

STRATA SCHEME INSPECTION REPORT

DATE OF INSPECTION: 12th April 2017

PROPERTY ADDRESS: 64 Gladesville Road, Hunters Hill

STRATA PLAN: 85494

LOTS: 39 & 43

DISCLAIMER

- a. During the course of the subject inspection, no attempt was made to ascertain whether any Managing Agent has complied with the detailed accounting requirements of the Auctioneers and Agents legislation or whether the prescribed accounting and prescribed financial statement requirements are being complied with by the Owner's Corporation. As these requirements are particularly complex, an additional inspection by a specially trained inspector would be necessary before we would report same.
- b. The information contained in this report was extracted from the books and records of the Owner's Corporation provided. Certain books and records may be held separately by members of the Owners Corporation, Managing Agents, Independent Auditors and/or Legal Representatives for many reasons (i.e. quotations, financial affairs, legal proceedings, etc.) and some Managing Agents hold "pending files" which are not produced.
- c. Special procedures were followed to minimise the possibility of records not being made available for inspection. However, your attention is directed to the possibility that all of the Owner's Corporation records may not have been made available for inspection or, alternatively, that the records may not have contained all of the information of interest to a Purchaser or Mortgagee.
- d. We do not carry out physical inspections of the complex. We do not profess to have any knowledge of building practices and hence are not qualified to offer advice as to the quality of the building or any major repairs carried out.
- e. Please note that some particular managing agents are in the practice of archiving records prior to the required period of seven years & that these records may not have been made available for this inspection.
- f. The Property Inspectors is the provider of this Report and the Client is the person/entity who has requested the Report. The Property Inspectors is not liable to any other person who relies upon this report to their detriment.



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CONTENTS

STRATA INSPECTION SUMMARY	page 3
STRATA ROLL	page 4
OWNER DETAILS	page 4
BY LAWS	page 4
GENERAL INFORMATION	page 5
EXECUTIVE COMMITTEE	page 5
MANAGING AGENT	page 5
INSURANCE / VALUATION	page 6
BOOKS OF ACCOUNT	page 7
MAINTENANCE CONTRIBUTIONS & SPECIAL LEVIES	page 7
SPECIAL LEVIES & BUDGET & TAX/ABN.....	page 8
ANNUAL FIRE SAFETY STATEMENT	page 9
WORK HEALTH & SAFETY REPORT	page 9
10 YEAR SINKING FUND REPORT	page 9
ASBESTOS MANAGEMENT REPORT	page 10
TERMITE/TIMBER REPORT.....	page 10
BUILDING DEFECTS UNDER HOME OWNERS WARRANTY	page 11
OTHER MAJOR REMEDIAL WORKS	page 11
MINUTES OF MEETINGS	pages 12, 13 & 14
EXPENSE HISTORY	page 15
OTHER IMPORTANT NOTES.....	page 16

ATTACHMENTS

LOT & FINANCIAL INFORMATION	(Attachments).....	Refer attached
ADDITIONAL INFORMATION	(Attachments)	Refer attached



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1. **STRATA INSPECTION SUMMARY**

NOTE: Do not solely rely upon this summary page. The report is to be reviewed in its entirety.

1. **Are any building defects or major remedial works noted?** Yes – refer page 11
2. **Insurance premium & due date ?** \$2,699.31 Due 11/04/2017
3. **(A) What are the current approx. balances of the Administrative & Capital Funds?**

Administrative Fund:	\$ 138,117.71
Capital Fund:	\$ 59,148.33
Investment Fund:	\$ Included

(B) What are the current levy contributions per quarter for Lots 39 & 43?

	<u>Lot 39</u>	<u>Lot 43</u>
Administrative Fund:	\$ 2,818.75	\$ 54.15
Capital Fund:	\$ 807.85	\$ 15.55

4. **When are levies paid into (Lots 39 & 43)?** 30th April 2017
5. **What are the current arrears (Lots 39 & 43)?** Nil
6. **Are there any current special levies ?** No
7. **Possible special levies in the near future?** No
8. **When was the last Annual General Meeting held?** 12th July 2016
9. **Have there been any changes / additions to the By-laws in the last two Years?** No
10. **What is the unit entitlement for the subject Lot?** 625 (Lot 39),
12 (Lot 43) / 10,000
11. **Were any Asset or Compliance Reports sighted?** Yes refer page 9
12. **Is the Strata Plan Part of a Community Association or Building Management Committee?** Yes - BMC



2. **STRATA ROLL (SECTION 96-99)**

Was the Strata Roll in compliance with the following aspects of Chapter 3, Part 5, Division 1? Yes

Has the Initial Period expired? Yes

OWNER OF LOTS 39 & 43:

Name - Stephen John Taylor, Craig Michael Taylor & Michelle Dale Tyrrell
Mortgagee - None noted
Original Owner: Iris Capital Pty Limited

OTHER ENTRIES :

Number of Lots: 45
Number of Units: 45
Unit entitlement of subject Lot: 62.5 (Lot 39), 12 (Lot 43)
Aggregate Entitlement: 10,000
Strata Plan registered: 07/07/2014
The subject lot has a total area of: Not Sighted

Was the Original Certificate of Title for the common property signed? Yes Edition 4, dated 01/08/2016

BY LAWS (CHAPTER 2, PART 5)

Do the records suggest that the By Laws have been changed or added in the Past two Years? No

What is the attitude of the Owner's Corporation to the keeping of animals? Refer By-Laws for complex

Is there any evidence of approval for animals being refused? No

Is there any evidence of approval for animals? Yes

Were any exclusive use by-laws registered in the past two years affecting the subject Lot? No



3. GENERAL INFORMATION

- ⇒ Does the complex have a security intercom system? Yes
- ⇒ Does the complex have a swimming pool? No
- ⇒ Does the complex have a lift? Yes
- ⇒ Does the complex allow air-conditioning? Yes
- ⇒ Does the complex have pay TV? Unable to determine

EXECUTIVE COMMITTEE:

Executive Committee Refer to minutes attached dated 12th July 2016

HARMONY:

State of harmony within the scheme: Refer below

List of disputes noted (if applicable)

- ⇒ Parking
- ⇒ Items stored on common property

5

MANAGING AGENT :

Is there a Managing Agent? Yes

Name: Strata Partners
Phone: (02) 9417 2366
Managers Name: Eric Foust
License No: Not noted

Books and records as presented were found to be in good order. Please note however that we cannot guarantee that we were provided with all records pertaining to this strata plan as many managing agents hold "pending" files separate to the general files and some Executive Committees and Building Managers hold items such as quotes and reports on site. In addition some managing agents are now holding many files electronically and this is particularly relevant to email correspondence.



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4. **INSURANCES (CHAPTER 3, PART 4)**

DETAILS OF BUILDING INSURANCE:

We note that the Insurance is covered by the BMC, no certificate was sighted, The current period of insurance has not been received from Civium Strata who manage the BMC.

⇒ Building Insurance	Unknown
⇒ Insurance Company	Hollard Insurance
⇒ Policy Number	MAL0000004RSTR
⇒ Due Date	11/04/2018
⇒ Excess	Refer to attached Policy
⇒ Premium	\$ 2,690.32

ADDITIONAL INSURANCE COVER :

⇒ Voluntary Workers	\$ 100,000 / 1,000
⇒ Common Contents	\$ 200,000
⇒ Public Liability	\$ 20,000,000
⇒ Office Bearers Liability	\$ 1,000,000
⇒ Fidelity Guarantee	\$ 50,000
⇒ Government Audit Costs	\$ 50,000
⇒ Legal Defence	\$ 50,000

INSURANCE CLAIMS HISTORY :

Have there been any insurance claims exceeding \$2,000 in recent years? No

There is no evidence the complex suffers from any recurring problems with such items as burst water pipes, vandalism or malicious damage.

VALUATION DETAILS:

None Sighted



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5. **BOOKS OF ACCOUNT (SECTION 103)**

FINANCIAL ACCOUNTS (SECTION 106) :

- ⇒ **Approximate balance of the Admin Fund?** \$ 138,117.71
- ⇒ **Approximate balance of the Sinking Fund?** \$ 59,148.33
- ⇒ **Approximate balance of the Invest. Fund?** Included
- ⇒ **Funds are currently held in trust as follows:-** Bank : Macquarie
- ⇒ **Are there any arrears noted for the complex** \$ 6,217.24 (Lots not specified)

We recommend a section 109 Certificate be obtained to confirm the financial information as there have been rare occasions when we have been given incorrect details.

7

MAINTENANCE / LEVY CONTRIBUTIONS (SECTION 76) :

The records indicate that current standard contributions for Lots 39 & 43 are as follows:

	Lot 39	Lot 43
⇒ Administrative Fund per quarter	\$ 2,818.75	\$ 54.15
⇒ Sinking Fund per quarter	\$ 807.85	\$ 15.55

SPECIAL LEVY CONTRIBUTIONS (SECTION 76 [1] & [4]) :

Details of current special levies are : Not applicable



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HISTORY OF PAST SPECIAL LEVY CONTRIBUTIONS RAISED:

Is there any documentary evidence or any indication that a special levy has been struck in recent years? **No**

APPROVED BUDGET:

Current Budget adopted (per annum) for the Strata Scheme effective 1st August 2016

- ⇒ **Administrative Fund:** \$ 180,400.00
- ⇒ **Sinking Fund:** \$ 51,700.00

TAXATION AND BUSINESS ACTIVITY STATEMENTS:

- ⇒ **Tax File Number Sighted:** Yes
- ⇒ **Tax File Number:** 358 516 271
- ⇒ **ABN sighted:** 38 704 887 386
- ⇒ **Is the property registered for GST?** Yes



6. COMPLIANCE

ANNUAL FIRE SAFETY STATEMENT (AFSS):

NOTE- Refer to the Environmental Planning and Assessment Act 1979 legislation and Regulations 2000 for full details / explanation regarding the Legislative requirements relating to Fire Safety Measures.

⇒ The Annual Fire Safety Statement (AFSS) for Strata Scheme is noted on file dated 22nd August 2016 (**copy attached**)

WORK HEALTH & SAFETY (WH&S):

NOTE- Please refer to the Work Health and Safety Act 2011 for full details / explanation regarding the Legislative requirements for 'WH&S'

⇒ Are any 'WH&S' Report/s or documentation/s sighted for the strata scheme? **No**

10 YEAR SINKING FUND ASSESSMENT REPORT:

NOTE: Please refer to Section 75 of the Strata Schemes Management Act 1996 for full details / explanation regarding the Legislative requirements relating to 10 Year Sinking Fund requirements.

⇒ Is a 10 Year Sinking Fund Assessment Plan noted on file for the strata scheme? **Yes**

⇒ We **attach** extracts of a Sinking Fund Plan / Report for dated 31st May 2015 prepared by BIV Reports Pty Limited



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ASBESTOS REPORT / REGISTER & MANAGEMENT PLAN:

NOTE- Please refer to the Work Health and Safety Act 2011 for full details / explanation regarding the Legislative requirements relating to Asbestos materials.

⇒ Are any Asbestos Report/s or documentation/s sighted for the strata scheme? **No**

TERMITE/TIMBER PEST INSPECTION REPORT:

Is a Termite/Timber Inspection report noted on file for the strata scheme? **No**

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7. BUILDING DEFECT MATTERS

BUILDING DEFECTS UNDER HOME OWNERS WARRANTY (H.O.W):

Was there any evidence of any claims under the Home Owners Building Warranty Noted? Yes

The Owners Corporation engaged Acor Consultants to provide a building defects report as per EC minutes dated 17th July 2015.

Nothing further was sighted in the files in regards to the building defects at the property. We do however note in the EC minutes dated 23rd August 2015 the owners were to be advised that all defect matters were to be addressed to PBS or the supplier rather than directed by GK.

We note from the minutes of the EC dated 21/02/2017 that some defects for water penetration issues are ongoing with some units, nothing sighted for the subject lot.

NOTE: This information was obtained from an old inspection of the property carried out in April 2016 with the previous management, none of this documentation was sighted in the new inspection. We have left the information in this report for history purposes.

MAJOR REMEDIAL WORKS NOT INCLUDING H.O.W:

⇒ **Was there any evidence of any other major remedial works for the strata scheme for the past 5 years excluding H.O.W Building Defects Claims? No**

PROPOSED MAJOR REMEDIAL WORKS NOT INCLUDING H.O.W:

⇒ **Was there any evidence of any other major remedial works proposed for the strata scheme in the future excluding H.O.W Building Defects Claims? No**



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8. MINUTES OF MEETINGS – SUMMARY ONLY

- ⇒ Sighted back to the AGM dated: **10th June 2014**
- ⇒ Date of most current/last Minutes sighted: **21st February 2017**
- ⇒ Date of First AGM (if noted): **10th June 2014**

a. Are any meetings of the Owners Corporation scheduled in the near future? **No**

We note that the Executive Committee are active at the property with regular meetings held to discuss matters/issues at the property. We attach a copy of the most recent minutes of meetings for your reference:

21/02/2017, 10/01/2017, 22/11/2016, 18/10/2016, 24/03/2016, 31/07/2016, 13/06/2016, 01/04/2016

EXTRAORDINARY GENERAL MEETING (EGM) DATED 15/09/2016 - refer attached

- ⇒ Resolved to that letters be sent regarding the two DA's for neighbouring properties
- ⇒ Resolved to accept fee proposal from town planner in regards to DA from Hunters Hill Hotel
- ⇒ Resolved to accept legal costs in regards to DA's, refer attached emails & documents in regards to this matter

ANNUAL GENERAL MEETING (AGM) DATED 12/07/2016 - refer attached

- ⇒ Budget adopted: Admin Fund per annum \$180,400 & Sinking Fund per annum \$51,700
- ⇒ Number Committee Members elected: 5
- ⇒ Auditor appointed: Yes
- ⇒ Insurance details addressed
- ⇒ Resolved to pay honorariums to EC members
- ⇒ Resolved that the OC upgrade the CCTV system with the budget of \$8,000
- ⇒ Resolved to approve by-law for awnings



EXTRAORDINARY GENERAL MEETING (EGM) DATED 01/04/2016 - refer attached

- ⇒ Resolved to terminate the services of GK Strata Management and appoint Strata Partners as managing agents

ANNUAL GENERAL MEETING (AGM) DATED 16/06/2015 - refer attached

- ⇒ Budget adopted: Admin Fund per annum \$179,300 & Sinking Fund per annum \$51,127
- ⇒ Number Committee Members elected: 5
- ⇒ Auditor appointed: Yes
- ⇒ Insurance details addressed
- ⇒ Resolved that the OC pay \$3,000 to former EC members in recognition of the work & services
- ⇒ Resolved to allow payment of \$5,000 to EC members in recognition of their services
- ⇒ Resolved that the OC approve \$3,000 for improvements to Maison/foyer upgrade (on top of \$5,000 already spent)
- ⇒ OC resolved to empower the EC to obtain a building defects report
- ⇒ Resolved that the OC allow the EC to obtain a special by-law to prevent the abuse of visitor parking. By-law to be submitted at a future meeting.
- ⇒ Notification of by-law breaches regarding parking was discussed
- ⇒ Resolved that the EC obtain quotes with a view to upgrading the CCTV system within Maison Apartments in order to provide additional security coverage of common areas.
- ⇒ EC to investigate safe methods of maintaining unsafe inaccessible areas of common property.

EXTRAORDINARY GENERAL MEETING (EGM) DATED 28/01/2015

- ⇒ Resolved that the OC ratifies the amended SMS (Strata Management Statement) and authorise the EC to arrange formal execution of the amended SMS
- ⇒ Resolved to enter into a new BMC Facilities Management contract with Inside Outside Facility Services
- ⇒ Resolved to ratify the Deed of Settlement and Release between Iris Property Group and the OC
- ⇒ Resolved that the BMC representative is authorised to approve a new and reduced BMC budget in order to reduce strata levies
- ⇒ Resolved that \$5,000 be budgeted for future improvements to the Maison entrance foyer



EXTRAORDINARY GENERAL MEETING (EGM) DATED 16/09/2014

- ⇒ Budget adopted: Admin Fund per annum \$308,000 & Sinking Fund per annum \$0
- ⇒ The OC resolves to engage Bannerman's Lawyers regarding advice on facilities management agreement with the BMC and strata management statement

EXTRAORDINARY GENERAL MEETING (EGM) DATED 30/06/2014

- ⇒ Resolved that GK Strata Management be appointed as strata managing agents of the property

FIRST ANNUAL GENERAL MEETING (AGM) DATED 10/06/2014

- ⇒ Budget adopted: Admin Fund per annum \$348,249 & Sinking Fund per annum \$0
- ⇒ Number Committee Members elected: 9
- ⇒ Resolved to appoint Civium Strata People as Strata Managing agents of the property

SAMPLE



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10. **OTHER IMPORTANT NOTES:**

- ⇒ No search has been made of these or any other agreements that may have been entered into by the Owners' Corporation.
- ⇒ We found no evidence of any current or proposed litigation involving the Owners' Corporation.
- ⇒ From the records provided for our inspection we did not note any apparent Notices or Orders which adversely affect either the Owners Corporation or the subject Lot.
- ⇒ The Strata Plan is part of a BMC, the BMC is managed by Civium Strata and the BMC covers the main insurance policy for the property.

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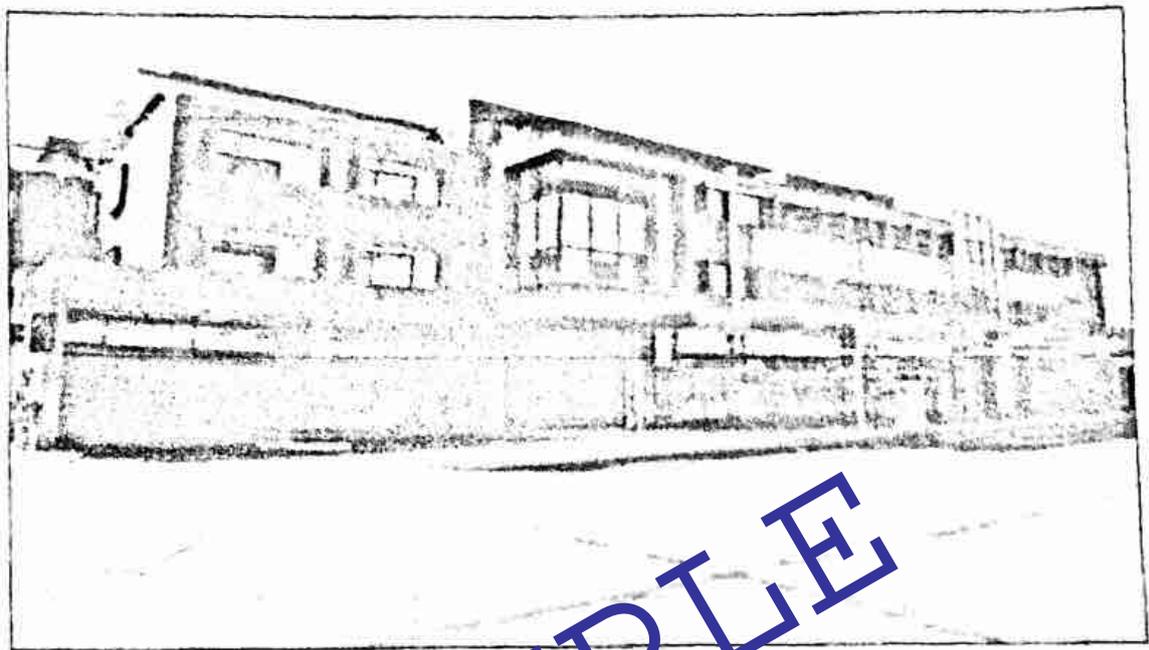
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10 YEAR SINKING FUND PLAN
 MAY 2015



64-68 GLADESVILLE ROAD, HUNTERS HILL :: SP85494



SAMPLE

10 Year Sinking Fund Forecast - Costs Estimates (includes GST)

Sinking Fund Forecast for:		Date commencing:										Strata Plan:		
64-08 Lakeshore Road, Hunters Hill		31 May 2015										SP85494		
Serial	Item	Current Cost Estimate	Approx year required	Escalated amount	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10
					May-16	May-17	May-18	May-19	May-20	May-21	May-22	May-23	May-24	May-25
1	Structure													
2	Roof	\$20,000	10	\$43,178										\$43,178
3	Long term capital items	\$22,500	10	\$48,576										\$48,576
4	Appendages													
5	Hot water systems	\$20,000	10	\$43,178										\$43,178
6	Storm water pump	\$3,500	6	\$5,551						\$5,551				
7	Ventilation	\$4,500	9	\$8,986									\$8,986	
8	Common prop. signage	\$1,900	10	\$4,102										\$4,102
9	Belustrade	\$1,900	8	\$3,517							\$3,517			
10	Guttering & downpipes	\$3,300	3	\$3,820			\$3,820							
11	CCTV	\$6,000	9	\$11,994									\$11,994	
12	Fire safety	\$6,000	8	\$11,056							\$11,056			
13	Windows	\$4,700	8	\$8,699							\$8,699			
14	Elevator & equipment	\$80,000	9	\$159,920							\$159,920			
15	Internal painting	\$16,200	7	\$27,764							\$27,764			
16	Carpet	\$28,000	9	\$55,972									\$55,972	
17	Intercom	\$8,000	9	\$15,992									\$15,992	
18	Floor tiles	\$1,400	7	\$2,399							\$2,399			
19	Outside													
20	External painting	\$22,500	8	\$41,046								\$41,046		
21	Landscaping													
22	Fences	\$1,300	6	\$2,063						\$2,063				
23	Retaining walls													
24	Sealing concrete areas (1)													
25	Sealing concrete areas (2)													
26	Triphazards	\$500	1	\$525	\$525									
27	Storm water drains													
28	Bollards	\$2,000	2	\$2,205		\$2,205								
29	Cracked render	\$2,300	8	\$4,072								\$4,072		
30	Lane marking	\$2,000	5	\$2,553					\$2,553					
31	Leaky screens	\$3,400	4	\$6,564	\$6,564									
	Total estimate (rounded)	\$317,800		\$614,346	\$525	\$2,205	\$3,820	\$6,564	\$2,553	\$7,617	\$30,163	\$168,990	\$252,674	\$139,035

SAMPLE

Recommended Annual Sinking Fund Payment

End of Year	Year Ending	Recommended Sinking Fund Payment	Annual % change in Sinking Fund Payment	Adjustment to Sinking Fund Payment (increase/decrease)	S/Fund Balance + Interest + Annual S/Fund Payment	Costs in each year refer to the table above (page 3)	Sinking Fund Balance	Interest on the Sinking Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	2.75%
1	May-16	\$51,479			\$51,479	\$525	\$50,954	\$1,401
2	May-17	\$53,538	4.00%		\$103,893	\$2,205	\$103,688	\$2,851
3	May-18	\$55,680	4.00%		\$162,220	\$3,820	\$158,399	\$4,356
4	May-19	\$57,907	4.00%		\$220,662	\$6,564	\$214,098	\$5,888
5	May-20	\$60,223	4.00%		\$280,209	\$2,553	\$277,657	\$7,636
6	May-21	\$62,632	4.00%		\$347,924	\$7,617	\$340,307	\$9,358
7	May-22	\$65,137	4.00%		\$414,803	\$20,163	\$384,640	\$10,578
8	May-23	\$67,743	4.00%		\$462,969	\$168,990	\$293,970	\$8,081
9	May-24	\$70,453	4.00%		\$372,507	\$252,834	\$119,633	\$3,290
10	May-25	\$73,271	4.00%		\$196,194	\$139,035	\$57,159	\$1,572
11	May-26	\$76,201	4.00%		\$134,932		\$134,932	\$3,711

Note: some figures may be rounded

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 office@stratapartners.com.au



Owner Ledger

Start Date: 01/04/2015
 End Date: 30/04/2019
 Owners: One only

The Owners--Strata Plan 85494 Maison Apartments, 64-68 Gladesville Road, HUNTERS HILL NSW 2110

Lot 39 Unit 302 Stephen Taylor, Craig Taylor & Michelle Taylor UE / AE: 625.00 / 10,000.00

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	01/05/2016	Quarterly	Quarterly Admin/Sinking Levy	2,801.60	801.60	798.90	798.90	0.00	0.00%	Standard	Normal	None
2	01/08/2016	Quarterly	Quarterly Admin/Sinking Levy	2,818.75	2,818.75	807.85	807.85	0.00	0.00%	Standard	Normal	None
3	01/11/2016	Quarterly	Quarterly Admin/Sinking Levy	2,818.75	2,818.75	807.85	807.85	0.00	0.00%	Standard	Normal	None
4	01/02/2017	Quarterly	Quarterly Admin/Sinking Levy	2,818.75	2,818.75	807.85	807.85	0.00	0.00%	Standard	Normal	None
5	01/05/2017	Quarterly	Quarterly Admin/Sinking Levy	2,818.75	0.00	807.85	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00 Levy arrears & owner invoices \$0.00 Interest on levy arrears \$0.00

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated	Paid	Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest					
02/05/2016	23	Receipt	Banked		2,801.60	0.00	798.90	0.00	0.00	0.00	3,600.50		1
26/07/2016	73	Receipt	Banked		2,818.75	0.00	807.85	0.00	0.00	0.00	3,626.60		2
17/10/2016	126	Receipt	Banked		2,818.75	0.00	807.85	0.00	0.00	0.00	3,626.60		3
28/12/2016	171	Receipt	Banked		2,818.75	0.00	807.85	0.00	0.00	0.00	3,626.60		4

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Owner Ledger

Start Date: 01/04/2015
 End Date: 30/04/2019
 Owners: One only



The Owners--Strata Plan 85494

Maison Apartments, 64-68 Gladesville Road, HUNTERS HILL NSW 2110

Lot 43 Unit CS43

Stephen Taylor, Craig Taylor & Michelle Tyrrell

UE/AE: 12.00 / 10,000.00

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	01/05/2016	Quarterly	Quarterly Admin/Sinking Levy	53.80	53.80	15.35	15.35	0.00	0.00%	Standard	Normal	None
2	01/08/2016	Quarterly	Quarterly Admin/Sinking Levy	54.15	54.15	15.55	15.55	0.00	0.00%	Standard	Normal	None
3	01/11/2016	Quarterly	Quarterly Admin/Sinking Levy	54.15	54.15	15.55	15.55	0.00	0.00%	Standard	Normal	None
4	01/02/2017	Quarterly	Quarterly Admin/Sinking Levy	54.15	54.15	15.55	15.55	0.00	0.00%	Standard	Normal	None
5	01/05/2017	Quarterly	Quarterly Admin/Sinking Levy	54.15	0.00	15.55	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		Paid	Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest				
02/05/2016	13	Receipt	Banked		53.80	0.00	15.35	0.00	0.00	69.15		1
26/07/2016	71	Receipt	Banked		54.15	0.00	15.55	0.00	0.00	69.70		2
17/10/2016	125	Receipt	Banked		54.15	0.00	15.55	0.00	0.00	69.70		3
28/12/2016	170	Receipt	Banked		54.15	0.00	15.55	0.00	0.00	69.70		4

Balance Sheet

As at 12/04/2017



The Owners--Strata Plan 85494

Maison Apartments, 64-68 Gladesville Road,
 HUNTERS HILL NSW 2110

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit	(4,525.45)
Owners Equity	142,643.16
	138,117.71
Capital Works Fund	
Operating Surplus/Deficit	20,879.48
Owners Equity	38,268.85
	59,148.33
	\$197,266.04
Net owners' funds	
Represented by:	
Assets	
Administrative Fund	
Cash at Bank	68,718.62
Investment #1 -- Interest Bearing Deposit	76,405.64
Levies in Arrears	4,774.05
Receivable--Owners	75.00
Sundry Debtor	1,255.63
	151,228.94
Capital Works Fund	
Cash at Bank	62,186.09
Levies in Arrears	1,368.19
	63,554.28
Unallocated Money	
Cash at Bank	17.24
	17.24
<i>Total assets</i>	214,800.46
Less liabilities	
Administrative Fund	
Creditor--GST	1,130.12
Levies in Advance	11,981.11
	13,111.23
Capital Works Fund	
Creditor -- GST	972.11
Levies in Advance	3,433.84
	4,405.95
Unallocated Money	
Prepaid Levies	17.24
	17.24
<i>Total liabilities</i>	17,534.42
Net assets	\$197,266.04

SAMPLE

ABN: 40 003 675 778
 Suite 10, 283 Penshurst Street
 PO Box 3046
 Willoughby North NSW 2068
 Tel: 02 9417 2366
 Fax: 02 9417 7196
 office@stratapartners.com.au

Income & Expenditure Statement - Group STRATA PARTNERS
 for the financial year-to-date
 01/06/2016 to 12/04/2017



The Owners--Strata Plan 85494

Maison Apartments, 64-68 Gladesville Road,
 HUNTERS HILL NSW 2110

Administrative Fund

Current period

01/06/2016-12/04/2017

Revenue

Interest on Arrears	151.05
Interest on Investments	1,405.64
Key & Remote Sales Non-Refundable	1,181.83
Levies Due	123,002.55
Renovation Works Fee	68.18
Status Certificate Fees	599.00
Strata Roll Inspection Fees	155.00

Total revenue 226,563.25

Less expenses

Accounting General Expense	236.37
Admin--Bank Charges--With GST	22.75
Audit Fees	470.00
Bank & Computer Fees	2.50
BMC Levy Contribution	33,466.56
Building Manager	4,923.33
Carpet Cleaning & Repairs	363.64
Cleaning Expense	13,060.00
Disbursements	1,757.52
Doors, Window, Locks Repairs	6,178.24
Drains & Sewers	215.40
Electrical Expense	2,323.00
Fire Protection	825.00
Fire Protection--Contract	1,822.50
Gardening Expense	1,125.85
Hire Of Meeting Room	48.18
Honorarium	16,378.14
Hot Water Systems	570.51
Insurance Claims	380.00
Legal & Debt Collection Fees	14,324.55
Lift Expense	2,753.00
Lift--Maintenance Contract	6,489.00
Management Fees	5,613.54
Miscellaneous Expenses	876.89
Pest & Vermin Control	330.00
Petty Cash Expenses	71.20
Photocopy/Stationery/Postage	(9.10)

The Owners--Strata Plan 85494

Maison Apartments, 64-68 Gladesville Road,
HUNTERS HILL NSW 2110

Plumbing Repairs	145.00
Roof, Guttering, Downpipes	900.00
Status Certificate Fees Paid	762.00
Strata Inspection Fees Paid	124.00
Supplier Compliance	78.00
Waste & Rubbish Removal	6,540.30
Water Usage & Sewerage Charges	7,920.83
<i>Total expenses</i>	<u>131,088.70</u>
Surplus/Deficit	<u>(4,525.45)</u>
Opening balance	142,643.16
Closing balance	<u><u>\$138,117.71</u></u>

SAMPLE

Capital Works Fund**Current period**

01/06/2016-12/04/2017

Revenue

Interest on Arrears	43.18
Interest--Bank	459.13
Levies Due	35,252.82
	<hr/>
	35,755.13

*Total revenue***Less expenses**

Doors, Windows, Locks	2,915.55
Electrical Replacement	652.50
Fire Equip Replacement/Upgrade	1,555.00
Income Tax Expense	752.60
Security Cameras	8,030.00
Tax Preparation Fees	120.00
Water Penetration Rectification	850.00
	<hr/>
	14,875.65

Total expenses

20,879.48**Surplus/Deficit**

Opening balance 38,268.85

Closing balance

\$59,148.33

SAMPLE



Tax Invoice

Renewal

The Owners of SP85494
PO Box 3046
WILLOUGHBY NORTH NSW 2068

Date: 11/04/17
Your Reference No.: 14040131
Your Invoice No.: 1160848.1

Insurer: Hollard Insurance Co Pty Ltd
Level 12 465 Victoria Avenue
CHATSWOOD

Policy Number: MAL0000004RSTR

Type of Policy: Hollard Residential Strata Insurance

Period of Insurance: 11/04/17 to 11/04/18
At 4pm Local Time

Renewal of Policy 2017-2018

Premium	1,907.50
Fire/SES Levy*	84.00
U/W GST	201.65
Stamp Duty	197.17
Policy Fee	25.00
Brokers Fee	250.00
Br Fee GST	25.00

Sub Total 2,690.32

AMOUNT PAYABLE \$2,690.32
DUE DATE 11/04/17

*Note: Fire Levy for risks in NSW contains the State Emergency Services contribution.

Please visit www.milnealexander.com.au for information regarding ESL and the changes effective 1 July 2017.

SAMPLE

Paying Your Premium

For your convenience we provide various ways you can pay your premium.

Credit Card
We accept Visa, MasterCard and AMEX credit card payments over the phone, surcharge fees apply.

Direct Deposit
Our bank account details can be found on the back of this Tax Invoice for direct deposit or Electronic Funds Transfers (EFT).

Premium Funding
You can pay your premium monthly by Premium Funding, ask your broker for more information.

Account Name: Milne Alexander Pty Ltd
BSB: 182 222
Account No.: 201 258 472

SCHEDULE OF COVER
Holland Residential Strata Insurance
 Our Reference 14040131

INSURED

The Owners of SP85494

PERIOD OF INSURANCE

11/04/17 to 11/04/18 At 4pm Local Time

INSURED LOCATION

64-66 Gladesville Road Hunters Hill NSW 2110

CONSTRUCTION

Walls	Brick
Roof	Metal
Floors	Concrete
Storeys	More than 4 Floors

YEAR BUILT

2014

FIRE PROTECTION

Smoke Detectors
 Connection to mains water supply
 Fire hoses/hydrants

Y
 Y
 Y

ADDITIONAL INFORMATION

No. of Lifts	3
No. of Swimming Pools	0
No. of Tennis Courts	0
No. of Gyms	0
No. of Units	51

SAMPLE

SUMMARY BY RISK:

Description	Sections Insured
Building & Contents	As Specified
Property Owners Legal Liability	As Specified
Fidelity Guarantee	As Specified
Voluntary Workers Personal Accident	As Specified
Office Bearers Liability	As Specified
Machinery Breakdown	Not Insured
Legal Expenses	As Specified
Audit Expenses	As Specified

COVER DETAILS:

BUILDING AND CONTENTS

Description	
Common Contents(1% of the Building SI unless otherwise shown)	\$200,000
Combined total limit of Additional Benefits: 3.1-3.7 per incident (15% of the Building SI) CAT Cover(15% of the Building SI)	
Total Sum Insured	\$200,000
Excess	\$250
Basis of Settlement	Reinstatement and Replacement

PROPERTY OWNERS LIABILITY

Public Liability - any one occurrence	\$20,000,000
Excess	\$250

FIDELITY GUARANTEE

Limit of Liability	\$50,000
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Excess \$250

VOLUNTARY WORKERS PERSONAL ACCIDENT

Capital Benefit \$100,000
 Weekly Benefit \$1,000
 Excess 7 days

Endorsements

Z01 - MANUAL ENDORSEMENT CONDITION
 Increase Sums Insured as per below:
 Capital Benefit - \$200,000
 Weekly Benefit - \$2,000

OFFICE BEARERS LIABILITY

Sum Insured \$1,000,000
 Excess \$250

LEGAL EXPENSES

Limit of Liability \$50,000
 Excess \$250

AUDIT EXPENSES

Limit of Liability \$50,000
 Excess \$250

POLICY WORDING

Our Standard Wording as attached

3

INSURER

Hollard Insurance Co Pty Ltd
 Level 12 465 Victoria Avenue CHATSWOOD

PER CENT	POLICY NO.
100.0000	MAL0000004RSTR

SAMPLE

Milne Alexander Pty Ltd has entered into an agreement with MA Underwriting Pty Ltd ACN 138 182 288 (the Agency) to provide new products and services to clients of Milne Alexander Pty Ltd. The directors/shareholders and employees of the Agency are common to both Companies. All business placed with the Agency is underwritten by The Hollard Insurance Company ABN 78 090 584 473 / AFSL 241 436 (Hollard). When business is placed with the Agency it is acting as a Corporate Authorised Representative number: 435171 of Hollard. Milne Alexander Pty Ltd continues to act for you as a broker.

Income & Expenditure Statement - GroupSTRATA PARTNERS

for the financial year to 31/05/2016

The Owners--Strata Plan 85494

Maison Apartments, 64-68 Gladesville Road
 HUNTERS HILL NSW 2110

Administrative Fund

Current period
 01/06/2015-31/05/2016

Revenue

Interest on Arrears	133.18
Interest on Investments	1,476.82
Key & Remote Sales Non-Refundable	1,838.36
Levies Due	163,000.98
Miscellaneous Income	892.50
Status Certificate Fees	663.00
Total revenue	167,992.84

Less expenses

Accounting General Expense	535.50
Bank & Computer Fees	37.12
BMC Levy Contributions	59,267.82
Building Expenses	5,270.88
Building Manager	3,899.95
Cleaning Expense	14,340.50
Doors Window Locks Repairs	3,965.90
Electrical Expense	1,277.91
Electrical Globes & Tubes	127.27
Fire Protection	(418.18)
Gardening Expense	681.69
General Maintenance Repairs	1,845.40
Honorarium	8,000.00
Insurance--Premiums	2,453.92
Legal & Debt Collection Fees	50.00
Lift--Maintenance Contract	11,094.00
Management Fees	13,113.41
Miscellaneous Expenses	2,261.88
Pest & Vermin Control	345.00
Photocopy/Stationery/Postage	1,960.34
Plumbing Repairs	47.50
Security Systems	3,645.91
Status Certificate Fees Paid	490.00
Supplier Compliance	72.73
Tree Lopping/Removal	1,300.00
Waste & Rubbish Removal	6,776.04
Water Usage & Sewerage Charges	9,127.13



The Owners—Strata Plan 85494

Mason Apartments, 64-68 Gladesville Road
HUNTERS HILL NSW 2110

Total expenses	161,579.40
Surplus/Deficit	16,413.44
Opening balance	126,229.72
Closing balance	<u>142,643.16</u>

The Owners—Strata Plan 85494

Mason Apartments, 64-68 Gladesville Road,
HUNTERS HILL NSW 2110

Sinking Fund

Current period

01/05/2015-31/05/2016

Revenue

Interest on Arrears	1.89
Interest on Investments	167.42
Interest—Bank	136.28
Levies Due	46,479.99

Total revenue

46,785.58

Less expenses

Consultant Expenses 8,650.00

Total expenses

8,650.00

Surplus/Deficit

38,135.58

Opening balance

133.27

Closing balance

38,268.85

THE OWNERS – STRATA SCHEME 85494
64-68 GLADESVILLE ROAD, HUNTERS HILL NSW

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS – STRATA PLAN NO.
85494 HELD ON TUESDAY 12 JULY 2016 AT THE GLADESVILLE ROAD COMMUNITY HALL,
44 GLADESVILLE ROAD, HUNTERS HILL COMMENCING AT 6.35PM.

PRESENT:

M. & J. Ngai (2), M. Hastings (5), J. Biscoe (15), D. Griffiths (17), V. Whiteman (18),
T. Demetriou (26), W. Wong (29), S. Hardman (37), J. Taylor (39), J. Cocks (12) (from 7.24pm)

PRESENT BY PROXY:

J. Cocks (12) by proxy to M. Ngai, K. Kazmer (14 & 45) by proxy to V. Whiteman
S. Johnson (20) by proxy to V. Milton, L. Levansky (40) by proxy to V. Whiteman

IN ATTENDANCE:

D. Carpenter, Andrew Clement representing Strata Partners

CHAIRMAN:

Andrew Clement (by delegated authority)

MINUTES:

RESOLVED that the Minutes of the last General Meeting being the Extraordinary General
Meeting held on 1 April 2016 be confirmed as a true and accurate record of the proceedings at
that meeting.

STATEMENT OF ACCOUNTS:

RESOLVED that the Audited Annual Statement of Accounts for the twelve months ended 31 May
2016 be adopted.

AUDITORS:

RESOLVED that Auditors be appointed to the Owners Corporation for the financial year ending
31 May 2017.

EXPENSE BUDGETS:

RESOLVED that the expense budgets prepared by Strata Partners pursuant to Sections 75(1)
and 75(2) of the Strata Schemes Management Act (1996) be adopted.

LEVY CONTRIBUTIONS:

RESOLVED that levy contributions be determined pursuant to Sections 76(1)(2) and 78 of Strata
Schemes Management Act (1996) commencing on 1 August 2016:

- i) to the Administrative Fund - at the rate of \$164,000 plus GST per annum payable quarterly in
advance.
- ii) to the Sinking Fund - at the rate of \$47,000 plus GST per annum payable quarterly in
advance.

INSURANCE:

RESOLVED that the insurances held on behalf of the Owners Corporation were reviewed.

VALUATION:

Motion withdrawn as building insurance held by the Building Management Committee. Noted that
the BMC resolved to obtain an updated valuation of the building for insurance purposes at the
BMC Meeting held on 1 June 2016. Strata Manger to obtain a copy of the valuation from Civium
Strata.

RESTRICTED MATTERS:

RESOLVED that there be no restricted matters other than those currently imposed by Section 21(2) of the Strata Schemes Management Act 1996.

SINKING FUND FORECAST:

Motion not considered as a copy of the 10 Year Sinking Fund Plan was not available for review at the meeting. Strata Manager to arrange for a copy to be obtained and placed on file.

ELECTION OF EXECUTIVE COMMITTEE:

RESOLVED that the following persons be elected to the Executive Committee of the Owners Corporation in accordance with Regulation 17 of the Strata Schemes Regulations 2010:

- M. Ngai (2)
- J. Cocks (12)
- J. Biscoe (15)
- V. Whiteman (18)
- S. Hardman (37)

RESOLVED that the Executive Committee consist of five (5) members for the ensuing year.

Noted that J. Taylor, K Carpenter and T. Demetriou are available to serve on the Executive Committee should a vacancy occur.

BMC Representatives: Motion amended:

RESOLVED that Vicki Whiteman be appointed as the Building Management Representative and the Executive Committee be authorised to appoint the Substitute Representative.

HONORARIUM:

RESOLVED that the Owners Corporation remunerate the following members of the Executive Committee as legislated under Section 26 of the Strata Schemes Management Act 2016, a honorarium in recognition of services performed by said persons below for the Owners Corporation in the period since the last Annual General Meeting:

- (1) Victoria Milton - \$6,500
- (2) Vicki Whiteman - \$1,000

HONORARIUM:

RESOLVED that the Owners Corporation remunerate Members of the Executive Committee \$12,000 as an honorarium payable in quarterly installments (in arrears) during the current financial year.

CCTV UPGRADE

RESOLVED that the Owners Corporation upgrade the current CCTV system with a budget of \$8,000 for the current year.

SPECIAL BY-LAW – AWNINGS

SPECIALLY RESOLVED that the Owners Corporation pursuant to –

(a) **Section 65A** of the *Strata Schemes Management Act 1996* ("the Act") authorises an owner on the scheme to add to and alter the common property within the scheme in accordance with the conditions in the special by-law set out below; and

(b) **Section 47** of the Act, make an **additional by-law** for the benefit of all owners on the strata plan as set out below and **RESOLVE** that the Managing Agent be authorised to affix the common seal of the Owners Corporation in accordance with section 238 of the Act on the notification to change to the by-laws and organise lodgment in accordance with section 48 of the Act at the Registrar-General's Office:

Special By-law No. Awning Installation

Purpose of By-law

- (1) This by-law is made for purposes of managing, regulating and controlling the installation of Awnings (including all supplementary items) on and in an Owner's lot and on so much of the common property as is necessary subject to and in accordance with the conditions in this by-law.

Defined Terms and Interpretation

- (2) "Owner" means any owner or owners of a lot from time to time on strata plan no.85494
- (3) "Awnings" means the awnings installed, attached or affixed to the wall or roof above the balcony area of an Owner's lot, and so much of the common property as is necessary, in accordance with the specifications in this by-law.
- (4) In this by-law, unless the context otherwise requires:
 - (a) headings do not affect the interpretation of this by-law;
 - (b) words importing the singular include the plural and visa versa;
 - (c) words importing a gender include any gender;
 - (d) words defined in the Act have the meaning given to them in the Act; and
 - (e) references to legislation includes references to an ending and replacing legislation.
- (5) This by-law applies in conjunction with any existing relevant by-laws of the scheme, however to the extent of any inconsistency with the existing registered by-laws, this by-law prevails.

Request made to install Awnings constitutes consent to conditions of by-law

- (6) The Owner upon making a request to install Awnings on and in their lot, and on so much of the common property as is necessary, consents to terms and conditions imposed under this by-law.

Awnings must be in keeping with the building

- (7) The owner must ensure that the Awnings are in a construction that is in keeping with the appearance of the building and as specified in this by-law.

Local or statutory authority consent shall require a special lot works by-law

- (8) Where the installation of Awnings require the written approval from a relevant consent authority under the *Environmental Planning and Assessment Act 1979* and / or any other relevant statutory authority whose requirements apply to installation of Awnings, a special lot works by-law must be passed pursuant to Part 5 Division 4 of the Act and must be registered on the common property Certificate of Title of the Owners Corporation.
- (9) The Owner must pay all of the reasonable costs of the Owners Corporation incurred in connection with the passing and registration of any special lot works by-law. The Owners Corporation may refuse to execute any document relating to the registration of this by-law until such time as the Owner pays those costs.

Retrospective application for installation

- (10) Where any Awnings were installed by a Owner before this by-law was made, and no by-law has been made in respect of the installation of Awnings, then any conditions of this by-law concerning repair and maintenance and liability and indemnity will also apply to those Awnings.

This by-law do not confer special privileges or rights to common property

- (11) The authorisation to install Awnings is subject to the written consent of the Owners Corporation as specified under this by-law, and this by-law does not confer special privileges to keep the Awnings on the common property, nor does it confer any rights to exclusive use of the common property.
- (12) The Owners Corporation may at any time request the removal of the Awnings (at the Owner's expense) should the Owner not meet the conditions of this by-law, or should the Owners Corporation require use or access to the common property affected by installation of the Awnings.

CONDITIONS

Before Installing Awnings

Approval of the Owners Corporation

- (13) The Owner must notify the Owners Corporation at least two (2) weeks before undertaking the installation of the Awnings and obtain the prior written approval for installation of the Awnings from the executive committee of the Owners Corporation.

Application to install Awnings to be submitted

- (14) An Application relating to the installation of the Awnings must be submitted by the Owner, to the executive committee of the Owners Corporation, prior to obtaining written approval, with the following details:
- (a) further specifications of the Awnings;
 - (b) size, proposed location and dimensions;
 - (c) Engineer's report specifying the method of installation and that the structural integrity of the installation of the Awnings;
 - (d) specifications as provided by the manufacturer of the Awnings (if available);
 - (e) details of the contractor installing the Awnings;
 - (f) copy of the certificate of currency for the all-risk insurance policy of the principal contractor to be engaged on the Awnings installation which must include evidence of public liability cover of not less than \$10,000,000.00 in respect of any claim; and
 - (g) any other documents reasonably required by the Owners Corporation.
- (15) The Owners Corporation via the executive committee must within 21 days from receipt of the Application, with information provided as required in clause (14) above, approve or reject the application of the Owner.
- (16) Where the Owners Corporation rejects the Application it must provide reasons to the Owner in writing.

- (17) If the Owners Corporation does not respond to the Application within 21 days, approval is deemed to be granted pursuant to the conditions in this by-law.

Specifications of Awnings

- (18) The Owner must abide by the following specifications as required by the Owners Corporation in respect of the Awnings installation, and the Owners Corporation from time to time may amend these specifications as required –
- (a) No Awnings may be installed on the southside that is the street frontage side, of the Maison Apartments.
 - (b) The Awnings must fit within the Owner's own lot balcony boundary on title. No Awning may overhang (be larger than) the lot's balcony, its railings, nor cause a drip line onto any other lot below.
 - (c) Where there is no platform of adjacent common property beyond the boundary of the lot, the awning must be inset within the Owner's own lot balcony boundary (generally marked by the lot's original balcony railings) by a minimum of 30cms. This applies to all perimeters - that is to both the front and side boundaries of each balcony.
 - (d) The Awnings must be a flat awning shape, such as a Kumo system or Acmeda awning system.
 - (e) All Awnings installed on Level 1 and 2 of the building must be cream in colour, including die cast aluminum casing and arms, to match the building's paint.
 - (f) All Awnings installed on Level 3 of the building must be mid grey in colour, and graphite colour die cast aluminum casing and arms, to match DOCRIL 067 GREY.
 - (g) The Awnings must be acrylic fibre and must be weatherproof and have engineered fixings.
 - (h) The method of installation will depend on whether the Awnings shall be affixed to a wall or roof of the Lot and therefore, must be supported by an Engineer's Report as required in clause 14 (d) above.
 - (i) The Awnings must be tested to withstand winds up to 50km per hour and must have an automatic sensor for closure, which closes at 10kms less than that which it can withstand. It must not be set at a level greater than the manufacturer's tolerance specifications.

Installing the Awnings

- (19) When installing the Awnings, the Owner must:
- (a) comply with the standards as set out in the Building Code of Australia (BCA) or any other standards as required by the Owners Corporation, current at the time the Awnings are installed.
 - (b) ensure that the Awnings are installed in accordance with the specifications approved by the Owners Corporation.
 - (c) arrange for lift curtains to be fitted prior to installation of the Awnings and only the covered lift is to be used by the contractors during the period of installation.
 - (d) ensure that duly licensed and insured contractors install the Awnings in a proper and workmanlike manner.

- (e) ensure the Awnings are installed in such a way as to cause minimum disturbance or inconvenience to the lots or their occupiers and owners.
- (f) keep all areas of the building outside their lot clean and tidy throughout the installation of the Awnings.
- (g) only install the Awnings at times approved by the Owners Corporation or as prescribed by the local authority.
- (h) repair promptly any damage caused or contributed to by installation of the Awnings, including damage to the property of the Owners Corporation and the property of the owner or occupier of another lot in the strata scheme.

After Installation of the Awnings

- (20) The Owner must deliver to the Owners Corporation any documents reasonably required by the Owners Corporation relating to the completed installation of the Awnings, including, but not limited to, insurance certification that the Awnings installed under this bylaw are included as additions in their personal home & contents insurance policy.

Owner's Enduring Obligations

Maintenance and Repair

- (21) The Owner must, at the Owner's expense properly maintain the awnings and keep them in a state of good and serviceable repair and when necessary renew or replace any fixtures or fittings comprised in the Awnings.
- (22) If the Owner removes the Awnings or any part of the Awnings installed under this by-law, the Owner must at the Owner's own expense, restore and reinstate the common property as close to its original condition as possible.

Liability and Indemnity

- (23) The Owner indemnifies the Owners Corporation against –
 - (a) any legal liability, loss, claim or proceedings in respect of any injury, loss or damage to the common property, to other property or person to the extent that such injury, loss or damage arises from or in relation to the Awnings installed;
 - (b) any amount payable by way of increased insurance premiums by the Owners Corporation as a direct result of the Awnings installed; and
 - (c) any amount payable by way of increased fire safety compliance or local authority requirements as a direct result of the Awnings installed.
- (24) To the extent that section 62(3) of the Act is applicable, the Owners Corporation determines it is inappropriate for the Owners Corporation to maintain, renew, replace or repair the Awnings installed under this by-law.

Repair of Damage

- (25) The Owner must, at the Owner's expense, make good any damage to the common property caused as a result of the Awnings installed no matter when such damage may become evident.
- (26) Any loss and damage suffered by the Owners Corporation as a result of installing and using the Awnings, including failure to maintain, renew, replace or repair the Awnings installed as required under this by-law, may be recovered from the Owner as a debt due to

the Owners Corporation on demand with interest at the rate of 10% per annum until the debt is paid.

Breach of By-law

(27) The Owners Corporation reserves the right to replace the Awnings or remediate any loss or damage to the common property of the Owners Corporation caused by the Owner's breach of the conditions in this by-law, if that breach is not rectified within 30 days of service of a written notice from the Owners Corporation requiring rectification of that breach.

Voting: For 13 (UE's 3,862) – Against 1 (UE's 142)

CLOSURE:

There being no further business, the Chairman declared the meeting closed at 7.46pm.

CHAIRPERSON

DATE

SAMPLE

MINUTES OF EXTRAORDINARY GENERAL MEETING

STRATA SCHEME: 85494

ADDRESS: 64-68 Gladesville Road Hunters Hill, NSW, 2110

An Extraordinary General Meeting of the Owners Corporation, Strata Scheme 85494 was held on **Friday 1st April 2016 at 6pm**, in the Foyer of the Building,

PRESENT: V. Milton, C. Manners, M. Ngai, V. Whiteman

BY PROXY:

J. Cocks (12) by proxy to M. Ngai, K. Kazmer (14 & 45) by proxy to V. Whiteman
S. Johnson (20) by proxy to V. Milton, L. Levansky (40) by proxy to V. Whiteman

IN ATTENDANCE: Stella McWiggan (Strata Partners)

CHAIRPERSON: V. Milton

SECRETARY: V. Milton

MINUTES

1. That the Minutes of the last Annual General Meeting of the Owners Corporation held on Tuesday 16th June 2015, be confirmed as a true and accurate account of the proceedings at the meeting.
CARRIED
2. That the appointment of GK Strata management as Managing Agent for Strata Plan 85494 be terminated and the delegation of all of the Owners Corporation's powers, authorities, duties and functions made to it pursuant to Section 27 of the Strata Schemes Management Act 1996 be revoked.
CARRIED
3. That Strata Partners Pty Limited be appointed as Managing Agent of Strata Plan 85494 and that the Common Seal be affixed to an Instrument in writing (Agency Agreement) pursuant to Section 27 of the Strata Schemes Management Act 1996, appointing the Agent and delegating to it all the powers, duties, authorities and functions of the Owners Corporation, its Executive Committee and the Chairperson, Secretary and Treasurer of the Executive Committee of the Owners Corporation.
CARRIED
4. Resolved that the Owners Corporation elected two substitute Executive Committee Members to replace any positions which may be vacated for the period until the next Annual General Meeting.
 - Mrs Green
 - Mr Purple

Notice of Executive Committee Meeting

Notice is hereby given that an Executive Committee Meeting of the Owners Corporation for Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, will be held on Tuesday, 18th October, 2016 at 7:00 pm at 305/64-68 Gladesville Rd, Hunters Hill 2110

Item 1

To confirm that the minutes of the Executive Committee Meeting held on Wednesday, 24th August 2016 be confirmed as a correct record.

Item 2

To advise and record sad news regarding the passing of the late John Taylor in late August 2016. John was a reserve member of the Executive Committee in the current year. He will be greatly missed by everyone in the Maison Apartments.

Item 3

To discuss the Acor Consultants Fee Proposal and decide if the Owners Corporation Executive Committee wishes to engage Acor.

Item 4

To discuss and approve the Executive Committee members, honorarium payments being \$3,000 payable in the first quarter (in arrears). The payment is for duties performed outside of normal meetings.

General Business

To discuss general maintenance issues.

Strata Partners

THE OWNERS - STRATA SCHEME 85494
"MAISON APARTMENTS" 64-68 GLADESVILLE ROAD, HUNTERS HILL NSW

MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS
CORPORATION - STRATA SCHEME NO 85494 HELD ON WEDNESDAY 15 SEPTEMBER
2016 IN THE RESIDENTIAL FOYER AT 64-68 GLADESVILLE ROAD, HUNTERS HILL
COMMENCING AT 7.00PM.

PRESENT.

M Ngai (2), M Hastings (5), F. Pan (11), J. Cocks (12), J. Biscoe (15), D. Griffiths (17),
V. Whiteman (18), J. Stevens (21), S. Hardman (37)

PRESENT BY PROXY:

K. Carpenter (1) by proxy to V. Whiteman, W. Tong & K. Tang (3) by proxy to M. Ngai,
K. Kazmer (14 & 45) by proxy to V. Whiteman, T. Demetriou (26) by proxy to V. Whiteman
L. Levansky (40) by proxy to V. Whiteman

IN ATTENDANCE

S. Johnson (20), L. Levansky (40), Andrew Clement representing Strata Partners

CHAIRMAN

Andrew Clement (by delegated authority)

MOTION 1:

RESOLVED that the Minutes of the Annual General Meeting held on 12 July 2016 be confirmed
as a true record and account of the proceedings at that meeting

MOTION 2:

That the Owners Corporation discuss and determine what actions need to be addressed, if any,
for the two proposed Development Applications submitted by Hunters Hill Hotel to Hunters Hill
Council, and the liquor licence amendment.

Vicki Whiteman (EC Chairperson) informed the owners in attendance that a letter has been
issued to Hunters Hill Council strongly objecting to the Development Application due to the
location of the area covered by the DA and the impact on the residents and owners of SP 85494
in respect to noise, loud music, proposed types of entertainment and hours of operation. A similar
letter has also been sent to the Gladesville Licencing Police.

RESOLVED to approve and ratify the above course of action

MOTION 3:

RESOLVED that the Owners Corporation accept the fee proposal for the services of the Town
Planner to advise the Owners Corporation and submit reports as required for the matter
pertaining to the Development Application of Hunters Hill Hotel. Cost: Town Planner - \$5,000 plus
GST per month for a two month period.

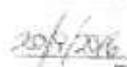
MOTION 4:

RESOLVED that the Owners Corporation accept the following costs for legal advice required to
protect the Owners interest in the matter pertaining to the Development Application of Hunters Hill
Hotel. Costs - to the limit of \$2,000 plus GST.

CLOSURE:

There being no further business, the Meeting was declared closed at 7.23p.m


CHAIRMAN


DATE

28

From: Catherine Harding [<mailto:cmharding@eg.com.au>]

Sent: Thursday, 18 August 2016 2:20 PM

To: vickiwhiteman@optusnet.com.au

Cc: Shane Geha

Subject: Owners Strata Plan No. 85494, 64-68 Gladesville Road, Hunters Hill - objection to Hunters Hill Hotel DAs and liquor licence amendment

Dear Vicki,

Thank you for meeting with Shane and I on Tuesday. We have prepared an initial brief for John Whitehouse of Minter Ellison to consider, which I shall forward to you by separate email. He will provide us with a cost estimate which I will send to you as soon as we receive it.

The purpose of this email is obtain your confirmation that the terms of our agreement are as follows:

Client: Owners Strata Plan No. 85494, 64-68 Gladesville Road, Hunters Hill
For the Attention of: Mrs Vicki Whiteman, Chairperson of the Executive

Issues: Hunters Hill Hotel has lodged 2 proposed DAs with Hunters Hill Council and 1 liquor licence amendment with Liquor & Gaming NSW. The Client objects to all 3 on amenity grounds.

EG's Role: to assist the Client to retain current amenity.

Fees: EG will charge the Client a discounted rate of \$5,000 per month (exclusive of GST) for 2 months only. We will invoice twice (last week of August and last week of September). In the event that EG is required to provide services beyond this 2 month period, the parties will negotiate in good faith in respect of this fee.

Other Expenses: EG will be responsible for its own expenses. EG has been requested to obtain a costs estimate from John Whitehouse, of Minter Ellison, to provide legal advice to the Client. Mr Whitehouse's fees will be paid for by the Client.

If the above accords with your understanding, please confirm by return email. If you have any queries please don't hesitate in contacting Shane or myself directly.

Kind regards

Catherine Harding

General Counsel

Governor Phillip Tower, Level 21

1 Farrer Place, Sydney NSW 2000, Australia

M. +61 424 441 237 T. +61 2 9220 7020 www.eg.com.au



From: Catherine Harding [mailto:cmharding@eg.com.au]
Sent: Tuesday, 23 August 2016 12:03 PM
To: vickiwhiteman@optusnet.com.au
Cc: Shane Geha
Subject: RE: SP85494 - Maison Apartments, Hunters Hill
Importance: High

Dear Vicki,

We have spoken with John Whitehouse, and confirm the following:

- John's cost estimate will have an upper limit of \$2,000 for this matter;
- A meeting with you, David, Michael, Shane, John and myself is scheduled at EG on Thursday 25 August at 2:00pm. (this is the only date and time that works for everyone).

Please let me know whether the above is suitable. May I leave it with you to contact Michael about the meeting?

Kind regards

Catherine Harding

General Counsel

Governor Phillip Tower, Level 21
1 Farrer Place, Sydney NSW 2000, Australia
M. +61 424 441 237 T. +61 2 9220 7020 www.eg.com.au



SP85494: 64-68 Gladesville Rd, Hunters Hill NSW 2010

Minutes of Executive Committee Meeting

**Executive Committee Meeting of the Owners Corporation for
Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, was held on
Wednesday, 24th August, 2016 at 305/64-68 Gladesville Rd, Hunters Hill 2110**

Present: J.Biscoe, J. Cocks, M. Ngai, S. Hardman, V. Whiteman.

Item 1

That the minutes of the Executive Committee Meeting held on Sunday, 31st July, 2016 be confirmed as a correct record.

RESOLVED

Item 2

That the Executive Committee discussed the Hunters Hill Hotel Development Applications, DA 2016 – 1103 and DA 2016 – 1114 together with the liquor licence amendment.

Some Owners have objected strongly to these D.A.'s on the loss of amenity grounds.

All the Executive Committee, that is five (5) members, agreed to go ahead with the consultation of a Town Planner and a lawyer.

It was decided that an Extraordinary General Meeting should be called as soon as possible, for the Owners Corporation to discuss and determine what actions need to be addressed, if any, for the two proposed Development Applications submitted by Hunters Hill Hotel to the Hunters Hill Council and the liquor licence amendment.

And

That the Owners Corporation accept the fee proposal for the services of the Town Planner to advise the Owners Corporation and submit reports as required for the matter pertaining to the Development Application of Hunters Hill Hotel.

Cost: Town Planner costs: \$5,000 + GST per month for a two month period.

And

That the Owners Corporation accept the following costs for legal advice required to protect the Owners interest in the matter pertaining to the Development Application of Hunters Hill Hotel.

Cost: To the limit of \$2,000 + GST

General Business

Action Items:

- Alcohol Community Action Project – to advise that there has been no Community Impact Consultation – Done.

SAMPLE

SP85494: 64-68 Gladesville Rd, Hunters Hill NSW 2010

Minutes of Executive Committee Meeting

Executive Committee Meeting of the Owners Corporation for
Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, was held on
Sunday, 31st July, 2016 at 2:30 p.m. at 308/64-68 Gladesville Rd, Hunters Hill 2110

Present: J.Biscoe, J. Cocks, M. Ngai, S. Hardman, V. Whiteman.

Item 1

That the minutes of the Executive Committee Meeting held on Sunday, 17th July, 2016 be confirmed as a correct record.

RESOLVED

Item 2

That the Executive Committee send their comments/criticism/objection letter to the Hunters Hill Council regarding the Development Application 2016 – 1103 within the time specified.

SAMPLE

General Business

Action Items:

- Alcohol Community Action Project – to advise that there has been no Community Impact Consultation.

N: 40 003 675 778
 E: 10, 283 Penshurst Street
 Box 3046
 North Sydney NSW 2068
 T: 02 9417 2366
 F: 02 9417 7196
 E: info@stratapartners.com.au

Insurance as at 22/06/2016



Strata Plan 85494

Maison Apartments, 64-68 Gladesville Road,
HUNTERS HILL NSW 2110

Policy No:	MAL00004RS	Hollard Insurance Company Ltd
	TR	
Type:	Strata	Broker: Milne Alexander Pty Ltd PO Box Q1434, QUEEN VICTORIA BUILDING NSW 1230
Premium:	\$2,699.31	Paid on: 19/04/2016 Policy start date: 11/04/2016 Next due: 11/04/2017
Cover		<i>Sum insured</i> <i>Excess</i>
Common Contents	\$200,000.00	\$250.00
Public Liability	\$20,000,000.00	\$250.00
Fidelity Guarantee	\$50,000.00	\$250.00
Voluntary Workers	\$100,000/\$1,000	\$0.00
Office Bearers Liability	\$1,000,000.00	\$250.00
Legal Expenses	\$50,000.00	\$250.00
Audit Expenses	\$50,000.00	\$250.00

SAMPLE

Policy No:	MAL00003RS	Hollard Insurance Company Ltd
	TR	
Type:	Strata	Broker:
Premium:	\$0.00	Paid on: 11/04/2016 Policy start date: 11/04/2016 Next due: 11/04/2017
Cover		<i>Sum insured</i> <i>Excess</i>
Fire & Perils	\$28,700,000.00	\$0.00
Legal Liability	\$20,000,000.00	\$0.00
Voluntary Workers	\$200,000/\$2,000	\$0.00
Office Bearers Liability	\$1,000,000.00	\$0.00
Machinery Breakdown	\$50,000.00	\$0.00
Legal Expenses	\$50,000.00	\$0.00
Audit Expenses	\$50,000.00	\$0.00
Fidelity Guarantee	\$50,000.00	\$0.00

Minutes of Executive Committee Meeting

Executive Committee Meeting of the Owners Corporation for
Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, was held on
Monday, 13th June, 2016 at 5:00 p.m. at 203/64-68 Gladesville Rd, Hunters Hill 2110

Present: J. Cocks, V. Milton, M. Ngai, V. Whiteman.

Absent : K. Kazmer

Item 1

That the minutes of the Executive Committee Meeting held on Tuesday, 10th May, 2016 be confirmed as a correct record.

RESOLVED

Item 2

That a CCTV system upgrade and budget of \$8,000 for the current year, be put forward at the Annual General Meeting for approval.

RESOLVED

Item 3

That a convex Safety Mirror be purchased, installed and affixed to the concrete pillar at the base of the B3 driveway, for the safety of incoming and outgoing vehicles.

RESOLVED

Item 4

- A) That the Foyer be repainted, utilising part of the balance of approximately, \$2,700 remaining from last year's budget for improvements, in a mid grey/stone colour on the right hand wall on entering the foyer, with a half strength colour tone of mid grey/stone used on the lift wall and
- B) That a further \$8,000 be raised in the 2016 – 17 budget in case it is needed for any future improvements to the Maison Apartments, rather than drawing on the sinking fund.

RESOLVED – TO ALLOCATE \$5,000 FOR THE NEW BUDGET.

Item 5

That the lights be replaced at the top of the Maison driveway and garage where fittings have failed, be gradually switched to LED's, if this proves affordable.

A budget of \$8,000 be included in the upcoming budget for the Annual General Meeting vote for this purpose.

RESOLVED

Item 6

- A) That the EC be allocated an honorarium fund of \$12,000 for the hard work of Office bearers for the year to come – to be approved at the Annual General Meeting.

RESOLVED

- A) That the EC be permitted to allocate payments from this honorarium, to be made **monthly in arrears** for any consistently hard working member/s, allocation to be determined by the EC monthly in arrears.

RESOLVED

Item 7

That an allowance for additional hours worked by the Building Manager, be included in the 2016 – 17 budget, in the event that it is required. That is, the current hours worked are 4 hours per week, so an additional 4 hours per week being a total of 8 hours per week.

RESOLVED – that a budget of \$10,000 be allocated.

Item 8

That a mid July date be set for the Annual General Meeting.

RESOLVED – Tuesday, 12th July, 2016 at 6:30 p.m. Venue to be confirmed.

General Business

- Discussion regarding the outcomes of the Building Management Committee Meeting held on Monday, 30th May, 2016.
Action – Still Pending by the Retail Group – for the Contract for the Grease Trap arrestor and the overflow pit on B3 to be pumped/cleaned on a regular basis.
- Discussion regarding cross check of all the BMC electricity metres – to be discussed at the next Annual General Meeting.
- Preliminary balcony enclosures – discussion on the south side if requested by any owners – deferred to next meeting.
- Rheem -Hot water annual service is being entered into.
- Maintenance of all external drains on common property of units with unenclosed balconies has been requested via Strata Partners.

Action Items:

1. Garage cleaned as from April, 2016 - now scheduled for every 4 months to replace the 6-monthly cycle.
2. Michael Ngai to be the main contact for Veolia – taking over from Victoria Milton.
3. Maintenance of planters with the owners of Unit 307 – Shared Facility gardener to remove the weeds on the verandah of Unit 307.
4. Review of the 2016 – 2017 budget to be undertaken at the next ECM (date TBA)

SP85494: 64-68 Gladesville Rd, Hunters Hill NSW 2010

Minutes of Executive Committee Meeting

Executive Committee Meeting of the Owners Corporation for
Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, was held on
Friday April 1st 2016, at 304/64-68 Gladesville Rd, Hunters Hill 2110

Present: V. Milton, C. Manners, M. Ngai, V. Whiteman, S. McWiggan (SM, Strata Partners)

Absent: K. Kazmer

Item 1

That the minutes of the Executive Committee Meeting held on Thursday March 1st 2016 be confirmed as a correct record

- Agreed

Item 2

That the resignation of David Whiteman from the EC and the appointment of Vicki Whiteman be approved

- Agreed

Item 3

That approval for Theo Demetriou (208) be given to install timber flooring

- Agreed, in accordance with SP85494's By-law 8.2 - Floor Coverings

Note item 3: The underlay to be used is rated as 'Superior' and meets Building Code of Aust. 2004 (BCA)

Item 4

That the request by John Taylor (302) to install retractable awnings on the North balcony, to be affixed to the roof concrete slab, be referred to our SM, Stella McWiggan, for advice (see note below)

- Agreed, subject to conditions contained in a new By-Law – to be discussed and agreed upon by the EC and sent to the SM (Stella McWiggan) for preparation

Note item 4: refer to By-Laws 9, 11, 25. We will need Stella McWiggan's advice as to whether this one should in fact go to the OC at next AGM once it appears to have met the guidelines requested. Potentially fixing it to the roof slab may require that.

Item 5

That Victoria Milton and Chris Manners be allocated a portion of the remaining budgeted honorarium (\$3000) in recognition of the inordinate amount of time spent managing Maison and the BMC.

- Agreed, V. Milton and C. Manners be allocated \$1500.00 each

Note Item 5: This includes doing most of the work that should be done by GK that simply does not get actioned without endless follow-up, and even more work managing a largely dysfunctional BMC

Item 6

That we request from Strata Partners a specific By-Law allowing notices to be sent to OC members by email - to go to the next AGM for agreement

- Agreed

Action Items:

1. EC to commence preparation of requirements for a special By-Law covering the installation of external awnings – currently under consideration for apartments 302 and 308
2. Garage to be cleaned April 11th and thereafter every 4 months instead of the current 6-monthly cycle
3. Hallway carpets (all levels) to be cleaned in April
4. Michael Ngai to be the main contact for Veolia – taking over from Victoria Milton
5. Discuss maintenance of planters with the owners of 307
6. Review of the 2016 – 2017 budget to be undertaken at the next ECM (date TBA)

Certificate of Currency.

The Hollard Insurance Company Pty Ltd.
ABN 78 090 584 473 AFSL 241436

Address Locked Bag 2010,
St Leonards NSW 1590

Web www.hollard.com.au

Email hbpunderwriting@hollard.com.au

Phone 02 9253 6600

Policy number MAL0000003RSTR

Date of issue 15/04/2016

Insured DP1165916

Interested party Nil Advised

Period of insurance Commencement date 11/04/2016 Expiry date 11/04/2017

Class of insurance Strata Insurance

Covering Multiple Risks

Situation of risk 64-66 Gladesville Road
Suburb Hunters Hill State NSW Postcode 2110

Sum insured Fire & Perils - \$28,700,000

Insurer The Hollard Insurance Company Pty Ltd

Additional notes Property Owners Legal Liability - \$20,000,000
Fidelity Guarantee - \$50,000
Voluntary Workers PA - CB \$200,000/WB \$2,000
Office Bearers Liability - \$1,000,000
Machinery Breakdown - \$50,000 (blanket cover)
Legal Expenses - \$50,000
Audit Expenses - \$50,000

The policy referred to is current as at the date of issue of this certificate and whilst an expiry 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 certificate is not a substitute for the policy that details your rights and obligations and the extent of your insurance cover.

Hollard.


David Simpson
Head of Underwriting

Issued by Tom Cherrington

Milne Alexander Pty Ltd
PO Box Q1434, QVB, Sydney NSW 1230
ABN 12 089 060 524 AFSL No. 277 932

www.milnealexander.com.au



Renewal

E-MAILED
Date 13/4 By Date: 08/04/16
Ref: 14040131

The Owners of SP85494
C/- GK Strata Management
PO Box 655
Braodway NSW 2007

Invoice: 1140490.1

Underwriter: HOLLARD INSURANCE COMPANY PTY LTD
LEVEL 12 465 Victoria Avenue CHATSWOOD
Class: Hollard Residential Strata Insurance

Policy Number: MAL0000004RSTR

Period of Insurance: 11/04/16 to 11/04/17
At 4pm Local Time

Policy Details:

Our preferred method of payment is Electronic transfer.
If you are paying by cheque, for security please
send your cheque to our PO Box.

Renewal of Policy 2016-2017

Premium 1,897.70
Fire/SES Levy* 124.24
U/W GST 202.19
Stamp Duty 200.18
Brokers Fee 250.00
Br Fee GST 25.00

Sub Total 2,699.31

AMOUNT PAYABLE \$2,699.31

***Note:** Fire Levy for risks in NSW
contains the State Emergency
Services contribution.

PAID
26/4/16
SAMPLE

For your convenience we accept cash, cheques, most major credit cards*
(Visa, AMEX and Master Card) and electronic payment. Our Bank Account
details are:

Account Name: Milne Alexander Pty Ltd
BSB: 182 222
Account Number: 2012 58472

Please provide your invoice number as a reference

*Surcharge fees apply for credit card payments. Please see over.

We confirm the Insurance Cover as shown: subject to all terms, conditions and exclusions
of the insurer's policy and/or documents. Please examine carefully, and if incorrect please
advise immediately. Please refer over for our FSG and important notices.

Insured: SP85494

Ref: 14040131

Underwriter: HOLLARD INSURANCE COMPANY PTY LTD

Invoice No: 1140490.1

Class: Hollard Residential Strata Insurance

Due Date: 11/04/16

Policy Number: MAL0000004RSTR

Total: 2,699.31

Detach this section and return with payment

Milne Alexander

SCHEDULE OF COVER
Hollard Residential Strata Insurance
 Our Reference 14040131

INSURED

The Owners of SP85494

PERIOD OF INSURANCE

11/04/16 to 11/04/17 At 4pm Local Time

INSURED LOCATION

64-66 Gladesville Road Hunters Hill NSW 2110

CONSTRUCTION

Walls	Brick
Roof	Metal
Floors	Concrete
Storeys	More than 4 Floors

YEAR BUILT

2014

FIRE PROTECTION

Smoke Detectors	Y
Connection to mains water supply	Y
Fire hoses/hydrants	Y

ADDITIONAL INFORMATION

No. of Lifts	3
No. of Swimming Pools	0
No. of Tennis Courts	0
No. of Gyms	0
No. of Units	51

SAMPLE

SUMMARY BY RISK:

Description	Sections Insured
Building & Contents	As Specified
Property Owners Legal Liability	As Specified
Fidelity Guarantee	As Specified
Voluntary Workers Personal Accident	As Specified
Office Bearers Liability	As Specified
Machinery Breakdown	Not Insured
Legal Expenses	As Specified
Audit Expenses	As Specified

COVER DETAILS:

BUILDING AND CONTENTS

Description	
Common Contents(1% of the Building SI unless otherwise shown)	\$200,000
Combined total limit of Additional Benefits: 3.1-3.7 per incident (15% of the Building SI)	
CAT Cover(15% of the Building SI)	
Total Sum Insured	\$200,000
Excess	\$250

Basis of Settlement

Reinstatement and Replacement

PROPERTY OWNERS LIABILITY

Public Liability - any one occurrence \$20,000,000
Excess \$250

FIDELITY GUARANTEE

Limit of Liability \$50,000
Excess \$250

VOLUNTARY WORKERS PERSONAL ACCIDENT

Capital Benefit \$100,000
Weekly Benefit \$1,000
Excess 7 days

Endorsements

Z01 - MANUAL ENDORSEMENT CONDITION

Increase Sums Insured as per below:

Capital Benefit - \$200,000

Weekly Benefit - \$2,000

OFFICE BEARERS LIABILITY

Sum Insured \$1,000,000
Excess \$250

LEGAL EXPENSES

Limit of Liability \$50,000
Excess \$250

AUDIT EXPENSES

Limit of Liability \$50,000
Excess \$250

POLICY WORDING

Our Standard Wording as attached

3

INSURER

HOLLARD INSURANCE COMPANY PTY LTD
LEVEL 12 465 Victoria Avenue CHATSWOOD

PER CENT

100.0000

POLICY NO.

MAL0000004RSTR

SAMPLE

Milne Alexander Pty Ltd has entered into an agreement with MA Underwriting Pty Ltd ACN 138 182 288 (the Agency) to provide new products and services to clients of Milne Alexander Pty Ltd. The directors/shareholders and employees of the Agency are common to both Companies. All business placed with the Agency is underwritten by The Hollard Insurance Company ABN 78 090 584 473 / AFSL 241 436 (Hollard). When business is placed with the Agency it is acting as a Corporate Authorised Representative number: 435171 of Hollard. Milne Alexander Pty Ltd continues to act for you as a broker.

SP85494: 64-68 Gladesville Rd, Hunters Hill NSW 2110

Minutes of Executive Committee Meeting

**Executive Committee Meeting of the Owners Corporation for
Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, was held on
Tuesday, 21st February, 2017 at 7:00 pm at 308/64-68 Gladesville Rd, Hunters Hill 2110**

Present: J. Biscoe, S. Hardman, V. Whiteman.

Invited Guest: S. Wong

Apologies: J. Cocks

Item 1

That the minutes of the Executive Committee Meeting held on Tuesday, 16th January, 2017 be confirmed as a correct record.

RESOLVED

Item 2

That Shauna Wong, owner of a Maison Apartment, attended the meeting as an invited guest. Shauna advised the Executive Committee of the background/ongoing issues that has been encountered with PBS Building regarding the ongoing defects with her unit. The Committee/Strata Manager will wait for a report from PBS Building, which is due by 28th February, 2017. The Executive Committee/Strata Manager, will review the report, then decide on a further course of action.

RESOLVED

Item 3

That there is no further action at this stage. Nothing to report.

RESOLVED

Item 4

That a representative from PRD Realty, Strata Manager for the retail section, be invited to the next Executive Committee Meeting to discuss a possible change of BMC Strata Manager. The representative will bring a tender which will include all costs and offerings.

RESOLVED

Item 5

That the Strata Title Lawyers quotation and Fee Estimate for:

- i) Draft new By-Law to regulate the use of Visitor Parking; and
- ii) Complete a review and consolidation of the By-Laws in accordance with the new Legislation.

be accepted.

RESOLVED

Item 6

That the quotation for the supply and installation of a B3 Residential Parking Traffic Management System from AGD Systems Pty Ltd. Further investigations needed.

DEFERRED

Item 7

That further management of the Planter Boxes on common property, be deferred because the Committee is waiting for the quotation from Best Care Always Gardening Service.

DEFERRED

General Business

As discussed.

SAMPLE

Minutes of Executive Committee Meeting

Executive Committee Meeting of the Owners Corporation for Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, was held on Tuesday, 10th January, 2017 at 7:00 pm at 308/64-68 Gladesville Rd, Hunters Hill 2110

Present: K. Carpenter (Reserve), S. Hardman, V. Whiteman.

Apologies: J. Biscoe, J. Cocks

Item 1

That the minutes of the Executive Committee Meeting held on Tuesday, 22nd November, 2016 be confirmed as a correct record.

RESOLVED

Item 2

Vicki Whiteman (Chairperson), tabled correspondence from HWL Ebsworth Lawyers regarding Hunter's Hill Council vs Iris Hotel Group Management Pty Ltd Land and Environment Court proceedings 325767 of 2016 and 257480 of 2016 Property: Hunter's Hill Hotel, 64-68 Gladesville Road, Hunter's Hill.

Vicki Whiteman advised the meeting that Mr John Cole and Rachael Knapman, from HWL Ebsworth Lawyers are both away on vacation and will return by 30th January, 2017. They will contact Vicki Whiteman on their return to discuss the next steps.

DEFERRED

Item 3

The Executive Committee decided to defer this matter to our next Executive Committee Meeting in February, 2017.

DEFERRED

General Business

As discussed.

Annual/Supplementary Fire Safety Statement

Under the *Environmental Planning and Assessment Regulation Part 9 Division 5*



PHOENIX FIRE

Name Owner / Agent C/-	Civium Strata People Level 6, 135 King Street Sydney
Statement Type	(*) ANNUAL a) each of the essential fire measure specified in this statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing: (i) in the case of an essential fire safety measure applicable by virtue of a safety schedule, to a standard not less than that required by the most recent fire safety schedule or (ii) in the case of an essential fire safety measure applicable otherwise than by virtue of a safety schedule, to a standard not less than that to which the measure was originally designed and implemented, and The building has been inspected by a properly qualified person and was found, when it was inspected to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Environmental Planning and Assessment Regulation 2000. b) the information contained in this certificate is, to the best of my knowledge and belief, true and accurate.
Statement Type	() INTERIM a) each of the essential fire measure specified in this statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing to a standard required by the current fire safety schedule for the building for which the statement is issued
Description of Building	Strata Plan 64-68 Gladesville Road Hunters Hill
Date of Assessment	12 July 2016
Issued By	Joe Perricone On behalf of the owners 
Issued Date	22 August 2016

Note 1: A copy of the certificate together with the relevant fire safety schedule must be forwarded to the council and the Commissioner of the New South Wales Fire Brigade

Note 2: A copy of this certificate together with the relevant fire safety schedule must be prominently displayed in the building

PHOENIX FIRE AND MAINTENANCE PTY LTD.
PO BOX 382, ST CLAIR, NSW, 2759

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Annual/Supplementary Fire Safety Statement

Under the *Environmental Planning and Assessment Regulation Part 9 Division 5*

Page 2

ESSENTIAL / CRITICAL FIRE SAFETY MEASURES-

64-68 Gladesville Road
Hunters Hill

		Date of Assessment
Access panels, doors and hoppers to fire resisting shafts	BCA Clause C3.13	12/07/2016
Automatic fail safe devices	BCA Clause D2.19 & D2.21	12/07/2016
Automatic fire detection and alarm systems - monthly	BCA Spec E2.2, AS1670.1-2004 AS1851-2005	12/07/2016
Automatic fire suppression systems - Monthly	AS2118.1-1995, BCA E1.5 AS1851-2005	12/07/2016
Emergency lighting	BCA Clauses E4.2 & E4.4 AS2293.1-1998, AS2293.2-1998	12/07/2016
Exit signs	BCA E1.5, E4.6, E4.8 AS2293.1-1998, AS2293.2-1998	12/07/2016
Fire dampers	BCA Clause 2,3,6 BCA 1996 AS1851-2005	12/07/2016
Fire doors	BCA C2.12, C2.13, C3.4, C3.8, C3.10, C3.11, C3.13, C3.15, Spec C3.4.2 AS1905.1 AS1851-2005	12/07/2016
Fire hydrant systems	E1.3, AS2419.1-2005 - AS1851-2005	12/07/2016
Fire seals protecting openings in fire resisting components of the building	BCA Part C3 & Spec C1.1 AS4072.1 AS1530.4	12/07/2016
Fire shutters	BCA Clauses C3.2 & C3.4 AS1851-2005	12/07/2016
Fire windows	BCA C3.2 & C3.4, BCA C3.3, BCA C3.8, BCA 3.11	12/07/2016
Hose reel systems	BCA E1.4 AS 2441-1998 AS1851-2005	12/07/2016
Lightweight construction	C1.8 and Spec C1.8	12/07/2016

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Under the Environmental Planning and Assessment Regulation Part 9 Division 5

Page 3

ESSENTIAL / CRITICAL FIRE SAFETY MEASURES-

64-68 Gladesville Road
Hunters Hill

		Date of Assessment
Portable fire extinguishers	AS2444.1-2001 BCA Part E1.6 AS1851-2005	12/07/2016
Smoke detectors and heat detectors	SpecE2.2a, AS3786.1 AS1851-2005	12/07/2016
Warning and operational signs	D2.22,D2.23, AS2419.1-1994, AS2444.1-1998, E3.3, E4.7 Notices For offences relating to exits	12/07/2016
Paths of travel-stairways, passageways in ramps	BCA 96, D1.6,D1.7,C1,D2.2, D2.21	12/07/2016
Hydrant Pump - Monthly (including annual diesel service and flow testing as required)	AS2118.1-1995 AS1851-2005	12/07/2016
Mechanical air handling systems - Quarterly Inspection and Maintenance of Carpark exhaust / supply fans only	BCA E2.2 AS1668.1-1991, AS1668.2-1991	12/07/2016

SAMPLE

Minutes of Executive Committee Meeting

Executive Committee Meeting of the Owners Corporation for
Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, was held on
Tuesday, 18th October, 2016 at 7:00 pm at 305/64-68 Gladesville Rd, Hunters Hill 2110

Present: J. Biscoe, J. Cocks, M. Ngai, S. Hardman, V. Whiteman.

Item 1

That the minutes of the Executive Committee Meeting held on Wednesday, 24th August, 2016 be confirmed as a correct record.

RESOLVED

Item 2

Confirmed as a correct record

Item 3

That the Owners Corporation Executive Committee wishes to engage Acor Consultants in accordance with the submitted Acor Consultants Fee Proposal.

RESOLVED

Item 4

That the Executive Committee approves the honorarium payments of \$3,000 payable in the first quarter (in arrears), to be distributed as follows:

Jeremy Cocks - \$127.6595; Michael Ngai - \$319.1489; and Vicki Whiteman - \$2,553.1900 for duties performed outside of normal meetings.

RESOLVED

Item 5

That Michael Ngai submitted to the Chair his resignation from the Executive Committee, effective Sunday 2nd November, 2016 because he has purchased another apartment.

RESOLVED – The Executive Committee formally thanked Michael for his assistance and support whilst on the Committee and wished he and his family all the best for the future.

General Business

As discussed.

Minutes of Executive Committee Meeting

Executive Committee Meeting of the Owners Corporation for
Strata Plan 85494, situated at 64-68 Gladesville Road Hunters Hill, was held on
Tuesday, 22nd November, 2016 at 7:00 pm at 305/64-68 Gladesville Rd, Hunters Hill 2110

Present: J.Biscoe, S. Hardman, V. Whiteman.

Apologies: J. Cocks

Item 1

That the minutes of the Executive Committee Meeting held on Tuesday 18th October, 2016 be confirmed as a correct record.

RESOLVED

Item 2

That the Owners Corporation Executive Committee unanimously approved that the Level 1 Chute facility be locked due to its abuse. Keys will be issued to Level 1 resident owners. The Residential Bin Room is available at all times.

RESOLVED

General Business

As discussed.
