

SydneyStrataReport

property strata inspections

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STRATA REPORT

Client	Oxford Agency
Address of property	Unit 21/41 St Marks Road, Randwick, NSW.
Lot	21
Strata Plan	SP 3988
Name of Strata Management Co.	C. F. Strata Management
Telephone Number of Strata Agent	9313 6255
Report Date	19 September 2023

General Information

Owner's Name	Michael James Delpin
Unit Entitlement.	22
Total Unit Entitlement.	1017

Levy Contributions

Administration Fund contribution.	\$375.86
Capital Works Fund contribution.	\$189.28
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$206.87
Sinking Fund Balance.	\$262.124.42

Insurances

Building Insurance	Yes
Sum Insured	\$14,650,000.00
Insurance Company	CHU
Due Date	27 May 2024
Fire Safety Report Issuing Body	N/A
Certificate Date.	N/A
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 5 February 2019	Administration Fund set at \$69,000.00 p.a. Capital Works Fund set at \$30,000.00 p.a.
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	<p>Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Annual General Meeting 2020</p>	<p>Not held due to COVID.</p>
<p>Annual General Meeting 2021</p> <p>Extraordinary General Meeting 14 December 2021</p>	<p>Not held due to COVID.</p> <p>Window replacement at a total cost of \$1,086,230.00 was undertaken, Special levy of \$656,000.00 raised to help pay for the works, due 31 May 2022 RHM building consultants to assist in supervision of the works. Meeting closed.</p>
<p>Annual General Meeting 7 December 2022</p>	<p>Administration Fund set at \$69,500.00 p.a. Capital Works Fund set at \$35,000.00 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Meeting closed.</p>
<p>Strata Committee Meeting 26 February 2023</p>	<p>Other general repairs and painting works are 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.</p>



C.F. STRATA MANAGEMENT

Owner Ledger

Start Date: 01/09/2021
 End Date: 30/09/2025
 Owners: One only

Professional Boutique Strata Managers
 SUITES 205 & 206, 30-40 MANUELLETT PARKWAY
 8122/205/206/40/30/30
 PH: 02 9513 8200 FAX: 02 9513 8800
 www.cfstrata.com.au

Liability Limited by a scheme approved under Professional Standards Legislation

The Owners of Corporation SP 3998 14 St Marks Road, RANDWICK NSW 2031
 Lot 21 Unit 21 Michael Dolpin UE / AE: 22.00 / 1,017.00

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	01/10/2021	Quarterly	Quarterly Admin/Capital Works Levy: October-Decemb	375.86	375.86	162.24	162.24	0.00	0.00%	Standard	Normal	None
2	01/01/2022	Quarterly	Quarterly Admin/Capital Works Levy: Jan-Mar'22	375.86	375.86	162.24	162.24	0.00	0.00%	Standard	Normal	None
3	01/04/2022	Quarterly	Quarterly Admin/Capital Works Levy: Apr-Jun'22	375.86	375.86	162.24	162.24	0.00	0.00%	Standard	Normal	None
4	31/05/2022	Once-off	SPECIAL LEVY To Fund Common Property Repair Works	0.00	0.00	14,190.76	14,190.76	0.00	0.00%	Special	Normal	None
5	01/07/2022	Quarterly	Quarterly Admin/Capital Works Levy: Jul-Sep'22	375.86	375.86	162.24	162.24	0.00	0.00%	Standard	Normal	None
6	01/10/2022	Quarterly	Quarterly Admin/Capital Works Levy: Oct-Dec'22	375.86	375.86	162.24	162.24	0.00	0.00%	Standard	Normal	None
7	01/01/2023	Quarterly	Quarterly Admin/Capital Works Levy: Jan-Mar'23	375.86	375.86	162.24	162.24	0.00	0.00%	Standard	Normal	None
8	01/04/2023	Quarterly	Quarterly Admin/Capital Works Levy: Apr-Jun'23	375.86	375.86	162.24	162.24	0.00	0.00%	Standard	Normal	None
9	01/07/2023	Quarterly	Quarterly Admin/Capital Works Levy: Jul-Sep'23	375.86	375.86	162.24	162.24	0.00	0.00%	Standard	Normal	None
10	01/10/2023	Quarterly	Quarterly Admin/Capital Works Levy: Oct-Dec'23	375.86	0.00	162.24	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				



C.F. STRATA MANAGEMENT

**Statement of Financial Position
As at 19/09/2023**

Professional Boutique Strata Managers
 SUITES 305 & 305, 30 - 40 HAYCOURT PARADE
 SYDNEY NSW 2018
 PH: (02) 9312 6235 FAX: (02) 9312 9609
 www.cfstrata.com.au

Liability Limited by a scheme
 approved under
 Professionals Standards Legislation

The Owners of Corporation SP 3998

14 St Marks Road, RANDWICK NSW 2031

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(34,418.84)
Owners Equity--Admin	34,625.71
	<u>206.87</u>
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	(752,664.53)
Owners Equity--Capital Works	1,004,788.95
	<u>252,124.42</u>
Net owners' funds	<u>\$252,331.29</u>
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	40.76
Receivable--Levies--Admin	3,109.70
	<u>3,150.46</u>
Capital Works Fund	
Cash at Bank--Capital Works	249,858.05
Receivable--Levies--Capital Works	1,507.03
Receivable--Levies (Special)--Capital Works	2,241.72
	<u>253,606.80</u>
Unallocated Money	
Cash at Bank--Unallocated	4,581.06
	<u>4,581.06</u>
Total assets	<u>261,338.32</u>
Less liabilities	
Administrative Fund	
Prepaid Levies--Admin	2,943.59
	<u>2,943.59</u>
Capital Works Fund	
Prepaid Levies--Capital Works	1,482.38
	<u>1,482.38</u>
Unallocated Money	
Prepaid Levies--Unallocated	4,581.06
	<u>4,581.06</u>
Total liabilities	<u>9,007.03</u>
Net assets	<u>\$252,331.29</u>



C.F. STRATA MANAGEMENT

**Income & Expenditure statement
for the financial year
to 19/09/2023**

Professional Boutique Strata Managers
SUITES 305 & 308, 30 - 40 HARCOURT PARADE
ROUSEBURY NSW 2516
PH: (02) 9313 6285 FAX: (02) 9313 8809
www.cfstrata.com.au

Liability Limited by a scheme
approved under
Professionals Standards Legislation

The Owners of Corporation SP 3998

14 St Marks Road, RANDWICK NSW 2031

Administrative Fund

Current period

01/10/2022-19/09/2023

Revenue

Interest on Arrears--Admin	284.50
Levies Due--Admin	69,499.96
Total revenue	69,784.46

Less expenses

Administration - General / Compliance	60.50
Administration / WH&S Lic / Accounts etc	254.30
Archive/Storage/Key Mangt	96.80
Bank Charges - Bank fees/ DEFT/Bpay / Acct admin	269.76
Cleaning	7,711.00
Cleaning - Other	550.00
Door/Gate Repairs	286.00
Electrical Repairs & Maintenance	1,551.00
Electricity	2,660.24
Email/Internet /Web Serv & Printing	163.35
Insurance - Premiums	49,202.51
Insurance - Repairs/Claims	2,618.00
Insurance - Valuation	300.00
Intercom Repairs	555.50
Lawns/Gardens	4,906.00
Locks/Keys/Card Keys - Repairs	188.00
Management Fees - Sch B - Additional Mgmt Services	313.00
Management Fees - Standard	8,328.54
NSW Govt / Strata Hub Fees	99.00
Plumbing - Repairs/Works	6,050.00
Pool - Maint. Contract Fee	3,934.00
Postage/Photocopy/Statements Printing	1,432.35
Roof Repairs	1,210.00
Stat / Work Ords / Special Levy	176.00
Telephone/Mobile Calls	90.75
Water Rate	11,196.70
Total expenses	104,203.30

Surplus/Deficit

(34,418.84)

Opening balance 34,625.71

The Owners of Corporation SP 3998

14 St Marks Road, RANDWICK NSW 2031

Administrative Fund

Current period

01/10/2022-19/09/2023

Closing balance

\$206.87

The Owners of Corporation SP 3998

14 St Marks Road, RANDWICK NSW 2031

Capital Works Fund

Current period

01/10/2022-19/09/2023

Revenue

Interest on Arrears--Capital Works	1,361.79
Levies Due--Capital Works	33,750.03
<i>Total revenue</i>	<u>35,111.82</u>

Less expenses

Building Renovations/Rectifications	781,168.85
Electrical Renewals/Replacement	1,534.50
Plumbing/Drainage Repairs	2,090.00
Security/Intercom Works	398.00
Shower Trays/Repairs	2,585.00
<i>Total expenses</i>	<u>787,776.35</u>

Surplus/Deficit

(752,664.53)

Opening balance

1,004,788.95

Closing balance

\$252,124.42



Policy 9 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000

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

Legal Defence Expenses: \$50,000

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

Sum Insured: \$250,000

Flood Cover is included.

Date Printed

23/05/2023

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



MINUTES OF AN ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION.

STRATA PLAN 3998

ADDRESS OF THE STRATA SCHEME: 14 St Marks Road, RANDWICK NSW 2031

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 3998 was held on Tuesday, 05 February 2019 at FOYER C OF 14 ST MARKS RD, RANDWICK. The meeting commenced at 06:00 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
4	4	Yes	Daniel Flanagan
5	5	Yes	Volodymyr Tsurkan
7	7	Yes	Jacob Shaoul Georges
8	8	Yes	Julie Gilbert (EOE) for Stephen Gilbert
9	9	Yes	Brad Soller
11	11	Yes	Toby Charles Browne & Alice Kathleen Cowper
12	12	Yes	Symeon Bourd
20	20	Yes	Judy Zaluski
22	22	Yes	Vivian Hanna Gray Proxy to David Gray
23	23	Yes	Raymond S Bergan
25	25	Yes	Vadim & Natalia Stadnik
26	26	Yes	Jo Emery Proxy to Josh Emery
27	27	Yes	Mr P Cheung & Mrs Wing Yee Lo Proxy to Joe Cagliata of C F Strata
28	28	Yes	Rachel Condell
29	29	Yes	R Sleeman
30	30	Yes	Cheryl Weinberger
31	31	Yes	Zarko Romic
32	32	Yes	Joan Blakenburg Pr meeting voting from

IN ATTENDANCE

12	12	Yes	Rosalia Bourd
24	24	Yes	Edward Darmawan
33	33	Yes	Paul Hobson

CHAIRPERSON (acting): Joe Cagliata

Minutes of the meeting:

1 MINUTES

Resolved that the minutes of the General Meeting held on 12/12/2016 as previously circulated, be confirmed.

MOTION DEFERRED. THE OWNERS CORPORATION RAISED QUESTIONS REGARDING A LACK OF DETAIL/ACCURACY REGARDING THE RESOLUTION PERTAINING TO MOTION 22.

THE MATTER IS TO BE RESOLVED AT A SUBSEQUENT GENERAL MEETING.

All in favour with the exception of unit 30.

2 FINANCIAL STATEMENTS

Resolved that the attached financial statements of key financial information for the administration fund, the capital works fund and any other fund prepared for the year ended 30/09/2018 be adopted.

MOTION DEFERRED. VARIOUS OWNERS OF THE OWNERS CORPORATION RAISED VARIOUS QUESTIONS REGARDING EXPENDITURE IN BOTH THE ADMINISTRATION AND CAPITAL WORKS FUNDS. THE MATTER IS TO BE RESOLVED AT A SUBSEQUENT GENERAL MEETING.

3 AUDITOR

That the Owners Corporation consider obtaining an Audit of the Accounts for the above period, at the cost of the Owners Corporation.

MOTION DEFEATED

4 STRATA COMMITTEE NOMINATIONS

RESOLVED, THAT THE FOLLOWING NOMINATIONS WERE RECEIVED for the ensuing year

9 Brad Soller

11	Toby Charles Browne
12	Symeon Bourd
20	Judy Zaluski
25	Vadim Stadnik
28	Rachel Condell
29	Roger Sleeman
30	Cheryl Weinberger

5 STRATA COMMITTEE NUMBER

IT WAS RESOLVED THAT THERE BE SEVEN (7) MEMBERS on the Strata Committe for the ensuing year and further RESOLVED that THE FOLLOWING WERE DULY ELECTED TO THE STRATA COMMITTEE;

9 Brad Soller

11	Toby Charles Browne
12	Symeon Bourd
20	Judy Zaluski
25	Vadim Stadnik
28	Rachel Condell
29	Roger Sleeman

6 LIMITATIONS

That the owners corporation determine what matters shall be a restricted matters that can only be decided at a general meeting.

RESOLVED that there be NO LIMITATIONS

7 INSURANCE

That the owners corporation insurances as listed below were **CONFIRMED** and **RESOLVE THAT** the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved at a Strata Committe meeting and that the insurance information and report per sect 60 was accepted.

Policy No.834022

CHU Underwriting Agencies

Type : Strata
Broker : Honan Insurance Brokers

Premium : \$14,354.00 Paid on : 28/05/2018 Start : 27/05/2018 Next due : 27/05/2019

Cover Sum Insured

Building \$11,595,000.00
Contents \$11,595.00
Public Liability \$30,000,000.00
Voluntary Workers/Prs Acc 200,000/2,000
Office Bearers Liability \$5,000,000.00
Fidelity Guarantee \$250,000.00
Catastrophe \$3,478,500.00

8 VALUATION

That the Owners Corporation determine if they wish to update the current insurance Valuation.

MOTION DEFEATED

9 BUDGET

That in accordance with Section 79(2) and 81 of the Strata Schemes Management Act 2015 the Owners Corporation estimates that in respect of the period for the ensuing 12 months it will need to Credit Allocate to its Administrative Fund and Capital Works Funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget that was attached to the notice of the meeting at which this resolution was passed; and determines that the amounts are to be levied & raise to the Administrative Fund at \$69,000.00 and Capital Works Fund at \$30,000.00 .

RESOLVED AS ABOVE

10 LEVY CONTRIBUTIONS

That the Owners Corporation resolve that those amounts levied & raised are to be paid by regular equal periodic instalments, (quarterly unless stated differently) as per the accepted budget for both funds and that, the first such instalment being due on 1/04/2019 and subsequent instalments being due on the first days of 1/07/2019, 1/10/2019, 1/01/2020.

RESOLVED

11 CAPITAL WORKS FUND

That the owners corporation to do the following:

- a) Review the current Capital Works Fund Analysis report (previously SFF).
- b) Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and
- c) To submit that report to the Strata Committee to determine what action is required, if any; and
- d) To delegate to the strata manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

IT WAS RESOLVED THAT THE OWNERS CORPORATION REFER TO THE PREVIOUS CWF REPORT OBTAINED.

12 COLLECTION OF LEVY

That the owners corporation resolve pursuant to sections 86 and 103 of the Strata Schemes Management Act 2015 for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to commence and maintain debt recovery proceedings for collecting

outstanding levy contributions, including:

- to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners corporation;
 - to issue reminder notices;
 - to 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 other debts;
 - to enforce any judgment obtained in the collection of levy contributions;
- to liaise, instruct and prepare all matters in relation to any levy recovery proceedings.

RESOLVED

13 PAYMENT PLAN

That the owners corporation pursuant to Section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans generally on a case by case basis for the payment of overdue levy contributions, subject to:

- any such particular agreement not exceeding a period of 12 months;
- the payment plan being on suitable terms and in the best interests of the Owners Corporation in the reasonably held opinion of the Owners Corporation; and

each such payment plan being considered and approved by resolution of the Strata Committee

MOTION DEFEATED

14 WH&S

That in relation to the Work, Health and Safety Act 2011, the Owners Corporation consider if they are to appoint a consultant to assist the Owners Corporation to determine if it is compliant with the Act.

MOTION DEFEATED. HOWEVER THE STRATA COMMITTEE IS TO INFORM C. F. STRATA MANAGEMENT IF THEY NOTICE AN ISSUE ON THE COMMON PROPERTY.

15 ASBESTOS INSPECTION / REPORT

That the Owners Corporation resolve to do the following:

1. Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the Work Health and Safety Act 2011 as amended; and
2. To submit that report to the Strata Committee to determine what action is required, if any; and
- c. To delegate to the strata manager the duty and function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to the strata manager and any ancillary work approved by the Strata Committee.

MOTION DEFEATED

16 WINDOW LOCKS

That the Owners Corporation resolves to, Engage a suitably qualified consultant to carry out an inspection and testing of the windows & windows locks as may be required as per strata schemes management regulation 2016 Part 4 Reg 30 & 31.

MOTION DEFERRED FOR THE NEXT GENERAL MEETING, AS AT THE SAME MEETING WILL BE CONSIDERING THE WINDOW REPLACEMENT FOR ALL COMMON PROPERTY WINDOWS.

17 RE-DELEGATION AUTHORITY

That as per the previous General Meeting the Owners Corporation of Strata Plan No.3998 confirm the re-delegation authority to R.D. Wedd Pty Ltd trading as C. F. Strata Management in accordance with Section 49, 52, 52 (1b) ,53 & 54 of the Strata Schemes Management Act 2015. Further that the Owners Corporation of the Strata Plan attach the Common Seal to the Agency Agreement in accordance with Sect 273 of the Strata Schemes Management Act 2015.

RESOLVED

CLOSURE: There being no further business, the chairperson declared the meeting closed at 7.30PM.

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING FOR STRATA PLAN NO. 3998
(14 ST MARKS ROAD, RANDWICK) HELD IN UNDERCOVER CARPARK AREA OF 14 ST MARKS RD,
RANDWICK ON TUESDAY 14TH DECEMBER 2021 AT 5.00PM**

PRESENT: D Flanagan (4), V Tsurkan (5), K Bourke (6), Mrs Soller (9), T Sheldon (10), T Browne (11), I Cogan (15), J Normington (19), J Zaluski (20), I Gray (22), L Hardaker & R Bergan (23), V Stadnik (25), D & R Condell (28), C Weinberger (30), D Ostermeyer (33) and Scott McInness as a representative for C.F. Strata Management.

PROXIES: V Gray (22) to I Gray

PRE-MEETING VOTE FORM: P Klok & J Burns (1), R Fine (17), T Santiago (18), P Cheung & W Lo (27), Y Martin (29).

Minutes of meeting

1.

That the minutes of the Extraordinary General Meeting held on 25/3/2021 as previously circulated, be confirmed.
- Ordinary Resolution

RESOLVED

Common Property Repair Works

2.1 Common Property Repair Works

That the Owners Corporation of SP 3998 resolves to confirm the unanimous decision of the Strata Committee to accept the proposal from Trademark Restoration Services P/L - (*As recommended by R H M Consultants tender dated 15/11/2021*) to proceed with repairs and maintenance works to the common property per Sect 106 of the Strata Schemes management Act 2015 being in brief Window Replacement, Required brickwork and lintel repairs, Exterior painting, Guttering works, Concrete repairs and other minor rectification works to the common property, as per the Scope of works and tender documents prepared by R H M Consultants. Total Cost of the works being \$1,086,230.00 including insurances and ongoing services by R H M Consultants.

-Ordinary Resolution

Meeting Notes. – Please see attached information sheet from the Strata Committee and tender documents from RHM dated 15 November 2022.

RESOLVED

2.2 Special Levy

That subject to motion 2.1 being resolved, the Owners Corporation call a special levy of \$656,000.00 be approved to help fund the works. (*As a guide the levy would Range of \$14,190.00, \$19,995.00 to \$27,090.00 per unit based on unit entitlements, with an average of \$19,878.00 per unit.*) and further that the Owners Corporation set a due date for the Special Levy to be due on or before 31/05/2022

-Ordinary Resolution

RESOLVED

2.3 Empower the Strata Committee

That subject to motion 2.1 & 2.2 being resolved the Owner Corporation Resolve to Empower the strata committee to sign all documents , contracts and attached the common seal as may be required in relation to the approved works and appoint of R H M Consultants or similar to assist the Strata Committee as may be required.

-Ordinary Resolution

RESOLVED

MEETING CLOSED AT 6.15PM



C.F. STRATA MANAGEMENT

Professional Boutique Strata Managers

SUITES 305 & 306, 30 - 40 HARCOURT PARADE
ROSEBERY NSW 2018
PH: (02) 9313 6255 FAX: (02) 9313 8869
www.cfsstrata.com.au

Approved Levy Posting for The Owners of Corporation SP 3998 ABN 15065090402

Liability Limited by a scheme
approved under
Professionals Standards Legislation

First instalment due date: 31/05/2022

Discount: Nil

Instalment frequency: Once-off

Group: General

Number of instalments: 1

Entitlement set: Levy

Description: SPECIAL LEVY To Fund
Common Property Repair
Works

Levy determination date: 14/12/2021

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	31.00	0.00	19,996.07	19,996.07
2	2	30.00	0.00	19,351.03	19,351.03
3	3	31.00	0.00	19,996.07	19,996.07
4	4	30.00	0.00	19,351.03	19,351.03
5	5	31.00	0.00	19,996.07	19,996.07
6	6	30.00	0.00	19,351.03	19,351.03
7	7	28.00	0.00	18,060.96	18,060.96
8	8	38.00	0.00	24,511.31	24,511.31
9	9	30.00	0.00	19,351.03	19,351.03
10	10	40.00	0.00	25,801.38	25,801.38
11	11	31.00	0.00	19,996.07	19,996.07
12	12	40.00	0.00	25,801.38	25,801.38
13	13	22.00	0.00	14,190.76	14,190.76
14	14	22.00	0.00	14,190.76	14,190.76
15	15	22.00	0.00	14,190.76	14,190.76
16	16	23.00	0.00	14,835.79	14,835.79
17	17	23.00	0.00	14,835.79	14,835.79
18	18	22.00	0.00	14,190.76	14,190.76
19	19	24.00	0.00	15,480.83	15,480.83
20	20	23.00	0.00	14,835.79	14,835.79
21	21	22.00	0.00	14,190.76	14,190.76
22	22	29.00	0.00	18,706.00	18,706.00
23	23	39.00	0.00	25,156.34	25,156.34
24	24	30.00	0.00	19,351.03	19,351.03
25	25	40.00	0.00	25,801.38	25,801.38
26	26	30.00	0.00	19,351.03	19,351.03
27	27	40.00	0.00	25,801.38	25,801.38
28	28	41.00	0.00	26,446.41	26,446.41
29	29	30.00	0.00	19,351.03	19,351.03
30	30	41.00	0.00	26,446.41	26,446.41
31	31	31.00	0.00	19,996.07	19,996.07
32	32	42.00	0.00	27,091.45	27,091.45
33	33	31.00	0.00	19,996.07	19,996.07

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
Totals		1,017.00	\$0.00	\$656,000.03	\$656,000.03
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$0.00	\$645.03	\$645.03



MINUTES OF AN ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION.

STRATA PLAN 3998

ADDRESS OF THE STRATA SCHEME: 14 St Marks Road, RANDWICK NSW 2031

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 3998 was held on Wednesday, 07 December 2022 near the Entry of Foyer C of 14 St Marks Road, Randwick. The meeting commenced at 05:30 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Peter A Klok
4	4	Yes	Daniel Flanagan
6	6	Yes	Susan Adams & Kevin Bourke Via Proxy
10	10	Yes	Miss T Sheldon
11	11	Yes	Toby Charles Browne & Alice Kathleen Cowper Via PMV
12	12	Yes	R Bourd proxy to Symeon Bourd
15	15	Yes	Ian Cogan
20	20	Yes	Judy Zaluski
23	23	Yes	Raymond Bergan, Leanne Hardaker
25	25	Yes	Vadim Stadnik
28	28	Yes	Daniel Condell & Rachel Condell
30	30	Yes	Cheryl Weinberger

CHAIRPERSON (acting): Scott McInness

Minutes of the meeting:

- 1 **MINUTES**
That the minutes of the General Meeting held on 14/12/2021 as previously circulated, be confirmed.
RESOLVED
- 2 **FINANCIAL STATEMENTS**
That the attached financial statements of key financial information for the administration fund, the capital works fund and any other fund prepared for the year ended 30/09/2022 be adopted.
RESOLVED
- 3 **AUDITOR**
That the Owners Corporation consider obtaining an Audit of the Accounts for the above period, at the cost of the Owners Corporation.
MOTION DEFEATED
- 4 **STRATA COMMITTEE NOMINATIONS**
RESOLVED, THAT THE FOLLOWING NOMINATIONS WERE RECEIVED for the ensuing year
Toby Brown U11, Symeon Bourd U12, Judy Zaluski U20, V Stadnik U25
- 5 **STRATA COMMITTEE NUMBER**
IT WAS RESOLVED THAT THERE BE 4 MEMBERS on the Strata Committee for the ensuing year and further RESOLVED that THE FOLLOWING WERE DULY ELECTED TO THE

STRATA COMMITTEE;

Toby Brown U11, Symeon Bourd U12, Judy Zaluski U20, V Stadnik U25

It was also noted that Danny Condell will remain as the Contact person for the Owners Corporation in relation to the window replacement & building works underway

6 LIMITATIONS

That the owners corporation determine what matters shall be a restricted matters that can only be decided at a general meeting.

RESOLVED that there be NO LIMITATIONS

7 INSURANCE

That the owners corporation insurances as listed below were **CONFIRMED** and **RESOLVE THAT** the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved at a Strata Committe meeting and that the insurance information and report per sect 60 was accepted.

Policy No.834022

CHU Underwriting Agencies

Type : Strata

Broker : Honan Insurance Brokers

Premium : \$27,995.15 Paid on : 30/05/2022 Start : 27/05/2022 Next due : 27/05/2023

Cover	Sum Insured	Excess
Building	\$11,595,000.00	\$1,000.00
Contents	\$115,950.00	\$0.00
Public Liability	\$30,000,000.00	\$0.00
Voluntary Workers/Prs Acc	200,000/2,000	\$0.00
Office Bearers Liability	\$5,000,000.00	\$0.00
Fidelity Guarantee	\$250,000.00	\$0.00
Catastrophe	\$3,478,500.00	\$0.00

8 VALUATION

That the Owners Corporation determined that they wish to update the current insurance Valuation.

RESOLVED

9 BUDGET

That in accordance with Section 79(2) and 81 of the Strata Schemes Management Act 2015 the Owners Corporation estimates that in respect of the period for the ensuing 12 months it will need to Credit Allocate to its Administrative Fund and Capital Works Funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget that was attached to the notice of the meeting at which this resolution was passed; and determines that the amounts are to be levied & raise to the Administrative Fund at \$69,500.00 and Capital Works Fund at \$35,000.00 .

THAT THE PROPOSED BUDGET WAS DEFEATED , HOWEVER IT WAS RESOLVED THAT THE BUDGET / LEVIES AS REFLECTED ABOVE BE ACCEPTED BEING A 5% INCREASE TO THE BUDGET.

10 LEVY CONTRIBUTIONS

That the Owners Corporation resolve that those amounts levied & raised are to be paid by regular equal periodic instalments, (quarterly unless stated differently) as per the accepted budget for both funds and that, the first such instalment being due on 1/01/2023 and subsequent instalments being due on the first days of the following quarters.

RESOLVED

11 CAPITAL WORKS FUND

That the owners corporation resolve to do the following:

- a) Review the current Capital Works Fund Analysis report (previously SFF).
- b) Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and
- c) To submit that report to the Strata Committee to determine what action is required, if any; and

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

MOTION DEFEATED, IT WAS NOTED THAT THE VIEW OF MEETING THAT IT WOULD NOT BE PRACTICABLE TO OBTAIN A FORECAST WHILE THE OWNERS CORPORATION IN HAVING MAJOR WORKS CARRIED OUT. IT WAS THE VIEW OF THE MEETING THAT THE OWNERS CORPORATION WOULD OBTAIN A CWF AT THE NEXT AGM.

12 COLLECTION OF LEVY

That the owners corporation resolve pursuant to sections 86 and 103 of the Strata Schemes Management Act 2015 for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to commence and maintain debt recovery proceedings for collecting

outstanding levy contributions, including:

- to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners corporation;
 - to issue reminder notices;
 - to 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 other debts;
 - to enforce any judgment obtained in the collection of levy contributions;
- to liaise, instruct and prepare all matters in relation to any levy recovery proceedings.

RESOLVED

13 PAYMENT PLAN

That the owners corporation pursuant to Section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans generally on a case by case basis for the payment of overdue levy contributions, subject to:

- any such particular agreement not exceeding a period of 12 months;
- the payment plan being on suitable terms and in the best interests of the Owners Corporation in the reasonably held opinion of the Owners Corporation; and

each such payment plan being considered and approved by resolution of the Strata Committee

MOTION DEFEATED

14 WH&S

That in relation to the Work, Health and Safety Act 2011, the Owners Corporation consider if they are to appoint a consultant to assist the Owners Corporation to determine if it is compliant with the Act.

MOTION DEFEATED. HOWEVER THE STRATA COMMITTEE IS TO INFORM C. F. STRATA MANAGEMENT IF THEY NOTICE AN ISSUE ON THE COMMON PROPERTY.

15 ASBESTOS INSPECTION / REPORT

That the Owners Corporation resolve to do the following:

- a. Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the Work Health and Safety Act 2011 as amended; and
- b. To submit that report to the Strata Committee to determine what action is required, if any; and
- c. To delegate to the strata manager the duty and function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to the strata manager and any ancillary work approved by the Strata Committee.

MOTION DEFEATED

16 WINDOW LOCKS

That the Owners Corporation resolves to, Engage a suitably qualified consultant to carry out an inspection and testing of the windows & windows locks as may be required as per strata schemes management regulation 2016 Part 4 Reg 30 & 31.

MOTION DEFEATED

17 FIRE SAFETY

That as the Owners Corporation do not currently submit an Annual Fire Safety Statement, this motion is defeated.

18 RE-DELEGATION AUTHORITY

That as per the previous General Meeting the Owners Corporation of Strata Plan No.3998 confirm the

re-delegation authority to R.D. Wedd Pty Ltd trading as C. F. Strata Management in accordance with Section 49, 52, 52 (1b) ,53 & 54 of the Strata Schemes Management Act 2015. Further that the Owners Corporation of the Strata Plan attach the Common Seal to the Agency Agreement in accordance with Sect 273 of the Strata Schemes Management Act 2015.

RESOLVED

The meeting noted it thanks to Rachel & Danny Condell for thier works in recent years and with the window replacement works.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 6.25 PM



**MINUTES OF A STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION.
STRATA SCHEMES MANAGEMENT ACT 2015.**

STRATA PLAN 3998

ADDRESS OF THE STRATA SCHEME: 14 St Marks Road, RANDWICK NSW 2031

DATE, PLACE & TIME OF MEETING: A Strata Committee Meeting of The Owners - Strata Plan 3998 was held on Wednesday, 07 December 2022 as the same Venue as the AGM and started directly after the AGM.

PRESENT:

**Toby Brown U11, Symeon Bourd U12, Judy Zaluski U20, V Stadnik U25
Danny Condell**

CHAIRPERSON (acting): Scott McInness

Minutes of the meeting:

1 MINUTES

That the minutes of the previous Strata Committee Meeting be confirmed.

RESOLVED

2 OFFICE BEARERS

RESOLVED THAT THE OFFICER BEARERS WERE ELECTED AS FOLLOWS;

SECRETARY / NOMINATED CONTACT PERSON - Judy Zaluski U20

The Strata Committee will also confirm the Strata Hub contact at the next Strata Committee meeting

The Strata Committee also Resolved to confirm that Danny Condell will remain as the Contact person for the Owners Corporation in relation to the window replacement & building works underway, with Vadim as a second contact

CLOSURE: There being no further business, the chairperson declared the meeting closed at 6.55PM



C.F. STRATA MANAGEMENT

Professional Boutique Strata Managers

SUITES 305 & 306, 30 - 40 HARCOURT PARADE
ROSEBERY NSW 2018
PH: (02) 9313 6255 FAX: (02) 9313 8809
www.cfstrata.com.au

Approved Levy Posting for The Owners of Corporation SP 3998 ABN 15065090402

Liability Limited by a scheme
approved under
Professionals Standards Legislation

First instalment due date: 01/01/2023

Discount: Nil

Instalment frequency: Quarterly

Group: General

Number of instalments: 4

Entitlement set: Levy

Description: Quarterly Admin/Capital
Works Levy

Levy determination date: 07/12/2022

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	31.00	2,118.48	1,066.88	3,185.36
2	2	30.00	2,050.16	1,032.44	3,082.60
3	3	31.00	2,118.48	1,066.88	3,185.36
4	4	30.00	2,050.16	1,032.44	3,082.60
5	5	31.00	2,118.48	1,066.88	3,185.36
6	6	30.00	2,050.16	1,032.44	3,082.60
7	7	28.00	1,913.48	963.60	2,877.08
8	8	38.00	2,596.84	1,307.76	3,904.60
9	9	30.00	2,050.16	1,032.44	3,082.60
10	10	40.00	2,733.52	1,376.60	4,110.12
11	11	31.00	2,118.48	1,066.88	3,185.36
12	12	40.00	2,733.52	1,376.60	4,110.12
13	13	22.00	1,503.44	757.12	2,260.56
14	14	22.00	1,503.44	757.12	2,260.56
15	15	22.00	1,503.44	757.12	2,260.56
16	16	23.00	1,571.76	791.56	2,363.32
17	17	23.00	1,571.76	791.56	2,363.32
18	18	22.00	1,503.44	757.12	2,260.56
19	19	24.00	1,640.12	825.96	2,466.08
20	20	23.00	1,571.76	791.56	2,363.32
21	21	22.00	1,503.44	757.12	2,260.56
22	22	29.00	1,981.80	998.04	2,979.84
23	23	39.00	2,665.20	1,342.20	4,007.40
24	24	30.00	2,050.16	1,032.44	3,082.60
25	25	40.00	2,733.52	1,376.60	4,110.12
26	26	30.00	2,050.16	1,032.44	3,082.60
27	27	40.00	2,733.52	1,376.60	4,110.12
28	28	41.00	2,801.88	1,411.00	4,212.88
29	29	30.00	2,050.16	1,032.44	3,082.60
30	30	41.00	2,801.88	1,411.00	4,212.88
31	31	31.00	2,118.48	1,066.88	3,185.36
32	32	42.00	2,870.20	1,445.44	4,315.64
33	33	31.00	2,118.48	1,066.88	3,185.36

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
Totals		1,017.00	\$69,499.96	\$35,000.04	\$104,500.00
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$68.34	\$34.41	\$102.75

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Capital Works Fund	Total	Comment
01/01/2023	Quarterly Admin/Capital Works Levy: Jan-Mar'23	17,375.00	8,750.00	26,125.00	
01/04/2023	Quarterly Admin/Capital Works Levy: Apr-Jun'23	17,375.00	8,750.00	26,125.00	
01/07/2023	Quarterly Admin/Capital Works Levy: Jul-Sep;23	17,375.00	8,750.00	26,125.00	
01/10/2023	Quarterly Admin/Capital Works Levy: Oct-Dec'23	17,375.00	8,750.00	26,125.00	
		\$69,500.00	\$35,000.00	\$104,500.00	

Scott McInness

From: Danny Condell <[REDACTED]>
Sent: Sunday, 26 February 2023 2:59 PM
To: Scott McInness
Cc: 'Toby Browne'; 'Judy Zaluski'; 'Symeon'; 'Vadim Stadnik'; 'Rachel Condell'
Subject: RE: SP 3998 window works

Hi Scott

Please note that I am replying on behalf of the committee that held an on site meeting at 5pm Friday 24 February.

At this meeting the committee unanimously confirmed the following:

Building painting – the following paint colours were confirmed

- Gutters – monument
- Eaves - white
- Downpipes – monument
- Slab edges – pewter frame
- Balustrade capping edge - white
- Underside of slabs – white
- Timber entrance doors and frames – monument
- 4 replaced doors – monument
- Garage doors – pewter frame
- Timber frame around garage – monument

We note that no direction was given in relation to the colour for the pool block brick wall and the front pipe fence which have been painted white. The committee noted that since such a poor preparation job had been done on the pipe fence it should now be painted monument.

Further, it is noted that the committee has agreed to the installation of a Colourbond fence and gate on the eastern side and painted in the monument colour. The committee requests that the northern gate and brickwork should now also be removed and replaced with the identical Colourbond fence and gate.

Regards

Danny



**NOTICE OF AN ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION
STRATA PLAN NO: 3998 STRATA SCHEMES MANAGEMENT ACT 2015.**

ADDRESS OF THE STRATA SCHEME: 14 St Marks Road, RANDWICK NSW 2031

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 3998 will be held on Wednesday, 07 December 2022 in Foyer C of 14 St Marks Rd, Randwick. The meeting will commence at 05:30 PM.

MEETING TO BE HELD BY: Scott McInness

The AGENDA for the meeting is:

- 1 **MINUTES**
That the minutes of the General Meeting held on 14/12/2021 as previously circulated, be confirmed. - *Ordinary Resolution.*
- 2 **FINANCIAL STATEMENTS**
That the attached financial statements of key financial information for the administration fund, the capital works fund and any other fund prepared for the year ended 30/09/2022 be adopted. - *Ordinary Resolution.*
- 3 **AUDITOR**
That the Owners Corporation consider obtaining an Audit of the Accounts for the above period, at the cost of the Owners Corporation. - *Ordinary Resolution. Explanation / Notes: The owners corporation must decide whether to appoint an auditor. It should be noted that it is compulsory to appoint an auditor for large schemes (schemes of more than 100 lots excluding utility lots) or schemes for which the annual budget exceeds \$250,000.*
- 4 **STRATA COMMITTEE NOMINATIONS**
That the Owners Corporation call for nominations for the Strata Committee.
- 5 **STRATA COMMITTEE NUMBER**
That the Owners Corporation determines the number of members of the Strata Committee for the ensuing year and the Owners Corporation elect members to the Strata Committee for the ensuing year. - *Ordinary Resolution. Explanation/ Notes: A person who is prepared to be nominated as a candidate for election to the strata committee must be financial and personally consent to the nomination. This can be done verbally at the meeting or in writing. (Minimum 1 and maximum 9 members can be elected to the Committee. C. F. Strata Management cannot be on the Strata Committee).*
- 6 **LIMITATIONS**
That the owners corporation determine what matters shall be a restricted matter that can only be decided at a general meeting. - *Ordinary Resolution (It is generally recommend that NO Limitations be placed on the strata committee as this more often than not it can make the Strata Committee Non Productive and may increase costs to the Strata Plan).*
- 7 **INSURANCE**
That the owners corporation insurances as listed below be confirmed and THAT the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to include further Insurances. Further that the owners corporation Resolves to accept the insurance information and report, as attached to the agenda as per Sect 60 of the Act, confirming that the insurance commission received was \$3,576.07 and it is estimated that for the next renewal the amount should be within a 5% range either side of the above amount.
Policy No.834022
CHU Underwriting Agencies
Type : Strata

Broker : Honan Insurance Brokers

Premium : \$27,995.15 Paid on : 30/05/2022 Start : 27/05/2022 Next due : 27/05/2023

Cover	Sum Insured	Excess
Building	\$11,595,000.00	\$1,000.00
Contents	\$115,950.00	\$0.00
Public Liability	\$30,000,000.00	\$0.00
Voluntary Workers/Prs Acc	200,000/2,000	\$0.00
Office Bearers Liability	\$5,000,000.00	\$0.00
Fidelity Guarantee	\$250,000.00	\$0.00
Catastrophe	\$3,478,500.00	\$0.00

- *Ordinary Resolution. Explanation/ Notes: The owners corporation is required to consider its insurances from time to time and where current insurances are in place the owners corporation may review those insurances. C F Strata will as we have always done try to obtain three (3) quotations for insurances that are in place for and on behalf of the owners corporation. If we are unable to obtain those quotations, we will advise the Owners Corporation, as per Section 166 of the Act. We submit quotations obtained to the Strata Committee at the time of renewal, for their instruction. Should we not receive an instruction from the strata committee as requested, we will arrange the renewal as per the advice of the broker, if there is no broker we will renew with the current insurer. This is to ensure cover remains in place. Further information in relation to Insurances is available in our meeting information and notes, which is attached.*

8 VALUATION

That the Owners Corporation determine if they wish to update the current insurance Valuation.

Last Valuation - 20/07/2017

\$11595000. - *Ordinary Resolution.*

9 BUDGET

That in accordance with Section 79(2) and 81 of the Strata Schemes Management Act 2015 the Owners Corporation estimates that in respect of the period for the ensuing 12 months it will need to Credit Allocate to its Administrative Fund and Capital Works Funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget as attached to the notice of the meeting at which this resolution was passed; and determines that the amounts are to be levied & raise to the Administrative Fund and Capital Works Fund. -

Ordinary Resolution.

10 LEVY CONTRIBUTIONS

That the Owners Corporation resolve that those amounts levied & raised are to be paid by regular equal periodic instalments, (quarterly unless stated differently) as per the accepted budget for both funds and set the commencement date. - *Ordinary Resolution.*

11 CAPITAL WORKS FUND

That the owners corporation resolve to do the following:

a) Review the current Capital Works Fund Analysis report (previously SFF).

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

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

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

- *Ordinary Resolution. Explanation/Notes: The owners corporation must prepare a plan of anticipated major expenditure to be met from the capital works fund over the 10 year period commencing on the date of the first annual general meeting. The capital works fund plan must be reviewed at least once every 5 years. The preparation of this plan is a significant exercise and the legislation allows the owners corporation to engage expert assistance in its preparation. The meeting must discuss the preparation or review of this plan.*

12 COLLECTION OF LEVY

That the owners corporation resolve pursuant to sections 86 and 103 of the Strata Schemes Management Act 2015 for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do all things necessary to commence and maintain debt recovery proceedings for collecting outstanding levy contributions, including:

- to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners corporation;

- to issue reminder notices;
- to 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 other debts;
- to enforce any judgment obtained in the collection of levy contributions;
- to liaise, instruct and prepare all matters in relation to any levy recovery proceedings.

- Ordinary Resolution.

13 PAYMENT PLAN

That the owners corporation resolve pursuant to Section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans generally on a case by case basis for the payment of overdue levy contributions, subject to:

- any such particular agreement not exceeding a period of 12 months;
- the payment plan being on suitable terms and in the best interests of the Owners Corporation in the reasonably held opinion of the Owners Corporation; and
- each such payment plan being considered and approved by resolution of the Strata Committee.

- Ordinary Resolution. Explanation/Notes: The owners corporation must determine how they wish to deal with payment plans in the recovery of outstanding levy arrears.

14 WH&S

That in relation to the Work, Health and Safety Act 2011, the Owners Corporation consider if they are to appoint a consultant to assist the Owners Corporation to determine if it is compliant with the Act. - Ordinary Resolution.

15 ASBESTOS INSPECTION / REPORT

That the Owners Corporation resolve to do the following:

- Engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the Work Health and Safety Act 2011 as amended; and
- To submit that report to the Strata Committee to determine what action is required, if any; and
- To delegate to the strata manager the duty and function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to the strata manager and any ancillary work approved by the Strata Committee.

- Ordinary Resolution. Explanation/Notes: All buildings that are considered a workplace built before 1st January 2004 must comply with the WHS Act. This relates to schemes which are commercial/industrial or have a commercial/industrial component. To comply with the Act there is a requirement to survey the building and identify any ACM (Asbestos Containing Material). Where any form of asbestos is found, an onsite Asbestos Register and Asbestos Management Plan is to be prepared and remain on site and made available to inspect for those who might be at risk. Typically these reports will be viewed by visiting tradesperson and will allow them to make informed decisions before starting any works. It is important to note that if asbestos is found from completing these reports, it is not always required to be removed and can be left in situ if managed correctly.

16 WINDOW LOCKS

That the Owners Corporation resolves to, Engage a suitably qualified consultant to carry out an inspection and testing of the windows & windows locks as may be required as per strata schemes management regulation 2016 Part 4 Reg 30 & 31. - Ordinary Resolution.

17 FIRE SAFETY

That the Owners Corporation RESOLVES that:

- (a) There are fire safety items/essential services at the strata scheme and that the strata scheme engage a competent fire safety contractor to provide an Annual Fire Safety Statement;**

OR

- (b) The Owners Corporation do not currently submit an Annual Fire Safety Statement.**

Explanatory Note

Pursuant to Clause 6(c) of Schedule 1 of the Act, the Owners Corporation is required to consider at its AGM, the matter of an annual fire safety statement and arrangements for obtaining the next fire safety statement.

18 RE-DELEGATION AUTHORITY

That as per the previous General Meeting the Owners Corporation of Strata Plan No.3998

confirm the re-delegation authority to R.D. Wedd Pty Ltd trading as C. F. Strata Management in accordance with Section 49, 52, 52 (1b) ,53 & 54 of the Strata Schemes Management Act 2015. Further Resolves to authorise a minimum of One or up to Two Members of the Strata Committee to execute and sign the Strata Agency Agreement for and on behalf of the Owners Corporation. - Ordinary Resolution.

Explanation/Notes: 1)The above is required standard motion as per the Strata Schemes Management Act 2015 & Regulations, 2) We Confirm that the conditions of the Agreement is as per the last General Meeting with just a change to the term/dates as required, being for a Minimum of 12 months or to the next AGM which ever is the longer but not exceeding 2 years 3) Our Standard Management as shown on the first page Includes Gst and in general remains the same with just the allowance for the annual CPI / % increase. 4) The agreement that we use is the standard agreement as issued by the Strata Community Association (SCA NSW). 5) It is noted that the common seal of the Owners Corporation is not required to be attached to the agency agreement. 6) A copy of the agreement has been provided to the Strata Committee and if you would like a copy, please contact our office.

No further agenda items.

C. F. STRATA MANAGEMENT
Suites 305 & 306
30 - 40 Harcourt Pde
ROSEBERY NSW 2018

Notice Dated : 04 November 2022

Please see attached Proxy form, Pre Meeting voting form, C F Strata Meeting information and Notes, Financial Statement, Proposed Budget, Proposed Levy schedule, and Quotations / Reports as may be applicable for the meeting.

STRATA SCHEMES MANAGEMENT ACT 2015 - PROXY FORM

SAVE YOUR TIME & MONEY - RETURN THIS PROXY FORM PROMPTLY

PLEASE NOTE: 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.

Date

I/We

the Owners of lotin **Strata Plan No 3998** on the **7/12/2022** appointof.....as my/our (1) proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/ We appoint.....of..... as my/our (2) proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if proxy (1) already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect, please Circle One Option Only:-

1 meeting months 12 months 2 consecutive annual general meetings

(Note. The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater. If no selection is made by the person giving the proxy, the proxy is effective only for one meeting.)

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:

.....
.....
.....

3. Optional

I request that my proxy record my vote as follows.
I have circled YES or NO for each motion on the agenda.

Motion 1 YES NO	Motion 2 YES NO	Motion 3 YES NO	Motion 4 See Meeting Notes
Motion 5 See Meeting Notes	Motion 6 YES NO	Motion 7 YES NO	Motion 8 YES NO
Motion 9 YES NO	Motion 10 YES NO	Motion 11 YES NO	Motion 12 YES NO
Motion 13 YES NO	Motion 14 YES NO	Motion 15 YES NO	Motion 16 YES NO
Motion 17 YES NO	Motion 18 YES NO	Motion 19 YES NO	Motion 20 YES NO

*Delete paragraph 1, 2 or 3 whichever DOES NOT apply.
(Specify the matters and any limitations on the manner in which you want the proxy to vote.)

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 Dated:/...../.....

Signature of proxies.....

To help ensure that your proxy is tabled at the meeting, we request that it be submitted at least 24 hours prior to the scheduled start of the meeting.

PLEASE SUBMIT THE PROXY VIA ONE OF THE FOLLOWING OPTIONS - MAIL: Suites 305 & 306, 30 - 40 Harcourt Pde ROSEBERY 2018, FAX: 02 9313 8809, EMAIL: reception@cfstrata.com, or IN PERSON

PRE MEETING ELECTRONIC VOTING FORM

Date.....

I / We.....the Owners of lot.....in Strata Plan No.3998
in relation to the General Meeting to be held on 7/12/2022 hereby vote as marked below and instruct that my vote be
recorded as same:-

I/WE HAVE CIRCLED YES OR NO FOR EACH MOTION ON THE AGENDA.

Motion 1 YES NO	Motion 2 YES NO	Motion 3 YES NO	Motion 4 See Meeting Notes
Motion 5 See Meeting Notes	Motion 6 YES NO	Motion 7 YES NO	Motion 8 YES NO
Motion 9 YES NO	Motion 10 YES NO	Motion 11 YES NO	Motion 12 YES NO
Motion 13 YES NO	Motion 14 YES NO	Motion 15 YES NO	Motion 16 YES NO
Motion 17 YES NO	Motion 18 YES NO	Motion 19 YES NO	Motion 20 YES NO

PLEASE NOTE THAT SHOULD YOU NOT CIRCLE YES OR NO FOR A MOTION, YOUR VOTE WILL NOT BE
COUNTED FOR THAT MOTION.

Signature of Owner/s

.....

Dated:...../...../.....

If you are using the form to Vote as a Proxy Holder you MUST state the Name and Capacity of the person who gave you
the proxy. (Attach proxy)

NAME:..... CAPACITY:.....

PLEASE RETURN TO reception@cfstrata.com AT LEAST 24 HOURS PRIOR TO THE MEETING
BEING HELD.

(PLEASE SEND THIS IN WITH YOUR ELECTRONIC VOTE FORM IF YOU ARE NOMINATING FOR THE STRATA COMMITTEE).

NOMINATION OF CANDIDATE FOR ELECTION AS A MEMBER OF THE STRATA COMMITTEE

Clause 5 of Schedule 1 of the Strata Schemes Management Act 2015

To: The Owners - Strata Plan 3998

c/- CF STRATA MANAGEMENT

Suites 305 and 306, 30-40 Harcourt Parade,

ROSEBERY NSW 2018 OR reception@cfstrata.com <<mailto:reception@cfstrata.com>> or fax: (02) 9313 8809

As owner of lot _____ in strata scheme SP 3998 I/We _____

Nominate the below name person or myself as a candidate for election as a member of the strata committee at the General Meeting of The Owners - Strata Plan No. 3998

Nominee: _____

Nominees Consent: I, the above named nominee, confirm that I consent to the being nominated as a candidate for election as a member of the strata committee as set out in this notice.

Further if I am elected as a strata committee member I also nominate for the following position of (please tick which position)

1. NOMINATED CONTACT PERSON/SECRETARY -----

2. CHAIRPERSON -----

3. TREASURER -----

SIGNATURE : X _____

Liability limited by a scheme approved under Professional Standards Legislation

NOTES ON APPOINTMENT OF PROXIES:

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
- 3 This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
- 4 If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one,
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

Notes on rights of proxies to vote:

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

PLEASE NOTE

1. A vote by an owner does not count if a priority vote is cast for the lot in relation to the same matter
 2. An financial owner, mortgagee or covenant chargee cannot vote at a meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot
 3. Voting or other rights may be exercised in person (if the addressee is an individual) or by a company nominee (if the addressee is a corporation), or by a proxy appointed by the addressee
- Quorum:** 1. Quorum required for motion or election - A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
2. When quorum exists - A quorum is present at a meeting only in the following circumstances:
 - (a) if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,
 - (b) if not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election,
 - (c) if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this sub clause would be less than 2 persons.
 3. A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
 4. Procedure if no quorum - If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:
 - (a) adjourn the meeting for at least 7 days, or
 - (b) declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.
 5. Quorum for adjourned meeting - If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

C.F. STRATA MANAGEMENT MEETING INFORMATION AND NOTES

Quorum for the meeting:

For a valid meeting 25% of owners who are financial must be present either in person, by proxy or Email vote (if applicable), or as deemed by the Chairperson after 30 minutes from the scheduled time of commencement.

Attending the Meeting:

We recommend that you bring this notice with you to the meeting. If you cannot attend the meeting and you wish to cast a vote, please complete the proxy form attached in this notice and return to our office at least 24 hours before the commencement of the meeting.

Voting at the meeting:

In accordance with the Strata Schemes Management Act 2015 an owner cannot vote on a motion requiring ordinary or special resolution unless payment has been made before the meeting of all contributions levied and any other amounts owing at the date of the notice.

You can exercise your voting rights at the meeting in person, by proxy or Email Vote . If you are a company 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 has been paid before the meeting:

- All contributions 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.

Please see attached the PROXY FORM & PRE MEETING VOTING FORM

Please note that should C F Strata Management or your strata manager be appointed proxy for more than the allowed parties we will represent in same in order of receiving them.

When Voting via Email: please ensure that you clearly state the Motion Number and your vote on that Motion Egg. In Favor , Against , Abstain Your email vote should be sent to reception@cfstrata.com and your strata manager at least 24 hours prior to the scheduled start of the meeting

Type of Resolutions:

- o An ordinary resolution is passed if a majority of the votes cast at the meeting are in favor of it.
- o A special resolution is passed if not more than 25% of the votes cast at the meeting based on the unit entitlement of the votes are cast against it.
- o A unanimous resolution is passed if no vote is cast against it at the meeting.

Minutes of the previous meeting:

These minutes were issued by our office within apx 14 days from the date of that meeting

Financial Statement:

The strata committee of the Owners Corporation receive detailed quarterly statements , which include Full cash receipts, Cash payments , EFT payments , arrears list and a Income and expenditure statement. The Financial Statements are a formal record of the financial activities and position of the strata scheme. A copy of the key financial information of the owners corporation is attached. The accounting records of the owners corporation are kept by the strata managing agent. Please direct any inquiries regarding the accounts to the strata managing agent at least 48 hours prior to the meeting.

Election of the Strata Committee:

(1) At a meeting of an owners corporation at which the strata committee is to be elected, the chairperson must:
(a) announce the names of the candidates already nominated in writing for election to the strata committee, and
(b) call for any oral nominations of candidates eligible for election to the strata committee.

(2) A written or oral nomination made for the purposes of the election is ineffective if it is made by a person other than the nominee unless it is supported by the consent of the nominee given:

- (a) in writing, if the nominee is not present at the meeting, or
- (b) orally, if the nominee is present at the meeting.

(3) After the chairperson declares that nominations have closed, the owners corporation is to decide, in accordance with the Act, the number of members of the strata committee.

(4) If the number of candidates:

- (a) is the same as, or fewer than, the number of members of the strata committee decided on-those candidates are to be declared by the chairperson to be, and are taken to have been, elected as the strata committee, or
- (b) is greater than the number so decided on-a ballot is to be held.

(5) The Strata Committee numbers is limited to a Minimum 1 and maximum 9 members can be elected to the Committee.

(6) C. F. Strata Management cannot be on the Strata Committee

(7) The Strata Committee is a major part of the management structure of the Owners Corporation, as per the requirements under the Strata Schemes Management Act. The Strata Committee represents the Owners Corporation and has to make various decisions on behalf of the Owners Corporation. A part of our role is to assist and provide advice to the Strata Committee so that they may then provide instructions to our office, which we then can act on accordingly. A well-functioning Executive Committee assist's in the smooth operation of the Strata Plan and this enables the Owners Corporation to be managed more efficiently and generally results in a better maintained scheme. This also enables us to keep any additional management fees that may be charged down to a minimum which is our policy, practise and preference.

(8) The Secretary/ Nominated Contact Person - This person is the main point of contact with our office. We find that by having one main point of contact it helps ensure clear communication and instruction to our office. We obviously are happy to still liaise with fellow Executive Committee members and owners.

As per sect 60 of the Act , Insurance Information and report.

Roles and Services provided by C F Strata Management and or Brokers: Essentially the roles of both parties are to generate the best results for the Owners Corporation in both insurance premiums and claims and any other insurance related matters. We note that the services provided afford benefits to the Owners Corporation generally in all insurance matters.

Please note the roles of the relevant parties below:-

C F Strata Management - Tangible

- o Chief liaison with Insurance professionals - supply of property based changes, construction and defects, as well as confirming limits and liabilities for coverage.
- o Training as Authorised representative or Distributor of Broker in insurance solutions.
- o When informed of issues, etc., we are capable of quickly identifying issues/risks and mitigating with the insurer/broker.
- o Intimate knowledge of property and insurance. This can also assist in the process of both renewals and claims.
- o Arranging and Maintaining reports necessary for insurances - Valuations, WH&S, Fire Inspection, Engineers reports, etc.
- o Claims Management/Liaison, intermediary for quotations, invoices and repairs, representing the Owners Corporation.
- o Chief liaison and point of contact for Executive Committee and individual owners.
- o Point of contact and intermediary with contractors employed to assess or work on insurance related matters.
- o Qualified to provide general advice and factual information about insurance.
- o Provide education to the contractors to assist in the claims process.

Insurance Brokers - Tangible

- o Approaching Key Insurance Markets for quotations based on information provided by Strata Manager.
- o Determination and recommendation of appropriate cover based on building details, claims experience, and insurer coverages.
- o Site Inspections for Commercial/Industrial blocks to pre-emptively answer Insurers questions and concerns.
- o In-depth portfolio review and risk analysis of each property with a 90 day lead time. A focus on all minuted material/audit + engineering reports and insurance history to develop a strategic approach to each renewal.
- o Claims Management - Broker is the advocate of the Owners Corporation and will deal with insurers to ensure the best possible outcome for the Strata Plan.
- o It is acknowledged by the Broker and C F Strata Management that a commission of \$3,576.07 for the current insurance period was paid to C F Strata and further it is estimated that the commission paid for the next renewal period should be with in a 5% range either side of the amount noted above, and will be confirmed at the next AGM.
- o It is also noted that C F Strata Management has allowed for receiving same when determining the standard strata management fee. C F Strata Management or its head company receives no other commission or rebate in relation to strata insurance.

C F Strata Management - Intangible

- o Due to our portfolio size and experience, our office is able to leverage with brokers/insurers to generate best results for Owners Corporations.
- o Maintain and develop a list of preferred Assessors/Repairers/Contractors based on effectiveness and responsiveness.
- o Resolve issues and claims efficiently due to our vast experience in such matters.

Insurance Brokers - Intangible

- o Brokers have a large Premium Pool with insurer's and as a result enables them to negotiate better terms/conditions/excesses and advocate on claims to the direct benefit of the Owners Corporation.
- o Maintain and Develops a Panel of preferred insurers based on coverage and claims experience.
- o Maintain and Develops a Panel of preferred Assessors/Repairers/Contractors based on effectiveness and responsiveness.

Administration and Capital works fund budget:

Levy contributions provide funds to operate your scheme. All contributions must be calculated in proportion to the unit entitlements. The funds raised towards the administrative fund are to pay for the annual day to day recurrent expenses. The funds raised in the capital works fund are to pay for future capital expenditure. The owners corporation may also have a special fund for specific purposes.

Capital Works Fund:

Explanation: The owners corporation must prepare a plan of anticipated major expenditure to be met from the capital works fund over the 10-year period commencing on the date of the first annual general meeting. The capital works fund plan must be reviewed at least once every 5 years. The preparation of this plan is a significant exercise and the legislation allows the owners corporation to engage expert assistance in its preparation. The meeting must discuss the preparation or review of this plan.

Collection of Levies:

The owners corporation must determine how they wish to deal with the recovery of outstanding levy arrears. Interest is not chargeable on outstanding levies until after 1 month from the due date and legal action cannot be taken unless 21 days written notice is given of such action in accordance with Section 86 of the Strata Schemes Management Act 2015.

Section 80 of the Act: This motion simply confirms that the Owners Corporation empowers the Executive Committee to commence debit collection proceedings in relation to levy arrears.

Window Safety Devices:

(1) A building in a strata scheme is a building to which section 118 of the Act applies if the building contains lots used for residential purposes.

(2) A window within any such building is a window to which section 118 of the Act applies if:

- (a) it is a window within the meaning of the Building Code of Australia, and (b) it can be opened, and
- (c) the lowest level of the window opening is less than 1.7m above the surface of any internal floor that abuts the wall of which it forms part, and (d) that internal floor is 2m or more above the ground surface, or any external surface, below the window that abuts the wall, and
- (e) it is a window on common property to which access can be gained from a residence in a strata scheme or a window on any part of the building that is part of a residence.

(3) A screen, lock or any other device is a complying window safety device for the purposes of section 118 of the Act if it:

- (a) is capable of restricting the opening of a window so that a sphere having a diameter of 125mm or more cannot pass through the window opening, and
- (b) is capable of resisting an outward horizontal action of 250 newtons, and
- (c) has a child resistant release mechanism, in the case of a device that can be removed, overridden or unlocked.

(4) In this clause: Building Code of Australia has the same meaning as it has in the Environmental Planning and Assessment Act 1979.

Voting:

In order to facilitate greater and more flexible participation in strata meetings, an Owners Corporation can resolve to accept votes by other means, as set out in the motion.

Re delegation:

1) This motion is required standard motion as per the new Strata Schemes Management Act 2015 & Regulations.

2) We confirm that our Standard Management fee has Not changed and the services we provided remain the same.

3) The appointment is in general for the same period being One Year or until the next Annual General meeting whichever is the greater , so as to comply with the new requirements

4) We have expanded the services available in schedule A2 additional services.

5) The agreement that we use is the standard agreement as issued by the Strata Community Association (SCA NSW).

Sect 60: Training Services - C F Strata Management confirms that while we do undertake training and education during the year , we have not received same where the training has been paid for or provided free of charge to us as agent for your strata scheme. It is acknowledged that from time to time in our general daily duties, that seek advice from other professional contacted to the Strata industry , such as but not limited to Solicitors, building consultants, engineers, contractors. This is general just general advice which may assist us in performing our role as strata managing agents.



C.F. STRATA MANAGEMENT

Income & Expenditure statement for the financial year to 30/09/2022

Professional Boutique Strata Managers

SUITES 305 & 306, 30 - 40 HARCOURT PARADE
ROSEBERY NSW 2018
PH: (02) 9313 6255 FAX: (02) 9313 8809
www.cfstrata.com.au

Liability Limited by a scheme
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Professionals Standards Legislation

The Owners of Corporation SP 3998

14 St Marks Road, RANDWICK NSW 2031

Administrative Fund

Current period

01/10/2021-30/09/2022

Revenue

Interest on Arrears--Admin	164.22
Levies Due--Admin	69,499.96
<i>Total revenue</i>	<u>69,664.18</u>

Less expenses

Administration - General / Compliance	66.00
Administration / WH&S Lic / Accounts etc	124.40
Archive/Storage/Key Mangt	105.60
Bank Charges - Bank fees/ DEFT/Bpay / Acct admin	319.15
Ceiling Repairs	362.00
Cleaning	8,294.00
Cleaning - Other	660.00
Door/Gate Repairs	315.00
Electrical Repairs & Maintenance	572.00
Electricity	2,852.27
Email/Internet /Web Serv & Printing	178.20
Insurance - Premiums	27,995.15
Intercom Repairs	374.00
Lawns/Gardens	4,422.00
Locks/Keys/Card Keys - Repairs	154.00
Management Fees - Sch B - Additional Mgmt Services	60.00
Management Fees - Sch B - Secretary/Office Service	75.02
Management Fees - Standard	8,736.24
Plumbing - Repairs/Works	1,804.00
Pool - Maint. Contract Fee	4,327.00
Postage/Photocopy/Statements Printing	1,914.78
Stat / Work Ords / Special Levy	198.00
Telephone/Mobile Calls	99.00
Water Rate	10,274.68
<i>Total expenses</i>	<u>74,282.49</u>

Surplus/Deficit (4,618.31)

Opening balance 39,244.02

Closing balance \$34,625.71

Capital Works Fund**Current period**

01/10/2021-30/09/2022

Revenue

Interest on Arrears--Capital Works	1,766.79
Levies Due (Special)--Capital Works	656,000.03
Levies Due--Capital Works	30,000.00

Total revenue 687,766.82

Less expenses

Building Renovations/Rectifications	106,079.92
Ceiling/Plaster repairs	3,740.00
Electrical Renewals/Replacement	16,358.10
Plumbing/Drainage Repairs	4,978.60
Waterproofing Works	880.00

Total expenses 132,036.62

Surplus/Deficit 555,730.20

Opening balance 449,058.75

Closing balance \$1,004,788.95

Date accepted: _____

Date to commence: _____

STRATA PLAN No. 3998
14 ST MARKS ROAD, RANDWICK
BUDGET OF EXPENSES FOR THE YEAR 2022 /23

Last Budget

2022 / 2023

Bank Charge / Govt Tax		350.00
Cleaning / Carpet Clean		8,200.00
Elec / Globes		3,200.00
Lawn & Garden / Tree lop		4,500.00
Water Board		10,500.00
Insurances / Valuation		29,000.00
Postage / Photocopy / Stationery		950.00
Management Fee		7,910.00
Repairs & Maintenance		2,390.00
Pool / Pool Repairs		5,500.00
Service Equipment		1,500.00
Exps Reimburse for E/C		300.00
GST / BAS Account Fee		300.00
Plumbing / Gutering Repair		1,400.00
Admin Fund Expenses	\$	76,000.00
LESS CREDIT ALLOWANCE FROM FUNDS	-\$	11,500.00
Admin GST Allowance		5,000.00
\$ 69,500.00	TOTAL ADMIN FUND EXPENSES	\$ 69,500.00

General Capital Works Fund (CWF) Provision		13,600.00
Landscape / Garden		500.00
Plumbing / Drainage		2000.00
Upgrade of Equipment / Services		1500.00
Roof / Gutting Repairs		3500.00
Pool Service / Upgrade		1500.00
Concrete / Balcony Repairs		5000.00
GST Allowance		2400.00
\$ 30,000.00	TOTAL C W F EXPENSES	\$ 30,000.00

\$ 99,500.00	TOTAL EXPENSES	\$ 99,500.00
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LEVIES REMAIN THE SAME



C.F. STRATA MANAGEMENT

Professional Boutique Strata Managers

SUITES 305 & 306, 30 - 40 MARCOURT PARADE
ROSEBERY NSW 2018
PH: (02) 9313 6255 FAX: (02) 9313 8809
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NOTICE OF A STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION. STRATA SCHEMES MANAGEMENT ACT 2015.

STRATA PLAN 3998

ADDRESS OF THE STRATA SCHEME: 14 St Marks Road, RANDWICK NSW 2031

DATE, PLACE & TIME OF MEETING: A Strata Committee Meeting of The Owners - Strata Plan 3998 will be held on Wednesday, 07 December 2022 as per the AGM and the meeting will commence directly after the AGM.

MEETING TO BE HELD BY: Scott McInness

The Agenda for the meeting is:

- 1 **MINUTES**
That the minutes of the previous Strata Committee Meeting be confirmed.
- 2 **OFFICE BEARERS**
That the Strata Committee elect its office bearers, i.e. Secretary / Nominated Contact Person, Chairperson and Treasurer.

PRE MEETING ELECTRONIC VOTING FORM

PRE MEETING ELECTRONIC VOTING FORM

Date.....

I/We.....being a member of the Strata Committee for Strata Plan No.3998 in relation to the Strata Committee Meeting to be held on 7/12/2022 hereby vote as marked below and instruct that my vote be recorded as same:-

I/WE HAVE CIRCLED YES OR NO FOR EACH MOTION ON THE AGENDA.

Motion 1 YES NO Motion 2 YES NO

PLEASE NOTE THAT SHOULD YOU NOT CIRCLE YES OR NO FOR A MOTION, YOUR VOTE WILL NOT BE COUNTED FOR THAT MOTION.

Signature of Member

.....

Dated:...../...../.....

PLEASE RETURN TO reception@cfstrata.com