further works raised and agreed to in the meeting held April 6th, 2021, between Strata Edge, members of the Strata Committee and Made.

ii) Priority was to be given to those issues Made had agreed to rectify and subject to that, the remaining issues, be they the responsibility of the Strata scheme or Individual Lots Owners would be addressed.

iii) The current approach to maintenance and cleaning of the chute be maintained. – The proposal from Chute It be declined and retain annual one off clean.

iv) Strata Edge write to the Council requesting regular, albeit quarterly cleaning of the street storm water outlets.

v) 50% of the cost of replacing the water damaged carpet in Apt 407 would be met by the Strata Scheme. Per the quote from Fixed on Time.

vi) Rather than accept the updated scope of works provided by Timeless Commercial Clean that the cleaning by the recently appointed cleaners be monitored and several quarterly and one off measures be trialled. It was agreed that a Scrub machine be used on courtyard tiles and Power wash of planter boxes - \$100 for Scrubber plus up to \$200 for power washing plus GST

vii) As part of the need to upgrade the lift phone line Option 1 for a single SIM be adopted – Agreed to accept quote from Strata Essentials Services for \$3898+gst one off and \$60/mth for the Sim cards

viii) The proposal supplied by The Green Guy be accepted, the BMC notified of the decision and the proposal actioned immediately. Agreed - Residential Common Property contribution of \$22,342.60 less rebates of \$13997.28 for nett \$8,345.32 plus GST. Part of the overall BMC project across the building and their scope.

Additionally:

Discussed was the issue of access to fire dampers as per the Fire Dampers/ Mechanical Inspections 2020 /2021 and that subsequent to an independent investigation undertaken by the Building Manager, Made had agreed that no access hatches had been installed in units 303, 304, 403, 404 and would action these as part of its Defects works.

Alternate means of maintaining the cleanliness of the chute were discussed with a proposal received from Chute it Pty Ltd. The increased cost was not considered warranted, and a decision to continue with the current approach agreed.

Made has agreed to pay for 50% of the replacement of the water damaged carpet in Apt 407. It was agreed that the Strata Scheme would meet the remaining costs, be that with or without an insurance claim.

Several members of the Strata Committee, along with the Building Manager met with Timeless Commercial Clean to discuss concerns regarding the current

cleaning. It was agreed that the two cleaners in question be replaced and that Timeless Commercial Clean would present a new scope of works to be considered. In that scope of works, Timeless suggested that as the cleaning was primarily external it presented several challenges. The revised scope of works included using a scrub machine on a weekly basis to clean the tiles.

After much deliberation it was decided that a quarterly, or as needed scrub cleaning of the courtyard tiles would be a much better approach, and that a one-off power clean of the planter boxes be trialled. Concern was expressed that the power clean of the planter boxes may in fact damage the paintwork and lead to further capital costs being incurred. The addition of another day to the cleaning schedule as proposed meant an additional \$5000 incurred in costs. It was felt that this represented a huge expense that may not be warranted, and at best should go to the AGM for further consideration.

The need to upgrade the lift phone was discussed. Discussion centred on the value of installing a Single versus a dual SIM option and given an assessment of the risk factors it was decided that a single SIM option was adequate. It was further discussed that this be a priority and actioned.

Two quotes were received for the installation of LED lighting, reducing energy costs and maximising efficiency. It was felt that the proposal submitted by The Green Guy both met the brief and was within budget. In addition to that it is believed that the ESC rebate could also be secured. It was agreed that the Chairman and Treasurer would notify Metro's BMC representative of the decision, for this be actioned immediately, to achieve the associated benefits.

Update on the BMC and lighting.

It was RESOLVED that no further action needs to be taken.

BMC meeting was held on the 16th March. The proposal for LED lighting was discussed in the Building Manager's Report. (See 5 viii)

5. General agenda items

Defect's report and strata maintenance, Made works next steps

It was RESOLVED that no further action is needed.

This item arose and was discussed as part of the Building Manager's report. (See 5i and 5ii)

Maintenance Painting

It was RESOLVED that no further action is needed.

The courtyard pillar was painted and is already damaged. It was noted that given the weight of the garbage bins, damage to this column was inevitable. It was noted that previously the column had been painted in a light tone. The current colour is a result of there being a lack of paint on site in a lighter shade.

Cleaning Options

It was RESOLVED that no further action is required.

Issues relating to the cleaning of the chute were resolved during discussion of the Building Manager's report. (See 5 iii)

Lift Gateway Installation Proposal

It was RESOLVED that no further action is needed.

Decision to proceed was covered in the Building Manager's Report. (See 5 vii)

Garbage room external doors edging

It was RESOLVED that solid steel edgings (25mm X 3mm) be installed and treated to colour match the timber doors.

The Committee was keen to investigate trims to the garbage disposal doors that would blend with the timber doors, not be intrusive or detract from the integrity of the timber. Upon further investigation it was noted that there were no available products to match the desired brief.

Brian Webster a member of the Strata Committee and a professional restorer offered a solution, suggesting that solid steel edges could be installed, 'milked over' and thus create a rust-coloured effect that would match the current coloured signs in the building and match the colour of the timber doors.

It was agreed that Mr Webster would submit a proposal and conduct the work. Estimated costs is between \$550 - \$1000.

9 degrees Boulder gym

It was RESOLVED that this issue be closed out.

Two members of the Strata Committee met with a representative of 9 degrees Boulder gym regarding complaints of noise raised by residents. The representative from 9 degrees Boulder gym presented an extensive report showing the tests that had been conducted and, in its findings, met regulations.

Any further investigation, required the installation of sound equipment in the apartments of residents who had raised this issue, an action that was considered intrusive and potentially of limited value due to the sensitivity of the equipment.

The reports received were forwarded to Strata Edge. Since then, it is believed that Strata Edge has received no further noise complaints.

That said on the eve of the Strata Committee meeting it was learnt that the residents of one apartment adjacent to 9 degrees Boulder gym have raised concerns regarding noise directly with the gym. Given their dealing directly with the gym this item has been closed out.

Update on garden maintenance.

It was RESOLVED to reiterate the appropriate avenues to raise issues regarding the maintenance of the garden via the Newsletter, as stated in the resolve from the Secretary's report. Item 2 iii)

Boundary wall and vine removal

It was RESOLVED that this issue be closed out.

No further action required.

Green waste bin

It was RESOLVED not to pursue this matter any further

Given the lack of compliance by residents to follow the current garbage and recycling procedures it was deemed that the installation of a green waste bin in principle had merit, however as an option it did not.

Clarity re: Biannual fire safety inspection and costing

It was RESOLVED that this issue had been actioned.

As required the certification of the biannual fire safety inspections had been agreed, ensuring that the building met the legal requirements set.

Garden Bench

It was RESOLVED that at the next Strata Committee meeting consideration be given to the purchase of another garden bench in the central courtyard.

The installation of the garden bench was completed recently, and positive comments received from residents. Brian Webster who sourced the bench was thanked and discussion arose as the value in purchasing another bench for installation on the eastern side of the courtyard garden.

Next Meeting

It was RESOLVED that the next Owners' Corporation Committee Meeting take place on 10th August 2021, at 6.30pm.

Meeting was declared closed at 8. 30 pm.

Minutes of Annual General Meeting

(Strata Schemes Management Act 2015)

Strata Plan	91436
Building Name	N/a
Address	17 Danks St, Waterloo NSW 2017
Held	Tuesday 9 th November, 2021
Time	6:45PM
Venue	'Strata Edge' 498-502 Parramatta Rd, Petersham 2049 or Via Teleconference

RESOLVED in Attendance:

- | | | |
|-------------------------------------|--------------------------|------------------|
| • Billie Browning | Unit G01 | |
| • Elizabeth Trevena | Unit G04 | |
| • Ross Fairhurst | Unit 204 | |
| • Caroline Watt | Unit 404 | (Not Financial) |
| • Sandra Kontos | Unit 208 | |
| • Robert Belbin | Unit 408 | |
| • Jannie Van Deventer & Troy Filson | Unit 207 | |
| • Carol Jeffries | Unit 407 | |
| • Brian Webster | Unit 303 | |
| • Collette & Harry Cooper | Unit 406 | (Teleconference) |
| • Kevin Fitzgibbon & Wayne Houguet | Unit 405 | (Teleconference) |
| • Rodney Chan | Unit 206 | (Teleconference) |
| • Jade Francis | Unit 106 | (Teleconference) |
| • Luis Garzon | Unit 306 | (Teleconference) |
| • Anthony Philpott | Unit 410 | (Teleconference) |
| • David Weisz | Unit G03 | (Teleconference) |
| • Nasser Attia | Strata Edge | |
| • Victor Zhu | Sarvaas Ciappara Lawyers | |
| • Nick Warren | Building Manager | |

Proxies: **RESOLVED** No nine (8) proxies received:

E Le Roux & J Slabbert Unit 312 to	Jannie Van Deventer
Geoffrey Jay Unit 104 to	Elizabet Trevena
Peter Chadwick Unit 201 to	Sandra Kontos
Jonathan Fleming Unit 211 to	Sandra Kontos
C Acers & A Hirata Unit G05 to	Billie Browning
Yolande De Torres Unit 409 to	Robert Belbin
Carolyn Davidson Unit 309 to	Ross Fairhurst
Anthony Brunelli Unit 202 to	Ross Fairhurst

Apologies: **RESOLVED** No apologies received:

Quorum: **RESOLVED** quorum present.

Chairperson: **Robert Belbin**

Motions

1. Confirmation of previous minutes

RESOLVED that the Owners Corporation adopts minutes to previous General Meeting held **12th November, 2020** as a true and accurate record. *(Copy of Minutes is attached to the Notice)*

[Explanatory Note: This motion confirms accuracy of the minutes and in the event that the minutes are in error, an owner may move that the minutes be amended].

2. Strata Committee Overview

a) **RESOLVED** Chairperson to provide overview on the 2020/2021 year *(Copy of Chairperson presentation is attached to the Notice)*.

- *Robert Belbin thanked the owners for their cooperation during the year despite COVID-19 set back.*
- *Thanks to the strata committee who attended to many activities, with special thanks to Jannie, Carol, Wayne & Brian, Strata Edge & Building Manager Nick Warren for their support.*

b) **RESOLVED** Treasurer to provide commentary & budget overview of 2020/2021 year & proposed budget for the 2021/2022 year. *(Copy of Treasurer budget presentation is attached to the Notice)*.

- *Jannie Van Deventer reported a positive result for financial year ended 31 August 2021 with both the Admin & CWF recording surplus exceeding budget.*
- *Recommended to keep total 2022 budget same as previous year, with a larger percentage to go to CWF and less to Admin Fund.*
- *Recommended to retain current CWF strategy with the incoming EC to obtain a new 10 year report*

3. Accounting records and financial statements

RESOLVED that the Owners Corporation adopt by ordinary resolution the accounting records and last financial statements period ended **31 August, 2021**. (*Copy of Financial Statements is attached to the Notice*)

[Explanatory Note: The financial statements are a formal record of the financial activities and position of the strata scheme. Please direct any enquiries regarding the accounts to the managing agent at least 48 hours prior to the meeting].

4. Contributions to the Administrative Fund

RESOLVED that the Owners Corporation by ordinary resolution adopt:

- (a) The amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$175,000.00 (exc.GST)**
- (b) That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on **1st February, 2022** and subsequent instalments being due on the days of **1st May 2022, 1st August 2022 and 1st November, 2022** and continue at that rate until varied.

5. Contributions to the Capital Works Fund

RESOLVED that the Owners Corporation adopt by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$103,000.00 (exc.GST)**.
- (b) That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on **1st February, 2022** and subsequent instalments being due on the days of **1st May 2022, 1st August 2022 and 1st November, 2022** and continue at that rate until varied.

6. Audit

RESOLVED the Owners Corporation by ordinary resolution to appoint an auditor to audit the accounts and financial statements for financial year ending **31st August, 2021**.

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

7. Renew Agreement

RESOLVED that:

- (a) The Owners Corporation by ordinary resolution adopt in accordance with section 49 of the *Strata Schemes Management Act 2015* **NOT** to reappoint Strata Edge as strata managing agent from the date of this meeting, on the terms and conditions set out in the proposed strata management agency agreement and the strata managing agent be delegated:
- (i) all of the functions of the owners corporation (other than those listed in section 52(2) of the *Strata Schemes Management Act 2015*) and, the functions of chairperson, secretary and treasurer necessary to enable the agent to carry out the 'agreed services' and the 'additional services' as defined in the Agreement;
- (ii) the delegation to the agent is subject to the conditions and limitations listed in the Agreement;
- (iii) the owners corporation is to execute the Agreement to give effect to this appointment and delegation;
- (iv) once elected, the strata committee is to nominate a representative under the Agreement; and
- (v) authority is given to
- A. 2 persons, being owners of lots or members of the strata committee, or the secretary of the owners corporation and any other member of the strata committee and/or
 - B. if the owners corporation has only one or two owners, those owners, to affix the common seal of the owners corporation to the Agreement in accordance with section 273 of the *Strata Schemes Management Act 2015*.
- ***It was discussed that the incoming Strata committee would be required to review the current Strata Management arrangements and undertake actions to resolve this issue to ensure that there was a Strata Manager appointed within 90 days of the expiry of the current agreement with Strata Edge.***

8. Insurances

RESOLVED that the Owners Corporation adopt by ordinary resolution that the building insurances currently in force on behalf of the owners corporation be confirmed. (*Current building insurance policy is included with the Notice*).

[Explanatory Note: Strata Edge recommends undertaking a building valuation at least once every three (3) years, to ensure sufficient assessment of requirements for insurance purposes].

9. Annual Fire Safety Statement or Inspection

RESOLVED that The Owners Corporation adopt by ordinary resolution to consider the Annual Fire Safety Statement (AFSS) and to make arrangements for obtaining the next annual fire statement. (*Refer to current AFSS attached to the Notice*).

[Explanatory Note: If an annual fire safety statement is required for the building under the Environmental Planning and Assessment Act 1979, the owners corporation is required to consider it at each annual general meeting and to make arrangements for obtaining the next annual fire safety statement in accordance with clause 6(c) of Schedule 1 of the Strata Schemes Management Act 2015. It is recommended to use an independent certifier.]

10. Report on Commissions

RESOLVED the Owners Corporation by ordinary resolution to consider the report from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

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

11. Approval of Settlement of NCAT building defects claim

RESOLVED that the Owners Corporation RESOLVES to approve the settlement of its NCAT building defect claim against Made Projects Pty Ltd and Made Property Group Pty Ltd, on terms as recorded in a deed of settlement between the Owners Corporation and Made Projects Pty Ltd.

Victor Zhu of Sarvaas Ciappara Lawyers joined the meeting to update the owners corporation on proposed Deed of Settlement:

- **Agreed to accept proposed deed of settlement in current draft subject to;**
 - **Inclusion of additional points of rectification;**
 - **Unit G01 & Unit G05 water ingress**
 - **Awning & parking spaces x 2 water present**
 - **Unit 410 rear door**
 - **Strata Committee to engage a reputable engineer to devise scope of works**
 - **Deed to be revised and circulated to all owners and approved at a further General Meeting.**
 - **Nick Warren to provide a final list to be added to defect spreadsheet.**
 - **Intention remain to settle with made and avoid NCAT hearing**
 - **Final deed to be approved at a general meeting**
- **Builder to rectify agreed works/defects at own expense**
- **Work is required to be completed within 4 months of date of Deed**
- **Owners Corporation can appoint a person to supervise the work**

Victor then left the meeting.

12. General Items- Various

1. The refinishing of the timber paneling (appendix A)

- (a) **RESOLVED** that the Owner's Corporation adopt by ordinary resolution the refinishing of all the ground floor timber paneling (including the entrance door and letter box area).

- ***Refinishing project approved with the incoming Strata Committee to obtain additional comparative quotes.***

Explanatory Note: The timber paneling requires the attention. The present finish was incorrectly applied and is degrading (decking oil was applied over the original polyurethane and then covered with interior floor sealer – this needs to be rectified).

2. *The painting of the ceiling and walls along the corridors of the ground floor of both residential towers (see appendix B)*

- (a) **RESOLVED** that the Owner's Corporation adopt by ordinary resolution the painting of the ceiling and walls along the corridors of the ground floor of both residential towers.

- ***Painting project approved with the incoming Strata Committee to obtain additional comparative quotes.***

Explanatory Note: The walls and ceilings of the ground floor entrance and back building lift passageway are showing significant wear and tear and are in need of painting (including the removal of mold).

3. *Garden refresh and design to reflect its original design (see appendix C)*

- (a) **RESOLVED** that the Owner's Corporation adopt by ordinary resolution the proposal to update and refresh the central courtyard to reflect its original design.

- ***Garden refresh project as proposed not approved.***
- ***The garden did not receive much attention over the last six months due to COVID-19 lockdown.***
- ***Incoming Strata Committee to engage an appropriate garden designer or landscaping expert to evaluate design and obtain quotes to execute.***
- ***Incoming Strata Committee to develop clear garden process in relation to owners suggestions, worker bee groups and general garden maintenance.***

Explanatory note: Madden, a landscape company has been engaged to maintain the gardens and central courtyard of Danks St, and to ensure that these areas are in keeping with the original concept planned. At the August 10th Strata Committee meeting it was agreed that the central courtyard needed a refresh and for the Strata Committee to seek professional advice regarding the garden's direction and a design refresh. The design refresh was to reinstate or reflect that of the original design proposed for the complex, being a welcoming feature of the development and providing the ambiance of a tranquil glen – be low maintenance and featuring a structural or architectural installation – in the original installation this was created using several large, squared logs. Madden has proposed that if another structural feature be included in the refresh, it would be preferable for that feature to be longer than the current seat.

4. The purchase and installation of a structural element in the form of a second seat in central courtyard to reflect the original garden design (*see appendix D*)

- (a) **RESOLVED** that the Owner's Corporation **NOT** adopt by ordinary resolution the purchase and installation of a second seat in the central courtyard providing the structural element of the central courtyard of the original garden design.

Explanatory Note: The structural element of the original plan, was created using large, square logs (which unfortunately had to be removed as they had rotten. Madden has proposed the replacement of that structural element (seating) be included in the refresh, and that it was preferable for that feature to be longer than the current seat opposite the front building entrance.

5. Installation of solar panels on the roof (**see appendix E and F**)

RESOLVED that the Owners Corporation adopt by ordinary resolution the proposal to install solar panels on the common property being the roof of the front tower.

- **Incoming Strata Committee to obtain additional comparative quotes and proposal to present to the owners at a further General Meeting.**

13. Strata Committee

RESOLVED that the Strata Committee consist of **Five (5)** members and that the following members be elected:

- **Robert Belbin**
- **Etienne Le Roux**
- **Collette Cooper**
- **Jannie Van Deventer**
- **Billi Browning**
-

Representative/s to the BMC-

(a) **RESOLVED** election of Member/s to the Building Management Committee (i.e. to Elect Members to represent SP91436 on the BMC- in Stratum DP1186942 (comprising of representation from both SP91436 & SP95668)

- **Robert Belbin – Committee Member**
- **Jannie Van Deventer – Sub-Committee Member**

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

14. Strata Committee Restrictions

RESOLVED that the Owners Corporation place **\$20,000.00** monetary restriction on the decision-making powers of the Strata Committee.

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

General Business:

1. Suggested to consider voluntary workers to garden.

Chairperson: There being no further business the meeting closed at 10:18PM

Robert Belbin - Robert Belbin

On behalf of The Owners SP91436
Dated: 9th November 2021

MINUTES OF EXTRAORDINARY GENERAL MEETING

STRATA PLAN 91436 17 Danks Street, Waterloo

An Extraordinary General Meeting of the Owners in Strata Plan 91436, was held on Tuesday, 5 April 2022, on-site in B2 Meeting Room, 17 Danks Street, Waterloo. Voting was counted via pre-meeting voting forms and commenced at 6:35pm.

PRESENT: B Browning – Lot 1, R Fairhurst – Lot 13, S Kontos – Lot 17, E Le Roux – Lot 33, C Cooper – Lot 39, R Belbin – Lot 41

PRE- MEETING VOTES

RECEIVED FROM: B Browning – Lot 1, E Travena – Lot 4, C Acers & A Hirata – Lot 5, Nomad Worldwide Trading P/L – Lot 6, G Jay – Lot 8, P Chadwick – Lot 11, A Brunelli – Lot 12, R Fairhurst – Lot 13, K Chan – Lot 15, J Deventer & T Filson – Lot 16, S Kontos – Lot 17, N Schubert – Lot 22, R Lamour & B Webster – Lot 24, L Herran – Lot 27, C Davidson – Lot 30, D Thomas – Lot 31, E Le Roux & J Slabbert – Lot 33, Y Liu Lot 36, C Watt – Lot 37, K Fitzgibbon & W Houguet – Lot 38, H Cooper & C Lewis – Lot 39, R Belbin & A Cartwright – Lot 41, S Howell & Y De Torres – Lot 42, A Philpott & E Warner – Lot 43

CHAIRPERSON OF MEETING: E Le Roux

MINUTES

1. **Minutes of General Meeting**
Resolved that the Minutes of the previous General Meeting be confirmed as a true record.
2. **Termination of Services of Managing Agent**
Resolved;
 - 2.1 That the appointment of Strata Edge as the strata managing agent for Strata Scheme 91436 be terminated in accordance with Section 50(3) of the Strata Schemes Management Act 2015 and that the secretary is authorised to give notice of the termination in accordance with the terms of the original appointment.
 - 2.2 That the delegation of functions of the Owners Corporation, its Strata Committee, Chairperson, Secretary and Treasurer to Strata Edge be revoked in accordance with Section 52(5) of the Strata Schemes Management Act 2015, effective on the earliest date permissible by the current, fixed term contract or on an earlier date agreed by mutual consent.
3. **Appointment of Managing Agent**
Resolved;
 - 3.1 That in accordance with Section 49 of the Strata Schemes Management Act, 2015 (“Act”);
 - (a) Jameson Strata Management (“Agent”) be appointed as strata managing agent of Strata Scheme No. 91436.
 - (b) The Owners Corporation delegate to the agent all of the functions (other than those listed in Section 52(2) of the Act) of the Chairperson, Secretary and Treasurer and as per annexure within the Strata Management Agency Agreement;
 - (c) The Owners Corporation execute the written agreement (“Agreement”), a copy of which has been provided to the Strata Committee, to give effect to this appointment and delegation;
 - (d) The delegation is to be subject to the conditions and limitations set out in the Agreement; and
 - (e) Authority is given for the common seal pursuant to section 273 of the Strata Schemes Management Act 2015 to be affixed to the Agreement and for two Strata Committee members to sign the Agreement on behalf of the Owners Corporation.

4. Change of Address for Service of notice

Resolved;

- i) That, pursuant to section 265 of the Strata Schemes Management Act 2015, the Owners Corporation change its address for the services of notices to;

c-/ Jamesons Strata Management
PO BOX 2001
SPIT JUNCTION NSW 2088

- ii) That, the Owners Corporation authorises the Managing Agent to progress any necessary paperwork required to progress part "i)" of this motion, including the affixing of the common seal if/when required.

5. Building defects report - Deed of Settlement

Resolved that the Owner's Corporation adopt by ordinary resolution to approve the Deed of Settlement and Release between the owners strata plan number 91436 and MADE projects Pty limited.

MEETING CLOSURE: There being no further business, the meeting was closed at **6:36pm**.

Post meeting notes: It was agreed, by committee members present at the meeting, that the next strata committee meeting will be held on the 26 April 2022. It was further requested that a representative, from incoming agent, be present at that meeting.

From: Shelly Postle
Sent: 20/10/22 6:16:10 AM
To: Undisclosed recipients;
Cc:
Subject: Annual General Meeting Minutes - Owners Strata Plan 91436
Attachments:

- Annual General Meeting_Minutes-Owners Strata Plan 91436.pdf

Dear Sir / Madam,

Please find attached minutes of the Annual General Meeting held on 11.10.22. Thank you.

happier at home
JAMESONS.

Shelly Postle
ASCM Assistant Strata Manager
02 8089 3415
Suite 1, 1-25 Adelaide Street
Surry Hills NSW 2010
www.jamesons.com.au



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MINUTES OF AN ANNUAL GENERAL MEETING FOR THE OWNERS - STRATA PLAN 91436 HELD IN PERSON AND VIA VIDEO/TELECONFERENCE

ADDRESS OF THE STRATA SCHEME: 17-19 Danks Street, WATERLOO NSW 2017

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 91436 was held via video/teleconference and in person at the Adina Hotel, 359 Crown Street, Surry Hills, NSW 2010 on 11/10/22 at 06:00 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
1	G1	Yes	Browning, Billie J
4	G4	Yes	Trevena, E A Proxy to S Kontos
5	G5	Yes	Acers, C & Hirata, A Proxy to C Watt
8	104	Yes	Jay, G J Proxy to B Browning
11	201	Yes	Chadwick, Peter F
12	202	Yes	Brunelli, A G Proxy to R Fairhurst
13	204	Yes	Fairhurst, R W
15	206	Yes	Chan, K F R Proxy to S Kontos
16	207	Yes	Van Deventer, J F & Filson, T
17	208	Yes	Kontos, S
21	212	Yes	Ginarich Pty Ltd, Sonya Shah Proxy to R Belbin
24	303	Yes	Lamour, R M J & Webster, B L
27	306	Yes	Herran, L G G
30	309	Yes	Davidson, C Proxy to R Fairhurst
33	312	Yes	Le Roux, E & Slabbert, J
36	403	Yes	Liu, Y
38	405	Yes	Fitzgibbon, K E & Houguet, W M Proxy to C Jeffries
39	406	Yes	Cooper, H T P & Lewis, C Proxy to E Le Roux
40	407	Yes	Jeffries, Carol M
41	408	Yes	Belbin, R L & Cartwright, A L

IN ATTENDANCE: Koray Dervis on behalf of Jamesons Strata Management
Nick Warren on behalf of IB Property

CHAIRPERSON: Koray Dervis acted as Chairperson of the meeting

QUORUM: The Chairperson declared that there was a quorum present and opened the meeting at 06:00 PM.

VOTE OF THANKS: Etienne Le Roux addressed the owners corporation before the meeting commenced to express a vote of thanks to the outgoing strata committee members and the contribution and time they have invested into the building and with the strata committee. A vote of thanks was also provided to the building manager Nick Warren for his assistance over the past year.

MOTIONS:

1 Minutes of Previous General Meeting

RESOLVED That the Minutes of the previous General Meeting held **05/04/2022** be confirmed as a true and accurate account of the proceedings of that Meeting.

2 Annual Statement of Accounts

RESOLVED That the Annual Statement of Accounts for the Administrative Fund and Capital Works Fund (and any other Fund prepared by the Owners Corporation) for the year ended **31/08/2022** be received and adopted.

3 Proposed Annual Budget (Estimated Receipts & Payments)

RESOLVED That the proposed annual estimates of expenditure for the year ending **31/08/2023** be received and adopted and that contributions be determined as follows: -

(a) That contributions to the Administrative Fund are estimated in accordance with Section 79 (1) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$192,500.00; and

(b) That contributions to the Capital Works Fund are based upon the latest Capital Works Fund Report, and are estimated in accordance with Section 79 (2) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$121,000.00; and

(c) That both contributions be paid in regular quarterly instalments, due and payable as follows:

01/11/22, 01/02/23, 01/05/23 and 01/08/23.

and continue to be determined and paid in subsequent quarters per amounts listed under a) and b) of this motion until otherwise determined by the Owners Corporation.

4 Audit of Accounts

RESOLVED That the Financial Statement of Accounts of the Owners Corporation be audited for the ensuing year by an appropriately qualified person.

5 Capital Works Fund Plan

RESOLVED That the Owners Corporation: -

- Review the current Capital Works Fund 10 year plan; and
- Engage a suitably qualified consultant to assess the major capital works and general maintenance requirements of the building;
- Submit that Report to the Strata Committee to determine appropriate action; and
- Delegate to the strata managing agent the authority to undertake any additional functions in accordance with their Agency Agreement to obtain necessary quotations and engage contractors to prepare the Report and any other work as approved by the Strata Committee.

NB: Date that Capital Works Fund Plan is due for review - 2026.

Meeting Notes:

The owners corporation resolved to review and adopt their current capital works fund plan and look to review in line with the strata management statement in 2023.

6 Levy Recovery

RESOLVED That the Owners Corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including Section 103 (3) (b), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following: -

a) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;

b) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;

c) Levy Recovery Stage 3: after 90 days from the original date the levy was due, and where the debt is in excess of \$500.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners - Strata Plan 91436 to issue a letter of demand and/or to commence, pursue, continue to 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) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy 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/or experts in relation to any levy recovery proceedings.

And further that;

g) Subject to the agreement of the Strata Committee, the Owners Corporation agree to enter into payment plans for the recovery of outstanding levy contributions in accordance with the provisions of Section 85(5) of the Strata Schemes Management Act 2015.

7

Insurances

(a) General Insurances

RESOLVED That the Owners Corporation note and confirm the general insurance cover as effected over the strata scheme and detailed in the meeting agenda.

(b) Insurance Quotations

RESOLVED That the Owners Corporation authorise and delegate to the Strata Committee and Strata Managing Agent the function of obtaining three (3) quotations for insurance over the strata scheme and further that the Strata Managing Agent be authorised and directed to arrange appropriate cover.

(c) Office Bearers Liability Insurance

RESOLVED That the Owners Corporation effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.

(d) Fidelity Guarantee Insurance

RESOLVED That the Owners Corporation effects/renews Fidelity Guarantee Insurance to cover for losses arising from misappropriation of money or other property of the owners corporation.

(e) Valuation

RESOLVED That the Strata Managing Agent be authorised to arrange an annual revaluation of the building for insurance purposes for replacement.

N.B. The average cost of a valuation is between \$500.00 - \$750.00.

Date of the last Building Valuation: 01/07/19.

Meeting Notes: The Managing Agent will seek comparative quotations for Strata Committee approval.

INSURANCE SUMMARY

Insurance Commission

Please note that Jamesons rebates 100% of the Insurance Commission directly back to our clients.

The total Insurance Commission rebate for the Owners Corporation for the year was: **\$0.00**.

Building Insurance Information

Policy No.06S4492650
 Strata Unit Underwriters Agency Pty Ltd
 Type : Strata
 Broker : Coverforce Partners

Premium : \$0.00 Paid on : 15/09/21 Start : 15/09/21 Next due : 15/09/22

Cover	Sum Insured	Excess	
Public Liability	\$2,000,000.00	\$0.00	
Fidelity Guarantee	\$100,000.00	\$0.00	
Office Beavers Liability	\$250,000.00	\$0.00	
Voluntary Workers (weekly/capital Benefit)		2000/200,00	\$0.00
Government Audit Costs	\$2,500.00	\$0.00	
Legal Defence Expenses	\$50,000.00	\$0.00	
Work Place Health & Safety Breaches		\$100,000.00	\$0.00

8 Commissions and Training Services

RESOLVED That the below information be received from the Strata Managing Agent on commissions and training services received in the last 12 months and the estimate of commissions and training services to be received in the next 12 months: -

(a) Commission was received totalling **\$0 (nil)** in the past 12 months, and it is estimated an amount of **\$0 (nil)** is likely to be received in the next 12 months.

NOTE: Jamesons rebates all insurance commission directly back to the strata scheme. This rebated amount lowers the insurance policy premium payable by the Owners Corporation.

The total Insurance Commission rebate for the Owners Corporation for the year was: \$0.00.

(b) Regular training services were received in the past 12 months from Bannermans Lawyers and Strata Specialist Lawyers (by way of regular on-line webinars). It is anticipated that on-going training webinars, from Bannermans Lawyers and Strata Specialist Lawyers, will continue to be provided in the coming 12 months.

9 Fire Safety

RESOLVED That the Owners Corporation engage a suitably qualified consultant/fire contractor to carry out a Fire Safety inspection and, if applicable prepare an Annual Fire Safety Statement (AFSS) in accordance with the provisions of the Environmental Planning and Assessment Act 1979, and;

(a) that any essential maintenance/renewal of fire safety measures be reported to the Strata Committee, and;

(b) that the Strata Committee be authorised to seek quotations and engage contractors to remedy any deficiencies, and, if applicable arrange for an AFSS to be signed by a competent person on behalf of the strata scheme for lodgement with local Council and the Fire Commissioner.

10 Work Health & Safety

"THE MOTION That the Owners Corporation engage a suitably qualified person to undertake a Safety Audit Report of the common property and delegate to the Strata Committee and Strata Managing Agent authority to obtain quotations for essential works required as identified in the Report and arrange for those works to be completed.

and further that -

The Owners Corporation engage a suitably qualified person to carry out an Asbestos inspection to ensure the Owners Corporation compliance with the Work Health and Safety Act 2011.

and further that -

(a) The Strata Committee and Strata Managing Agent be authorised to determine appropriate action recommended in the Report, including the obtaining of quotations and engaging of contractors to attend to its obligations. **WAS DEFERRED"**

11 Building Defects & Warranties

RESOLVED That the Owners Corporation consider construction defects and rectification pursuant to existing applicable warranties where any breach has occurred under the Home Building Act 1989 and determine if any further action is required.

N.B. This motion will appear on each AGM until the expiration of any applicable warranty.

Current warranties at hand include: Minor Defect Works - 2 Years and Major Defect - 6 Year.

INCLUDE CONTRACT DETAILS

MADE Property Pty Limited

12 Restrictions on Committee

"**THE MOTION** That, for the purposes of Section 36(3) of the Strata Schemes Management Act 2015, there be no special restrictions placed on the Strata Committee in relation to matters which the Committee is authorised to decide without referral to a General Meeting. **WAS DEFEATED"**

OR

RESOLVED (\$20,000.00 Expenditure Limit Imposed) That, for the purpose of Section 36(3) of the Strata Schemes Management Act, 2015, the Strata Committee is directed to refer the following matters to a General Meeting of owners for approval.

Meeting Notes: The owners corporation imposed a restriction of \$20,000.00 for expenditure items. Any quotations that exceed this amount must be referred to a general meeting of the owners corporation.

13 Election of Strata Committee

RESOLVED That nominations be received for election of the Strata Committee.

E Le Roux - Lot 33

R Belbin - Lot 41

B Webster - Lot 24

P Chadwick - Lot 11

C Jeffries - Lot 40

B Browning - Lot 1

Elected Strata Committee Members should note that, in compliance with NSW Government requirements relating to "Strata Hub", details of the chairperson and secretary are required to be uploaded onto "Strata Hub". Contact details will be accessible, via the "Strata Hub", to;

i) *local council; and*

ii) *NSW Fire Brigade*

(a) **RESOLVED** Nominations already received in writing prior to this meeting are as follows: C Jeffries- Lot 40

(b) **RESOLVED** That the Owners Corporation determine the number of members of the Strata Committee (not being more than 9) at Five (5) Members.

(c) **RESOLVED** That the Strata Committee be elected in accordance with the provisions of the Strata Schemes Regulation 2016, cl.9 and cl.10

Meeting Notes: The number of nominations received being Six (6), outnumbered the number of strata committee members resolved by the owners corporation being Five (5) members. The owners corporation held a ballot to elect the Strata Committee.

The managing agent calculated the votes and confirmed there was a lock vote between C Jeffries - Lot 40 and B

Webster - Lot 24. C Jeffries kindly withdrew her nomination from the Strata Committee.

The Elected Strata Committee Members are listed below:

E Le Roux - Lot 33

R Belbin - Lot 41

B Webster - Lot 24

P Chadwick - Lot 11

B Browning - Lot 1

14 Strata Hub

RESOLVED That the Owners - Strata Plan 91436, by ordinary resolution:

- Delegate to the strata manager the function of uploading all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading "strata hub"; and
- Note that this activity triggers additional statutory costs (\$3 per lot, per annum) and service fees (per item 4.6 of schedule A2 of the agency agreement, namely additional services relating to "compliance" for the owners corporation).

15 BMC Representative Election

RESOLVED That R Belbin - Lot 41, be elected as the Owners' Corporation's proxy and candidate for election to the executive committee of the Building Management Committee of **DP 1186942**.

16 Substitute BMC Representative Election

RESOLVED That E Le Roux - Lot 33, be elected as the Owners' Corporation's substitute proxy to the Building Management Committee for the purposes of acting for the original nominee in his place at a Building Management Committee meeting of **DP 1186942**.

CLOSURE: There being no further business, the chairperson declared the meeting closed at: 7:35pm

CHAIRPERSON

Liability limited by a scheme approved under Professional Standards Legislation.

**MINUTES OF A STRATA COMMITTEE MEETING
FOR THE OWNERS - STRATA PLAN 91436**

ADDRESS OF THE STRATA SCHEME: 17-19 Danks Street, WATERLOO NSW 2017

DATE, PLACE & TIME OF MEETING: A meeting of the Strata Committee of The Owners - Strata Plan 91436 was held on 11/10/22 immediately following the Annual General Meeting at Adina Hotel,.

PRESENT:

E Le Roux, R Belbin, B Browning, B Webster, P Chadwick

IN ATTENDANCE:

Koray Dervis on behalf of Jamesons

Nick Warren on behalf of IB Property

C Jeffries, R Fairhurst, J Van Deventer, T Filson, S Kontos, C Watt, L G Herran, Y Liu

CHAIRPERSON: Koray Dervis acted as Chairperson of the meeting.

MOTIONS:

1 Appointment Chairperson, Secretary & Treasurer

RESOLVED That, pursuant to Section 41 of the Strata Schemes Management Act, 2015:

(a) **RESOLVED** That R Belbin be appointed Chairperson of the Strata Committee until the conclusion of the next Annual General Meeting.

(b) **RESOLVED** That B Webster be appointed Secretary of the Strata Committee until the conclusion of the next Annual General Meeting.

(c) **RESOLVED** That E Le Roux be appointed Treasurer of the Strata Committee until the conclusion of the next Annual General Meeting.

2 Committee Liaison

(a) **RESOLVED** That B Webster be nominated to liaise with the Strata Managing Agent and be the schemes point of contact.

(b) **RESOLVED** That R Belbin be nominated to liaise with the Strata Managing Agent and be the schemes substitute point of contact.

3 Minutes of the last meeting

RESOLVED That the Minutes of the last Strata Committee Meeting be confirmed as a true record of the proceedings of that Meeting.

4 Property & Administrative Matters

RESOLVED That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

Refer to the table of items raised:

(a)Trees / Gardening Services	<ul style="list-style-type: none">• The Strata Committee discussed the commencement of Ageless Gardens and the mistake made on the first day which involved the incorrect/unauthorised removal of three lemon myrtle trees planted by the owner's corporation. The contractor confirmed they would pay for and install replacement trees.• Discussions were held in relation to the decision-making process for planting and gardening. It was determined that any significant decisions for the garden will be referred to a formal strata committee meeting and included in the formal minutes of that meeting for all owner's consideration.• The Gardeners commenced on Monday 10th October 2022 and completed a once off garden clean up and will continue ongoing monthly services.• Topsoil and mulching including wood chips would be implemented on their next visits.• The contractor will be
(b)Gardening Report:	

	notified that they must advise the building manager when they are attending and have taken the building keys from the lockbox.
(c)Possums	<ul style="list-style-type: none"> It was determined that Billie and Ross will contact WIRES for assistance with the issue of possums in the building.
(d)401 Bathroom Sink Pipe	<ul style="list-style-type: none"> The Strata Committee received an update from the building manager in relation to the Unit 401 sink pipe issue which was reported only recently. It was resolved to authorise the managing agent to issue a letter to the managing agent and lot owner confirming that they are responsible for the repair and the resultant water damage repairs to the unit below due to the delay and ample opportunity to report these matters to the owner's corporation. The managing agent will make reference to the letters/circular issued out to the owner's corporation before obtaining the most recent building defects report.
(e)Lot 37 Unit of Entitlement and Levy Enquiry	<ul style="list-style-type: none"> The owner of Lot 37 raised the matter of Unit of Entitlement and how this including levies were calculated. The managing agent provided an explanation and confirmation that the unit of entitlements were created and resolved at the time of registration of the strata plan and that levies were based off the total entitlement for the unit which is generally determined on size, location, position facing, car spaces and storage rooms allocated per lot.
(f)Lot 37 Statement Concerning Respectful Behaviour	<ul style="list-style-type: none"> The owner of Lot 37 raised a statement in relation to ensuring that all members of the owner's corporation, including any employees of the strata plan are treated fairly and with respect.
(g)Cleaning of the building	<ul style="list-style-type: none"> Concerns were raised in relation to the level of cleanliness of the building. The building manager and R Belbin will meet with Timeless Commercial Cleaning on a frequent basis and raise areas of concern that require attention. Any complaints or concerns are to be raised to the building manager or strata manager.
(h)Garage Floors Flooded	<ul style="list-style-type: none"> The building manager confirmed that the floors had only been recently cleaned / water extracted by the cleaners. He will arrange for this to be completed again however it was noted that until the water penetration issues are rectified the water will continue to flood this area.
(i)Jamesons Online Portal	<ul style="list-style-type: none"> A question was raised in relation to the best way to contact Jamesons. The SMATA portal messaging tab is the intended use and direction for any actions, questions and enquiries for lot owners to use.

5 Future Meetings

RESOLVED That the date, time and place of future meetings be determined as follows:

- (a) **RESOLVED** Annual General Meeting - to determine the date, time and venue of the next Annual General Meeting. **TBA.**
- (b) **RESOLVED** Strata Committee Meetings - to determine the date, time and venue of the next Strata Committee Meeting(s). **30TH November 2022.**

CLOSURE: There being no further business, the chairperson declared the meeting closed at: 7:53PM.

CHAIRPERSON

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
38	405	117.00	4,504.60	2,831.50	7,336.10
39	406	52.00	2,002.00	1,258.50	3,260.50
40	407	194.00	7,469.00	4,694.85	12,163.85
41	408	170.00	6,545.00	4,114.10	10,659.10
42	409	176.00	6,776.00	4,259.25	11,035.25
43	410	203.00	7,815.60	4,912.60	12,728.20
Totals		5,000.00	\$192,501.80	\$121,002.90	\$313,504.70
GST included in amounts to be raised			\$17,500.36	\$11,000.24	\$28,500.60
Amount to be raised per unit of entitlement			\$38.50	\$24.20	\$62.70

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Capital Works Fund	Total	Comment
01/11/2022	Quarterly Admin/Capital Works Levy	48,125.45	28,325.85	76,451.30	Previously posted
01/02/2023	Quarterly Admin/Capital Works Levy	48,124.85	30,891.38	79,016.23	
01/05/2023	Quarterly Admin/Capital Works Levy	48,124.85	30,891.38	79,016.23	
01/08/2023	Quarterly Admin/Capital Works Levy	48,124.85	30,891.39	79,016.24	
		\$192,500.00	\$121,000.00	\$313,500.00	



**MINUTES OF A STRATA COMMITTEE MEETING FOR:
THE OWNERS - STRATA PLAN 91436 HELD BY VIDEO/TELECONFERENCE**

ADDRESS OF THE STRATA SCHEME: 17-19 Danks Street, WATERLOO NSW 2017

DATE, PLACE & TIME OF MEETING: A meeting of the Strata Committee of the Owners - Strata Plan 91436 was held on 30/11/22 via video/teleconference, commencing at 06:00 PM

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
24	303	Yes	B Webster
41	408	Yes	Robert Belbin
33	312	Yes	Etienne Le Roux
1	G1	Yes	Billi Browning

APOLOGIES: Peter Chadwick

IN ATTENDANCE: Koray Dervis on behalf of Jamesons Strata. Management
Nick Warren on behalf of IB Property
Troy Filson - Lot 16
Jannie Van Deventer - Lot 16
Carol Jeffries - Lot 40
Anthony Philpott - Lot 43

CHAIRPERSON: Koray Dervis acted as Chairperson of the meeting.

MOTIONS:

1 Minutes of Previous Committee Meeting
RESOLVED To confirm the Minutes of the previous Strata Committee Meeting as a true record of that meeting.

2 Business Arising from Minutes of Previous Committee Meeting
RESOLVED To consider any business arising from the Minutes of the previous Strata Committee Meeting and as determined by the Committee.

Possoms - The committee received an update to confirm that there was not much that could be completed in order to deter or remove the possums at 17 Danks Street.

Cleaning - The committee received an update to confirm that the building manager and chairperson have completed a walkthrough with timeless commercial cleaning and would continue to monitor the level of cleaning.

Flooding in the car park - The flooding in the car park has been resolved and cleaned up.

Power Cleaning - has been completed internally only at this stage - the back area will be completed in due course. Quotes will also be obtained for the external facade cleaning.

3 Financial Statement
RESOLVED To receive and adopt the interim Financial Statement as tabled at this Meeting.

3.1 Financial Summary as at 23 November 2022
RESOLVED That the financial summary report be received.

The operating surplus/deficit of the administrative fund (\$17,372.19) with an opening balance of \$31,613.69 - left a cash at

bank balance of \$3,443.93. Noting that this is an interim financial statement.

The operating surplus/deficit of the capital works fund \$11,474.22 with an opening balance of \$271,818.95 - left a cash at bank balance of \$278,655.42. Noting that this is an interim financial statement.

The total cash at bank available balance - \$280,669.35

3.2 Aged arrears as at 23 November 2022

RESOLVED That the current aged arrears list be received.

The owners corporation has a total amount of levies due \$23,119.48

Noting that \$22,914.36 of this is current levies and not overdue.

There is \$0.00 outstanding at 30 days.

There is \$0.00 outstanding at 60 days.

There is \$203.96 outstanding at 90 days.

There is \$0.00 outstanding at 120 days.

4 Property & Administrative Matters

RESOLVED That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

4.1 Gardening Report

RESOLVED That the Strata Committee receives an update on the gardens.

The Trees that were accidentally removed by the new gardeners have not yet been replaced however the gardeners have confirmed that they will be replacing the trees with 3 new mature trees.

The garden refresh is still ongoing and is around 75 percent complete.

The schedule of gardeners attendance was discussed. Robert will re-circulate the gardeners scope of works and Etienne will request confirmation of the gardeners schedule of works and attendances.

The front garden plants were noted to be dried out due to the irrigation system being turned off / not functioning. This matter will be raised with the gardeners for their attention after the building manager investigates.

4.2 Building Managers Report

RESOLVED That the Strata Committee receives the building managers' report/update.

Unit 405 Water Leak from the Juliet Window was raised by the building manager. A work order has been issued to have the window water tested.

4.3 Building Defects Update

RESOLVED That the Strata Committee receives an update on the building defect rectification works.

The managing agent and committee provided an update on the building defect works and next steps to be taken due to incomplete works and breaches of the defects deed of agreement.

The managing agent will organise a meeting between Sarvaas Lawyers, the committee, building manager and Jamesons to discuss the outstanding works and the next steps to issue a final demand letter and organise submission of a NCAT application. The letter to state that works are required to be completed by the 9th December 2022 and failure the owners corporation is seeking costs associated.

4.4 Cleaning of Back Walls

RESOLVED That the Strata Committee discuss the cleaning of back walls.

The Strata Committee resolved to have the back walls cleaned.

4.5 Common Area Painting / Woodwork Update

RESOLVED That the Strata Committee discuss the common area painting and woodwork update.

Brian Webster provided an update to the Strata Committee confirming that the painting of the woodwork has not yet been completed as there were delays in the preparation of the woodwork with the current contractor not being capable of completing such works in a professional manner.

The suggestion to hire a commercial painting company was discussed. The building manager confirmed that they had arranged a commercial painting company to attend and meet with Brian.

The strata committee would await submission of the quotation from the commercial painter before making a decision to proceed.

4.6 Car Wash Bay Drainage Update

RESOLVED That the Strata Committee receives an update on the car wash bay drainage works.

The building manager confirmed that the plumber has now completed the slab scanning and core hole drilling will be completed next week.

It was noted that there was a change to the scope of works due to the original drain design not being functional after results of the water test. There will now be three separate circular drainage points positioned in the areas of water travel to ensure all water is captured when cars are washed.

This work is estimated to be completed by the end of next week.

4.7 Reimbursement of Carpet Cleaning Invoice - Unit 407

That the Strata Committee **RESOLVED** to accept the reimbursement claim submitted by the owner of Unit 407 for carpet cleaning services paid (\$144.90 Inc. GST) due to a common property defect. **AND**

Further resolves to repair the damaged carpet.

The Strata Committee confirmed that they are in favour of accepting to reimburse the owner for the \$144.90 Inc. GST for carpet cleaning services. The managing agent will organise the reimbursement with the lot owner.

The Strata Committee confirmed that the carpet replacement is a responsibility of the developer/builder MADE property for not properly rectifying the defect. This matter would be raised with Sarvaas Lawyers to include within their letter and raised with MADE property.

5 General Business & Correspondence

RESOLVED That the Strata Committee discuss any other general business and receive any correspondence as tabled at this Meeting.

BMC - Leak from the NBN works completed and coming through the electrical power box - the managing agent will raise a formal complaint and claim for investigation/reimbursement with NBN of the leak associated.

Council Drainage System - The managing agent will raise a claim to council.

Newsletter - to be drafted by Billie Browning after receipt of material to be included in the newsletter to all residents.

Roller Gate Damaged by Vehicle - At this stage no further work will be completed on this item.

Access Gate for Council - The gate was noted to be left open on a number of occasions. Residents were advised to let the building manager know when the gate is left open so that complaints can be raised with council.

BMC Managing Agent - an update was provided by the BMC representative to confirm that Metro Asset Management were claiming they still have a 5 year agreement in place with the BMC. The BMC made the decision to request a letter be issued by Sarvaas Legal to the incumbment managing agent. A further update will be provided shortly.

Vents in the Fuire Stairwell - The quotation was approved and instructions provided to the building manager to proceed with the necessary compliance work.

6 Next Meeting

RESOLVED To set the date, time and place of the next Strata Committee Meeting.

1st February 2022 at 6:00pm via Zoom Teleconference.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 07:31 PM.

CHAIRPERSON

Date of these minutes: 08 December 2022

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**MINUTES OF A STRATA COMMITTEE MEETING FOR:
THE OWNERS - STRATA PLAN 91436 HELD BY VIDEO/TELECONFERENCE**

ADDRESS OF THE STRATA SCHEME: 17-19 Danks Street, WATERLOO NSW 2017

DATE, PLACE & TIME OF MEETING: A meeting of the Strata Committee of the Owners - Strata Plan 91436 was held on 01/02/23 via video/teleconference, commencing at 06:00 PM

PRESENT: B Browning, P Chadwick, B Webster, E Le Roux & R Belbin

IN ATTENDANCE: Koray Dervis on behalf of Jamesons Nick Warren on behalf of IB Property, Carrol Jeffries (Lot 40), Ross Fairhurst (Lot 13), Sandra Kontos (Lot 17) David Weiz (Unit 302), Wayne Houget (Lot 38), Jannie Van Deventer (Lot 16) and Troy Filson (Lot 16)

CHAIRPERSON: Koray Dervis acted as Chairperson of the meeting.

MOTIONS:

1 Appointment of Acting Members

RESOLVED to receive and consent to the appointment of acting members pursuant to Section 34 of the Strata Schemes Management Act, 2015.

2 Minutes of Previous Committee Meeting

RESOLVED to confirm the Minutes of the previous Strata Committee Meeting as a true record of that meeting.

3 Business Arising from Minutes of Previous Committee Meeting

RESOLVED to consider any business arising from the Minutes of the previous Strata Committee Meeting and as determined by the Committee.

- Power Cleaning has been completed.
- Replacement of 3x Lemon Myrtle Trees - see gardening report.
- Cleaning schedule meeting completed.
- Gardening scope of works see gardening report.
- Painting of woodwork underway.
- Rear Building Power Clean Completed.
- Carwash Bay Drainage completed.
- Water Ingress into Orange Theory - Partridge to prepare scope of works.
- BMC Manager Transition - Ongoing.

4 Financial Statement

RESOLVED to receive and adopt the interim Financial Statement as tabled at this Meeting.

4.1 Cash at Bank Balances as of 25 January 2023.

Admin Fund - (\$-1,916.88)
Capital Works Fund - \$268,457.33
Total Balance - \$266,540.45

4.2 Aged Arrears as of 25 January 2023.

Total Arrears - \$5,492.89
Interest - \$122.80
Current - \$33.00
30 days - \$33.00
60 days - \$5,127.62

90 days - \$0.00
120 days - \$176.67

Lot 41 paid their outstanding levies prior to the meeting and the Managing Agent confirmed they were financial for this committee meeting.

The Strata Committee discussed the Jamesons Additional Fees and confirmed that the budget line item has been exceeded. The committee will discuss ways to minimise the additional fees including attendance at committee meetings moving forward.

Fire Protection Fees in administrative fund exceeded budget amount. The managing agent confirmed that there is room for re-coding of some invoices to the capital works fund to allow further flexibility in the administrative fund.

The BMC Contribution for the residential strata scheme is \$53,000.00 and only \$11,000.00 currently paid.

5 Property & Administrative Matters

RESOLVED that any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

5.1 Building Management Update

RESOLVED that the building management update be received.

Items received from treasurer were discussed:

It was confirmed that Jacob from Partridge Remedial would attend once the building defect remediation works had been completed.

Current outstanding works include:

- G01 Courtyard Tiles, replacement planting in planter box and floorboards to be replaced in bedroom.
- The Front Awning works are still to be completed.
- Units 408, 405, 305, 409, 406 and Re-Plastering of Stairwell Ceiling.
- The building defect rectification works are likely to be completed by the end of March 2023.
- The Car Wash Bay has been completed.

(b) Progress on BMC costs related to defect works in Orange Theory.

- Building Manager Update 25.01.2023: Zac has been paid by BMC / Metro finally.

(c) Proposed next steps on piping/plumbing installed at 9 Degrees without permission.

- Building Manager Update 25.01.2023: Koray should be advised to send an official EC reply to the owner now as you have his details.
- Partridge Remedial provided a fee proposal to complete an inspection and provide a report for \$2500+GST. This is required to determine whether any damage has been caused to the sandstone foundation of the building. It was noted that this is an issue from the original build and once a report has been provided it will be issued to Made Property. It was noted that a plumber is required as well to complete CCTV inspection.

The building manager confirmed that the current process for keys and contractor access is not working and the lockbox has been left empty. The building manager will change the code on the monthly basis and advise contractors that they must contact him before arrival.

5.2 Gardening Update

RESOLVED that an update be received on the gardening services.

Items received from treasurer & items received from Ross Fairhurst were discussed and addressed:

- The New Gardeners (Ageless) have been advised of the need for better communication and addressing the current deficits in the garden scope of works. They are on a month to month agreement and if no improvement seen by Autumn, Committee will review ongoing relationship and look at options. No ongoing contract or EGM is required to make a change.
- Ageless Gardeners have completed a plan of all the irrigation solenoid points and working to improve irrigation.. This document will be requested from the gardener for future reference.

- Ageless has recommended that the replacement planting and increasing the level of soil / mulch is completed by Autumn. It was noted that they are engaging with an arborist to assess the Magnolia and Birch Trees and looking for replacement plans.
- The level of soil in the front of the garden was raised as a health and safety matter. The gardeners will be asked for a quotation to complete the topping up of the soil in this area to avoid any OHS claims that may arise from injury on the next site visit..
- A quotation was submitted to replace the brown drip line system with a sprinkler irrigation system. The Strata Committee resolved to accept the quotation and will ratify the decision made at the next meeting.
- Peter Chadwick was appointed as the gardening representative for committee. An introduction with Peter and Mark from Ageless Gardens will be organised. Peter will work with Ageless to ensure garden scope is completed and Peter will take feedback from interested parties to ensure improvements.
- The replacement of the 3 x lemon myrtle trees was discussed. The gardeners purchased the plants however when they went to inspect the plants they were not mature enough and not in a healthy condition for planting over summer. The contractors will arrange to plant the trees in autumn.
- It was noted that there is currently \$10,000.00 available in the budget for Gardens.
- The Committee will look into further planting of the Ajuga Plants.

5.3 General Matters

RESOLVED that the following general matters be discussed.

Items received from treasurer:

- The strata committee discussed the issue of noise from 9 Degrees. It was confirmed that a log of the noise disturbances should be kept and then reported to the council rangers and police if the noise is beyond the appointed trading hours.

(a) Progress on woodwork varnish and painting.

- Building Manager has provided swipe fob and remote access to Committee member Brian W to handover Friday to contractors.

The Strata Committee received an update from Brian Webster confirming; - The varnishing will be completed this Friday 3rd February 2023.

- The painting had been completed.
- The painters will be asked to quote on abseiling works (façade clean) and the installation of a height safety system (anchor points) to be included in the 2023-24 budget.
- The managing agent will issue the DMS invoice for works completed to Brian for cost review.

The Strata Committee issued a vote of thanks to Brian for his work completed.

(b) Conclusion on Metro management of BMC see BMC update.

5.4 Lot 23 & 34 Debt Recovery & Interest Removal

RESOLVED that the Strata Committee ratify the decision made to decline the removal of debt recovery and interest for the above two lots.

5.5 BMC Representative Update

RESOLVED that the Strata Committee receives an update from the BMC Representative.

- No response from Metro Asset Management has been received from the letter sent in Nov 2022.
- The BMC Representative confirmed the instructions and update received from Sarvaas Lawyers to send a final letter to Metro Asset Management advising that if they do not provide handover records an application to Fair Trading and NCAT will be made and that no further payments are to be made from the BMC account.
- It was also noted that the commercial strata plan does not have a current signed agreement and it was recommended that the commercial owner reach out to Metro Asset Management giving them notice and seek a proposal from Jamesons.

- The leak into Orange Theory - Partridge has been engaged to provide a scope of works to be issued to Made related to the water ingress from neighbour property 21 Danks - 9 Degrees - see point in Building Manager report for inspection by Partridge..

6 Next Meeting

RESOLVED that the next strata committee meeting will be held on the **4th April 2023 at 6:00 pm.**

Items that were discussed however did not make up part of the meeting agenda;

- Maintenance List
- Painting of doors and walkways
- Review of the strata management statement.
- Review of the 10 year capital works fund plan.
- Newsletter to be reviewed and issued out.
- Facebook Page is active and will be mentioned in the newsletter.
- Electronic Vehicle Charging stations - The managing agent will provide details on councils smart green apartments program / registration / sustainability now.

The above items will be considered by Committee.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 07:50 PM.

Date of these minutes: 10 February 2023

Liability limited by a scheme approved under Professional Standards Legislation.

Acumen Building and Engineering Consultants Pty. Ltd.

Consulting Structural Engineers & Specialist Building Consultants

ABN 50 147 693 856

West Pennant Hills office:
94 HIGHS ROAD
WEST PENNANT HILLS NSW 2125

Telephone: (02) 9894 1134
Mobile: 0418 814566
Email: peter@acumenconsultants.com.au

25 September 2020

The Proprietors – SP91436
C-/ Strata Edge
Attention: Robert Germanos
498-502 Parramatta Road
PETERSHAM NSW 2049

Dear Robert

Subject: Assessment and report on defective work in the dwellings and common areas
Owner: The Proprietors – SP91436
Property: 17 Danks Street Waterloo NSW
Our Ref: 20/119/PV

I refer to the above matter and your instruction for our firm to inspect, assess and report on the condition of forty-three (43) dwellings, commercial lots and the common areas within Buildings A & B. I advise that I inspected the common property within the dwellings and common areas on 12/08/20, 13/08/20 and 08/09/20 and identified and recorded the various items of defective building work.

Accordingly, the enclosed report identifies areas of the defective work within Buildings A & B that relate to the various building defects covered under the statutory warranty provisions of the Home Building Act (NSW).

I also advise that minor building movement issues such as locally cracked concrete elements or cracks in wall and floor tiles are not considered a repairable building defect. Similarly, discrete shrinkage or movement cracks in rendered walls less than one (1) mm wide are also not considered building defects and are normally excluded from repair under the relevant Australian Standard and the statutory warranty provision of the Home Building Act (NSW) unless some underlying building or engineering issue has caused the cracking or movement. In addition, none of these issues are considered to be a major building defect.

Site observations and assessment: (Assume that Danks Street faces West)

During my inspection of the above property, I identified a series of major statutory warranty building defects with respect to the dwellings, foyers, fire stairs and underground garages in the two (2) buildings. However, it is fair to say that the buildings are generally well built with no serious building or engineering defects.

I did note systemic building defects in several categories, including water penetration issues in the stacker door assemblies and windows in the various dwellings to Building A & B. I also noted excessive air infiltration through the stacker door assemblies and windows that affect the habitability in these areas of the dwellings. I have summarised these issues at the end of the defect schedule below.

I made the following observations, which are contained in the table headed “Summary of Observed Building Issues”, that identify the areas of major defective building and engineering work covered by the statutory warranty provision of the Home Building Act (NSW).

Summary of Observed Building Issues:

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
Individual apartments:					
1	Unit G01 Bedroom 1	Water penetration and damage to the parquet flooring in the north-western corner of bedroom 1 in Unit G01. (See photo Nos. 1 & 2).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
2	Unit G01 Bedroom 2	Water penetration and damage to the parquet flooring in the northern corner of bedroom 2 in Unit G01. (See photo No. 3).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
3	Unit G02	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
4	Unit G03	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
5	Unit G04	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
6	Unit G05 Bedroom 1	Water penetration, damage and mould in the north-eastern corner of bedroom 1 in Unit G05. (See photo Nos. 4 & 5).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
7	Unit G05 Bedroom 1	Corrosion in the base of the glass door on the northern side of bedroom 1 in Unit G05. (See photo Nos. 6 & 7).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
8	Unit 101 Bedroom 1	Water penetration in the head of the eastern window in bedroom 1 to Unit 101. (See photo Nos. 8 & 9).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
9	Unit 101 Bedroom 1	Water damage to the skirting in the south-eastern corner of bedroom 1 to Unit 101. (See photo No. 10).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
10	Unit 101 Bedroom 2	Water penetration in the head of the eastern window in bedroom 2 to Unit 101. (See photo No. 11).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
11	Unit 102 Front entry door	Front entry fire door is binding on the door jamb and does not freely open.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
12	Unit 104	Apartment inspected. No major statutory warranty building defects detected. (Residents report an occasional water leak emanating from the area above the cooktop that required investigation).		No	No major statutory warranty building defects detected.
13	Unit 105	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
14	Unit 106 Front entry door sill	Front door tiled sill is cracked and not properly supported in Unit 106. (See photo No. 12).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
15	Unit 201 Bedroom 1	Water penetration and damage in the north-western corner of bedroom 1 in Unit 201.	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
16	Unit 201 Bedroom 1	Water penetration and saturated carpet and underlay adjacent to the wardrobe area from the window in the south-eastern corner of bedroom 1 in Unit 201.	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
17	Unit 201 Living room	Stacker door assembly off the living room balcony allows excessive air infiltration and affects the habitability in this area of dwelling.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
18	Unit 201 Bedroom 2	Window in bedroom 2 allows excessive air infiltration and affects the habitability in this area of dwelling.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
19	Unit 202	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
20	Unit 204	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
21	Unit 205 Balcony	Water penetration and paint blistering on the window reveal in the north-eastern corner of bedroom 1 to Unit 205. (See photo Nos. 13 & 14).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
22	Unit 206	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
23	Unit 207 Living room	Stacker door assembly off the living room balcony allows excessive air infiltration and affects the habitability in this area of dwelling.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
24	Unit 207 Balcony over bedroom 2	Soffit of the balcony over bedroom 2 in Unit 207 has no drip-groove installed. (See photo No. 15).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
25	Unit 208	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
26	Unit 209	Apartment inspected. No major statutory warranty building defects detected.		No	Parquetry flooring is lifting and has uneven gaps within the kitchen and laundry areas. This issue appears to be a contents insurance claim as no building defect is present.
27	Unit 210	Apartment inspected. No major statutory warranty building defects detected.		No	Parquetry flooring is lifting and has uneven gaps within the living room and kitchen areas. This issue appears to be a contents insurance claim as no building defect is present.
28	Unit 211	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
29	Unit 212 Balcony over bedroom 2	Soffit of the balcony over bedroom 2 in Unit 212 has no drip-groove installed. (See photo Nos. 16 & 17).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
30	Unit 301 Front entry door	Front entry fire door is binding on the door jamb and does not freely open.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
31	Unit 301 Bedroom 1	Water penetration and damage to the window sill in bedroom 1 in Unit 301. (See photo No. 18).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
32	Unit 301 Bedroom 1	Water penetration and damage to the timber skirting on the southern return wall adjacent to the wardrobe in bedroom 1 that has previously saturated the carpet for an area of two (2) metres away from Unit 301. (See photo No. 19).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
33	Unit 301 Bedroom 2	Water penetration emanating from the head of window in bedroom 2 and water damage to the window sill in Unit 301. (See photo Nos. 20 & 21).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
34	Unit 302	Apartment inspected. No major statutory warranty building defects detected. (Residents report that lights flicker and that a light transformer recently caught fire. This issue requires investigation).		No	No major statutory warranty building defects detected.
35	Unit 303 Bedroom 1	Incorrectly installed sub-sill to the stacker door assembly in bedroom 1 in Unit 303. (See photo No. 22).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
36	Unit 304	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
37	Unit 305 Bedroom 1	Water penetration in the window in the north-eastern corner of bedroom 1 that appears to relate to the failure of the head flashing in Unit 305. (See photo Nos. 23 & 24).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
38	Unit 305 Bedroom 1	Water damage to the timber skirting in the north-eastern corner of bedroom 1 to Unit 305. (See photo No. 25).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
39	Unit 306 Living room	Water penetration in the top centre of the living room stacker door assembly in Unit 306. (See photo No. 26).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
40	Unit 306 Living room	Water damage to the parquet flooring in the living room adjacent to the stacker door assembly in Unit 306. (See photo No. 27).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
41	Unit 306 Living room	Water damage to the parquet flooring at the eastern end of the living room adjacent to the stacker door assembly in Unit 306. (See photo No. 28).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
42	Unit 307 Balcony	Apartment inspected. No major statutory warranty building defects detected. (1mm wide movement crack in the eastern balcony wall in 307. See photo No. 29).		No	No major statutory warranty building defects detected.
43	Unit 308	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
44	Unit 309	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
45	Unit 310	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
46	Unit 311 Bathroom	Water ponds on shower cubicle floor in bathroom and does not drain in Unit 311. (See photo Nos. 30 & 31).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
47	Unit 311 Living room/ensuite	Parquet flooring in living room is lifting due to possible ensuite leak in Unit 311. (See photo No. 32).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
48	Unit 311 Balcony	Water on the balcony does not drain to the floor waste but drains to spitter in Unit 311. (See photo No. 34).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
49	Unit 312 Balcony	Apartment inspected. No major statutory warranty building defects detected. (1mm wide movement crack in the western balcony wall in 312. See photo No. 34. Not a major defect).		No	No major statutory warranty building defects detected.
50	Unit 401	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
51	Unit 402	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
52	Unit 403	Apartment inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
53	Unit 404 Kitchen	Mould stain in parquet flooring in the kitchen within Unit 404 suggests a water penetration issue from an adjacent area within the dwelling. (See photo No. 35).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
54	Unit 404 Living room	Stacker door assembly off the living room balcony allows excessive air infiltration and affects the habitability in this area of dwelling.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
55	Unit 404 Bedroom 1	Stacker door assembly off the bedroom 1 balcony allows excessive air infiltration and affects the habitability in this area of dwelling.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
56	Unit 404 Balcony	Two (2) cracked horizontal taped joint on the eastern balcony wall in Unit 404. (See photo Nos. 36 & 37).		No	This is not a major statutory warranty building defects detected.
57	Unit 405 Bedroom 1	Water penetration in the window in the north-eastern corner of bedroom 1 in Unit 405. (See photo No. 38).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
58	Unit 405 Bedroom 2	Water penetration and damage at the balcony door in bedroom 2 that has affected the carpet and underlay adjacent to the door in Unit 405. (See photo No. 39).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
59	Unit 405 Dwelling	Cooking odours reported by the resident to be present between Units 405 & 406. (This issue requires investigation to ensure that the dividing walls are fully fire sealed.)	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
60	Unit 406 Living room	Water penetration and damage at the stacker door assembly to the living room balcony doors in Unit 406 due to sub-sill issues. (See photo Nos. 40, 42 & 43).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
61	Unit 406 Living room	Water penetration and damage to the living room timber parquet floor areas in Unit 406. (See photo No. 41).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
62	Unit 407 Living room	Water penetration and cracked tiles within an area of one (1) metre from the stacker door assembly to the living room balcony doors in Unit 407. (See photo No. 44).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
63	Unit 407 Bedroom 1	Water penetration and damage at the entry door to bedroom 1 in Unit 407. (See photo No. 45).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
64	Unit 407 Bedroom 2	Water penetration and damage to the eastern and western timber skirting within bedroom 2 from balcony door in Unit 407. (See photo Nos. 46, 47, 48 & 49).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
65	Unit 408 Living room	Water penetration and cracked tiles within an area of one (1) metre at the stacker door assembly to the living room balcony doors in Unit 408 and door sill has separated from the threshold. (See photo No. 50).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
66	Unit 408 Bedroom 1	Water penetration and damage at the northern balcony door to bedroom 1 in Unit 408.	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
67	Unit 409 Laundry	Laundry tub emits sewer gases in Unit 409 and the issue appears to relate to a possible break in the pipework below the S-Trap within the laundry tub.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
68	Unit 409 Ensuite	Water escapes the shower cubicle and ponds on tiled ensuite floor in Unit 409. (See photo No. 51 & 52).	Yes		Water penetration is a defect under AS3740, Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
69	Unit 409 Balcony	Recently repaired tiled area on the balcony at the stacker door assembly living room balcony doors in Unit 409 still has cracked tiles within the western third (1/3) of the balcony. (See photo No. 53).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
70	Unit 410 Balcony	Water damage to the skirting at western and eastern ends of balcony door to Bed 3 to Unit 410. (See photo No. 54 & 55).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
Commercial units:					
71	Tongue & Groove premises	Premises inspected. No major building defects detected that emanate from the residential dwellings.		No	Commercial premises are not covered under the Home Building Act (NSW) as they are not residential dwellings.
72	Orange Therapy fitness centre	Premises not inspected. No access provided.		No	Commercial premises are not covered under the Home Building Act (NSW) as they are not residential dwellings.
Building A					
Foyers:					
73	Level 2: (Unit 207-212 inclusive)	No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
74	Level 3: (Unit 307-312 inclusive)	No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
75	Level 4: (Unit 407-410 inclusive)	No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
Fire stairs:					
76	Ground floor, Levels 1 & 2	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
77	Level 2	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
78	Level 3	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
79	Level 4	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
Waste Room to Building A:					
80	Waste room	Waste room inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
Elevations:					
81	Southern elevation	No major statutory warranty building defects detected on the southern elevation of Building A. (See photo Nos. 56 & 57).		No	No major statutory warranty building defects detected.
82	Western elevation	No major statutory warranty building defects detected on the accessible areas of the western elevation of Building A. (See photo Nos. 58 & 59).		No	No major statutory warranty building defects detected.
83	Northern elevation	No major statutory warranty building defects detected on the northern elevation of Building A. Minor efflorescence and grime staining. (See photo Nos. 60 – 63 inclusive).		No	No major statutory warranty building defects detected.

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
84	Eastern elevation	No major statutory warranty building defects detected on the eastern elevation of Building A. Minor efflorescence and grime staining. (See photo Nos. 64 – 66 inclusive).		No	No major statutory warranty building defects detected.
Podium area between Building A & B:					
85	Podium area between Building A & B	No major statutory warranty building defects detected in the Podium area between Building A & B.		No	No major statutory warranty building defects detected.
Building B					
Foyers:					
86	Ground floor (Units G01 – G05 inclusive)	No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
87	Level 1 (Units 101 – 106 inclusive)	No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
88	Level 2 (Units 201 – 206 inclusive)	No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
89	Level 3 (Units 301 – 306 inclusive)	No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
90	Level 4 (Units 401 – 406 inclusive)	No seal in the dividing wall between Electrical/Communications & Fire Hose cupboards on the Level 4 foyer in Building B. (See photo No. 67).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Part C2 of Volume 1 of the BCA and Section 18B (a) of the Home Building Act (NSW).
Fire stairs:					
Western fire stairs					
91	Basement Level B2 and walkway to street	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
92	Basement Level B1	Spalling of the basement wall material in the fire stair walkway on the western side of garage on Level B1. (See photo No. 68).	Yes		The wall lining is not fit for purpose and is a defect under Section 18B (b) of the Home Building Act (NSW).
93	Ground floor	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
94	Level 1	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
95	Level 2	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
96	Level 3	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
97	Level 4	No fixed ladder for roof access on Level 4 of the western fire stair in Building B. (See photo No. 69).		No	No major statutory warranty building defects detected.
Eastern fire stairs					
98	Basement Level B1	Water leaching and mould growth in the wall opposite the Level B1 door (emitting a very strong mould odour) in the eastern fire stair in Building B. (See photo Nos. 70 & 71).	Yes		The wall lining is not fit for purpose and is a defect under Section 18B (b) of the Home Building Act (NSW).
99	Level 1	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
100	Level 2	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
101	Level 3	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
102	Level 4	Fire stair inspected. No major statutory warranty building defects detected.		No	No major statutory warranty building defects detected.
Waste Room in Building B:					
103	Waste room to Building B	Water ponding on the landing to the A/C units outside the Waste Room in Building B. (See photo No. 72).	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
Elevations					
104	Northern elevation	No major statutory warranty building defects detected on the northern elevation of Building B. (See photo Nos. 73 – 75 inclusive).		No	No major statutory warranty building defects detected.
105	Southern elevation	No major statutory warranty building defects detected on the southern elevation of Building B. (See photo Nos. 76 – 80 inclusive).		No	No major statutory warranty building defects detected.
106	Western elevation	Western elevation of Building B is inaccessible.		N/A	
107	Eastern elevation	Eastern elevation of Building B is inaccessible.		N/A	

Item No.	Location	Description of observed building defects and other issues	Is defect a S/W defect		Comments on liability issues of observed defects
			Yes	No	
Underground garage:					
Underground garage on Level B1					
108	Underground garage on the upper & lower basement level B1	No major statutory warranty building defects detected in the underground garage basement level B1.		No	No major statutory warranty building defects detected.
Underground garage on Level B2					
109	Underground garage on the upper & lower basement level B2	No major statutory warranty building defects detected in the underground garage basement level B2.		No	No major statutory warranty building defects detected.
Systemic defects noted in the buildings:					
110	Various dwellings in Buildings A & B	Water leaks in the stacker door assemblies in various dwellings. (For typical examples see photo Nos. 26, 40, 41, 42, 43, 44 & 50).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
111	Various dwellings in Buildings A & B	Water leaks in the window fenestrations in various dwellings. (For typical examples see photo Nos. 8, 9, 11, 13, 14, 20, 21, 23, 24 & 38).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
112	Various dwellings in Buildings A & B	Water penetration and damage to the parquet flooring in various dwellings. (For typical examples see photo Nos. 1, 2, 27, 28 & 41).	Yes		Water penetration is a defect under Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act.
113	Various dwellings in Buildings A & B	Stacker door assemblies off the living room and bedroom 1 balconies allow excessive air infiltration and adversely affect the habitability of these areas within various dwellings.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).
114	Various dwellings in Buildings A & B	Window fenestrations in bedrooms allow excessive infiltration and adversely affect the habitability of these areas within various dwellings.	Yes		This work has not been done in a proper and workmanlike manner and is a defect under Section 18B (a) of the Home Building Act (NSW).

Observations:

During my inspections, I noted the abovementioned major statutory warranty building defects associated with the common property in the various dwellings and the common areas in Buildings A & B.

I also note that the strata plan for this building was registered on 15/09/15, which suggests that the construction certificate (CC) was lodged before 01/05/14. On this basis Volume 1 of the Building Code of Australia 2013 (BCA 2013) that was in force from 01/05/13 to 30/04/14 appears to be the relevant version of the BCA for the purposes of regulating the construction of these buildings. It may also be worthwhile pinpointing the actual date the CC was lodged.

Moreover, I note that on 01/02/12 the Home Building Act (NSW) changed from a blanket seven (7) year defect cover to create the two (2) year “general” defect and the six (6) year “structural” defect category. More recently it has changed again to create a six (6) year “major” building defect category that further narrows what was able to be included in the six (6) year “structural” defect category.

The various areas of identified defective work can be generally categorised as follows:

- i) Water leaks in stacker door assemblies in the various dwellings in Buildings A & B.
- ii) Water leaks in the window fenestrations in various dwellings in Buildings A & B.
- iii) Water damage to parquet flooring and carpeted areas in dwellings in Buildings A & B.
- iv) Water damage to window reveals, wall and floor areas in dwellings in Buildings A & B.
- v) Excessive air infiltration at stacker doors in various dwellings in Buildings A & B.
- vi) Excessive air infiltration at window fenestrations in various dwellings in Buildings A & B.
- vii) Water escapes the shower cubicle and ponds on tiled ensuite floor in Unit 409.
- viii) Soffit of the balcony over bedroom 2 in Unit 207 & 212 has no drip-groove installed.
- ix) Front entry fire doors are binding on door jamb and difficult to open in various dwellings.
- x) Water ponding on the landing to the A/C units outside the Waste Room in Building B.
- xi) No seal between Elect/Comms & Fire Hose cupboards on the Level 4 foyer in Building B.
- xii) Spalling of basement wall material in fire stair on western side of garage on Level B1.
- xiii) Water leaching and mould growth in eastern fire stair wall on Level B1 in Building B.

The abovementioned building defects are in contravention of the Part 2C (statutory warranties) of the Home Building Act 1989 (NSW), as amended. The various identified defects relate to the following infringements of these statutory warranty provisions as well as the relevant Building Code of Australia and Australia Standards requirements:

- Water leaks in the stacker door assemblies in the various dwellings in Buildings A & B is a defect under the provisions within Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act 1989 (NSW).
- Water leaks in the window fenestrations in the various dwellings in Buildings A & B is a defect under the provisions within Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act 1989 (NSW).
- Water damage to the parquet flooring and carpeted areas in the various dwellings in Buildings A & B is a defect under the provisions within Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act 1989 (NSW).
- Water damage to the window reveals, wall and floor areas in the various dwellings in Buildings A & B is a defect under the provisions within Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act 1989 (NSW).
- Excessive air infiltration through the stacker door assemblies and window fenestrations in various dwellings in Buildings A & B is a defect under the statutory warranty provisions within Section 18B (b) of the Home Building Act 1989 (NSW).
- Water escapes the shower cubicle and ponds on tiled ensuite floor in Unit 409 and is a defect under AS3740-2010, Part F1 of Volume 1 of the BCA and the statutory warranty provisions within Section 18B (a), (b) & (c) of the Home Building Act 1989 (NSW).

The abovementioned building defects are in contravention of the Part 2C (statutory warranties) of the Home Building Act 1989 (NSW), as amended. The various identified defects relate to the following infringements of these statutory warranty provisions as well as the relevant Building Code of Australia and Australia Standards requirements (cont.):

- Soffit of the balcony over bedroom 2 in Unit 207 & 212 has no drip-groove installed is a defect under the statutory warranty provisions within Section 18B (a) & (b) of the Home Building Act 1989 (NSW).
- Front entry fire doors are binding on the door jambs and difficult to open in various dwellings is a defect under the provisions within Part C3 of Volume 1 of the BCA and Section 18B (a) & (c) of the Home Building Act 1989 (NSW).
- Water ponding on the landing to the A/C units outside the Waste Room in Building B is a defect under the provisions within Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act 1989 (NSW).
- Absence of a seal in the dividing wall between the Elect/Comms & Fire Hose cupboards on the Level 4 foyer in Building B is a defect under the provisions within Part C3 of Volume 1 of the BCA and Section 18B (a) & (c) of the Home Building Act 1989 (NSW).
- Spalling of basement wall material in fire stair on western side of garage on Level B1 is a defect under the provisions within Part C3 of Volume 1 of the BCA and Section 18B (a) & (b) of the Home Building Act 1989 (NSW).
- Water leaching and mould growth in the eastern fire stair wall on Level B1 in Building B is a defect under the provisions within Part F1 of Volume 1 of the BCA and Section 18B (a), (b) & (c) of the Home Building Act 1989 (NSW)..

Conclusions:

I confirm that I noted a series of statutory warranty building defects associated with the various dwellings and the internal and external common areas, which are captured in the enclosed report. The scheduled rectification work relates only to those major building defects covered under the statutory warranty provisions of the Home Building Act (NSW).

Accordingly, I believe that the owners' corporation has a claim for the identified "major" defective building work and should approach the builder to rectify these defects under the statutory warranty provisions of the Home Building Act 1989 (NSW).

I have included my Curriculum Vitae at Appendix A of this report. I also confirm that I have read and understood the Experts Witness Code of Conduct regarding the code of conduct for expert witnesses and agree to be bound by its provisions.

I trust that this report provides you with sufficient information to properly deal with this matter and await your instruction should you require any further assistance with this matter.

Yours faithfully



PETER VERINDER
BE(Hons), MEngSci, FIE(Aust), CPEng, NER.
Consulting structural engineer
Specialist building consultant
Director



**Photographic record of the individual
apartment and common area inspections
carried out on 12/08/20, 13/08/20 &
08/09/20 in Buildings A & B at 17 Danks
Street Waterloo NSW**



Photo No. 1: Water penetration and damage in N/W corner of bedroom 1 in Unit G01.



Photo No. 2: Water penetration and damage in N/W corner of bedroom 1 in Unit G01.



Photo No. 3: Water penetration and damage in northern corner of bedroom 2 in Unit G01.



Photo No. 4: Water penetration, damage and mould in N/E corner of bedroom 1 in Unit G05.



Photo No. 5: Water penetration, damage and mould in N/E corner of bedroom 1 in Unit G05.



Photo No. 6: Corrosion in the base of glass door on northern side of bedroom 1 in Unit G05.



Photo No. 7: Glass wall/door configuration adjacent to N/E corner of bedroom 1 in Unit G05.



Photo No. 8: Water penetration in head of the eastern window in bedroom 1 to Unit 101.



Photo No. 9: Water penetration in head of the eastern window in bedroom 1 to Unit 101.

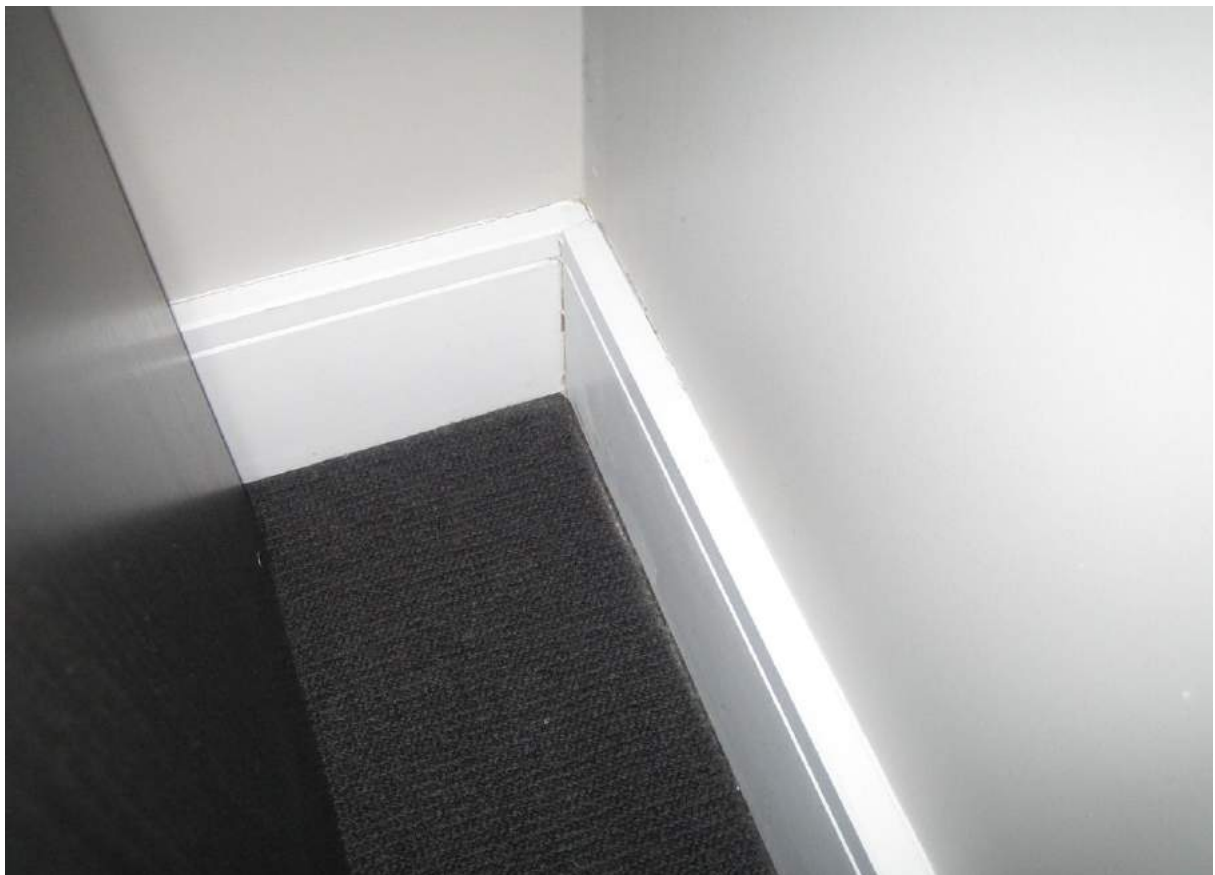


Photo No. 10: Water damage to skirting in the S/E corner of bedroom 1 to Unit 101.



Photo No. 11: Water penetration in head of the eastern window in bedroom 2 to Unit 101.



Photo No. 12: Front door tiled sill is cracked and not properly supported in Unit 106.



Photo No. 13: Water penetration in window in the N/E corner of bedroom 1 to Unit 205.

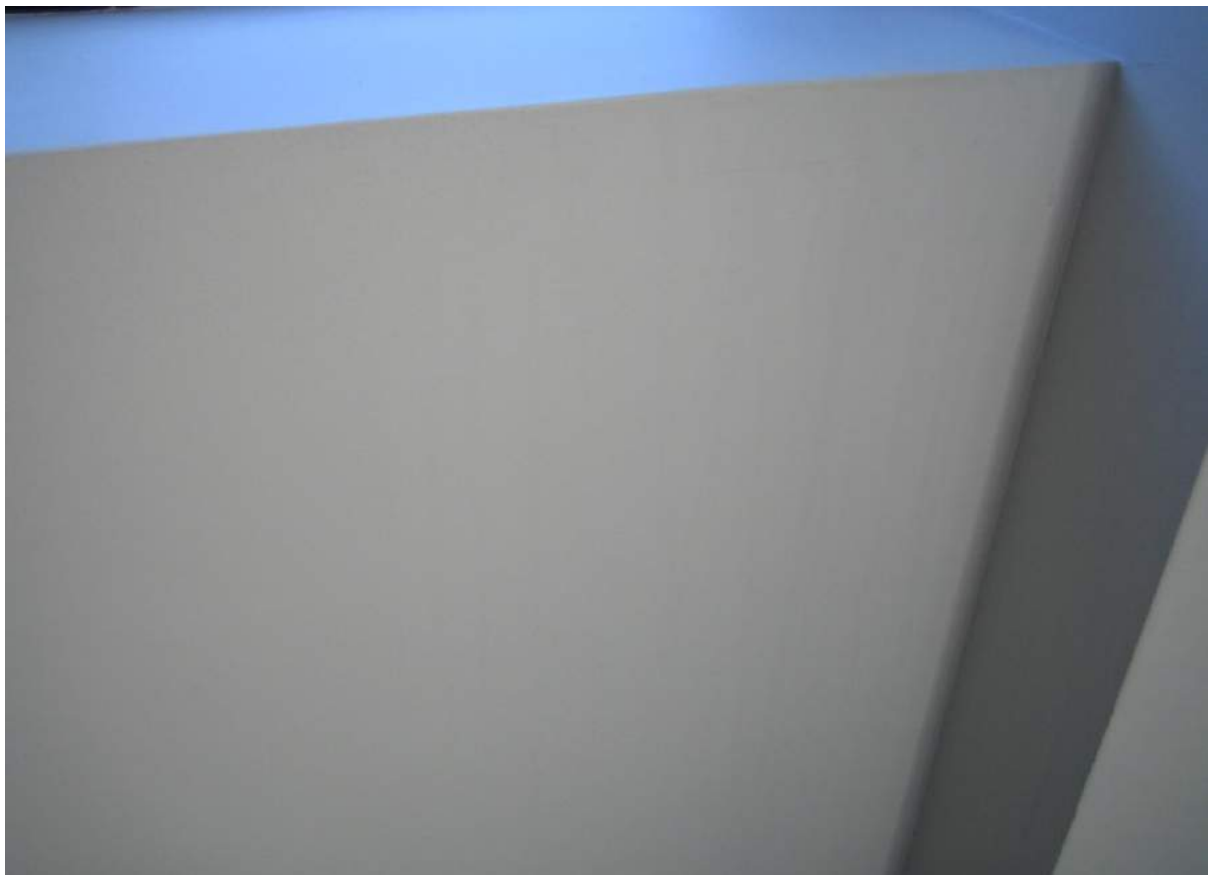


Photo No. 14: Water stain lines below the window in the N/E corner of bedroom 1 to Unit 205.



Photo No. 15: Soffit of balcony over bedroom 2 in Unit 207 has no drip-groove installed.



Photo No. 16: Soffit of balcony over bedroom 2 in Unit 212 has no drip-groove installed.



Photo No. 17: Soffit of balcony over bedroom 2 in Unit 212 has no drip-groove installed.



Photo No. 18: Water penetration and damage to the window sill in bedroom 1 in Unit 301.



Photo No. 19: Water damage on the southern return wall in bedroom 1 in Unit 301.

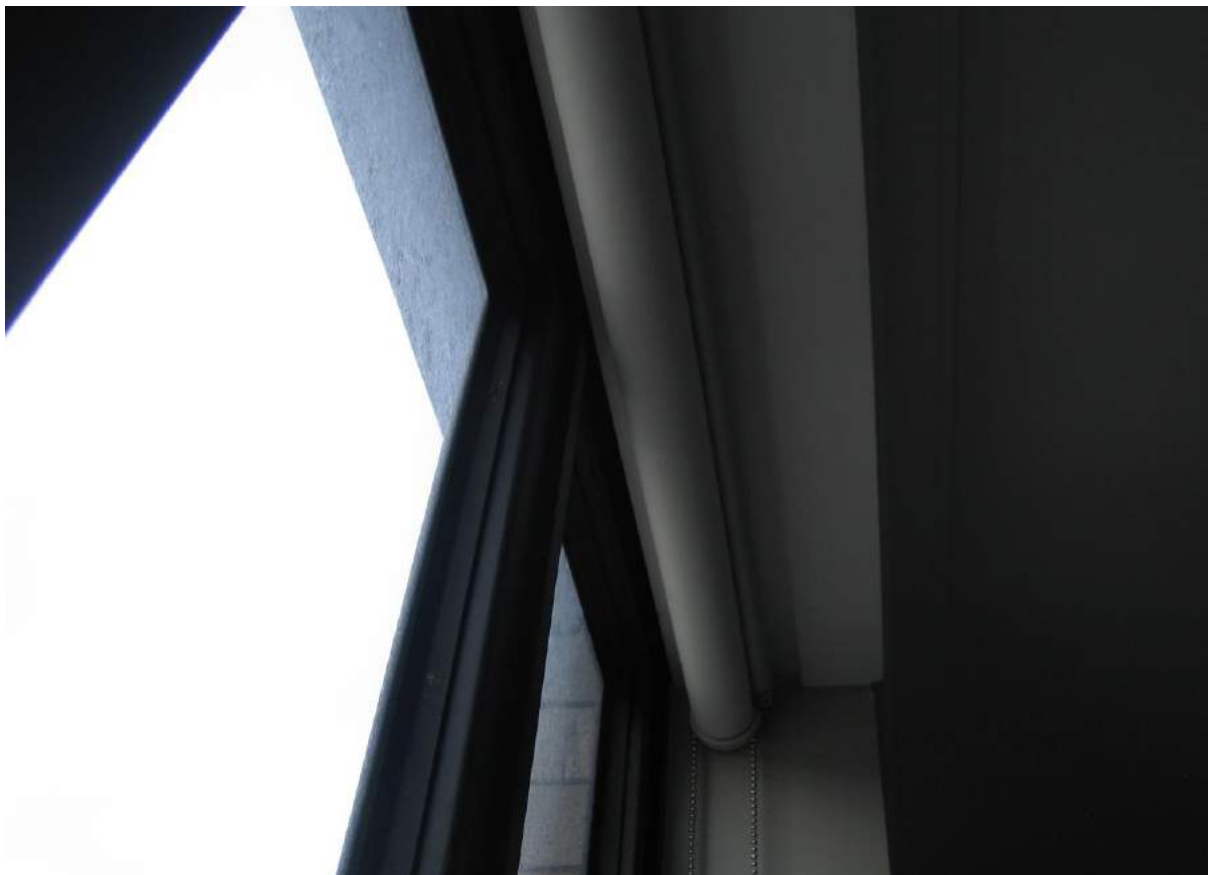


Photo No. 20: Water penetration emanating from head of window in bedroom 2 in Unit 301.



Photo No. 21: Water penetration and damage to the window sill in bedroom 2 in Unit 301.



Photo No. 22 Incorrectly installed sub-sill to the French doors in bedroom 1 in Unit 303.



Photo No. 23: Water penetration in window in the N/E corner of bedroom 1 to Unit 305.



Photo No. 24: Water penetration in window in the N/E corner of bedroom 1 to Unit 305.



Photo No. 25: Water damage to the skirting in the N/E corner of Bedroom 1 to Unit 305.



Photo No. 26: Water penetration in top centre of living room window assembly in Unit 306.

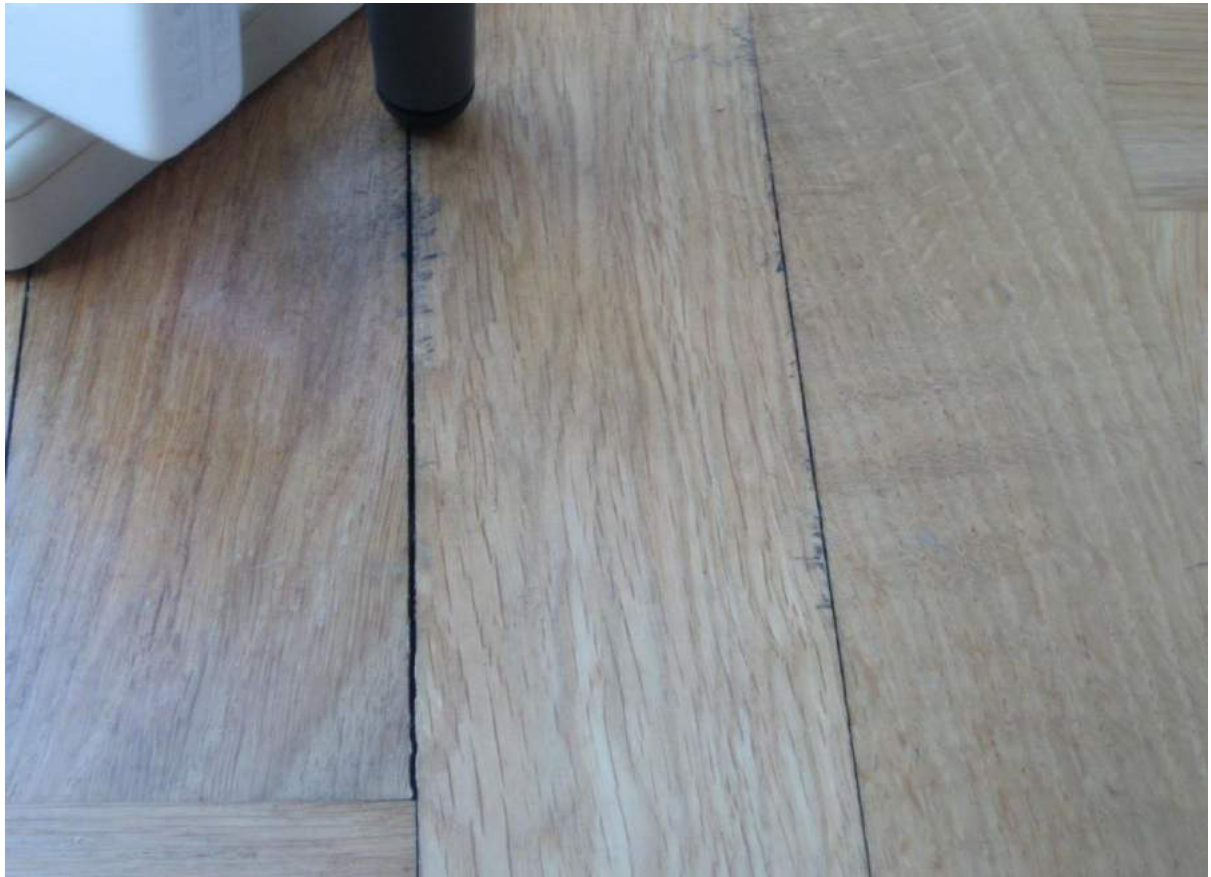


Photo No. 27: Water damage to parquetry flooring at living room window assembly in Unit 306.



Photo No. 28: Water damage to parquetry flooring at eastern end of living room in Unit 306.



Photo No. 29: 1mm wide movement crack in the eastern balcony wall in 307.



Photo No. 30: Water ponds on shower cubicle floor in bathroom and does not drain in Unit 311.



Photo No. 31: Water ponds on shower cubicle floor in bathroom and does not drain in Unit 311.



Photo No. 32: Parquetry flooring in living room is lifting due to possible ensuite leak in Unit 311.



Photo No. 33: Water on balcony does not drain to floor waste but drains to spitter in Unit 311.



Photo No. 34: 1mm wide movement crack in the western balcony wall in Unit 312.



Photo No. 35: Mould stain in parquetry flooring in the kitchen within Unit 404.



Photo No. 36: Cracked horizontal taped joint on the eastern balcony wall in Unit 404.



Photo No. 37: Cracked horizontal taped joint on the eastern balcony wall in Unit 404.



Photo No. 38: Water penetration in the window in the N/E corner of bedroom 1 in Unit 405.



Photo No. 39: Water penetration and damage at the balcony door in bedroom 2 in Unit 405.



Photo No. 40: Water penetration and damage at living room balcony doors in Unit 406.



Photo No. 41: Water penetration and damage to the living room timber floor areas in Unit 406.



Photo No. 42: Water penetration and damage at living room balcony doors in Unit 406.



Photo No. 43: Exposed area over living room balcony door assembly in Unit 406.

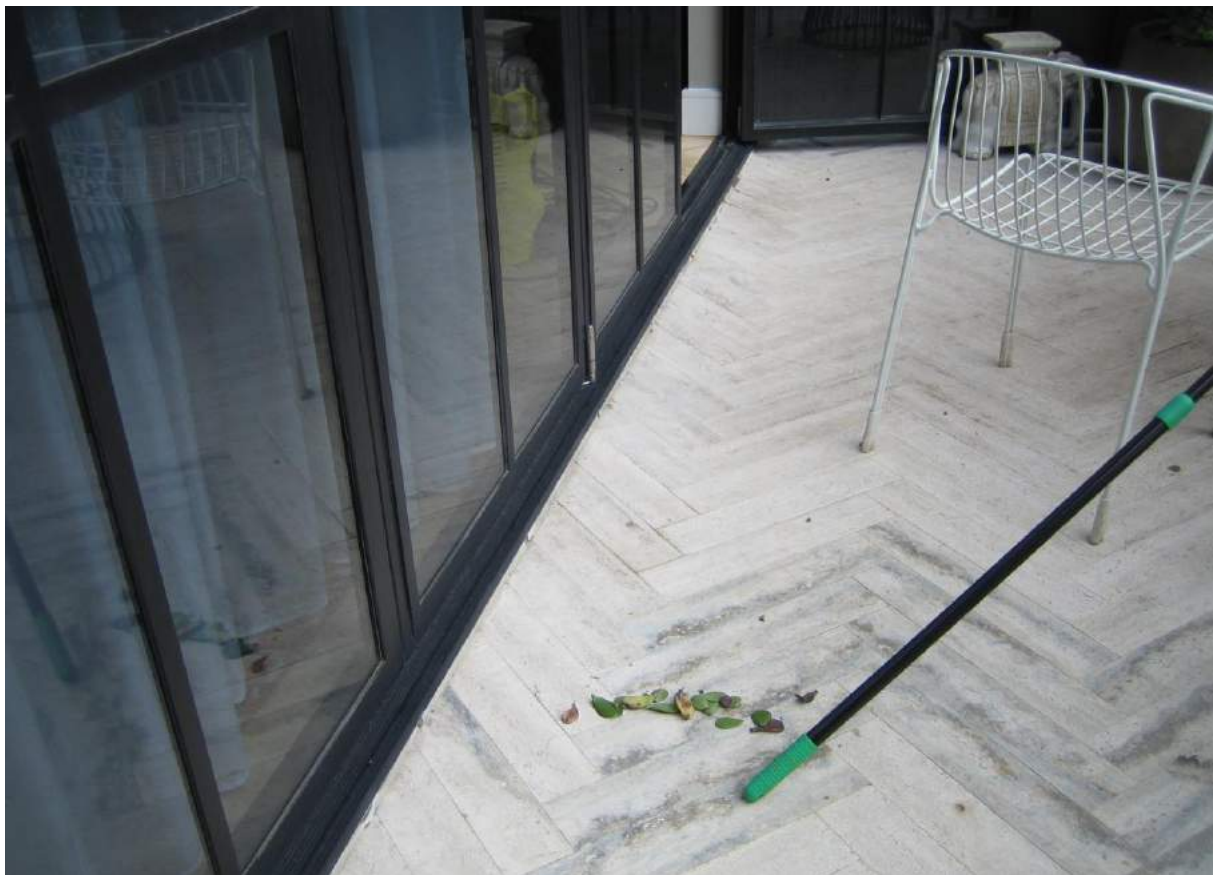


Photo No. 44: Water penetration and cracked tiles at living room balcony doors in Unit 407.



Photo No. 45: Water penetration and damage at the entry door to bedroom 1 in Unit 407.



Photo No. 46: Water penetration and damage within bedroom 2 from balcony door in Unit 407.



Photo No. 47: Water penetration and damage within bedroom 2 from balcony door in Unit 407.



Photo No. 48: Water penetration and damage within bedroom 2 from balcony door in Unit 407.



Photo No. 49: Tiled balcony return adjacent water leak in bedroom 2 in Unit 407.

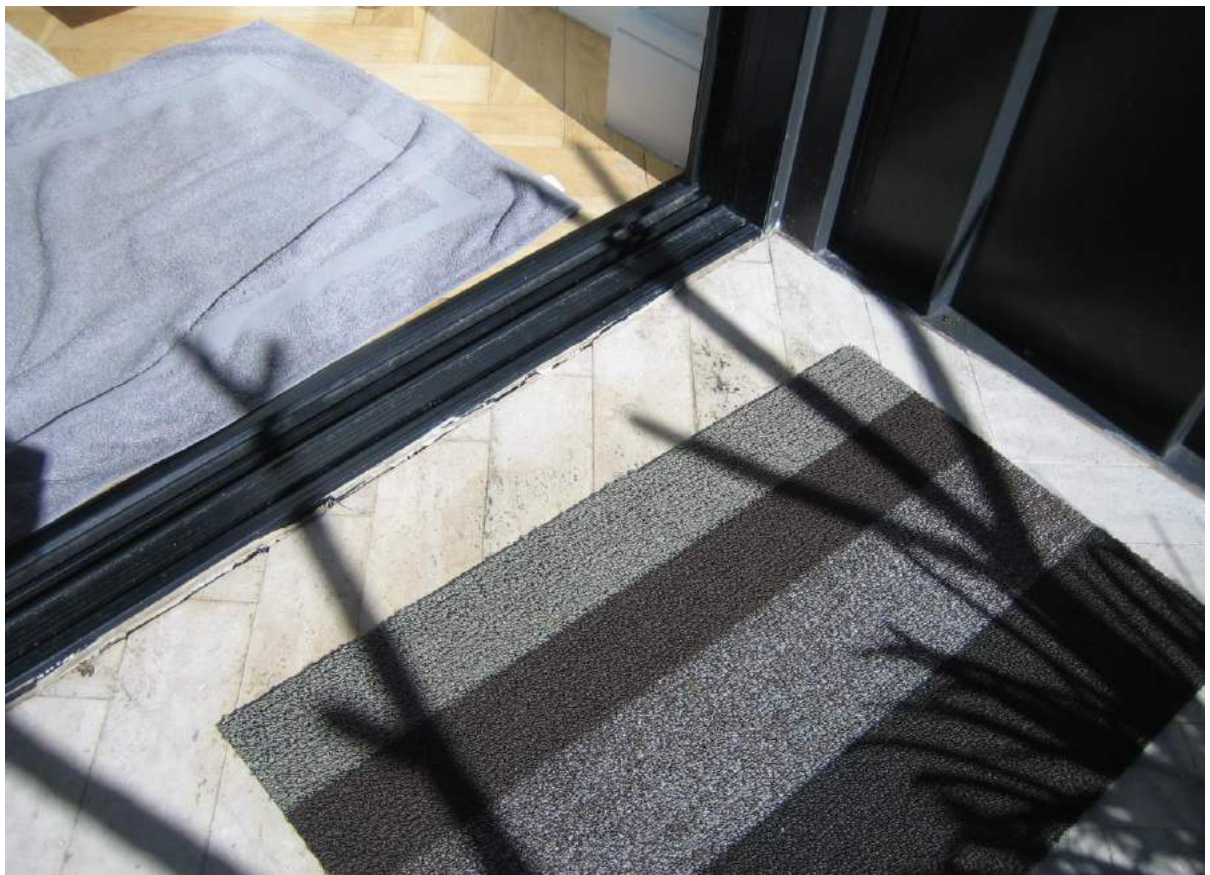


Photo No. 50: Water penetration and damage in the living room balcony door in Unit 408.



Photo No. 51: Water escapes the shower cubicle and ponds on tiled ensuite floor in Unit 409.



Photo No. 52: Water escapes the shower cubicle and ponds on tiled ensuite floor in Unit 409.



Photo No. 53: Repaired tiled area on the balcony off the living room in Unit 409.



Photo No. 54: Water damage to skirting at western end of balcony door to Bed 3 to Unit 410.



Photo No. 55: Water damage to skirting at eastern end of balcony door to Bed 3 to Unit 410.



Photo No. 56: Eastern end of the southern elevation in Building A.



Photo No. 57: Western end of the southern elevation in Building A.



Photo No. 58: Main entry area in the western (and northern) elevation in Building A.



Photo No. 59: Main entry area in the western elevation in Building A.



Photo No. 60: Eastern end of the northern elevation of Building A.



Photo No. 61: Middle section of the northern elevation of Building A.



Photo No. 62: Middle section of the northern elevation of Building A.



Photo No. 63: Western end of the northern elevation of Building A.



Photo No. 64: Northern end of the eastern elevation of Building A.



Photo No. 65: Northern end of the eastern elevation of Building A.

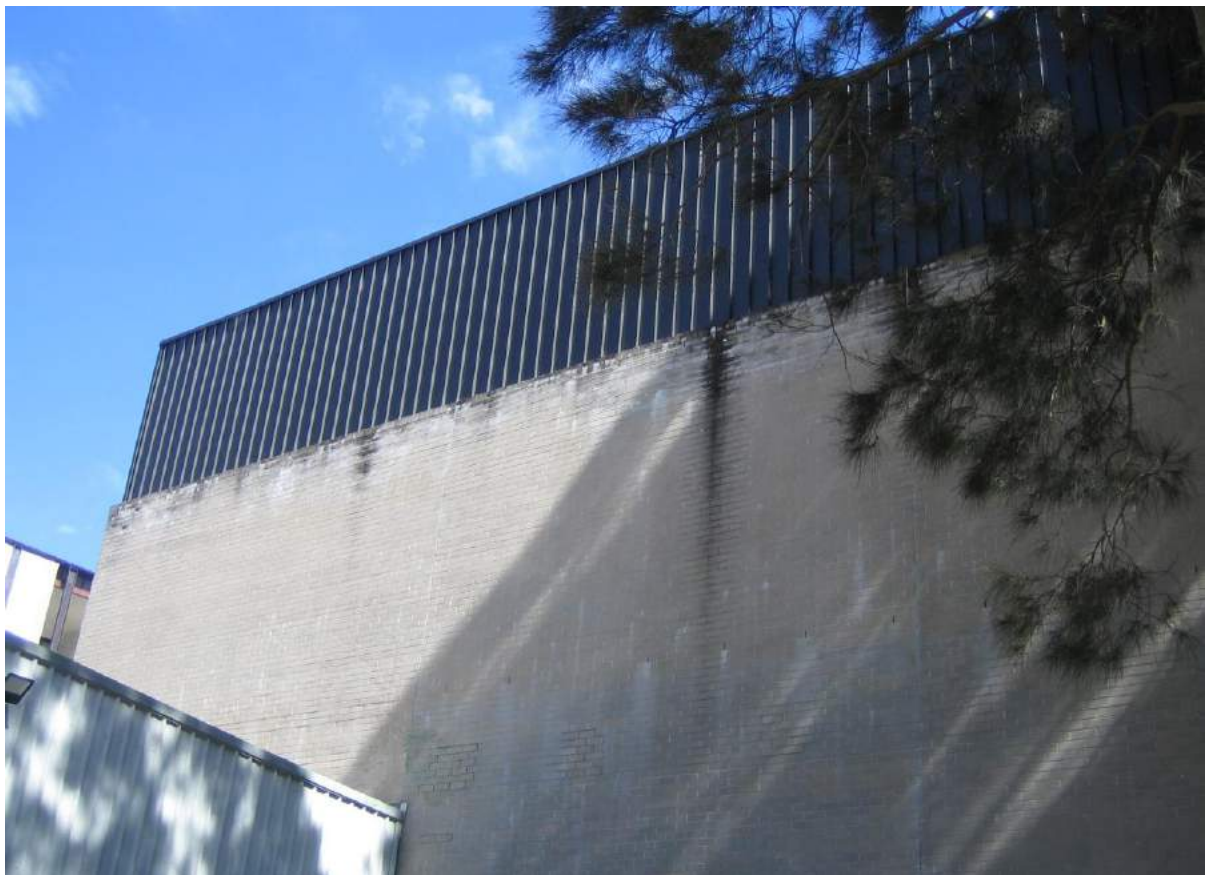


Photo No. 66: Northern end of the eastern elevation of Building A.

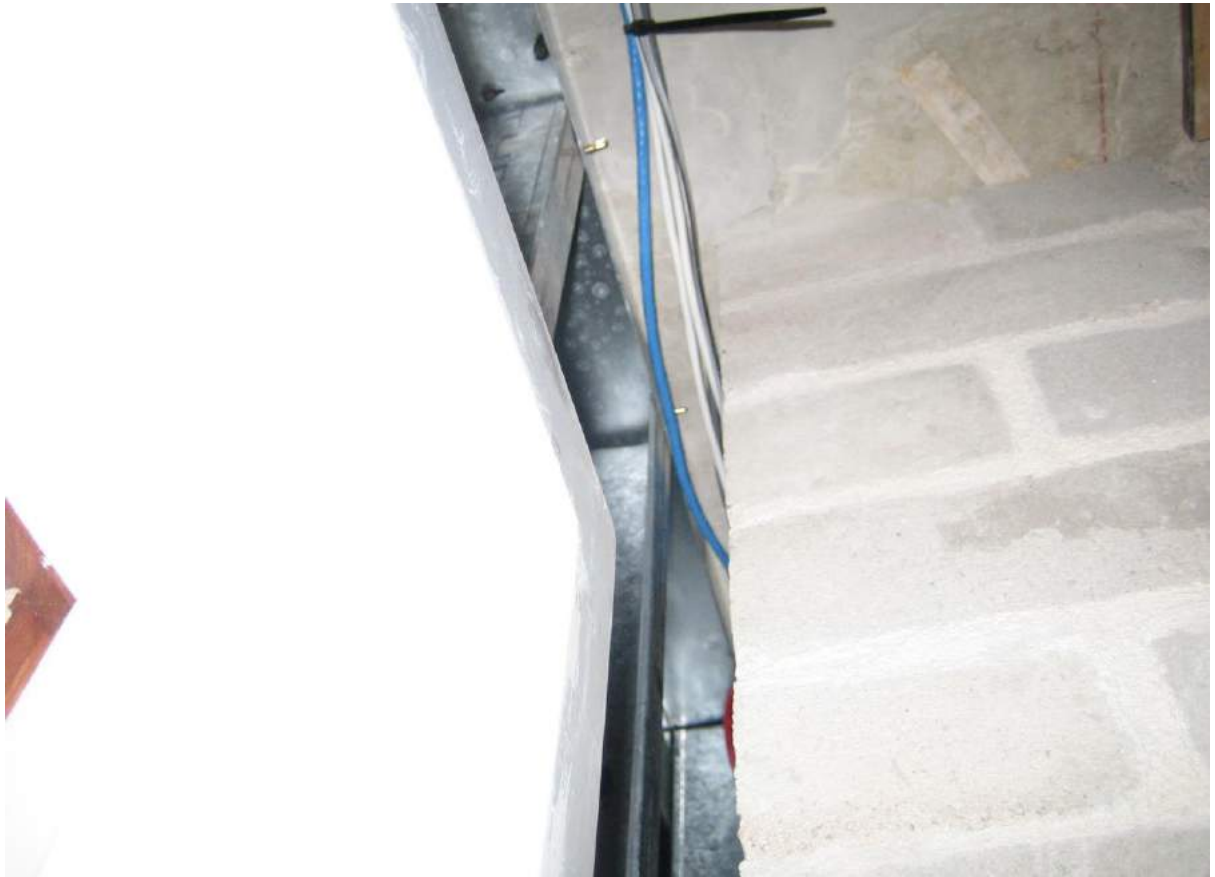


Photo No. 67: No seal between Elect/Comms & Fire Hose cupboard on Level 4 foyer in Bld B.



Photo No. 68: Spalling of wall in fire stair walkway on western side of garage on Level B1.



Photo No. 69: No fixed ladder for roof access on Level 4 of western fire stair in Building B.



Photo No. 70: Water leaching in wall opposite Level B1 door in eastern fire stair in Building B.



Photo No. 71: Heavy mould in fire stair walkway on the eastern side of garage on Level B1.



Photo No. 72: Water ponding on landing to A/C units outside Waste Room in Building B.



Photo No. 73: Eastern end of the northern elevation of Building B.



Photo No. 74: Middle section of the northern elevation of Building B.



Photo No. 75: Western end of the northern elevation of Building B.



Photo No. 76: Upper levels of the western end of the southern elevation of Building B.



Photo No. 77: Upper levels of the eastern end of the southern elevation of Building B.



Photo No. 78: Lower levels of the eastern end of the southern elevation of Building B.



Photo No. 79: Lower levels of the western end of the southern elevation of Building B.



Photo No. 80: Lower levels of the ground level walkway in the southern elevation of Building B.

Appendix A

Curriculum Vitae for Peter Verinder

Curriculum Vitae of Peter Verinder

QUALIFICATIONS:

- 1985 Master of Engineering Science.** Majors in Structural and Geotechnical Engineering from University of Sydney, Sydney.
- 1980 Bachelor of Engineering.** Graduated with First Class Honours. Major in Structural Engineering. NSW Institute of Technology (now University of Technology, Sydney)
- 1979 Diploma of Technology (Engineering)** Graduated with Distinction. Major in Structural Engineering. NSW Institute of Technology, Sydney.
- 1974 Structural Engineering Certificate.** Dux of College. Sydney Technical College.
- 1970 Steel Fabrication Trade Certificate.** Dux of College. Sydney Technical College.

PROFESSIONAL MEMBERSHIPS & LICENCES:

Fellow, Institution of Engineers (Australia), Civil College of Engineers
Chartered Professional Engineer (CPEng), National Professional Engineers Register (NER)
NSW Licenced Builder and Qualified Supervisor

PROFESSIONAL EXPERIENCE:

- 2011 – 2020 Acumen Building & Engineering Consultants Pty. Ltd.** – Consulting structural engineers and specialist building consultants: Principal; expert consultant directly involved in the identification and assessment of defective building work within all types of residential and commercial buildings.

Expert engineering and specialist building consultant for strata managers, private clients and the NSW State Government (Crown Solicitors Office & Department of Commerce) with respect to the identification and rectification of defective building work, assessment and determination of contractual responsibility for identified building defects and project management. Expert witness for strata managers, private clients and the NSW State Government in NCAT, Local, District, and Supreme Court matters.

- 2001 – 2011 Acumen Consulting Group Pty. Ltd.** – Consulting structural engineers and specialist building consultants: Principal & Managing Partner; expert consultant directly involved in the identification and assessment of defective building work within all types of residential and commercial buildings.

Expert engineering and specialist building consultant for the NSW State Government (Department of Commerce) with respect to HIH/FAI home warranty insurance claims and associated matters, including assessment and determination of contractual responsibility for identified building defects and project management. Expert witness for NSW Government and private clients in CTTT, Local, District, and Supreme Court matters.

- 2000 – 2001 MCS Consulting Group Pty. Ltd.** – Consulting engineers and building consultants: General Manager; directly involved in the management and assessment of contractual and building matters associated with the NSW Home Warranty insurance scheme with respect to HIH/FAI matters as well as for most general insurers, including GIO and NRMA.

Curriculum Vitae of Peter Verinder (cont.)

- 1997 – 2000 Greenfield Land Corporation Pty. Ltd.** – Consulting Engineers and Developers: Managing Director, responsible for the day-to-day activities associated with the management and control of all aspects of various land and building development projects.
- 1992 – 1997 Australian Institute of Steel Construction Ltd.** – Chief Executive; responsible for all the activities associated with the management of a national organisation involved in the promotion and marketing of the steel construction industry. Served on the Board of Directors of *Standards Australia*, its specialist Building Standards Advisory Board and the *Building Code of Australia* Advisory Board during the formulation of current codes.
- 1983 – 1992 Harlequin Homes Pty. Ltd.** – Managing Director; individually licenced builder and personally responsible for the construction of over three hundred (300) single homes, renovations, and medium density dwellings throughout NSW. Operated in commercial/industrial construction and land subdivision.
- 1981 – 1983 Ampol Ltd.** State Engineer – NSW; directly responsible for the design and construction of new self-service stations, fuel terminals, and other related structures as well as the maintenance these existing facilities all of which were required to meet the various EPA standards.
- 1979– 1981 Electricity Commission of NSW** – Structural Design Engineer; Part of a team responsible for design and documentation of major structures for new and existing power stations, including Eraring, Bayswater and Mount Piper Power Stations. Design of a number of key structures including the Electrical Services Building, Turbo Generator Building and Chimney Stacks. Direct involvement in feasibility studies for proposed power station sites.
- 1975 – 1979 Electricity Commission of NSW** – Major Contracts Administrator; responsible for the administration of power station construction contracts undertaken by major commercial builders. Duties related to the assessment and processing of progress payments, negotiation of variations of contracts, monitoring of the overall progress of projects.
- 1972 – 1975 Morrison and Little** (Consulting Civil and Structural Engineers) – Design Draftsman; duties included the preparation of engineering drawings for use in construction directly from engineering calculations in consultation with the architects and the design engineers.
- 1970– 1972 Sydney Steel Co. Pty. Ltd.** – Detail Draftsman; drafting duties centred on the preparation of "workshop" drawings in sufficient detail to allow the fabrication of steel components used in steel framed multi-storey CBD buildings.
- 1966 – 1970 Sydney Steel Co. Pty. Ltd.** – Boilermaker (Steel Fabrication); trade skills and experience related to the actual layout and fabrication of steel components used in steel framed multi-storey CBD buildings. Boilermaking Trade Course covered skills associated with steel fabrication.

JAMESONS.

Notice of Annual General Meeting

Owners Strata Plan: 91436
17-19 Danks Street, WATERLOO NSW 2017

Meeting Date: Tuesday, 11 October 2022
Meeting Time: 06:00 PM
Meeting Venue: Adina Hotel, 359 Crown Street, Surry Hills, NSW 2010

Strata Manager: Koray Dervis

Website- www.Jamesons.com.au

Address:

Level 1, 60 Harbour St (Cnr Military Road) Mosman NSW 2088

PO Box 2001 Spit Junction NSW 2088

Ph: 02 8969 3300

IMPORTANT NOTES RELATING TO THE STRATA LEGISLATION

TENANTS - If you are a tenant and receiving this notice, please be aware that tenants are now invited to attend the Annual General Meeting as observers only.

PROXIES - There are restrictions on the number of proxies that can be held by a person at General Meetings.

(a) If the strata scheme has 20 lots or less, the number of proxies that can be held by a person at the meeting is 1 (one)

(b) If the strata scheme has more than 20 lots, a person cannot hold more than 5% of the total number of lots.

A physical person must be named on the proxy form. Please do not nominate the Chairperson, Strata Manager or Jamesons as your proxy for the meeting.

QUORUM - If a quorum is not present after 30 minutes, the chairperson can declare that the persons present and entitled to vote constitute a quorum for the meeting.

NOTE - For more information on the Strata legislation visit our website at www.jamesons.com.au/blog

A Strata Committee Meeting will be held immediately following the Annual General Meeting.

**NOTICE OF AN ANNUAL GENERAL MEETING FOR:
THE OWNERS - STRATA PLAN 91436, 17-19 Danks Street, WATERLOO NSW 2017**

AGENDA:

1. To Record Attendance and Voting Rights
2. To Receive Proxies and Apologies
3. To Consider the Following Motions

MOTIONS:

1 Minutes of Previous General Meeting

That the Minutes of the previous General Meeting held **05/04/2022** be confirmed as a true and accurate account of the proceedings of that Meeting.

[Explanatory Note: Section 8(1)(a) of Schedule 1 of the Strata Schemes Management Act 2015 requires a motion to confirm the minutes of the previous general meeting.]

2 Annual Statement of Accounts

That the Annual Statement of Accounts for the Administrative Fund and Capital Works Fund (and any other Fund prepared by the Owners Corporation) for the year ended **31/08/2022** be received and adopted.

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

3 Proposed Annual Budget (Estimated Receipts & Payments)

That the proposed annual estimates of expenditure for the year ending **31/08/2023** be received and adopted and that contributions be determined as follows: -

(a) That contributions to the Administrative Fund are estimated in accordance with Section 79 (1) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$192,500.00; and

(b) That contributions to the Capital Works Fund are based upon the latest Capital Works Fund Report, and are estimated in accordance with Section 79 (2) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$121,000.00; and

(c) That both contributions be paid in regular quarterly instalments, due and payable as follows:

01/11/22, 01/02/23, 01/05/23 and 01/08/23.

and continue to be determined and paid in subsequent quarters per amounts listed under a) and b) of this motion until otherwise determined by the Owners Corporation.

[Explanatory Note: Under section 79(1) and 81(1) of the Strata Schemes Management Act 2015 there are requirements to determine the amounts required to credit to the administrative and capital works funds and to levy those amounts at each Annual General Meeting. Part (c) of the motion allows for the owners corporation to continue raising levies beyond the initial four quarters until a subsequent general meeting determines otherwise. This allows for no disruption in the scheme's cash-flow. Where applicable, levy contributions are inclusive of GST.]

4 Audit of Accounts

That the Financial Statement of Accounts of the Owners Corporation be audited for the ensuing year by an appropriately qualified person.

[Explanatory Note: Section 95 states that a mandatory audit is required if the annual budget of the strata scheme plus opening balance of funds exceeds, or is likely to exceed, \$250,000.00.]

5 Capital Works Fund Plan

That the Owners Corporation: -

- Prepare and/or review the current Capital Works Fund 10 year plan; and
- Engage a suitably qualified consultant to assess the major capital works and general maintenance requirements of the building;
- Submit that Report to the Strata Committee to determine appropriate action; and
- Delegate to the strata managing agent the authority to undertake any additional functions in accordance with their Agency Agreement to obtain necessary quotations and engage contractors to prepare the Report and any other work as approved by the Strata Committee.

NB: Date that Capital Works Fund Plan is due for review - 2026.

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

6 Levy Recovery

That the Owners Corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including Section 103 (3) (b), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following: -

- a) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;
- b) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;
- c) Levy Recovery Stage 3: after 90 days from the original date the levy was due, and where the debt is in excess of \$500.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners - Strata Plan 91436 to issue a letter of demand and/or to commence, pursue, continue to 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) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy 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/or experts in relation to any levy recovery proceedings.

And further that;

- g) Subject to the agreement of the Strata Committee, the Owners Corporation agree to enter into payment plans for the recovery of outstanding levy contributions in accordance with the provisions of Section 85(5) of the Strata Schemes Management Act 2015.

[Explanatory Note: This motion sets out the steps the owners corporation instructs our agency to take should any lot owner fall into levy arrears. Costs associated with levy arrears include; 1. Simple interest, on amounts owing, at an annual rate of 10% p.a., and 2. Recovery of the reasonable expenses the owners corporation incurred in recovering amounts due. Expenses include agency costs to issue levy reminder letters charged at \$33 for stage 1 & 2 reminders and \$88 for stage 3 action i.e. referring debt to a third party as detailed under part c) of this motion. Costs of any third-party debt recovery firm are also recoverable from the debtor.]

Insurances

(a) General Insurances

That the Owners Corporation note and confirm the general insurance cover as effected over the strata scheme and detailed in the meeting agenda.

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

(b) Insurance Quotations

That the Owners Corporation authorise and delegate to the Strata Committee and Strata Managing Agent the function of obtaining three (3) quotations for insurance over the strata scheme and further that the Strata Managing Agent be authorised and directed to arrange appropriate cover.

[Explanatory Note: Quotations obtained include mandatory insurances and may also include optional insurances as determined by the owners corporation e.g. office bearers liability & fidelity guarantee insurance as detailed under parts (c) and (d) of this motion.]

(c) Office Bearers Liability Insurance

That the Owners Corporation effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.

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

(d) Fidelity Guarantee Insurance

That the Owners Corporation effects/renews Fidelity Guarantee Insurance to cover for losses arising from misappropriation of money or other property of the owners corporation.

[Explanatory Note: Fidelity guarantee insurance provides cover for losses arising from misappropriation of money or other property of the owners corporation. It is not compulsory, however it is a requirement under clause 9(c) of Schedule 1 of the Strata Schemes Management Act 2015 for the owners corporation to decide whether to take this type of insurance out at each Annual General Meeting. The cost of such cover is typically factored into building insurance costs i.e. its removal generally does not result in lower premiums.]

(e) Valuation

That the Strata Managing Agent be authorised to arrange an annual revaluation of the building for insurance purposes for replacement.

N.B. The average cost of a valuation is between \$500.00 - \$750.00.

Date of the last Building Valuation: 01/07/19.

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

*The legislation does not require an owners corporation to obtain a valuation, however this is highly recommended and any former valuation obtained before 30 November 2016 probably only allowed for replacement costs and not **reinstatement** costs.]*

INSURANCE SUMMARY

Insurance Commission

Please note that Jamesons rebates 100% of the Insurance Commission directly back to our clients.

The total Insurance Commission rebate for the Owners Corporation for the year was: **\$0.00**.

Building Insurance Information

Policy No.06S4492650
Strata Unit Underwriters Agency Pty Ltd
Type : Strata
Broker : Coverforce Partners

Premium : \$0.00 Paid on : 15/09/21 Start : 15/09/21 Next due : 15/09/22

Cover	Sum Insured	Excess	
Public Liability	\$2,000,000.00	\$0.00	
Fidelity Guarantee	\$100,000.00	\$0.00	
Office Beavers Liability	\$250,000.00	\$0.00	
Voluntary Workers (weekly/capital Benefit)		2000/200,00	\$0.00
Government Audit Costs	\$2,500.00	\$0.00	
Legal Defence Expenses	\$50,000.00	\$0.00	
Work Place Health & Safety Breaches		\$100,000.00	\$0.00

8 Commissions and Training Services

That the below information be received from the Strata Managing Agent on commissions and training services received in the last 12 months and the estimate of commissions and training services to be received in the next 12 months: -

(a) Commission was received totalling **\$0 (nil)** in the past 12 months, and it is estimated an amount of **\$0 (nil)** is likely to be received in the next 12 months.

NOTE: Jamesons rebates all insurance commission directly back to the strata scheme. This rebated amount lowers the insurance policy premium payable by the Owners Corporation.

The total Insurance Commission rebate for the Owners Corporation for the year was: \$0.00.

(b) Regular training services were received in the past 12 months from Bannermans Lawyers and Strata Specialist Lawyers (by way of regular on-line webinars). It is anticipated that on-going training webinars, from Bannermans Lawyers and Strata Specialist Lawyers, will continue to be provided in the coming 12 months.

[Explanatory Note: It is a requirement under section 60 of the Strata Schemes Management Act 2015 that the agent provide a report on the details and amounts of the commissions received for the preceding 12 months and anticipated details and amount of commissions and training services for the following 12 months.]

9 Fire Safety

That the Owners Corporation engage a suitably qualified consultant/fire contractor to carry out a Fire Safety inspection and, if applicable prepare an Annual Fire Safety Statement (AFSS) in accordance with the provisions of the Environmental Planning and Assessment Act 1979, and;

(a) that any essential maintenance/renewal of fire safety measures be reported to the Strata Committee, and;

(b) that the Strata Committee be authorised to seek quotations and engage contractors to remedy any deficiencies, and, if applicable arrange for an AFSS to be signed by a competent person on behalf of the strata scheme for lodgement with local Council and the Fire Commissioner.

[Explanatory Note: If an annual fire safety statement is required for the building under the Environmental Planning and Assessment Act 1979, the owners corporation is required to consider it at each annual general meeting and to make arrangements for obtaining the next annual fire safety statement in accordance with clause 6(c) of Schedule 1 of the Strata Schemes Management Act 2015. It is recommended to use an independent certifier.]

10 Work Health & Safety

That the Owners Corporation engage a suitably qualified person to undertake a Safety Audit Report of the common property and delegate to the Strata Committee and Strata Managing Agent authority to obtain quotations for essential works required as identified in the Report and arrange for those works to be completed.

and further that -

The Owners Corporation engage a suitably qualified person to carry out an Asbestos inspection to ensure the Owners Corporation compliance with the Work Health and Safety Act 2011.

and further that -

(a) The Strata Committee and Strata Managing Agent be authorised to determine appropriate action recommended in the Report, including the obtaining of quotations and engaging of contractors to attend to its obligations.

[Explanatory Note: A safety audit report allows for the owners corporation to become aware of any issues requiring remediation. Progressing necessary works helps mitigate risk to the owners corporation. Such reports are compulsory for commercial / mixed use schemes.]

11 Building Defects & Warranties

That the Owners Corporation consider construction defects and rectification pursuant to existing applicable warranties where any breach has occurred under the Home Building Act 1989 and determine if any further action is required.

N.B. This motion will appear on each AGM until the expiration of any applicable warranty.

Current warranties at hand include: Major Defect - 6 Year.

INCLUDE CONTRACT DETAILS

MADE Property Pty Limited

[Explanatory Note: The owners corporation has a mandatory obligation to repair and maintain the common property including building defects which can be varied by law. If building defects exist then another party may be held accountable to rectify or pay the loss, such as, builders, developers, certifiers, Home Owners Warranty insurers, contractors, subcontractors, designers or engineers.

There are key dates and steps required to be undertaken in order to claim for the loss or rectification. Such time limits, without limitation, range from immediately to 45 days, 12 months, 2 years, 6 years, 7 years and 10 years, starting from different points in time. Failure to comply with these time limits may result in denial of the claim or liability or reduction in the amount otherwise ordinarily recoverable.

It is not part of the strata managing agent's agreement with the scheme to provide legal advice on building defects nor is it sufficiently qualified to do so.]

12 Restrictions on Committee

That, for the purposes of Section 36(3) of the Strata Schemes Management Act 2015, there be no special restrictions placed on the Strata Committee in relation to matters which the Committee is authorised to decide without referral to a General Meeting.

OR

That, for the purpose of Section 36(3) of the Strata Schemes Management Act, 2015, the Strata Committee is directed to refer the following matters to a General Meeting of owners for approval.

[Explanatory Note: The owners corporation can place restrictions on the strata committee and determine that certain matters or types of matters cannot be decided by the strata committee but must be decided by the owners corporation at a general meeting. This motion is required to be on the agenda for each annual general meeting. In the past the Strata Committee was provided with a expenditure restriction of \$20,000.00 and no other restrictions.

13 Election of Strata Committee

That nominations be received for election of the Strata Committee.

N.B. Members must be financial to be eligible for appointment or election to the Strata Committee and consent to the nomination. Any candidate for election to the Strata Committee must, if applicable, disclose any connections with the original owner or building manager of the scheme.

Elected Strata Committee Members should note that, in compliance with NSW Government requirements relating to "Strata Hub", details of the chairperson and secretary are required to be uploaded onto "Strata Hub". Contact details will be accessible, via the "Strata Hub", to;

- i) local council; and
- ii) NSW Fire Brigade

(a) Nominations already received in writing prior to this meeting are as follows:

(b) That the Owners Corporation determine the number of members of the Strata Committee (not being more than 9)

(c) That the Strata Committee be elected in accordance with the provisions of the Strata Schemes Regulation 2016, cl.9 and cl.10

N.B. If the number of candidates is greater than the number decided upon by the meeting - a ballot is to be held

Noted: That the eligible tenant representative on the Strata Committee is:

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

14 Strata Hub

That the Owners - Strata Plan 91436, by ordinary resolution:

- Delegate to the strata manager the function of uploading all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading "strata hub"; and
- Note that this activity triggers additional statutory costs (\$3 per lot, per annum) and service fees (per item 4.6 of schedule A2 of the agency agreement, namely additional services relating to "compliance" for the owners corporation).

[Explanatory note: From 30 June 2022 an Owners Corporation will be required to place a range of information (and documents) on the Office of Fair Trading "strata Hub" which is designed to capture information relating to a strata scheme (some of which is for public distribution). This motion is for the strata managing agent to be delegated the authority to undertake such work (uploading the information/documents and keeping records current) and the associated payment of the strata managers fees (as additional services under the Agency Agreement). Failure to comply will attract penalties from the NSW Government. A copy of the regulation can be viewed via this link - <https://legislation.nsw.gov.au/view/pdf/asmade/sl-2021-773>].

15 BMC Representative Election

That an owner, be elected as the Owners' Corporation's proxy and candidate for election to the executive committee of the Building Management Committee of **DP 1186942**.

16 Substitute BMC Representative Election

That an owner, be elected as the Owners' Corporation's substitute proxy to the Building Management Committee

for the purposes of acting for the original nominee in his place at a Building Management Committee meeting of **DP 1186942**.

This is the end of the meeting agenda.

**NOTICE OF A MEETING OF THE STRATA COMMITTEE
FOR THE OWNERS - STRATA PLAN 91436, 17-19 Danks Street, WATERLOO NSW 2017**

DATE, PLACE & TIME OF MEETING: A Strata Committee Meeting of The Owners - Strata Plan 91436 will be held immediately following the Annual General Meeting on 11/10/22 at Adina Hotel, 359 Crown Street, Surry Hills, NSW 2010.

The agenda for the meeting is:

1. To Record Attendance and Voting Rights
2. To Receive Appointment of Acting Members and Apologies
3. Declaration by any member of the committee having any direct or indirect pecuniary interest in a matter under consideration at this meeting
4. To Consider the Following Agenda Items

DETAILED AGENDA

1 Appointment Chairperson, Secretary & Treasurer

That, pursuant to Section 41 of the Strata Schemes Management Act, 2015:

(a) That a Strata Committee Member be appointed Chairperson of the Strata Committee until the conclusion of the next Annual General Meeting.

(b) That a Strata Committee Member be appointed Secretary of the Strata Committee until the conclusion of the next Annual General Meeting.

(c) That a Strata Committee Member be appointed Treasurer of the Strata Committee until the conclusion of the next Annual General Meeting.

2 Committee Liaison

(a) That a Strata Committee Member be nominated to liaise with the Strata Managing Agent and be the schemes point of contact.

(b) That a Strata Committee Member be nominated to liaise with the Strata Managing Agent and be the schemes substitute point of contact.

3 Minutes of the last meeting

That the Minutes of the last Strata Committee Meeting be confirmed as a true record of the proceedings of that Meeting.

4 Property & Administrative Matters

That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

5 Future Meetings

That the date, time and place of future meetings be determined as follows:

(a) Annual General Meeting - to determine the date, time and venue of the next Annual General Meeting.

(b) Strata Committee Meetings - to determine the date, time and venue of the next Strata Committee Meeting(s).

MEETING NOTES TO ACCOMPANY A NOTICE OF ANNUAL GENERAL MEETING

Please contact Jameson & Associates Unit Services Pty Ltd on 02 8969 3300 or jamesons@jamesons.com.au if you have any questions about this notice.

Attending the Meeting or Voting by Proxy

If you cannot attend the meeting and you wish to cast a vote, please complete the enclosed proxy form and return it to our office at least 24 hours before the commencement of the meeting. The form can be emailed to:

reception@jamesons.com.au

OR

By mail to Jamesons, PO Box 2001, Spit Junction, 2088 or hand it in prior to commencement of the Meeting.

Proxies

A proxy given to a Building Manager (caretaker), on-site residential manager or Strata Managing Agent is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on the proxy.

Persons voting at a meeting by proxy are not permitted to hold more than the maximum number of proxies set by the Strata Schemes Management Act 2015, schedule 1, cl. 26.

In the event the managing agent receives more than the number that may be held by one person, the proxy or proxies (as the case may be) first received in the office of the managing agent will be used at the meeting.

Voting at the Meeting

You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company nominee in person or by the company's proxy.

You, your company nominee or any person having authority to vote in respect of you cannot vote on a motion for an ordinary or special resolution unless the following amounts have been paid before the meeting:

- all contribution levied by the owners' corporation that are payable at the date of this notice; and
- any other money that is recoverable by the owners corporation from you at the date of this notice

If you are an owner, your vote does not count if a vote is cast on the same motion by:

- the mortgagee shown on the strata roll for your lot;
- the covenant chargee shown on the strata roll for your lot; or
- in the case of multiple mortgagees or covenant chargees - the priority mortgagee or chargee shown on the strata roll for your lot
- and if you have received at least two days' notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Resolutions

For voting purposes:

- an ordinary resolution is passed if the majority of votes are cast in favor of it;
- a special resolution is passed if not more than 25% of the votes cast (based on unit entitlement of the voter) are cast against it
- a unanimous resolution is passed if no vote is cast against it

The Strata Schemes Management Act 2015 prohibits the passing of any Motion of which prior notice has not been given, and listed above for consideration.

Quorum

For a valid meeting 25% of owners who are financial must be present either in person or by proxy.

Note that the minimum number for a valid meeting is two persons who are financial. This applies to those schemes where 25% of owners is fewer than two persons.

If a quorum is not present after 30 minutes, the chairperson can declare that the persons present and entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting, or adjourn the meeting for at least 7 days.

Election of Strata Committee

The Strata Committee is chosen by:

- calling for nominations (including those received prior to the commencement of the meeting)
- determining the number of members of the Strata Committee; and
- conducting a ballot for the election of members if the nominations exceed the available positions

Auditor

The owners corporation must have its financial statements audited if it is over 100 lots or if the annual budget exceeds \$250,000.00. For schemes fewer than 100 lots, the owners corporation is to consider if they wish to appoint an auditor.

Capital Works Fund Plan

All strata schemes must prepare a 10 year Capital Works Fund Plan and update it at least every five years.

Matters for General Meetings Only

The owners corporation can restrict the Strata Committee from determining certain matters by resolving that they can only be decided at a general meeting.

Insurance advice

The Agent is qualified to give general advice and information about insurance, not personal advice. If the owners corporation requires specialist insurance advice, the Agent will refer the owners corporation to an insurance advisor. If the Agent recommends that your building insurance should be placed with an insurer, the owners corporation acknowledges and agrees that the recommendation is general advice (not personal advice). The owners corporation should read the Product Disclosure Statement before making a decision to purchase that insurance.

Disclosures

SMATA Technologies Pty Ltd

The Strata Agent may use the services of Smata Technologies Pty Ltd (Smata Technologies), and may refer an Owners Corporation to Smata Technologies, to obtain quotes from, and to issue work orders to, appropriately trained tradespeople for the provision of services to the Owners Corporation. The Strata Agent does not receive, and does not expect to receive any rebate, discount, commission or benefit from using the services of Smata Technologies. The Strata Agent discloses that Smata Technologies and the Strata Agent are related entities.

Insurance Broking

The Strata Agent may use the services of Coverforce CNG Insurance Broking. Coverforce CNG is a joint partnership between Jamesons Strata Management and Coverforce Partners Insurance Brokers. Both parties derive income from the broker fee as a result of placing your annual insurance and providing ongoing insurance services. The Strata Agent discloses that Coverforce CNG and the Strata Agent are related entities.

Privacy Policy

Jameson & Associates Unit Services Pty Limited has now updated its Privacy Policy in accordance with the Privacy amendment (Enhancing Privacy Protection) Act of 2012. A copy of this updated Policy is displayed on our website and is available on request by either telephoning (02) 8969 3300 or forwarding a request by email to info@jamesons.com.au

Date of this agenda: 23 September 2022

Liability limited by a scheme approved under Professional Standards Legislation.

MINUTES OF EXTRAORDINARY GENERAL MEETING

STRATA PLAN 91436 17 Danks Street, Waterloo

An Extraordinary General Meeting of the Owners in Strata Plan 91436, was held on Tuesday, 5 April 2022, on-site in B2 Meeting Room, 17 Danks Street, Waterloo. Voting was counted via pre-meeting voting forms and commenced at 6:35pm.

PRESENT: B Browning – Lot 1, R Fairhurst – Lot 13, S Kontos – Lot 17, E Le Roux – Lot 33, C Cooper – Lot 39, R Belbin – Lot 41

PRE- MEETING VOTES

RECEIVED FROM: B Browning – Lot 1, E Travena – Lot 4, C Acers & A Hirata – Lot 5, Nomad Worldwide Trading P/L – Lot 6, G Jay – Lot 8, P Chadwick – Lot 11, A Brunelli – Lot 12, R Fairhurst – Lot 13, K Chan – Lot 15, J Deventer & T Filson – Lot 16, S Kontos – Lot 17, N Schubert – Lot 22, R Lamour & B Webster – Lot 24, L Herran – Lot 27, C Davidson – Lot 30, D Thomas – Lot 31, E Le Roux & J Slabbert – Lot 33, Y Liu Lot 36, C Watt – Lot 37, K Fitzgibbon & W Houquet – Lot 38, H Cooper & C Lewis – Lot 39, R Belbin & A Cartwright – Lot 41, S Howell & Y De Torres – Lot 42, A Philpott & E Warner – Lot 43

CHAIRPERSON OF MEETING: E Le Roux

MINUTES

1. **Minutes of General Meeting**
Resolved that the Minutes of the previous General Meeting be confirmed as a true record.
2. **Termination of Services of Managing Agent**
Resolved;
 - 2.1 That the appointment of Strata Edge as the strata managing agent for Strata Scheme 91436 be terminated in accordance with Section 50(3) of the Strata Schemes Management Act 2015 and that the secretary is authorised to give notice of the termination in accordance with the terms of the original appointment.
 - 2.2 That the delegation of functions of the Owners Corporation, its Strata Committee, Chairperson, Secretary and Treasurer to Strata Edge be revoked in accordance with Section 52(5) of the Strata Schemes Management Act 2015, effective on the earliest date permissible by the current, fixed term contract or on an earlier date agreed by mutual consent.
3. **Appointment of Managing Agent**
Resolved;
 - 3.1 That in accordance with Section 49 of the Strata Schemes Management Act, 2015 (“Act”);
 - (a) Jameson Strata Management (“Agent”) be appointed as strata managing agent of Strata Scheme No. 91436.
 - (b) The Owners Corporation delegate to the agent all of the functions (other than those listed in Section 52(2) of the Act) of the Chairperson, Secretary and Treasurer and as per annexure within the Strata Management Agency Agreement;
 - (c) The Owners Corporation execute the written agreement (“Agreement”), a copy of which has been provided to the Strata Committee, to give effect to this appointment and delegation;
 - (d) The delegation is to be subject to the conditions and limitations set out in the Agreement; and
 - (e) Authority is given for the common seal pursuant to section 273 of the Strata Schemes Management Act 2015 to be affixed to the Agreement and for two Strata Committee members to sign the Agreement on behalf of the Owners Corporation.

4. Change of Address for Service of notice

Resolved;

- i) That, pursuant to section 265 of the Strata Schemes Management Act 2015, the Owners Corporation change its address for the services of notices to;

c-/ Jamesons Strata Management
PO BOX 2001
SPIT JUNCTION NSW 2088

- ii) That, the Owners Corporation authorises the Managing Agent to progress any necessary paperwork required to progress part "i)" of this motion, including the affixing of the common seal if/when required.

5. Building defects report - Deed of Settlement

Resolved that the Owner's Corporation adopt by ordinary resolution to approve the Deed of Settlement and Release between the owners strata plan number 91436 and MADE projects Pty limited.

MEETING CLOSURE: There being no further business, the meeting was closed at **6:36pm**.

Post meeting notes: It was agreed, by committee members present at the meeting, that the next strata committee meeting will be held on the 26 April 2022. It was further requested that a representative, from incoming agent, be present at that meeting.

**Independent Auditor's Report
To the Owners of Strata Plan 91436**

Opinion

We have audited the financial report of Strata Plan 91436 (the Plan), which comprises the balance sheet as at 31 August 2022, the revenue and expense statements for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. We have not audited any budget information which may be included in the financial report.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of Strata Plan 91436 as at 31 August 2022 and its financial performance for the year then ended in accordance with the accounting policies described in the notes to the financial report and the financial reporting requirements of Sections 92 and 93 of the Strata Schemes Management Act 2015.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Plan in accordance with the ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (Including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to the notes to the financial report, which describes the basis of accounting. The financial report has been prepared for distribution to the Owners for the purpose of fulfilling the Owners Corporation's financial reporting responsibilities under Sections 92 and 93 of the Strata Schemes Management Act 2015. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Owners Corporation for the Financial Report

The Owners Corporation is responsible for the preparation and fair presentation of the financial report in accordance with the accounting policies described in the notes to the financial report, and has determined that the accounting policies described in the notes to the financial report are appropriate to meet the financial reporting requirements of Sections 92 and 93 of the Strata Schemes Management Act 2015, and are appropriate to meet the needs of the Owners. The Owners Corporation's responsibility also includes such internal control as the Owners Corporation determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Owners Corporation is responsible for assessing the Plan's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Owners Corporation either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Kelly Partners Assurance Services ABN 68 390 743 240

Level 8 / 32 Walker Street, North Sydney NSW 2060

PO Box 1764, North Sydney NSW 2059

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kellypartners.com.au

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Auditor's Responsibilities for the Audit of the Financial Report

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

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Owners Corporation.
- Conclude on the appropriateness of the Owners Corporation's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Owners Corporation regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kelly Partners Assurance Services



Joel Russell CA
Client Director - North Sydney

Dated this 19th day of September 2022





Balance Sheet

As at 31/08/2022

Liability limited by a scheme approved
under Professional Standards Legislation

Owners Strata Plan 91436

17-19 Danks Street, WATERLOO NSW 2017

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/(Deficit)--Admin	(5,008.93)	0.00
Owners Funds at Start of Year--Admin	36,622.62	0.00
	<hr/>	<hr/>
	31,613.69	0.00
Capital Works Fund		
Operating Surplus/(Deficit)--Capital Works	26,229.82	0.00
Owners Funds at Start of Year--Capital Works	245,589.13	0.00
	<hr/>	<hr/>
	271,818.95	0.00
	<hr/>	<hr/>
Net owners' funds	\$303,432.64	\$0.00
	<hr/> <hr/>	<hr/> <hr/>
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	21,376.30	0.00
Receivable--Levy Arrears--Ordinary--Admin	16,276.12	0.00
Receivable--Owners Charges--Admin	150.88	0.00
Sundry Debtors--Admin	813.23	0.00
	<hr/>	<hr/>
	38,616.53	0.00
Capital Works Fund		
Cash at Bank--Capital Works	265,232.16	0.00
Receivable--Levy Arrears--Ordinary--CPT WRKs	9,374.94	0.00
	<hr/>	<hr/>
	274,607.10	0.00
Unallocated Money		
	<hr/>	<hr/>
	0.00	0.00
<i>Total assets</i>	<hr/>	<hr/>
	313,223.63	0.00
	<hr/>	<hr/>
Less liabilities		
Administrative Fund		
Accrued Expenses--Admin	2,776.81	0.00
Creditor--GST--Admin	1,723.29	0.00
Deposits Received--Damage Bond--Admin	2,500.00	0.00
Prepaid Levies--Admin	2.74	0.00
	<hr/>	<hr/>
	7,002.84	0.00
Capital Works Fund		
Creditor--GST--Capital Works	2,786.54	0.00
Prepaid Levies--Capital Works	1.61	0.00
	<hr/>	<hr/>
	2,788.15	0.00
Unallocated Money		

KELLY + PARTNERS
AUDIT

	Current period	Previous year
	0.00	0.00
<i>Total liabilities</i>	9,790.99	0.00
Net assets	\$303,432.64	\$0.00





Statement of Income and Expenditure for the financial year to 31/08/2022

PO Box 2001 Spit Junction NSW 2088
T: (02) 8969 3300
info@jamesons.com.au
www.jamesons.com.au

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Owners Strata Plan 91436

17-19 Danks Street, WATERLOO NSW 2017

Administrative Fund

	Current period 01/09/2021-31/08/2022	Annual budget 01/09/2021-31/08/2022	Previous year 01/09/2020-31/08/2021
Revenue			
Interest on Arrears--Admin	499.41	0.00	0.00
Key Deposits--Refundable	746.39	0.00	0.00
Levies Receivable--Ordinary-- Admin	182,000.81	175,000.00	0.00
Miscellaneous Income--Admin	145.46	0.00	0.00
Status Certificate Fees	436.00	0.00	0.00
Strata Roll Inspection Fees	31.00	0.00	0.00
<i>Total revenue</i>	183,859.07	175,000.00	0.00
Less expenses			
Admin--Agent Disbursements	2,313.38	3,420.00	0.00
Admin--Agent--Management Fees--Additional	5,958.96	1,500.00	0.00
Admin--Agent--Management Fees--Standard	7,770.72	7,036.00	0.00
Admin--Auditors--Audit Services	1,700.00	800.00	0.00
Admin--Bank Charges	5.50	50.00	0.00
Admin--Bank Charges--With GST	28.22	0.00	0.00
Admin--Legal & Debt Collection Fees	(180.00)	10,000.00	0.00
Admin--Levy Contribution--SBMC	47,755.00	53,000.00	0.00
Admin--Meeting Room Expenses	563.64	0.00	0.00
Admin--Status Certificate Fees Paid	436.00	0.00	0.00
Admin--Strata Inspection Fees Paid	31.00	0.00	0.00
Insurance--Building Insurance Premiums	1,739.99	2,000.00	0.00
Maint Bldg--Building--General Repairs	7,189.69	5,000.00	0.00
Maint Bldg--Cleaning	24,451.48	24,000.00	0.00
Maint Bldg--Contractor Compliance	79.20	0.00	0.00
Maint Bldg--Doors & Windows	2,256.59	1,000.00	0.00
Maint Bldg--Electrical--General Repairs	2,122.00	1,500.00	0.00
Maint Bldg--Fire Protection--Contract	6,577.50	5,000.00	0.00
Maint Bldg--Fire Protection--Repairs	2,565.00	1,500.00	0.00
Maint Bldg--Lift--Maintenance Contract	14,382.86	15,000.00	0.00
Maint Bldg--Lift--Telephone/s Contract	742.26	1,000.00	0.00
Maint Bldg--Locks, Keys & Card Keys	2,520.00	500.00	0.00
Maint Bldg--On Site Management Company	20,848.41	19,835.00	0.00
Maint Bldg--Painting & Surface Finishes	625.00	500.00	0.00
Maint Bldg--Pest/Vermin Control	1,000.00	1,000.00	0.00



Administrative Fund

	Current period	Annual budget	Previous year
	01/09/2021-31/08/2022	01/09/2021-31/08/2022	01/09/2020-31/08/2021
Maint Bldg--Plumbing--General Repairs	5,127.00	1,500.00	0.00
Maint Grounds--Lawns & Gardening	5,604.05	5,000.00	0.00
Utility--Electricity Supply	11,990.95	20,000.00	0.00
Utility--Water & Sewerage	12,663.60	15,000.00	0.00
<i>Total expenses</i>	188,868.00	195,141.00	0.00
Surplus/Deficit	(5,008.93)	(20,141.00)	0.00
Opening balance	36,622.62	36,622.62	36,622.62
Closing balance	\$31,613.69	\$16,481.62	\$36,622.62



Capital Works Fund

	Current period 01/09/2021-31/08/2022	Annual budget 01/09/2021-31/08/2022	Previous year 01/09/2020-31/08/2021
Revenue			
Interest on Arrears--Capital Works	89.45	0.00	0.00
Levies Receivable--Ordinary--Capital Works	96,001.72	103,000.00	0.00
<i>Total revenue</i>	96,091.17	103,000.00	0.00
Less expenses			
Admin--Legal Fees	15,599.50	0.00	0.00
Admin--Taxation Services	991.81	0.00	0.00
Maint Bldg--Consultants	7,535.00	0.00	0.00
Maint Bldg--Doors, Screens & Windows	1,742.00	0.00	0.00
Maint Bldg--Electrical	18,424.04	10,000.00	0.00
Maint Bldg--Fire Protection--Maintenance	12,474.00	15,000.00	0.00
Maint Bldg--General Replacement	7,320.00	21,000.00	0.00
Maint Bldg--Lift--Refurbishment/Upgrading	0.00	5,000.00	0.00
Maint Bldg--Painting & Surface Finishes	0.00	15,000.00	0.00
Maint Bldg--Plumbing & Drainage	5,775.00	0.00	0.00
Maint Grounds--Landscaping	0.00	6,000.00	0.00
<i>Total expenses</i>	69,861.35	72,000.00	0.00
Surplus/Deficit	26,229.82	31,000.00	0.00
Opening balance	245,589.13	245,589.13	245,589.13
Closing balance	\$271,818.95	\$276,589.13	\$245,589.13





Levy Positions - Complete for the financial year to 31/08/2022

Owners Strata Plan 91436

17-19 Danks Street, WATERLOO NSW 2017

Administrative Fund

Lot	Unit	Paid to	Standard levies			Special levies			Interest		GST due	
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance		Due
1	G1	31/10/2022	2,695.00	2,695.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245.00
2	G2	31/07/2022	1,905.80	1,904.49	1.31	0.00	0.00	0.00	0.00	0.00	0.00	173.26
3	G3	30/04/2022	1,655.50	0.00	1,655.50	0.00	0.00	0.00	0.00	27.67	0.00	150.50
4	G4	31/10/2022	1,655.50	1,655.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.50
5	G5	31/07/2022	2,521.80	1,260.90	1,260.90	0.00	0.00	0.00	0.00	0.00	0.00	229.26
6	101	31/07/2022	2,290.80	1,145.40	1,145.40	0.00	0.00	0.00	0.00	0.00	0.00	208.26
7	102	31/07/2022	2,387.00	1,193.50	1,193.50	0.00	0.00	0.00	0.00	0.00	0.00	217.00
8	104	31/10/2022	2,926.00	2,926.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.00
9	105	31/10/2022	2,290.80	2,290.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.26
10	106	30/04/2022	1,001.00	467.86	533.14	0.00	0.00	0.00	0.00	0.11	14.95	91.00
11	201	31/07/2022	2,290.80	1,145.40	1,145.40	0.00	0.00	0.00	0.00	0.00	0.00	208.26
12	202	31/10/2022	2,387.00	2,387.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	217.00
13	204	31/10/2022	2,926.00	2,926.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.00
14	205	31/10/2022	2,290.80	2,290.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.26
15	206	31/10/2022	1,001.00	1,001.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.00
16	207	31/10/2022	2,695.00	2,695.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245.00
17	208	31/10/2022	2,656.50	2,656.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241.50
18	209	31/10/2022	1,867.30	1,867.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.76
19	210	31/10/2022	1,886.50	1,886.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171.50
20	211	31/10/2022	2,675.80	2,675.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	243.26
21	212	21/04/2022	2,772.00	(1,699.86)	4,471.86	0.00	0.00	0.00	0.00	27.90	114.18	252.00

Administrative Fund

Lot	Unit	Paid to	Standard levies			Special levies			Interest			
			Due	Paid	Arrears	Advance	Due	Paid	Due	Paid	GST due	
22	301	31/10/2022	2,271.50	2,271.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.50
23	302	30/04/2022	1,713.30	0.00	1,713.30	0.00	0.00	0.00	28.63	0.00	0.00	155.76
24	303	31/10/2022	1,443.80	1,443.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.26
25	304	31/07/2022	1,751.80	875.90	875.90	0.00	0.00	0.00	0.00	0.00	0.00	159.26
26	305	31/10/2022	2,425.50	2,425.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.50
27	306	31/10/2022	1,001.00	1,001.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.00
28	307	31/10/2022	2,791.30	2,791.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	253.76
29	308	31/10/2022	2,656.50	2,656.68	0.00	2.18	0.00	0.00	0.00	0.00	38.94	241.50
30	309	31/10/2022	1,771.00	1,771.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161.00
31	310	31/10/2022	1,771.00	1,771.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161.00
32	311	31/10/2022	2,598.80	2,598.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	236.26
33	312	31/10/2022	2,772.00	2,772.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	252.00
34	401	21/04/2022	2,271.50	(8.41)	2,279.91	0.00	0.00	0.00	38.26	0.00	0.00	206.50
35	402	31/10/2022	1,443.80	1,444.36	0.00	0.56	0.00	0.00	0.00	0.00	0.00	131.26
36	403	31/10/2022	1,443.80	1,443.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.26
37	404	31/10/2022	1,790.30	1,790.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	162.76
38	405	31/10/2022	2,252.30	2,252.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.76
39	406	31/10/2022	1,001.00	1,001.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.00
40	407	31/10/2022	3,734.50	3,734.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	339.50
41	408	31/10/2022	3,272.50	3,272.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	297.50
42	409	31/10/2022	3,388.00	3,388.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	308.00
43	410	31/10/2022	3,907.80	3,907.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355.26
			96,250.90	79,977.52	16,276.12	2.74	0.00	0.00	122.57	168.07	8,750.18	
Due Excl. GST			87,500.72		0.00							



Capital Works Fund

Lot	Unit	Paid to	Standard levies			Special levies			Interest		GST due	
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance		Due
1	G1	31/10/2022	1,586.20	1,586.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.20
2	G2	31/07/2022	1,121.70	1,120.93	0.77	0.00	0.00	0.00	0.00	0.00	0.00	101.98
3	G3	30/04/2022	974.40	0.00	974.40	0.00	0.00	0.00	0.00	16.28	0.00	88.58
4	G4	31/10/2022	974.40	974.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.58
5	G5	31/07/2022	1,484.30	742.15	742.15	0.00	0.00	0.00	0.00	0.00	0.00	134.94
6	101	31/07/2022	1,348.30	674.15	674.15	0.00	0.00	0.00	0.00	0.00	0.00	122.58
7	102	31/07/2022	1,405.00	702.50	702.50	0.00	0.00	0.00	0.00	0.00	0.00	127.72
8	104	31/10/2022	1,722.20	1,722.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.56
9	105	31/10/2022	1,348.30	1,348.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.58
10	106	30/04/2022	589.20	275.39	313.81	0.00	0.00	0.00	0.00	0.07	8.80	53.56
11	201	31/07/2022	1,348.30	674.15	674.15	0.00	0.00	0.00	0.00	0.00	0.00	122.58
12	202	31/10/2022	1,405.00	1,405.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.72
13	204	31/10/2022	1,722.20	1,722.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.56
14	205	31/10/2022	1,348.30	1,348.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.58
15	206	31/10/2022	589.20	589.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.56
16	207	31/10/2022	1,586.20	1,586.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.20
17	208	31/10/2022	1,563.60	1,563.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.14
18	209	31/10/2022	1,099.00	1,099.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.90
19	210	31/10/2022	1,110.40	1,110.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.94
20	211	31/10/2022	1,574.90	1,574.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.18
21	212	21/04/2022	1,631.60	(800.46)	2,432.06	0.00	0.00	0.00	0.00	14.62	57.74	148.32
22	301	31/10/2022	1,337.00	1,337.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.54
23	302	30/04/2022	1,008.40	0.00	1,008.40	0.00	0.00	0.00	0.00	16.85	0.00	91.68
24	303	31/10/2022	849.80	849.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.26
25	304	31/07/2022	1,031.10	515.55	515.55	0.00	0.00	0.00	0.00	0.00	0.00	93.74
26	305	31/10/2022	1,427.60	1,427.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.78
27	306	31/10/2022	589.20	589.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.56
28	307	31/10/2022	1,642.90	1,642.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149.36

Capital Works Fund

Lot	Unit	Paid to	Standard levies			Special levies			Interest		GST due	
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance		Due
29	308	31/10/2022	1,563.60	1,564.88	0.00	1.28	0.00	0.00	0.00	0.00	22.92	142.14
30	309	31/10/2022	1,042.40	1,042.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.76
31	310	31/10/2022	1,042.40	1,042.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.76
32	311	31/10/2022	1,529.60	1,529.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.06
33	312	31/10/2022	1,631.60	1,631.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.32
34	401	30/04/2022	1,337.00	0.00	1,337.00	0.00	0.00	0.00	22.34	0.00	0.00	121.54
35	402	31/10/2022	849.80	850.13	0.00	0.33	0.00	0.00	0.00	0.00	0.00	77.26
36	403	31/10/2022	849.80	849.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.26
37	404	31/10/2022	1,053.70	1,053.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.80
38	405	31/10/2022	1,325.60	1,325.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.50
39	406	31/10/2022	589.20	589.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.56
40	407	31/10/2022	2,198.10	2,198.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199.82
41	408	31/10/2022	1,926.10	1,926.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.10
42	409	31/10/2022	1,994.10	1,994.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.28
43	410	31/10/2022	2,300.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209.10
			56,651.70	47,278.37	9,374.94	1.61	0.00	0.00	70.16	89.46	5,150.14	

Due Excl. GST 51,501.56



**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE
YEAR ENDED 31st AUGUST 2022**

NOTE 1 - ACCOUNTING POLICY

This financial report is prepared for distribution to the Owners for the purpose of fulfilling the Owner's Corporation's financial reporting responsibilities under Sections 92 and 93 of the Strata Schemes Management Act 2015. The Owners Corporation has prepared the financial report on the basis that the plan is a non-reporting entity because there are no users dependent on general purpose financial statements.

The financial report has been prepared in accordance with the significant accounting policies disclosed below, which the Owners Corporation has determined are appropriate to meet the needs of the Owners.

NOTE 2 - ACCOUNTING FOR INCOME AND EXPENSES

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

NOTE 3 - LEVIES IN ARREARS / ADVANCE

The item(s) shown as Levies in Arrears and/or Levies in Advance in the Balance Sheet represent the position of all Levies in arrears or advance at the balance date. Individual balances are as per the attached arrears report.

NOTE 4 - INSURANCE COMMISSION

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

NOTE 5 – INCOME TAX

Assessable income such as interest, dividends and other income derived by the Plan from the investment of funds or derived from other personal property as defined in Taxation Ruling TR 2015/3, is taxable at the current rate of 30%. Assessable income received by the plan in respect of common property is taxable in the hands of individual owners as determined by Taxation Ruling TR 2015/3. Individual owners should seek their own independent taxation advice.





Proposed Budget to apply from 01/09/2022

Liability limited by a scheme approved
under Professional Standards Legislation

Owners Strata Plan 91436

17-19 Danks Street, WATERLOO NSW 2017

Administrative Fund

	Proposed budget	Actual <small>01/09/2021-31/08/2022</small>	Previous budget
Revenue			
Interest on Arrears--Admin	0.00	499.41	0.00
Key Deposits--Refundable	0.00	746.39	0.00
Levies Receivable--Ordinary-- Admin	175,000.00	182,000.81	175,000.00
Miscellaneous Income--Admin	0.00	145.46	0.00
Status Certificate Fees	0.00	436.00	0.00
Strata Roll Inspection Fees	0.00	31.00	0.00
<i>Total revenue</i>	175,000.00	183,859.07	175,000.00
Less expenses			
Admin--Agent Disbursements	2,500.00	2,313.38	3,420.00
Admin--Agent--Management Fees--Additional	5,000.00	5,958.96	1,500.00
Admin--Agent--Management Fees--Standard	8,000.00	7,770.72	7,036.00
Admin--Auditors--Audit Services	1,700.00	1,700.00	800.00
Admin--Bank Charges	0.00	5.50	50.00
Admin--Bank Charges--With GST	50.00	28.22	0.00
Admin--Legal & Debt Collection Fees	0.00	(180.00)	10,000.00
Admin--Levy Contribution--SBMC	53,000.00	47,755.00	53,000.00
Admin--Meeting Room Expenses	600.00	563.64	0.00
Admin--Status Certificate Fees Paid	0.00	436.00	0.00
Admin--Strata Inspection Fees Paid	0.00	31.00	0.00
Insurance--Building Insurance Premiums	2,500.00	1,739.99	2,000.00
Maint Bldg--Building--General Repairs	7,250.00	7,189.69	5,000.00
Maint Bldg--Cleaning	25,000.00	24,451.48	24,000.00
Maint Bldg--Contractor Compliance	80.00	79.20	0.00
Maint Bldg--Doors & Windows	2,500.00	2,256.59	1,000.00
Maint Bldg--Electrical--General Repairs	2,500.00	2,122.00	1,500.00
Maint Bldg--Fire Protection--Contract	7,000.00	6,577.50	5,000.00
Maint Bldg--Fire Protection--Repairs	2,500.00	2,565.00	1,500.00
Maint Bldg--Lift--Maintenance Contract	15,000.00	14,382.86	15,000.00
Maint Bldg--Lift--Telephone/s Contract	1,000.00	742.26	1,000.00
Maint Bldg--Locks, Keys & Card Keys	2,000.00	2,520.00	500.00
Maint Bldg--On Site Management Company	21,000.00	20,848.41	19,835.00
Maint Bldg--Painting & Surface Finishes	1,500.00	625.00	500.00
Maint Bldg--Pest/Vermin Control	1,000.00	1,000.00	1,000.00
Maint Bldg--Plumbing--General Repairs	5,500.00	5,127.00	1,500.00

Administrative Fund

	Proposed budget 01/09/2021-31/08/2022	Actual	Previous budget
Maint Grounds--Lawns & Gardening	9,500.00	5,604.05	5,000.00
Utility--Electricity Supply	12,500.00	11,990.95	20,000.00
Utility--Water & Sewerage	13,500.00	12,663.60	15,000.00
<i>Total expenses</i>	202,680.00	188,868.00	195,141.00
Surplus/Deficit	(27,680.00)	(5,008.93)	(20,141.00)
Opening balance	31,613.69	36,622.62	36,622.62
Closing balance	\$3,933.69	\$31,613.69	\$16,481.62
Total units of entitlement	5000		5000
Levy contribution per unit entitlement	\$38.50		\$38.50
Budgeted standard levy revenue	175,000.00		175,000.00
Add GST	17,500.00		17,500.00
Amount to raise in levies including GST	<u>\$192,500.00</u>		<u>\$192,500.00</u>

Capital Works Fund**Proposed budget** 01/09/2021-31/08/2022**Actual****Previous budget****Revenue**

Interest on Arrears--Capital Works	0.00	89.45	0.00
Levies Receivable--Ordinary--Capital Works	110,000.00	96,001.72	103,000.00
<i>Total revenue</i>	<u>110,000.00</u>	<u>96,091.17</u>	<u>103,000.00</u>

Less expenses

Admin--Legal Fees	5,000.00	15,599.50	0.00
Admin--Taxation Services	1,000.00	991.81	0.00
Maint Bldg--Consultants	20,000.00	7,535.00	0.00
Maint Bldg--Doors, Screens & Windows	0.00	1,742.00	0.00
Maint Bldg--Electrical	5,000.00	18,424.04	10,000.00
Maint Bldg--Fire Protection--Maintenance	15,000.00	12,474.00	15,000.00
Maint Bldg--General Replacement	21,000.00	7,320.00	21,000.00
Maint Bldg--Lift--Refurbishment/Upgrading	5,000.00	0.00	5,000.00
Maint Bldg--Painting & Surface Finishes	15,000.00	0.00	15,000.00
Maint Bldg--Plumbing & Drainage	15,000.00	5,775.00	0.00
Maint Bldg--Structural Rectification	15,000.00	0.00	0.00
Maint Grounds--Landscaping	10,000.00	0.00	6,000.00
<i>Total expenses</i>	<u>127,000.00</u>	<u>69,861.35</u>	<u>72,000.00</u>

Surplus/Deficit(17,000.00) 26,229.82 31,000.00

Opening balance

271,818.95 245,589.13 245,589.13

Closing balance\$254,818.95 \$271,818.95 \$276,589.13

Total units of entitlement 5000 5000

Levy contribution per unit entitlement \$24.20 \$22.66

Budgeted standard levy revenue 110,000.00 103,000.00

Add GST 11,000.00 10,300.00

Amount to raise in levies including GST \$121,000.00 \$113,300.00



Proposed Levy Schedule to apply from 01/09/2022

PO Box 2001 Spit Junction NSW 2088
T: (02) 8969 3300
info@jamesons.com.au
www.jamesons.com.au

Liability limited by a scheme approved
under Professional Standards Legislation

Owners Strata Plan 91436

17-19 Danks Street, WATERLOO NSW 2017

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	G1	140.00	1,347.50	847.00	2,194.50	8,778.00
2	G2	99.00	952.90	598.95	1,551.85	6,207.40
3	G3	86.00	827.75	520.30	1,348.05	5,392.20
4	G4	86.00	827.75	520.30	1,348.05	5,392.20
5	G5	131.00	1,260.90	792.55	2,053.45	8,213.80
6	101	119.00	1,145.40	719.95	1,865.35	7,461.40
7	102	124.00	1,193.50	750.20	1,943.70	7,774.80
8	104	152.00	1,463.00	919.60	2,382.60	9,530.40
9	105	119.00	1,145.40	719.95	1,865.35	7,461.40
10	106	52.00	500.50	314.60	815.10	3,260.40
11	201	119.00	1,145.40	719.95	1,865.35	7,461.40
12	202	124.00	1,193.50	750.20	1,943.70	7,774.80
13	204	152.00	1,463.00	919.60	2,382.60	9,530.40
14	205	119.00	1,145.40	719.95	1,865.35	7,461.40
15	206	52.00	500.50	314.60	815.10	3,260.40
16	207	140.00	1,347.50	847.00	2,194.50	8,778.00
17	208	138.00	1,328.25	834.90	2,163.15	8,652.60
18	209	97.00	933.65	586.85	1,520.50	6,082.00
19	210	98.00	943.25	592.90	1,536.15	6,144.60
20	211	139.00	1,337.90	840.95	2,178.85	8,715.40
21	212	144.00	1,386.00	871.20	2,257.20	9,028.80
22	301	118.00	1,135.75	713.90	1,849.65	7,398.60
23	302	89.00	856.65	538.45	1,395.10	5,580.40
24	303	75.00	721.90	453.75	1,175.65	4,702.60
25	304	91.00	875.90	550.55	1,426.45	5,705.80
26	305	126.00	1,212.75	762.30	1,975.05	7,900.20
27	306	52.00	500.50	314.60	815.10	3,260.40
28	307	145.00	1,395.65	877.25	2,272.90	9,091.60
29	308	138.00	1,328.25	834.90	2,163.15	8,652.60
30	309	92.00	885.50	556.60	1,442.10	5,768.40
31	310	92.00	885.50	556.60	1,442.10	5,768.40
32	311	135.00	1,299.40	816.75	2,116.15	8,464.60
33	312	144.00	1,386.00	871.20	2,257.20	9,028.80
34	401	118.00	1,135.75	713.90	1,849.65	7,398.60
35	402	75.00	721.90	453.75	1,175.65	4,702.60
36	403	75.00	721.90	453.75	1,175.65	4,702.60
37	404	93.00	895.15	562.65	1,457.80	5,831.20

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
38	405	117.00	1,126.15	707.85	1,834.00	7,336.00
39	406	52.00	500.50	314.60	815.10	3,260.40
40	407	194.00	1,867.25	1,173.70	3,040.95	12,163.80
41	408	170.00	1,636.25	1,028.50	2,664.75	10,659.00
42	409	176.00	1,694.00	1,064.80	2,758.80	11,035.20
43	410	203.00	1,953.90	1,228.15	3,182.05	12,728.20
		5,000.00	\$48,125.45	\$30,250.00	\$78,375.45	\$313,501.80

Residential Sinking Fund



**17 Danks Street, Waterloo NSW
The Owners, Strata Plan 91436**

April 2016

File No: 1144.2.2

QS Solutions

Property & Construction Consultants

23 Kirkwood Avenue

Epping NSW 2121

Telephone: 02 9876 4757

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1. Introduction

Under instructions from Metro Asset Management, QS Solutions have prepared an independent sinking fund analysis for strata plan 91436 at 17 Danks Street, Waterloo NSW. The purpose of the assessment is to assist the owners corporations plan for the future by identifying when sinking fund expenses may be required for specific building assets. The assessment will help the owners corporation plan for the timely reinstatement of the building's assets as they near the end of their effective life. As such the assessment is used as a basis to calculate reasonable sinking fund contributions so the building retains its desired quality while reducing the need for special capital works levies.

2. Building Description

The property is 38m wide by 57m deep and contains a 4 storey, 43 lot residential strata building with ground level and two levels of basement car parking. A commercial lot is located at the front of the property. This proposal is for the residential strata only and excludes the commercial component of the building and shared facilities as detailed in the strata management statement.

The residential strata contains lower level car parking with plant rooms and store rooms, a ground level with common entry lobby and two four storey towers with residential lots. The building has two passenger lifts, garbage chutes, access and security equipment, car park ventilation and centralised fire services.

The building has a face brick façade with painted balconies and trims. The front building has a metal roof and the back building has a reinforced concrete roof.

The owners should review the shared facilities sinking fund before relying on this report.

3. Valuation Methodology

Section 75(2) of the Strata Schemes Management Act requires an owners corporation to estimate the funds it should set aside each year for anticipated sinking fund expenditure. This good property management recognises that all lot owners contribute to a buildings wear and tear and that they should contribute to the costs of reinstating the wear and tear.

This independent and unbiased sinking fund assessment is prepared to assist owners in estimating the funds they should set aside each year for the building's anticipated capital expenditure.

The timely reinstatement of these assets, as they near the end of their effective life, is used as a basis to calculate reasonable annual contributions so the property retains its desired quality while reducing the need for significant one off contributions.

3.1 Benefits of future planning

This sinking fund includes assets anticipated to require capital expenditure within the next 10 years. This future planning:

- Spreads the cost of capital reinstatement over a number of years;
- Reduces the financial pressure of large special levies;
- Improves a strata's cash flow provision;
- Improves a strata's ability to react to sudden or emergency events;
- Improves the capital value of each lot;
- Maintains the buildings desired appearance and performance;
- Can assist in reducing owner contributions if invested sinking fund interest contributes towards sinking fund levies, and

3.2 Included assets

The included sinking fund assets are understood to be the responsibility of the owners corporation which can not be economically repaired or maintained without reinstatement. The sinking fund excludes regular administration, repairs and maintenance costs.

QS Solutions has reviewed the strata plan and is not aware of any by-laws or other agreements which alter the extent of assets for which the owners corporation is responsible.

3.3 Reinstatement years

While an asset's life can be extended indefinitely with unlimited expenditure on repairs and maintenance it is assumed that the asset's effective lives end when it is no longer economic to maintain them.

The reinstatement year is the number of years until the asset is anticipated to reach the end of its effective life for its intended purpose and will be wholly or substantially reinstated. These life expectancies are based on our site inspection and the following factors:

- Its age, current condition and insured duration;
- Historical performance of the asset and similar assets in comparable buildings;
- Local conditions and its ability to carry out its intended function;
- The owners corporations required standards.

3.4 Reinstatement costs

Reinstatement costs are the estimated costs to restore assets back to their original standard.

The costs:

- Assume the work will be carried out by qualified and independent tradespeople;
- Are at the date noted in the report;
- Consider the availability of replacement parts;
- May allow for partial restoration or total replacement;
- Exclude GST which is included at the bottom of the analysis after summing the annual cost of all assets. Owners should consider their requirements for collecting and paying GST when reviewing the sinking fund.

3.5 Inflation rate

The estimated building inflation rate is anticipated over the life of the sinking fund. Variances in inflation can significantly impact a sinking funds cash position and it is recommended the sinking fund be periodically updated to address inflation discrepancies.

4. Reviewing & Refining

Variations to this sinking fund are likely due to future unforeseen events and the owners corporation should periodically review and refine the sinking fund to ensure reasonable funds are available for future expenditure.

4.1 Why review

The sinking fund assessment is an estimate based upon all available information and the predicted impact of reasonably foreseeable events at the date of the report. It uses a number of assumptions in an attempt to provide an indication of the required annual sinking fund contributions. Reinstatement assets, durations, costs and inflation rates are intended as a guide for the purpose of contributing a reasonable annual allowance to the sinking fund. As an integral property management tool, sinking funds should be regularly refined as the building ages to ensure quality expectations can be met and anticipated expenses included.

4.2 Refining

Owners can improve the accuracy of anticipated sinking fund contribution and expenditure obligations by:

- Regularly reviewing the building's condition and excluding any redundant future expenses and budgeting for previously unforeseen expenses;
- Ensuring that all included assets are the responsibility of the owners corporation;
- Considering the consequences of allowing assets to deteriorate past their effective life when estimating reinstatement dates;
- Ensuring reasonable reinstatement costs for the anticipated scope of work;
- Including a reasonable contingency allowance and inflation rate;
- Allowing for possible expenses due to changes in legislation or other items identified in the general exclusions section of this report;
- Obtaining expert independent advice from maintenance contractors or specialist consultants if unsure about a particular item;
- Focusing on assets with high annual maintenance and sinking fund contribution costs.

Any adjustment to the sinking fund will require the report to be recalculated by QS Solutions.

5. Information for Substantiation

This report is based on our understanding of the sinking fund principles as outlined in the Strata Schemes Management Act 1996.

5.1 Site inspection

The property was visited on 8 April 2016 and an inspection of the common property completed. Common property assets were identified and inspected where possible. The life expectancy and reinstatement cost of these assets was assessed and the annual contributions and expenditure calculated based on an appropriate inflation rate.

When unable to examine an asset we have assumed it's condition and method of construction bearing in mind the age and character of the property.

5.2 General inclusions and exclusions

Unless specifically noted the sinking fund makes no allowance for expenditure resulting directly or indirectly from:

- Unforeseeable events;
- Changes to the use of the building;
- Building defects, water damage, termites or pests;
- Insurance work;
- Work to comply with government legislation, building codes, Occupational Health and Safety or Australian Standards.

Commercial and technological obsolescence is considered when determining the effective life of an asset. Obsolescence can be difficult to predict as asset parts may no longer be available or more cost effective alternative may becomes available.

5.3 Specific exclusions

Assets anticipated to not require sinking fund expenditure within the next 10 years include:

- Air-conditioning and lot ventilation fans as understood to be maintained by lot owners.
- Waterproofing to bathrooms and laundries within lots.
- Water treatment plant pump and domestic water booster pump (as none seen during inspection)
- Garbage chutes as no sinking fund expenditure anticipated.
- Fire dampers
- Motors to lot car space doors.
- Light fittings.
- Upgrading the building to comply with occupational health and safety requirements or current fire safety requirements.

5.4 Specific inclusions

Assets anticipated to require sinking fund expenditure within the next 10 years include:

- Hot water, garbage & water treatment room exhaust fans as understood to not be a shared facility and the residential strata's responsibility.
- Overhauling balcony floors and railings.
- Overhaul light well & corridor safety netting

6. Sinking Fund Analysis

The following contribution and expenditure table analysis provide a list of sinking fund assets and their reinstatement dates and costs within 10 years. The list is an estimate based on information available at the time of the report and should be regularly reviewed and updated.

The contribution table assesses the funds to be collected while the expenditure table shows the cost to carry out the work. The tables refer to financial years and the asterisk (*) indicates the year in which each asset will be reinstated.

6.1 Asset Contributions

The contributions table analysis overleaf calculates the annual funds to be set aside for each asset. This highlights the impact each asset has on sinking fund and ensures sufficient fund area available to reinstate each asset when required.

The sum of the sinking fund accumulation row is recalculated in the Sinking fund levies row to provide annual sinking fund levies after deducting the existing sinking fund balance.

SP91436, 17 Danks Street, Waterloo NSW Westpoint Assets as at April 2016		Reinstatement years		Reinstatement Cost (2016)	Sinking fund contribution * Year of reinstatement										4% Building Inflation Rate				
		First	Subsequent		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026					
1	Floor Finishes																		
2	Overhaul tiled flooring	5	6	4,000	899	934	972	1,011	1,051	928	965	1,004	1,044	1,086					
3	Garage room paving paint	1	3	2,000	2,080	750	780	811	843	877	912	948	986	1,026					
4	Star paving paint	6	7	9,000	1,717	1,786	1,857	1,931	2,008	2,089	1,897	1,973	2,052	2,134					
5	Painting																		
6	Garage room walls	6	7	4,000	763	794	825	858	893	928	843	877	912	949					
7	Corridor incl doors and light walls	8	9	39,000	3,793	6,024	6,265	6,516	6,777	7,048	7,329	7,625	7,928	8,236					
8	Car park columns & doors	8	9	11,000	1,634	1,699	1,767	1,838	1,911	1,988	2,067	2,150	2,235	2,321					
9	Car park line marking	8	9	3,000	446	463	482	501	521	542	564	586	609	634					
10	Car park lobbies & car wash bar	6	7	2,500	477	496	516	536	558	580	604	628	653	679					
11	Balconies & external stairs	9	10	36,000	4,842	5,035	5,237	5,446	5,664	5,891	6,126	6,371	6,626	6,891					
12	Planters and retaining walls	4	5	9,000	2,479	2,579	2,682	2,789	2,899	2,460	2,558	2,660	2,767	2,877					
13	Windows And Doors Overhaul																		
14	Garage room motor	4	5	1,000	275	287	298	310	323	273	284	296	307	320					
15	Garage room door	7	8	2,000	333	347	360	375	390	405	422	439	457	475					
16	Common doors	2	3	2,000	1,060	1,103	780	811	843	877	912	948	986	1,026					
17	Window and balcony doors	8	9	9,000	1,387	1,390	1,446	1,504	1,564	1,626	1,691	1,759	1,827	1,897					
18	Car space enclosure doors overhaul	10	11	1,000	123	128	133	139	144	150	156	162	169	175					
19	External Structure Overhaul																		
20	Concrete roof membrane	7	8	11,000	1,833	1,906	1,982	2,062	2,144	2,230	2,319	2,410	2,506	2,605					
21	Metal roof flashings, penetrations, finings and gutters	9	10	10,000	1,345	1,399	1,455	1,513	1,573	1,636	1,702	1,770	1,841	1,915					
22	Balcony floor tiles and waterproofing	6	7	9,000	1,717	1,786	1,857	1,931	2,008	2,089	1,897	1,973	2,052	2,134					
23	Overhaul light well & corridor safety net	6	7	9,000	1,717	1,786	1,857	1,931	2,008	2,089	1,897	1,973	2,052	2,134					
Brought Forward					30,869	30,690	31,550	32,812	33,530	34,706	35,071	36,164	36,420	37,143					

SP91436, 17 Danks Street, Waterloo NSW Westpoint Assets as at April 2016	Reinstatement year		Sinking fund contribution * Year of reinstatement													4% Building Inflation Rate				
	First	Subsequent	2016-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030			
Carried Forward				30,869	30,690	31,530	32,812	34,530	34,706	35,071	36,164	37,143								
23 Mechanical																				
24 Garbage room exhaust fans (1 of 3)	3	4	1,000	360	375	390	310	322	335	349	363	377	392							
25 Hot water & water treatment room fans (1 of 2)	4	5	1,000	275	287	298	310	263	273	284	296	307	320							
26 Electrical																				
27 Television antennas and boosters & filters	8	9	2,000	297	309	321	334	348	361	376	391	408	433							
28 Minor electrical works	4	5	2,000	531	573	596	620	526	547	568	591	615	639							
29 Passenger Lifts																				
30 Flooring	4	5	2,000	531	573	596	620	526	547	568	591	615	639							
31 Fences including doors & buttons	10	11	120,000	14,795	15,387	16,002	16,642	17,308	18,000	18,720	19,469	20,248	21,058							
32 Motors and controls	10	11	130,000	16,028	16,669	17,336	18,029	18,750	19,500	20,280	21,092	21,935	22,813							
33 Hydraulics																				
34 Instant hot water boilers (1 of 3)	4	5	2,000	531	573	596	620	526	547	568	591	615	639							
35 Hot water storage tank	6	7	3,000	572	595	619	644	669	696	723	751	780	810							
36 Hot water circulating pumps	3	4	1,500	541	562	585	608	632	658	684	711	739	768							
37 Minor works to water supply & drainage pipes	2	3	3,000	1,591	1,654	1,719	1,786	1,855	1,925	1,996	2,068	2,141	2,215							
38 External Works																				
39 Overhaul landscaping including irrigation	4	5	4,000	1,102	1,146	1,192	1,240	1,291	1,343	1,396	1,451	1,507	1,564							
40 Contingency / Minor Items 5%				3,404	3,470	3,562	3,693	3,778	3,921	4,022	4,188	4,273	4,407							
41 Sinking fund accumulation (excluding GST)				71,487	72,862	74,812	77,554	79,344	82,345	84,468	87,521	89,732	92,551							
42 Sinking fund accumulation (including GST)				78,636	80,148	82,293	85,309	87,279	90,579	92,914	96,274	98,705	101,806							
SP91436, 17 Danks Street, Waterloo NSW			Opening Bal																	
Sinking fund levies at 4% increase PA ** (including GST)			5,000	74,041	77,003	80,083	83,286	86,617	90,082	93,685	97,433	101,330	105,383							

** The sum of row 42 smoothed after deducting the opening balance

6.2 Asset Expenditure

The expenditure analysis shows when funds will be withdrawn from the sinking fund. The expenditure costs are at the date of reinstatement and include for inflation.

Reinstatement years		Reinstatement Cost (2016)	Sinking fund expenditure										4% Building Inflation Rate
			2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
First	Subsequent	Year of reinstatement	* Year of reinstatement										
			2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
SP91436, 17 Danks Street, Waterloo NSW													
Westpoint Assets as at April 2016													
1													
2	5	6	4,000				4,667 *						
3	1	3	2,000	2,080 *		2,340 *				2,632 *		2,960 *	
4	6	7	9,000				11,388 *						
5 Painting													
6	6	7	4,000				5,061 *						
7	8	9	39,000							53,374 *			
8	8	9	11,000							13,054 *			
9	8	9	3,000							4,106 *			
10	6	7	2,500				3,163 *						
11	9	10	36,900									51,239 *	
12	4	5	9,000			10,529 *						12,810 *	
13 Windows And Doors Overhaul													
14	4	5	1,000			1,170 *						1,423 *	
15	7	8	2,000							2,632 *			
16	2	3	2,000	2,163 *			2,433 *				2,737 *		
17	8	9	9,000							12,317 *		1,480 *	
18	10	11	1,000										
19 External Structure Overhaul													
20	7	8	11,000							14,475 *			
21	9	10	10,000									14,233 *	
22	6	7	9,000				11,388 *						
23	6	7	9,000				11,388 *						
Brought Forward				2,080	2,163	0	14,058	7,300	42,388	19,739	\$7,388	79,705	4,441

SP91436, 17 Danks Street, Waterloo NSW Westpoint Assets as at April 2016	Reinstatement years		Reinstatement Cost (2016)	Sinking fund expenditure											* Year of reinstatement					4% Building Inflation Rate				
	First	Subsequent		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Carried Forward				2,080	2,163	0	14,038	7,300	42,888	19,739	87,588	79,705	4,441											
23 Mechanical																								
24 Garbage room exhaust fans (1 of 3)	3	4	1,000			1,125												1,316						
25 Hot water & water treatment room fans (1 of 2)	4	5	1,000				1,170														1,423			
26 Electrical																								
27 Television antennas and boosters & filters	8	9	2,000																		2,737			
28 Minor electrical works	4	5	2,000				2,340															2,847		
29 Passenger Lifts																								
30 Flooring	4	5	2,000				2,340															2,847		
31 Finishes including doors & bottoms	10	11	120,000																			177,629		
32 Motors and controls	10	11	130,000																			192,432		
33 Hydraulics																								
34 Instant hot water boilers (1 of 3)	4	5	2,000				2,340															2,847		
35 Hot water storage tank	6	7	3,000																		3,786			
36 Hot water circulating pumps	3	4	1,500			1,687																1,974		
37 Minor works to water supply & drainage pipes	2	3	3,000			3,245																4,106		
38 External Works																								
39 Overhaul landscaping including irrigation	4	5	4,000				4,679															5,695		
40 Contingency / Minor Items 5%																								
41 Sinking fund expenditure (excluding GST)				3,404	3,470	3,562	3,693	3,778	3,921	4,022	4,168	4,273	4,407											
42 Sinking fund expenditure (including GST)				5,484	8,878	6,375	30,600	14,728	50,105	27,051	98,599	99,635	378,909											
				6,033	9,765	7,012	33,660	16,201	55,116	29,756	108,459	109,598	416,800											

6.3 Summary

The following recommended levies and expenditure columns are from the asset contribution and expenditure tables.

The summary does not consider assets individually which could result in insufficient levies being raised if unexpected sinking fund expenditure occurs.

The summary should only be relied upon once the contribution and expenditure analysis have been reviewed and fully understood.

SP91436, 17 Danks Street, Waterloo NSW				
Annual sinking fund cashflow including GST				
Financial Year	Opening balance	Levies at 4% increase PA	Anticipated Expenditure	Closing balance
2016-2017	5,000	74,041	6,033	73,008
2017-2018	73,008	77,003	9,765	140,246
2018-2019	140,246	80,083	7,012	213,316
2019-2020	213,316	83,286	33,660	262,942
2020-2021	262,942	86,617	16,201	333,359
2021-2022	333,359	90,082	55,116	368,325
2022-2023	368,325	93,685	29,756	432,254
2023-2024	432,254	97,433	108,459	421,228
2024-2025	421,228	101,330	109,598	412,960
2025-2026	412,960	105,383	416,800	101,543

7. Disclaimer

This sinking fund assessment has been prepared for the sole purpose of calculating the estimated annual sinking fund contributions to allow for anticipated sinking fund expenditure. It should not be used for any other purpose.

The contents of this assessment are confidential to the instructing party and essential parties dealing with the strata's sinking fund and are not to be distributed to anyone else without the agreement of QS Solutions, which agreement will not be unreasonably withheld. QS Solutions does not accept any contractual, tortious or other form of liability for any consequences, loss or damage that may arise as a result of any other person acting upon or using this assessment.

It is intended that this assessment will be read in full and no responsibility is accepted for later extractions, amendments, interpretations or distribution of parts of the contents of this assessment to any party.



**MINUTES OF A STRATA COMMITTEE MEETING FOR:
THE OWNERS - STRATA PLAN 91436 HELD BY VIDEO/TELECONFERENCE**

ADDRESS OF THE STRATA SCHEME: 17-19 Danks Street, WATERLOO NSW 2017

DATE, PLACE & TIME OF MEETING: A meeting of the Strata Committee of the Owners - Strata Plan 91436 was held on 14/09/22 via video/teleconference, commencing at 06:00 PM

PRESENT:

Robert Belbin - Lot 41 (Unit 408)
Billie Browning - Lot 1 (Unit G01)
Jannie Van Deventer - Lot 16 (Unit 207)
Collette Cooper - Lot 39 (Unit 406)

APOLOGIES: Nil.

IN ATTENDANCE: Koray Dervis on behalf of Jamesons Strata. Management
Nick Warren on behalf of IB Property
C Jeffries - Lot 40 (Unit 407)
W Houguet & K Fitzgibbon - Lot 38 (U405)
B Webster - Lot 24 (Unit 303)

CHAIRPERSON: Koray Dervis acted as Chairperson of the meeting.

MOTIONS:

- 1 Appointment of Acting Members**
RESOLVED To receive and consent to the appointment of acting members pursuant to Section 34 of the Strata Schemes Management Act, 2015.
- 2 Minutes of Previous Committee Meeting**
RESOLVED To confirm the Minutes of the previous Strata Committee Meeting as a true record of that meeting.
- 3 Business Arising from Minutes of Previous Committee Meeting**
RESOLVED To consider any business arising from the Minutes of the previous Strata Committee Meeting and as determined by the Committee.

Meeting Notes: No matters were raised.
- 4 Financial Statement**
RESOLVED To receive and adopt the interim Financial Statement as tabled at this Meeting.

4.1 Cash at Bank Balances 31st August 2022

RESOLVED That the Strata Committee receive the current cash at bank balances.

This Meeting 31 st August 2022	Last Meeting 12 July 2022
Admin \$20,584.49	Admin \$16,893.13
Capital \$266,023.97	Capital \$249,794.58
Total \$286,608.46	Total \$266,687.71

4.2 Aged Arrears

RESOLVED That the Strata Committee consider any aged arrears.

This Meeting 31 st August 2022 Last Meeting 12 July 2022	
Total Arrears \$25,997.20	Total Arrears \$14,144.51
30+ days \$16,408.63	30+ days \$0.00
60+ days \$0.00	60+ days \$14,144.51

90+ days \$0.00	90+ days \$0.00
120+ days \$9,261.31	120+ days \$0.00

Lot 21 Removal of Debt Recovery & Interest

It was noted that the committee approved the removal of all interest and debt recovery charges applied to Lot 21's levy account out of good faith. This includes \$33.00 in debt recovery and \$171.92 of interest.

4.3 Proposed Budget 2022-23 Financial Year

"**THE MOTION** That the Strata Committee discuss the proposed annual budget and confirm approval to endorse on the Annual General Meeting agenda. **WAS DEFERRED**"

Meeting Notes: The treasurer and strata manager will further review and amend the proposed annual budget to reflect the items in which are to be considered within this agenda, including some amendments required and carry over items from the previous annual budget that had not been completed. An amended budget will be prepared and proposed to the Strata Committee ahead of the Annual General Meeting agenda being issued to all owners.

5 Property & Administrative Matters

RESOLVED That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

5.1 MADE - Building Defect Works Update

RESOLVED That the Strata Committee receive an update on the building defect rectification works.

- (a) Status of works / timeline for completion.
- (b) Partridge Remedial reports.

Meeting Notes:

The Managing Agent noted the request received from Darren - MADE Property seeking an extension of time 7-10 business days to complete items 66, 68, 98, N8 and N15.

The Strata Committee approved the time extension pending confirmation from MADE that they provide a schedule of works for the remainder of works.

The Managing Agent will call Darren and ask him to provide a realistic timeframe for works to be completed and then send an email to Darren, Andrew and Sadi of MADE Property putting them on notice that the works must be completed and photos of the works must be provided to Jacob of Partridge Remedial and to confirm that no sign off on the works would be provided until photos have been provided and reviewed by the owners corporations consultant.

The Managing Agent will provide an update to the Strata Committee once the discussion with MADE has taken place.

5.2 Gardening Quotations

That the Strata Committee **RESOLVED** to accept the quotation provided by Ageless Gardens for garden / landscaping services.

- (a) Karako Cleaning Services - \$4,180.00 Inc. GST / per quarter
- (b) Ageless Gardens - \$9,009.00 Inc. GST / per annum**
- (c) Madden Landscapes - \$7,128.00 Inc. GST / per annum
- (d) Timeless Commercial Clean - \$2,002.75 Inc. GST/ per annum

Meeting Notes: The Managing Agent will issue the work order to Ageless Gardens with a note that Robert Belbin will be the site contact for this work.

5.3 Painting / Woodwork Maintenance Discussion

RESOLVED That the Strata Committee receives an update on the painting / woodwork maintenance.

The Strata Committee **resolved** to accept the quotation number 298 from DMS for \$14,080.00 Inc. GST to complete the painting and woodwork maintenance. It was noted that the painting would be completed once the woodwork maintenance works have been completed. It was noted that Bryan Webster would be the site contact for DMS.

5.4 Back Wall Demolition - Enviro Pacific

RESOLVED That the Strata Committee receives an update on the Enviro Pacific works.

Meeting Notes:

The below update was provided by Enviro Pacific.

Demolition of the wall in question will be towards the back end of 2023. Demolition will be relatively quick

(removed within a week) and at least a months' notice will be provided.

Unfortunately the wall cannot be retained and has to be removed.

As discussed on Site, the current plan is to;

- *Cut vines at top of concrete block wall to separate from our clients property*
- *Timber fencing atop concrete block wall for privacy*
- *Gal steel posts (fixed to existing core filled block wall) installation to support fence and wires*
- *Wires between posts on side of timber fencing to support re-growth of vines*
- *Height of fencing, posts, wire to approx. 2.5m from top of concrete wall*

My Client will engage with a landscape architect to provide a drat design. Given the timeline we have to work with before demolition commences, we will have time to refine the solution to ensure a satisfactory outcome for all parties.

5.5 Carwash Bay Drainage Works

That the Strata Committee **RESOLVED** to accept the fee proposal from 24 Seven Emergency Plumbing to proceed with the Carwash Bay Drainage Works.

(a) DMS Quotation - \$2,530.00 Inc. GST

(b) 24 Seven Emergency Plumbing - \$9,510.60 Inc. GST

Meeting Notes: The strata committee discussed the requirement to proceed with this work. The committee approved to accept the quotation from 24 Seven Emergency Plumbing and noted that Robert Belbin and Nick Warren would work with the plumber on organisation of this work.

5.6 BMC and Strata Manager Options Update - Robert Belbin

RESOLVED That the Strata Committee receives an update from the residential BMC Member.

Meeting Notes: The BMC Manager provided an update confirming that the BMC investigated the current agency agreement with Metro Asset Management which has been determined to expire in September 2022.

The BMC held a meeting to terminate the current agreement and appoint Jamesons Strata Management at the BMC level. Robert confirmed he will contact Metro Asset Management and issue a copy of the minutes after this phone call.

The BMC approved the Fire Defect Quotation provided by Global Fire.

Another BMC meeting to be held via paper vote is being scheduled for next week to accept the site visit report by Partridge on Orange Theory, accept the financial statements, accept the Mr Fix It Quotation for the Hob in the BMC area.

5.7 Any other outstanding works update from Facilities Manager - Nick Warren

RESOLVED That the Strata Committee receives an update from the Facilities Manager.

Meeting Notes:

The Strata Committee resolved to accept the quotation from Global Fire to rectify the fire safety defects and submission of the annual fire safety statement. Nick will organise the work order to Global Fire.

The Building Manager addressed the water penetration issues entering the basement and the approximate costing to install the hob throughout the basement being \$20,000.00. This matter will be addressed at the annual general meeting.

Unit 401 - Plumbing issue. The building manager raised the matter in which had been raised. The Committee instructed the building manager and strata manager to write back to the agent and confirm that the issue is a lot owners responsibility due to this issue not being raised earlier. It was noted that this is mentioned in the strata management statement and owners have a responsibility to notify of any defects or issues present.

The Managing Agent will contact the City of Sydney Council to have them attend to servicing of their drainage system and pits to ensure that when the next heavy downpour occurs there is no water entry into the building.

6 General Business

RESOLVED That the Strata Committee discuss any other general business.

7 Next Meeting

RESOLVED To set the date, time and place of the next Strata Committee Meeting.

Important Note: Annual General Meeting - 11th October 2022, 6:00PM at the Adina Hotel - Surry Hills.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 07:30 PM.

CHAIRPERSON

Date of these minutes: 20 September 2022

Liability limited by a scheme approved under Professional Standards Legislation.

PROXY APPOINTMENT FORM - STRATA SCHEMES MANAGEMENT ACT 2015

Date: / /

I/We, ,

the owners of lot in Strata Plan No

Appoint , of

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

I/We appoint , of

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

if already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect

* 1 meeting / * meetings / * 1 month / * months / * 12 months or 2 consecutive

*Tick or tick and complete whichever applies

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive Annual General Meetings, whichever is the greater.)

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

* 2. This form authorises the proxy to vote on my/our behalf on the following matters only:

(Specify the matters and any limitations on the manner in which you want the proxy to vote.)

*Delete paragraph 1 or 2, whichever does not apply.

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

* Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1 below.

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

Signature of owner/s

- If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows: (a) if the strata scheme has 20 lots or less, one, (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
- A physical person must be named on the proxy form. Do not nominate the Chairperson, Strata Manager or Jamesons as your proxy for the meeting. It is advisable that you nominate another person that can/is attending the meeting.
- This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme – 100 lots or more) or at or before the first meeting in relation to which it is to operate (in any other case).
- This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
- This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
- A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it: (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

STRATA COMMITTEE NOMINATION FORM

In accordance with the provisions of Schedule 1, Part 2, Cl. 5 (1) of the Strata Schemes Management Act 2015 a Notice of an Annual General Meeting is to include a call for nominations for members of the Strata Committee at least seven (7) days before the Annual General Meeting of the Owners Corporation.

Strata plan:

1. COMPLETE FOR SELF NOMINATION OR NOMINATING ANOTHER PERSON

Name of lot owner making nomination:

Owner of lot: or unit

Date:

Signature of Owner

*Tick or tick and complete whichever applies

2. IF NOMINATING ANOTHER PERSON - CONSENT OF NOMINEE

Strata plan:

Name of nominee for election to the strata committee:

Address of nominee: (email or postal)

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

Date:

Signature of Nominee

NB: Nominations received prior to the issuing of the Notice of the Annual General Meeting will be included in the Notice of that meeting at which the election is to take place.