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Strata Title Pre-Purchase Records Report

VENDOR Ian & Lany Chensen

STRATA TITLE DETAILS

Strata Plan 55068

Lot Number 42

Street address: 607/40 Macleay Street, Potts Point
"Azure Executive Apartments"

REFERRED BY: Sydney Links Real Estate

INVOICE NO: 00004924

DATE OF INSPECTION: 23 October, 2019

We have carried out an inspection of the books and records held by the Strata Manager / Owners' Corporation of the above Strata Plan as per Section 182 of the ACT.
The information found/provided is recorded in this report.
The information provided as part of this report is as per the date inspected.
We take no responsibility for any discrepancies that the strata manager has or has not provided.

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1. DICTIONARY

1.1 **"The Act"-** refers to the Strata Schemes Management Act 2015.

1.2 **"FAGM" –** refers to the First Annual General Meeting.

1.3 **"AGM" –** refers to the Annual General Meeting.

1.4 **"EGM**"- refers to an Extraordinary General Meeting.

1.5 **"SCM" -** refers to the Strata Committee Meeting (previously known as Executive Committee).

1.6 **"N/A: -** refers to Not Applicable.

1.7 **"UTD" –** refers to Unable to Determine

1.8 **"BMC"-** refers to the Building Management Committee.

1.9 **"U/E"-** refers to the Unit Entitlement.

1.10 **"O/C" –** refers to the Owners' Corporation.

1.11 **"The Scheme" –** refers to the Strata Title Scheme.

Throughout the report there are references made to the Administrative (Admin) and Capital Works Fund (previously known as the Sinking Fund). Primarily the Administrative Fund is raised to cover costs that are ongoing annually (for example cleaning, insurance, repairs and maintenance, common property water and electricity, management fees). However the Capital Works Fund money is raised to cover major expenditure such as painting, guttering, carpeting and fence replacement, which is done every 5 to ten years on average.

2. TITLE DEED

2.1 A copy of the Certificate of Title for the common property was sighted. Edition number 18

Date issued: 23/05/2019
Folio Identifier: CP/SP55068

2.2 The strata plan was first registered on 24/06/1997
The building was converted into a strata complex in 1997, however it dates back to 1958 as residential units used by the Great Synagogue.
Used by Ambassador Hotels and Sheraton Marquee Hotel in the 1960's.

2.3 Number of Lots in the Strata Plan 70

2.4 Number of Units in the building 65 (WITH 3 COMMERCIAL LOTS)

2.5 Have there been any subdivisions Yes
Lots 37 & 38 subdivided now being SP96710 lot 70
Lot 66 subdivided now being SP70179 lots 68 & 69

2.6 Is the strata part of a Community Association or BMC? No
If yes, who is the manager of the Scheme?

3. STRATA ROLL

3.1 Is there a Strata Roll Yes

3.2 From the entries on the Strata Roll does the Initial Period appear to have expired? Yes (according to strata roll entries)

Note: The following must be recorded in the strata roll according to the Strata Schemes Management Act 2015

3.3 Lot details for Lot: 67 (U607)

Vendor: The recorded owner is Ian & Lany Chensen
PO Box 1188
Potts Point NSW 1335

Original Owner is: Burrawong Investments Pty Limited
Ranchgate Pty Ltd as developers.

3.4 **Mortgagees:** The recorded mortgagee is None recorded

3.5 **Unit Entitlement:** The Unit Entitlement (U/E) is: 170/ 10,000

Note: The Owners' Corporation must prepare and maintain the strata roll in accordance with this section of the SSM Act. The strata roll can be recorded or stored mechanically, electronically or by other means.

4. INSURANCE'S

Insurance of Buildings- information gained from Certificate of Currency - Copy attached

Building cover:	$15,325,800
Premium:	$32,091.57
Policy number:	HU0042435
Due date:	30/6/2020

4.1 The excess is $10,000 water damage, $1,000 any other claim

4.2 Insurance Broker is: BCB Insurance Brokers

4.3 Insurance Company is: CHU Underwriting

4.4 **Valuation – Building section 82 (3)**
Has a valuation been carried out in the last 5 years? Yes

If yes who by? Solutions IE Dated 27/10/2018 Value $14,596,000

Note: It is a requirement of the SSM Act, that the owners' corporation undertake a property valuation for insurance purposes at least once every 5 years and have the building insured for its current replacement value.

5. RECORDS OF NOTICES AND ORDERS

5.1 How are the records provided? Electronically

Records are scanned onto a computer system by some strata management companies.

In some instances, we are required to inspect computer systems and loose copies of records, therefore, we cannot guarantee that what we sighted as part of this inspection is all that the manager has in their possession.

We are aware that the strata managers do view a different computer system to that of inspectors. A stand-alone system is viewed by searchers.

The computer system provided for inspectors is SharePoint.
Documents are downloaded by the strata manager to this system at their discretion.
We rely on this being done regularly to ensure we see the most recent information relating to the scheme.

The correspondence folder contained 2,341 records which are not individually labeled.

6. DOCUMENTATION RETENTION

6.1 Are these documents retained for the prescribed period? **(Seven Years)** Yes

7. BOOKS OF ACCOUNT

7.1 What was the approximate balance of the Cash at Bank? $ 168,643.00 as at 23 OCTOBER 2019

7.2 What was the approximate balance of the Investment Fund? $ 0.00 as at 23 OCTOBER 2019

7.3 How were these approximate balances ascertained? PC Printout

7.4 Are there any arrears for the Scheme $0.03 owing to 31/10/2019

7.5 Has an Accountant been appointed? Yes

8. CONTRIBUTIONS

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

- Administrative Fund $ 841.50 per quarter
- Capital Works Fund $ 911.63 per quarter
- Other $
- Levies due 1 February 1 May 1 August 1 November

8.2 Are there any arrears for the subject lot? $0.00. Paid to 31/10/2019

The quarterly levies were adjusted. **This lot has paid the 1/11/2019 at the old level.**

The next quarterly levy commencing 01/11/2019 will be:

Admin Fund: $1,075.13

Capital Works Fund: $677.88

An amount of Admin Fund $233.63, and Capital Works Fund $233.85 will be owed to 31/1/2020

8.3 Are there any current special levies periodic or lump sum payments? No

8.4 Details of current special levies are:

- Fund -
- Total amount **$** -
- For the subject lot **$** -
- Due date/s -
- Purpose -

8.5 Do the records disclose the possibility of special levies in the near future? Not according to the records presented to us for inspection.

8.6 if so, what are the likely details?

- Fund -
- Amount **$** -
- Likely Date -
- Purpose -

Note: Special levy amounts listed are for the entire Strata Plan. To work out the proportion for the listed lot divide the amount of the special levy by the Unit Entitlement Aggregate (Agg) and then multiply by the U/E. Then divide by the number of installments/quarters.

9. BY-LAWS

9.1	Are there Special By-Laws registered?	Yes – Caretaking, Must not interfere with the Caretakers duties, Carparking spaces, Certain lots have storage spaces, Lot 67 signage, Lot 66 works, Lots 1 & 66 doorway works, Carspace lot 68, Air conditioner lot 68, Air conditioner lot 69, Signage rights lot 68, Signage rights lot 69, Notices of leases, Compliance with Environmental Planning ACT, Performing building work, Amend special By-Law parking, Amend special By-Law 4 storage, Exclusive use lot 67, Amend parking By-Law again, Amend storage By-Law again, Lot 37 works, Fire alarms, Lot 37 exclusive use, Lots 37 & 38 exclusive us of storage space, Transportation of goods, Cosmetic Works Minor renovations Major renovations Electronic voting Proxies Parking spaces No Smoking Exclusive Use Lot 13 Service of Documents by Email Rules and Recovery of Costs by Owners Corp Illegally parked vehicles and abandoned goods
9.2	Are there any By-Laws that have not been registered in the last two years?	Yes: Major bathroom renovations and Building Works Lot 12 – EGM 28/5/2019
9.3	What is the attitude of the Owners Corporation to the keeping of animals?	As per By-Laws
9.4	Were any exclusive use by-laws registered the subject lot?	Not specific to this lot

10. MANAGING AGENT

10.1 Managing Agent: Strata Title Management
Suite 1, 191a-193 Taren Point Road
Taren Point

Phone: 9540 4199

10.2 This Managing Agent / Owners' Corporation was appointed in 2012, when they bought out The Strata Agency.
A written appointment and delegation was not sighted

11. MINUTES

11.1	Date of FAGM	Not provided
11.2	Date of last AGM	23 September 2019
11.3	Last meeting posted in minute book sighted	AGM 2019
11.4	Copy of Minutes attached	AGM 2019

Minute book inspected dated from 2010

12. STRATA COMMITTEE MEMBERS

12.1 The duly elected members of the committee

Please see attached appointed members as per AGM

13. INCOME TAX

13.1	Does the Owners Corporation appear to receive taxable income?	Yes
13.2	If so: ➢ What is the source of that income?	Interest on Savings
	➢ Are Income Tax Returns lodged?	Yes

14. BREACH of BY-LAWS/HARMONY

So far as was possible to ascertain from the Owners' Corporation records:

14.1 State of harmony in building by-law Infringements: Noise
Washing machine on balcony

15. BUILDING MATTERS – defects/repairs/replacements

Particulars of matters discovered from the books and records generally which may adversely affect either the Owners' Corporation or the subject lot(s) from the point of view of a Purchaser or Mortgagee, or which otherwise may be of interest to a Purchaser or Mortgagee are:

15.1 BUILDING MATTERS

Lift upgrade

2011 The owners' corporation approved to enter into a loan with Lannock Capital for a maximum of $200,000 to fund the upgrade of the lift project.
A lift subcommittee was appointed who shall work with the building manager for the project.
A new lift was installed in 2012 at a cost of $183,600.
Work completed.

Building Façade

The building façade was upgraded in 2010-2012. A special levy of approx. $700,000 was raised to fund the work. Total expenditure for special levy expenses and building façade work was $690,283.
Work completed.

Waterproofing

2016 - Documents with subject water ingress units 105 & 106 as well as Megaseal unit 503 were sighted on the computer system. However searchers have no permission to open the files.
2017 – Approval for RM Watson Pty Ltd to waterproof the balconies of Units 201 & 203 at a cost of $92,000 was sighted. The total cost of waterproofing for 207/18&19 was $246,682. This may have included additional balconies.
Work completed.

Building Improvement

2018/19 – Officebuilders have performed improvements to the building. This includes building works, mirrors, lighting, fire services, carpets, timber flooring, painting and signage. The total cost of the improvements was $453,044.
Work completed.

15.2 LITIGATION / OTHER MATTERS

2019 - No information regarding past / current or possible litigation involving the owners'' corporation was sighted

16. COMPLIANCE REPORTS

It is usual practice for the owners' corporation to vote at the Annual General Meeting whether the following reports are to be undertaken or reviewed.
At the time of our inspection the records presented to us contained the following reports:

OCCUPATIONAL HEALTH & SAFETY

O H & S REPORT YES ☒ NO ☐ Extract attached ☒

SINKING FUND ANALYSIS

Has the owners' corporation complied with the SSM Act 1996 in respect of carrying out this inspection?
NO ☐ YES ☒ YEAR: 2016 EXTRACT ATTACHED ☒

ANNUAL TERMITE REPORT

Has the owners' corporation complied with the recommendations of AS3660.1 & 4349.1 in respect to having this inspection carried out? YES ☐ NO ☒

ANNUAL FIRE SAFETY STATEMENT (FORMALLY KNOWN AS 15A CERTIFICATE)

Was a current AFSS sighted in the files presented?

YES ☐ NO ☒ Copy Attached ☐
We recommend that own enquiries be made with Local Council in respect of the subject complex that, if applicable, Annual Fire Safety Certification (formerly Form 15A) has been lodged and /or that all fire safety requirements at the complex comply with current standards.

ASBESTOS REPORT & MANAGEMENT PLAN

Was a current Asbestos Report or Management Plan sighted in the files presented?

YES ☒ NO ☐ **DATED 08/05/2013**

SWIMMING POOL

Was a current Swimming Pool Registration sighted in the files presented?

YES ☐ NO ☒

WINDOW LOCKING DEVICES

By Law, owners' corporations in NSW must have window safety devices installed on all above ground windows by 13 March 2018. Has this been complied with to date?

YES ☒ NO ☐ **DATED** 29/06/2018

LIFT CERTIFICATION

YES ☒ NO ☐ **DUE TO EXPIRE:** 17/10/2020

COMBUSTIBLE CLADDING

Has this scheme complied with the new Regulations as of 22/10/2018 and registered any ACP cladding on the Government online portal/or had an inspection undertaken?

YES ☒ NO ☐ Dated: 16/02/2019. COPY ATTACHED STATING NONE NOTED.

17. HISTORICAL INFORMATION

The following details are that of work carried out at the property as recorded in the **STATEMENT OF INCOME AND EXPENDITURE REPORTS** held by the Managing Agent / Owners' Corporation. Where possible we have accessed and inspected the records for the last five years (some Managing Agents & Owners Corporations do not present 5 years of information for inspection)

Repairs and Maintenance [R&M] (Admin) / Replacements – (Sinking) / Capital works / Special levy works / One off Projects

BUILDING ISSUES / WORK CARRIED OUT RELATING TO LOT NO. 42 (U607)

No specific expenditure was sighted in relation to this lot in the financial reports presented.

BUILDING ISSUES / WORK CARRIED OUT RELATING TO COMMON PROPERTY

2009/10	Building façade	$577,575
	Consultant	$2,010
	Doors & windows	$3,752
	Painting	$2,139
	Plumbing	$1,455
	Water penetration	$2,400
	Loan repayment	$34,473
2010/11	Building façade	$99,308
	Consultant	$17,000
	Doors & windows	$5,774
	Fire equipment	$33,830
	Water penetration	$17,573
	Loan repayment	$25,765
2011/12	Building façade	$13,400
	Loan repayment	$54,415
	Consultants	$3,000
	Doors & windows	$2,023
	Entry foyer	$8,633
	Fire protection	$1,808
	General replacement	$16,369
	Intercom	$2,620
	Lift upgrade	$183,600
	Painting	$1,523
	Plumbing & drainage	$7,305
	Roof	$1,119
	Signs	$4,760
2012/13	Maintenance consultants	$17,780
	Loan repayment	$77,885
	Consultants	$7,822
	General repairs	$2,272
	General replacement	$3,763
	Intercom	$22,376
	Plant & equipment	$12,108
	Roof	$2,480

Cont'd…

2013/14	Loan repayment	$48,572
	Maintenance consultants	$18,468
	Equipment purchases	$80,940
	Exhaust	$5,810
	Fire protection	$8,187
	Garage doors	$3,581
	General replacement	$20,526
	Plant & equipment	$2,489
	Plumbing & drainage	$16,479
	Roof	$3,340
	Shower screen	$2,890
2014/15	Loan repayment	$18,027
	Fire protection	$1,700
	Floors	$800
	General replacement	$2,865
	Locks	$2,098
	Painting	$4,970
	Plant & equipment	$1,830
	Plumps	$9,150
2015/16	Equipment purchases	$12,477
	Exhaust	$1,200
	Fire protection	$1,857
	Garage doors	$8,499
	General replacement	$10,126
	Locks & keys	$1,407
	Painting	$2,120
	Plumbing & drainage	$2,950
	Structural improvement	$55,875
2016/17	Engineer	$8,305
	Doors & Windows	$2,276
	Exhaust/ventilation	$1,290
	Fire Protection	$3,180
	Garage doors	$2,177
	General replacement	$4,230
	Lift Refurbishment	$4,200
	Painting	$7,899
	Plumbing & drainage	$9,590
	Water penetration	$58,018
2017/18	Building Works	$2,151
	Consultant	$8,950
	Doors & Windows	$1,229
	Garage Doors	$4,700
	General replacement	$2,405
	Locks & keys	$11,900
	Plumbing & drainage	$2,007
	Water penetration	$175,732

Cont'd…

2018/19	Building Improvement	$353,834
	Building Works	$6,794
	Carpets	$1,650
	Consultant	$11,998
	Doors & Windows	$672
	Equipment Purchases	$6,479
	Garage doors	$2,256
	General replacement	$3,583
	Insurance repairs	$3,712
	Locks & keys	$1,168
	Plumbing & drainage	$7,290
	Water penetration	$12,932
2019/20	Building Improvement	$99,210
	Doors & Windows	$1,481

17. HISTORICAL INFORMATION (cont)

HISTORY OF SPECIAL LEVIES RAISED

$700,000 For Building Facade resolved @ AGM, 2010 Payable 2010 & 2011. The minutes for the special levy were not available. The estimate and reason where obtained from income & expenditure.

Note: This section can indicate whether the Owners' Corporation / Managing Agent are in control of the budget and expenses.

OUTSTANDING BUILDING WORKS

2019 There does not appear to be any major works planned that we sighted from the records provided for inspection.

Note: Shows details of works quoted but not yet resolved, Building works not yet complete and unpaid invoices (etc).

BUDGET ANALYSIS

ARE ESTIMATES MADE AT THE AGM? Yes

YEAR	ADMINISTRATIVE FUND	CAPITAL WORKS FUND
2012	BUDGET $225,000 + GST	BUDGET $137,000 + GST
2013	BUDGET $225,000 + GST	BUDGET $137,000 + GST
2014	BUDGET $225,000 + GST	BUDGET $212,000 + GST
2015	BUDGET $225,000 + GST	BUDGET $150,000 + GST
2016	BUDGET $180,000 + GST	BUDGET $195,000 + GST
2017	BUDGET $180,000 + GST	BUDGET $195,000 + GST
2018	BUDGET $180,000 + GST	BUDGET $195,000 + GST
2019	BUDGET $230,000 + GST	BUDGET $145,000 + GST (copy of the Budget is attached)

Note: This section shows increases / decreases in the budget over recent years when records are available for inspection. It gives an indication of cost trends for the Scheme.

18. INSPECTOR'S SPECIAL NOTES

The financial year end for this scheme is 30 June.
In this regard the annual meeting is usually held around October each year.
The 2019 AGM has been held.

The Owners' Corporation has engaged a Building Manager, PY Communications, to manage the day to day repairs and maintenance at the building.

Approvals
2010 – Approval granted for Lots 9 & 14 to extend the balcony.
2019 Bathroom renovation Lot 12
2019 Bathroom renovation Lot 15

AirBNB is not permitted by Council.

19. IMPORTANT NOTES

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 Property, Stock and Business Agents Act 2002 legislation or whether the prescribed accounting and prescribed financial statement requirements are being complied with by the Owners' Corporation. This would necessitate a detailed examination of the records by a qualified auditor/consultant.

b. The information contained in this report was extracted from the books and records of the Owners' Corporation. This report covers a period of 5 years unless otherwise stated, or unless the plan is less than 5 years old. Due to time constraints and the volume of records often presented for large plans, we deal with the most relevant and current issues.

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 Owners' Corporation Records may not have been made available for inspection or, alternatively, that the records may have been archived offsite by the manager or Secretary of a scheme.

d. This report is issued to the named client and if that person is a solicitor or conveyancer, the client of that solicitor or conveyancer, Strata Property Inspections P/L will not accept any responsibility to any other person who relies upon this report to their detriment unless it has agreed in writing to accept such responsibility.

e. Under the Home Building Act 1989, new buildings of four (4) floors or more commencing construction on or after 1st January 2004, are no longer covered under the Home Owners Warranty Insurance for building defects. Thus, all costs to rectify problems become the Owners Corporation's responsibility. It should be noted that commercial plans are not covered for HOW Insurance, even if part of a large residential scheme.

f. The Completion date of a strata building occurs on the issue of an Occupation Certificate allowing the whole building to be used and occupied. This will have a bearing in relation to the new Building Warranty Laws effective 1 Dec 2014, that state warranty is for 2 years only now for non-standard defects, 6 years for structural defects.

g. Strata schemes with over 100 lots (not counting parking, storage or other utility lots) now have specific rules applying to them. These lots must from 7/2/2005 carry out the following:
   - have the scheme's financial accounts audited every year (to the requirements of the Australian Auditing Standards) before the AGM
   - specifically identify in the annual budget amounts expected to be spent on individual items
   - obtain at least two (2) quotations for any expenditure of over $25,000
   - give all lot owners at least 72 hours personal notice (which may be by email) of upcoming executive committee meetings.
   - give all lot owners personal notice (which may also be by email) of the decisions of the executive committee within seven (7) days of the meeting taking place
   - Lot owners wanting to utilise a proxy vote at an owners corporation meeting must give the secretary the written proxy arrangements at least 24 hours before the scheduled meeting.
   - Executive Committees of large schemes are limited in what thy can spend. Other than in the case of an emergency, the executive committee may not spend more than 10% above the budgeted amount for any item.

DISCLAIMER OF LIABILITY TO THIRD PARTIES:- This report is made solely for the benefit of the client named on the face of this report and no liability or responsibility whatsoever is accepted to any third party who may rely on the Report wholly or in part. Any third party acting or relying on this report whether in whole or in part do so at their own risk.
Professional Indemnity Insurance Policy: LPS013921467/0920

Yours sincerely
STRATA PROPERTY INSPECTIONS

IMPORTANT INFORMATION

Things to do once you have purchased the property

1. Make sure that you're Licensed Conveyancer / Solicitor has sent a completed **Section 184 Notice** to the Strata Managing Agent / Owners Corporation (listed on page 8 of the report) notifying them of your purchase.
   (Failure to do so will leave you liable for un-paid levies and restrict your voting rights at any general meeting.)

2. If your property is to be rented ensure that your appointed Property Manager has sent the Strata Managing Agent / Owners Corporation (listed on page 8 of the report) a completed **Section 184 Notice** with all the tenant's details and emergency contact details for yourself.

3. Make contact with the Strata Managing Agent / Owners Corporation to introduce yourself and check that all of the legal documentation mentioned above has been received and entered against your lot in the strata roll.

4. If you are to be an **OWNER OCCUPIER** you will need to ensure that you have adequate contents insurance, (this includes floor coverings which are not considered common property).
   The policy held by the Owners Corporation only covers the building.

5. If your are an **INVESTOR** you will need to ensure that you have adequate landlords insurance as personal injury caused by or in your lot will not be covered by the policy held by the Owners Corporation.

6. If you are an **INVESTOR** renting the property it is your responsibility to ensure that your tenant receives a copy of the current By-Laws.

7. Obtain a current copy of the By-Laws pertaining to the building that you have purchased in.

8. For information in relation to by-laws and your responsibilities whilst living in strata visit the **Department of Fair Trading website www.fairtrading.nsw.gov.au and view "buying into a strata scheme?"**

STRATA ROLL
(Section 177)

Strata Plan No. 55068

LOT NO. 42 UNIT NO. 607 ACCOUNT N0: 02100042

ORIGINAL OWNER

Name of Original Owner of Lot	Address for service of notices on Original Owner	Lot Number	Unit Number
Ranchgate Pty Ltd	**PO Box 1038 Potts Point NSW 1335**	**42**	**42**

LOT ENTITLEMENT

Lot Entitlement	Date of receipt by owners corporation of schedule of lot entitlement
170	**24/06/97**

PARTICULARS OF SUBSEQUENT OWNERS

Full Name of Owner of Lot	Address for service of notice on Owner	Date of receipt Notice
Ian Richard Chensen & Lany Chensen **Ianc10@tpg.Com.Au**	**PO Box 1188 Potts Point NSW 1335**	**27/03/14**
Ian Richard Chensen & Lany Chensen **Indopura@gmail.Com**	**PO Box 1188 Potts Point NSW 1335**	**09/05/14**
Ian Richard Chensen & Lany Chensen **Indopura@gmail.Com**	**PO Box 1188 Potts Point NSW 1335**	**28/10/14**
Ian Richard Chensen & Lany Chensen **Indopura@gmail.Com**	**PO Box 1188 Potts Point NSW 1335**	**02/07/18**

NOTIFICATION OF MORTGAGE

Full name of mortgagee	Address for service of notice	Date of receipt of notice of mortgage	Date of receipt of notice of discharge	Date of receipt of possession notice

NOTIFICATION BY NOMINEES

Full name of Corporation	Owner or Mortgagee	Full name of company nominee	Date of receipt by of notice

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LOT NO. 42 UNIT NO. 607 ACCOUNT N0: 02100042

NOTIFICATION OF LEASE

Full name of lessee of lot	Address for service of notices on lessor	Address for service of notices on lessee	Date of receipt by owners corporation of notice of the commencement or assignment of the lease	Date of receipt by owners corporation of notice of Termination
Jordan Delman & Suzanne Kacenas		**607/40 Macleay Street Potts Point NSW 2011**	**01/03/14**	
Ole Joergen Olsen& Charlotte Hovstol		**607/40 Macleay Street Potts Point NSW 2011**	**22/08/16**	

Olejorgenolsen97@gmail.Com;charlottehovs97@hotmail.Com

OTHER INTEREST

Full name of person entitled to lot otherwise than as transferee	Address for service of notices	Date of receipt notice

OTHER PERSONS REQUIRED TO BE NOTICED

Full Name of any person whose address for the service of notices is shown on a notice given to the owners corporation	Address for service of notices	Date of receipt of notice of relevant notice

NOTICATION OF AGENT IN RESPECT OF LEASE

Full name of Real Estate Agent	Address for service of notices	Date of receipt by owners corporation of notice of appointment	Date of receipt by owners corporation of notice of cessation of appointment
Sydney Links Real Estate	**PO Box 1188 Potts Point Nsw1335**	**01/03/14**	

Strata Plan No. 55068

STATEMENT

Ian Richard Chensen & Lany Che
PO Box 1188
POTTS POINT NSW 1335

Statement Period			
01 Jul 18 to 23 Oct 19			
A/c No	42	Lot No	42
Page Number	1 of 2	Unit No	607

Transfer Date: 27/03/14

Date	Type	Details	Reference	Debit	Credit	Balance
		Brought forward				0.00
01/07/18	Admin Fund	01/08/18 To 31/10/18	I0002354	841.50		841.50
01/07/18	Capital Works Fund	01/08/18 To 31/10/18	I0002422	911.63		1,753.13
02/07/18	Receipt	Admin Fund	R0001335		841.50	911.63
02/07/18	Receipt	Capital Works Fund	RA001335		911.63	0.00
24/09/18	Admin Fund	01/11/18 To 31/01/19	I0002624	841.50		841.50
24/09/18	Capital Works Fund	01/11/18 To 31/01/19	I0002691	911.63		1,753.13
12/10/18	Receipt	Admin Fund	R0001420		841.50	911.63
12/10/18	Receipt	Capital Works Fund	RA001420		911.63	0.00
06/02/19	Admin Fund	01/02/19 To 30/04/19	I0002758	841.50		841.50
06/02/19	Capital Works Fund	01/02/19 To 30/04/19	I0002825	911.63		1,753.13
27/02/19	Receipt	Admin Fund	R0001522		841.50	911.63
27/02/19	Receipt	Capital Works Fund	RA001522		911.63	0.00
20/03/19	Admin Fund	01/05/19 To 31/07/19	I0002892	841.50		841.50
20/03/19	Capital Works Fund	01/05/19 To 31/07/19	I0002959	911.63		1,753.13
12/04/19	Receipt	Admin Fund	R0001594		841.50	911.63
12/04/19	Receipt	Capital Works Fund	RA001594		911.63	0.00
21/06/19	Admin Fund	01/08/19 To 31/10/19	I0003026	841.50		841.50
More details on next page...				$7,854.02	$7,012.52	$841.50

Over 90 Days	90 Days	60 Days	30 Days	Current	BALANCE DUE:	Nil
0.00	0.00	0.00	0.00	0.00	Date Paid	Amount Paid

Tel: 1300 552 311
Ref: 1087 7273 1

Telephone: Call this number to pay by credit card using a land line or mobile phone. International +613 8648 0158

www.stratamax.com.au
Ref: 1087 7273 1

Internet: Visit this website to make a secure credit card payment over the internet.

Tel: 1300 552 311
Ref: 1087 7273 1

Direct Debit: Make auto payments directly from your nominated bank account or credit card. Go to www.stratapay.com/ddr to register.

By using StrataPay payment options you are taken to have read and agreed to the User Terms & Conditions available at www.stratapay.com or by phoning 1300 135 610. Additional charges may apply.

BPAY Biller Code: 96503
Ref: 281629360 1000 0000 426

BPay: Contact your participating financial institution to make a payment from your cheque or savings account.

POST billpay **In Person:** Pay by cash, cheque or EFTPOS at any Post Office in Australia.
Payments made at Australia Post will incur a $2.75 DEFT processing fee.

Mail: Send this payment with your cheque to:
DEFT Payment Systems,GPO Box 4590
Sydney NSW 2001

Make cheques payable to:
The Owners Of Sp55068

STRATAPAY
A Smarter Way...

VISA MasterCard American Express Diners Club International

Account Reference
42/607 55068/1000000042
Reference Name
IAN RICHARD CHENSEN & LANY CHE

MACQUARIE BANK DEFT PAYMENT SYSTEMS

DEFT Reference Number
281629360 1000 0000 426

StrataPay Reference No.
1087 7273 1

Due Date

Amount
$0.00

Managed by
Strata Title Management
Account
The Owners Of Sp55068

*442 281629360 10000000426

+281629360 10000000426< 2+

Strata Plan No. 55068

STATEMENT

Ian Richard Chensen & Lany Che
PO Box 1188
POTTS POINT NSW 1335

Statement Period			
01 Jul 18 to 23 Oct 19			
A/c No	42	Lot No	42
Page Number	2 of 2		

-

Date	Type	Details	Reference	Debit	Credit	Balance
		Brought forward		7,854.02	7,012.52	841.50
21/06/19	Capital Works Fund	01/08/19 To 31/10/19	I0003093	911.63		1,753.13
15/08/19	Receipt	Admin Fund	R0001815		841.50	911.63
15/08/19	Receipt	Capital Works Fund	RA001815		911.63	0.00
20/09/19	Admin Fund	01/11/19 To 31/01/20	I0003160	841.50		841.50
20/09/19	Capital Works Fund	01/11/19 To 31/01/20	I0003227	911.63		1,753.13
14/10/19	Receipt	Admin Fund	R0001877		841.50	911.63
14/10/19	Receipt	Capital Works Fund	RA001877		911.63	0.00
				$10,518.78	$10,518.78	Nil

40 Macleay Street
Potts Point 2011

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 1 JULY 2019 TO 23 OCTOBER 2019

ADMINISTRATIVE FUND	ACTUAL 01/07/19-23/10/19	BUDGET 01/07/19-30/06/20	%	ACTUAL 01/07/18-30/06/19
INCOME				
Admin Levy Income	45,000.00	230,000.00	19.57	180,000.00
Interest On Overdue Levies	25.92	0.00	0.00	1,085.44
Key Deposits	116.36	0.00	0.00	854.55
Laundry Receipts-Admin	850.98	12,000.00	7.09	8,512.11
Miscellaneous Income--Admin	0.00	0.00	0.00	4,455.45
TOTAL ADMIN FUND INCOME	**45,993.26**	**242,000.00**		**194,907.55**
EXPENDITURE - ADMIN FUND				
Accounting	439.29	800.00	54.91	796.87
Audit And Taxation Services	714.55	1,500.00	47.64	1,305.45
Bank Charges	10.50	0.00	******	0.00
Bank Charges-Bpay	4.71	15.00	31.40	13.61
Income Tax Payments	1,316.20	0.00	******	0.00
Insurance-Premiums	29,382.48	30,000.00	97.94	282.77
Insurance-Valuation	0.00	0.00	0.00	425.45
Legal Fees	7,119.05	10,000.00	71.19	13,116.62
Maint-Car Park	0.00	1,000.00	0.00	800.00
Maint-Cleaning	5,798.18	22,000.00	26.36	20,482.73
Maint-Cleaning & Lawns	300.00	0.00	******	0.00
Maint-Doors & Windows	530.00	1,000.00	53.00	1,373.00
Maint-Electrical	1,505.75	2,000.00	75.29	1,519.50
Maint-Fire Alarm Monitoring	456.18	2,000.00	22.81	1,811.44
Maint-Fire Protection	5,350.00	6,800.00	78.68	6,633.09
Maint-Garage Doors	0.00	500.00	0.00	347.27
Maint-General Repairs	2,822.00	1,500.00	188.13	1,720.00
Maint-Glass	0.00	2,000.00	0.00	1,843.00
Maint-Intercom	281.80	400.00	70.45	0.00
Maint-Keys And Access Control	58.00	0.00	******	0.00
Maint-Laundry Facilities	(3,501.70)	2,000.00	175.09	2,049.00
Maint-Lawns & Gardening	459.09	0.00	******	0.00
Maint-Lift	5,732.84	7,000.00	81.90	5,759.16
Maint-Lift-Registration Fees	72.50	80.00	90.63	71.50
Maint-Lift-Telephone	511.18	0.00	******	0.00
Maint-Locks, Keys & Card Keys	1,940.25	2,000.00	97.01	4,068.47
Maint-Pest/Vermin Control	0.00	1,600.00	0.00	1,600.00
Maint-Plumbing & Drainage	12,169.98	3,000.00	405.67	4,170.09
Maint-Security	0.00	0.00	0.00	11,182.36
Maint-Signs & Notice Boards	0.00	200.00	0.00	125.00
Maint-Tiling-Floor & Walls	1,200.00	0.00	******	0.00
Maint-Tv Antenna & Cables	0.00	200.00	0.00	180.00
Management Fees	7,166.25	22,125.83	32.39	21,072.22
Mgmt - Non Routine Services	975.00	5,000.00	19.50	5,033.64
Mgmt - Print/Postage/General	1,415.19	5,000.00	28.30	5,233.82
Search And Certificates	0.00	0.00	0.00	49.15
Staff-Contract Bldg Mngr	12,888.73	45,000.00	28.64	51,898.52

40 Macleay Street
Potts Point 2011

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 1 JULY 2019 TO 23 OCTOBER 2019

EXPENDITURE - ADMIN FUND (Continued)	ACTUAL 01/07/19-23/10/19	BUDGET 01/07/19-30/06/20	%	ACTUAL 01/07/18-30/06/19
Telephone Charges	54.53	1,000.00	5.45	989.45
Telephone Charges-Lift	109.00	2,000.00	5.45	1,906.76
Telephone - Mgmt	21.40	200.00	10.70	173.80
Utility-Electricity	13,131.85	36,000.00	36.48	35,382.25
Utility-Rubbish Removal	350.00	0.00	******	0.00
Utility-Water & Sewerage	646.97	12,000.00	5.39	11,609.44
TOTAL ADMIN EXPENDITURE	**111,431.75**	**225,920.83**		**215,025.43**
SURPLUS/DEFICIT	**$ (65,438.49)**	**$ 16,079.17**		**$ (20,117.88)**
Opening Admin Balance	(6,759.65)	(6,759.65)	100.00	13,358.23
ADMINISTRATIVE FUND BALANCE	**$ (72,198.14)**	**$ 9,319.52**		**$ (6,759.65)**

40 Macleay Street
Potts Point 2011

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 1 JULY 2019 TO 23 OCTOBER 2019

CAPITAL WORKS FUND	ACTUAL 01/07/19-23/10/19	BUDGET 01/07/19-30/06/20	%	ACTUAL 01/07/18-30/06/19
INCOME				
Capital Works Levy Income	48,750.08	145,000.00	33.62	195,000.33
Interest-Investments	933.37	0.00	0.00	6,163.82
TOTAL CAPITAL WORKS INCOME	**49,683.45**	**145,000.00**		**201,164.15**
EXPENDITURE - CAPITAL WORKS				
Income Tax	252.66	0.00	******	1,669.51
Building Improvement	99,210.40	30,000.00	330.70	353,834.70
Building Works	0.00	0.00	0.00	6,794.23
Carpets & Stairs Replace	0.00	0.00	0.00	1,650.00
Cons-Engineer	0.00	10,000.00	0.00	11,998.18
Doors & Windows	1,481.00	1,000.00	148.10	672.00
Equipment Purchases	0.00	5,000.00	0.00	6,479.15
Garage Doors	0.00	0.00	0.00	2,256.25
General Replacement	0.00	5,000.00	0.00	3,583.90
Insurance Repairs	0.00	2,000.00	0.00	3,712.00
Locks, Keys & Card Keys	0.00	0.00	0.00	1,168.50
Plumbing & Drainage	0.00	5,000.00	0.00	7,290.00
Water Penetrtn+damp Prf	0.00	15,000.00	0.00	12,932.00
TOTAL CAP. WORKS EXPENDITURE	**100,944.06**	**73,000.00**		**414,040.42**
SURPLUS/DEFICIT	**$ (51,260.61)**	**$ 72,000.00**		**$ (212,876.27)**
Opening Capital Works Balance	112,679.54	112,679.54	100.00	325,555.81
CAPITAL WORKS FUND BALANCE	**$ 61,418.93**	**$ 184,679.54**		**$ 112,679.54**

40 Macleay Street
Potts Point 2011

APPROPRIATION

FOR THE PERIOD 1 JULY 2019 TO 23 OCTOBER 2019

FOYER REFURBISHMET	**ACTUAL 23/10/19**	**ACTUAL 30/06/19**
INCOME - FOYER REFURBISHMET		
TOTAL INCOME FOYER REFURBISHME	**0.00**	**0.00**
EXPENDITURE-FOYER REFURBISHMET		
TOTAL EXPENSES FOYER REFURBISH	**0.00**	**0.00**
SURPLUS/DEFICIT FOYER REFURBIS $	**0.00 $**	**0.00**
Opening Balance Foyer Refurb	150,000.00	150,000.00
BALANCE FOYER REFURBISHMET $	**150,000.00 $**	**150,000.00**

Strata Plan No. 55068

A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100001	1	107	Campmond Invetments Pty Ltd 138 Denison Street Queens Park NSW 2022	Home: Work: Email:	Facsimile: Mobile:	140.00	21/04/17
02100002	2	106	Guy Lachlan McEwan Unit 518, 517-527 Elizabeth St SURRY HILLS NSW 2010	Home: Work: Email:	Facsimile: Mobile:	145.00	26/06/14
02100003	3	105	Larry Michael Dwyer & Elizabeth Jane Carroll U1001/22 Sir John Young Cr WOOLLOOMOOLOO NSW 2011	Home: Work: Email:	Facsimile: Mobile:	155.00	07/10/16
02100004	4	103	Bill and Katina Galopoulos 116 Connells Point Road CONNELLS POINT NSW 2221	Home: Work: Email:	Facsimile: Mobile:	140.00	20/05/13
02100005	5	101	Vorione Pty Ltd PO Box 1188 POTTS POINT NSW 1335	Home: Work: Email:	Facsimile: Mobile:	155.00	20/05/14
02100006	6	102	Ms S C Glasgow 31/17 Elizabeth Bay Road ELIZABETH BAY NSW 2011	Home: Work: Email:	Facsimile: Mobile:	190.00	20/05/14
02100007	7	104	Pilmyth Pty Ltd 27 Wiruna Road PORT MACQUARIE NSW 2444	Home: Work: Email:	Facsimile: Mobile:	135.00	20/05/14
02100008	8	208	Clydestone Pty Ltd 35/1 Hyde Pde CAMPELLTOWN NSW 2560	Home: Work: Email:	Facsimile: Mobile:	95.00	22/06/16
02100009	9	207	Paula Ford PO Box 202 CONDOBOLIN NSW 2877	Home: Work: Email:	Facsimile: Mobile:	95.00	04/10/16
02100010	10	206	Ms Trudy K Burton 3/4 Mandolong Road MOSMAN NSW 2088	Home: Work: Email:	Facsimile: Mobile:	160.00	20/05/14
Page Total						1410.00	
Report Total						1410.00	

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Strata Plan No. 55068

A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100011	11	205	Colin & Janice Innes 3 Brae Street BRONTE NSW 2024	Home: Work: Email:	Facsimile: Mobile:	155.00	09/02/17
02100012	12	203	Justin Fweun Yeun Hon 19/20-22 Clifford Street COOGEE NSW 2034	Home: Work: Email:	Facsimile: Mobile:	160.00	10/05/19
02100013	13	201	Vicki Anne Reid 201/40 Macleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	160.00	09/06/16
02100014	14	202	Hearne Property 2 Pty Ltd ATF Hearne Property Trust 2 PO Box 6230 NORTH RYDE NSW 2113	Home: Work: Email:	Facsimile: Mobile:	165.00	18/08/16
02100015	15	204	Edith Marcelle Moreau 204/40 Macleay Street POINTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	100.00	22/05/15
02100016	16	306	Conrad Alexander Mackenzie & D 60 Francis Street BONDI NSW 2026	Home: Work: Email:	Facsimile: Mobile:	80.00	20/05/20
02100017	17	308	Artemis Fund Pty Ltd PO Box 645 WOOLLAHRA NSW 1350	Home: Work: Email:	Facsimile: Mobile:	80.00	16/01/15
02100018	18	307	Mr & Mrs Robert & Reneay Rutko 3 Greenway Street GYMEA NSW 2227	Home: Work: Email:	Facsimile: Mobile:	140.00	20/05/00
02100019	19	305	Ms V S L Kristensen 305/40 Macleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	155.00	20/05/20
02100020	20	303	Brenda Edith O'Connor & Neil J 76/108 Elizabeth Bay Road ELIZABETH BAY NSW 2011	Home: Work: Email:	Facsimile: Mobile:	155.00	20/05/20
Page Total						1350.00	
Report Total						2760.00	

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Strata Plan No. 55068

A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100021	21	301	Yafei Fang 6 Dudley Street HURSTVILLE NSW 2220	Home: Work: Email:	Facsimile: Mobile:	150.00	16/05/19
02100022	22	302	William Anthony & Jacqueline H 19 Torrens Place CHERRYBROOK NSW 2126	Home: Work: Email:	Facsimile: Mobile:	160.00	20/05/13
02100023	23	304	Mohamed Ali & Caroline Ali PO Box 1188 POTTS POINT NSW 1335	Home: Work: Email:	Facsimile: Mobile:	90.00	20/05/20
02100024	24	406	Mrs F A Sacco 3 Bratsell Street MOOREBANK NSW 2170	Home: Work: Email:	Facsimile: Mobile:	85.00	20/05/12
02100025	25	408	Karen Norma Burke & Jonathan Frank Burke PO Box 4015 WAGSTAFFE NSW 2257	Home: Work: Email:	Facsimile: Mobile:	85.00	20/05/12
02100026	26	407	David Leon Faen & Delf Support PO Box 615 ST IVES NSW 2075	Home: Work: Email:	Facsimile: Mobile:	145.00	20/05/20
02100027	27	405	Dr & Mrs DW Pfanner 3/37 Barry Street NEUTRAL BAY NSW 2089	Home: Work: Email:	Facsimile: Mobile:	160.00	19/06/17
02100028	28	403	Karen Anne Bottaini 403/40 Macleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	160.00	04/04/14
02100029	29	401	Mr M C Keatinge 902/40 MAcleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	155.00	20/05/20
02100030	30	402	Cedric Catteau C/O Valerie Rabot 1108/81 Macleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	165.00	20/05/20
Page Total						1355.00	
Report Total						4115.00	

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A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100031	31	404	Ms R A Dermody 3/10 Lincoln Crescent WOOLLOOMOOLOO NSW 2011	Home: Work: Email:	Facsimile: Mobile:	90.00	20/05/20
02100032	32	506	Ms J E Chaytor 454A Botany Road ALEXANDRIA NSW 2015	Home: Work: Email:	Facsimile: Mobile:	85.00	20/05/20
02100033	33	508	Mr D W Hilder 323 Old Canterbury Road DULWICH HILL NSW 2203	Home: Work: Email:	Facsimile: Mobile:	85.00	20/05/20
02100034	34	507	Trustees Of The Marist Brothers PO Box 1247 MASCOT NSW 1460	Home: Work: Email:	Facsimile: Mobile:	160.00	13/03/19
02100035	35	505	Jeannette Esther Higgins 3403/1 Kings Cross Road RUSHCUTTERS BAY NSW 2011	Home: Work: Email:	Facsimile: Mobile:	170.00	20/05/20
02100036	36	503	Kiley Seymour PO Box 469 POTTS POINT NSW 1335	Home: Work: Email:	Facsimile: Mobile:	175.00	18/04/18
02100037	37	501	SP 96710 Subdivision Strata Plan	Home: Work: Email:	Facsimile: Mobile:	0.00	30/11/18
02100038	38	502	SP 96710 Subdivision Strata PLan	Home: Work: Email:	Facsimile: Mobile:	0.00	30/11/18
02100039	39	504	Dr S G Binder 26/6A Greenknowe Avenue ELIZABETH BAY NSW 2011	Home: Work: Email:	Facsimile: Mobile:	95.00	20/05/13
02100040	40	606	Agriani Pty Ltd ATF DSB Familt PO BOX 360 BRIGHTON-LE-SANDS NSW 2216	Home: Work: Email:	Facsimile: Mobile:	90.00	20/05/20
Page Total						950.00	
Report Total						5065.00	

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Strata Plan No. 55068

A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100041	41	608	Heffamores Pty Ltd 27 Wiruna Rd PORT MACQUARIE NSW 2444	Home: Work: Email:	Facsimile: Mobile:	90.00	15/03/16
02100042	42	607	Ian Richard Chensen & Lany Che PO Box 1188 POTTS POINT NSW 1335	Home: Work: Email:	Facsimile: Mobile:	170.00	27/03/14
02100043	43	605	Andrew Raine C/- Laing & Simmons Potts Poin 145 Victoria Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	180.00	20/05/20
02100044	44	603	David Andrew Heads 137 Victoria Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	185.00	20/05/14
02100045	45	601	Robert Waite & Peter Carney 92 Ascot Road BOWRAL NSW 2576	Home: Work: Email:	Facsimile: Mobile:	185.00	24/08/17
02100046	46	602	Young Sin Kim & Jeong Ah Kim 42/21 Elamang Ave KIRRIBILLI NSW 2061	Home: Work: Email:	Facsimile: Mobile:	180.00	18/09/17
02100047	47	604	Mr A & Mrs S Corney C/- Charle PO BOX 525 DOUBLE BAY NSW 1360	Home: Work: Email:	Facsimile: Mobile:	95.00	20/05/20
02100048	48	706	Mehmet Goktekin 706/40 Macleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	95.00	20/05/00
02100049	49	708	Ms M G Purvis C/- Charles & St PO BOX 525 DOUBLE BAY NSW 1360	Home: Work: Email:	Facsimile: Mobile:	95.00	20/05/20
02100050	50	707	Ms S C Pearson C/- Globalee/Mr M Lee 4 Wilona Avenue NORTH SYDNEY NSW 2060	Home: Work: Email:	Facsimile: Mobile:	170.00	20/05/20
Page Total						1445.00	
Report Total						6510.00	

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Strata Plan No. 55068

A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100051	51	705	N & M K Goktekin 705/40 Macleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	185.00	20/05/17
02100052	52	703	Ms P D Lesmond 138 Denison Street QUEENS PARK NSW 2022	Home: Work: Email:	Facsimile: Mobile:	190.00	20/05/20
02100053	53	701	Koobloggs Pty Ltd TJ Cook & Sharonn Bartle Apt1/123-125 Macquarie Street SYDNEY NSW 2000	Home: Work: Email:	Facsimile: Mobile:	190.00	03/07/17
02100054	54	702	The Rex Dupain Superannuation Fund 263 Underwood Street PADDINGTON NSW 2021	Home: Work: Email:	Facsimile: Mobile:	185.00	10/11/17
02100055	55	704	Jodie Farrington 704/40 Macleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	100.00	05/04/18
02100056	56	806	Conrad A Mackenzie & Diana Lou 60 Francis Street BONDI NSW 2026	Home: Work: Email:	Facsimile: Mobile:	95.00	20/05/20
02100057	57	808	Catherine Elsa Francetich 3/5-7 Lorikeet Street TERRIGAL NSW 2260	Home: Work: Email:	Facsimile: Mobile:	95.00	20/05/01
02100058	58	807	Erika Phuong Bui 20 Fortunato Street PRESTONS NSW 2170	Home: Work: Email:	Facsimile: Mobile:	170.00	20/05/12
02100059	59	805	Advance Rural Management Pty L PO Box 700 MOREE NSW 2400	Home: Work: Email:	Facsimile: Mobile:	190.00	20/05/20
02100060	60	803	Murray David Newman 16 Cobar Street WILLOUGHBY NSW 2068	Home: Work: Email:	Facsimile: Mobile:	195.00	05/06/14
Page Total						1595.00	
Report Total						8105.00	

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Strata Plan No. 55068

A/c No	Lot No	Unit No	Address Title and Address Address Priority: Residential	Telephone	Facsimile	Entit.	Transfer Date
02100061	61	801	Mr I C Campbell & Ms P D Lesmo 138 Denison Street QUEENS PARK NSW 2022	Home: Work: Email:	Facsimile: Mobile:	195.00	20/05/12
02100062	62	802	Rohan Phillip Bradford Pratt 27/347 Liverpool Street DARLINGHURST NSW 2010	Home: Work: Email:	Facsimile: Mobile:	185.00	28/11/14
02100063	63	804	Villeroy Pty Ltd ACN 624 721 302 ATF The Brog Family Trust 804/40 Macleay Street POTTS POINT NSW 2011	Home: Work: Email:	Facsimile: Mobile:	100.00	01/05/18
02100064	64	901	Victoria Laing PO Box 1685 POTTS POINT NSW 1335	Home: Work: Email:	Facsimile: Mobile:	210.00	07/11/16
02100065	65	902	Victoria Laing PO Box 1685 POTTS POINT NSW 1335	Home: Work: Email:	Facsimile: Mobile:	450.00	07/11/16
02100066	66	66	SP70179 Subdivision Strata Plan	Home: Work: Email:	Facsimile: Mobile:	0.00	24/06/97
02100067	67	67	Pilmyth Pty Limited PO BOX 525 DOUBLE BAY NSW 1360	Home: Work: Email:	Facsimile: Mobile:	185.00	20/05/20
02100068	68	68	Campbell and Lesmond Pty Ltd 138 Denison Street QUEENS PARK NSW 2022	Home: Work: Email:	Facsimile: Mobile:	142.00	20/05/00
02100069	69	69	Campmond Investments Pty Ltd 138 Denison Street QUEENS PARK NSW 2022	Home: Work: Email:	Facsimile: Mobile:	73.00	21/04/17
02100070	70	70	Hyland Securities Pty Ltd Martin Tower North Level 6, 49/4-8 Charles Steet Adelaide SA 5000	Home: Work: Email:	Facsimile: Mobile:	355.00	19/01/18
Page Total						1895.00	
Report Total						10000.00	

Records on File 71 Records Printed 70

Strata Plan No. 55068
40 Macleay Street
POTTS POINT

Type		Sum Insured	Premium	Date Last Paid
BUILDING		15,325,800	$29,800.01	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000 or as excess (2)		
SYDNEY NSW 2000		$10000 water damage claims		

Type		Sum Insured	Premium	Date Last Paid
CATASTROPHE COVER		2,298,870	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000 or as excess (2)		
SYDNEY NSW 2000		$10000 water damage claims		

Type		Sum Insured	Premium	Date Last Paid
COMMON AREA CONTENTS		153,258	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000 or as excess (2)		
SYDNEY NSW 2000		$10000 water damage claims		

Type		Sum Insured	Premium	Date Last Paid
FIDELITY GUARANTEE		100,000	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000		
SYDNEY NSW 2000				

Type		Sum Insured	Premium	Date Last Paid
LEGAL DEFENCE EXPENS		50,000	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000		
SYDNEY NSW 2000				

Type		Sum Insured	Premium	Date Last Paid
MACHINERY BREAKDOWN		100,000	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000 or as excess (2)		
SYDNEY NSW 2000		$10000 water damage claims		

Strata Plan No. 55068
40 Macleay Street
POTTS POINT

Type		Sum Insured	Premium	Date Last Paid
OFFICE BEARERS		5,000,000	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000		
SYDNEY NSW 2000				

Type		Sum Insured	Premium	Date Last Paid
PUBLIC LIABILITY		20,000,000	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000		
SYDNEY NSW 2000				

Type		Sum Insured	Premium	Date Last Paid
VOLUNTARY WORKERS		200,000	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		Nil		
SYDNEY NSW 2000				

Type		Sum Insured	Premium	Date Last Paid
APPEAL EXP-CP H & S		100,000	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		Nil		
SYDNEY NSW 2000				

Type		Sum Insured	Premium	Date Last Paid
GOVT AUDIT COSTS		25,000	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		Nil		
SYDNEY NSW 2000				

Type		Sum Insured	Premium	Date Last Paid
LOSS RENT/TEMP ACC		2,298,870	Included	02/07/19
Company/Broker	Telephone	Policy Number	Due Date	
CHU Underwriting Agency P/L	02 9024 3850	HU0042435	30 June 2020	
BCB Strata Insurance Brokers	Facsimile	Excess/Comments		
LVL 11/338 Pitt Street		$1,000 or as excess (2)		
SYDNEY NSW 2000		$10000 water damage claims		

NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900

TORRENS TITLE REFERENCE	
CP/SP55068	
EDITION	DATE OF ISSUE
18	23/5/2019
CERTIFICATE AUTHENTICATION CODE	
3NP7-V3-R359	

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

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

LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 55068 WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT POTTS POINT.
LOCAL GOVERNMENT AREA: SYDNEY.
PARISH OF ALEXANDRIA COUNTY OF CUMBERLAND
TITLE DIAGRAM: SHEET 1 SP55068

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 55068
ADDRESS FOR SERVICE OF NOTICES:
C/ - STRATA TITLE MANAGEMENT - NORTH SHORE
PO BOX 72
STRAWBERRY HILLS 2012

SECOND SCHEDULE
---

1. SP96710 INITIAL PERIOD EXPIRED
2. AN262131 INITIAL PERIOD EXPIRED
3. AP270874 CONSOLIDATION OF REGISTERED BY-LAWS

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 10000)

STRATA PLAN 55068

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	140	2	145	3	155	4	140
5	155	6	190	7	135	8	95
9	95	10	160	11	155	12	160
13	160	14	165	15	100	16	80
17	80	18	140	19	155	20	155
21	150	22	160	23	90	24	85
25	85	26	145	27	160	28	160
29	155	30	165	31	90	32	85
33	85	34	160	35	170	36	175
37	SP96710	38	SP96710	39	95	40	90
41	90	42	170	43	180	44	185
45	185	46	180	47	95	48	95
49	95	50	170	51	185	52	190
53	190	54	185	55	100	56	95
57	95	58	170	59	190	60	195
61	195	62	185	63	100	64	210
65	450	66	SP70179	67	185		

END OF PAGE 1 CONTINUED OVER

NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900

TORRENS TITLE REFERENCE	
CP/SP55068	
EDITION	DATE OF ISSUE
18	23/5/2019
CERTIFICATE AUTHENTICATION CODE	
3NP7-V3-R359	

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

REGISTRAR GENERAL NEW SOUTH WALES

STRATA PLAN 70179

LOT	ENT	LOT	ENT
68	142	69	73

STRATA PLAN 96710

LOT	ENT
70	355

**** END OF CERTIFICATE ****

ANY ATTEMPT TO ALTER THIS CERTIFICATE COULD RESULT IN HEAVY FINES OR IMPRISONMENT IN THE REAL PROPERTY ACT.

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

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

BCB VESTURE NSW
PO BOX 20288
WORLD SQUARE NSW 2002

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	HU0042435
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	30/06/2019 to 30/06/2020 at 4:00pm
The Insured	THE OWNERS - STRATA PLAN 55068
Situation	40 MACLEAY STREET ELIZABETH BAY NSW 2011

Policies Selected

Policy 1 – Insured Property
Building: $15,325,800
Common Area Contents: $153,258
Loss of Rent & Temporary Accommodation (total payable): $2,298,870

Policy 2 – Liability to Others
Sum Insured: $20,000,000

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: $100,000

Policy 6 – Office Bearers' Legal Liability
Sum Insured: $5,000,000

Policy 7 – Machinery Breakdown
Sum Insured: $100,000

Policy 8 – Catastrophe Insurance
Sum Insured: $2,298,870
Extended Cover - Loss of Rent & Temporary Accommodation: $344,830
Escalation in Cost of Temporary Accommodation: $114,943
Cost of Removal, Storage and Evacuation: $114,943

Policy 9 – Government Audit Costs and Legal Expenses
Government Audit Costs: $25,000
Appeal expenses – common property health & safety breaches: $100,000

The contract of insurance is arranged by CHU Underwriting Agencies Pty Ltd (ABN 18 001 580 070, AFSL 243261) on behalf of the insurer: QBE Insurance (Australia) Limited (ABN 78 003 191 035, AFSL 239545).

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 30/06/2019

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.

STM Building Smarter Communities
STRATA TITLE MANAGEMENT

MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – SP55068

MINUTES OF BUSINESS dealt with at the Annual General Meeting of the Owners-Strata Plan No ***55068***
Held on ***Monday 23 September 2019***
Ray White Office 40 Macleay St, Potts Point
Commenced at 6.00pm

PRESENT: I Campbell (1 & 69) of Campbell Investments Pty Ltd, G McEwan (2), V Read (13), V Kristensen (19), Y Fang (21), J Chaytor (32), Trustees of The Marist Brothers (34), Betty Pappas (40) of Agriani Pty Ltd, D Heads (44), I Campbell (61 & 68) of Campbell and Lesmond Pty Ltd, V Lang (64 & 65), J Hynd (70) of Hyland Securities Pty Ltd

PRESENT BY PROXY: E Moreau (15) proxy to Ian Campbell
Y Fang (21) proxy to Chairperson

APOLOGIES: Nil

IN ATTENDANCE: Sarkis Mouawad – Strata Title Management Pty Ltd
Larry Aylward – Building Manager

CHAIRPERSON: Guy McEwan

*** THERE BEING A QUORUM PRESENT THE CHAIRMAN DECLARED THE MEETING OPEN AT 6.30PM**

CONFIRMATION OF RECORDS		
MOTION 1.	***Minutes***	***Ordinary Resolution***
RESOLVED that the minutes of the previous General Meeting be confirmed as a true and accurate account of the proceedings at that meeting.		

FINANCIAL MATTERS		
MOTION 2.	***Financial Statements***	***Ordinary Resolution***
RESOLVED that the statement of key financial information and the audited financial statements of accounts for the period **01/07/2018 to 30/06/2019** be adopted.		

MOTION 3.	***Auditor***	***Ordinary Resolution***
RESOLVED that a recommended auditor be appointed for the financial year **01/07/2019 to 30/06/2020**.		

MOTION DEFEATED that the duly elected Treasurer be authorised to provide standing instructions to the Strata Managing Agent concerning the investment of trust funds into higher interest bearing accounts.

MOTION 5.	***Management of Levy Arrears***	***Ordinary Resolution***

RESOLVED that the Owners – Strata Plan No 55068 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including Section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:

a) to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;

> ***Important Note:***
>
> ***STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 days after the due date, a second reminder 48 days after the due date and a final reminder 64 days after the due date. The Owners Corporations solicitors will be engaged 28 days from the final reminder issue date. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.***

b) to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners- Strata Plan No 55068;

c) to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;

d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;

e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and

f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

MOTION 6.	***Payment Plans***	***Ordinary Resolution***

RESOLVED that the Owners – Strata Plan 55068 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.

MOTION 7.	***10 Year Capital Works Fund Forecast***	***Ordinary Resolution***

MOTION DEFEATED that the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by ***SIE*** effective from ***06/03/2014*** for the anticipated major capital expenditure of the strata scheme over a 10 year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).

a) **RESOLVED** that in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget* for the financial period **01/07/2019 to 30/06/2020** be adopted.

b) **RESOLVED** that in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed contributions (levies) payable for the financial period **01/07/2019 to 30/06/2020** be as follows: -

ADMINISTRATIVE FUND: $230,000.00 Plus GST
CAPITAL WORKS FUND: $145,000.00** Plus GST

And that the contributions be levied in four equal instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement.

Proposed Administration Fund Budget

Levy Period	Due Date	TOTAL (INCL GST)
01.08.2019 - 31.10.2019	Previously Issued	$49,500.00
Adjustment Levy	01.11.2019	$13,750.00
01.11.2019 - 31.01.2020	01.11.2019	$63,250.00
01.02.2020 - 30.04.2020	01.02.2020	$63,250.00
01.05.2020 - 31.07.2020	01.05.2020	$63,250.00
	TOTAL	**$253,000.00**
01.08.2020 - 31.10.2020	01.08.2020	$63,250.00
01.11.2020 - 31.01.2021	01.11.2020	$63,250.00

Proposed Capital Works Fund Budget

Levy Period	Due Date	TOTAL (INCL GST)
01.08.2019 - 31.10.2019	Previously Issued	$53,625.09
Adjustment Levy	**CREDIT**	($13,750.09)
01.11.2019 - 31.01.2020	01.11.2019	$39,875.00
01.02.2020 - 30.04.2020	01.02.2020	$39,875.00
01.05.2020 - 31.07.2020	01.05.2020	$39,875.00
	TOTAL	**$159,500.00**
01.08.2020 - 31.10.2020	01.08.2020	$36,250.00
01.11.2020 - 31.01.2021	01.11.2020	$36,250.00

Levy periods commencing: 01/08/2019, *01/11/2019*, *01/02/2020* and *01/05/2020*.

c) **RESOLVED** that in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 01/06/2020 - 6 weeks prior to the due date of the 5th levy, the Owners Corporation estimates and approves that the yearly and quarterly expenses of the scheme will be the same as those contained in the current budget and accordingly resolves to raise a levy for the quarter *01/08/20 to 31/10/20* (5th quarter dates) quarter and 01/11/20 to 31/01/2021 (6th quarter dates) in the same amount and equivalent to the quarterly levy raised and payable for the previous quarter *01/05/20 to 31/07/20* (insert 4th quarter dates).

Note: ***The Owners Corporation resolved to adopt the Capital Works Fund Forecast and the above budget reflects this.***

MOTION DEFEATED that in accordance with Section 102 of the Strata Schemes Management Act 2015, the Owners Corporation resolves to remove the limitation relating to expenditure in excess of 10% above the budget on any one item or matter.

MOTION 10.	***10 Year Capital Works Fund***	***Ordinary Resolution***

MOTION DEFEATED the owners corporation resolve to do the following:

(a) 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

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

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

STRATA COMMITTEE

MOTION 11.	***Tenants Representative***

MOTION DEFEATED that the Tenants Representative be announced, in accordance with Section 33 of the Strata Schemes Management Act 2015 (NSW).

MOTION 12.	***Election of Strata Committee***	***Election/Ordinary Resolution***

RESOLVED that in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and that:

a) The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee;

   Ian Day

b) The Chairperson call for any oral nominations of candidates eligible for election to the Strata Committee;

   Guy McEwan (2)

   Vicki Reid (13)

   Pamela Lesmond (68)

   Ian Campbell (61)

   Victoria Laing (64)

   John Hynd (70)

c) The Chairperson declare that nominations are closed;

d) That the number of members to the Strata Committee be set at **7**.

MOTION 13.	***Restricted Matters***	***Ordinary Resolution***

RESOLVED that no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.

MOTION 14.	Confirmation of Insurances	Ordinary Resolution
RESOLVED that the Owners Corporation's insurance policies currently in place be confirmed.		

MOTION 15.	Renewal of Insurance Policy	Ordinary Resolution
RESOLVED that the Strata Managing Agent be instructed to renew next year's insurance policy through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee in accordance with the legislation.		

MOTION 16.	Valuation for Insurance Purposes	Ordinary Resolution
MOTION DEFEATED that an updated valuation for insurance purposes be obtained prior to the expiration of the current policy period and that the Strata Managing Agent be authorised to alter the sum insured in line with the valuation figure.		

MOTION 17.	Additional Insurances	Ordinary Resolution
RESOLVED that an insurance policy continues to be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.		

COMPLIANCE/RISK MANAGEMENT

MOTION 18.	Commissions and Training Services	Ordinary Resolution
RESOLVED that the report (below) be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.		

Commissions Report:
$2,117.50 in insurance commissions has been received by the managing agent in accordance with the strata management agency agreement during the past 12 months, and an amount of $2,223.38 in insurance commissions is expected to be received in the next 12 months.

Training Report:
The equivalent of $0.15 per lot in training services in the past 12 months, and an amount of $0.15 in training services is expected to be received in the next 12 months.

MOTION 19.	Work, Health and Safety Report	Ordinary Resolution
RESOLVED that the Owners Corporation engage *Solutions in Engineering* to carry out an Annual Compliance Report of the common property in accordance with the *Work Health and Safety Act 2011.*		

MOTION 20.	Asbestos Report and Register	Ordinary Resolution
MOTION DEFEATED that the Owners Corporation engage a specialist to complete an Asbestos Report and arrange an Asbestos Register (if Asbestos Containing Materials are located).		

a) **RESOLVED** that the current Annual Fire Safety Statement be considered and to confirm the appointment of a Competent Fire Safety Practitioner required for the completion and submission of the next Annual Fire Safety Statement;

b) **RESOLVED** that Strata the Owners Corporation delegates authority to the Strata Managing Agent to sign and affix the common seal of an Owners Corporation on the Annual Fire Safety Statement for the purpose of lodgement to council and NSW Fire and Rescue; and be authorised to complete any necessary repairs on behalf of the Owners Corporation in order to satisfy the requirements of council in accordance with the Environmental Planning and Assessment Regulation 2000.

MOTION 22.	***Change of Owner's Corporation Address***	***Ordinary Resolution***

MOTION DEFEATED that the address for service of notices on the owners corporation be changed to:

The Owners of SP 55068
C/- Strata Title Management
PO Box 2727
TAREN POINT NSW 2229

And to authorise the Strata Managing Agent to complete, execute under common seal and lodge the appropriate notices under Section 265 of the Act for registration at the Land and Property Information Agency.

APPOINTMENT OF STRATA MANAGING AGENT

MOTION 23.	***Appointment of Strata Managing Agent***	***Ordinary Resolution***

MOTION DEFEATED that in accordance with Section 49 & 52 (1) of the Strata Schemes Management Act 2015 ("**Act**") that:

(a) Strata Title Management Group Pty Ltd trading as Strata Title Management ("**Agent**") be appointed as strata managing agent of Strata Scheme No 55068;

(b) The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 52 (2) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee;

(c) The Owners Corporation execute the written agreement, ("**Agreement**") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Strata Committee Member be authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 273 of the Strata Schemes Management Act 2015;

(d) The delegation is subject to the conditions and limitations set out in the Agreement; and

(e) That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.

APPOINTMENT OF STRATA MANAGING AGENT

MOTION 24.	***Appointment of Strata Choice***	***Ordinary Resolution***

RESOLVED in accordance with Section 52 (1) of the Strata Schemes Management Act 2015 ("**Act**") that:

a) Strata Choice Pty Ltd trading as Strata Choice ("**Agent**") be appointed as strata managing agent of Strata Scheme No 55068;

Strata Committee;

c) The Owners Corporation execute the written agreement, ("**Agreement**") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Strata Committee Member be authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 273 of the Strata Schemes Management Act 2015;

d) The delegation is subject to the conditions and limitations set out in the Agreement; and

e) That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.

PROPOSED ADDITIONAL BY-LAWS

MOTION 25.	***By-Law for Service of Documents by Email***	***Special Resolution***

MOTION DEFEATED that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the *Strata Schemes Management Act 2015* THAT an additional by-law be made, **Special By-Law – Service of Documents by Email –** on the following terms set out below and that notification of the by-law be lodged for registration at the Registrar- General's Office.

SPECIAL BY-LAW – SERVICE OF DOCUMENTS BY EMAIL

1. Introduction

This by-law allows us to serve documents on you by email to your email address and set outs rules relating to the service of documents on you by email.

2. Definitions

In this by-law, unless the context or subject matter otherwise indicates or requires:

2.1 "**agent**" means any agent of the owners corporation including the strata committee, an office bearer and the strata managing agent and lawyer of the owners corporation;

2.2 "**arrears notice**" means a notice relating to overdue contributions to the administrative fund or the capital works fund of the owners corporation, interest on any overdue contributions or expenses incurred in recovering those amounts;

2.3 "**breach notice**" means a notice relating to a breach of a by-law given by us in accordance with section 146 of the Strata Act;

2.4 "**delivery error notice**" means a notice in writing advising that an email has not reached or was not deliverable to its recipient including an automatically generated "undeliverable" or "bounce back" email but not including any "out of office" replies;

2.5 "**document**" means any record of information and includes anything on which there is writing such as a document or notice we may or are required to serve on you under the Strata Act such as the notice or minutes of a meeting, an arrears notice, a breach notice, a levy notice or an NCAT notice;

2.6 "**email address**" means an email address for the service of documents that is given by you to us in writing;

2.7 "**levy notice**" means a notice of a contribution payable to the administrative fund or capital works fund of the owners corporation;

2.8 "**meeting**" means a meeting of the strata committee or owners corporation;

2.9 "**NCAT notice**" means a document or notice generated by the Civil and Administrative Tribunal of NSW;

2.10 "**lot**" means a lot in the strata scheme;

2.11 "**occupier**" means a person in occupation of a lot and includes a tenant;

2.12 "**office bearer**" means the secretary, treasurer or chairperson of the owners corporation;

2.13 "**owner**" means an owner of a lot;

2.14 "**Strata Act**" means the *Strata Schemes Management Act 2015*;

2.15 "**strata scheme**" means the strata scheme to which this by-law applies;

2.17 "**you**" means an owner or occupier.

3. Interpretation

In this by-law:

3.1 headings have been inserted for guidance only and do not affect the interpretation of this by-law;

3.2 references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them;

3.3 words importing the singular number include the plural and vice versa;

3.4 where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;

3.5 any expression used in this by-law and which is defined in the Strata Act will have the same meaning as that expression has in the Strata Act unless a contrary intention is expressed in this by-law;

3.6 the terms of this by-law are independent of each other. If a term of this by-law is deemed void or unenforceable, it shall be severed from this by-law, and the by-law as a whole will not be deemed void or unenforceable;

3.7 the terms of this by-law apply to the extent permitted by law; and

3.8 if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

4. Service of Documents by Email

We may serve any document on you by sending the document by email to your email address.

5. Date of Service of Documents Sent by Email

A document we serve on you by email is taken to have been served on the day after the document is sent by us by email to your email address unless we receive a delivery error notice before the end of that day.

6. Service of Documents by Alternate Means

If a document is not served by email because we receive a delivery error notice before the end of the day after which the document is sent to you by email, the document must be served on you in any other manner authorised by the Strata Act or the by-laws.

7. Updating Your Email Address

If you give us an email address, you must ensure that the email address is current and you must inform us in writing of any change to your email address within 14 days of that change.

NO OWNERS PRESENT AT THE MEETING VOTED AGAINST THE MOTION
MOTION CARRIED BY SPECIAL RESOLUTION

MOTION 26.	***By-Law for Rules and Recovery of Costs by Owners Corporation***	***Special Resolution***

MOTION DEFEATED that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the *Strata Schemes Management Act 2015* THAT an additional by-law be made, **Special By-Law – Rules and Recovery of Costs by Owners Corporation –** on the following terms set out below and that notification of the by-law and a consolidated set of all existing by-laws be lodged for registration at NSW Land Registry Services.

SPECIAL BY-LAW – RULES AND RECOVERY OF COSTS BY OWNERS CORPORATION

1. Introduction

This by-law set outs general rules you must follow and gives us the right to recover expenses, interest and recovery costs from you if you breach the by-law.

2. Definitions

In this by-law, unless the context or subject matter otherwise indicates or requires:

2.1 "**by-laws**" means any by-laws in force in respect of the strata scheme;

2.3 "**demand**" means a written demand from us to you;
2.4 "**denial of access**" means the failure or refusal by you to give us or a contractor engaged by us access to your lot when requested to by us to permit us to exercise any of our functions under the Strata Act or to undertake a fire safety inspection or maintain, repair or replace any fire safety measures on or undertake a pest inspection, extermination or treatment of the common property or your lot;
2.5 "**denial of access costs**" means any cost or expense incurred by us arising out of or as a result of a denial of access in breach of this by-law;
2.6 "**expenses**" means any cost or expense incurred by us arising out of or as a result of your breach of this by-law including cleaning costs, denial of access costs, false fire alarm expenses, an insurance increase, remedy expenses and repair costs;
2.7 "**false alarm**" means the activation of a fire alarm in circumstances where there is no fire or other type of emergency which is likely to cause a risk, hazard or danger to the building or any person in the building by virtue of the incidence of smoke, heat or fire in the building;
2.8 "**false alarm expenses**" means any cost or expense incurred by us arising out of or as a result of a false alarm caused by your breach of this by-law including charges imposed on us by Fire & Rescue NSW (such as charges for attending the building in response to a false alarm);
2.9 "**insurance increase**" means an amount equal to any increase in an insurance premium payable by us arising out of anything done by you;
2.10 "**interest**" means interest payable on expenses in accordance with this by-law;
2.11 "**invitee**" includes a guest or contractor;
2.12 "**lot**" means a lot in the strata scheme;
2.13 "**occupier**" means a person in occupation of a lot and includes a tenant;
2.14 "**owner**" means an owner of a lot;
2.15 "**recovery costs**" means any cost or expense incurred by us in recovering from you any expenses or interest including strata managing agent's costs and legal costs on an indemnity basis;
2.16 "**remedy expenses**" means any cost or expense incurred by us remedying or attempting to remedy your breach of this by-law including consultant's costs;
2.17 "**repair costs**" means any cost or expense we incur repairing damage to common property arising out of or as a result of your breach of this by-law;
2.18 "**Strata Act"** means the Strata Schemes Management Act 2015;
2.19 "**strata scheme"** means the strata scheme to which this by-law applies;
2.20 "**us**" or "**we**" means the owners corporation; and
2.21 "**you**" means and owner or occupier

3. Interpretation

In this by-law:
3.1 headings have been inserted for guidance only and do not affect the interpretation of this by-law;
3.2 references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them;
3.3 words importing the singular number include the plural and vice versa;
3.4 where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;
3.5 any expression used in this by-law and which is defined in the Strata Act will have the same meaning as that expression has in the Strata Act unless a contrary intention is expressed in this by-law;
3.6 the terms of this by-law are independent of each another. If a term of this by-law is deemed void or unenforceable, it shall be severed from this by-law, and the by-law as a whole will not be deemed void or unenforceable;
3.7 the terms of this by-law apply to the extent permitted by law; and
3.8 if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

4. General Rules

4.1 You must not breach any by-laws.
4.2 You must not cause a false alarm.
4.3 You must not damage common property without the approval in writing of the owners corporation (except where permitted by the Strata Act or a by-law).
4.4 You must not leave or dump rubbish on common property.
4.5 You must not dirty or soil the common property.
4.6 You must not do anything that causes an insurance premium payable by us to increase.
4.7 You must not cause a denial of access.

5. General Obligations

5.1 If you are an owner, you must take all reasonable steps to ensure that any occupier of your lot complies with this by-law.
5.2 You must take all reasonable steps to ensure that your invitees comply with this by-law as if they were you and were bound by this by-law.

6. Payment of Expenses

If you breach this by-law, you are liable to pay or reimburse us for any expenses on demand.

7. Interest on Expenses

If any expenses are not paid by you at the end of one month after they become due and payable, the expenses bear until paid simple interest at the same annual rate as applies to interest on overdue contributions levied by us (currently an annual rate of 10 per cent).

You are liable to pay or reimburse us for any recovery costs on demand.

9. Recovery of Expenses, Interest, Etc

We may recover from you as a debt any:
(a) expenses;
(b) interest; and
(c) recovery costs;
for which you are liable.

10. Mode of Recovery of Expenses, Interest, Etc

If you are an owner, we may include reference to any expenses, interest or recovery costs for which you are liable on:
(a) your account with us;
(b) levy notices served on you; and
(c) certificates issued under section 184 of the Strata Act in respect of your lot;
for the purpose of recovering from you as a debt any of those amounts.

11. Appropriation of Payments

We may appropriate any payments you make to us towards expenses, interest and recovery costs in any manner we deem fit.

12. Sale of Lot

If a person becomes an owner of a lot at a time when, under this by-law, a former owner is liable to pay any expenses, interest recovery costs to us, the person who becomes owner is jointly and severally liable with the former owner to pay those amounts us.

NO OWNERS PRESENT AT THE MEETING VOTED AGAINST THE MOTION
MOTION CARRIED BY SPECIAL RESOLUTION

MOTION 27.	***By-Law for Illegally Parked Vehicles and Abandoned Goods***	***Special Resolution***

MOTION DEFEATED that the owners corporation **SPECIALLY RESOLVES** pursuant to section 141 of the *Strata Schemes Management Act 2015* that an additional by-law be made, **Special By-Law – Illegally Parked Vehicles and Abandoned Goods** – on the following terms set out below and that notification of the by-law and a consolidated set of all existing by-laws be lodged for registration at NSW Land Registry Services.

SPECIAL BY-LAW – ILLEGALLY PARKED VEHICLES AND ABANDONED GOODS

1. Introduction

This by-law allows us to move or dispose of abandoned goods and move or remove illegally parked vehicles and sets out rules concerning the moving and disposal of abandoned goods and the moving and removal of illegally parked vehicles.

2. Definitions

In this by-law, unless the context or subject matter otherwise indicates or requires:

2.1 "**abandoned goods**" means goods left on common property other than motor vehicles and things permitted by us to remain on common property;

2.2 "**common property**" means the common property in the strata scheme including any visitor parking spaces on common property;

2.3 "**disposal costs**" means any cost or expense we incur in connection with or arising out of the disposal by us of abandoned goods left on common property including a waste removal contractor's costs, skip bin hire fees and tip fees;

2.4 "**disposal notice**" means a notice that complies with clause 32(3) of the Strata Regulation;

2.5 "**dispose**" in relation to abandoned goods means to sell the goods or dispose of the goods in any other lawful manner;

2.6 "**expenses**" means any cost or expense incurred by us arising out of or as a result of your breach of this by-law including disposal costs and vehicle removal costs;

2.7 "**goods**" means goods of any type including personal belongings such as bicycles and rubbish;

2.8 "**illegally parked vehicle**" means a vehicle left on common property that is placed so that it blocks an exit or entrance or otherwise obstructs the use of common property;

2.10 "**invitee**" includes a guest or contractor;

2.11 "**lot**" means a lot in the strata scheme;

2.12 "**motor vehicle**" has the same meaning as in the *Impounding Act 1993*;

2.13 "**move**" in relation to an illegally parked vehicle means to cause the vehicle to be moved to another place on common property or moved so that it no longer blocks an exit or entrance or otherwise obstructs the use of common property including by towing the vehicle;

2.14 "**occupier**" means a person in occupation of a lot and includes a tenant;

2.15 "**office bearer**" means the secretary, treasurer or chairperson of the owners corporation;

2.16 "**owner**" means an owner of a lot;

2.17 "**record of sale**" means a record of abandoned goods sold that complies with clause 32(9) of the Strata Regulation;

2.18 "**recovery costs**" means any cost or expense incurred by us in recovering from you any expenses or interest including strata managing agent's costs and legal costs on an indemnity basis;

2.19 "**removal notice**" means a notice that complies with clause 34(3) of the Strata Regulation;

2.20 "**remove**" in relation to an illegally parked vehicle means to cause the vehicle to be moved to the nearest place to which it may be lawfully moved including by towing the vehicle;

2.21 "**Strata Act**" means the *Strata Schemes Management Act 2015*;

2.22 "**Strata Regulation**" means the *Strata Schemes Management Regulation 2016*;

2.23 "**strata scheme**" means the strata scheme to which this by-law applies;

2.24 "**us**" or "**we**" means the owners corporation and includes any agent;

2.25 "**vehicle**" means motor vehicle;

2.26 "**vehicle removal costs**" means any cost or expense we incur in connection with or arising out of the moving or removal by us of an illegally parked vehicle including towing costs; and

2.27 "**you**" means an owner or occupier.

3. Interpretation

In this by-law:

3.1 headings have been inserted for guidance only and do not affect the interpretation of this by-law;

3.2 references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them;

3.3 words importing the singular number include the plural and vice versa;

3.4 where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;

3.5 any expression used in this by-law and which is defined in the Strata Act will have the same meaning as that expression has in the Strata Act unless a contrary intention is expressed in this by-law;

3.6 the terms of this by-law are independent of each another. If a term of this by-law is deemed void or unenforceable, it shall be severed from this by-law, and the by-law as a whole will not be deemed void or unenforceable;

3.7 the terms of this by-law apply to the extent permitted by law; and

3.8 if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

4. Prohibiting Abandoned Goods

4.1 You must not leave any goods on common property without our prior written consent unless you are permitted to under another by-law.

4.2 If you are an owner, you must take all reasonable steps to ensure that any occupier of your lot does not leave any goods on common property without our prior written consent unless the occupier permitted to under another by-law.

4.3 You must take all reasonable steps to ensure that your invitees do not leave any goods on common property without our prior written consent unless they are permitted to under another by-law.

5. Moving Abandoned Goods that Obstruct Access

6. Disposing of Perishable Goods and Rubbish

We may dispose of abandoned goods that are perishable goods or rubbish without placing a disposal notice on or near the goods.

7. Disposing of Abandoned Goods

We may dispose of abandoned goods that are not perishable goods or rubbish if we place a disposal notice on or near the goods and the goods have not been removed from the common property within the period specified in the disposal notice.

8. Proceeds of Sale of Abandoned Goods

We must pay the proceeds of a sale of any abandoned goods we sell into the administrative fund of the owners corporation.

9. Record of Sale of Abandoned Goods

We must make a record of sale of any abandoned goods we sell and keep that record for 12 months after the sale.

10. Prohibiting Parking on Common Property

10.1 You must not leave or park a vehicle on common property (including an illegally parked vehicle) without our prior written consent unless permitted to under another by-law.

10.2 If you are an owner, you must take all reasonable steps to ensure that any occupier of your lot does not leave or park a vehicle on common property (including an illegally parked vehicle) without our prior written consent unless the occupier is permitted to under another by-law.

10.3 You must take all reasonable steps to ensure that your invitees do not leave or park any vehicles on common property (including an illegally parked vehicle) except in any area designated for that purpose by us or in accordance with another by-law.

11. Moving Illegally Parked Vehicles

We may move or remove an illegally parked vehicle if we place a removal notice on or near the vehicle and the requirements of the notice are not complied with within the period specified in the removal notice.

12. Payment of Expenses

If you breach this by-law, you are liable to pay or reimburse us for any expenses on demand.

13. Interest on Expenses

If any expenses are not paid by you at the end of one month after they become due and payable, the expenses bear until paid simple interest at the same annual rate as applies to interest on overdue contributions levied by us (currently an annual rate of 10 per cent).

14. Payment of Recovery Costs

You are liable to pay or reimburse us for any recovery costs on demand.

15. Recovery of Expenses, Interest, Etc

We may recover from you as a debt any:
(a) expenses;
(b) interest; and
(c) recovery costs;
for which you are liable.

16. Mode of Recovery of Expenses, Interest, Etc

If you are an owner, we may include reference to any expenses, interest or recovery costs for which you are liable on:
(a) your account with us;
(b) levy notices served on you; and
(c) certificates issued under section 184 of the Strata Act in respect of your lot;
for the purpose of recovering from you as a debt any of those amounts.

17. Appropriation of Payments

We may appropriate any payments you make to us towards expenses, interest and recovery costs in any manner we deem fit.

18. Sale of Lot

amounts to us.

19. Power of Strata Committee

The strata committee may exercise the functions of the owners corporation under this by-law.

NO OWNERS PRESENT AT THE MEETING VOTED AGAINST THE MOTION
MOTION CARRIED BY SPECIAL RESOLUTION

MOTION 28.	***By-Law for No Smoking***	***Special Resolution***

MOTION DEFEATED that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the *Strata Schemes Management Act 2015* that an additional by-law be made, **Special By-Law – No Smoking** – on the following terms set out below and that notification of the by-law and a consolidated set of all existing by-laws be lodged for registration at NSW Land Registry Services.

SPECIAL BY-LAW – NO SMOKING

1. For the purposes of this by-law:
   (a) "smoke" means smoke, hold or otherwise have control over ignited tobacco or any other product that is intended to be smoked and is ignited;
   (b) "the property" means all lots and the common property of the strata scheme;
   (c) an owner of a lot, and a director or shareholder of a corporate owner shall be an occupier of that lot if he or she resides in the lot.

2. An owner or occupier of a lot must not smoke, or allow any one else to smoke, within a lot or the common property.

3. If a person, not being an owner or occupier of a lot, smokes in the lot the occupier of the lot breaches this by-law unless:
   (a) the occupier did not know, or could not reasonably be expected to have known, that the person was smoking in the lot; or
   (b) upon becoming aware that the person was smoking in the lot, the owner or occupier asked the person smoking to cease smoking immediately or to leave the property immediately, and the person did so.

4. If a person, not being the owner or occupier of a lot, smokes in the common property, the person, being an owner or occupier of a lot, who invited that person into the common property or with whose permission the person remains on the common property breaches the by-law unless:
   (a) he or she did not know, or could not reasonably be expected to have known, that the person was smoking in the common property; or
   (b) upon becoming aware that the person was smoking in the common property the owner or occupier asked the person smoking to leave the property immediately, and the person did so.

OPTIONAL ADDITIONAL CLAUSES:

5. This by-law does not prohibit smoking within the property by a person who, on the basis that the person smoked regularly before this by-law was made, has obtained the consent of the owners' corporation in writing to smoking, provided:
   (a) the person resides in the property;
   (b) the person does not smoke within the building or at a location visible from a public street;
   (c) the smoke generated by the person's smoking is not discernible in a lot, and does not enter any air conditioning serving the building;
   (d) the person does not smoke in or near an area in which clothes dry or children play;
   (e) the person complies with any other conditions that the Owners' Corporation may place upon its consent.

6. The owners' corporation may place conditions upon a consent given by it pursuant to paragraph 5. The recipient of the owners' corporation's consent must comply with such conditions.

NO OWNERS PRESENT AT THE MEETING VOTED AGAINST THE MOTION
MOTION CARRIED BY SPECIAL RESOLUTION

MOTION 29.	***Common Property Memorandum***	***Special Resolution***

MOTION DEFEATED that the Owners – Strata Plan No 55068 SPECIALLY RESOLVES in accordance with sections 107 and 108 of the *Strata Schemes Management Act 2015* (NSW) to adopt the common property memorandum on the following terms set out below.

SPECIAL BY-LAW – COMMON PROPERTY MEMORANDUM

1. Balcony and courtyards	(a) columns and railings (b) doors, windows and walls (unless the plan was registered before 1 July 1974 – refer to the registered strata plan) (c) balcony ceilings (including painting) (d) security doors, other than those installed by an owner after registration of the strata plan (e) original tiles and associated waterproofing, affixed at the time of registration of the strata plan (f) common wall fencing, shown as a thick line on the strata plan (g) dividing fences on a boundary of the strata parcel that adjoin neighbouring land (h) awnings within common property outside the cubic space of a balcony or courtyard (i) walls of planter boxes shown by a thick line on the strata plan (j) that part of a tree which exists within common property
2. Ceiling/Roof	(a) false ceilings installed at the time of registration of the strata plan (other than painting, which shall be the lot owner's responsibility) (b) plastered ceilings and vermiculite ceilings (other than painting, which shall be the lot owner's responsibility) (c) guttering (d) membranes
3. Electrical	(a) air conditioning systems serving more than one lot (b) automatic garage door opener, other than those installed by an owner after the registration of the strata plan and not including any related remote controller (c) fuses and fuse board in meter room (d) intercom handset and wiring serving more than one lot (e) electrical wiring serving more than one lot (f) light fittings serving more than one lot (g) power point sockets serving more than one lot (h) smoke detectors whether connected to the fire board in the building or not (and other fire safety equipment subject to the regulations made under *Environmental Planning and Assessment Act 1979*) (i) telephone, television, internet and cable wiring within common property walls (j) television aerial, satellite dish, or cable or internet wiring serving more than one lot, regardless of whether it is contained within any lot or on common property (k) lifts and lift operating systems
4. Entrance door	(a) original door lock or its subsequent replacement (b) entrance door to a lot including all door furniture and automatic closer (c) security doors, other than those installed by an owner after registration of the strata plan
5. Floor	(a) original floorboards or parquetry flooring affixed to common property floors (b) mezzanines and stairs within lots, if shown as a separate level in the strata plan (c) original floor tiles and associated waterproofing affixed to common property floors at the time of registration of the strata plan (d) sound proofing floor base (e.g. magnesite), but not including any sound proofing installed by an owner after the registration of the strata plan
6. General	(a) common property walls (b) the slab dividing two storeys of the same lot, or one storey from an open space roof area e.g. a townhouse or villa (unless the plan was registered before 1 July 1974 – refer to the registered strata plan) (c) any door in a common property wall (including all original door furniture) (d) skirting boards, architraves and cornices on common property walls (other than painting which shall be the lot owner's responsibility) (e) original tiles and associated waterproofing affixed to the common property walls at the time of registration of the strata plan (f) ducting cover or structure covering a service that serves more than one lot or the common property (g) ducting for the purposes of carrying pipes servicing more than one lot (h) exhaust fans outside the lot (i) hot water service located outside of the boundary of any lot or where that service serves more than one lot (j) letter boxes within common property (k) swimming pool and associated equipment (l) gym equipment
7. Parking / Garage	(a) carports, other than those within the cubic space of a lot and referred to in the strata plan, or which have been installed by an owner after registration of the strata plan (b) electric garage door opener (motor and device) including automatic opening mechanism which serves more than one lot (c) garage doors, hinge mechanism and lock, if shown by a thick line on the strata plan or if outside the cubic space of the lot (d) mesh between parking spaces, if shown by a thick line on the strata plan
8. Plumbing	(a) floor drain or sewer in common property (b) pipes within common property wall, floor or ceiling

9. Windows	(a) windows in common property walls, including window furniture, sash cord and window seal (b) insect-screens, other than those installed by an owner after the registration of the strata plan (c) original lock or other lock if subsequently replacement by the owners corporation

Lot owner responsibilities for maintenance, repair or replacement

1. Balcony and courtyards	(a) awnings, decks, pergola, privacy screen, louvres, retaining walls, planter walls, steps or other structures within the cubic space of a balcony or courtyard and not shown as common property on the strata plan (b) that part of a tree within the cubic space of a lot
2. Ceiling/Roof	(a) false ceilings inside the lot installed by an owner after the registration of the strata plan
3. Electrical	(a) air conditioning systems, whether inside or outside of a lot, which serve only that lot (b) fuses and fuse boards within the lot and serving only that lot (c) in-sink food waste disposal systems and water filtration systems (d) electrical wiring in non-common property walls within a lot and serving only that lot (e) light fittings, light switches and power point sockets within the lot serving only that lot (f) telephone, television, internet and cable wiring within non-common property walls and serving only that lot (g) telephone, television, internet and cable service and connection sockets (h) intercom handsets serving one lot and associated wiring located within non-common walls
4. Entrance door	(a) door locks additional to the original lock (or subsequent replacement of the original lock) (b) keys, security cards and access passes
5. Floor	(a) floor tiles and any associated waterproofing affixed by an owner after the registration of the strata plan (b) lacquer and staining on surface of floorboards or parquetry flooring (c) internal carpeting and floor coverings, unfixed floating floors (d) mezzanines and stairs within lots that are not shown or referred to in the strata plan
6. General	(a) internal (non-common property) walls (b) paintwork inside the lot (including ceiling and entrance door) (c) built-in wardrobes, cupboards, shelving (d) dishwasher (e) stove (f) washing machine and clothes dryer (g) hot water service exclusive to a single lot (whether inside or outside of the cubic space of that lot) (h) internal doors (including door furniture) (i) skirting boards and architraves on non-common property walls (j) tiles and associated waterproofing affixed to non-common property walls (k) letterbox within a lot (l) pavers installed within the lot's boundaries (m) ducting cover or structure covering a service that serves a single lot
7. Parking / Garage	(a) garage door remote controller (b) garage doors, hinge mechanism and lock where the lot boundary is shown as a thin line on the strata plan and the door is inside the lot boundary (c) light fittings inside the lot where the light is used exclusively for the lot (d) mesh between parking spaces where shown as a thin line, dotted line or no line on the strata plan (this will be treated as a dividing fence to which the *Dividing Fences Act 1991* applies)
8. Plumbing	(a) pipes, downstream of any stopcock, only serving that lot and not within any common property wall (b) pipes and 'S' bend beneath sink, laundry tub or hand basin (c) sink, laundry tub and hand basin (d) toilet bowl and cistern (e) bath (f) shower screen (g) bathroom cabinet and mirror (h) taps and any associated hardware
9. Windows	(a) window cleaning – interior and exterior surfaces (other than those which cannot safely be accessed by the lot owner or occupier) (b) locks additional to the original (or any lock replaced by an owner) (c) window lock keys

MOTION CARRIED BY SPECIAL RESOLUTION

MOTION 30.	***Common Property Memorandum***	***Special Resolution***

MOTION DEFEATED that the Owners –Strata Plan No 55068 SPECIALLY RESOLVES in accordance with sections 107 and 108 of the Strata Schemes Management Act 2015 (NSW) to :

b) to adopt the common property memorandum without deleting any items.

NO OWNERS PRESENT AT THE MEETING VOTED AGAINST THE MOTION
MOTION CARRIED BY SPECIAL RESOLUTION

MOTION 31.	***Common Property Memorandum***	***Ordinary Resolution***

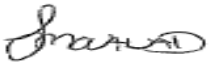
MOTION DEFEATED that that subject to the preceding motions being passed by The Owners –Strata Plan No 55068, THAT the Owners –Strata Plan No 55068 RESOLVES to register the common property memorandum and to delegate the function of executing all necessary documents to facilitate registration to the strata managing agent.

SMALL BUILDING WORKS PROCESS

MOTION 32.	***Small Works Best Practice***	***Ordinary Resolution***

MOTION DEFEATED that the small building works approval process as per **ANNEXURE 'F'** be accepted for use.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.31PM



Sarkis Mouawad
STRATA TITLE MANAGEMENT
Dated: 27.09.2019

One of the most fundamental and important areas of a Strata Management is the requirement of the Owners Corporation to repair and maintain common property under Section 106 of the Strata Schemes Management Act 2015.

Strata Committees are put in challenging position to ensure that strata levies are optimised for their owners whilst making sure that best practice maintenance of common property is undertaken. This can lead to cost pressure on tradespeople to do the job cheaper (rather than better and more effectively for long term savings).

One area of our business that we pride ourselves on at STM is our repairs and maintenance department. Within Sydney alone, our team is four members strong, with the key team members being long standing and high performers within our business.

We have found that some of our buildings insist on STM obtaining 2-3 quotes on **all** non-urgent works, no matter how small. What usually then happens in such situations is that progress at these buildings 'grinds to a halt', with other non-Strata Committee owners becoming frustrated at lengthy delays for simple repairs.

The delays are generally caused by the overwhelming amount of correspondence to the Strata Committee. This is typically due to the time taken to seek an instruction, obtain and co-ordinate many questions and responses. Another reason for completion delays is the time it takes to co-ordinate trades, not only to quote, but also to perform the work. Trades do express reluctance to go to such buildings, as they often do not want the hassles for such a small job.

Rather than simply obtaining quotes for every job, we would recommend placing a cost cap for your strata scheme on the value of non-urgent work that the trades can complete at your property. That is, advising the tradesperson to proceed if the work is under a certain dollar amount, usually $500 or $1,000.

For your peace of mind, STM only issues work orders to successful, qualified and compliant tradespeople with whom we have long term relationships on jobs issued from our office.

STM suggests that all our buildings adopt the following methodology when handling routine repairs:

Routine Works

Strata Manager is authorised to approve works under $2,500 however works over $2,500 require two or three quotations (to be advised on a case by case basis by either the Building contact or the Strata Manager)

Each building managed by STM already has a trades person assigned in the following areas:

- Plumber
- Electrical
- Handyman
- Locksmith

Tendering Process

For minor works ($2,500 - $5,000 in value), the Strata Manager would seek two or three quotations from suitable trades against a written scope of works approved by the Strata Committee. This would form the basis for the selection of a company to carry out the work. A Strata Committee Meeting would be called to approve the works.

The only exception to the above is emergency works. The selected company must have a good working understanding of building shut offs for water / electricity supply (as appropriate).

Major Works (over $5,000)

The Strata Manager, in consultation with the Strata Committee, would prepare an EOI/Scope of works for approval outlining the works generally (not technically), along with a list of the names and relevant details of firms considered capable of carrying out the major works. The EOI should only be issued to suitable firms.

For work over $25,000 or technical work, STM insists that our buildings engage an engineer to specify the work, then to project manage and sign off on the job. This gives you certainty on quality and representation should there be problems or complications in the job.

Emergency works under $2,500 where delays lead to further damage and costs

If it becomes apparent that works require an immediate response to repair and costs less than $2,500, the work proceeds. If it becomes apparent that the emergency response can be separated from the definitive repair work, then competitive quotes should be organised as for "routine works".

Unfortunately the emergency nature of many of the works is often going to pre-empt competitive quotes but there is some protection via selecting from a suggested tradesmen and via proceeding to competitive quotes where the definitive repair work can be separated from the emergency response.

Typical works for completion without quotes (complete immediately if under $2,500)

- Door closer repair
- Door hinge adjustment
- Minor repairs required for the Annual Fire Safety Statement (under $2,500)
- Letterbox locks / doors not closing
- Painting of one door
- Minor electrical repairs
- Minor roof repairs
- Minor plumbing repairs

STM Building Smarter Communities
STRATA TITLE MANAGEMENT

MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION – SP*55068*

MINUTES OF BUSINESS dealt with at the Strata Committee Meeting
Of the Owners-Strata Plan No ***55068***
Held on ***Monday 23 September 2019***
Ray White Office 40 Macleay St Potts Point
Commenced immediately after the Annual General Meeting

PRESENT: I Campbell (1, 61, 68 & 69), G McEwan (2), V Read (13), P Lesmond (68), V Lang (64 & 65), J Hynd (70)

IN ATTENDANCE: Sarkis Mouawad for Strata Title Management.

CHAIRPERSON: Guy McEwan

THERE BEING A QUORUM PRESENT THE CHAIRPERSON DECLARED THE MEETING OPEN

MOTION 1.	***Minutes***
RESOLVED that the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.	

MOTION 2.	***Office Bearers***
RESOLVED that the Strata Committee elect a Secretary, Treasurer and Chairperson as follows: **SECRETARY**: Guy McEwan **TREASURER**: Ian Campbell **CHAIRPERSON**: Guy McEwan	

MOTION 3.	***Appointing contact point and substitute contact point***
RESOLVED that the Strata Committee appoints **Larry Aylward** as main representative of the Strata Committee to liaise with the strata manager and be the strata scheme's main contact point.	

MOTION 4.	***Tenants Representative***
MOTION DEFEATED that the Strata Committee determine that the Tenants Representative is not entitled to be present when the following matters are being discussed or determined; a) Financial Statements/Audits Report b) Levying contributions c) Recovery of unpaid contributions d) Strata renewal proposal under Part 10 of the Strata Schemes Development Act 2015 or any related matter e) Any other financial matter specified by the regulations	

MOTION DEFEATED that the Strata Committee arrange for a termite inspection to be completed.

MOTION 6.	***Repairs and Maintenance***

RESOLVED that the Strata Committee take note of any items of repair and maintenance required to the common property and provide instructions to the Strata manager for actioning.

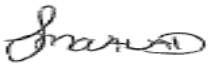
MOTION 7.	***Correspondence***

RESOLVED that the Strata Committee review any correspondence needing attention and provide instructions.

Meeting Dates:
SC Meetings to be held on the following dates:
18/11/2019, 20/01/2020, 23/03/2020, 25/05/2020, 20/07/2020

Annual General Meeting Date:
21 September 2020 – 6.00PM

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8:31PM



Sarkis Mouawad
STRATA TITLE MANAGEMENT
Dated: 27.09.2019

40 Macleay Street
Potts Point 2011

PROPOSED ANNUAL BUDGET

ADMINISTRATIVE FUND	ACTUAL 01/07/18-30/06/19	BUDGET 01/07/18-30/06/19	BUDGET 01/07/19-30/06/20
INCOME			
Admin Levy Income	180,000.00	180,000.00	230,000.00
Interest On Overdue Levies	1,085.44	0.00	0.00
Key Deposits	854.55	0.00	0.00
Laundry Receipts-Admin	8,512.11	14,500.00	12,000.00
Miscellaneous Income--Admin	4,455.45	0.00	0.00
TOTAL ADMIN FUND INCOME	**194,907.55**	**194,500.00**	**242,000.00**
EXPENDITURE - ADMIN FUND			
Accounting	796.87	760.00	800.00
Audit And Taxation Services	1,305.45	1,500.00	1,500.00
Bank Charges	0.00	300.00	0.00
Bank Charges-Bpay	13.61	15.00	15.00
Insurance-Excesses	0.00	3,000.00	0.00
Insurance-Premiums	282.77	30,000.00	30,000.00
Insurance-Valuation	425.45	0.00	0.00
Legal Fees	13,116.62	15,000.00	10,000.00
Maint-Car Park	800.00	0.00	1,000.00
Maint-Carpet	0.00	1,000.00	0.00
Maint-Cleaning	20,482.73	19,900.00	22,000.00
Maint-Doors & Windows	1,373.00	1,000.00	1,000.00
Maint-Electrical	1,519.50	3,000.00	2,000.00
Maint-Electrical Lamps & Tubes	0.00	200.00	0.00
Maint-Fire Alarm Monitoring	1,811.44	2,000.00	2,000.00
Maint-Fire Protection	6,633.09	6,300.00	6,800.00
Maint-Garage Doors	347.27	600.00	500.00
Maint-General Repairs	1,720.00	1,500.00	1,500.00
Maint-Glass	1,843.00	2,000.00	2,000.00
Maint-Insurance Repairs	0.00	2,500.00	0.00
Maint-Intercom	0.00	400.00	400.00
Maint-Laundry Facilities	2,049.00	1,700.00	2,000.00
Maint-Lift	5,759.16	8,500.00	7,000.00
Maint-Lift-Registration Fees	71.50	70.00	80.00
Maint-Locks, Keys & Card Keys	4,068.47	1,900.00	2,000.00
Maint-Pest/Vermin Control	1,600.00	1,600.00	1,600.00
Maint-Plumbing & Drainage	4,170.09	2,500.00	3,000.00
Maint-Security	11,182.36	0.00	0.00
Maint-Signs & Notice Boards	125.00	500.00	200.00
Maint-Tv Antenna & Cables	180.00	400.00	200.00
Management Fees	21,072.22	19,500.00	22,125.83
Mgmt - Non Routine Services	5,033.64	5,500.00	5,000.00
Mgmt - Print/Postage/General	5,233.82	6,000.00	5,000.00
Search And Certificates	49.15	0.00	0.00
Staff-Contract Bldg Mngr	51,898.52	40,000.00	45,000.00
Telephone Charges	989.45	3,300.00	1,000.00
Telephone Charges-Lift	1,906.76	1,500.00	2,000.00
Telephone - Mgmt	173.80	90.00	200.00

40 Macleay Street
Potts Point 2011

PROPOSED ANNUAL BUDGET

EXPENDITURE - ADMIN FUND (Continued)	**ACTUAL**	**BUDGET**	**BUDGET**
	01/07/18-30/06/19	**01/07/18-30/06/19**	**01/07/19-30/06/20**
Utility-Electricity	35,382.25	45,000.00	36,000.00
Utility-Water & Sewerage	11,609.44	17,000.00	12,000.00
TOTAL ADMIN EXPENDITURE	**215,025.43**	**246,035.00**	**225,920.83**
SURPLUS/DEFICIT	**$ (20,117.88)**	**$ (51,535.00)**	**$ 16,079.17**
Opening Admin Balance	13,358.23	13,358.23	(6,759.65)
ADMINISTRATIVE FUND BALANCE	**$ (6,759.65)**	**$ (38,176.77)**	**$ 9,319.52**
NUMBER OF UNITS OF ENTITLEMENT:		10,000	10,000
AMOUNT PER UNIT OF ENTITLEMENT:		$ 18.000000	$ 23.000000

40 Macleay Street
Potts Point 2011

PROPOSED ANNUAL BUDGET

CAPITAL WORKS FUND	ACTUAL 01/07/18-30/06/19	BUDGET 01/07/18-30/06/19	BUDGET 01/07/19-30/06/20
INCOME			
Capital Works Levy Income	195,000.33	195,000.00	145,000.00
Interest-Investments	6,163.82	0.00	0.00
TOTAL CAPITAL WORKS INCOME	**201,164.15**	**195,000.00**	**145,000.00**
EXPENDITURE - CAPITAL WORKS			
Income Tax	1,669.51	1,500.00	0.00
Building Improvement	353,834.70	380,000.00	30,000.00
Building Works	6,794.23	2,000.00	0.00
Carpets & Stairs Replace	1,650.00	0.00	0.00
Cons-Engineer	11,998.18	9,000.00	10,000.00
Doors & Windows	672.00	1,000.00	1,000.00
Equipment Purchases	6,479.15	0.00	5,000.00
Exhaust/Ventilation Sys	0.00	500.00	0.00
Fire Protection	0.00	500.00	0.00
Garage Doors	2,256.25	2,000.00	0.00
General Replacement	3,583.90	2,500.00	5,000.00
Insurance Repairs	3,712.00	2,000.00	2,000.00
Locks, Keys & Card Keys	1,168.50	0.00	0.00
Painting & Sfce Finishes	0.00	2,000.00	0.00
Plumbing & Drainage	7,290.00	3,000.00	5,000.00
Pumps	0.00	250.00	0.00
Water Penetrtn+damp Prf	12,932.00	60,000.00	15,000.00
TOTAL CAP. WORKS EXPENDITURE	**414,040.42**	**466,250.00**	**73,000.00**
SURPLUS/DEFICIT	**$ (212,876.27)**	**$ (271,250.00)**	**$ 72,000.00**
Opening Capital Works Balance	325,555.81	325,555.81	112,679.54
CAPITAL WORKS FUND BALANCE	**$ 112,679.54**	**$ 54,305.81**	**$ 184,679.54**
NUMBER OF UNITS OF ENTITLEMENT:		10,000	10,000
AMOUNT PER UNIT OF ENTITLEMENT:		$ 19.500000	$ 14.500000

40 Macleay Street
Potts Point 2011

LOT BUDGET SUMMARY

30 June 2020

If the foregoing budget is adopted levies (including GST) for the specified period payable quarterly will be as follows:

			Administrative Fund			Capital Works Fund			
Lot No	Unit No	Entitlement	Gross	Discount	Net	Gross	Discount	Net	Net Total
1	107	140	885.50	0.00	885.50	558.25	0.00	558.25	1,443.75
2	106	145	917.13	0.00	917.13	578.19	0.00	578.19	1,495.32
3	105	155	980.38	0.00	980.38	618.06	0.00	618.06	1,598.44
4	103	140	885.50	0.00	885.50	558.25	0.00	558.25	1,443.75
5	101	155	980.38	0.00	980.38	618.06	0.00	618.06	1,598.44
6	102	190	1,201.75	0.00	1,201.75	757.63	0.00	757.63	1,959.38
7	104	135	853.88	0.00	853.88	538.31	0.00	538.31	1,392.19
8	208	95	600.88	0.00	600.88	378.81	0.00	378.81	979.69
9	207	95	600.88	0.00	600.88	378.81	0.00	378.81	979.69
10	206	160	1,012.00	0.00	1,012.00	638.00	0.00	638.00	1,650.00
11	205	155	980.38	0.00	980.38	618.06	0.00	618.06	1,598.44
12	203	160	1,012.00	0.00	1,012.00	638.00	0.00	638.00	1,650.00
13	201	160	1,012.00	0.00	1,012.00	638.00	0.00	638.00	1,650.00
14	202	165	1,043.63	0.00	1,043.63	657.94	0.00	657.94	1,701.57
15	204	100	632.50	0.00	632.50	398.75	0.00	398.75	1,031.25
16	306	80	506.00	0.00	506.00	319.00	0.00	319.00	825.00
17	308	80	506.00	0.00	506.00	319.00	0.00	319.00	825.00
18	307	140	885.50	0.00	885.50	558.25	0.00	558.25	1,443.75
19	305	155	980.38	0.00	980.38	618.06	0.00	618.06	1,598.44
20	303	155	980.38	0.00	980.38	618.06	0.00	618.06	1,598.44
21	301	150	948.75	0.00	948.75	598.13	0.00	598.13	1,546.88
22	302	160	1,012.00	0.00	1,012.00	638.00	0.00	638.00	1,650.00
23	304	90	569.25	0.00	569.25	358.88	0.00	358.88	928.13
24	406	85	537.63	0.00	537.63	338.94	0.00	338.94	876.57
25	408	85	537.63	0.00	537.63	338.94	0.00	338.94	876.57
26	407	145	917.13	0.00	917.13	578.19	0.00	578.19	1,495.32
27	405	160	1,012.00	0.00	1,012.00	638.00	0.00	638.00	1,650.00
28	403	160	1,012.00	0.00	1,012.00	638.00	0.00	638.00	1,650.00
29	401	155	980.38	0.00	980.38	618.06	0.00	618.06	1,598.44
30	402	165	1,043.63	0.00	1,043.63	657.94	0.00	657.94	1,701.57
31	404	90	569.25	0.00	569.25	358.88	0.00	358.88	928.13
32	506	85	537.63	0.00	537.63	338.94	0.00	338.94	876.57
33	508	85	537.63	0.00	537.63	338.94	0.00	338.94	876.57
34	507	160	1,012.00	0.00	1,012.00	638.00	0.00	638.00	1,650.00
35	505	170	1,075.25	0.00	1,075.25	677.88	0.00	677.88	1,753.13
36	503	175	1,106.88	0.00	1,106.88	697.81	0.00	697.81	1,804.69
39	504	95	600.88	0.00	600.88	378.81	0.00	378.81	979.69
40	606	90	569.25	0.00	569.25	358.88	0.00	358.88	928.13
41	608	90	569.25	0.00	569.25	358.88	0.00	358.88	928.13
42	607	170	1,075.25	0.00	1,075.25	677.88	0.00	677.88	1,753.13
43	605	180	1,138.50	0.00	1,138.50	717.75	0.00	717.75	1,856.25
44	603	185	1,170.13	0.00	1,170.13	737.69	0.00	737.69	1,907.82
45	601	185	1,170.13	0.00	1,170.13	737.69	0.00	737.69	1,907.82
46	602	180	1,138.50	0.00	1,138.50	717.75	0.00	717.75	1,856.25
47	604	95	600.88	0.00	600.88	378.81	0.00	378.81	979.69

40 Macleay Street
Potts Point 2011

LOT BUDGET SUMMARY

30 June 2020

If the foregoing budget is adopted levies (including GST) for the specified period payable quarterly will be as follows:

			Administrative Fund			Capital Works Fund			
Lot No	Unit No	Entitlement	Gross	Discount	Net	Gross	Discount	Net	Net Total
48	706	95	600.88	0.00	600.88	378.81	0.00	378.81	979.69
49	708	95	600.88	0.00	600.88	378.81	0.00	378.81	979.69
50	707	170	1,075.25	0.00	1,075.25	677.88	0.00	677.88	1,753.13
51	705	185	1,170.13	0.00	1,170.13	737.69	0.00	737.69	1,907.82
52	703	190	1,201.75	0.00	1,201.75	757.63	0.00	757.63	1,959.38
53	701	190	1,201.75	0.00	1,201.75	757.63	0.00	757.63	1,959.38
54	702	185	1,170.13	0.00	1,170.13	737.69	0.00	737.69	1,907.82
55	704	100	632.50	0.00	632.50	398.75	0.00	398.75	1,031.25
56	806	95	600.88	0.00	600.88	378.81	0.00	378.81	979.69
57	808	95	600.88	0.00	600.88	378.81	0.00	378.81	979.69
58	807	170	1,075.25	0.00	1,075.25	677.88	0.00	677.88	1,753.13
59	805	190	1,201.75	0.00	1,201.75	757.63	0.00	757.63	1,959.38
60	803	195	1,233.38	0.00	1,233.38	777.56	0.00	777.56	2,010.94
61	801	195	1,233.38	0.00	1,233.38	777.56	0.00	777.56	2,010.94
62	802	185	1,170.13	0.00	1,170.13	737.69	0.00	737.69	1,907.82
63	804	100	632.50	0.00	632.50	398.75	0.00	398.75	1,031.25
64	901	210	1,328.25	0.00	1,328.25	837.38	0.00	837.38	2,165.63
65	902	450	2,846.25	0.00	2,846.25	1,794.38	0.00	1,794.38	4,640.63
67	67	185	1,170.13	0.00	1,170.13	737.69	0.00	737.69	1,907.82
68	68	142	898.15	0.00	898.15	566.23	0.00	566.23	1,464.38
69	69	73	461.73	0.00	461.73	291.09	0.00	291.09	752.82
70	70	355	2,245.38	0.00	2,245.38	1,415.56	0.00	1,415.56	3,660.94
		10,000	63,250.17	0.00	63,250.17	39,875.07	0.00	39,875.07	103,125.24

Strata Plan No. 55068

40 Macleay Street
Potts Point 2011

BALANCE SHEET

AS AT 30 JUNE 2019

OWNERS FUNDS	ACTUAL 30/06/19	ACTUAL 30/06/18
Administrative Fund	(6,759.65)	13,358.23
Capital Works Fund	112,679.54	325,555.81
Foyer Refurbishment	150,000.00	150,000.00
TOTAL	**$ 255,919.89**	**$ 488,914.04**

THESE FUNDS ARE REPRESENTED BY		
CURRENT ASSETS		
Cash At Bank	79,774.54	81,172.19
Investments # 1-Capital Works	77,005.76	322,951.55
Investments # 2-Capital Works	52,035.36	50,814.65
Investments # 3-Capital Works	51,554.34	50,665.44
Receivables - Other	5,711.76	832.50
Levies In Arrears	1,461.01	16,741.61
Other Arrears	369.00	691.39
Interest On Overdue Levies	11.97	780.17
Prepaid Expenses	1,463.92	1,583.77
Receivable--Insurance Claims--	0.00	2,695.00
TOTAL ASSETS	**269,387.66**	**528,928.27**
LIABILITIES		
GST Clearing Account	(21,995.86)	(14,451.13)
PAYG Clearing Account	(4,630.60)	98.19
Accrued Expenses	10,141.05	40,285.72
Deposits Received--Damage Bond	20,000.00	5,000.00
Deposits Received--Unknown	0.00	4,901.00
Levies In Advance	9,953.18	4,180.45
TOTAL LIABILITIES	**13,467.77**	**40,014.23**
NET ASSETS	**$ 255,919.89**	**$ 488,914.04**

KELLY + PARTNERS
AUDIT

Strata Plan No. 55068

40 Macleay Street
Potts Point 2011

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 1 JULY 2018 TO 30 JUNE 2019

ADMINISTRATIVE FUND	ACTUAL 01/07/18-30/06/19	BUDGET 01/07/18-30/06/19	%	ACTUAL 01/07/17-30/06/18
INCOME				
Admin Levy Income	180,000.00	180,000.00	100.00	180,000.00
Interest On Overdue Levies	1,085.44	0.00	0.00	863.58
Insurance Claims Sp	0.00	0.00	0.00	874.00
Key Deposits	854.55	0.00	0.00	11,902.26
Laundry Receipts-Admin	8,512.11	14,500.00	58.70	14,101.82
Miscellaneous Income--Admin	4,455.45	0.00	0.00	0.00
TOTAL ADMIN FUND INCOME	**194,907.55**	**194,500.00**		**207,741.66**
EXPENDITURE - ADMIN FUND				
Accounting	796.87	760.00	104.85	696.87
Audit And Taxation Services	1,305.45	1,500.00	87.03	1,501.36
Bank Charges	0.00	300.00	0.00	270.49
Bank Charges-Bpay	13.61	15.00	90.73	14.80
Insurance-Excesses	0.00	3,000.00	0.00	4,000.00
Insurance-Premiums	282.77	30,000.00	0.94	27,229.22
Insurance-Valuation	425.45	0.00	******	0.00
Legal Fees	13,116.62	15,000.00	87.44	7,195.46
Maint-Car Park	800.00	0.00	******	0.00
Maint-Carpet	0.00	1,000.00	0.00	3,200.00
Maint-Cleaning	20,482.73	19,900.00	102.93	17,340.18
Maint-Doors & Windows	1,373.00	1,000.00	137.30	976.00
Maint-Electrical	1,519.50	3,000.00	50.65	4,565.00
Maint-Electrical Lamps & Tubes	0.00	200.00	0.00	0.00
Maint-Fire Alarm Monitoring	1,811.44	2,000.00	90.57	1,766.31
Maint-Fire Protection	6,633.09	6,300.00	105.29	6,499.27
Maint-Garage Doors	347.27	600.00	57.88	490.00
Maint-General Repairs	1,720.00	1,500.00	114.67	2,113.00
Maint-Glass	1,843.00	2,000.00	92.15	1,977.00
Maint-Insurance Repairs	0.00	2,500.00	0.00	874.00
Maint-Intercom	0.00	400.00	0.00	332.00
Maint-Laundry Facilities	2,049.00	1,700.00	120.53	1,890.00
Maint-Lift	5,759.16	8,500.00	67.75	6,440.07
Maint-Lift-Registration Fees	71.50	70.00	102.14	70.00
Maint-Locks, Keys & Card Keys	4,068.47	1,900.00	214.13	4,042.50
Maint-Pest/Vermin Control	1,600.00	1,600.00	100.00	1,600.00
Maint-Plumbing & Drainage	4,170.09	2,500.00	166.80	1,966.00
Maint-Security	11,182.36	0.00	******	0.00
Maint-Signs & Notice Boards	125.00	500.00	25.00	255.00
Maint-Tv Antenna & Cables	180.00	400.00	45.00	510.00
Management Fees	21,072.22	19,500.00	108.06	19,500.00
Mgmt - Non Routine Services	5,033.64	5,500.00	91.52	6,184.09
Mgmt - Print/Postage/General	5,233.82	6,000.00	87.23	5,076.35
Rubbish Removal	0.00	0.00	0.00	1,150.00

KELLY + PARTNERS
AUDIT

Strata Plan No. 55068

40 Macleay Street
Potts Point 2011

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 1 JULY 2018 TO 30 JUNE 2019

EXPENDITURE - ADMIN FUND (Continued)	ACTUAL 01/07/18-30/06/19	BUDGET 01/07/18-30/06/19	%	ACTUAL 01/07/17-30/06/18
Search And Certificates	49.15	0.00	******	0.00
Staff-Contract Bldg Mngr	51,898.52	40,000.00	129.75	43,061.93
Telephone Charges	989.45	3,300.00	29.98	962.14
Telephone Charges-Lift	1,906.76	1,500.00	127.12	1,563.52
Telephone - Mgmt	173.80	90.00	193.11	100.60
Utility-Electricity	35,382.25	45,000.00	78.63	43,850.04
Utility-Water & Sewerage	11,609.44	17,000.00	68.29	10,838.74
TOTAL ADMIN EXPENDITURE	**215,025.43**	**246,035.00**		**230,101.94**
SURPLUS/DEFICIT	**$ (20,117.88)**	**$ (51,535.00)**		**$ (22,360.28)**
Opening Admin Balance	13,358.23	13,358.23	100.00	35,718.51
ADMINISTRATIVE FUND BALANCE	**$ (6,759.65)**	**$ (38,176.77)**		**$ 13,358.23**

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Strata Plan No. 55068

40 Macleay Street
Potts Point 2011

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 1 JULY 2018 TO 30 JUNE 2019

CAPITAL WORKS FUND	ACTUAL 01/07/18-30/06/19	BUDGET 01/07/18-30/06/19	%	ACTUAL 01/07/17-30/06/18
INCOME				
Capital Works Levy Income	195,000.33	195,000.00	100.00	195,000.33
Interest-Investments	6,163.82	0.00	0.00	5,967.30
TOTAL CAPITAL WORKS INCOME	**201,164.15**	**195,000.00**		**200,967.63**
EXPENDITURE - CAPITAL WORKS				
Income Tax	1,669.51	1,500.00	111.30	1,583.39
Building Improvement	353,834.70	380,000.00	93.11	0.00
Building Works	6,794.23	2,000.00	339.71	2,151.89
Carpets & Stairs Replace	1,650.00	0.00	******	0.00
Cons-Engineer	11,998.18	9,000.00	133.31	8,950.00
Doors & Windows	672.00	1,000.00	67.20	1,229.00
Equipment Purchases	6,479.15	0.00	******	0.00
Exhaust/Ventilation Sys	0.00	500.00	0.00	0.00
Fire Protection	0.00	500.00	0.00	0.00
Garage Doors	2,256.25	2,000.00	112.81	4,700.70
General Replacement	3,583.90	2,500.00	143.36	2,405.00
Insurance Repairs	3,712.00	2,000.00	185.60	0.00
Locks, Keys & Card Keys	1,168.50	0.00	******	11,900.00
Painting & Sfce Finishes	0.00	2,000.00	0.00	0.00
Plumbing & Drainage	7,290.00	3,000.00	243.00	2,007.00
Pumps	0.00	250.00	0.00	0.00
Water Penetrtn+damp Prf	12,932.00	60,000.00	21.55	175,732.57
TOTAL CAP. WORKS EXPENDITURE	**414,040.42**	**466,250.00**		**210,659.55**
SURPLUS/DEFICIT	**$ (212,876.27)**	**$ (271,250.00)**		**$ (9,691.92)**
Opening Capital Works Balance	325,555.81	325,555.81	100.00	335,247.73
CAPITAL WORKS FUND BALANCE	**$ 112,679.54**	**$ 54,305.81**		**$ 325,555.81**

KELLY + PARTNERS
AUDIT

Strata Plan No. 55068

40 Macleay Street
Potts Point 2011

APPROPRIATION

FOR THE PERIOD 1 JULY 2018 TO 30 JUNE 2019

FOYER REFURBISHMET	ACTUAL 30/06/19	ACTUAL 30/06/18
INCOME - FOYER REFURBISHMET		
TOTAL INCOME FOYER REFURBISHME	0.00	0.00
EXPENDITURE-FOYER REFURBISHMET		
TOTAL EXPENSES FOYER REFURBISH	0.00	0.00
SURPLUS/DEFICIT FOYER REFURBIS $	0.00 $	0.00
Opening Balance Foyer Refurb	150,000.00	150,000.00
BALANCE FOYER REFURBISHMET $	150,000.00 $	150,000.00

KELLY + PARTNERS
AUDIT

CAPITAL WORKS FUND PLAN UPDATE

40 Macleay Street

Potts Point NSW 2011

Strata Plan 55068

Report details	
Inspection date:	15/12/2016
Inspector:	Robert Wade

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

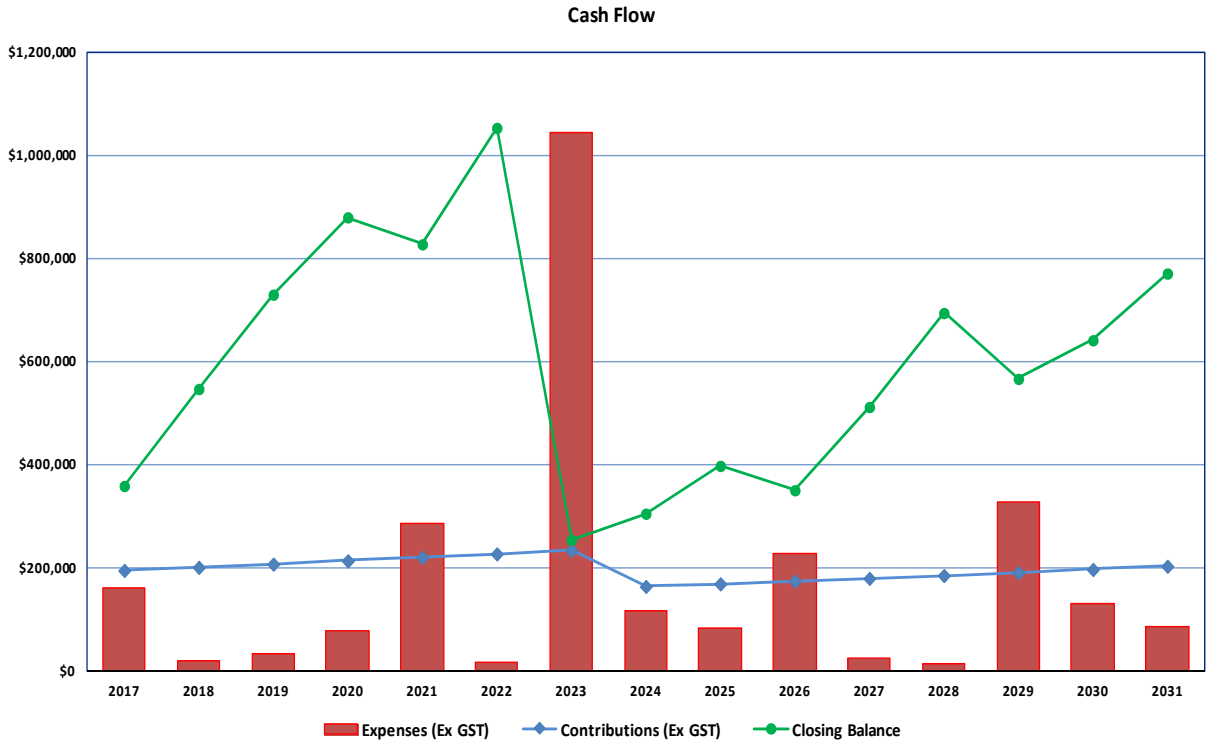
Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/06/2017	320,497.00	195,000.00	5,391.95	162,000.00	358,888.95
2	30/06/2018	358,888.95	201,045.00	7,188.89	20,212.00	546,910.84
3	30/06/2019	546,910.84	207,277.40	10,133.04	34,469.00	729,852.28
4	30/06/2020	729,852.28	213,703.00	12,773.75	76,689.00	879,640.03
5	30/06/2021	879,640.03	220,327.79	13,548.13	286,091.00	827,424.95
6	30/06/2022	827,424.95	227,157.95	14,924.89	16,397.00	1,053,110.79
7	30/06/2023	1,053,110.79	234,199.85	10,375.20	1,043,522.00	254,163.84
8	30/06/2024	254,163.84	164,000.00	4,439.12	117,438.00	305,164.96
9	30/06/2025	305,164.96	169,084.00	5,578.43	82,110.00	397,717.39
10	30/06/2026	397,717.39	174,325.60	5,939.00	227,385.00	350,596.99
11	30/06/2027	350,596.99	179,729.69	6,846.08	25,164.00	512,008.76
12	30/06/2028	512,008.76	185,301.31	9,572.71	12,730.00	694,152.78
13	30/06/2029	694,152.78	191,045.65	10,005.12	328,711.00	566,492.55
14	30/06/2030	566,492.55	196,968.07	9,586.45	131,647.00	641,400.07
15	30/06/2031	641,400.07	203,074.08	11,208.21	84,848.00	770,834.36

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 forecast. 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 – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

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 ann

At the bottom on each column there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to t

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year (202
1. Building exterior											
Repaint building exterior	19,596	-	-	-	-	22,141	-	-	-	-	
Repaint door grills	344	-	-	-	-	389	-	-	-	-	
Repaint ceilings to entry/street front	966	-	-	-	-	1,091	-	-	-	-	
Repaint garage doors – single	407	-	-	-	-	460	-	-	-	-	
Repaint door face – one side including architraves	202	-	-	-	-	228	-	-	-	-	
Maintain Alum windows and doors	9,267	-	9,554	-	-	10,471	-	-	11,475	-	
Replace aluminium windows and doors	804,500	-	-	-	-	-	-	966,224	-	-	
Repaint balcony ceilings	7,800	-	-	-	-	8,813	-	-	-	-	
Repaint building overhangs	523	-	-	-	-	591	-	-	-	-	
Repaint balcony and rooftop balustrades	17,896	-	-	-	-	20,220	-	-	-	-	
Maintain balustrades (total: 365Lm) – 10%	4,296	-	-	-	-	-	-	-	5,320	-	
Plumbing and drainage maintenance	22,583	-	-	24,005	-	-	-	-	27,964	-	
General building maintenance	52,111	-	-	-	57,109	-	-	-	-	66,527	
Sub Total (Incl. GST)		**0**	**9,554**	**24,005**	**57,109**	**64,404**	**0**	**966,224**	**44,759**	**66,527**	
2. Roof											
Maintain liquid membrane (total: 595m2) - 10%	11,700	-	-	-	12,822	-	-	-	-	-	
Replace liquid membrane	116,025	-	-	-	-	-	-	-	-	-	152,
Clean waste drains on roof	423	-	-	450	-	-	493	-	-	540	
Sub Total (Incl. GST)		**0**	**0**	**450**	**12,822**	**0**	**493**	**0**	**0**	**540**	**152,**
3. Access for work at heights											
Hire scaffolding	77,278	-	-	-	-	87,315	-	-	-	-	
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**87,315**	**0**	**0**	**0**	**0**	
4. Main foyer											
Foyer refurbishment	150,000	150,000	-	-	-	-	-	-	-	-	
Sub Total (Incl. GST)		**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year (202
5. Lobbies and hallways											
Repaint ceilings	7,722	-	-	-	-	8,725	-	-	-	-	
Repaint walls	16,200	-	-	-	-	18,304	-	-	-	-	
Repaint door face – one side including architraves	15,874	-	-	-	-	17,936	-	-	-	-	
Repaint timber panels - walls	1,221	-	-	-	-	1,380	-	-	-	-	
Replace carpet	25,880	-	-	-	-	-	-	-	32,046	-	
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**46,345**	**0**	**0**	**32,046**	**0**	
6. Stairwells											
Repaint ceilings and underside of stairs	3,778	-	-	-	-	4,269	-	-	-	-	
Repaint walls	8,910	-	-	-	-	10,067	-	-	-	-	
Repaint door face – one side including architraves	1,820	-	-	-	-	2,056	-	-	-	-	
Maintain floor tiles (total: 18m2) – 10%	335	-	-	-	-	379	-	-	-	-	
Repaint handrails	2,808	-	-	-	-	3,173	-	-	-	-	
Repaint floors	5,076	-	-	-	-	5,735	-	-	-	-	
Maintain door furniture including closers	1,437	-	1,482	-	-	1,624	-	-	1,779	-	
Sub Total (Incl. GST)		**0**	**1,482**	**0**	**0**	**27,303**	**0**	**0**	**1,779**	**0**	
7. Vehicle accessways											
Driveway maintenance program	528	-	-	-	-	597	-	-	-	-	
Repaint line marking	700	-	-	-	-	791	-	-	-	-	
Replace roller door motor	2,604	-	-	-	-	-	-	-	3,224	-	
Repaint ceilings	8,078	-	-	-	-	-	-	-	10,003	-	
Repaint walls	4,770	-	-	-	-	-	-	-	5,906	-	
Repaint door face – one side including architraves	1,011	-	-	-	-	-	-	-	1,252	-	
Replace roller door	1,668	-	-	-	-	-	-	-	-	-	2,
Maintain steel bollards (total:7)	441	-	-	-	-	-	-	-	546	-	
Replace curved stainless safety mirror	1,010	-	-	-	-	-	1,177	-	-	-	
Replace sump pumps	3,598	-	-	-	-	-	4,191	-	-	-	
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**1,388**	**5,368**	**0**	**20,931**	**0**	**3,**
8. External walkways											
Maintain tiles (total: 54m2) – 10%	710	-	-	-	-	802	-	-	-	-	
Maintain stainless steel handrails	1,972	-	-	2,096	-	-	2,297	-	-	2,518	
Sub Total (Incl. GST)		**0**	**0**	**2,096**	**0**	**802**	**2,297**	**0**	**0**	**2,518**	
9. Fixtures and fittings											
Maintain letterboxes	121	-	-	129	-	-	141	-	-	154	
Maintain emergency and common lighting	4,926	-	-	5,236	-	-	5,738	-	-	6,289	
Maintain security access system and car park access	6,466	-	6,666	-	-	7,306	-	-	8,007	-	

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year (202
Maintain CCT	983	-	1,013	-	1,077	-	1,145	-	1,217	-	1,
Upgrade security system	12,428	-	-	-	-	-	-	-	-	-	16,
Sub Total (Incl. GST)		**0**	**7,679**	**5,365**	**1,077**	**7,306**	**7,024**	**0**	**9,224**	**6,443**	**17,**
10. Fire equipment											
Maintain fire equipment	26,583	-	-	-	-	30,036	-	-	-	-	34,
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**30,036**	**0**	**0**	**0**	**0**	**34,**
11. Lift											
Refurbish lift interior	14,939	-	-	-	-	-	-	-	-	-	
Replace lift	264,900	-	-	-	-	-	-	-	-	-	
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Grand Total (Incl. GST)		**150,000**	**18,715**	**31,916**	**71,008**	**264,899**	**15,182**	**966,224**	**108,739**	**76,028**	**210,**
Contingency Allowance (Incl. GST)		**12,000**	**1,497**	**2,553**	**5,681**	**21,192**	**1,215**	**77,298**	**8,699**	**6,082**	**16,**
Grand Total Expenses (Incl. Contingency Allowance and GST)		**162,000**	**20,212**	**34,469**	**76,689**	**286,091**	**16,397**	**1,043,522**	**117,438**	**82,110**	**227,**

Asbestos Survey

For

The Owners Corporation for

40 Macleay Street
Potts Point NSW 2011

Strata Plan 55068

Inspection Details	
Date of inspection:	8/05/2013
Inspector name:	Ron Ters

INSPECTION SUMMARY REPORT

Assessed by: Ron Ters
Assessment date: 8/05/2013

Reassess risk regularly, particularly when

- There is evidence that the risk assessment is no longer valid;
- A significant change is proposed in the work area (in place or in work practice);
- There is a change in the condition of the ACM;
- The ACM has been removed, enclosed or sealed.

Asbestos Hazard Assessment Summary Table

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas What work is likely to be conducted in the adjacent areas?	Current Controls What controls are currently in place (including labeling)?	Risk Level (see the Report Notes section)	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - Behaviour - PPE	Sample No
Photo 1: Balcony soffits	Common Property	No asbestos containing materials (ACM) identified.						
Photo 2: Windows	Common Property	No asbestos containing materials (ACM) identified.						

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 3: Side facade	Common Property	No asbestos containing materials (ACM) identified.						
Photo 4: Front facade	Common Property	No asbestos containing materials (ACM) identified.						
Photo 5: Main foyer	Common Property	No asbestos containing materials (ACM) identified.						

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 6: Basement Ceilings	Common Property	No asbestos containing materials (ACM) identified.						
Photo 7: Fire stairs ceilings	Common Property	No asbestos containing materials (ACM) identified.						
Photo 8: Internal hallway ceilings	Common Property	No asbestos containing materials (ACM) identified.						

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 9: Bin room	Common Property	No asbestos containing materials (ACM) identified.						
Photo 10: Storeroom	Common Property	No asbestos containing materials (ACM) identified.						
Photo 11: Tradesmen toilet	Common Property	No asbestos containing materials (ACM) identified.						

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 12: Boiler room lagging on pipes	Common Property	Item: Asbestos pipe lagging The moulded or preformed lagging – generally used in thermal insulation of pipes and boilers are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	Plumbing		P4	Administrate, control access	
Photo 13: Original hot water boilers	Common Property	Item: Boiler gaskets The boiler gaskets are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	Plumbing		P4	Administrate, control access	
Photo 14: Main switch room	Common Property	Item: Electrical switchboards The electrical meter backing panel is presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	Electrical		P4	Administrate, control access	

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 15: Fire exit doors	Common Property	Item: Fire door insulation The fire rated doors are presumed to contain asbestos, although it is not possible to test the encapsulated material to determine its composition without removing and breaking the door frame.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance		P3	Administrate, control or remove access	
Photo 16: Unit front entry doors	Common Property	Item: Fire door insulation The fire rated doors are presumed to contain asbestos, although it is not possible to test the encapsulated material to determine its composition without removing and breaking the door frame.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance		P3	Administrate, control or remove access	
Photo 17: Lift	Common Property	No asbestos containing materials (ACM) identified.						

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 18: Caged storeroom area	Common Property	No asbestos containing materials (ACM) identified.						
Photo 19: ACM sign installed	Common Property	ACM sign installed in foyer						

INITIAL SAFETY REPORT

40 Macleay Street

Potts Point NSW 2011

Strata Plan 55068

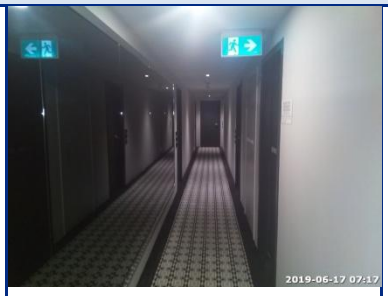
Report details	
Inspection date:	17 June 2019
Inspector:	Jay Fotheringham
Weather conditions at time of Inspection:	Raining
Total items identified:	1
Major hazards:	0
Moderate hazards:	1
Minor hazards:	0
Additional comments:	2

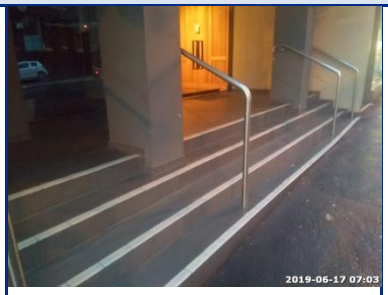
Section 1
Detailed Inspection Report

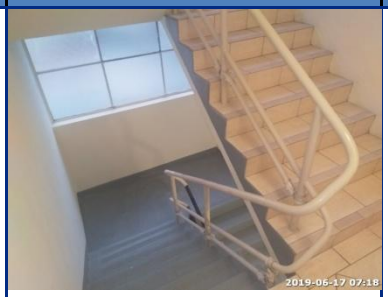
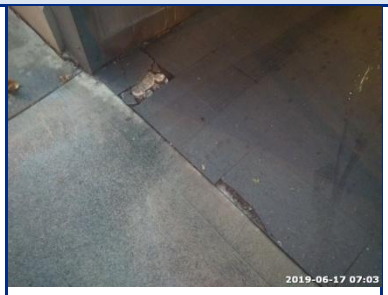
Several areas of the common property were not inspected and are not included in this report, including:

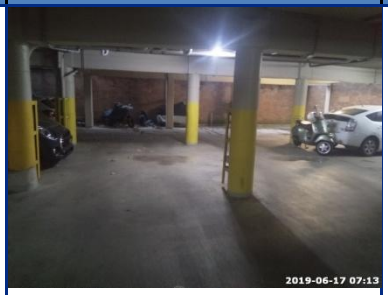
1. Locked switchboard
2. Locked plant room

Item	Reference	Item Description	Photo	Trade
ELECTRICAL				
1		**Location:** Main switch room **Action:** The main switch room was clearly identified. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		
2		**Location:** Main switch room **Action:** The main switch room was readily accessible in terms of obstructions. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		
GENERAL				
3		**Location:** Bin storage **Action:** All bins were in designated areas. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		
LIFTS				
4		**Location:** Lift **Action:** The lift/s was free of any hazardous conditions that may contribute to slips or trips. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		

Item	Reference	Item Description	Photo	Trade
PEDESTRIAN ACCESS				
5		**Location:** Internal walkways **Action:** The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection. **Risk level:** **NH - No Hazard**		
PLANT ROOMS				
6		**Location:** Plant rooms - hydrant pump room **Action:** The plant room and installation was clearly labelled. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		
7		**Location:** Plant rooms - hydrant pump room **Action:** Access to the plant room was restricted to authorised personnel only. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		
8		**Location:** Plant rooms - hydrant pump room **Action:** The plant room was free from obstructions and tripping hazards. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		

Item	Reference	Item Description	Photo	Trade
9		**Location:** Plant rooms - hydrant pump room **Action:** The plant room was free from flammable materials. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		
10		**Location:** Plant rooms - lift motor room **Action:** The plant room and installation was clearly labelled. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		
11		**Location:** Plant rooms - lift motor room **Action:** Access to the plant room was restricted to authorised personnel only. No hazards were apparent at the time of inspection. **Risk level:** **NH - No Hazard**		
STAIRWAYS				
12		**Location:** External stairwells **Action:** We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs. **Risk level:** **C - Comment**		

Item	Reference	Item Description	Photo	Trade
13		**Location:** Internal stairwells - fire stairs **Action:** We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason, as we are unable to determine the structural safety of these stairs, we make no recommendations with regards to the structure of these stairs. Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs. **Risk level:** **C - Comment**		
VEHICLE ACCESSWAYS				
14	AS / NZS ISO 31000	**Location:** Driveway **Reference:** Surface - Damaged Tiles **Action:** We recommend that you replace the damaged tiles **as soon as possible** as this represents a **tripping / personal injury hazard**. **Risk level:** **2 - Moderate**		**By whom:** Handyman / Concreter
15		**Location:** Driveway entrance **Action:** The vehicle accessways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection. **Risk level:** **NH - No Hazard**		

Item	Reference	Item Description	Photo	Trade
16		**Location:** Basement garage **Action:** The vehicle accessways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection. **Risk level:** **NH - No Hazard**		

CERTIFICATE OF INSPECTION

40 Macleay Street Owners Corporation

SP: 55068

40 Macleay Street , Potts Point, 2011

This certificate verifies that the above property is not required to be registered with the NSW Government in accordance to the requirements of Section 186S(1) *Environmental Planning and Assessment Regulation 2000 Part 9, Division 7c, Regulation 186s.*

This inspection was conducted by *Solutions in Engineering* on the 16 Feb 2019.

SOLUTIONS IN ENGINEERING
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