

STRATA SCHEME INSPECTION REPORT

DATE OF INSPECTION: 11th October 2021

PROPERTY ADDRESS: 91-93 Burwood Road, Concord

STRATA PLAN: SP75553

LOT: 1

INSPECTOR: George Panagiotlaris

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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ATTACHMENTS

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

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 : **No**
2. Insurance premium & due date : **\$6,912.23 – 31/05/2022**
3. **(A) What are the current approx. balances of the Administrative & Capital Funds?**

Administrative Fund: **\$(4,833.71) – deficit**

Capital Fund: **\$22,594.07**

Investment Fund: **\$0.00**

(B) What are the current levy contributions per quarter for the subject Lot

Administrative Fund: **\$580.00**

Capital Fund: **\$127.40**

4. When are levies paid up to for the subject lot : **Nov 21**
5. What are the current arrears for the subject lot : **Nil**
6. Are there any current special levies for the subject lot : **No**
7. Are there possible special levies in the near future for the subject lot : **Not Sighted**
8. When was the last Annual General Meeting held : **19/08/2020**
9. Have there been any changes / additions to the By-laws in the past 6 months : **No**
10. What is the unit entitlement for the subject lot : **94**
11. Were any Asset or Compliance Reports sighted : **Yes**
12. Is the Strata Plan Part of a Community Association or Building Management Committee : **No**

2. STRATA ROLL (SECTION 176-181)

Was the Strata Roll in compliance with the following aspects of Part 10,
Division 1 – Sections 176 to 181 : **Yes**

Has the Initial Period expired : **Yes**

3. OWNER OF LOT

Name : **William W & Cynthia K Pienaar**

Mortgagee : **Not Noted**

Original Owner : **Not Noted**

OTHER ENTRIES :

Number of Lots: : **10**

Number of Units: : **10**

Unit entitlement of subject Lot: : **94**

Aggregate Entitlement: : **1000**

Strata Plan registered: : **17/08/2005**

The subject lot has a total area of:(M2 OR FT2)

- Internal Unit Size : **Total – 96m2**
- Balcony Size : **Included in Total**
- Carspace/Garage : **16m2**

Was the Original Certificate of Title for the common property sighted:

Yes – edition 1 is attached to this report

4. **BY LAWS**

BY LAWS (PART 7):

Do the records suggest that the By Laws have been changed or added to in the past 6 months.

Not Sighted

It is to be noted that a notification cannot be lodged in the Registrar-General's office more than 6 months after the passing of the resolution to make the by-law

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

: Not Sighted

Is there any evidence of approval for animals

: Not Sighted

Were any exclusive use by-laws registered in the past two years affecting the subject Lot

: Not Sighted

5. **GENERAL INFORMATION**

EXECUTIVE COMMITTEE :

Executive Committee : **Refer to minutes attached, last AGM**

HARMONY :

State of harmony within the scheme :

List of disputes noted (if applicable)

⇒ **Nil Noted**

6. **MANAGING AGENT**

Is there a Managing Agent : **Yes**

Name : **Exclusive Strata Management**

Phone : **9736 1699**

Managers Name : **Halil Topalcik**

License No : **Not Noted**

Books and records as presented were found to be in fair 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, which do not reach the strata documents files.

7. INSURANCES (PART 9)

DETAILS OF BUILDING INSURANCE:

⇒ Sum Insured	\$4,753,024	
⇒ Insurance Company	: Strata Community Insurance	
⇒ Policy Number	: NRSC15004846	
⇒ Due Date	: 31/05/2022	
⇒ Excess	: Refer to attached policy	
⇒ Premium	: \$6,912.23	
⇒ Has the copy of the insurance policy been attached to this report	: YES	
⇒ Has the back page of the insurance policy been attached to this report	: YES	
NOTE: Generally all claims history are found on the back of insurance policy renewals		

ADDITIONAL INSURANCE COVER:

SECTION 1	PART A	1. Building Common Area Contents	\$4,753,024 \$47,530
		2. Terrorism Cover under Section 1 Part A2	Applies
	PART B	Loss of Rent/Temporary Accommodation 2. Floating Floors 3. Lot Owners Wall Coverings	\$712,955 Included Included
SECTION 2	Liability		\$20,000,000
SECTION 3	Voluntary Workers		\$200,000/\$2,000
SECTION 5	Fidelity Guarantee		\$100,000
SECTION 6	Office Bearers' Liability		\$250,000
SECTION 8	Catastrophe		\$712,954
SECTION 9	PART A - Government Audit Costs - Professional Fees		\$25,000
	PART B - Appeal Expenses		\$100,000
	PART C - Legal Defence Expenses		\$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		\$300,000

INSURANCE CLAIMS HISTORY:

Have there been any insurance claims exceeding \$2,000 in the last two years : **Not Sighted**

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

VALUATION DETAILS :

Amount : **\$3,900,000**

Conducted by: **QIA Group Pty Ltd**

Year: **2019**

8. **BOOKS OF ACCOUNT (PART 5, DIVISION 4, SECTION 96)**

FINANCIAL ACCOUNTS (SECTION 96) :

⇒ Approximate balance of the Admin Fund	\$(4,833.71) – deficit
⇒ Approximate balance of the Capital Fund	\$22,594.07
⇒ Approximate balance of the Invest. Fund	\$0.00
⇒ Funds are currently held in trust as follows	:Bank: Not Sighted
⇒ Are there any arrears noted for the complex	Not Sighted (Lots not specified)

A special levy may be required in the future to help clear the Admin/Sinking Fund deficit above

Note –The Strata Schemes Management Act 2015 requires that any deficit is to be cleared by the determination of a Special levy within three months of such deficit occurring, in the case that a deficit is noted in the summary above and attached financial documents.

We recommend a section 184 Certificate be obtained to confirm the financial information as there have been rare occasions when we have been given incorrect details.

9. MAINTENANCE / CONTRIBUTIONS & SPECIAL LEVIES (SECTION 76)**MAINTENANCE / LEVY CONTRIBUTIONS (PART 5, DIVISION 2):**

The records indicate that current standard contributions for the subject Lot are as follows:

⇒ Administrative Fund per quarter	\$580.00
⇒ Capital Fund per quarter	\$127.40

SPECIAL LEVY CONTRIBUTIONS (PART 5, DIVISION 2):

Details of current special levies are : **N/A**

⇒ Date Determined	:
⇒ Fund	:
⇒ Amount	:
⇒ Due Date	:
⇒ Purpose	:

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 :

Not Sighted

APPROVED BUDGET:

Current Budget adopted (per annum) for the Strata Scheme effective

⇒ Administrative Fund:	\$24,680.00
⇒ Capital Fund:	\$5,420.00

TAXATION AND BUSINESS ACTIVITY STATEMENTS:

⇒ Tax File Number Sighted	: No
⇒ Tax File Number	: Not Sighted
⇒ ABN sighted	: 58 513 381 914
⇒ Is the property registered for GST	: No

10. 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 not noted on file**

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?

Not on File

10 YEAR SINKING FUND ASSESSMENT REPORT:

NOTE- Please refer to the Strata Schemes Management Act 2015 for full details / explanation regarding the Legislative requirements relating to 10 Year Capital Works Fund requirements.

⇒ Is a 10 Year Capital Works Fund Assessment Plan noted on file for the strata scheme?

Not on File

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?

Not on File

TERMITE/TIMBER PEST INSPECTION REPORT:

Is a Termite/Timber Inspection report noted on file for the strata scheme?

Not on File

11. 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?

Not Sighted

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?

Not Sighted

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?

Not Sighted

12. MINUTES OF MEETINGS – SUMMARY ONLY

- ⇒ Sighted back to the AGM dated : **20/04/2016**
- ⇒ Date of most current/last Minutes sighted : **19/08/2020**
- ⇒ Date of First AGM (if noted) : **Not Sighted**

- ⇒ Are any meetings of the Owners Corporation scheduled in the near future?
Not Sighted

ANNUAL GENERAL MEETING (AGM) DATED 19/08/2020 - refer attached

- ⇒ Budget adopted: Admin Fund per annum **\$24,680.00** & Capital Fund per annum **\$5,420.00**
- ⇒ Number Committee Members elected : **6**
- ⇒ Auditor appointed : **Yes**
- ⇒ Insurance details addressed : **Yes**

13. **EXPENDITURE HISTORY – SUMMARY OF EXPENSES ONLY:**

(Refer to the attached Income & Expenditures Reports)

Expenditure for period – 01/04/2021 – 06/10/2021

⇒ Refer attached financial statement

Expenditure for period – 01/04/2020 – 31/03/2021

⇒ Not on File

Expenditure for period – 01/04/2019 – 31/03/2020

⇒ Refer attached financial statement

Expenditure for period – 01/04/2018 – 31/03/2019

⇒ Refer attached financial statement

Expenditure for period – 01/04/2017 – 31/03/2018

⇒ Refer attached financial statement

14. **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.

15. ATTACHED DOCUMENTS

To assist in your decision making on your potential property purchase, the following documents are attached for your reference.

Standard Attachments	Attached
Strata Management print outs	YES
Income and expenditure	YES – NOT 2020
Certificate of Insurance	NO
Minutes	YES
Annual Fire Safety Certification Assessment	NO
Extract of Work, Health and Safety Risk Assessment	NO
Extract of Sinking Fund Forecast	YES
Extract of Asbestos Report	NO
Valuation	YES
Additional Attachments	
• Certificate of title	

Please note this report was compiled from the records as presented to us at the time of inspection.

The documents can be presented in varying forms including loose leaf, bound or electronic.

We cannot guarantee the records were up to date or complete.

The clarity of the attached scanned documents are the best possible and dependent upon the nature of record keeping.

Accordingly, please use this report in conjunction with any other enquiries you deem necessary to assist with your potential property purchase and if any information is missing from this report, that you feel is required, please make contact with our office and we will be happy to follow up the strata managers for any missing documents within the file at the time of our inspection.



Exclusive Strata Pty Ltd
ABN: 31 206 296 510

Income & Expenditure Statement for the financial year-to-date 01/04/2021 to 06/10/2021

T: (02) 9736 1499
F: (02) 9736 1499
Mail to: Po Box 3349
North Strathfield NSW 2137
359 - 361 Concord Road
Concord West NSW 2138
strata@exclusive.com.au

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Administrative Fund

Current period

01/04/2021-06/10/2021

Revenue

Levies Due-Admin	12,340.40
Total revenue	12,340.40

Less expenses

Admin-Agent Disbursements	256.69
Admin-Agent Disburst-Other	200.00
Admin-Auditors-Taxation Services	165.00
Admin-Management Fees-Standard	1,604.19
Insurance-Premiums	6,912.23
Maint Bldg-Cleaning & Lawns	1,485.00
Maint Bldg-Gutters & Downpipes	198.00
Maint Bldg-Pest/Vermin Control	470.00
Maint Bldg-Pumps	308.00
Maint Grounds-Tree Lopping/Removal	1,760.00
Utility-Electricity	1,482.60
Utility-Water & Sewerage	1,329.03
Total expenses	16,170.74

Surplus/Deficit

(3,830.34)

Opening balance

(649.71)

Closing balance

-\$4,480.05

Capital Works Fund**Current period**

01/04/2021-06/10/2021

Revenue

Levies Due—Capital Works	2,710.60
<i>Total revenue</i>	<u>2,710.60</u>

Less expenses

Maint Bldg—Bollards	390.50
<i>Total expenses</i>	<u>390.50</u>

Surplus/Deficit

	<u>2,320.10</u>
Opening balance	21,422.15

Closing balance\$23,742.25



Exclusive Strata Pty Ltd
ABN: 31 304 394 310

Balance Sheet As at 06/10/2021

T: (02) 9736 1699
F: (02) 9736 1699
Mail to: Po Box 3349
North Strathfield NSW 2137
359 - 361 Concord Road
Concord West NSW 2138
strata@exclusive.com.au

The Owners - Strata Plan No. 75553 91-93 Burwood Road, CONCORD NSW 2137

	Current period
Owners' funds	
Administrative Fund	(3,830.34)
Operating Surplus/Deficit--Admin	(1,003.37)
Owners Equity--Admin	(4,833.71)
Capital Works Fund	2,320.10
Operating Surplus/Deficit--Capital Works	20,273.97
Owners Equity--Capital Works	22,594.07
Net owners' funds	\$17,760.36

Represented by:

Assets

Administrative Fund	(3,270.70)
Cash at Bank--Admin	(3,270.70)
Capital Works Fund	24,007.90
Cash at Bank--Capital Works	24,007.90
Unallocated Money	522.45
Cash at Bank--Unallocated	522.45
Total assets	21,259.65

Less liabilities

Administrative Fund	1,209.35
Prepaid Levies--Admin	1,209.35
Capital Works Fund	265.65
Prepaid Levies--Capital Works	265.65
Unallocated Money	522.45
Prepaid Levies--Unallocated	522.45
Total liabilities	1,997.45
Net assets	\$19,262.20

* As the previous financial year has not been finalised, the current financial year reporting will not be accurate.

Balance Sheet

As at 31/03/2020

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(2,518.86)
Owners Equity--Admin	1,515.49
	<u>(1,003.37)</u>
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	4,616.23
Owners Equity--Capital Works	15,657.74
	<u>20,273.97</u>
Net owners' funds	<u><u>\$19,270.60</u></u>
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	(850.06)
Receivable--Levies--Admin	0.01
	<u>(850.05)</u>
Capital Works Fund	
Cash at Bank--Capital Works	20,316.20
	<u>20,316.20</u>
Unallocated Money	
	<u>0.00</u>
Total assets	<u>19,466.15</u>
Less liabilities	
Administrative Fund	
Prepaid Levies--Admin	153.32
	<u>153.32</u>
Capital Works Fund	
Prepaid Levies--Capital Works	42.23
	<u>42.23</u>
Unallocated Money	
	<u>0.00</u>
Total liabilities	<u>195.55</u>
Net assets	<u><u>\$19,270.60</u></u>

Income & Expenditure Statement for the financial year to 31/03/2020

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Administrative Fund

	Current period	Annual budget	Previous year
	01/04/2019-31/03/2020	01/04/2019-31/03/2020	01/04/2018-31/03/2019
Revenue			
Insurance Claims	0.00	0.00	1,989.40
Interest on Arrears--Admin	37.65	0.00	32.81
Levies Due--Admin	23,600.00	23,600.00	21,800.00
Status Certificate Fees	119.90	0.00	0.00
Strata Roll Inspection Fees	34.10	0.00	0.00
Total revenue	23,791.65	23,600.00	23,822.21
Less expenses			
Admin--Accounting	0.00	220.00	0.00
Admin--Agent Disbursements	440.04	440.00	440.04
Admin--Agent Disburst--Other	200.00	0.00	200.00
Admin--Auditors--Taxation Services	165.00	165.00	165.00
Admin--Management Fees--Standard	2,750.04	2,750.00	2,750.04
Admin--Status Certificate Fees Paid	119.90	0.00	0.00
Admin--Strata Inspection Fees Paid	34.10	0.00	0.00
Insurance--Premiums	5,432.72	6,250.00	5,017.59
Insurance--Valuation	404.00	300.00	0.00
Maint Bldg--Cleaning & Lawns	4,906.00	5,000.00	4,224.00
Maint Bldg--Electrical	406.50	500.00	88.00
Maint Bldg--Garage Door--Remote controls	0.00	0.00	(180.00)
Maint Bldg--Garage Doors	220.00	440.00	0.00
Maint Bldg--General Repairs	0.00	500.00	470.00
Maint Bldg--Locks, Keys & Card Keys	0.00	250.00	1,081.50
Maint Bldg--Pest/Vermin Control	0.00	480.00	480.00
Maint Bldg--Plumbing & Drainage	1,065.00	500.00	0.00
Maint Bldg--Pumps	286.00	1,000.00	1,813.90
Maint Bldg--Roof	0.00	0.00	2,787.50
Maint Bldg--Tiling--Floor & Walls	231.00	0.00	0.00
Maint Grounds--Tree Lopping/Removal	770.00	0.00	0.00
Utility--Electricity	3,011.64	3,000.00	2,950.81
Utility--Water & Sewerage	5,868.57	3,300.00	3,103.44
Total expenses	26,310.51	25,095.00	25,391.82
Surplus/Deficit	(2,518.86)	(1,495.00)	(1,569.61)
Opening balance	1,515.49	1,515.49	3,085.10
Closing balance	-\$1,003.37	\$20.49	\$1,515.49

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The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Capital Works Fund

	Current period	Annual budget	Previous year
	01/04/2019-31/03/2020	01/04/2019-31/03/2020	01/04/2018-31/03/2019
Revenue			
Interest on Arrears--Capital Works	10.43	0.00	9.78
Levies Due--Capital Works	6,500.00	6,500.00	6,500.00
<i>Total revenue</i>	<u>6,510.43</u>	<u>6,500.00</u>	<u>6,509.78</u>
Less expenses			
Maint Bldg--Garage Doors	825.00	0.00	0.00
Maint Bldg--Intercom Replacement	0.00	0.00	6,998.20
Maint Bldg--Stairs	1,069.20	0.00	0.00
<i>Total expenses</i>	<u>1,894.20</u>	<u>0.00</u>	<u>6,998.20</u>
Surplus/Deficit	<u>4,616.23</u>	<u>6,500.00</u>	<u>(488.42)</u>
Opening balance	15,657.74	15,657.74	16,146.16
Closing balance	<u><u>\$20,273.97</u></u>	<u><u>\$22,157.74</u></u>	<u><u>\$15,657.74</u></u>

Balance Sheet

As at 31/03/2019

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(1,569.61)
Owners Equity--Admin	3,085.10
	<u>1,515.49</u>
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	(488.42)
Owners Equity--Capital Works	16,146.16
	<u>15,657.74</u>
Net owners' funds	<u><u>\$17,173.23</u></u>
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	1,163.96
Receivable--Levies--Admin	351.53
	<u>1,515.49</u>
Capital Works Fund	
Cash at Bank--Capital Works	15,552.93
Receivable--Levies--Capital Works	104.81
	<u>15,657.74</u>
Unallocated Money	<u>0.00</u>
Total assets	<u><u>17,173.23</u></u>
Less liabilities	
Administrative Fund	<u>0.00</u>
Capital Works Fund	<u>0.00</u>
Unallocated Money	<u>0.00</u>
Total liabilities	<u><u>0.00</u></u>
Net assets	<u><u>\$17,173.23</u></u>

Income & Expenditure Statement for the financial year to 31/03/2019

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Administrative Fund

	Current period 01/04/2018-31/03/2019	Annual budget 01/04/2018-31/03/2019	Previous year 01/04/2017-31/03/2018
Revenue			
Insurance Claims	1,989.40	0.00	0.00
Interest on Arrears--Admin	32.81	0.00	31.58
Levies Due--Admin	21,800.00	21,800.00	20,800.00
Status Certificate Fees	0.00	0.00	119.90
Strata Roll Inspection Fees	0.00	0.00	34.10
Total revenue	23,822.21	21,800.00	20,985.58
Less expenses			
Admin--Accounting	0.00	220.00	0.00
Admin--Agent Disbursements	440.04	440.00	421.70
Admin--Agent Disburst--Other	200.00	0.00	220.00
Admin--Auditors--Taxation Services	165.00	165.00	165.00
Admin--Management Fees--Standard	2,750.04	2,750.00	2,658.36
Admin--Status Certificate Fees Paid	0.00	0.00	119.90
Admin--Strata Inspection Fees Paid	0.00	0.00	34.10
Insurance--Premiums	5,017.59	6,250.00	4,583.00
Insurance--Valuation	0.00	300.00	0.00
Maint Bldg--Ceiling	0.00	0.00	462.00
Maint Bldg--Cleaning & Lawns	4,224.00	5,000.00	4,939.00
Maint Bldg--Electrical	88.00	500.00	293.00
Maint Bldg--Garage Door--Remote controls	(180.00)	0.00	(154.00)
Maint Bldg--Garage Doors	0.00	440.00	0.00
Maint Bldg--General Repairs	470.00	500.00	0.00
Maint Bldg--Locks, Keys & Card Keys	1,081.50	250.00	829.40
Maint Bldg--Pest/Vermin Control	480.00	480.00	0.00
Maint Bldg--Plumbing & Drainage	0.00	500.00	93.50
Maint Bldg--Pumps	1,813.90	1,000.00	1,989.90
Maint Bldg--Roof	2,787.50	0.00	3,327.00
Maint Bldg--Shower Screens & Trays	0.00	0.00	1,210.00
Maint Grounds--Tree Lopping/Removal	0.00	0.00	440.00
Utility--Electricity	2,950.81	2,650.00	2,486.41
Utility--Water & Sewerage	3,103.44	3,300.00	2,902.04
Total expenses	25,391.82	24,745.00	27,020.31
Surplus/Deficit	(1,569.61)	(2,945.00)	(6,034.73)
Opening balance	3,085.10	3,085.10	9,119.83
Closing balance	\$1,515.49	\$140.10	\$3,085.10

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The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Capital Works Fund

	Current period 01/04/2018-31/03/2019	Annual budget 01/04/2018-31/03/2019	Previous year 01/04/2017-31/03/2018
Revenue			
Interest on Arrears--Capital Works	9.78	0.00	9.87
Levies Due--Capital Works	6,500.00	6,500.00	6,500.00
<i>Total revenue</i>	<u>6,509.78</u>	<u>6,500.00</u>	<u>6,509.87</u>
Less expenses			
Maint Bldg--Intercom Replacement	6,998.20	0.00	0.00
Maint Bldg--Waterproofing	0.00	0.00	3,017.00
<i>Total expenses</i>	<u>6,998.20</u>	<u>0.00</u>	<u>3,017.00</u>
Surplus/Deficit	<u>(488.42)</u>	<u>6,500.00</u>	<u>3,492.87</u>
Opening balance	16,146.16	16,146.16	12,653.29
Closing balance	<u><u>\$15,657.74</u></u>	<u><u>\$22,646.16</u></u>	<u><u>\$16,146.16</u></u>



Exclusive Strata Pty Ltd
ABN: 31 206 296 510

Owner Ledger

Start Date: 01/10/2019
End Date: 31/10/2023
Owners: One only

T: (02) 9736 1699
F: (02) 9736 1499
Mail to: Po Box 3349
North Strathfield NSW 2137
359 - 361 Concord Road
Concord West NSW 2138
strata@exclusivere.com.au

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Lot 1 Unit 1 William W & Cynthia K Pienaar

UE / AE: 94.00 / 1,000.00

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	01/11/2019	Quarterly	Quarterly Admin/Capital Works Levy 01/11/19 - 31/01/20	554.60	554.60	152.75	152.75	0.00	0.00%	Standard	Normal	None
2	01/02/2020	Quarterly	Quarterly Admin/Capital Works Levy 01/02/20 - 30/04/20	554.60	554.60	152.75	152.75	0.00	0.00%	Standard	Normal	None
3	01/05/2020	Quarterly	Quarterly Admin/Capital Works Levy 01/05/20 - 31/07/20	554.60	554.60	152.75	152.75	0.00	0.00%	Standard	Normal	None
4	01/08/2020	Quarterly	Quarterly Admin/Capital Works Levy 01/08/20 - 31/10/20	554.60	554.60	152.75	152.75	0.00	0.00%	Standard	Normal	None
5	01/11/2020	Quarterly	Quarterly Admin/Capital Works Levy 01/11/20 - 31/01/21	580.00	580.00	127.40	127.40	0.00	0.00%	Standard	Normal	None
6	01/02/2021	Quarterly	Quarterly Admin/Capital Works Levy 01/02/21 - 30/04/21	580.00	580.00	127.40	127.40	0.00	0.00%	Standard	Normal	None
7	01/05/2021	Quarterly	Quarterly Admin/Capital Works Levy 01/05/21 - 31/07/21	580.00	580.00	127.40	127.40	0.00	0.00%	Standard	Normal	None
8	01/08/2021	Quarterly	Quarterly Admin/Capital Works Levy 01/08/21 - 31/10/21	580.00	580.00	127.40	127.40	0.00	0.00%	Standard	Normal	None
9	01/11/2021	Quarterly	Quarterly Admin/Capital Works Levy 01/11/21 - 31/01/22	580.00	0.00	127.40	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid				
31/10/2019	362	Receipt	Banked		554.60	0.00	152.75	0.00	0.00		707.35		1

31/01/2020	378	Receipt	Banked	554.60	0.00	152.75	0.00	0.00	707.35	2
30/04/2020	390	Receipt	Banked	554.60	0.00	152.75	0.00	0.00	707.35	3
03/08/2020	409	Receipt	Banked	554.60	0.00	152.75	0.00	0.00	707.35	4
23/11/2020	429	Receipt	Banked	580.00	0.00	127.40	0.00	0.00	707.40	5
28/01/2021	435	Receipt	Banked	580.00	0.00	127.40	0.00	0.00	707.40	6
22/04/2021	450	Receipt	Banked	580.00	0.00	127.40	0.00	0.00	707.40	7
29/07/2021	468	Receipt	Banked	580.00	0.00	127.40	0.00	0.00	707.40	8

Strata Roll

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

INDIVIDUAL LOT

Lot 1

Associated lots:

Unit no. 1

Unit entitlements

Levy Entitlement 94.00 / 1,000.00

Owners

Name**Address for service of notices**

William W & Cynthia K Pienaar

1/91-93 Burwood Road, Concord NSW 2137

Email Address cynbill54@optusnet.com.au**Date of entry** 27/12/2013**Date of purchase** 20/05/2009

Mortgages

None

Leases

None

**MINUTES OF ANNUAL GENERAL MEETING
 THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
 OF LOTS IN THE STRATA PLAN NO. 75553**

ADDRESS OF STRATA SCHEME:
 91 - 93 BURWOOD ROAD, CONCORD

DATE, PLACE & TIME OF MEETING
 The Annual General Meeting of The Owners - Strata Plan No. 75553 was held on **Wednesday 20th April 2016** in the office of **Exclusive Strata Management, 359 - 361 Concord Road, Concord West.**

The Meeting commenced at **6:34pm.**

PRESENT IN PERSON: William Pienaar (Lot 1)
 Ebony Dawking (Lot 2)
 Catherine Day (Lot 3)

PRESENT BY PROXY: NIL

APOLOGIES: NIL

IN ATTENDANCE: Robert & Loretta Barba
 Halil Topalcik (Exclusive Strata Management)

CHAIRPERSON / SECRETARY: Halil Topalcik (Exclusive Strata Management)

1. MINUTES:

Motion

- 1.1 **RESOLVED** that the Minutes of the last general meeting of the Owners Corporation, held on 3rd September 2015 be confirmed as a true record of the proceedings at that meeting.

2. ACCOUNTING RECORDS AND BUDGET:

Motions

- 2.1 **RESOLVED** that the financial statements attached to the notice be adopted.
- 2.2 **RESOLVED** that estimated receipts and payments (budget) for the administrative fund and the sinking fund be tabled and adopted.

3. CONTRIBUTIONS:

Motions

- 3.1 **RESOLVED** that contributions to the administrative fund are estimated in accordance with Section 75 (1) Act and determined in accordance with Section 76 (1) of the *Strata Schemes Management Act 1996* at **\$20,800;**
- 3.2 **RESOLVED** that contributions to the sinking fund are estimated in accordance with Section 75 (2) and determined in accordance with Section 76 (1) of the *Strata Schemes Management Act 1996* at **\$6,200;**
- 3.3 **RESOLVED** that the Contributions be paid in equal quarterly instalments, the first such instalment being due and payable on **1 May 2016** and subsequent instalments being due and payable on, **1 August 2016, 1 November 2016** and **1 February 2017** and;
- 3.4 **RESOLVED** that following resolutions 3.1, 3.2 and 3.3, the administrative and sinking fund contributions be continued at quarterly intervals until further determined.

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553**

Exclusive Strata Pty Ltd
Trading as: Exclusive Strata Management
ABN 312 0629 6510

**ADDRESS OF STRATA SCHEME:
91 – 93 BURWOOD ROAD, CONCORD**

4. AUDITOR

Motion

- 4.1 **RESOLVED** that an auditor not be appointed for the coming year.

5. DEBT COLLECTION

Motion

- 5.1 **RESOLVED** that the Owners Corporation resolve pursuant to the *Strata Schemes Management Act 1996* including section 80D, for the purposes of collecting or recovering levy contributions to authorise the Strata Managing Agent and/or the Executive Committee to do any one or more of the following;

- a) to engage or appoint the services of a debt collection agency, obtain legal advice and/or legal representation and/or experts on behalf of the Owners corporation Strata Plan No. 75553;
- b) 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 the recovery of other debts, including penalties, interest, legal and other costs;
- c) Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy of winding up proceedings;
- d) Filing an appeal or defending against any judgement concerning the collection of levy contributions; and
- e) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

6. INSURANCES

Motion

- 6.1 **RESOLVED** that the Owners Corporation Insurances were confirmed.

(Additional Insurances)

- 6.2 **RESOLVED** that Fidelity Guarantee and Office Bearers Liability Insurance cover continue.

(Workers Compensation Insurance)

- 6.3 **RESOLVED** that the Owners Corporation confirm that it does **not** employ workers with annual wages exceeding \$7,500 and therefore will not require workers compensation insurance for the coming year.

MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553

ADDRESS OF STRATA SCHEME:
91 - 93 BURWOOD ROAD, CONCORD

7. **VALUATION**

Motion

7.1 **RESOLVED** that the property of the Strata Scheme not be re-valued for insurance purposes.

7.2 **RESOLVED** that the strata manager not adjust the sum insured on the building and common property in accordance with the building valuation.

8. **EXECUTIVE COMMITTEE**

Motion

8.1 **RESOLVED** that the following written and oral nominations were received at the meeting for the election to the Executive Committee.

Those nominated were;

- William Pienaar (Lot 1)
- Ebony Dawking (Lot 2)
- Catherine Day (Lot 3)
- Robert Barba (Nominee)

8.2 **RESOLVED** that the number of members of the Executive Committee be determined at four (4).

8.3 **RESOLVED** that candidates for election to the Executive Committee had NO "connections" with the original owner (developer) or caretaker in accordance with the Act.

8.4 **RESOLVED** that the following be declared as being elected members of the Executive Committee;

- William Pienaar (Lot 1)
- Ebony Dawking (Lot 2)
- Catherine Day (Lot 3)
- Robert Barba (Nominee)

9. **RESTRICTED MATTERS**

Motion

9.1 **RESOLVED** that, for the purpose of Section 21 (2)(b) of the Strata Schemes Management Act 1996, there be no additional matters other than those matters prescribed by the Act, to be restricted to or determined at a General Meeting.

10. **SINKING FUND PLAN**

Motion

10.1 **RESOLVED** that the Owners Corporation reviewed the Sinking Fund analysis prepared by Solutions In Engineering in July 2010.

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553**

Exclusive Strata Pty Ltd
Trading as: Exclusive Strata Management
ABN 312 0629 6510

**ADDRESS OF STRATA SCHEME:
91 – 93 BURWOOD ROAD, CONCORD**

11. COMMON PROPERTY

Motion

- 11.1 The conditions and use of common property were discussed and the following action is to be taken to rectify faults or problems.

The Managing Agent was instructed under his delegated authority to arrange;

- For the brick wall in the basement garage that runs parallel with Concord Road to be checked.
- Repair of intercom call station at garage door.
- Arrange for installation of external power point within meter box connected to common area electricity meter.
- A quote for installation of CCTV system at the main entry door and within the garage area.
- Obtain a quote for an Entry mat (rubber).
- To write to the Principal of Concord High School requesting that they trim the large tree that is overhanging and appears to be a safety issue.

CLOSURE: There being no further business the meeting closed at 7:27pm

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**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553**

Exclusive Strata Pty Ltd
Trading as: Exclusive Strata Management
ABN 312 0629 6510

ADDRESS OF STRATA SCHEME: 91 – 93 BURWOOD ROAD, CONCORD NSW 2137

DATE, PLACE & TIME OF MEETING

The Annual General Meeting of The Owners – Strata Plan No. 75553 was held on **Tuesday 2nd May 2017** in the office of **Exclusive Strata Management, 359 - 361 Concord Road, Concord West.**

The Meeting commenced at **6:37pm.**

PRESENT IN PERSON: William Pienaar (Lot 1)
Ebony Dawking (Lot 2)
Catherine Day (Lot 3)

PRESENT BY PROXY: NIL

APOLOGIES: Josephine Scaltrito (Lot 7)

IN ATTENDANCE: Loretta Barba
Halil Topalcik (Exclusive Strata Management)

CHAIRPERSON / SECRETARY: Halil Topalcik (Exclusive Strata Management)

MOTIONS:

MOTION 1 – Confirmation of Previous Minutes

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to confirm the minutes of the Owner's Corporation meeting held on 20th April 2016.

MOTION 2 – Strata Committee

Please refer to the call for nominations referred to in the notes at the end of this notice.

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to:

(a) Call for nominations for members of the Strata Committee;

RESOLVED that the following written and oral nominations were received at the meeting for the election to the Strata Committee.

Those nominated were;

- William Pienaar (Lot 1)
- Ebony Dawking (Lot 2)
- Catherine Day (Lot 3)
- Josephine Scaltrito (Lot 7)
- Loretta Barba (Nominee)

(b) The candidates for election to the Strata Committee disclose any connections with the original owner or building manager for the scheme;

RESOLVED that candidates for election to the Strata Committee had NO "connections" with the original owner (developer) or caretaker in accordance with the Act.

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- (c) Determine the number of members of the Strata Committee; and

RESOLVED that the number of members of the Strata Committee be determined at five (5).

- (d) Elect the Strata Committee.

RESOLVED that the following be declared as being elected members of the Strata Committee;

- William Pienaar (Lot 1)
- Ebony Dawking (Lot 2)
- Catherine Day (Lot 3)
- Josephine Scaltrito (Lot 7)
- Loretta Barba (Nominee)

MOTION 3 – General Meeting Matters

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* to decide if any matter or type of matter is to be determined by the Owners Corporation in general meeting.

No additional matters other than those matters prescribed by the Act, to be restricted to or determined at a General Meeting.

MOTION 4 – By-Laws

The Owners – Strata Plan No. 75553 note the obligation under clause 4 of Schedule 3 of the *Strata Schemes Management Act 2015* (NSW) to review the by-laws within 12 months of 30 November 2016 and **RESOLVED** by ordinary resolution to comply with this obligation by the one of the following options decided to be most appropriate after discussion had at the general meeting:

- (a) All owners to undertake an independent review, and discuss at a further general meeting to be held on an agreed date (no later than 29 November 2017) whether any by-laws require repealing, amending or new by-laws are required;
- ~~(b) Agreed lot owners (to be specified in the minutes) to undertake a review of the by-laws and report back to the Owner's Corporation at a general to be held on an agreed date (no later than 29 November 2017) whether any by-laws require repealing, amending or new by-laws are required;~~
- ~~(c) The Owner's Corporation seek professional assistance from appropriately experienced solicitors to undertake the required review of the by-laws and report back to the Owner's Corporation with written advice on their recommendations on whether any by-laws require repealing, amending or new by-laws are required, and to effect that, direct the managing agent to seek fee proposal(s) from solicitors recommended by the managing agent for consideration and approval by the strata committee (or by the owners in general meeting if required);~~

MOTION 5 – Audit

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution not to appoint an auditor to audit the accounts and financial statements of the Owner's Corporation.

MOTION 6 – Accounting Records and Financial Statements

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

MOTION 7 – Contributions to the Administrative Fund

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution:

- (a) That the amount of money the Owner's Corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$20,800.00**.
- (b) That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on **1 May 2017** and subsequent instalments being due on the days of **1 August 2017, 1 November 2017 and 1 February 2018**.
- (c) That following the preceding motions the administrative fund contributions be continued at quarterly intervals until further determined.

MOTION 8 – Contributions to the Capital Works Fund

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution:

- (a) That the amount of money the Owner's Corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$6,500.00**.
- (b) That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on **1 May 2017** and subsequent instalments being due on the days of **1 August 2017, 1 November 2017 and 1 February 2018**.
- (c) That following the preceding motions the capital works fund contributions be continued at quarterly intervals until further determined.

MOTION 9 – 10-Year Capital Works Fund Plan

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to review the 10-year plan for capital works fund and decided to adopt the plan.

MOTION 10 - Insurances

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution that the insurances effected on behalf of the Owner's Corporation as outlined in the Insurance schedule be confirmed.

MOTION 11 – Insurance Quotations

- (a) The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to seek to obtain three quotations for all items of insurance required under the *Strata Schemes Management Act 2015* and to delegate the function of accepting and executing an appropriate quotation to the Strata Managing Agent on instruction of the Owner's Corporation or Strata Committee.

MOTION 12 – Insurance Valuation

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution not to seek a quote from a valuation specialist to value the building damage insurance amount for replacement and **reinstatement** as now required under section 161 of the *Strata Schemes Management Act 2015*.

MOTION 13 – Annual Fire Safety Statement

The Owners – Strata Plan No. 75553 **RESOLVE** by ordinary resolution to consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.

MOTION DEFERRED

MOTION 14 – Payment Plans for Overdue Levy Contributions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with section 85(5) of the *Strata Schemes Management Act 2015* to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and
- (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

MOTION 15 – Overdue Levy Contributions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, Grace Lawyers be engaged and instructed to:
 - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;

3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the *Strata Schemes Management Act 2015*; and
 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) Grace Lawyers be engaged and instructed to:
- (i) Provide advice regarding recovering outstanding contributions;
 - (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
 - (iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 1. Obtaining any necessary writ(s) for the levy of property; and
 2. Obtaining any necessary garnishee order(s).

MOTION 16 – Re-Appointment of Managing Agent

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with section 49 of the *Strata Schemes Management Act 2015* to re-appoint Exclusive Strata Pty Ltd Trading As Exclusive Strata Management ABN 312 0629 6510 as Strata Managing Agent from the date of this meeting, on the terms and conditions set out in the proposed strata management agency agreement, a copy of which is annexed to this notice (**Agreement**), and the Strata Managing Agent be delegated:

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

FURTHER RESOLVED that William Pienaar of Lot 1 and Catherine Day of Lot 3 be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

- * Original copies of the agreement were served on the authorised signatories immediately following the meeting.
- * In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 2 May 2020.

MOTION 17 – Report on Commissions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to consider the report from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

The Strata Managing Agent received a commission of \$0 from ITS Insurance Brokers in the preceding twelve (12) months and estimates it will receive a commission of \$0 in the following twelve (12) months.

MOTION 18 – Common Property

The Owners – Strata Plan No. 75553 discuss the conditions and use of common property and **RESOLVED** action to be taken to rectify faults or problems.

- Signs are to be placed up in Rubbish Bin area reminding residents of correct use of bins.
- JMC Strata Property Maintenance to be reminded about checking common area lights especially in garage and around building.
- Quotes to be obtained for the replacement of the intercom system.
- Lot 2 – Keystone Building Solutions to investigate cause of mould in corner of bedroom.
- Lot 3 – DDE Services to inspect operation of exhaust fans in bathroom and ensuite.
- Lot 6 - Proceed with quotation from Megasealed for the sealing of the tiles on balcony floor.

MOTION 19 – Window Safety Locks

The Owners – Strata Plan No. 75553 **RESOLVED** to engage a contractor selected by the Strata Committee to install locks on all windows within the parcel to which the Strata Schemes Management Act 2015 applies, to assess and install child safety window devices, satisfying the requirements of the Strata Schemes Management Amendment (Child Window Safety Devices) Regulation 2013 which states that:

31 Window safety devices

- (1) A building in a strata scheme is a building to which section 64A 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 64A 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 surface of 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 64A 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."

Note: Owners Corporations in NSW must have window safety devices installed on all above ground windows by 13 March 2018 as per Strata Schemes Management Amendment Regulation 2013.

CLOSURE: There being no further business the meeting closed at 8:03pm.



Exclusive Strata Pty Ltd
ABN: 31 206 296 510

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Balance Sheet As at 31/03/2018

T: (02) 9736 1699
F: (02) 9736 1499
Mail to: Po Box 3349
North Strathfield NSW 2137
359 - 361 Concord Road
Concord West NSW 2138
strata@exclusivere.com.au

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Current period

Owners' funds

Administrative Fund

Operating Surplus/Deficit--Admin	(6,034.73)
Owners Equity--Admin	9,119.83
	<u>3,085.10</u>

Capital Works Fund

Operating Surplus/Deficit--Capital Works	3,492.87
Owners Equity--Capital Works	12,653.29
	<u>16,146.16</u>

Net owners' funds

\$19,231.26

Represented by:

Assets

Administrative Fund

Cash at Bank--Admin	2,590.85
Receivable--Levies--Admin	494.25
	<u>3,085.10</u>

Capital Works Fund

Cash at Bank--Capital Works	15,991.71
Receivable--Levies--Capital Works	154.45
	<u>16,146.16</u>

Unallocated Money

Cash at Bank--Unallocated	3.45
	<u>3.45</u>

Total assets

19,234.71

Less liabilities

Administrative Fund

0.00

Capital Works Fund

0.00

Unallocated Money

Prepaid Levies--Unallocated	3.45
	<u>3.45</u>

Total liabilities

3.45

Net assets

\$19,231.26

Income & Expenditure Statement for the financial year to 31/03/2018

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Administrative Fund

Current period

01/04/2017-31/03/2018

Revenue

Interest on Arrears--Admin	31.58
Levies Due--Admin	20,800.00
Status Certificate Fees	119.90
Strata Roll Inspection Fees	34.10
Total revenue	20,985.58

Less expenses

Admin--Agent Disbursements	421.70
Admin--Agent Disburst--Other	220.00
Admin--Auditors--Taxation Services	165.00
Admin--Management Fees--Standard	2,658.36
Admin--Status Certificate Fees Paid	119.90
Admin--Strata Inspection Fees Paid	34.10
Insurance--Premiums	4,583.00
Maint Bldg--Ceiling	462.00
Maint Bldg--Cleaning & Lawns	4,939.00
Maint Bldg--Electrical	293.00
Maint Bldg--Garage Door--Remote controls	(154.00)
Maint Bldg--Locks, Keys & Card Keys	829.40
Maint Bldg--Plumbing & Drainage	93.50
Maint Bldg--Pumps	1,989.90
Maint Bldg--Roof	3,327.00
Maint Bldg--Shower Screens & Trays	1,210.00
Maint Grounds--Tree Lopping/Removal	440.00
Utility--Electricity	2,486.41
Utility--Water & Sewerage	2,902.04
Total expenses	27,020.31

Surplus/Deficit	(6,034.73)
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Opening balance	9,119.83
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Closing balance	\$3,085.10
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000163

The Owners - Strata Plan No. 75553

91-93 Burwood Road, CONCORD NSW 2137

Capital Works Fund**Current period**

01/04/2017-31/03/2018

Revenue

Interest on Arrears--Capital Works 9.87

Levies Due--Capital Works 6,500.00

Total revenue 6,509.87**Less expenses**

Maint Bldg--Waterproofing 3,017.00

Total expenses 3,017.00**Surplus/Deficit**

3,492.87

Opening balance 12,653.29

Closing balance**\$16,146.16**

000200



**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553**

Exclusive Strata Pty Ltd
Trading as: Exclusive Strata Management
ABN 312 0629 6510

ADDRESS OF STRATA SCHEME: 91 – 93 BURWOOD ROAD, CONCORD NSW 2137

DATE, PLACE & TIME OF MEETING

The Annual General Meeting of The Owners – Strata Plan No. 75553 was held on **Wednesday 16th May 2018** in the office of **Exclusive Strata Management, 359 - 361 Concord Road, Concord West.**

The Meeting commenced at **6:36pm.**

PRESENT IN PERSON: William Pienaar (Lot 1)
Catherine Day (Lot 3)

PRESENT BY PROXY: Josephine Scaltrito (Lot 7) to Halil Topalcik
Giulia Cremasco (Lot 10) to Loretta Barba

APOLOGIES: Ebony Dawking (Lot 2)
Josephine Scaltrito (Lot 7)

IN ATTENDANCE: Halil Topalcik (Exclusive Strata Management)

CHAIRPERSON / SECRETARY: Halil Topalcik (Exclusive Strata Management)

MOTIONS:

MOTION 1 – Confirmation of Previous Minutes

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to confirm the minutes of the Owner's Corporation meeting held on 2nd May 2017.

MOTION 2 – Strata Committee

Please refer to the call for nominations referred to in the notes at the end of this notice.

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to:

(a) Call for nominations for members of the Strata Committee;

RESOLVED that the following written and oral nominations were received at the meeting for the election to the Strata Committee.

Those nominated were;

- William Pienaar (Lot 1)
- Ebony Dawking (Lot 2)
- Catherine Day (Lot 3)
- Josephine Scaltrito (Lot 7)
- Loretta Barba (Nominee)

(b) The candidates for election to the Strata Committee disclose any connections with the original owner or building manager for the scheme;

RESOLVED that candidates for election to the Strata Committee had NO "connections" with the original owner (developer) or caretaker in accordance with the Act.

www.exclusivere.com.au

- (c) Determine the number of members of the Strata Committee; and

RESOLVED that the number of members of the Strata Committee be determined at five (5).

- (d) Elect the Strata Committee.

RESOLVED that the following be declared as being elected members of the Strata Committee:

- William Pienaar (Lot 1)
- Ebony Dawking (Lot 2)
- Catherine Day (Lot 3)
- Josephine Scaltrito (Lot 7)
- Loretta Barba (Nominee)

MOTION 3 – General Meeting Matters

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* to decide if any matter or type of matter is to be determined by the Owners Corporation in general meeting.

No additional matters other than those matters prescribed by the Act, to be restricted to or determined at a General Meeting.

MOTION 4 – Audit

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution not to appoint an auditor to audit the accounts and financial statements of the Owner's Corporation.

MOTION 5 – Accounting Records and Financial Statements

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

MOTION 6 – Contributions to the Administrative Fund

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution:

- (a) That the amount of money the Owner's Corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$21,800.00**.
- (b) That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on **1 May 2018** and subsequent instalments being due on the days of **1 August 2018, 1 November 2018 and 1 February 2019**.
- (c) That following the preceding motions the administrative fund contributions be continued at quarterly intervals until further determined.

MOTION 7 – Contributions to the Capital Works Fund

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution:

- (a) That the amount of money the Owner's Corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$6,500.00**.
- (b) That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on **1 May 2018** and subsequent instalments being due on the days of **1 August 2018, 1 November 2018** and **1 February 2019**.
- (c) That following the preceding motions the capital works fund contributions be continued at quarterly intervals until further determined.

MOTION 8 – 10-Year Capital Works Fund Plan

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to review the 10-year plan for capital works fund and decided to adopt the plan.

MOTION 9 - Insurances

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution that the insurances effected on behalf of the Owner's Corporation as outlined in the Insurance schedule be confirmed.

Note: The Strata Managing Agent is to ask the Broker whether the current insurer can meet the most competitive price obtained for the renewal of the Insurance policy.

MOTION 10 – Insurance Quotations

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to seek to obtain three quotations for all items of insurance required under the *Strata Schemes Management Act 2015* and to delegate the function of accepting and executing an appropriate quotation to the Strata Managing Agent on instruction of the Owner's Corporation or Strata Committee.

MOTION 11 – Insurance Valuation

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution not to seek a quote from a valuation specialist to value the building damage insurance amount for replacement and **reinstatement** as now required under section 161 of the *Strata Schemes Management Act 2015*.

MOTION 12 – Annual Fire Safety Statement

The Owners – Strata Plan No. 75553 **RESOLVE** by ordinary resolution to consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.

MOTION DEFERRED

MOTION 13 – Payment Plans for Overdue Levy Contributions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with section 85(5) of the *Strata Schemes Management Act 2015* to decide whether to offer payment plans in

respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and
- (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

MOTION 14 – Overdue Levy Contributions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, Grace Lawyers be engaged and instructed to:
 - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
 3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the *Strata Schemes Management Act 2015*; and
 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) Grace Lawyers be engaged and instructed to:
 - (i) Provide advice regarding recovering outstanding contributions;
 - (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
 - (iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 1. Obtaining any necessary writ(s) for the levy of property; and
 2. Obtaining any necessary garnishee order(s).

MOTION 15 – Report on Commissions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to consider the report from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

The Strata Managing Agent received a commission of \$0 from ITS Insurance Brokers in the preceding twelve (12) months and estimates it will receive a commission of \$0 in the following twelve (12) months.

MOTION 16 – Intercom Replacement

The Owners – Strata Plan No. 75553 discuss the attached fee proposals provided by Symetrix Data & Security, Bells Access Control Services, STR Electronics and Quatrix for the replacement of the intercom system and **RESOLVED** to proceed with the quotation from Symetrix Data & Security for the option with the Seven (7) Inch Screen & Including the Key Fobs for main entry door, the Strata Managing Agent is to request that they provide an additional ten (10) key fobs at no extra cost.

MOTION 17 – Lot 5 Kitchen Renovations

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to ratify the approval provided to the Owners of Lot 5 for the renovations to the kitchen of Lot 5 as per the documents that were attached to the notice.

MOTION 18 – Common Property

The Owners – Strata Plan No. 75553 discuss the conditions and use of common property and **RESOLVED** action to be taken to rectify faults or problems.

- Quotes to be obtained for the concreting of the patches of grass on either side of the driveway.
- Letterbox locks to be replaced with GEMLOCK by Oskar of Lockey.
- JMC Strata Property Maintenance to be asked to trim back the trees/shrub hedge that are growing over to the neighbours property.
- Private power pole is leaning, to be looked at by DDE Services.
- Quotes for the stencil crete finish to be replaced on the pathway to be obtained for discussion at the next Annual General Meeting.

CLOSURE: There being no further business the meeting closed at 7:19pm.

**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553**

ADDRESS OF STRATA SCHEME: 91 – 93 BURWOOD ROAD, CONCORD NSW 2137

DATE, PLACE & TIME OF MEETING

The Annual General Meeting of The Owners – Strata Plan No. 75553 was held on **Monday 6th May 2019** in the office of **Exclusive Strata Management, 359 - 361 Concord Road, Concord West.**

The Meeting commenced at **6:50pm.**

PRESENT IN PERSON: William Pienaar (Lot 1)
Catherine Day (Lot 3)

PRESENT BY PROXY: Josephine Scalfrito (Lot 7) to Halil Topalcik
Giulia Cremasco (Lot 10) to Loretta Barba

APOLOGIES: Ebony Dawking (Lot 2)
Josephine Scalfrito (Lot 7)

IN ATTENDANCE: Halil Topalcik (Exclusive Strata Management)

CHAIRPERSON / SECRETARY: Halil Topalcik (Exclusive Strata Management)

MOTIONS:

MOTION 1 – Confirmation of Previous Minutes

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to confirm the minutes of the Owner's Corporation meeting held on 16th May 2018.

MOTION 2 – Strata Committee

Please refer to the call for nominations referred to in the notes at the end of this notice.

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to:

(a) Call for nominations for members of the Strata Committee;

RESOLVED that the following written and oral nominations were received at the meeting for the election to the Strata Committee.

Those nominated were;

- William Pienaar (Lot 1)
- Ebony Dawking (Lot 2)
- Catherine Day (Lot 3)
- Loretta Barba (Nominee)

(b) The candidates for election to the Strata Committee disclose any connections with the original owner or building manager for the scheme;

RESOLVED that candidates for election to the Strata Committee had NO "connections" with the original owner (developer) or caretaker in accordance with the Act.

(c) Determine the number of members of the Strata Committee; and

RESOLVED that the number of members of the Strata Committee be determined at four (4).

(d) Elect the Strata Committee.

RESOLVED that the following be declared as being elected members of the Strata Committee;

- William Pienaar (Lot 1)
- Ebony Dawking (Lot 2)
- Catherine Day (Lot 3)
- Loretta Barba (Nominee)

MOTION 3 – General Meeting Matters

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* to decide if any matter or type of matter is to be determined by the Owners Corporation in general meeting.

No additional matters other than those matters prescribed by the Act, to be restricted to or determined at a General Meeting.

MOTION 4 – Audit

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution not to appoint an auditor to audit the accounts and financial statements of the Owner's Corporation.

MOTION 5 – Accounting Records and Financial Statements

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

MOTION 6 – Contributions to the Administrative Fund

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution:

- (a) That the amount of money the Owner's Corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$23,600.00**
- (b) That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on **1 May 2019** and subsequent instalments being due on the days of **1 August 2019, 1 November 2019 and 1 February 2020**.
- (c) That following the preceding motions the administrative fund contributions be continued at quarterly intervals until further determined.

MOTION 7 – Contributions to the Capital Works Fund

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution:

- (a) That the amount of money the Owner's Corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$6,500.00**.
- (b) That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on **1 May 2019** and subsequent instalments being due on the days of **1 August 2019, 1 November 2019 and 1 February 2020**.
- (c) That following the preceding motions the capital works fund contributions be continued at quarterly intervals until further determined.

MOTION 8 – 10-Year Capital Works Fund Plan

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to review the 10-year plan for capital works fund and decided to adopt the plan.

MOTION 9 - Insurances

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution that the insurances effected on behalf of the Owner's Corporation as outlined in the Insurance schedule be confirmed.

MOTION 10 – Insurance Quotations

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to seek to obtain three quotations for all items of insurance required under the *Strata Schemes Management Act 2015* and to delegate the function of accepting and executing an appropriate quotation to the Strata Managing Agent on instruction of the Owner's Corporation or Strata Committee.

MOTION 11 – Insurance Valuation

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to engage in a valuation specialist to value the building damage insurance amount for replacement and **reinstatement** as now required under section 161 of the *Strata Schemes Management Act 2015*.

It was further resolved that QIA Group be the valuation specialist engaged to proceed with the insurance valuation report.

MOTION 12 – Annual Fire Safety Statement

MOTION DEFERRED that The Owners – Strata Plan No. 75553 **RESOLVE** by ordinary resolution to consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.

Note: Revised quotation to be obtained from Electrician, as current smoke alarms are battery operated and don't currently have a 240V connection to them.

MOTION 13 – Payment Plans for Overdue Levy Contributions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with section 85(5) of the *Strata Schemes Management Act 2015* to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and
- (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

MOTION 14 – Overdue Levy Contributions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, Grace Lawyers be engaged and instructed to:
 - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
 3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the *Strata Schemes Management Act 2015*; and
 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) Grace Lawyers be engaged and instructed to:
 - (i) Provide advice regarding recovering outstanding contributions;
 - (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
 - (iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 1. Obtaining any necessary writ(s) for the levy of property; and
 2. Obtaining any necessary garnishee order(s).

MOTION 15 – Report on Commissions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to consider the report from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

The Strata Managing Agent received a commission of \$0 from ITS Insurance Brokers in the preceding twelve (12) months and estimates it will receive a commission of \$0 in the following twelve (12) months.

MOTION 16 – Common Property

The Owners – Strata Plan No. 75553 discuss the conditions and use of common property and **RESOLVED** action to be taken to rectify faults or problems.

- To discuss the replacement of the grass on either side of the driveway with concrete. – matter to be placed on hold and quotes to be sought by the Strata Committee.
- To discuss the replacement of two (2) smoke alarms in the common areas and one (1) in each apartment. – that a revised quotation be obtained from Electrician, as current smoke alarms are battery operated and don't currently have a 240V connection to them.
- To discuss the installation of stair treads/nosing to the stairs. – OK to proceed with quotation from Staircare.
- JMC Strata Property Maintenance Pty Ltd to install signs on the common areas regarding the correct usage of waste receptacles.
- It was noted that the Painter hadn't returned and is to be followed up by the Strata Managing Agent.
- Advice received at the meeting of broken tiles in the common area, also that the ventilation room door requires replacement, work order to be issued to Zino of All Types of Maintenance.
- A quote to be obtained for the supply and installation of an intercom panel at front of the building and fencing with gate to match the existing.

CLOSURE: There being no further business the meeting closed at 7:42pm.

000324



**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553**

Exclusive Strata Pty Ltd
Trading as: Exclusive Strata Management
ABN 312 0629 6510

ADDRESS OF STRATA SCHEME: 91 – 93 BURWOOD ROAD, CONCORD NSW 2137

DATE, PLACE & TIME OF MEETING

The Annual General Meeting of The Owners – Strata Plan No. 75553 was held on **Wednesday 19th August 2020** in the office of **Exclusive Strata Management, 359 - 361 Concord Road, Concord West.**

The Meeting commenced at **6:35pm.**

PRESENT IN PERSON:

William Pienaar (Lot 1)
James Murphy & Jennifer Ritchie (Lot 2)
Catherine Day (Lot 3)
Shanthakumar Ganesan (Lot 6)
Josephine Scaltrito (Lot 7)

PRESENT BY PROXY:

Paul Mitchell & Christine Lochmann (Lot 5) to Halil Topalcik
Giulia Cremasco (Lot 10) to Loretta Barba

APOLOGIES:

Nil

IN ATTENDANCE:

Halil Topalcik (Exclusive Strata Management)

CHAIRPERSON / SECRETARY: Halil Topalcik (Exclusive Strata Management)

MOTIONS:

MOTION 1 – Confirmation of Previous Minutes

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to confirm the minutes of the Owner's Corporation meeting held on 6th May 2019.

MOTION 2 – Strata Committee

Please refer to the call for nominations referred to in the notes at the end of this notice.

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to:

(a) Call for nominations for members of the Strata Committee;

RESOLVED that the following written and oral nominations were received at the meeting for the election to the Strata Committee.

Those nominated were;

- William Pienaar (Lot 1)
- James Murphy (Lot 2)
- Catherine Day (Lot 3)
- Shanthakumar Ganesan (Lot 6)
- Josephine Scaltrito (Lot 7)
- Loretta Barba (Lot 10)

000325

- (b) The candidates for election to the Strata Committee disclose any connections with the original owner or building manager for the scheme;

RESOLVED that candidates for election to the Strata Committee had NO "connections" with the original owner (developer) or caretaker in accordance with the Act.

- (c) Determine the number of members of the Strata Committee; and

RESOLVED that the number of members of the Strata Committee be determined at six (6).

- (d) Elect the Strata Committee.

RESOLVED that the following be declared as being elected members of the Strata Committee;

- William Pienaar (Lot 1)
- James Murphy (Lot 2)
- Catherine Day (Lot 3)
- Shanthakumar Ganesan (Lot 6)
- Josephine Scaltrito (Lot 7)
- Loretta Barba (Lot 10)

MOTION 3 – General Meeting Matters

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* to decide if any matter or type of matter is to be determined by the Owners Corporation in general meeting.

No additional matters other than those matters prescribed by the Act, to be restricted to or determined at a General Meeting.

MOTION 4 – Audit

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution not to appoint an auditor to audit the accounts and financial statements of the Owner's Corporation.

MOTION 5 – Accounting Records and Financial Statements

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

MOTION 6 – Contributions to the Administrative Fund

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution:

- (a) That the amount of money the Owner's Corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$24,680.00**

- (b) That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on **1 October 2020** and subsequent instalments being due on the days of **1 January 2021, 1 April 2021** and **1 July 2021**.
- (c) That following the preceding motions the administrative fund contributions be continued at quarterly intervals until further determined.

MOTION 7 – Contributions to the Capital Works Fund

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution:

- (a) That the amount of money the Owner's Corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$5,420.00**.
- (b) That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on **1 October 2020** and subsequent instalments being due on the days of **1 January 2021, 1 April 2021** and **1 July 2021**.
- (c) That following the preceding motions the capital works fund contributions be continued at quarterly intervals until further determined.

MOTION 8 – 10-Year Capital Works Fund Plan

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to review the 10-year plan for capital works fund and decided to replace the plan.

- Two (2) quotes to be obtained and provided to the Strata Committee for their review and instructions.

MOTION 9 - Insurances

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution that the insurances effected on behalf of the Owner's Corporation as outlined in the Insurance schedule be confirmed.

MOTION 10 – Insurance Quotations

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to seek to obtain three quotations for all items of insurance required under the *Strata Schemes Management Act 2015* and to delegate the function of accepting and executing an appropriate quotation to the Strata Managing Agent on instruction of the Owner's Corporation or Strata Committee.

MOTION 11 – Insurance Valuation

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to not engage in a valuation specialist to value the building damage insurance amount for replacement and **reinstatement** as now required under section 161 of the *Strata Schemes Management Act 2015*.

MOTION 12 – Annual Fire Safety Statement

MOTION DEFERRED that The Owners – Strata Plan No. 75553 **RESOLVE** by ordinary resolution to consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.

Note: Revised quotation to be obtained from Electrician, as current smoke alarms are battery operated and don't currently have a 240V connection to them.

MOTION 13 – Payment Plans for Overdue Levy Contributions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with section 85(5) of the *Strata Schemes Management Act 2015* to decide to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and
- (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

MOTION 14 – Overdue Levy Contributions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, Grace Lawyers be engaged and instructed to:
 - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
 3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the *Strata Schemes Management Act 2015*; and
 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) Grace Lawyers be engaged and instructed to:
 - (i) Provide advice regarding recovering outstanding contributions;

- (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
- (iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 1. Obtaining any necessary writ(s) for the levy of property; and
 2. Obtaining any necessary garnishee order(s).

MOTION 15 – Re-appointment of Managing Agent

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with section 49 of the *Strata Schemes Management Act 2015* to re-appoint Exclusive Strata Pty Ltd Trading As Exclusive Strata Management ABN 312 0629 6510 as strata managing agent from the date of this meeting, on the terms and conditions set out in the proposed strata management agency agreement, a copy of which is annexed to this notice (**Agreement**), and the strata managing agent be delegated:

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

to affix the common seal of the owners corporation to the Agreement in accordance with section 273 of the *Strata Schemes Management Act 2015*.

FURTHER RESOLVED that **Bill Pienaar** of **Lot 2** and **Shanthakumar Ganesan** of **Lot 6** be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

- * Original copies of the agreement were served on the authorised signatories immediately following the meeting.
- * In accordance with Section 50(6) of the *Strata Schemes Management Act 2015*, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 18 August 2023.

MOTION 16 – Report on Commissions

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to consider the report from the strata manager as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

The Strata Managing Agent received a commission of \$0 from ITS Insurance Brokers in the preceding twelve (12) months and estimates it will receive a commission of \$0 in the following twelve (12) months.

MOTION 17 – Minor Renovations – Split System Air Conditioning (Lot 2)

The Owners – Strata Plan No. 75553 pursuant to Section 110 of the *Strata Schemes Management Act 2015*, **RESOLVED** to approve the split system air conditioning installation request from the Lot Owners of Lot 2. The air conditioning condenser will be installed in the same location as the existing air conditioning unit on the balcony lot and the split system will be installed in the living room.

That the Owners Corporation agree that any future repairs and maintenance needed and costs in relation to the installation of the split system air conditioning and any repairs required to the brick wall should the air conditioning be removed be borne by the Lot Owner and any Lot Owner thereafter.

Minor renovations by owners

110 Minor renovations by owners

- (1) The owner of a lot in a strata scheme may carry out work for the purposes of minor renovations to common property in connection with the owner's lot with the approval of the owners corporation given by resolution at a general meeting. A special resolution authorising the work is not required.
- (2) The approval may be subject to reasonable conditions imposed by the owners corporation and cannot be unreasonably withheld by the owners corporation.
- (3) "Minor renovations" include but are not limited to work for the purposes of the following:
 - (a) renovating a kitchen,
 - (b) changing recessed light fittings,
 - (c) installing or replacing wood or other hard floors,
 - (d) installing or replacing wiring or cabling or power or access points,
 - (e) work involving reconfiguring walls,
 - (f) any other work prescribed by the regulations for the purposes of this subsection.
- (4) Before obtaining the approval of the owners corporation, an owner of a lot must give written notice of proposed minor renovations to the owners corporation, including the following:
 - (a) details of the work, including copies of any plans,
 - (b) duration and times of the work,
 - (c) details of the persons carrying out the work, including qualifications to carry out the work,
 - (d) arrangements to manage any resulting rubbish or debris.
- (5) An owner of a lot must ensure that:
 - (a) any damage caused to any part of the common property by the carrying out of minor renovations by or on behalf of the owner is repaired, and
 - (b) the minor renovations and any repairs are carried out in a competent and proper manner.
- (6) The by-laws of a strata scheme may provide for the following:
 - (a) additional work that is to be a minor renovation for the purposes of this section,
 - (b) permitting the owners corporation to delegate its functions under this section to the strata committee.
- (7) This section does not apply to the following work:
 - (a) work that consists of cosmetic work for the purposes of section 109,
 - (b) work involving structural changes,
 - (c) work that changes the external appearance of a lot, including the installation of an external access ramp,
 - (d) work involving waterproofing,
 - (e) work for which consent or another approval is required under any other Act,
 - (f) work that is authorised by a by-law made under this Part or a common property rights by-law.

(g) any other work prescribed by the regulations for the purposes of this subsection.
 (8) Section 108 does not apply to minor renovations carried out in accordance with this section.

Note : Section 132 enables rectification orders to be made against owners of lots for damage caused by work done by owners.

MOTION 18 – Lot 2 – Mould Problems

The Owners – Strata Plan No. 75553 discuss the mould problems being experienced by Lot 2, who have reported a continuation of mould appearing and **RESOLVED** to provide instruction on any further steps to be taken, or requests presented by the Owners.

- Mould cleaning Australia have been booked in to inspect Lot 2 and provide their findings and recommendations.
- Mould cleaning Australia to contact Lot 6 with regards to completing an inspection also.

MOTION 19 – Approval Process for future repairs

The Owners – Strata Plan No. 75553 discussed the approval process for repairs and maintenance and **RESOLVED** to agree on a process to be adopted by the Owners Corporation.

- The Strata Committee to work on the basis of a three (3) business day turnaround for repairs and maintenance.

MOTION 20 – Minor Renovation - Lot 2 Installation of Flooring

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with Section 110 of the *Strata Schemes Management Act 2015* to approve the minor renovation request from Lot 2 for the removal of current flooring and installation of timber floating floor in the lot.

Minor renovations by owners

110 Minor renovations by owners

(1) The owner of a lot in a strata scheme may carry out work for the purposes of minor renovations to common property in connection with the owner's lot with the approval of the owners corporation given by resolution at a general meeting. A special resolution authorising the work is not required.

(2) The approval may be subject to reasonable conditions imposed by the owners corporation and cannot be unreasonably withheld by the owners corporation.

(3) "Minor renovations" include but are not limited to work for the purposes of the following:

- (a) renovating a kitchen,
- (b) changing recessed light fittings,
- (c) installing or replacing wood or other hard floors,
- (d) installing or replacing wiring or cabling or power or access points,
- (e) work involving reconfiguring walls,

(f) any other work prescribed by the regulations for the purposes of this subsection.

(4) Before obtaining the approval of the owners corporation, an owner of a lot must give written notice of proposed minor renovations to the owners corporation, including the following:

- (a) details of the work, including copies of any plans,
- (b) duration and times of the work,
- (c) details of the persons carrying out the work, including qualifications to carry out the work,
- (d) arrangements to manage any resulting rubbish or debris.

(5) An owner of a lot must ensure that:

- (a) any damage caused to any part of the common property by the carrying out of minor renovations by or on behalf of the owner is repaired, and
- (b) the minor renovations and any repairs are carried out in a competent and proper manner.

(6) The by-laws of a strata scheme may provide for the following:

- (a) additional work that is to be a minor renovation for the purposes of this section,
- (b) permitting the owners corporation to delegate its functions under this section to the strata committee.

- (7) This section does not apply to the following work:
- (a) work that consists of cosmetic work for the purposes of section 109,
 - (b) work involving structural changes,
 - (c) work that changes the external appearance of a lot, including the installation of an external access ramp,
 - (d) work involving waterproofing,
 - (e) work for which consent or another approval is required under any other Act,
 - (f) work that is authorised by a by-law made under this Part or a common property rights by-law,
 - (g) any other work prescribed by the regulations for the purposes of this subsection.
- (8) Section 108 does not apply to minor renovations carried out in accordance with this section.

Note : Section 132 enables rectification orders to be made against owners of lots for damage caused by work done by owners.

MOTION 21 – Gate & Fencing for Front Main Entrance

MOTION DEFEATED The Owners – Strata Plan No. 75553 review the quotations received from VEGAS Railing and All Hills Fencing for the installation of a gate and fencing to secure the main entrance, fence to match existing front fence and RESOLVE by SPECIAL RESOLUTION to proceed with the preferred quotation.

MOTION 22 – Additional Intercom Door Station

MOTION DEFEATED The Owners – Strata Plan No. 75553 review the quotations received from SYMETRIX for the installation of additional intercom door station at the proposed front gate location near the letterboxes and RESOLVE by SPECIAL RESOLUTION to proceed with the quotation.

- The gate, fencing and intercom to be discussed again at a future meeting, once a solution to the delivery of parcels can be confirmed.

CLOSURE: There being no further business the meeting closed at 8:02pm.

**MINUTES OF EXTRAORDINARY GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553**



Exclusive Strata Pty Ltd
Trading as: Exclusive Strata Management
ABN 312 0629 6510

ADDRESS OF STRATA SCHEME:
91-93 BURWOOD ROAD, CONCORD NSW 2137

DATE, PLACE & TIME OF MEETING

An Extraordinary General Meeting of The Owners – Strata Plan No. 75553 was held on **Wednesday 2nd December 2020** at **Exclusive Strata Management, 359 – 361 Concord Road, CONCORD WEST NSW 2138.**

The Meeting commenced at 6:33pm and it was determined that a quorum was present.

PRESENT IN PERSON: Catherine Day (Lot 3)
Shanthakumar Ganesan (Lot 6)

PRESENT BY PROXY: James Murphy and Jennifer Ritchie (Lot 2) to Shanthakumar Ganesan
Paul Mitchell & Christine Lochmann (Lot 5) Andy Wu

APOLOGIES: William W & Cynthia K Pienaar (Lot 1)
James Murphy and Jennifer Ritchie (Lot 2)
Paul Mitchell & Christine Lochmann (Lot 5)
Josephine Scaltrito (Lot 7)

IN ATTENDANCE: Andy Wu (Exclusive Strata Management)

CHAIRPERSON / SECRETARY: Andy Wu (Exclusive Strata Management)

MOTIONS:

MOTION 1 – Confirmation of Previous Minutes

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to confirm the minutes of the Owners Corporation meeting held on 19th August 2020.

MOTION 2 – Minor Renovations – Split System Air Conditioning (Lot 6)

The Owners – Strata Plan No. 75553 pursuant to Section 110 of the *Strata Schemes Management Act 2015*, **RESOLVED** to approve the split system air conditioning installation request from the Lot Owners of Lot 6. The air conditioning condenser will be installed in the same location as the existing air conditioning unit on the balcony lot and the split system will be installed in the living room.

That the Owners Corporation agree that any future repairs and maintenance needed and costs in relation to the installation of the split system air conditioning and any repairs required to the brick wall should the air conditioning be removed be borne by the Lot Owner and any Lot Owner thereafter.

- Work scheduled to commence on 5th December 2020.

Minor renovations by owners

110 Minor renovations by owners

(1) The owner of a lot in a strata scheme may carry out work for the purposes of minor renovations to common property in connection with the owner's lot with the approval of the owners corporation given by resolution at a general meeting. A special resolution authorising the work is not required.

(2) The approval may be subject to reasonable conditions imposed by the owners corporation and cannot be unreasonably withheld by the owners corporation.

(3) "Minor renovations" include but are not limited to work for the purposes of the following:

(a) renovating a kitchen,

(b) changing recessed light fittings,

(c) installing or replacing wood or other hard floors,

(d) installing or replacing wiring or cabling or power or access points,

(e) work involving reconfiguring walls,

(f) any other work prescribed by the regulations for the purposes of this subsection.

(4) Before obtaining the approval of the owners corporation, an owner of a lot must give written notice of proposed minor renovations to the owners corporation, including the following:

(a) details of the work, including copies of any plans,

(b) duration and times of the work,

(c) details of the persons carrying out the work, including qualifications to carry out the work,

(d) arrangements to manage any resulting rubbish or debris.

(5) An owner of a lot must ensure that:

(a) any damage caused to any part of the common property by the carrying out of minor renovations by or on behalf of the owner is repaired, and

(b) the minor renovations and any repairs are carried out in a competent and proper manner.

(6) The by-laws of a strata scheme may provide for the following:

(a) additional work that is to be a minor renovation for the purposes of this section,

(b) permitting the owners corporation to delegate its functions under this section to the strata committee.

(7) This section does not apply to the following work:

(a) work that consists of cosmetic work for the purposes of section 109,

(b) work involving structural changes,

(c) work that changes the external appearance of a lot, including the installation of an external access ramp,

(d) work involving waterproofing,

(e) work for which consent or another approval is required under any other Act,

(f) work that is authorised by a by-law made under this Part or a common property rights by-law,

(g) any other work prescribed by the regulations for the purposes of this subsection.

(8) Section 108 does not apply to minor renovations carried out in accordance with this section.

Note : Section 132 enables rectification orders to be made against owners of lots for damage caused by work done by owners.

MOTION 3 – Minor Renovation - Lot 6 Installation of Flooring

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution in accordance with Section 110 of the *Strata Schemes Management Act 2015* to approve the minor renovation request from Lot 6 for the removal of current flooring and installation of timber floating floor in the lot.

- Work scheduled to commence on 10th December 2020.

Minor renovations by owners

110 Minor renovations by owners

(1) The owner of a lot in a strata scheme may carry out work for the purposes of minor renovations to common property in connection with the owner's lot with the approval of the owners corporation given by resolution at a general meeting. A special resolution authorising the work is not required.

(2) The approval may be subject to reasonable conditions imposed by the owners corporation and cannot be unreasonably withheld by the owners corporation.

(3) "Minor renovations" include but are not limited to work for the purposes of the following:

- (a) renovating a kitchen,
- (b) changing recessed light fittings,
- (c) installing or replacing wood or other hard floors,
- (d) installing or replacing wiring or cabling or power or access points,
- (e) work involving reconfiguring walls,
- (f) any other work prescribed by the regulations for the purposes of this subsection.

(4) Before obtaining the approval of the owners corporation, an owner of a lot must give written notice of proposed minor renovations to the owners corporation, including the following:

- (a) details of the work, including copies of any plans,
- (b) duration and times of the work,
- (c) details of the persons carrying out the work, including qualifications to carry out the work,
- (d) arrangements to manage any resulting rubbish or debris.

(5) An owner of a lot must ensure that:

- (a) any damage caused to any part of the common property by the carrying out of minor renovations by or on behalf of the owner is repaired, and
- (b) the minor renovations and any repairs are carried out in a competent and proper manner.

(6) The by-laws of a strata scheme may provide for the following:

- (a) additional work that is to be a minor renovation for the purposes of this section,
- (b) permitting the owners corporation to delegate its functions under this section to the strata committee.

(7) This section does not apply to the following work:

- (a) work that consists of cosmetic work for the purposes of section 109,
- (b) work involving structural changes,
- (c) work that changes the external appearance of a lot, including the installation of an external access ramp,
- (d) work involving waterproofing,
- (e) work for which consent or another approval is required under any other Act,
- (f) work that is authorised by a by-law made under this Part or a common property rights by-law,
- (g) any other work prescribed by the regulations for the purposes of this subsection.

(8) Section 108 does not apply to minor renovations carried out in accordance with this section.

Note : Section 132 enables rectification orders to be made against owners of lots for damage caused by work done by owners.

CLOSURE: There being no further business the meeting closed at 6:42pm.

**MINUTES OF EXTRAORDINARY GENERAL MEETING
THE OWNERS, FIRST MORTGAGEES AND COVENANT CHARGEES
OF LOTS IN THE STRATA PLAN NO. 75553**

Exclusive Strata Pty Ltd
Trading as: Exclusive Strata Management
ABN 312 0629 6510

ADDRESS OF STRATA SCHEME: 91-93 BURWOOD ROAD, CONCORD NSW 2137

DATE, PLACE & TIME OF MEETING

An Extraordinary General Meeting of The Owners – Strata Plan No. 75553 was held on **Thursday 22nd July 2021** at **Exclusive Strata Management, 359 – 361 Concord Road, CONCORD WEST NSW 2138**.

The Meeting commenced at 6:41pm and it was determined that a quorum was present.

PRESENT: William W & Cynthia K Pienaar (Lot 1)
James Murphy and Jennifer Ritchie (Lot 2)
Catherine Day (Lot 3)
Paul Mitchell & Christine Lochmann (Lot 5)
Shanthakumar Ganesan (Lot 6)

PRESENT BY PROXY: Danica Mary Joseph (Lot 7) to Jay Joseph
Giulia Cremasco (Lot 10) to Loretta Barba

APOLOGIES: NIL

IN ATTENDANCE: Halil Topalcik (Exclusive Strata Management)

CHAIRPERSON / SECRETARY: Halil Topalcik (Exclusive Strata Management)

MOTIONS:

MOTION 1 – Confirmation of Previous Minutes

The Owners – Strata Plan No. 75553 **RESOLVED** by ordinary resolution to confirm the minutes of the Owners Corporation meeting held on 2nd December 2020.

MOTION 2 – Plumbing & Stormwater Works

The Owners – Strata Plan No. 75553 discuss the attached quotations provided by Expert Plumbing Services, Stormwater Sydney & Mr Drip Drop Stop Plumbing for plumbing and stormwater works to be carried out as outlined in the quotations and **RESOLVED** to proceed with the preferred quotation which was from Expert Plumbing Services.

Additional works are to be quoted on and if not costing more than 50% of the existing quotation to proceed with approved works. If the cost is more than 50%, another meeting to be held. A site inspection with Robert to be carried out to discuss the additional works.

CLOSURE: There being no further business the meeting closed at 7:44pm.



CERTIFICATE OF CURRENCY

THE INSURED

POLICY NUMBER	NRSC15004846
PDS AND POLICY WORDING	Residential Strata PDS & Policy Wording SCI034-Policy-RS-PPW-02/2021
THE INSURED	The Owners - Strata Plan No. 75553
SITUATION	91-93 Burwood Road Concord NSW 2137
PERIOD OF INSURANCE	Commencement Date: 4.00pm on 31/05/21 Expiry Date: 4.00pm on 31/05/22
INTERMEDIARY	Community Broker Network
ADDRESS	Level 1, 773 Pacific Highway Gordon NSW 2072
DATE OF ISSUE	7 October 2021

POLICY LIMITS / SUMS INSURED

SECTION 1	PART A	1. Building	\$4,753,024
		Common Area Contents	\$47,530
		2. Terrorism Cover under Section 1 Part A2	Applies
	PART B	Loss of Rent/Temporary Accommodation	\$712,955
		2. Floating Floors	Included
		3. Lot Owners Wall Coverings	Included
SECTION 2	Liability		\$20,000,000
SECTION 3	Voluntary Workers		\$200,000/\$2,000
SECTION 5	Fidelity Guarantee		\$100,000
SECTION 6	Office Bearers' Liability		\$250,000
SECTION 8	Catastrophe		\$712,954
SECTION 9	PART A - Government Audit Costs - Professional Fees		\$25,000
	PART B - Appeal Expenses		\$100,000
	PART C - Legal Defence Expenses		\$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		\$300,000

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder or any noted interested parties. This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.

BOX 1W
(SP75553)

NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE

REFERENCE TO FOLIO OF THE REGISTER

IDENTIFIER CP/SP75553

EDITION

1

DATE OF ISSUE

17/8/2005

CERTIFICATE AUTHENTICATION CODE

20IM-11-P7UM

I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries as appear in the Second Schedule and to any additional entries in the Folio of the Register.



REGISTRAR GENERAL

LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 75553
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT CONCORD
LOCAL GOVERNMENT AREA: CANADA BAY
PARISH OF CONCORD COUNTY OF CUMBERLAND
TITLE DIAGRAM: SP75553

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 75553
ADDRESS FOR SERVICE OF NOTICES:
91-93 BURWOOD ROAD
CONCORD
NSW 2137

SECOND SCHEDULE

1. SUBJECT TO RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S) AFFECTING THE PART SHOWN SO INDICATED IN DP1066713
2. LAND EXCLUDES MINERALS AFFECTING THE PART SHOWN SO INDICATED IN DP1066713
3. ATTENTION IS DIRECTED TO THE RESIDENTIAL SCHEMES MODEL BY-LAWS CONTAINED IN THE STRATA SCHEMES MANAGEMENT REGULATION 1997
KEEPING OF ANIMALS - OPTION A HAS BEEN ADOPTED
4. SP75553 RESTRICTION(S) ON THE USE OF LAND
5. SP75553 POSITIVE COVENANT

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 1000)

STRATA PLAN 75553

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 94	2	- 94	3	- 94	4	- 94
5	- 102	6	- 102	7	- 102	8	- 102

END OF PAGE 1 CONTINUED OVER

WARNING: BEFORE DEALING WITH THIS LAND SEARCH THE CURRENT FOLIO OF THE REGISTER

0955160

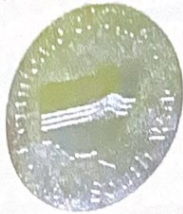
BOX 1W
(SP75553)

NEW SOUTH WALES

PAGE 2

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE	
REFERENCE TO FOLIO OF THE REGISTER	
IDENTIFIER CP/SP75553	
EDITION	DATE OF ISSUE
1	17/8/2005
CERTIFICATE AUTHENTICATION CODE	
20IM-11-P7UM	

I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries as appear in the Second Schedule and to any additional entries in the Folio of the Register.

David White



REGISTRAR GENERAL

(AGGREGATE: 1000) (CONTINUED)

SCHEDULE OF UNIT ENTITLEMENT

STRATA PLAN 75553 (CONTINUED)

LOT	ENT	LOT	ENT
9	- 108	10	- 108

**** END OF CERTIFICATE ****

ANY ATTEMPT TO ALTER THIS CERTIFICATE COULD RESULT IN HEAVY FINES OR IMPRISONMENT (S.141 REAL PROPERTY ACT).

WARNING: BEFORE DEALING WITH THIS LAND SEARCH THE CURRENT FOLIO OF THE REGISTER

0955161

PLAN FORM 1

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

OFFICE USE ONLY

Unit Certificate 1. Name of Owner/Developer: GARY EDWARDS 2. Address: P.O. Box 2572, NORTH PARHAMATTA 1259 3. Date of issue: 17-08-2005 4. Unit No: 1 5. Unit Area: 1008.713 6. Unit Description: STRATA PLAN 7. Unit Status: U0945 - 11 8. Unit Plan: DP1068713	Surveyors Certificate 1. Name of Surveyor: GARY EDWARDS 2. Address: P.O. Box 2572, NORTH PARHAMATTA 1259 3. Date of issue: 17-08-2005 4. Unit No: 1 5. Unit Area: 1008.713 6. Unit Description: STRATA PLAN 7. Unit Status: U0945 - 11 8. Unit Plan: DP1068713	PLAN OF SUBDIVISION OF LOT 1 IN D.P. 1068713 L.G.A. CANADA BAY Locality: CONCORD Parish: CONCORD County: CUMBERLAND THE OWNERS STRATA PLAN No. 76553 91-93 BURWOOD ROAD CONCORD NSW 2137	SP75553 17-8-2005 Purpose: STRATA PLAN Ref. Map: U0945 - 11 Last Plan: DP1068713										
SCHEDULE OF UNIT ENTITLEMENT <table border="1"> <thead> <tr> <th>LOT No.</th> <th>UNIT ENTITLEMENT</th> </tr> </thead> <tbody> <tr> <td>1-4</td> <td>94 EACH</td> </tr> <tr> <td>5-8</td> <td>102 EACH</td> </tr> <tr> <td>9-10</td> <td>108 EACH</td> </tr> <tr> <td>AGGREGATE</td> <td>1000</td> </tr> </tbody> </table>		LOT No.	UNIT ENTITLEMENT	1-4	94 EACH	5-8	102 EACH	9-10	108 EACH	AGGREGATE	1000	FOR LOCATION PLAN SEE SHEET 2 Signatures, seals and statements of intention to create easements, restrictions on the use of land or positive covenants. PURSUANT TO SECTION 80B OF THE CONVEYANCING ACT 1919 AND SECTION 7(2) OF THE STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973 IT IS INTENDED TO CREATE: - RESTRICTION ON USE OF LAND - POSITIVE COVENANT SIGNED FOR ON BEHALF OF ST GEORGE BANK LIMITED A.C.N. 355 513 070 BY ITS ATTORNEYS Charles J. Edwards AND P. J. Edwards PURSUANT TO POWER OF ATTORNEY REGISTERED NO. 105 BOOK 4182 <i>[Signatures and Seals]</i>	
LOT No.	UNIT ENTITLEMENT												
1-4	94 EACH												
5-8	102 EACH												
9-10	108 EACH												
AGGREGATE	1000												

SURVEYORS REFERENCE: 1448

PLAN FORM 2

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet No. 2 of 4 Sheets

Trac: 00889399 / Doc: DP 0075553 P / Rev: 18-Aug-2005 / Est: SC OK / Pmt: 29-Aug-2005 11:46 / Pgs: ALL / Seq: 2 of 4
Ref: 3700827 / Sec: 10

MGA

BURWOOD ROAD

CRANE

STREET

SP75553

CRANE

CRANE

6.095

11.685

6.607

DP

B

DP 414465

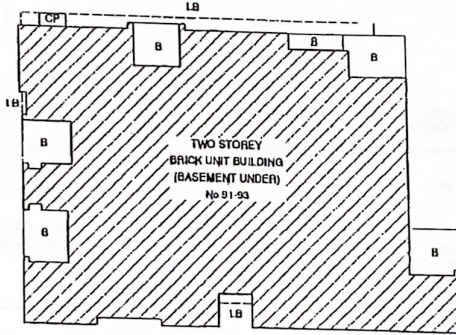
52.955

29.21

39.625

45.72

DP 242225



B denotes BALCONY
LB denotes LINE OF BASEMENT
CP denotes COMMON PROPERTY

LOCATION PLAN

Reduction Ratio 1:200

Lengths are in metres



Registered Surveyor

General Manager/Authorized Person/Associated Officer

SURVEYOR'S REFERENCE: 1949

PLAN FORM 2

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet No. 3 of 4 Sheets

SP75553

WGA

PL.5 (11.51) (11m ²)	PL.6 (11m ²)	PL.7 (11m ²)	PL.8 (11m ²)	PL.9 (11m ²)	PL.10 (11m ²)
2.64	2.97	2.97	2.97	2.97	5.58

CP

PL.4 (12.24) (12m ²)	PL.3 (11m ²)	PL.2 (11m ²)	PL.1 (11m ²)	CP	VP	PL.9 (11m ²)	VP
3.44	2.93	3.01	2.91			2.78 (5.59) (11m ²)	2.81 (2.81)

BASEMENT

NOTES:-

1. AREAS ARE APPROXIMATE FOR THE PURPOSES OF THE STRATA SCHEMES (FRETHOLD DEVELOPMENT) ACT 1973
- CP denotes COMMON PROPERTY
- VP denotes VISITOR PARKING (CP)

Reduction Ratio 1:200

Lengths are in metres



Registered Surveyor

CM

Owner/Manager/Authorised Person/Authorised Officer

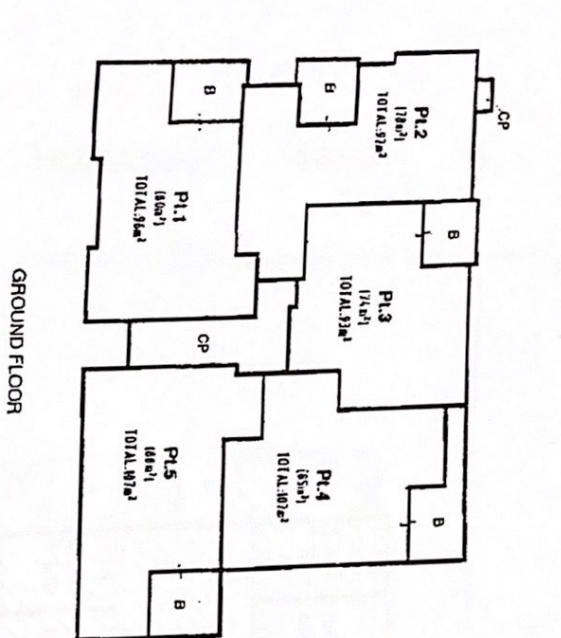
DATE/TIME OF REFERENCE: 14/0

PLAN FORM 2

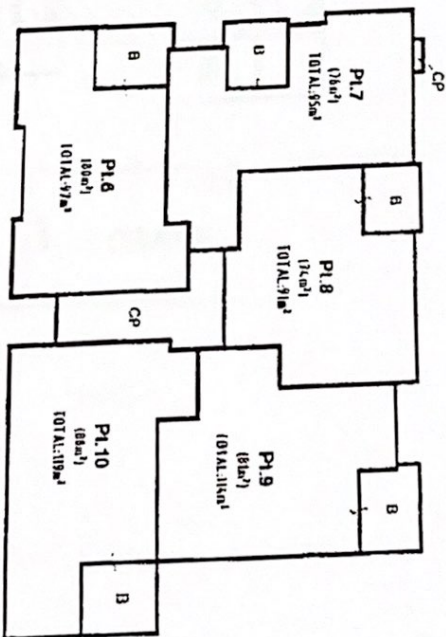
WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet No. 4 of 4 Sheets

SP75553



FIRST FLOOR



- NOTES:-
1. WHERE NOT COVERED THE UPPER LIMIT OF THE STRATUM OF EACH BALCONY IS 2.5 ABOVE THE UPPER SURFACE OF ITS FLOOR
 2. AREAS ARE APPROXIMATE FOR THE PURPOSES OF THE STRATA SCHEMES (FRIEHOOD DEVELOPMENT ACT 1973)
 3. B denotes BALCONY
 4. CP denotes COMMON PROPERTY

Reduction Ratio 1:200

Lengths are in metres

E. K. S. S.
 Registered Surveyor

CM
 General Manager/Authorised Person/Accountant/Manager

STANDARD REFERENCE: 1469



P> 1300 136 036
F> 1300 136 037
E> enquiry@solutionsie.com.au
W> www.solutionsie.com.au
ABN 77 079 173 194

POSTED
20/7/08
dep

Sinking Fund Plan for Owners Corporation Strata Plan 75553

COPY



91-93 Burwood Road, Concord NSW 2137

Ref No. 743611

YOUR OUTCOMES DELIVERED

NEW SOUTH WALES
Level 2, 50 York St, Sydney 2000
PO Box A72, Sydney South 1235

QUEENSLAND
14 Railway Terrace, Milton 4064
PO Box 1584 Milton 4064
PO Box 2253 Southport 4215

PO Box 726 Maleny 4552
PO Box 6002 Cairns 4870

VICTORIA
Level 1, Queens Rd, Melbourne 3004
GPO Box 3025, Melbourne 3000

6 July 2010



The Executive Committee
Strata Plan 75553
91-93 Burwood Road, Concord NSW 2137

Dear Committee Members,

Thank you for appointing our company to conduct your Sinking Fund Plan.

Based on our survey of your property, we have determined that the Owners Corporation will need to increase its contributions in order to cover the forecast sinking fund expenses. We strongly recommend that the levies be set at the level shown in this report.

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

Key Report Data Levies Summary – First Financial Year

Levy Per Unit Entitlement (Total sinking fund levy divided by unit entitlements)	\$2.35
Total Unit Entitlements	1000
Total Sinking Fund Levy	\$2,350.00

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

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph with New Levies	3
15 Year Cash Flow Tracking & Graph with Old Levies	4
Report Detail	Section 2
15 Year Anticipated Expenditure Table	5
Building Data List from Property Inspection	7
Inspector's Building Report & Building Specific Report Notes	9
Report Notes	10

All services provided by Solutions IE are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsie.com.au

If you have any questions regarding your Sinking Fund Plan or need our specialised services in Professional Safety Reports, Insurance Valuations, Asbestos Audits or Balustrade Testing call us on 1300 136 036 or email enquiry@solutionsie.com.au.

Yours sincerely,

A handwritten signature in black ink, appearing to be "Shw" followed by a long, sweeping horizontal line.

The Team at Solutions IE Pty Ltd

Building Details & Report Inputs

Supplied information

Building Address	91-93 Burwood Road, Concord NSW 2137
Strata Plan	75553
Registered Plan Date/Year of Construction	2005
Number of Unit Entitlements	1000
Number of Units	10
Estimated Starting Sinking Fund Balance	\$2,301
Starting date of Financial Year for Report	1/05/2010
GST Status	Not Registered for GST
Current Sinking Fund Levy per Unit Entitlement	\$2.35

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.00%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on sinking fund balances over \$10,000.	2.10%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 1985 and 2007	3.40%
Plan Period - Number of years the plan forecasts.	15 years

15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Unit Entitlement	Quarterly Contribution
1	30/04/2011	2350.00	2.35	0.59
2	30/04/2012	3200.00	3.20	0.80
3	30/04/2013	4600.00	4.60	1.15
4	30/04/2014	5400.00	5.40	1.35
5	30/04/2015	5653.80	5.65	1.41
6	30/04/2016	5919.53	5.92	1.48
7	30/04/2017	6197.75	6.20	1.55
8	30/04/2018	6489.04	6.49	1.62
9	30/04/2019	6794.02	6.79	1.70
10	30/04/2020	7113.34	7.11	1.78
11	30/04/2021	7447.67	7.45	1.86
12	30/04/2022	7797.71	7.80	1.95
13	30/04/2023	8164.20	8.16	2.04
14	30/04/2024	8547.92	8.55	2.14
15	30/04/2025	8949.67	8.95	2.24

15 Year Cash-Flow Tracking Sheet

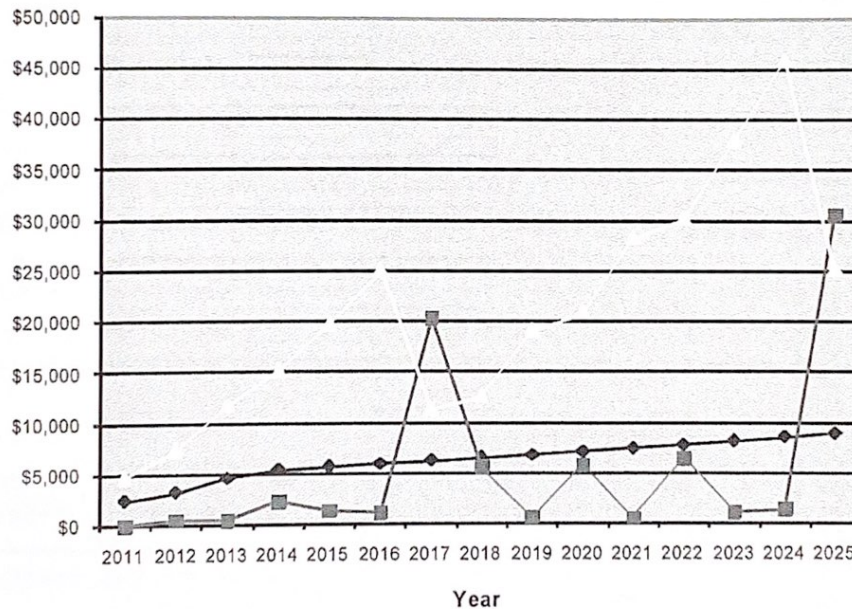
The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' are then allowed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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/04/2011	2,301.00	2350.00	0.00	0.00	4,651.00
2	30/04/2012	4,651.00	3200.00	0.00	558.36	7,292.64
3	30/04/2013	7,292.64	4600.00	196.60	461.88	11,627.36
4	30/04/2014	11,627.36	5400.00	276.87	2,286.41	15,017.82
5	30/04/2015	15,017.82	5653.80	360.42	1,364.17	19,667.87
6	30/04/2016	19,667.87	5919.53	463.12	1,148.86	24,901.66
7	30/04/2017	24,901.66	6197.75	375.29	20,259.42	11,215.28
8	30/04/2018	11,215.28	6489.04	245.69	5,520.60	12,429.41
9	30/04/2019	12,429.41	6794.02	326.43	564.48	18,985.38
10	30/04/2020	18,985.38	7113.34	413.09	5,741.87	20,769.94
11	30/04/2021	20,769.94	7447.67	508.67	543.16	28,183.12
12	30/04/2022	28,183.12	7797.71	606.05	6,444.73	30,142.15
13	30/04/2023	30,142.15	8164.20	706.68	1,145.32	37,867.71
14	30/04/2024	37,867.71	8547.92	869.91	1,434.46	45,851.08
15	30/04/2025	45,851.08	8949.67	736.71	30,489.09	25,048.37

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the sinking fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

- Contributions line - Total sinking fund contributions per year.
- Expenses line - Total anticipated expenses in each year.
- Closing balance line - Balance in the sinking fund at the end of the year after all income and expenses.



What will happen if you stay with your current levy amount?

The table and graph below use the same information as on the previous page except they show the cash flow for the scheme if you do not vary your current levy amount.

15 Year Cash-Flow Tracking Sheet

The table below shows the cash flow for the entirety of the forecast. In summary:

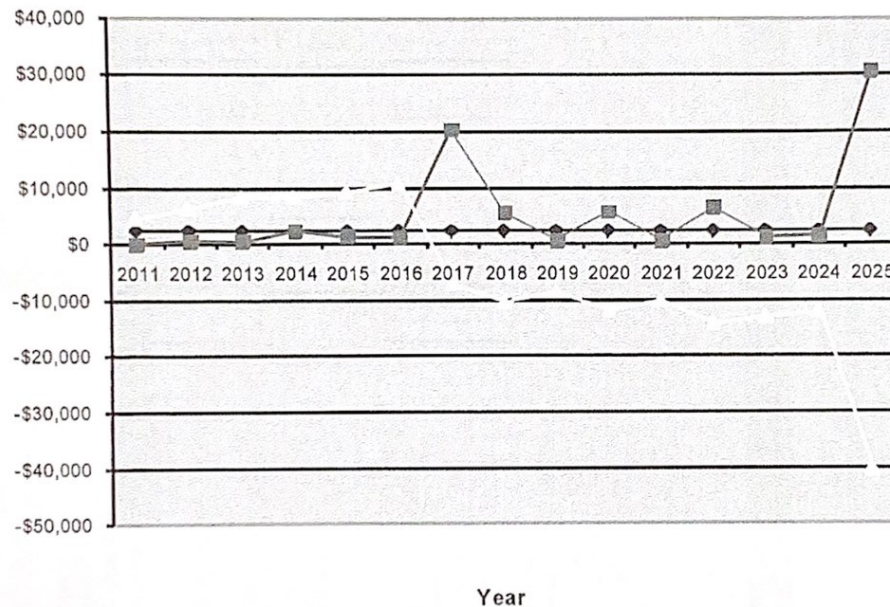
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/04/2011	2,301.00	2,350.00	0.00	0.00	4,651.00
2	30/04/2012	4,651.00	2,350.00	0.00	558.36	6,442.64
3	30/04/2013	6,442.64	2,350.00	0.00	461.88	8,330.76
4	30/04/2014	8,330.76	2,350.00	0.00	2,286.41	8,394.35
5	30/04/2015	8,394.35	2,350.00	0.00	1,364.17	9,380.18
6	30/04/2016	9,380.18	2,350.00	209.60	1,148.86	10,790.92
7	30/04/2017	10,790.92	2,350.00	0.00	20,259.42	-7,118.50
8	30/04/2018	-7,118.50	2,350.00	0.00	5,520.60	-10,289.10
9	30/04/2019	-10,289.10	2,350.00	0.00	564.48	-8,503.58
10	30/04/2020	-8,503.58	2,350.00	0.00	5,741.87	-11,895.45
11	30/04/2021	-11,895.45	2,350.00	0.00	543.16	-10,088.61
12	30/04/2022	-10,088.61	2,350.00	0.00	6,444.73	-14,183.34
13	30/04/2023	-14,183.34	2,350.00	0.00	1,145.32	-12,978.66
14	30/04/2024	-12,978.66	2,350.00	0.00	1,434.46	-12,063.12
15	30/04/2025	-12,063.12	2,350.00	0.00	30,489.09	-40,202.21

Current Levy 15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the sinking fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

-  Contributions line - Total sinking fund contributions per year.
-  Expenses line - Total anticipated expenses in each year.
-  Closing balance line - Balance in the sinking fund at the end of the year after all income and expenses.



15 Year Anticipated Expenditures Table

This table shows when expenses will occur in the next 15 years. From left to right the columns are:-
 'Expenditure Items' - lists the different areas and items of expenditure.
 'Current Cost' - shows the current maintenance expenditure costs in today's dollars.
 'Year 1' to 'Year 15', shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

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

Expenditure Item	Current Cost	Year 1 (2011)	Year 2 (2012)	Year 3 (2013)	Year 4 (2014)	Year 5 (2015)	Year 6 (2016)	Year 7 (2017)	Year 8 (2018)	Year 9 (2019)	Year 10 (2020)	Year 11 (2021)	Year 12 (2022)	Year 13 (2023)	Year 14 (2024)	Year 15 (2025)
1. Superstructure																
Repaint Exterior Walls	1,508	-	-	-	-	-	-	1,843	-	-	-	-	-	-	-	2,408
Repaint Timber Fascia only	1,368	-	-	-	-	-	-	1,672	-	-	-	-	-	-	-	-
Repaint Timber Fascia & Gutter	1,824	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,913
Repaint Downpipes	720	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,150
Repaint Roof Overhang Soffits	512	-	-	-	-	-	-	626	-	-	-	-	-	-	-	818
Repaint Balcony Ceilings	886	-	-	-	-	-	-	1,095	-	-	-	-	-	-	-	1,431
Maintain Gutter (Total 76 lm)	342	-	-	-	-	-	-	418	-	-	-	-	-	-	-	546
Maintain Downpipes (Total 40 lm)	300	-	-	-	-	-	-	367	-	-	-	-	-	-	-	479
Scaffolding Allowance	1,650	-	-	-	-	-	-	2,017	-	-	-	-	-	-	-	2,635
2. Basement																
Repaint Line Marking	156	-	-	-	-	-	-	191	-	-	-	-	-	-	-	249
Driveway Maintenance Program	312	-	-	-	-	-	-	345	-	-	-	-	-	-	-	-
Maintain Stormwater Grates	485	-	-	-	-	-	-	554	-	-	-	-	-	-	-	775
Maintain Security Access Intercom	400	-	-	428	-	-	-	-	-	-	523	-	-	-	-	639
Replace Security Access Gate Motor	1,900	-	-	-	-	-	-	-	-	-	-	2,567	-	-	-	-
Replace Stump Pumps	1,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repaint Doors	180	-	-	-	-	-	-	220	-	-	-	-	-	-	-	287
3. Ground Floor Main Foyer																
Repaint Walls	1,440	-	-	-	-	-	-	1,760	-	-	-	-	-	-	-	2,300
Repaint Ceilings	440	-	-	-	-	-	-	538	-	-	-	-	-	-	-	703
Maintain Floor Tiles (Total 28 m2)10%	360	-	-	-	-	412	-	-	455	-	-	503	-	-	556	-
4. Stairwell																
Repaint Underside of Stairs & Ceilings	580	-	-	-	-	-	-	709	-	-	-	-	-	-	-	926
Replace Carpet	1,760	-	-	-	-	-	-	2,151	-	-	-	-	-	-	-	-
Repaint Walls	1,872	-	-	-	-	-	-	2,288	-	-	-	-	-	-	-	2,989
Repaint Unit Door Face	900	-	-	-	-	-	-	1,100	-	-	-	-	-	-	-	1,437
Maintain Security Access Intercom	500	-	517	-	-	-	-	553	-	591	-	-	676	-	722	-
5. Fixtures & Fittings																
Maintain Light Bollards	245	-	-	-	-	-	-	271	-	-	-	-	-	-	-	-
Light Allowance	450	-	-	-	-	-	-	497	-	-	-	-	-	-	-	-
Repaint Electrical Box	60	-	-	-	-	-	-	73	-	-	-	-	-	-	-	-
Reseal Stencil Concrete Walkway	408	-	-	-	-	-	-	451	-	-	-	-	-	-	-	-
									516	-	-	-	-	-	589	-

5 July 2010

Strata Plan 75553

Ref No. 743611

Expenditure Item	Current Cost	Year 1 (2011)	Year 2 (2012)	Year 3 (2013)	Year 4 (2014)	Year 5 (2015)	Year 6 (2016)	Year 7 (2017)	Year 8 (2018)	Year 9 (2019)	Year 10 (2020)	Year 11 (2021)	Year 12 (2022)	Year 13 (2023)	Year 14 (2024)	Year 15 (2025)
6. Roof																
Re-Bed & Re-Point Ridge Caps	2,478	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,957
Roof Tile Repair/Replacement (Total m2)	935	-	-	-	-	-	-	1,143	-	-	-	-	-	-	-	1,493
7. Fence Maintenance																
Colorbond Fence (Total 84 m - Rate 50%)	420	-	-	-	-	-	-	-	531	-	-	-	-	-	-	-
Colorbond Fence (Total 26 m - Rate 100%)	260	-	-	-	-	297	-	-	-	-	-	-	-	388	-	-
Powder Coat Fence (Total 18 m - Rate 100%)	600	-	-	-	-	-	-	-	-	-	811	-	-	-	-	-
8. Landscaping																
Maintain External Tiles (Total 84 m2)	1,008	-	-	-	-	-	-	-	-	-	-	-	1,456	-	-	-
Maintain Garden Beds/Retaining Walls	1,258	-	-	-	-	-	-	-	-	-	-	-	1,817	-	-	-
Sub Total (Incl. GST)		0	517	428	2,117	1,263	1,064	18,761	5,113	523	5,317	503	5,967	1,060	1,328	28,231
Contingency Allowance (Incl. GST)		0	41	34	169	101	85	1,501	409	42	425	40	477	85	106	2,258
Total Expenses (Incl. GST)		0	558	462	2,286	1,364	1,149	20,262	5,522	565	5,742	543	6,444	1,145	1,434	30,489

Building Data List from the Property Inspection for Strata Plan 75553

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

'Items' - identifies and describes the maintenance item

'Qty' - lets you know the total quantity of that item

'Unit' - is the unit rate used to measure the quantity

'Rate' - is the cost of each unit in dollars

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

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

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

'Comments' - details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. Superstructure							
Repair Exterior Walls	58	m2	26	1508	7	8	Includes Rear Block Walls
Repair Timber Fascia only	76	lm	18	1368	7	0	Repair next cycle with Gutter
Repair Timber Fascia & Gutter	76	lm	24	1824	15	8	
Repair Downpipes	40	lm	18	720	15	8	
Repair Roof Overhang Soffits	32	m2	16	512	7	8	Underside Of Roof Overhang
Repair Balcony Ceilings	56	m2	16	896	7	8	
Maintain Gutter (Total 76 lm)	76	lm	45	342	7	8	Allowance To Inspect/Repair/Replace
Maintain Downpipes (Total 40 lm)	4	lm	75	300	7	8	Allowance To Inspect/Repair/Replace
Scaffolding Allowance	1	Item	1650	1650	7	8	Height Allowance
2. Basement							
Repair Line Marking	6	lm	26	156	7	8	
Driveway Maintenance Program	312	m2	1	312	4	4	Pressure Spray Wash Driveway Surface
Maintain Stormwater Grates	1	Item	485	485	5	5	Ongoing Maintenance Program
Maintain Security Access Intercom	10	Units	40	400	3	3	Ongoing Maintenance Program
Replace Security Access Gate Motor	1	Ea	1900	1900	10	10	
Replace Sump Pumps	2	Ea	900	1800	8	10	
Repair Doors	2	ea	90	180	7	8	
3. Ground Floor Main Foyer							
Repair Walls	60	m2	24	1440	7	8	
Repair Ceilings	22	m2	20	440	7	8	
Maintain Floor Tiles (Total 28 m2/10%)	3	m2	120	360	5	3	Allowance To Replace Cracked/Damaged Tiles
4. Stairwell							
Repair Underside of Stairs & Ceilings	29	m2	20	580	7	8	
Replace Carpet	32	m2	55	1760	7	10	Includes Step Treads/Risers/Landings
Repair Walls	78	m2	24	1872	7	8	
Repair Unit Door Face	10	No.	90	900	7	8	
Maintain Security Access Intercom	10	Units	50	500	2	2	Ongoing Maintenance Program

5 July 2010

Strata Plan 75553

Ref No. 743611

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
5. Fixtures & Fittings							
Maintain Light Bollards	1	Item	245	245	4	4	Includes Allowance For Bulb Change
Light Allowance	1	Item	450	450	4	3	
Repaint Electrical Box	1	No.	60	60	7	8	
Reseal Stencil Concrete Walkway	51	m2	8	408	4	4	
6. Roof							
Re-Bed & Re-Point Ridge Caps	118	lm	21	2478	15	16	Allowance To Inspect/Repair/Replace
Roof Tile Repair/Replacement (total 374 m2)	37.4	m2	25.00	935	7	8	Ongoing Repair Allowance
7. Fence Maintenance							
Colorbond Fence (Total 84 m - Rate 50%)	8.4	lm	50	420	8	8	Ongoing Maintenance Program
Colorbond Fence (Total 26 m - Rate 100%)	2.6	lm	100	260	5	8	Ongoing Maintenance Program
Powder Coat Fence (Total 18 m - Rate 100%)	4	lm	150	600	10	12	Between Front Boundary Brick Piers
8. Landscaping							
Maintain External Tiles (Total 84 m2)	8.4	m2	120	1008	12	13	Allowance To Replace Cracked/Damaged Tiles
Maintain Garden Beds/Retaining Walls	1	Item	1258	1258	12	10	Repair/Replace Failed Waterproof Membrane

Inspectors Report for Strata Plan 75553

1. **IMPORTANT NOTE ABOUT PAINTING:** The coating of paint on your building has two very important jobs. The first is the aesthetic improvement it gives over a plain concrete or render finish, the second and more important is that it protects your building from the elements including water, pollution and salt. Protective coating have a maximum life of 6 to 8 years depending on the harshness of the environment the building is in. 25 years of experience in this area has shown that coatings lose their ability to repel moisture within 6 to 8 years despite any promise or guarantee given by the coating supplier. Washing a building instead of re-coating it is usually a costly mistake as while the paint may look okay it will have lost its ability to repel water. From here damage happens to the substrate (where the coating adheres to the building) and what was a simple repaint with easy preparation ends up being a major job costing 3 to 5 times the price.
2. The painting cost estimates have been as accurate as possible. However, due to privacy considerations, access restrictions to some areas and the varied nature of the buildings it is recommended that the Owners' Corporation obtain the painting quotes well in advance of the job time to allow for any shortfall or excess in funds.
3. Fences are covered under the Dividing Fences Act 1991, which states that neighbours have equal responsibility for dividing fences. A 50% rate has been used when this is the case.
4. Due to aesthetic and practical reasons 100% of fence maintenance costs have been attributed to the Owners Corporation where fences divide common property and private lots.
5. Monies have been budgeted to assist with cleaning and maintenance of the concrete driveway areas. Cleaning may be carried out using high pressure water or chemical wash. Care should be taken to meet relevant water saving and water use restrictions.
6. The powder coat finish surfaces about the property have a maintenance free period from new, after this period a coat of paint may be applied to maintain the appearance of these items. Note that both an additive in the paint and suitable preparation of surfaces is required to ensure a good quality finish.
7. There are what appear to be significant funds in the sinking fund account in the later part of the report period. This can be seen in the graph. While these amounts may seem large in today's dollars; due to inflation in building material and labour costs the funds will have a fraction of the buying power that they would have today. The building cost index (which started in 1968) has shown an average 1300% growth in building costs across Australian cities over the last 40 odd years. Building maintenance and construction 20 years ago at a cost of \$10,000, now costs over \$30,000. That equates to one third of the buying power. This report needs be updated regularly, annual updates are available and we recommend a full update at least every 3 years.
8. Overall a well built and maintained block of 10 units with vehicle access leading to the basement via Crane Lane.

Report Notes

Sinking Fund Plan

This forecast satisfies the current requirements of the Strata Schemes Management Act 1996, Part 3 Division 1 which states:-

69 Sinking fund to be established

- (1) An Owners Corporation must establish a sinking fund.
- (2) However, an Owners Corporation for a strata scheme comprising 2 lots need not establish a sinking fund if:
 - (a) the Owners Corporation so determines by unanimous resolution, and
 - (b) the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and
 - (c) no building or part of a building in the strata scheme is situated outside those lots.

75A Owners Corporation to prepare 10-year sinking fund plans

- (1) This section applies to Owners Corporations established on or after the commencement of this section.
- (2) An Owners Corporation to which this section applies is to prepare a plan of anticipated major expenditure to be met from the sinking fund over the 10-year period commencing on the first annual general meeting of the Owners Corporation.
- (3) The initial plan is to be finalised by the end of the second annual general meeting of the Owners Corporation.
- (4) The plan is to be reviewed and (if necessary) adjusted no later than at the fifth annual general meeting of the Owners Corporation.
- (5) An Owners Corporation to which this section applies is to prepare a plan as referred to in subsection (2) for each 10-year period following the period referred to in that subsection and is to finalise and review the plan in accordance with the requirements of subsections (3) and (4) at the corresponding annual general meetings in the relevant 10-year period.
- (6) An Owners Corporation may engage expert assistance in the preparation of a plan under this section.

THIS REPORT DEALS WITH THE SINKING FUND BUDGET.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Executive Committee has some discretion in the timing of most maintenance items. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

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

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

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

Safety - The inspection does not cover safety issues.

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

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

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

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

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

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

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

Supply terms and conditions - All services provided by Solutions IE are supplied on the basis of Supply Terms and Conditions which are available from our Office and from our website www.solutionsie.com.au

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

Insurance Valuation Report

For

"91-93 Burwood Road"

91-93 Burwood Road, Concord

Scheme Number: SP75553



COMPILED BY: QIA GROUP PTY LTD

Job Reference Number: 142304

23 August 2019

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QIA Group Pty Ltd

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SECTION 1 – INSURANCE VALUATION SUMMARY

1.1 Purpose of Report

We have been instructed by the Body Corporate to provide a building replacement valuation report which estimates the reinstatement costs of the building/s and associated common property improvement and body corporate assets for insurance purposes situated at **91-93 Burwood Road, Concord.**

1.2 Property Address

The property is situated at **91-93 Burwood Road, Concord.**

1.3 Description of Building

The property comprises ten residential apartments in a single double storey building plus lock up car spaces in a shared secure basement level garage area. Access to the upper floor is by internal stairs and landing. Common property includes driveway pavings, boundary walls & fences and site landscaping.

In accordance with the plans provided the date of registration of the scheme is 2005.

1.4 Client

The Owners for "91-93 Burwood Road".

1.5 Reinstatement Cost Assessment Value

Reinstatement Cost Assessment Value: **\$3,900,000 (Inc GST)**

1.6 Inspector Details

Inspector Number

101

R.T. Hanbury

Signed for and on behalf of QIA Group Pty Ltd

SECTION 2 – INSURANCE VALUATION REPORT

2.1

2.1 Reinstatement Cost Assessment Value

The Reinstatement Cost Assessment Value represents the reinstatement costs associated with the reconstruction of building/s having regard for the functional use and useable area of the original building/s, common areas and body corporate assets. The Reinstatement Cost Assessment Value also estimates the professional fees associated with compilation of design documentation and drafting of plans.

2.2 Loss of Revenue

The Insurance Valuation represents reinstatement costs only and excludes loss of revenue.

2.3 Current Trends

Past years of inflationary trends in the cost of building have shown building cost indices rising at a rate substantially in excess of official CPI figures.

2.4 Periodic Reviews

It is recommended that periodic reviews of the insurance valuation are undertaken to ensure inflationary and legislative factors and any improvements to common property or assets purchases are taken up in the Insurance Valuation.

2.5 Elements used in the Calculated Value of the Building Replacement

The calculated value of the building comprises of several elements including:

- Estimated Cost of constructing a similar building on the same site;
- Allowance for cost escalation during the claim settlement period and time for planning, calling tenders, and fitout;
- Professional and authority fees relating to the demolition, and the new building;
- Costs of making the damaged building safe, demolition and site clearance;
- Cost Escalation in the likely time lapse between the building insurance anniversary date and the date of the event which triggers a reinstatement event.

NB

No allowance has been made for short term price escalations that may eventuate due to a declared catastrophe. Insurers will provide cover for these circumstances upon request, based on the sum insured recommended in this report.

2.6 Valuation

Replacement Building and Improvements Cost: **\$3,050,000**

Allowance for Cost Escalation during the following:

Demolition, Design and Documentation:	9 Months
Calling Tenders and Appraisals:	3 Months
Construction Period and Fit-out:	9 Months

Calculated at 5% per annum over the period **\$190,000**

Progressive Subtotal: **\$3,240,000**

Professional Fees: **\$300,000**

Progressive Subtotal: **\$3,540,000**

Demolition and Removal of Debris: **\$200,000**

Progressive Subtotal: **\$3,740,000**

Cost Escalation for Insurance Policy Lapse Period: **\$160,000**

Progressive Subtotal: **\$3,900,000**

Reinstatement Cost Assessment Value: **\$3,900,000**
(Inc GST)

2.7 Site Location Map



SECTION 3 – REPORTING PROCESS AND CONTENT

3.1 SITE FACTORS

The building is sited on, what appears to be a reasonably well drained block of land. Easy pedestrian and vehicular access was available.

3.2 ADDITIONS & IMPROVEMENTS

There appears to have been no improvement to the original construction.

3.3 MAINTENANCE

Generally, the building appears to have been reasonably well maintained.

3.4 SUMMARY OF CONSTRUCTION

3.4.1 Primary Method of Construction

3.4.1.1 FLOOR STRUCTURE

FLOOR CONSTRUCTION: Reinforced concrete ground and upper floors.

3.4.1.2 WALL STRUCTURE

EXTERNAL WALL CONSTRUCTION: Brickwork.
EXTERNAL WALL FINISHES: Face brick.

3.4.1.3 ROOF STRUCTURE

ROOF CONSTRUCTION: Timber/steel framed pitched.
ROOFING: Interlocking concrete tiles.

3.4.1.4 DRIVEWAY STRUCTURE

DRIVEWAY CONSTRUCTION: Concrete.

3.5 AREAS NOT INSPECTED - TYPICAL

- Part or parts of the building interior that were not readily accessible.
- Part or parts of the building exterior that were not readily accessible
- Part or parts of the roof exterior that were not readily accessible or inaccessible or obstructed at the time of inspection because of exceeding height.
- Part or parts of the retaining walls, fencing were not readily accessible or inaccessible or obstructed at the time of inspection as a result of alignment of the common property land, buildings or vegetation.

3.6 SCOPE

- This Inspection Report does not include the inspection and assessment of items or matters outside the stated purpose of the requested inspection and report. Other items or matters may be the subject of an Inspection Report which is adequately specified.
- The inspection only covered the Readily Accessible Areas of the subject property. The inspection did not include areas which were inaccessible, not readily accessible or obstructed at the time of inspection. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection of the property.
- The report is designed to be published only by the Strata Manager to unit owners and the respective insurance company.
- The report does not carry the right of other publication, with the exception of the above, without written consent of QIA Group Pty Ltd.
- This report is not an engineering survey of improvements or status of the building and its contents.
- This report is only for insurance replacement purposes, and not an evaluation of the market value of the property.
- Structural or ground improvements to exclusive use areas are the responsibility of the owners and should be insured by the relevant owner.

3.7 EXCLUSIONS

An Insurance Valuation Report does not cover or deal with:

- Any 'minor fault or defect';
- Any tenancy works and contents;
- Solving or providing costs for any rectification or repair work;
- The structural design or adequacy of any element of construction;
- Detection of wood destroying insects such as termites and wood borers;
- Any specialised equipment or services not visible at the time of inspection;
- A review of occupational, health or safety issues such as asbestos content, or the provision of safety glass or swimming pool fencing;
- Whether the building complies with the provisions of any building Act, code, regulation(s) or by-laws;
- Any heritage listing that may apply; and
- Whether the ground on which the building rests has been filled, is liable to subside, is subject to landslip, earthquakes or tidal inundation, or if it is flood prone.