



STRATA | REPORTS | SYDNEY



Inspection Report

Address

2/60-62 Old Pittwater Road, Brookvale

Lot 2 Strata Plan 73317

Inspection Date

25th September 2019

STRATA SCHEME INSPECTION REPORT

Property Address 2/60-62 Old Pittwater Road, Brookvale NSW 2100
Lot 2 Strata Plan 73317
Inspection Date 25th September 2019
Inspector Kate Warner-Smith
0410 11 44 11
kate@sydneystratareports.com.au

MANAGING AGENT / SECRETARY

Owners Corporation records are held by:

Name Lamb & Walters
Address 19-23 Bridge Street, Pymble NSW 2073
Phone 02 9449 8855
Manager Talofa Pouli

The managing agent has been involved with this property since prior to 2015.

STRATA ROLL

We did sight a printed strata roll.

Owner James Michael Meredith & Kate Louise Meredith
Address 2/60-62 Old Pittwater Road, Brookvale NSW 2100
Mortgage None noted
Unit Entitlement 72
Aggregate Unit Entitlement 1,000
Initial period The initial period has expired, according to available records.

STRATA PLAN

We sighted a copy of Strata Plan 73317 registered on 13/08/04.

CERTIFICATE OF TITLE

We did inspect title documents for the common property.

Edition 7 – 24/01/19
Number of Lots 16
Number of Units 16



LEVY CONTRIBUTIONS

Administrative Fund \$616.50 per quarter – paid to 31/10/19

Capital Works Fund \$270.00 per quarter – paid to 31/10/19

Levies appear to have been calculated correctly in accordance with the unit entitlement.

SPECIAL LEVIES OUTSTANDING

NIL

FUND BALANCES

Approximate balance of the Administrative Fund - \$805.70, as at 25/09/19

Approximate balance of the Capital Works Fund \$24,336.01, as at 25/09/19

Balances were obtained from a balance sheet.

INCOME AND BUDGET TRENDS

We enclose statements of income and expenditure for the current year to date and last financial year.

Administrative Fund \$34,250.00

Capital Works Fund \$15,000.00

TAXATION

The owners corporation is currently NOT registered for GST.



QUOTES FOR MAJOR WORKS

None noted

POSSIBLE PROPOSED SPECIAL LEVIES

The Administrative Fund is currently in deficit by \$805.70, the Act requires that any deficit be cleared by the determination of a special levy within three months of a deficit occurring.

The Administrative Fund can become in deficit for various reasons; a few lot owners being behind on their levies or a majority of accounts falling due at the same time.

NOTE: For your general information – Special Levy contributions are normally in proportion to units and their unit entitlement.

The contribution for Lot 2 would be 72/1,000 – \$72.00 for every \$1,000 collected by the Owners Corporation.

PAST SPECIAL LEVIES

None noted

PAST MAJOR WORKS

Year Ending	31/10/19	31/10/18	31/10/17	31/10/16	31/10/15
Bank Charges		10.83			
Carpets & Stairs Replace		4,741			
Consultants	594				
Doors & Windows			892.10		
Driveway & Paths					550
Electrical		946		242	
Fire Protection			1,430		
General Service Replace			1,550.71		
Income Tax	133.50	201		225.30	127.80
Landscaping		1,265			
Legal Fees	450	719.91			
Painting	14,317.68	14,006.73	13,649.12	13,305.83	12,892
Roof					1,078
Shower Repairs			2,370.50		
Structural Rectification				16,720	
Total	15,495.18	21,890.47	19,892.43	30,493.13	14,647.80



MEETINGS, MINUTES & RECORDS

The prescribed books of accounts are kept.

Minutes are retained for the prescribed period.

Last Annual General Meeting 10/12/18 (enclosed)

Last item in the Minute Book Annual General Meeting 10/12/18

An auditor has NOT been appointed.

The Strata Committee hold meetings as required and produces detailed minutes.

STRATA COMMITTEE

The Election of Office Bearers for the Strata Committee are as follows:

Chairman: Ms V A Yep

Treasurer: Ms D J A Frawley

Secretary: Ms J A West

TENANT OCCUPANCY

Tenant occupied lots as per the strata roll Not attainable.

LITIGATION

No evidence of current or proposed litigation involving the Owners Corporation.

INSURANCE

Insurer	CHU
Policy Number	832402
Due Date	01/09/20
Building Sum Insured	\$6,689,753
Public Liability Insurance	\$30,000,000
Voluntary Workers Insurance	\$200,000/\$2,000 per week
Workers Compensation	Not selected
Additional insurances held	Yes, see attached

VALUATION

Valuation suggested amount \$6,430,600

Date of last insurance valuation 09/03/18



COMPLIANCE

FIRE SAFETY

08/09/19 Annual Fire Safety Statement

CHILD SAFETY WINDOW DEVICES

Records indicate the child safety window devices compliance has been completed.

LONG TERM CAPITAL WORKS FUND FORECAST

See attached.

COMMON PROPERTY SAFETY REPORT

Not attainable.

PEST INSPECTION REPORT

Not attainable.



BY-LAWS

AP13339 Consolidation of Registered By-Laws (as per contract)

ANIMALS

Option B

- (1) Subject to Section 49 (4) of the Act, an owner or occupier of a lot must not, without the prior written approval of the owners corporation, keep any animal (except a cat, a small dog or a small caged bird, or fish in a secure aquarium on the lot) on the lot or the common property.
- (2) The owners Corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.
- (3) If an owner or occupier of a lot keeps a cat, small dog or small caged bird on the lot then the owner or occupier must:
 - (a) Notify the owners corporation that the animal is being kept on the lot, and
 - (b) Keep the animal within the lot, and
 - (c) Carry the animal when it is on the common property, and
 - (d) Take such action as may be necessary to clean all areas of the lot or the common property that are soiled by the animal.

SMOKING

A special by-law to prohibit smoking has not yet been discussed.

STATE OF HARMONY IN THE BUILDING

Correspondence noted for breaching the following by-laws:

- depositing rubbish
- appearance of lot

ALTERATIONS/IMPROVEMENTS

We did not inspect any By-Law or Strata Committee approval for alterations to Lot 2.



ATTACHMENTS

The following attachments for this report includes:

- Important general information about strata record inspections
- Statement of Financial Position
- Income & Expenditure – Current & Last Financial Year
- Strata Roll
- Owners Ledger
- Certificate of Title
- Insurance
- Valuation
- Capital Works Fund Plan – Summary
- Fire Safety Information
- Minutes

NOTE

Documents attached to this report may disclose building defects, proposed works, legal disputes, current and proposed levies and special levies, attitude to keeping of animals, by-law changes and harmony within the complex. It is the responsibility of the client to determine how this may affect the purchase.

We always recommend that a pre-purchase building inspection be completed prior to settlement. Matters contained in this report may assist a building inspector to conduct a more thorough inspection.



IMPORTANT GENERAL INFORMATION ABOUT STRATA RECORD INSPECTIONS

Information contained in our inspection report has been derived solely from the records available at the time of inspection. We have not inspected the building and often have very little practical information about it. We may not, for instance, be able to distinguish between a low maintenance building in good condition and one where owners are not making a record of maintenance requirements or building problems.

The Owners Corporation are required to keep accounts, minutes of meetings and correspondence records but there is no external monitoring of this process. If an Owners Corporation fails to keep a full record of its activities, or fails to keep them in an accessible manner, any inspection the the records will be deficient.

Some Owners Corporations deliberately withhold information with the intention of misleading potential purchasers. You should make your own observations of the building's condition and you must make further enquiries if material in the report seems inconsistent with your observations. You should, in any case, use the report as a starting point to ask questions of the vendor and we always recommend informal discussions with people living or working in a building as they may identify important matters not in the formal records.

Our inspection of the records is normally confined to a single scheduled viewing of the records held. Strata Managers are not obliged to be available for interview. Some management companies prohibit staff from providing verbal advice. Unless specifically stated, we have not obtained any information other than files provided by the Strata Manager. Our primary goal is to identify items in the formal records which may materially affect the value of the property to a purchaser.

Our inspection of the records has been conducted in a systematic manner. Strata Reports, Sydney use our own specially developed computer software and are trained to conduct inspections of strata records.

Beyond inspection training, our Inspector is a Licensed Real Estate Agent, Auctioneer and Licensed Strata Manager with more than fourteen (14) years practical knowledge. We are not Lawyers, Accountants, Auditors, Engineers, Fire Safety Experts, Builders or Psychologists. Our Inspectors have knowledge specifically useful for strata record inspections, such as general familiarity with common report formats and filing systems. They tend to recognise the names and letterheads of regular expert professional advisers but, they are not themselves experts.

Nothing in this report should be construed as legal advice. Where we refer to any legislation or other legal matter we are providing general information only. This report is an adjunct to, not a substitute for, considered legal advice. Unless otherwise stated this inspection report relates to an inspection of the Owners Corporation records to a maximum of five (5) years prior to the date of the inspection.

Some or all of this report may have come from our archives. Some or all of this report may be used by us for current and future clients.

SECTION 98 COMPLIANCE

The Act contains several requirements in respect of the records kept with the strata roll. These requirements are based upon manual record keeping procedures while strata managers use largely computer based records. Further, in our experience, default in this area is of only technical interest, It has no implications for any purchase decision, nor does it place the Owners Corporation at risk of prosecution. We do not report on Section 98 compliance.



INSURANCE

The Strata Schemes Management Act 1996 requires the Owners Corporation have;

- (1) Building insurance at least to the value of the building as determined by a valuation, which must be obtained at least every five (5) years
- (2) Public Liability cover to a minimum of \$10,000,000 and
- (3) Voluntary Workers Insurance.

After 30th June 2008 employers paying less than \$7,500.00 per annum wages in NSW are not required to carry Workers Compensation Insurance.

It should be noted the Owners Corporation insurance policies normally cover only risks associated with the common property and not individual lots. It should be noted this can apply even where damage to property in an individual lot results from a fault arising in the common property.

Owners and occupiers need to have adequate cover for their own contents and other risks.

FUND BALANCES

Fund balances are from information provided by the Strata Manager. This information has not been subject to any audit. The Property Stock & Business Agents Act and Strata Schemes Management Act between them make a number of requirements in respect of accounts, accounting reports and funds held in trust for Owners Corporations. We have not reviewed these requirements.

UNIT LEVIES

Levy information is provided by the Strata Manager at the date of the inspection of the records. It may be desirable to have the Strata Manager provide a Section 109 Certificate prior to settlement to confirm any levies or other charges payable by the lot owner.

LONG TERM CAPITAL WORKS FUND FORECAST

Regulations require Owners Corporations prepare a plan of anticipated major Capital Works Fund expenditure for a ten (10) year period (formally known as the Sinking Fund Plan). The forecast requires item by item assessment of major building elements and must be reviewed at each Annual General Meeting. It is to be adjusted, if necessary, at the fifth Annual General Meeting and a new plan is to be prepared at the conclusion on the ten (10) years. Most Owners Corporations seek professional assistance for these forecasts.

The Regulations came into force in early 2007 and implementation has been staged depending on the Strata Plan number. All Owners Corporations with a number greater than SP 30000 are required to have a plan in place at their next Annual General Meeting. Plans for schemes with numbers greater than SP 10000 are required for the Annual General Meeting after 1st July 2008 and older schemes with numbers up to SP 10000 after 1st July 2009.

TAXATION

Owners Corporations are not normally considered a "non profit" entity within the terms of the GST Legislation, so the obligation to collect GST commences when the total income exceeds \$75,000.00. Income earned by the Owners Corporation from sources such a rent is taxable in the hands of individual lot owners. We have made no review of the Owners Corporation taxation obligations.



MINUTES & RECORDS

The Act requires notice of a forthcoming Executive Committee Meeting are distributed to all owners not less than 72 hours before the meeting. Minutes of the meeting are to be distributed to all owners within seven (7) days after the meeting. If the scheme is smaller than 100 lots and maintain a notice board, the notice board and minutes of the meeting may be displayed on that board. Minutes must be displayed for a minimum of fourteen (14) days.

LITIGATION

The Act provides an Owners Corporation or Executive Committee must not seek legal advice or the provision of other legal services, or initiate legal action, for which any payments may be required unless and resolution is passed at a General Meeting of the Owners Corporation. There may be some exemptions provided in the regulations.

For new buildings this change to the Act should be understood in conjunction with Home Building Amendment (Insurance Exemptions) Regulation 2003, which exempts buildings over three (3) stories in height, commenced after 31st December 2003 from the requirement to have Home Owners Warranty Insurance.

CHANGES TO BY-LAWS

Changes to By-Laws require the passing of a Special Resolution at a General Meeting. The Act then allows two years for the new By-Law to be registered at the Titles Office. Part of our inspection of the records includes a search for By-Laws that may not yet be registered with the Strata Plan.

Strata Schemes registered prior to 1st July 1997 have By-Laws as defined by Schedule 1 of the Act, subject to later registered change. Strata Schemes registered from 1st July 1997, a copy of the By-Laws will be among documents registered with the Strata Plan.

ALTERATIONS / IMPROVEMENTS

As a general rule owners are not allowed to make any alteration to their lot or common property except where it is permitted in the By-Laws. In a practical situation this means an Owners Corporations permission must be sought for such things as; installing air conditioning, satellite dishes, awnings and security doors, closing balconies, removing carpet, installation of timber or tile flooring, moving or removing walls and or doors.

Any permission is normally granted with conditions in respect of the brand, style, colour, capacity and future maintenance of the changed item. Typically, any item of common property altered by a lot owner will become the responsibility of the lot owner.

Please refer to the Strata Schemes Management Act 1996 – Section 116

NOTICES AND ORDERS

We recommend as a standard enquiry enquiry the local Council, Sydney Water and other relevant bodies be contacted to ascertain if there are outstanding notices or orders against the Owners Corporation.



HOME OWNERS WARRANTY INSURANCE

The Home Building Act 1989 applies to building work on residential properties. Among other things, the Act provides for warranties for a period of seven (7) years and requires that these be insured.

The Legislation allows an insurer to exclude claims made later than six (6) months after the beneficiary first becomes aware, or ought reasonably to be aware, of the fact or circumstance under which the claim arises. Insurers specifically enforce this exclusion.

Accordingly, the insurer should be advised in writing of any building defects claims, immediately they are communicated with the builder, regardless of the builder's likely response. It is beyond the scope of a standard inspection of the records to provide comment on the management of building defect claims.

Home Owners Warranty Insurance does not apply to building over three (3) stories in height where construction commenced after 31st December 2003.

OCCUPATIONAL HEALTH AND SAFETY

The common property of many residential buildings may be included under the definition of workplace. This means the Owners Corporation, it's executive committee and strata managers are obliged to ensure the property complies with the "safe workplace" requirements of the legislation.

Compliance with the legislation is compulsory. Any purchase of a Strata Title property needs to be aware that the safety of the common property requires the ongoing attention of every Owners Corporation.

SERVICE AND MAINTENANCE AGREEMENTS

No examination has been made of any service or maintenance or other agreements entered into by the Owners Corporation and they are not covered by this report.

LEGISLATION AND GOVERNMENT

The Strata Schemes Management Act and Regulations can be viewed in their complete form at Australasian Legal Information Institute website – www.austlii.edu.au

The Office of Fair Trading has several publications discussing various aspects of strata living, including the management and disputes. These can be seen at – www.fairtrading.nsw.gov.au

PROFESSIONAL INDEMNITY INSURANCE

Strata Reports Pty Ltd trading as Strata Reports, Sydney carries Professional Indemnity Insurance. Policy Number 18A051545PID underwritten by QBE Insurance (Australia) Limited, ABN 78 003 191 035 with a limit of \$1,000,000 on any one claim.

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Statement of Financial Position
As at 24/09/2019

The Owners - Strata Plan No. 73317

60-62 Old Pittwater Road, BROOKVALE NSW 2100

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(284.75)
Owners Equity--Admin	(520.95)
	<u>(805.70)</u>
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	(105.91)
Owners Equity--Capital Works	24,441.92
	<u>24,336.01</u>
Net owners' funds	<u><u>\$23,530.31</u></u>
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	114.30
	<u>114.30</u>
Capital Works Fund	
Cash at Bank--Capital Works	1,894.87
Investments--Capital Works 1	22,441.14
	<u>24,336.01</u>
Unallocated Money	<u>0.00</u>
<i>Total assets</i>	<u>24,450.31</u>
Less liabilities	
Administrative Fund	
Deposits Received--Keys--Admin	920.00
	<u>920.00</u>
Capital Works Fund	<u>0.00</u>
Unallocated Money	<u>0.00</u>
<i>Total liabilities</i>	<u>920.00</u>
Net assets	<u><u>\$23,530.31</u></u>

Statement of Financial Performance for the financial year-to-date 01/11/2018 to 24/09/2019

The Owners - Strata Plan No. 73317

60-62 Old Pittwater Road, BROOKVALE NSW 2100

Administrative Fund

	Current period 01/11/2018-24/09/2019	Annual budget 01/11/2018-31/10/2019	Previous year 01/11/2017-31/10/2018
Revenue			
Interest on Arrears--Admin	4.15	0.00	17.53
Levies Due--Admin	33,834.80	34,250.00	31,189.20
Status Certificate Fees	0.00	0.00	119.90
Strata Roll Inspection Fees	0.00	0.00	68.20
<i>Total revenue</i>	33,838.95	34,250.00	31,394.83
Less expenses			
Admin--Accounting	240.00	220.00	120.00
Admin--Agent Disburst--Postage & Stationery--Extra	26.25	0.00	53.65
Admin--Agent Disburst--Schedule B	330.00	440.00	635.00
Admin--Annual Computer System Fee	180.00	180.00	180.00
Admin--Annual Storage Fee	44.00	44.00	44.00
Admin--Bank Charges	42.25	100.00	55.15
Admin--Fixed Disbursement Fee	586.60	680.00	496.62
Admin--Management Fees--Standard	4,929.88	5,425.00	5,125.96
Admin--Petty Cash Expenses	229.00	0.00	200.00
Admin--Status Certificate Fees Paid	0.00	0.00	119.90
Admin--Strata Inspection Fees Paid	0.00	0.00	68.20
Admin--Trades Monitor	89.10	90.00	88.00
Insurance--Premiums	8,459.50	7,500.00	7,718.20
Maint Bldg--Building Report	0.00	0.00	495.00
Maint Bldg--Cleaning	3,168.00	3,500.00	3,556.30
Maint Bldg--Doors & Windows	0.00	500.00	0.00
Maint Bldg--Electrical Repairs	154.00	184.00	0.00
Maint Bldg--Fire Protection	948.50	1,250.00	929.50
Maint Bldg--Floors	126.00	0.00	184.80
Maint Bldg--Gutters & Downpipes	0.00	350.00	0.00
Maint Bldg--Intercom Repairs	220.00	0.00	0.00
Maint Bldg--Locksmith Repairs	176.00	250.00	0.00
Maint Bldg--Plumbing Repairs	2,167.84	550.00	0.00
Maint Bldg--Repairs & Mtce	0.00	500.00	0.00
Maint Bldg--Tiling--Floor & Walls	0.00	0.00	385.00
Maint Grounds--Gardening & Lawns	1,647.56	1,500.00	1,448.70
Maint Grounds--Gardening Materials	0.00	400.00	389.62
Utility--Electricity & Gas	5,281.89	4,587.00	3,628.82
Utility--Water Usage	5,077.33	6,000.00	3,607.48
<i>Total expenses</i>	34,123.70	34,250.00	29,529.90

Administrative Fund

	Current period	Annual budget	Previous year
	01/11/2018-24/09/2019	01/11/2018-31/10/2019	01/11/2017-31/10/2018
Surplus/Deficit	(284.75)	0.00	1,864.93
Opening balance	(520.95)	(520.95)	(2,385.88)
Closing balance	-\$805.70	-\$520.95	-\$520.95

Capital Works Fund

	Current period	Annual budget	Previous year
	01/11/2018-24/09/2019	01/11/2018-31/10/2019	01/11/2017-31/10/2018
Revenue			
Interest on Arrears--Capital Works	1.82	0.00	7.75
Interest on Investments--Capital Works	533.05	0.00	521.44
Levies Due--Capital Works	14,854.40	15,000.00	15,813.20
<i>Total revenue</i>	<u>15,389.27</u>	<u>15,000.00</u>	<u>16,342.39</u>
Less expenses			
Admin--Bank Charges--Account Fees	0.00	0.00	10.83
Admin--Income Tax--Capital Works	133.50	0.00	201.00
Maint Bldg--Carpets & Stairs Replacement	0.00	500.00	4,741.00
Maint Bldg--Consultants	594.00	0.00	0.00
Maint Bldg--Electrical	0.00	0.00	946.00
Maint Bldg--General Service & Replacement	0.00	1,584.00	0.00
Maint Bldg--Legal Fees	450.00	0.00	719.91
Maint Bldg--Painting (External)	14,317.68	10,000.00	14,006.73
Maint Bldg--Painting (Internal)	0.00	2,916.00	0.00
Maint Grounds--Landscaping	0.00	0.00	1,265.00
<i>Total expenses</i>	<u>15,495.18</u>	<u>15,000.00</u>	<u>21,890.47</u>
Surplus/Deficit	<u>(105.91)</u>	<u>0.00</u>	<u>(5,548.08)</u>
Opening balance	24,441.92	24,441.92	29,990.00
Closing balance	<u>\$24,336.01</u>	<u>\$24,441.92</u>	<u>\$24,441.92</u>

INDIVIDUAL LOT

Lot 2

Associated lots:

Unit no. 2

Unit entitlements

Levy 72.00 / 1,000.00

Owners

Name	Address for service of notices
Ms A Pangilinan	2516/43-45 Wilson Street, BOTANY NSW 2019
Email Address arlinap9@gmail.com	
Date of entry	Date of purchase 10/03/2008
James Michael Meredith & Kate Louise Meredith	2/60-62 Old Pittwater Road, BROOKVALE NSW 2100
Email Address y2k_mad_hatter@msn.com	
Date of entry 27/09/2016	Date of purchase 29/08/2016

Mortgages

None

Leases

Lessee	Term	Address for service of notices	Date of termination	Date of entry
Jonathan Cozens & Ann Cozens				24/11/2014
Gareth Johnston	12 months			18/10/2016

Owner Ledger

Start Date: 01/09/2017
End Date: 30/09/2021
Owners: One only

The Owners - Strata Plan No. 73317 60-62 Old Pittwater Road, BROOKVALE NSW 2100

Lot 2 Unit 2 Mr J M & Mrs K L Meredith

UE / AE: 72.00 / 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	01/11/2017	Quarterly	Standard levy 01/11/17 - 31/01/18	486.00	486.00	360.00	360.00	0.00	0.00%	Standard	Normal	None
2	01/02/2018	Quarterly	Standard levy 01/02/18 - 30/04/18	586.55	586.55	259.50	259.50	13.93	0.00%	Standard	Normal	None
3	13/03/2018	Once-off	Lot 2: Debt recovery Stage 1	11.00	11.00	0.00	0.00	0.00		Owner Invoice	Normal	None
4	13/04/2018	Once-off	Lot 2: Debt recovery Stage 2	33.00	33.00	0.00	0.00	0.00		Owner Invoice	Normal	None
5	01/05/2018	Quarterly	Standard levy 01/05/18 - 31/07/18	586.55	586.55	259.50	259.50	11.35	0.00%	Standard	Normal	None
6	12/07/2018	Once-off	Lot 2: Debt recovery Stage 1	11.00	11.00	0.00	0.00	0.00		Owner Invoice	Normal	None
7	01/08/2018	Quarterly	Standard levy 01/08/18 - 31/10/18	586.55	586.55	259.50	259.50	0.00	0.00%	Standard	Normal	None
8	01/11/2018	Quarterly	Standard levy 01/11/18 - 31/01/19	586.55	586.55	259.50	259.50	0.00	0.00%	Standard	Normal	None
9	01/02/2019	Quarterly	Standard levy 01/02/19 - 30/04/19	616.50	616.50	270.00	270.00	0.00	0.00%	Standard	Normal	None
10	01/05/2019	Quarterly	Standard levy 01/05/19 - 31/07/19	616.50	616.50	270.00	270.00	0.00	0.00%	Standard	Normal	None
11	01/08/2019	Quarterly	Standard levy 01/08/19 - 31/10/19	616.50	616.50	270.00	270.00	0.00	0.00%	Standard	Normal	None
12	01/11/2019	Quarterly	Standard levy 01/11/19 - 31/01/20	616.50	0.00	270.00	0.00	0.00	0.00%	Standard	Normal	None

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

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid	Interest			
11/10/2017	1229	Receipt	Banked		486.00	0.00	360.00	0.00	0.00	0.00	846.00		1
30/04/2018	1273	Receipt	Banked		629.75	9.64	259.14	4.27	0.00	0.00	902.80		2, 3, 4

The Owners - Strata Plan No. 73317

60-62 Old Pittwater Road, BROOKVALE NSW 2100

Lot 2 Unit 2 Mr J M & Mrs K L Meredith

UE / AE: 72.00 / 1,000.00

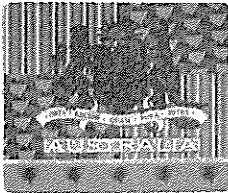
Lot 2	Unit 2	Receipt	Banked	1,179.21	7.89	516.84	3.48	0.00	1,707.42	2, 5, 7, 6
20/07/2018	1288	Receipt	Banked							
03/08/2018	1292	Receipt	Banked	5.69	0.00	2.52	0.00	0.00	8.21	7
23/10/2018	1303	Receipt	Banked	586.55	0.00	259.50	0.00	0.00	846.05	8
07/01/2019	1316	Receipt	Banked	616.50	0.00	270.00	0.00	0.00	886.50	9
05/04/2019	1332	Receipt	Banked	616.50	0.00	270.00	0.00	0.00	886.50	10
01/07/2019	1351	Receipt	Banked	616.50	0.00	270.00	0.00	0.00	886.50	11

BOX 379T
(AP13339)

NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE	
CP/SP73317	
EDITION	DATE OF ISSUE
7	24/1/2019
CERTIFICATE AUTHENTICATION CODE	
K5JR-YS-PVK9	

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 73317 WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT BROOKVALE.
LOCAL GOVERNMENT AREA: NORTHERN BEACHES.
PARISH OF MANLY COVE COUNTY OF CUMBERLAND
TITLE DIAGRAM: SP73317

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 73317
ADDRESS FOR SERVICE OF NOTICES:
60-62 OLD PITTWATER ROAD
BROOKVALE 2100

SECOND SCHEDULE

1. RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2. DP1052712 EASEMENT TO DRAIN WATER 1.2 METRE(S) WIDE AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1052712
3. AA862577 RESTRICTION AS TO USER (S.88E(3) CONVEYANCING ACT, 1919)
4. AA862577 POSITIVE COVENANT
5. AG597711 EASEMENT FOR DRAINAGE OF WATER AFFECTING THE SITE SHOWN 1.2 WIDE IN PLAN WITH AG597711
6. AG597711 INITIAL PERIOD EXPIRED
7. AP13339 CONSOLIDATION OF REGISTERED BY-LAWS

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 1000)

STRATA PLAN 73317

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 72	2	- 72	3	- 56	4	- 56
5	- 72	6	- 72	7	- 56	8	- 56
9	- 69	10	- 69	11	- 53	12	- 53
13	- 69	14	- 69	15	- 53	16	- 53

**** END OF CERTIFICATE ****

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



Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Phone: 1300 361 263
Email: info_nsw@chu.com.au

COLLECTIVE INSURANCE BROKERS LAMB & WALTERS
SUITE 602, 447 KENT STREET
SYDNEY NSW 2000

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	832402
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	01/09/2019 to 01/09/2020 at 4:00pm
The Insured	THE OWNERS - STRATA PLAN 73317
Situation	60-62 OLD PITTWATER ROAD BROOKVALE NSW 2100

Policies Selected

Policy 1 – Insured Property

Building: \$6,689,753

Common Area Contents: \$66,897

Loss of Rent & Temporary Accommodation (total payable): \$1,003,462

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$200,000

Total Disablement: \$2,000 per week

Policy 4 – Workers Compensation

Not Available

Policy 5 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$1,000,000

Policy 7 – Machinery Breakdown

Not Selected

Policy 8 – Catastrophe Insurance

Sum Insured: \$1,003,462

Extended Cover - Loss of Rent & Temporary Accommodation: \$150,519

Escalation in Cost of Temporary Accommodation: \$50,173

Cost of Removal, Storage and Evacuation: \$50,173

Policy 9 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000



Appeal expenses – common property health & safety breaches: \$100,000
Legal Defence Expenses: \$50,000

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

Sum Insured: \$250,000

Flood Cover is included.

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Effective Date 01/09/2019

This certificate confirms that from the effective date noted above, a Policy existed for the sums insured shown.

It is not intended to amend, extend, replace or override the Policy terms and conditions. This certificate is issued as a matter of information only and confers no rights on the certificate holder.



Keen
Property

Valuation and Advisory Services

INSURANCE VALUATION

PROPERTY:

60-62 Old Pittwater Road, Brookvale NSW



UNDER INSTRUCTIONS FROM:

The Owners Strata Plan 73317

FOR THE ATTENTION OF:

Lamb & Walters Strata Management
P O Box 95
Gordon NSW 2072

DATE OF INSPECTION:

9th March 2018

DATE OF POLICY COMMENCEMENT:

1st September 2018

Keen Property Pty Ltd 602/267 Castlereagh Street, Sydney NSW 2000 P O Box 880, Double Bay NSW 1360
Tel 02 9283 4588 www.keenproperty.com.au ABN 36 071 359 307

Owners' Improvements

Based on our inspection and research, we have formed an opinion in relation to the owners' improvements contained within the lots. Unless otherwise instructed or identified, we have assumed a common standard for owners' improvements.

Basis of Valuation

In compiling our valuation, an inspection has been carried out including parts of the common property and lots as deemed necessary and as instructed.

The areas of the relevant building components were then assessed. Rates of construction were then considered with reference to industry costings, the subject building(s) and our experience in these matters. The assessed rates of construction were then applied to the building areas.

Further assessments were made for additional improvements forming part of the common property external to the main improvements and incorporated into the calculations.

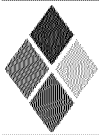
Allowances were then made for removal of debris, other professional fees and escalation as required under the *Strata Schemes Management Act 2015* and *Regulations 2016* and as deemed appropriate.

Calculations

Our calculations are set out below:

1. Total Value for Replacement of Building	\$ 4,479,000.00
2. Removal of Debris	\$ 252,000.00
3. Other Professional Fees	\$ 583,000.00
Sub Total	\$ 5,314,000.00
Estimated rise in the above three items over next 24 months	\$ 532,000.00
TOTAL VALUATION	\$ 5,846,000.00
Goods and Services Tax (GST)	\$ 584,600.00
TOTAL VALUATION (Inc GST)	\$ 6,430,600.00

Six Million, Four Hundred and Thirty Thousand, Six Hundred Dollars.



BIV REPORTS PTY LIMITED

Asbestos Reports · WHS Reports · Building Insurance Valuations · Capital Works Fund Plans

ABN 60 508 188 246

10 YEAR CAPITAL WORKS FUND PLAN

APRIL 2018



60-62 OLD PITTWATER ROAD, BROOKVALE :: SP73317



PO Box 2230
Nth Parramatta 1750
biv@biv.com.au
www.biv.com.au

Certified Property Professionals
Fax: 1300 766 180 or 02 9890 2201
Ph: 1300 107 280 or 02 9114 9800



Liability limited by a scheme approved under Professional Standards Legislation

10 Year Capital Works Fund Forecast – Costs Estimates (includes GST)

Page 3

Capital Works Fund Forecast for:		60-62 Old Pittwater Road, Brookvale			Date commencing:		31 October 2018				Strata Plan:		SF73317	
					End of	End of	End of	End of	End of	End of	End of	End of	End of	End of
Serial	Item	Current Cost Estimate	Approx year required	Escalated amount	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
					Oct-19	Oct-20	Oct-21	Oct-22	Oct-23	Oct-24	Oct-25	Oct-26	Oct-27	Oct-28
1	Structure													
2	Roof	\$16,000	5	\$20,421					\$20,421					
3	Long term capital items	\$8,000	10	\$17,271										\$17,271
4	Appendages													
5	Child Window Safety Locks													
6	Common prop. lighting	\$1,500	4	\$1,823				\$1,823						
7	Roller door motors	\$2,000	5	\$2,553					\$2,553					
8	Fire safety	\$3,500	9	\$6,997									\$6,997	
9	Elevators & equipment													
10	Guttering & downpipes	\$5,200	9	\$10,395									\$10,395	
11	Common prop. doors	\$2,400	7	\$4,113							\$4,113			
12	Floor tiles	\$3,000	7	\$5,141							\$5,141			
13	External balustrade	\$5,000	9	\$9,995									\$9,995	
14	Inside													
15	Internal painting	\$4,000	3	\$4,631			\$4,631							
16	Carpet	\$4,500	2	\$4,961		\$4,961								
17	Security system	\$3,500	8	\$6,478								\$6,478		
18	Ventilation	\$4,500	4	\$5,470				\$5,470						
19	Outside													
20	External painting	\$28,000	7	\$47,987							\$47,987			
21	Landscaping	\$4,500	6	\$7,141						\$7,141				
22	Fences	\$3,500	8	\$6,478								\$6,478		
23	Retaining walls													
24	Sealing concrete areas (1)													
25	Sealing concrete areas (2)													
26	Trip hazards	\$500	1	\$525	\$525									
27	Storm water drains	\$1,800	6	\$2,856						\$2,856				
28	Pavers													
29	Driveway	\$4,000	8	\$7,404								\$7,404		
30	Line marking	\$1,000	5	\$1,276					\$1,276					
31	Mail boxes													
	Total Estimate (rounded)	\$106,400		\$173,916	\$525	\$4,961	\$4,631	\$7,293	\$24,249	\$9,997	\$57,242	\$20,360	\$27,386	\$17,271

Recommended Annual Capital Works Fund Payment

SP73317

Page 5

60-62 Old Pittwater Road, Brookvale

End of Year	Year Ending	Recommended Capital Works Fund Payment	Annual % change in Capital Works Fund Payment	Adjustm't to Capital Works Fund Payment (increase/decrease)	CW/Fund Balance + Interest + Annual CW/Fund Payment	Costs in each year refer to the table above (page 3)	Capital Works Fund Balance	Interest on the Capital Works Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	2.75%
							\$32,954	\$906
1	Oct-19	\$14,927			\$48,788	\$525	\$48,263	\$1,327
2	Oct-20	\$15,375	3.00%		\$64,965	\$4,961	\$60,004	\$1,650
3	Oct-21	\$15,836	3.00%		\$77,490	\$4,631	\$72,860	\$2,004
4	Oct-22	\$16,311	3.00%		\$91,175	\$7,293	\$83,882	\$2,307
5	Oct-23	\$16,801	3.00%		\$102,989	\$24,249	\$78,740	\$2,165
6	Oct-24	\$17,305	3.00%		\$98,210	\$9,997	\$88,213	\$2,426
7	Oct-25	\$17,824	3.00%		\$108,463	\$57,242	\$51,221	\$1,409
8	Oct-26	\$18,359	3.00%		\$70,988	\$20,360	\$50,628	\$1,392
9	Oct-27	\$18,909	3.00%		\$70,930	\$27,386	\$43,543	\$1,197
10	Oct-28	\$19,477	3.00%		\$64,217	\$17,271	\$46,946	\$1,291
11	Oct-29	\$20,061	3.00%		\$68,298		\$68,298	\$1,878

Note: some figures may be rounded

Assumptions	
Base Annual Capital Works Fund contribution for Capital Items	\$16,927
Buffer (or adjustment to the base annual contribution)	-\$2,000
Recommended Annual Capital Works Fund Contribution (After Buffer)	\$14,927
Current Annual Capital Works Fund contribution (as instructed)	\$14,416
Current Capital Works Fund Balance (as instructed)	\$32,954
Annual Capital Works Fund Payment increase rate	3.00%
Adopted Investment Rate after tax	2.75%

The above table represents our Recommendation of the Annual Capital Works Fund Payments for the next 11 years. Column F includes the Capital Works Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Capital Works Fund Payment for the current year. Column C (Recommended Capital Works Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Capital Works Fund Payment (negative adjustment) to ensure that the Capital Works Fund Balance remains positive in each year.

Recommendation

We consider that the existing Capital Works Fund Balance is very good, however an additional allowance should be maintained for any unforeseen circumstances. We consider that the current annual payments are sufficient to meet the immediate likely expenditure. However we recommend that the Owners Corporation adopt as a minimum the Capital Works Fund Payments as shown in the table below and for the following ten years.

Points of consideration

We have made the following allowances:

- contribution towards the repair of the roof in year 5.
- contribution towards the replacement of the long term capital items, if required.
- in year 4, contribution towards the replacement of the common prop. lighting.
- contribution towards the renewal of the roller door motors in year 5.
- in year 9, contribution towards the renewal of the fire safety, if required.
- contribution towards the repair of the guttering & downpipes in year 9, if required.
- in year 7, contribution towards the renewal of the common prop. doors.
- contribution towards the repair of the floor tiles in year 7.
- in year 9, contribution towards the repair of the external balustrade, if required.
- in year 3, contribution towards the renewal of the internal painting, if required. In order to maintain a fresh appearance and provide constant protection. If performed regularly, repainting will prevent excessive preparation costs in the future.
- contribution towards the replacement of the carpet in year 2, if required.
- in year 8, contribution towards the renewal of the security system.
- contribution towards the renewal of the ventilation in year 4.
- contribution towards the renewal of the external painting in year 7, if required.
- allowance for the renewal of the landscaping in year 6. The owners may wish to change the plantings, restore landscaped areas and refresh with new bark chips.
- in year 8, contribution towards the renewal of the fences, if required. Where appropriate, at 50% of the cost in accordance with the Dividing Fences Act, 1991.
- removal of any trip hazards in year 1. (By the use of a concrete grinder or other appropriate means).
- in year 6, contribution towards the repair of the storm water drains.
- contribution towards the repair of the driveway in year 8.
- in year 5, contribution towards the renewal of the line marking, if required.

Note that the Capital Works Fund Plan is only an estimate of what items may reasonably require replacement during the term of the Plan. There is no guarantee that a reasonable assessment of a future projection today may in fact come to pass, and indeed, additional items of capital repairs or replacement unforeseen at the time of preparing a Capital Works Fund Plan may occur in the immediate future. This Capital Works Fund Plan should be reviewed periodically when items are no longer required and should be removed, or new items discovered which should be added to the Plan. Funding for this Plan should be obtained from the Capital Works Fund. The shown figures are our recommendation based upon our assessment of the likely expenditure (and an allowance for expenditure) in the 10 year Capital Works Fund Plan requested. The Owners Corporation is entitled to choose whatever Capital Works Fund contributions they deem appropriate for their particular circumstances.

Fire Safety Statement

Approved under the Environmental Planning and Assessment Regulation 2000.

Version 2.0

Effective from 1 December

How to complete this form

1. Please print in CAPITAL LETTERS
2. Please complete all relevant sections in full

Note

1. A reference to 'the Regulation' in this statement is a reference to the Environmental Planning and Assessment Regulation 2000
2. A reference to a CFSP in this statement is a reference to a 'competent fire safety practitioner' as defined by clause 167A of the Regulation

Section 1: Type of statement

This is (mark applicable box) an annual fire safety statement (complete the declaration at [Section 7](#) of this form)
 a supplementary fire safety statement (complete the declaration at [Section 8](#) of this form)

Section 2: Building the subject of this statement

Street No.	Street Name	Suburb	Postcode
60-62	OLD PITTWATER ROAD	BROOKVALE	2100

Lot No (if known)	DP/SP (if known)	Building Name (if applicable)
	SP 73317	

This statement applies to (mark applicable box) the whole building
 part of the building

Section 3: Description of the building or part of the building the subject of this statement

Storeys above ground in the building (No.)	Storeys below ground in the building (No.)

If statement relates to a part – describe that part and its location in the building

--

Uses of building or part subject to this statement (e.g. retail, offices, residential, assembly, carparking)

RESIDENTIAL

Section 4: Name and address of owner of the building or part

Title	Given Name/s	Family Name
	THE OWNERS – STRATA PLAN 73317	C/- LAMB & WALTERS

Street No.	Street Name	Suburb	Postcode
	PO BOX 95	GORDON	2072

Section 5: Fire Safety Measures

1. All essential fire safety measures (including critical fire safety measures) must be listed for an annual fire safety statement
2. Only critical fire safety measures must be listed for a supplementary fire safety statement


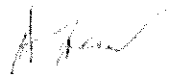
Fire Safety Measure	Date Assessed	CFSP*	Minimum Standard of Performance
EMERGENCY LIGHTS	17/08/2019	AF	AS 2293.1 (2005)
EXIT LIGHTS	17/08/2019	AF	AS 2293.1 (2005)
FIRE DOORS	17/08/2019	AF	AS 1905.1 (1997)
FIRE HOSE REELS	17/08/2019	AF	AS 2441 (1988)
PORTABLE FIRE EXTINGUISHERS	17/08/2019	AF	AS 2444 (2001)
SMOKE & HEAT DETECTORS	17/08/2019	AF	AS 3786 (2005)

* Insert initials of CFSP

Section 6: Details of competent fire safety practitioners (CFSPs)

The table must include details of:

1. Each CFSP who endorsed a fire safety measure referred to in Section 5 of this form
2. Each CFSP who inspected the building in accordance with clause 175(b) of the Regulation (in a shaded row)

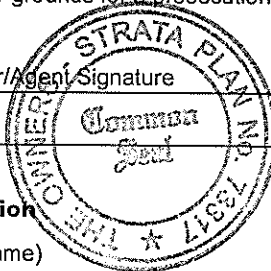
Initials	Given Name/s	Family Name	Phone	Email	Signature
AF	ANTHONY	FREW	9939 2596	INFO@STATEONEFIRE.COM.AU	
AF	ANTHONY	FREW	9939 2596	INFO@STATEONEFIRE.COM.AU	

Section 7: Annual fire safety statement declaration

I, OWNERS CORPORATION SP 73317

being the (mark applicable box) owner
 owner's agent

certify that: a) each essential fire safety measure specified in this statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:
i. in the case of an essential fire safety measure identified in Section 5 of this form and the fire safety schedule - to a standard no less than that specified in the schedule, or
ii. in the case of any other essential fire safety measure identified in Section 5 of this form - to a standard no less than that to which the measure was originally designed and implemented, and
b) the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of the Regulation.

Owner/Agent Name	Owner/Agent Signature	Date
OWNERS CORPORATION SP 73317		8.9.19

Section 8: Supplementary fire safety statement declaration

I, Click here (insert full name)

being the (mark applicable box) owner
 owner's agent

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

Owner/Agent Name	Owner/Agent Signature	Date

Section 9: Owner's authorisation

(To be completed where an agent makes the declaration in Section 7 or Section 8 of this form)

I, being the owner, authorise the agent named in Section 7 or Section 8 to act on my behalf to make the declaration.

Owner's Name	Owner's Signature	Date

Section 10: Contact details of person issuing this statement

Title	Given Name/s	Family Name
MR	ANTHONY	FREW

Phone	Email
1300 304 301	INFO@STATEONEFIRE.COM.AU

Section 11: Fire safety schedule

A current fire safety schedule for the building must be attached to this statement.



	Fire Safety Measures	Standard of Performance
1	Emergency Lights	AS 2293.1 (2005)
2	Exit Lights	AS 2293.1 (2005)
3	Fire Doors	AS 1905.1 (1997)
4	Fire Hose Reels	AS 2441 (1988)
5	Portable Fire Extinguishers	AS 2444 (2001)
6	Smoke & Heat Detectors	AS 3786 (2005)

THE OWNERS CORPORATION OF STRATA PLAN NO. 73317

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN NO. 73317 HELD ON MONDAY 10TH DECEMBER 2018, IN THE GARAGE, 60-62 OLD PITTWATER ROAD, BROOKVALE COMMENCING AT 6.05 PM.

PRESENT:

Ms T K L Le, Mr J M Meredith, Ms D J A Frawley, Ms V A Yep, Ms K C Whittles and Ms J A West.

IN ATTENDANCE:

Mr T Pouli of Lamb & Walters and Ms K O'Sullivan (tenant unit 6).

CHAIRPERSON OF THE MEETING:

Mr T Pouli occupied the Chair for the purpose of the meeting.

CONFIRMATION OF MINUTES:

Resolved that the Minutes of the Annual General Meeting held on 5th December 2017 were confirmed as a true and accurate record of that meeting.

KEY FINANCIAL INFORMATION:

Resolved that the statements of key financial information for the administrative fund, the capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required be adopted.

LEVY CONTRIBUTIONS:

Resolved that

- (a) in accordance with Section 79(2) and 81 of the Strata Schemes Management Act 2015 the Owners Corporation estimates that in respect of the period from 01/02/2019 to 31/01/2020 it will need to credit to its administrative and capital works funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget that was attached to the notice of the meeting was amended at which this resolution was passed; and
- (b) in accordance with Section 81 of the Act, the Owners Corporation determines that the following amounts are to be levied to raise the estimated contributions:
 - administrative fund, the sum of \$ 34,250.00
 - capital works fund, the sum of \$ 15,000.00
- (c) those amounts are to be paid by regular equal periodic instalments on 01/02/2019, 01/05/2019, 01/08/2019 and 01/11/2019; and

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

AUDITOR: Resolved not to appoint an external auditor for financial year ending 2019.

LEVY

COLLECTION: Resolved that the Strata Managing Agent be authorized to take and to settle legal action on behalf of the Owners Corporation to recover unpaid contributions, interest on unpaid contributions and related expenses, subject to any direction of the Owners Corporation, and that the Secretary notify the Strata Managing Agent in writing accordingly.

ELECTION OF

STRATA COMMITTEE: Resolved that four (4) persons be elected to the Strata Committee. Ms D J A Frawley, Ms V A Yep, Ms K C Whittles and Ms J A West were duly elected until the next Annual General Meeting.

RESTRICTED MATTERS:

Resolved that the Strata Committee have no restrictions at this time.

INSURANCES:

- (a) The Managing Agent advised that the Owners Corporation is under obligation to ensure that the building insurance cover complies with the Strata Schemes Management Act, 2005
- (b) Resolved to maintain the present level of building insurance cover of \$6,494,906.00 with CHU Underwriting Agencies until the next due date on 1 September 2019.
- (c) Resolved that the Owners Corporation to not obtain an updated valuation from a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the Strata Schemes Management Act 2015. NB: The last valuation was 2018.

COMMISSION AND

TRAINING SERVICES: Resolved that a report be received from the Strata Managing Agent on commissions received in the past 12 months of \$1,017.00 and estimate of commissions of \$1,070.00 in the next 12 months. Also no training services were provided by any third party.

ANNUAL FIRE

SAFETY STATEMENT: Resolved That the Owners - Strata Plan No. 73317 re-appoint State One Fire for the next 12 months to undertake the necessary inspections and repairs to ensure the building is fire compliant.

CHILD WINDOW

SAFETY LOCKS

SPECIAL BY-LAW 24: **MOTION A - LOT OWNERS RESPONSIBILITY**

Resolved by special resolution, pursuant to sections 118 and 108 of the *Strata Schemes Management Act 2015 (NSW)*, that the following by-law be made and lodged for registration with the Registrar-General under the common seal of the Owners Corporation.

WINDOW SAFETY DEVICES

1. For the purposes of this by-law:

- 1.1. "**Act**" means the *Strata Schemes Management Act 2015* (NSW) as amended from time to time;
- 1.2. "**Building**" means the building and improvements on the land located at 60-62 Old Pittwater Road,, Brookvale NSW 2100
- 1.3. "**Common Property**" means the common property in the Strata Plan;
- 1.4. "**Costs**" means all professional and trade costs/fees/disbursements;
- 1.5. "**Direction**" means a written direction from the Owners Corporation to the Owner relating to Remedial Works;
- 1.6. "**Indemnify**" means the Owner indemnifying the Owners Corporation in respect of the Remedial Works or anything arising from the Remedial Works, including, but not limited to the following:
 - 1.6.1. all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by, brought or made against the Owners Corporation;
 - 1.6.2. any sum payable by way of increased premiums; and
 - 1.6.3. any costs or damages for which the Owners Corporation is or becomes liable;
- 1.7. "**Lot**" means a lot in the Strata Plan used for residential purposes;
- 1.8. "**Occupier**" means the legal occupier(s) of a Lot;
- 1.9. "**Owner**" means the owner(s) of the Lot from time to time;
- 1.10. "**Owners Corporation**" means the owners corporation known as The Owners - Strata Plan No. 73317, and where the context permits, includes its agents, contractors or employees;
- 1.11. "**Penalty**" means the penalty or fine under section 118(1) of the Act;
- 1.12. "**Remedial Works**" means repair, maintenance, removal or replacement of the Window Safety Device and any other items installed as part of the Works, and/or Common Property affected by the Works;
- 1.13. "**Residential Tenancy Agreement**" means an agreement under which an Owner or Occupier leases, sublets or licenses a Lot on a commercial basis for a period of greater than 3 consecutive months;
- 1.14. "**Strata Plan**" means registered strata plan number 73317;
- 1.15. "**Window**" means the following:
 - 1.15.1. a Common Property window in a Lot that can be opened; and
 - 1.15.2. the lowest level of the window opening is less than 1.7m above the surface of any internal floor of the Lot; and
 - 1.15.3. that internal floor is 2m or more above the external surface of the ground below the window.

[An illustration of this definition is **attached to this by-law and marked with the letter 'A'**]

- 1.16. **"Window Safety Device"** means a device meeting the following description that is capable of resisting an outward horizontal action of 250 newtons (or 25.5 kilogram-force):
 - 1.16.1. a child safety device that limits the maximum Window opening to 12.5cm or bars or grills that have gaps no bigger than 12.5cm; and
 - 1.16.2. the device is robust and childproof; and
 - 1.16.3. excludes ordinary flyscreens.
- 1.17. **"Works"** means the installation or affixing of a Window Safety Device on a Window in accordance with the Office of Fair Trading Window Safety Device Requirements Fact Sheet **attached to this by-law and marked with the letter 'B'**.

2. Where any terms in this by-law are not defined, they will have the same meaning those words are attributed under the Act.
3. If this by-law empowers the Owners Corporation to take action, it may or may not take such action in its reasonable discretion.

Works

4. The Owners Corporation is responsible for carrying out the Works at a Lot and will pay the Costs of carrying out the Works.
5. An Owner and/or Occupier of a Lot must grant the Owners Corporation access to the Lot for the purpose of carrying out the Works, or determining if the Works are required to be carried out at a Lot.
6. In the event the Owner or Occupier has agreed with the Owners Corporation on a day and time for access, and the Owners Corporation cannot gain access to the Lot on that agreed day and time due to any action or inaction of the Owner or Occupier, the relevant Owner or Occupier is responsible for any Costs incurred by the Owners Corporation for re-arranging the access.
7. Upon completion of the Works at a Lot, the Owner or Occupier of that Lot must sign a written acknowledgement form provided by the Owners Corporation for the purpose of confirming that Works have been carried out at the Lot.
8. Prior to providing the written acknowledgement form as referred to in clause 7 above, the Owners Corporation may request an Occupier to provide a copy of their Residential Tenancy Agreement and proof of identity, such as a driver's licence or passport, as evidence that they are the tenant(s) identified in the Residential Tenancy Agreement.

Remedial Works

9. The Owner is responsible for and must carry out Remedial Works when and where necessary, including by Direction.
10. The Remedial Works must be carried out and completed:
 - 10.1. in a proper workmanlike manner and by licensed and/or accredited contractors;
 - 10.2. with due skill and care using proper materials;
 - 10.3. in compliance with the Building Code of Australia, any other Australian Standards, as applicable;
 - 10.4. in keeping with the appearance of the Building in its style, colour, materials and overall design;

- 10.5. in a way so as to not unreasonably interfere with the enjoyment of other Common Property areas or access to lots in the strata scheme by other persons by building materials, tools, machines, debris or motor vehicles;
- 10.6. in a way which minimises the disturbance to other Owners including but not limited to vibration, noise, dust and dirt;
- 10.7. in compliance with all local council consents and requirements (if any);
- 10.8. ensuring that the security of the Building is maintained throughout the performance of the Remedial Works;
- 10.9. promptly and completely removing all rubbish from the Building resulting from the Remedial Works;
- 10.10. keeping all areas of the Building as clean and tidy as possible;
- 10.11. promptly repairing any damage to any part of the Building caused by the Remedial Works;
- 10.12. in compliance with all reasonable requirements of the Owners Corporation, including any requirements relating to access and egress of tradespersons, building materials, tools and debris; and
- 10.13. in a way that will protect all areas of the Building outside the Lot from any damage caused by the Remedial Works, for example by the transportation of construction materials, equipment and debris.

11. The Owner is responsible for the Cost of Remedial Works.

Damage and Direction

12. In the event lot(s) or Common Property is/are damaged because of the Remedial Works, the Owner will pay the Costs of rectifying the damage.
13. The Owners Corporation reserves the right to direct the Owner to remove, repair or replace any items installed as a part of the Remedial Works in the event they do not comply with the requirements of this by-law.
14. If the Owner fails to comply with Clause 13 above within 2 months of a Direction to the Owner, then the Owners Corporation may:
 - 14.1. enter upon any part of the Lot to carry out the work;
 - 14.2. carry out all work necessary to perform that obligation; and
 - 14.3. recover from the Owner any Costs relating to their carrying out of that work, including charging those Costs to the Owner's lot account as if those Costs were a contribution under the Act.

Costs

15. Subject to clause 4, the Owner is responsible for, and will bear all Costs.
16. Where the Owners Corporation has incurred Costs on behalf of an Owner (including Costs referred to in clause 6), the Owners Corporation may recover those Costs from the Owner, including charging those Costs to the Owner's lot account as if they were a contribution under the Act, with all the same rights of recovery to apply.
17. If the Owners Corporation receives a Penalty, the Owner of the Lot to which the Penalty relates is responsible for the Penalty in full and any Costs associated with the Penalty.

18. In the event the Owner responsible for the Penalty does not reimburse the Penalty and Costs to the Owners Corporation within 28 days of receiving written notice of the charges from the Owners Corporation, the Owners Corporation may charge the amount to the Owner's lot account, as if it were a contribution under Act, with all associated rights of recovery under the Act.

General obligations

19. Owners and Occupiers will sign all documents and do all things necessary to facilitate the matters the subject of this by-law.

20. Owners and Occupiers will not claim upon the Owners Corporation's insurance in respect of anything arising out of the Remedial Works.

21. The Owner will Indemnify and will keep indemnified the Owners Corporation.

CLOSURE: As there was no further business for discussion the Meeting closed at 6.25 pm.

Proposed Budget

The Owners - Strata Plan No. 73317

60-62 Old Pittwater Road, BROOKVALE NSW 2100

Administrative Fund

	Proposed budget	Actual 01/11/2017-31/10/2018	Previous budget
Revenue			
Interest on Arrears--Admin	0.00	17.53	0.00
Levies Due--Admin	34,250.00	31,189.20	32,584.00
Status Certificate Fees	0.00	119.90	0.00
Strata Roll Inspection Fees	0.00	68.20	0.00
<i>Total revenue</i>	34,250.00	31,394.83	32,584.00
Less expenses			
Admin--Accounting	220.00	120.00	220.00
Admin--Agent Disburst--Postage & Stationery--Extra	0.00	53.65	0.00
Admin--Agent Disburst--Schedule B	440.00	635.00	440.00
Admin--Annual Computer System Fee	180.00	180.00	180.00
Admin--Annual Storage Fee	44.00	44.00	44.00
Admin--Bank Charges	100.00	55.15	100.00
Admin--Fixed Disbursement Fee	680.00	496.62	680.00
Admin--Management Fees--Standard	5,425.00	5,125.96	5,167.00
Admin--Petty Cash Expenses	0.00	200.00	0.00
Admin--Status Certificate Fees Paid	0.00	119.90	0.00
Admin--Strata Inspection Fees Paid	0.00	68.20	0.00
Admin--Trades Monitor	90.00	88.00	82.00
Insurance--Premiums	7,500.00	7,718.20	6,500.00
Maint Bldg--Building Report	0.00	495.00	0.00
Maint Bldg--Cleaning	3,500.00	3,556.30	3,500.00
Maint Bldg--Doors & Windows	500.00	0.00	500.00
Maint Bldg--Electrical Repairs	184.00	0.00	184.00
Maint Bldg--Fire Protection	1,250.00	929.50	1,250.00
Maint Bldg--Floors	0.00	184.80	0.00
Maint Bldg--Gutters & Downpipes	350.00	0.00	350.00
Maint Bldg--Locksmith Repairs	250.00	0.00	250.00
Maint Bldg--Plumbing Repairs	550.00	0.00	550.00
Maint Bldg--Repairs & Mtce	500.00	0.00	500.00
Maint Bldg--Tiling--Floor & Walls	0.00	385.00	0.00
Maint Grounds--Gardening & Lawns	1,500.00	1,448.70	1,500.00
Maint Grounds--Gardening Materials	400.00	389.62	0.00
Utility--Electricity & Gas	4,587.00	3,628.82	4,587.00
Utility--Water Usage	6,000.00	3,607.48	6,000.00
<i>Total expenses</i>	34,250.00	29,529.90	32,584.00
Surplus/Deficit	0.00	1,864.93	0.00
Opening balance	(520.95)	(2,385.88)	(2,385.88)

Administrative Fund

	Proposed budget	Actual	Previous budget
	01/11/2017-31/10/2018		
Closing balance	<u>-\$520.95</u>	<u>-\$520.95</u>	<u>-\$2,385.88</u>
Total units of entitlement	1000		1000
Levy contribution per unit entitlement	\$34.25		\$32.58

Capital Works Fund

	Proposed budget	Actual	Previous budget
	01/11/2017-31/10/2018		

Revenue

Interest on Arrears--Capital Works	0.00	7.75	0.00
Interest on Investments--Capital Works	0.00	521.44	0.00
Levies Due--Capital Works	15,000.00	15,813.20	14,416.00
<i>Total revenue</i>	15,000.00	16,342.39	14,416.00

Less expenses

Admin--Bank Charges--Account Fees	0.00	10.83	0.00
Admin--Income Tax--Capital Works	0.00	201.00	0.00
Maint Bldg--Carpets & Stairs Replacement	500.00	4,741.00	500.00
Maint Bldg--Electrical	0.00	946.00	0.00
Maint Bldg--General Service & Replacement	1,584.00	0.00	1,000.00
Maint Bldg--Legal Fees	0.00	719.91	0.00
Maint Bldg--Painting (External)	10,000.00	14,006.73	12,000.00
Maint Bldg--Painting (Internal)	2,916.00	0.00	2,056.00
Maint Grounds--Fencing--Internal	0.00	0.00	500.00
Maint Grounds--Landscaping	0.00	1,265.00	0.00
<i>Total expenses</i>	15,000.00	21,890.47	16,056.00

Surplus/Deficit

	0.00	(5,548.08)	(1,640.00)
Opening balance	24,441.92	29,990.00	29,990.00
Closing balance	\$24,441.92	\$24,441.92	\$28,350.00

Total units of entitlement	1000	1000
Levy contribution per unit entitlement	\$15.00	\$14.42

THE OWNERS CORPORATION STRATA PLAN NO. 73317

MINUTES OF THE MEETING OF THE STRATA COMMITTEE OF THE OWNERS CORPORATION OF STRATA PLAN NO 73317 HELD IMMEDIATELY FOLLOWING ANNUAL GENERAL MEETING ON MONDAY 10TH DECEMBER 2018 AT 6.25 PM.

PRESENT: Ms D J A Frawley, Ms V A Yep, Ms K C Whittles, Ms J A West and other interested parties.

CHAIRPERSON OF THE MEETING: Mr T Pouli occupied the chair for the purpose of the meeting.

CONFIRMATION OF MINUTES: The minutes of the previous Strata Committee of the Owners Corporation Meeting were confirmed as true and accurate record of that meeting.

ELECTION OF OFFICE BEARERS: Resolved that Ms V A Yep was re-elected as Chairman, Ms D J A Frawley was elected as Treasurer and Ms J A West was re-elected as Secretary until the next AGM.

GENERAL BUSINESS: Unit 2 matter:
The Strata Committee and owners of unit 2 will further consider the current issue of fence increase proposal and other associated issues, such as pallet fencing and CCTV and gardens/planting in early January to hopefully come up with a compromise by the end of January.

Vote of Thanks to Linda for her ongoing work to maintenance and common grounds garden and as a show of appreciation it has been agreed to pay Linda \$200.00 twice a year.

CLOSURE: There being no further business the meeting was closed at 7.00 pm.

THE OWNERS CORPORATION OF STRATA PLAN NO. 73317

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN NO. 73317, TUESDAY 5TH DECEMBER 2017, IN THE GARAGE AREA, 60-62 OLD PITTWATER ROAD, BROOKVALE AT 6.05 PM.

PRESENT: Ms D J A Frawley, Ms V A Yep, Ms K C Whittles and Ms J A West.

PROXIES: Nil.

APOLOGIES: Received from Ms J G Taylor and Ms L K Saafi.

IN ATTENDANCE: Mr T Pouli of Lamb and Walters.

CHAIRPERSON OF THE MEETING: Mr T Pouli occupied the chair for the purpose of the meeting.

CONFIRMATION OF MINUTES: Resolved that the Minutes of the Annual General Meeting held on 20TH December 2016 were confirmed as a true and accurate record of that meeting.

KEY FINANCIAL INFORMATION: Resolved that the statements of key financial information for the administrative fund, the capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required be adopted.

LEVY CONTRIBUTIONS: Resolved that

- (a) in accordance with Section 79(2) and 81 of the Strata Schemes Management Act 2015 the Owners Corporation estimates that in respect of the period from 01/02/2018 to 31/01/2019 it will need to credit to its administrative and capital works funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget that was attached to the notice of the meeting was amended at which this resolution was passed; and
- (b) in accordance with Section 81 of the Act, the Owners Corporation determines that the following amounts are to be levied to raise the estimated contributions:

administrative fund, the sum of \$ 32,584.00

capital works fund, the sum of \$ 14,416.00

(c) those amounts are to be paid by regular equal periodic instalments on 01/02/2018, 01/05/2018, 01/08/2018 and 01/11/2018; and

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Northern Beaches Office: T 02 8935 8533 | 53 Sydney Road, Manly NSW 2095
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E hello@lambandwalters.com.au F 02 9449 3992 W www.lambandwalters.com.au
Member of Strata Community Australia (NSW), Member of the Real Estate Institute of NSW ABN 69 003 288 211

- (d) the Managing Agent is authorised to levy those contributions by written notice on each person liable to pay them.

CAPITAL WORKS

FUND:

Resolved that the Owners Corporation resolve to do the following:

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

AUDITOR:

Resolved not to obtain an Audit at this time.

ELECTION OF

STRATA

COMMITTEE:

Resolved that four (4) persons be elected to the Executive Committee. Being, Ms D J A Frawley, Ms V A Yep, Ms K C Whittles and Ms J A West, were duly elected until the next Annual General Meeting.

RESTRICTED

MATTERS:

Resolved that there be no restriction on the Strata Committee at this stage.

INSURANCES:

- (a) The Managing Agent advised that the Owners Corporation is under obligation to ensure that the building insurance cover complies with the Strata Schemes Management Act, 2005
- (b) Resolved to maintain the present level of building insurance cover of \$5,158,817.00 with Corporation Home Unit Underwriting Pty Ltd until the next due date on 1 September 2018.
- (c) Resolved that the Owners Corporation obtain an updated valuation from a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the Strata Schemes Management Act 2015. NB: a valuation was obtained in 2014.

COMMISSION

AND TRAINING

SERVICES:

Resolved that a report be received from the Strata Managing Agent on commissions received in the past 12 months of \$1,199.40 and estimate of commissions of \$1,210.00 in the next 12 months.

RE-APPOINTMENT OF

STRATA MANAGING

AGENT:

Resolved that the Owners – Strata Plan No. 73317, that the Owners Corporation having an existing agreement (Prior Agreement) with the Agent:

- (a) The Prior Agreement is terminated on the date for that purpose, without prejudice to any accrued rights and obligations under the Prior Agreement.
- (b) The Agreement will replace the Prior Agreement and govern the relationship between the Owners Corporation and the Agent as from the date of termination of the Prior Agreement.

Ms V A Yep and Ms J A West executed the agreement.

ANNUAL FIRE SAFETY

STATEMENT:

Resolved that the Owners - Strata Plan No. 73317 RESOLVES by ordinary resolution to continue with the current schedule of inspections and certification.

**S110, MINOR
RENOVATIONS**

APPROVAL:

Resolved that The Owners - Strata Plan No. 73317 SPECIALLY RESOLVES pursuant to sections 110(6)(b) and 136 of the *Strata Schemes Management Act 2015* to make an additional by-law in the following terms:

Special By-law No. 1

Minor Renovations Rights

1. On the conditions set out in this by-law and with the prior written approval of the strata committee each Owner has the authority to carry out Minor Renovations to the common property in connection with the Owner's lot and, once installed, to maintain the approved Minor Renovations.
2. The owners corporation delegates its power to approve Minor Renovations to the strata committee.
3. The strata committee, when considering an Owner's proposal to conduct Minor Renovations may impose conditions on any approval and must not unreasonably withhold their approval.

Definitions

4. In this by-law, the following terms are defined to mean:
 - a. "Act" means the *Strata Schemes Management Act 2015* (NSW);
 - b. "Building" means the building located at 60-62 Old Pittwater Road, Brookvale NSW 2100;
 - c. "Minor Renovations" includes work for the purposes of the following:
 - i. renovating a kitchen,
 - ii. changing recessed light fittings,
 - iii. installing or replacing wood or other hard floors,
 - iv. installing or replacing wiring or cabling or power or access points,
 - v. removing carpet or other soft floor coverings to expose underlying wooden or other hard floors,
 - vi. installing a rainwater tank,
 - vii. installing a clothesline,
 - viii. installing a reverse cycle split system air conditioner,
 - ix. installing double or triple glazed windows,

- x. installing a heat pump,
- xi. installing ceiling insulation.

but does not include works set out in section 110(7) of the Act such as work involving structural changes, waterproofing, changes to the external appearance of a lot or requiring consent or other approval under any other statute, regulation or the like. :

- d. "**Owner**" means an owner of a lot from time to time in the strata scheme;
5. Where any terms used in this by-law are defined in the Act, they will have the same meaning as those words are attributed under the Act.
6. Words importing:
- a. the singular include the plural and vice versa; and
 - b. a gender includes any gender.
7. A reference to a statute, regulation, proclamation, ordinance or by-law includes all statutes, regulations, proclamations, ordinances or by-laws varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and by-laws issued under that statute.

Prior to Conducting the Minor Renovations

8. An Owner must make an application to the owners corporation for its approval to conduct the Minor Renovations by giving written notice of their proposed works to the owners corporation with the notice to include:
- a. details of the work, including copies of any plans,
 - b. the expected duration and times of the works,
 - c. details of the persons carrying out the work including that person's qualifications to carry out the work, and
 - d. arrangements to manage any resulting rubbish or debris.
9. Prior to conducting the Minor Renovations, the Owner and/or the tradesperson appointed by the Owner to carry out the Works must effect, and provide the owners corporation with certificates of, the following insurances:
- a. contractor's all risk insurance (where applicable);
 - b. workers compensation insurance (where applicable);
 - c. home owners warranty Insurance (where applicable); and
 - d. public liability insurance in the amount of \$10,000,000 including for and in respect of equipment located and/or utilised on common property in execution of the Minor Renovations.

Performance of the Works

10. In carrying out or maintaining the Minor Renovations the Owner must:

- a. ensure that the works are completed in a competent and proper manner and in accordance with the Building Code of Australia and relevant Australian Standards;
- b. transport each item including but not limited to construction materials, equipment and debris in the manner reasonably directed by the owners corporation;
- c. protect all areas of the Building both internal and external to the lot in a manner reasonably acceptable to the owners corporation;
- d. keep all areas of the common property outside the lot clean and tidy;
- e. only perform Minor Renovations at times approved by the owners corporation;
- f. not create noise which causes discomfort, disturbance, obstruction or interference with the activities of any other occupier of the Building;
- g. immediately remove all debris or waste resulting from the Minor Renovations from the Building and the common property;
- h. not vary or replace the Minor Renovations, as agreed to by the strata committee, without the prior written approval of the strata committee; and
- i. ensure that the Minor Renovations do not interfere with or damage the common property, or any lot or property of any other lot owner or occupier (other than as approved in by the strata committee) and if this happens the Owner must rectify that interference or damage within a reasonable period of time.

Maintenance of the Minor Renovations

11. The Owner must properly maintain and keep the Minor Renovations and the common property to which they are attached in a state of good and serviceable repair.

Liability and Indemnity

12. The Owner is liable for any damage caused to any part of the common property, and any lot (including their lot), or other property arising from the Minor Renovations and will make good that damage immediately after it has occurred.
13. The Owner indemnifies the owners corporation against any legal liability, loss, damage, claim or proceedings that relates to the installation, performance, maintenance, replacement or removal of the Minor Renovations on or from the common property including but not limited to any liability under section 122(6) of the Act in respect of any property of the Owner.

Owner's Fixtures

14. The Minor Renovations shall remain the Owner's fixture.

Cost and Risk of the Works

15. The Minor Renovations (including their replacement or removal) are undertaken at the cost and risk of the Owner.

Right to Remedy Upon Default

16. If an Owner fails to comply with any obligation under this by-law, then the owners corporation may:
 - a. carry out all work necessary to perform that obligation;
 - b. in accordance with the provisions of the Act enter upon any part of the parcel to carry out that work;
 - c. recover the costs of carrying out that work from the Owner.
17. The costs referred to in paragraph 16(c) of this by-law may include any costs incurred by the owners corporation in carrying out any building repair work, security call-out charges, after hours building management or agency fees, administrative and legal costs to issue correspondence or any notices pursuant to this by-law and any other reasonable cost expended by the owners corporation in rectifying any damage occasioned to the common property by the respective Owner or in enforcing the terms of this by-law against the Owner of the lot.
18. If the costs referred to in paragraph 16(c) of this by-law are not paid at the end of one month after becoming due and payable they shall bear, until paid, simple interest at an annual rate of 10% and the owners corporation may recover as a debt any costs payable by the Owner pursuant to this by-law, not paid at the end of one month after they become due and payable, together with any interest payable and the expenses of the Owners Corporation incurred in

CLOSURE:

As there was no further business for discussion the Meeting closed at 6.45 pm.

THE OWNERS CORPORATION STRATA PLAN NO 73317

MINUTES OF THE MEETING OF THE STRATA COMMITTEE OF THE OWNERS CORPORATION OF STRATA PLAN NO 73317 HELD IMMEDIATELY FOLLOWING ANNUAL GENERAL MEETING ON TUESDAY 5TH NOVEMBER 2017 AT 6.45 PM.

PRESENT: Ms D J A Frawley, Ms V A Yep, Ms K C Whittles and Ms J A West.

ATTENDANCE: Mr T Pouli.

CHAIRPERSON OF THE MEETING: Mr T Pouli occupied the chair for the purpose of the meeting.

CONFIRMATION OF MINUTES: The minutes of the previous Strata Committee of the Owners Corporation Meeting were confirmed as true and accurate record of that meeting.

ELECTION OF OFFICE BEARERS: Ms S K Hollies was re-elected as Chairman/Treasurer
Ms J A West was re-elected as Secretary

GENERAL BUSINESS: Vote of thanks;
The Strata Committee wish to pass a Vote of Thanks to Ms Linda Saafi for all the work she does in the gardens and wish to pay her \$200.00 from strata funds twice a year for her efforts.

CLOSURE: There being no further business the meeting was closed at 6.50 pm.