

STRATA INSPECTION



Strata Scheme Inspection Report

Property 10/1351 Pittwater Road
 Narrabeen NSW 2101
 Lot 10 SP 4573
Date 30th April 2022

STRATA INSPECTION

STRATA SCHEME INSPECTION REPORT

Property Address 10/1351 Pittwater Road Narrabeen NSW 2101
Lot 10 Strata Plan 4573
Inspection Date 26th April 2022
Inspector Lauren Walsh
0423 098 648
stratainspection@outlook.com

MANAGING AGENT / SECRETARY

Owners Corporation records are held by:

Name Mason & Brophy
Address Suite 2, 16 Rodborough Road Frenchs Forest NSW 2086
Phone 8978 3000
Manager Alison Ritchie

The managing agent has been involved with this property since prior to 2017.

STRATA ROLL

We did sight a printed strata roll.

Owner R Green, Mrs H Green
Address 10/1351 Pittwater Road Narrabeen NSW 2101
Mortgage None noted
Unit Entitlement 65
Aggregate Unit Entitlement 1,000
Initial period The initial period has expired, according to available records.

STRATA PLAN

We sighted a copy of Strata Plan 4573 registered on 24/03/70.

CERTIFICATE OF TITLE

We did inspect title documents for the common property.

Edition 3 – 04/11/19
Number of Lots 16
Number of Units 16

STRATA INSPECTION

LEVY CONTRIBUTIONS

	Administrative Fund	Capital Works Fund
Due 01/08/21	\$160.30	\$803.23
Due 01/11/21	\$160.30	\$803.23
Due 01/02/22	\$652.20	\$496.77
Due 01/05/22	\$652.20	\$496.77

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

SPECIAL LEVIES OUTSTANDING

NIL

FUND BALANCES

Approximate balance of the Administrative Fund	-\$621.07, as at 22/04/22
Approximate balance of the Capital Works Fund	\$75,990.25, as at 22/04/22
Approximate Levies in Arrears	\$7,973.25, as at 22/04/22

Balances were obtained from a balance sheet.

INCOME AND BUDGET TRENDS

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

Effective from	01/08/21	01/08/20	01/08/19	01/08/18
Administrative Fund	\$25,000.00	\$8,150.00	\$35,860.00	\$31,900.00
Capital Works Fund	\$40,000.00	\$40,850.00	\$18,224.80	\$18,224.80

We note that the current budget includes a surplus reduction of \$11,725.00 to the administration fund.

TAXATION

The owners corporation is not currently registered for GST.

STRATA INSPECTION

APPROVED WORKS

None noted

PROPOSED WORKS

\$167,887.00	Replace all windows & doors in the building with aluminium
\$19,393.00	Window repairs
\$72,512.00 - \$95,580.00	Internal & external painting
Not quoted	Supply / Install a replacement fence at rear of property

POSSIBLE PROPOSED SPECIAL LEVIES

The administration fund is currently in deficit by \$621.07, the Act requires that any deficit be cleared by the determination of a special levy within three months of a deficit occurring.

The Strata Plan has a capital works fund balance of \$75,990.25 and annual capital works fund contributions of \$40,000.00 should the Owners Corporation proceed with all proposed works additional funds may be required via special levy or works may need to be postponed until funds accumulate.

We note painting & window replacement has been included in the updated capital works fund plan.

Note. The contribution for Lot 10 is 65/1,000 - \$650.00 for every \$10,000.00 required via special levy.

PAST SPECIAL LEVIES

Date	Levy	Lot	Purpose
01/11/17	\$200,000.00	\$13,000.00	Painting, new balustrading, roof repairs & unit 14 windows

PAST MAJOR WORKS

Year Ending	30/06/22	30/06/21	30/06/20	30/06/19	30/06/18
Consulting		2,116.35			
Doors & Windows		2,551.25	3,624.08	8,001.37	13,062.23
Electrical		1,322.50			1,255.00
Fire Safety Upgrades	4,790.00	1,883.00	3,360.88	4,940.00	5,457.00
Garage Doors				1,772.73	
General Service Replacement			7,925.45		
Income Tax Paid				107.10	406.80
Roofing & Guttering				825.00	750.00
Special Levy Expense				82,680.00	51,970.00
Stairs, Floors & Balconies				570.00	3,520.0
Structural Rectification	18,650.00	3,362.64			
TV antenna replacement		722.17			
Walls & Ceilings				389.00	
Total	23,440.00	11,957.91	14,910.41	99,285.20	76,421.03

STRATA INSPECTION

MEETINGS, MINUTES & RECORDS

The prescribed books of accounts are kept.

Minutes are retained for the prescribed period.

Last Annual General Meeting 23/11/21 (enclosed)

Last item in the Minute Book Strata Committee Meeting 28/02/22

An auditor has not been appointed.

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

STRATA COMMITTEE

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

Not elected

TENANT OCCUPANCY

Tenant occupied lots as per the strata roll <50%

Tenant representative A tenant representative is not applicable to this scheme.

LITIGATION

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

INSURANCE

Insurer	Longitude
Policy Number	LNG-STR-181866
Due Date	27/03/23
Building Sum Insured	\$7,285,950
Public Liability Insurance	\$20,000,000
Voluntary Workers Insurance	Insured
Workers Compensation	Not selected
Additional insurances held	Yes, see attached

VALUATION

Valuation suggested amount	\$6,939,000
Date of last insurance valuation	03/09/20

The building is currently insured for an amount greater than the valuation above & the valuation was completed within the last 5 years.

STRATA INSPECTION

COMPLIANCE

FIRE SAFETY

Annual fire safety statement expires on 03/08/22.

The Strata Plan has received a fire safety order from Council and has satisfied the terms of the order.

CHILD SAFETY WINDOW DEVICES

Records indicate the child safety window devices are installed.

LONG TERM CAPITAL WORKS FUND FORECAST

An extract of the Capital Works Fund Forecast (2020) is attached.

Annual capital works fund levies are in line with the \$44,935.00 suggested in the capital works fund plan & the balance is lower than the balance of approximately \$82,000.00 suggested at this point in time.

ASBESTOS REPORT

An extract of the Asbestos Register & Management Plan (2012) is attached.

It has identified 2 items likely to contain asbestos on the common property and has recommended control measures for each item.

LOOSE-FILL ASBESTOS TESTING

Correspondence from NSW Fair Trading noted:

The Licensed Asbestos Assessor allocated to undertake the inspection at your property has advised us there is no roof cavity to inspect or take samples for testing.

For this reason, sample testing for loose-fill asbestos insulation is not possible at your property, and your case has been closed.

COMMON PROPERTY SAFETY REPORT

Not attainable.

PEST INSPECTION REPORT

Not attainable.

STRATA INSPECTION

BY-LAWS

STANDARD BY-LAWS

AP657548 Consolidation of By-Laws.

PROPOSED CHANGES TO BY-LAWS

None noted.

UNREGISTERED CHANGES TO BY-LAWS

None noted.

CHANGES TO BY-LAWS

AP657548 Consolidation of By-Laws.

ANIMALS

(1) Subject to section 157 of the Strata Schemes Management Act 2015, an owner or occupier of a lot must not, without the approval in writing of the owners corporation, keep any animal on the lot or the common property.

(2) The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

SMOKING

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

STATE OF HARMONY IN THE BUILDING

Correspondence noted for breaching the following by-laws:

- parking

ALTERATIONS/IMPROVEMENTS

Special By-Law 1 allocates Lot 10 with exclusive use of garage number 16.

STRATA INSPECTION

ATTACHMENTS

The following attachments for this report includes:

- Important general information about strata record inspections
- AP657548 Consolidation of By-Laws (as per contract)
- Statement of Financial Position
- Income & Expenditure – Current, Last Financial Year & Budget
- Strata Roll
- Owners Ledger
- Certificate of Title
- Insurance
- Valuation
- 10 Year Capital Works Fund Forecast
- Asbestos Report – Summary
- Fire Safety Information
- Quotes
- Minutes

NOTE

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

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

STRATA INSPECTION

IMPORTANT GENERAL INFORMATION ABOUT STRATA RECORDS INSPECTIONS

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

The Owners Corporation is required to keep Accounts, Minutes of Meetings and Correspondence records but there is no external monitoring of this process. If an Owners Corporation fails to keep a full record of its activities, or fails to keep them in an accessible manner, any inspection will be deficient.

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

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

Our inspection has been conducted in a systematic manner. Strata Inspection use our own specially developed computer software and are trained to conduct strata inspections.

Beyond inspection training, our Strata Inspector is a Licensed Real Estate Agent & Strata Manager with 12 years practical knowledge. We are not Lawyers, Accountants, Auditors, Engineers, Fire Safety Experts, Builders, or Psychologists. Inspectors have knowledge specifically useful to strata inspection, such as general familiarity with common report formats and filing conventions. They tend to recognise the names and letterheads of regular expert professional advisers but, they are not themselves experts.

Nothing in this report should be construed as legal advice. Where we refer to any legislation or other legal matter we are providing general information only. This report is an adjunct to, not a substitute for, considered legal advice. Unless otherwise stated this report relates to an inspection of Owners Corporation records to a maximum of 4 years prior to the date of inspection.

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

STRATA INSPECTION

SECTION 182 COMPLIANCE

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

INSURANCE

The Strata Schemes Management Act 2015 requires the Owners Corporation have:

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

After 30 June 2008 employers paying less than \$7,500pa wages in NSW are not required to carry Workers Compensation insurance.

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

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

FUND BALANCES

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

UNIT LEVIES

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

LONG TERM SINKING FUND FORECAST

Regulations require Owners Corporations prepare a plan of anticipated major Sinking Fund expenditure for a 10 year period. The forecast requires item-by-item assessment of major building elements and must be reviewed at each AGM. It is to be adjusted, if necessary, at every fifth AGM and a new plan is to be prepared at the conclusion of the 10 years. Most Owners Corporations seek professional assistance for these forecasts.

TAXATION

Owners Corporations are not normally considered a "non-profit" entity within the terms of the GST legislation so the obligation to collect GST commences when total income exceeds \$75,000. Income earned by the Owners Corporation from sources such as rent is taxable in the hands of individual lot owners. We have made no review of the Owners Corporation taxation obligations.

MINUTES & RECORDS

The Act requires notice of a forthcoming Strata Committee Meeting be distributed to all Owners not less than 72 hours before the meeting and minutes distributed to all Owners within 7 days after the meeting. If the scheme is smaller than 100 Lots, and maintains a Notice Board, the notice and minutes may be displayed on that board. Minutes must be displayed for a minimum of 14 days.

LITIGATION

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

STRATA INSPECTION

CHANGES TO BY-LAWS

Changes to By-laws require the passing of a Special Resolution at a General Meeting. The Act then allows six months for the new By-law to be registered at the Titles Office. Part of our inspection includes a search for By-laws that may not yet be registered.

NOTICES AND ORDERS

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

HOME BUILDING COMPENSATION FUND

The Home Building Act 1989 & Home Building Regulation 2014 applies to building work on residential properties.

A home owner, or subsequent purchaser, can lodge with or notify an insurer of a claim under their insurance policy if there is a loss as a result of a builder, tradesperson, developer or owner-builder (as the case may be) failing to complete or commence work and/or failing to rectify defective work. This only applies if the home owner can neither recover the financial loss nor have the work rectified or completed.

It is important for home owners to safeguard their position under an insurance policy. When a home owner becomes aware of defective or incomplete work, they must immediately notify the insurer approved under the Home Building Compensation Fund. This must be in writing and give necessary information on the nature and circumstance of the loss.

A general exemption to construction of a new multi-storey residential building does not require insurance cover under the Home Building Compensation Fund. To be exempt from insurance requirements, a multi-storey building is a building that:

- has a rise of more than three storeys, and
- contains two or more separate dwellings.

OCCUPATIONAL HEALTH AND SAFETY ACT

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

Compliance with the legislation is compulsory. Any purchaser of a strata title property needs to be aware the safety of the common property requires the ongoing attention of every Owners Corporation.

SERVICE & MAINTENANCE AGREEMENTS

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

LEGISLATION AND GOVERNMENT

The Strata Schemes Management Act and Regulations can be viewed in their complete form at Australasian Legal Information Institute website at www.austlii.edu.au. We have quick links on our website www.stratainspection.com.au. The Office of Fair Trading has several "plain language" publications discussing various aspects of strata living, including the management of disputes. These can be seen at www.fairtrading.nsw.gov.au

PROFESSIONAL INDEMNITY INSURANCE

Strata Inspection carries Professional Indemnity Insurance Policy Number LPS013921467/0799 underwritten by AAI Limited (ABN 48 005 297 807) trading as Vero Insurance with a limit of \$1,000,000 on any one claim.

LIMIT OF LIABILITY

This report is provided exclusively for the use of the person to whom it is addressed or, where has been provided by phone or internet order, the person whose name appears on the invoice. No other person or corporation has any authority to make use of any or all of this report. This report supersedes any other report, verbal or written, given in respect of the property.

ANNUAL FINANCIAL STATEMENTS

For the period 1 July 2021 to 30 June 2022

Prepared For

4573

Strata Plan 4573

1351 PITTWATER ROAD
NARRABEEN
NSW 2101

Manager

Alison Ritchie
Mason & Brophy Strata Management Pty Limited

Printed

22 April 2022

Balance Sheet

Administrative & Capital Works Fund

Owners Corporation for Plan No. 4573

As at 30th June 2022

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

Assets

2022

Cash		70,430.54
Prepaid Expenses	Note 9	16.85
Levies in Arrears	Note 10	7,973.25
Total Assets		\$ 78,420.64

Liabilities

Accounts Payable Liability	Note 12	820.64
Unallocated Monies Received	Note 11	1,047.59
GST Liability		1,181.70
GST balance to disburse		1.53
Total Liabilities		\$ 3,051.46

Net Assets	\$ 75,369.18
-------------------	---------------------

Equity

Administrative Fund	(621.07)
Capital Works Fund	75,990.25
Total Equity	\$ 75,369.18

Income and Expenditure Statement

Administrative Fund

Owners Corporation for Plan No. 4573

1 July 2021 to 30 June 2022

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

	Actuals 01/07/21 30/06/22	Budget 01/07/21 30/06/22	Variance \$ 01/07/21 30/06/22	Variance % 01/07/21 30/06/22
Income				
Levy Fees - Debt recovery costs	203.76	0.00	203.76	100
Levy Fees - normal	22,863.99	22,727.27	136.72	1
Mutual Revenue - debt recovery costs	0.00	301.86	(301.86)	(100)
Mutual Revenue - penalty interest	23.86	13.71	10.15	74
Mutual Revenue - reimbursement	0.00	92.96	(92.96)	(100)
Non-Mutual Revenue - certificates	109.00	336.81	(227.81)	(68)
Non-Mutual Revenue - strata inspections	31.00	31.93	(0.93)	(3)
Sundry Revenue - discharge insurance claim	3,577.00	0.00	3,577.00	100
Total Administrative Fund Income	26,808.61	23,504.54	3,304.07	14
Expenditure				
Bank Fees & Charges	0.00	105.00	105.00	100
Cleaning Service	3,672.72	3,300.00	(372.72)	(11)
Cleaning Service - bins, garbage chutes	910.00	1,000.00	90.00	9
Door & Window Maintenance	350.00	0.00	(350.00)	(100)
Electrical Repairs	170.00	470.00	300.00	64
Electricity	507.38	750.00	242.62	32
Fire Protection Services	2,529.27	5,540.00	3,010.73	54
Garage Door Maintenance	425.00	0.00	(425.00)	(100)
Garden/Lawn Maintenance	1,206.36	2,500.00	1,293.64	52
Insurance Claim	6,918.00	0.00	(6,918.00)	(100)
Insurance Premiums	12,239.79	10,725.00	(1,514.79)	(14)
Owners Corporation Manager - accounting fees	470.26	470.00	(0.26)	(0)
Owners Corporation Manager - additional services	905.74	800.00	(105.74)	(13)
Owners Corporation Manager - debt recovery	463.00	0.00	(463.00)	(100)
Owners Corporation Manager - disbursements	888.72	1,335.00	446.28	33
Owners Corporation Manager - inspection fees	31.00	0.00	(31.00)	(100)
Owners Corporation Manager - management fees	5,492.79	6,105.00	612.21	10
Owners Corporation Manager - schedule B fees	382.32	275.00	(107.32)	(39)
Owners Corporation Manager - work order/quotes	583.88	150.00	(433.88)	(289)
Plumbing	508.18	0.00	(508.18)	(100)
Water	3,921.15	3,200.00	(721.15)	(23)
Total Administrative Fund Expenditure	42,575.56	36,725.00	(5,850.56)	(16)
Surplus / Deficit for period	(15,766.95)	(13,220.46)		

Income and Expenditure Statement (continued)

Administrative Fund

Owners Corporation for Plan No. 4573

1 July 2021 to 30 June 2022

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

Summary

Opening Balance as at 1 July 2021	15,145.88
Total Revenue during period	26,808.61
Total Expenditure during period	(42,575.56)
Administrative Fund balance as at 30 June 2022	<u><u>(\$ 621.07)</u></u>

Income and Expenditure Statement

Capital Works Fund

Owners Corporation for Plan No. 4573

1 July 2021 to 30 June 2022

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

	Actuals 01/07/21 30/06/22	Budget 01/07/21 30/06/22	Variance \$ 01/07/21 30/06/22	Variance % 01/07/21 30/06/22
Income				
Levy Fees - normal	36,361.10	36,363.64	(2.54)	(0)
Mutual Revenue - penalty interest	194.78	0.00	194.78	100
Total Capital Works Fund Income	36,555.88	36,363.64	192.24	1

Expenditure

Fire Protection Services	4,790.00	0.00	(4,790.00)	(100)
Structural	18,650.00	0.00	(18,650.00)	(100)
Structural - rectification	0.00	20,515.00	20,515.00	100
Total Capital Works Fund Expenditure	23,440.00	20,515.00	(2,925.00)	(14)

Surplus / Deficit for period	13,115.88	15,848.64		
-------------------------------------	------------------	------------------	--	--

Summary

Opening Balance as at 1 July 2021	62,874.37
Total Revenue during period	36,555.88
Total Expenditure during period	(23,440.00)
Capital Works Fund balance as at 30 June 2022	\$ 75,990.25

Notes To Financial Statements

Owners Corporation for Plan No. 4573

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

Note 1 Summary of Accounting Policies

This special purpose financial report has been prepared for distribution to owners to fulfill the owners corporation's financial reporting requirements. The accounting policies used in the preparation of this report, as described below, are in the opinion of the owners corporation manager appropriate to meet the needs of owners. (a) The financial report has been prepared on the Accrual basis of accounting including the historical cost convention and the going concern assumption. (b) The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the body corporate because it is not a "reporting entity" as defined in those Standards.

Note 2 Levies in Arrears, in Advance, not Due and payments unidentified

Any items shown as "Levies in Arrears" and "Levies in Advance" in the Balance Sheet represent the position of all levies in arrears or advance, as the case may be, as at the balance date. Any items shown as "Levies not Due" in the Balance Sheet represent levies which have a due date after the balance date. Any items shown as "Levy payments unidentified" in the Balance Sheet represent levy payments that have been received, however could not be identified and therefore allocated to a unit correctly, these funds are held as a liability until they can be correctly allocated. Any other charges against unit owners in arrears or payments in advance appear as liabilities and assets, as the case may be, elsewhere in the Balance Sheet.

Note 3 Unallocated Monies Received

Any items shown as "Unallocated Monies Received" in the Balance Sheet represents amounts received for levies and/or items not yet billed and are recognised as revenue on the day the levy and/or invoice is billed.

Note 4 Income Tax

Assessable income such as interest, dividends and other investment income derived by the Owners Corporation, is taxable at the current company tax rate of 30%. Assessable income received by the Owners Corporation in respect of common property, other than as stated above, is taxable in the hands of individual owners as determined by Tax Ruling 2015/3.

Note 5 Depreciation

Common property, including assets fixed to it, is not beneficially owned by the owners corporation and is therefore not depreciable. Non-fixed assets that are purchased by the owners corporation are beneficially owned by it, but the purchase cost is expensed upon acquisition and not depreciated.

Note 6 Unearned Revenue

Any items shown as "Unearned Revenue" in the Balance Sheet represents money received for a service or product that has yet to be fulfilled. For example, pre-payment on a lease agreement. The revenue is a liability until it has been 'earned' by the owners corporation.

Note 7 GST Rounding

Any items shown as "GST Rounding" in the Income and Expenditure Statement represents the rounded amount not included in any amounts paid to the ATO when calculating GST transactions. This amount is net of GST.

Note 8 GST balance to collect

Any items shown as "GST balance to collect" in the Balance Sheet represents the GST portion of any invoices that are due and accrue in the next financial year. EG. Interim contributions issued in this reporting period that are for a levy period in the next financial year. The invoice (net of GST) is not an asset as the accrual period has not started. However the GST portion is considered both an asset and a liability as at the invoice date. The asset is reported as "GST balance to collect".

Note 9 Prepaid Expenses

Detail	Amount
Mason & Brophy Strata Management Pty Limited Management Fees	16.85
	\$ 16.85

Note 10 Levies in Arrears - also see note 2

Detail	Amount
Lot: 12 Unit: 12	1191.85
Lot: 14 Unit: 14	1184.31
Lot: 15 Unit: 15	1301.72
Lot: 3 Unit: 3	1025.23
Lot: 4 Unit: 4	1007.56
Lot: 5 Unit: 5	1131.29
Lot: 6 Unit: 6	1131.29

These notes (other than notes added by the owners corporation manager) are the subject of copyright and are generated by the software program "Strataware", developed by Mystrata Pty Ltd (www.mystrata.com). These notes explain how the accounts were prepared, what specific policies/rulings apply and further clarify the figures in the financial statement. The form of accounts produced by Strataware has been settled by a prominent national firm of Chartered Accountants. The accuracy of data used to generate the accounts is the responsibility of the software user.

Notes To Financial Statements

Owners Corporation for Plan No. 4573
1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

\$ 7,973.25

Note 11 Unallocated Monies Received - also see note 3

Detail	Amount
Lot: 1 Unit: 1	1047.59

\$ 1,047.59

Note 12 Accounts Payable Liability

Detail	Amount
Auto Lift Garage Doors Pty Ltd Investigate issues with Garage door U14	181.50
Mason & Brophy Strata Management Pty Limited Completion of Alarm Programming	72.14
TTF QPS Family t/a Quintex Property Services Pty Ltd Cleaning & Lawn/Garden Services - April 2022	567.00
	\$ 820.64

ANNUAL FINANCIAL STATEMENTS

For the period 1 July 2020 to 30 June 2021

Prepared For

4573

Strata Plan 4573

1351 PITTWATER ROAD
NARRABEEN
NSW 2101

Manager

Alison Ritchie
Mason & Brophy Strata Management Pty Limited

Printed

12 October 2021

Balance Sheet

Administrative & Capital Works Fund

Owners Corporation for Plan No. 4573

As at 30th June 2021

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

Assets		2021	2020
Cash		75,406.77	73,363.81
Levies in Arrears	Note 9	4,942.39	1,053.51
Security Deposit Account		0.00	5.78
Total Assets		\$ 80,349.16	\$ 74,423.10

Liabilities

Levies in Advance	Note 10	1,094.22	0.00
Accounts Payable Liability	Note 11	583.23	0.00
Unallocated Monies Received		0.00	1,722.78
GST Liability		518.73	495.62
GST balance to disburse		132.73	0.00
Total Liabilities		\$ 2,328.91	\$ 2,218.40
Net Assets		\$ 78,020.25	\$ 72,204.70

Equity

Administrative Fund	15,145.88	42,158.11
Capital Works Fund	62,874.37	30,046.59
Total Equity	\$ 78,020.25	\$ 72,204.70

Income and Expenditure Statement

Administrative Fund

Owners Corporation for Plan No. 4573

1 July 2020 to 30 June 2021

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

Income	Actuals	Actuals
	01/07/19 30/06/20	01/07/20 30/06/21
Levy Fees - Debt recovery costs	0.00	36.26
Levy Fees - normal	32,600.00	8,150.00
Mutual Revenue - debt recovery costs	276.78	293.07
Mutual Revenue - penalty interest	70.48	31.19
Mutual Revenue - reimbursement	0.00	90.25
Non-Mutual Revenue - certificates	0.00	327.00
Non-Mutual Revenue - strata inspections	62.00	31.00
Strata Setup - Balance Brought Forward	0.00	(569.53)
Sundry Revenue	766.95	0.00
Taxes, Fees & Charges - Set GST Liability	0.00	569.53
Total Administrative Fund Income	33,776.21	8,958.77
Expenditure		
Bank Fees & Charges	182.80	103.52
Cleaning Service	3,621.81	4,169.84
Cleaning Service - bins, garbage chutes	0.00	117.00
Door & Window Maintenance	1,032.24	0.00
Electrical Repairs	129.00	458.53
Electrical Repairs - globes, tubes	225.00	20.00
Electricity	694.87	604.36
Fire Protection Services	2,624.89	5,381.97
Garden/Lawn Maintenance	2,832.75	2,231.20
General Repairs	16.36	0.00
Insurance Claim - excess	500.00	0.00
Insurance Premiums	9,405.69	10,021.38
Lock & Key Systems	0.00	207.36
Owners Corporation Manager - accounting fees	450.24	443.13
Owners Corporation Manager - additional services	706.23	803.77
Owners Corporation Manager - certificate fees	0.00	327.00
Owners Corporation Manager - debt recovery	1,561.92	381.13
Owners Corporation Manager - disbursements	1,048.51	1,272.84
Owners Corporation Manager - inspection fees	31.00	93.00
Owners Corporation Manager - management fees	5,187.22	5,225.46
Owners Corporation Manager - schedule B fees	214.35	253.40
Owners Corporation Manager - work order/quotes	0.00	34.34
Pest Control Services	0.00	40.91
Plumbing	3,294.08	49.08
Roof - gutters & downpipes	450.00	666.36
Sundry Expenditure	86.38	0.00
Television Systems - antenna repairs	155.36	17.17
Valuer - insurance valuation	0.00	196.36
Water	3,232.57	2,851.89
Total Administrative Fund Expenditure	37,683.27	35,971.00

Income and Expenditure Statement (continued)

Administrative Fund

Owners Corporation for Plan No. 4573

1 July 2020 to 30 June 2021

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

Summary

Opening Balance as at 1 July 2020	42,158.11
Total Revenue during period	8,958.77
Total Expenditure during period	(35,971.00)
Administrative Fund balance as at 30 June 2021	\$ 15,145.88

Income and Expenditure Statement

Capital Works Fund

Owners Corporation for Plan No. 4573

1 July 2020 to 30 June 2021

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

Income	Actuals	Actuals
	01/07/19 30/06/20	01/07/20 30/06/21
Levy Fees - normal	16,568.00	44,522.00
Mutual Revenue - penalty interest	22.56	108.89
Non-Mutual Revenue - bank interest	383.73	154.80
Strata Setup - Balance Brought Forward	0.00	197.68
Taxes, Fees & Charges - Set GST Liability	0.00	(197.68)
Total Capital Works Fund Income	16,974.29	44,785.69
Expenditure		
Consultant	0.00	2,116.35
Doors and Windows	3,624.08	2,551.25
Electrical Repairs	0.00	1,322.50
Fire Protection Equipment	3,360.88	1,883.00
General Service Replacement	7,925.45	0.00
Structural - rectification	0.00	3,362.64
Television Systems - antenna replacement	0.00	722.17
Total Capital Works Fund Expenditure	14,910.41	11,957.91
Summary		
Opening Balance as at 1 July 2020		30,046.59
Total Revenue during period		44,785.69
Total Expenditure during period		(11,957.91)
Capital Works Fund balance as at 30 June 2021		\$ 62,874.37

Notes To Financial Statements

Owners Corporation for Plan No. 4573

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

Note 1 Summary of Accounting Policies

This special purpose financial report has been prepared for distribution to owners to fulfill the owners corporation's financial reporting requirements. The accounting policies used in the preparation of this report, as described below, are in the opinion of the owners corporation manager appropriate to meet the needs of owners. (a) The financial report has been prepared on the Accrual basis of accounting including the historical cost convention and the going concern assumption. (b) The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the body corporate because it is not a "reporting entity" as defined in those Standards.

Note 2 Levies in Arrears, in Advance, not Due and payments unidentified

Any items shown as "Levies in Arrears" and "Levies in Advance" in the Balance Sheet represent the position of all levies in arrears or advance, as the case may be, as at the balance date. Any items shown as "Levies not Due" in the Balance Sheet represent levies which have a due date after the balance date. Any items shown as "Levy payments unidentified" in the Balance Sheet represent levy payments that have been received, however could not be identified and therefore allocated to a unit correctly, these funds are held as a liability until they can be correctly allocated. Any other charges against unit owners in arrears or payments in advance appear as liabilities and assets, as the case may be, elsewhere in the Balance Sheet.

Note 3 Unallocated Monies Received

Any items shown as "Unallocated Monies Received" in the Balance Sheet represents amounts received for levies and/or items not yet billed and are recognised as revenue on the day the levy and/or invoice is billed.

Note 4 Income Tax

Assessable income such as interest, dividends and other investment income derived by the Owners Corporation, is taxable at the current company tax rate of 30%. Assessable income received by the Owners Corporation in respect of common property, other than as stated above, is taxable in the hands of individual owners as determined by Tax Ruling 2015/3.

Note 5 Depreciation

Common property, including assets fixed to it, is not beneficially owned by the owners corporation and is therefore not depreciable. Non-fixed assets that are purchased by the owners corporation are beneficially owned by it, but the purchase cost is expensed upon acquisition and not depreciated.

Note 6 Unearned Revenue

Any items shown as "Unearned Revenue" in the Balance Sheet represents money received for a service or product that has yet to be fulfilled. For example, pre-payment on a lease agreement. The revenue is a liability until it has been 'earned' by the owners corporation.

Note 7 GST Rounding

Any items shown as "GST Rounding" in the Income and Expenditure Statement represents the rounded amount not included in any amounts paid to the ATO when calculating GST transactions. This amount is net of GST.

Note 8 GST balance to collect

Any items shown as "GST balance to collect" in the Balance Sheet represents the GST portion of any invoices that are due and accrue in the next financial year. EG. Interim contributions issued in this reporting period that are for a levy period in the next financial year. The invoice (net of GST) is not an asset as the accrual period has not started. However the GST portion is considered both an asset and a liability as at the invoice date. The asset is reported as "GST balance to collect".

Note 9 Levies in Arrears - also see note 2

Detail	Amount
Lot: 1 Unit: 1	823.73
Lot: 3 Unit: 3	2.76
Lot: 7 Unit: 7	3141.26
Lot: 8 Unit: 8	974.62
Lot: 9 Unit: 9	0.02
	\$ 4,942.39

Note 10 Levies in Advance - also see note 2

Detail	Amount
Lot: 15 Unit: 15	145.48
Lot: 16 Unit: 16	0.02
Lot: 4 Unit: 4	0.01
Lot: 5 Unit: 5	948.71

These notes (other than notes added by the owners corporation manager) are the subject of copyright and are generated by the software program "Strataware", developed by Mystrata Pty Ltd (www.mystrata.com). These notes explain how the accounts were prepared, what specific policies/rulings apply and further clarify the figures in the financial statement. The form of accounts produced by Strataware has been settled by a prominent national firm of Chartered Accountants. The accuracy of data used to generate the accounts is the responsibility of the software user.

Notes To Financial Statements

Owners Corporation for Plan No. 4573
1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

\$ 1,094.22

Note 11 Accounts Payable Liability

Detail	Amount
Mason & Brophy Strata Management Pty Limited Disbursements & Services	117.23
Mason & Brophy Strata Management Pty Limited Fixed Disbursements	98.00
TTF QPS Family t/a Quintex Property Services Pty Ltd Property services June 2021	368.00
	\$ 583.23

Proposed Annual Budget

Administrative Fund

Owners Corporation for Plan No. 4573

1 July 2021 to 30 June 2022

1351 PITTWATER ROAD NARRABEEN NSW 2101

Expenditure	Actuals 07/20 - 06/21	Budget 07/20 - 06/21	Budget 07/21 - 06/22	Variance \$
Bank Fees & Charges	103.52	190.00	105.00	(85.00)
Cleaning Service	4,169.84	3,800.00	3,300.00	(500.00)
Cleaning Service - bins, garbage chutes	117.00	-	1,000.00	1,000.00
Electrical Repairs	458.53	-	470.00	470.00
Electrical Repairs - globes, tubes	20.00	-	-	-
Electricity	604.36	750.00	750.00	-
Fire Protection Services	5,381.97	2,800.00	5,540.00	2,740.00
Garden/Lawn Maintenance	2,231.20	3,000.00	2,500.00	(500.00)
General Repairs	-	5,500.00	-	(5,500.00)
Insurance Premiums	10,021.38	9,880.00	10,725.00	845.00
Lock & Key Systems	207.36	-	-	-
Owners Corporation Manager - accounting fees	443.13	450.00	470.00	20.00
Owners Corporation Manager - additional services	803.77	700.00	800.00	100.00
Owners Corporation Manager - certificate fees	327.00	-	-	-
Owners Corporation Manager - debt recovery	381.13	-	-	-
Owners Corporation Manager - disbursements	1,272.84	1,070.00	1,335.00	265.00
Owners Corporation Manager - inspection fees	93.00	-	-	-
Owners Corporation Manager - management fees	5,225.46	5,450.00	6,105.00	655.00
Owners Corporation Manager - schedule B fees	253.40	220.00	275.00	55.00
Owners Corporation Manager - work order/quotes	34.34	-	150.00	150.00
Pest Control Services	40.91	-	-	-
Plumbing	49.08	-	-	-
Roof - gutters & downpipes	666.36	-	-	-
Strata Setup - Balance Brought Forward	569.53	-	-	-
Sundry Expenditure	-	60.00	-	(60.00)
Television Systems - antenna repairs	17.17	-	-	-
Valuer - insurance valuation	196.36	-	-	-
Water	2,851.89	3,400.00	3,200.00	(200.00)
Total Administrative Fund Expenditure	36,540.53	37,270.00	36,725.00	(545.00)

Additional Revenue	Actuals 07/20 - 06/21	Budget 07/20 - 06/21	Budget 07/21 - 06/22	Variance \$
Mutual Revenue - debt recovery costs	293.07	-	301.86	301.86
Mutual Revenue - penalty interest	13.31	-	13.71	13.71
Mutual Revenue - reimbursement	90.25	-	92.96	92.96
Non-Mutual Revenue - certificates	327.00	-	336.81	336.81
Non-Mutual Revenue - strata inspections	31.00	-	31.93	31.93
Total Administrative Fund Additional Revenue	754.63	-	777.27	777.27

Proposed Annual Budget (continued)

Administrative Fund

Owners Corporation for Plan No. 4573

1 July 2021 to 30 June 2022

1351 PITTWATER ROAD NARRABEEN NSW 2101

Administrative Fund Summary		Budget 07/21 - 06/22
Opening balance (Surplus)	15,145.88	
Expenditure during budget period	36,725.00	
	21,579.12	
Less Additional revenue during budget period	777.27	
Plus Planned surplus at end of budget period	1,925.42	
Plus Allowance for GST on levies	2,272.73	Per Ent
Budgeted levies to be raised \$	25,000.00	25.0000
Last years budgeted levies raised	8,965.00	8.9650
Variance \$	16,035.00	
Total Lot Liability	1000	
*May include insurance contributions		

Proposed Annual Budget

Capital Works Fund

Owners Corporation for Plan No. 4573

1 July 2021 to 30 June 2022

1351 PITTWATER ROAD NARRABEEN NSW 2101

Expenditure	Actuals 07/20 - 06/21	Budget 07/20 - 06/21	Budget 07/21 - 06/22	Variance \$
Consultant	2,116.35	-	-	-
Doors and Windows	2,551.25	-	-	-
Electrical Repairs	1,322.50	-	-	-
Fire Protection Equipment	1,883.00	-	-	-
Structural - rectification	3,362.64	-	20,515.00	20,515.00
Television Systems - antenna replacement	722.17	-	-	-
Total Capital Works Fund Expenditure	11,957.91	-	20,515.00	20,515.00

Additional Revenue	Actuals 07/20 - 06/21	Budget 07/20 - 06/21	Budget 07/21 - 06/22	Variance \$
Mutual Revenue - penalty interest	21.13	-	-	-
Non-Mutual Revenue - bank interest	154.80	-	-	-
Strata Setup - Balance Brought Forward	197.68	-	-	-
Total Capital Works Fund Additional Revenue	373.61	-	-	-

Capital Works Fund Summary	Budget 07/21 - 06/22
Opening balance (Surplus)	62,874.37
Expenditure during budget period	20,515.00
	(42,359.37)
Less Additional revenue during budget period	0.00
Plus Planned surplus at end of budget period	78,723.01
Plus Allowance for GST on levies	3,636.36
Budgeted levies to be raised \$	40,000.00
	Per Ent 40.0000
Last years budgeted levies raised	48,974.20
Variance \$	(8,974.20)
Total Lot Liability	1000

1 July 2021 to 30 June 2022

Owners Corporation for Plan No. 4573

1351 PITTWATER ROAD NARRABEEN NSW 2101

Proposed Levy Period Start 01/08/2021
 Levy Period Duration 12 month(s)
 No. of Instalment(s): 4
 GST YES

<u>TOTAL LEVIES</u>	<u>Per Period</u>	<u>Per Year</u>
Admin Fund	P1 2,466.2000 P2 2,466.2000 P3 10,033.8000 P4 10,033.8000	25,000.00
Capital Fund	P1 12,357.4000 P2 12,357.4000 P3 7,642.6000 P4 7,642.6000	40,000.00
Total Contribution	P1 14,823.6000 P2 14,823.6000 P3 17,676.4000 P4 17,676.4000	65,000.00

<u>TOTAL LIABILITIES</u>	<u>Per Period</u>	<u>Per Year</u>
Admin Fund	P1 2.4662 P2 2.4662 P3 10.0338 P4 10.0338	25.0000
Capital Fund	P1 12.3574 P2 12.3574 P3 7.6426 P4 7.6426	40.0000
Total Per Lot Liability	P1 14.8236 P2 14.8236 P3 17.6764 P4 17.6764	65.0000

Yearly Levy By Period (Estimate Only)						
Lot No.	Lot Liability	Period	Administrative Fund	Capital Works Fund	Total	
1	59	1	145.51	729.09	874.59	
		2	145.51	729.09	874.59	
		3	591.99	450.91	1,042.91	
		4	591.99	450.91	1,042.91	
2	59	1	145.51	729.09	874.59	
		2	145.51	729.09	874.59	
		3	591.99	450.91	1,042.91	
		4	591.99	450.91	1,042.91	
3	58	1	143.04	716.73	859.77	
		2	143.04	716.73	859.77	
		3	581.96	443.27	1,025.23	
		4	581.96	443.27	1,025.23	
4	57	1	140.57	704.37	844.95	
		2	140.57	704.37	844.95	
		3	571.93	435.63	1,007.55	
		4	571.93	435.63	1,007.55	
5	64	1	157.84	790.87	948.71	

OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 4573

Common Property Information

Entitlement Information

Lot	Unit	Liability	Entitlement
1	1	59	0
10	10	65	0
11	11	57	0
12	12	67	0
13	13	64	0
14	14	67	0
15	15	64	0
16	16	67	0
2	2	59	0
3	3	58	0
4	4	57	0
5	5	64	0
6	6	64	0
7	7	65	0
8	8	64	0
9	9	59	0
Total		1000	0

Insurance Information

Policy Number	LNG-STR-181886
Expiry Date	27/03/2023
Insurance Company	LONGITUDE INSURANCE
Insurance Broker	Body Corporate Brokers Pty Ltd (NSW)
Amount of Premium	\$ 13,360.84
Period of Insurance	27/03/2022 to 27/03/2023

Policy Type	Excess	Sum Insured
Appeal Expenses	\$ 0.00	\$150,000
Building Catastrophe	\$ 0.00	\$1,092,892.5
Common Area Contents	\$ 0.00	\$72,860
Community Income	\$ 0.00	Not Insured
Damage (i.e. Building) Policy	\$ 1,000.00	\$7,285,950
Fidelity Guarantee Insurance	\$ 0.00	\$100,000
Floating Floors	\$ 0.00	Insured
Flood	\$ 0.00	\$7285950
Fusion Cover	\$ 0.00	Not Insured

OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 4573

Government Audit Costs	\$ 0.00	\$30,000
Legal Defence Expenses	\$ 0.00	\$50,000
Loss of Rent	\$ 0.00	\$1,092,893
Lot Owner's Fixtures and Improvements	\$ 0.00	\$300,000
Machinery Breakdown Insurance	\$ 0.00	Not Insured
Office Bearers Liability Insurance	\$ 0.00	\$1,000,000
Paint	\$ 0.00	Insured
Property, Death and Injury (Public Liability)	\$ 0.00	\$20,000,000
Voluntary Workers Insurance	\$ 0.00	\$200000/2000
Workers Compensation Insurance	\$ 0.00	Not Insured

Plan and Lot Information

Plan Information

Plan Number	4573
Property Name	4573
Property Address	1351 PITTWATER ROAD, NARRABEEN, NSW, 2101
Developer	
Developer ABN	

Lot Information

Lot Number	10
Unit Number	10
Lot Liability	65
Lot Entitlement	0
Type of Lot	Residential
Subdivided	No
Car Spaces	

Ownership Information

Original Owner Information

No Details Recorded

Current Owner Information

Registered Lot Owner	R GREEN, MRS H GREEN
Corporate Owner	No
Date Interest Acquired	04/12/2000
Manner Interest Arose	Transfer
Committee Member	No

OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 4573

Residential Business Address	UNIT 10 1351 PITTWATER ROAD, NARRABEEN, 2101
Levy Address	By post to: UNIT 10 1351 PITTWATER ROAD, NARRABEEN, 2101
Correspondence Address	By post to: UNIT 10 1351 PITTWATER ROAD, NARRABEEN, 2101

Mortgagee Information

No Details Recorded

Current Lease Information

No Details Recorded

Other Information Relating to the Lot

Lot Improvements

The following authorisation was given by the Owners Corporation to the owner of this Lot to make improvements to part of the common property for which they are responsible:

No Details Recorded

Rules

Details of rules granted to the current or previous owners of this Lot:

No Details Recorded

Exclusive Use Grants

Details of exclusive use grants allocated to the current or previous owners of this Lot:

No Details Recorded

Liability limited by a scheme approved under Professional Standards Legislation.

Owners Corporation for Plan No. 4573

1351 PITTWATER ROAD NARRABEEN NSW 2101

ABN/ACN 92911014221

LEVY STATEMENT - 10

OWNER: R GREEN, MRS H GREEN

For the period 1 Jul 2021 to 30 Jun 2022 - sorted by Due Date

Due Date	Issue Date	Grace Days	Payment Date	Payment Method	Description	Period (if applicable)	Admin Fund	Admin Penalty	Capital Fund	Capital Penalty	LEVY BALANCE	PENALTY BALANCE
					brought forward						0.00	0.00
			15-07-21	TRANSFER	Payment 963.53		160.30		803.23		963.53	0.00
01-08-21	18-06-21				Levies - normal (interim)	01-08-21 to 31-10-21	-160.30				803.23	0.00
01-08-21	18-06-21				Levies - normal (interim)	01-08-21 to 31-10-21			-803.23		0.00	0.00
			21-10-21	TRANSFER	Payment 963.53		160.30		803.23		963.53	0.00
01-11-21	18-09-21				Levies - normal (interim)	01-11-21 to 31-01-22	-160.30				803.23	0.00
01-11-21	18-09-21				Levies - normal (interim)	01-11-21 to 31-01-22			-803.23		0.00	0.00
			19-01-22	TRANSFER	Payment 1148.97		652.20		496.77		1,148.97	0.00
01-02-22	19-12-21				Levies - normal	01-02-22 to 30-04-22	-652.20				496.77	0.00
01-02-22	19-12-21				Levies - normal	01-02-22 to 30-04-22			-496.77		0.00	0.00
			21-04-22	TRANSFER	Payment 1148.97		652.20		496.77		1,148.97	0.00
01-05-22	18-03-22				Levies - normal	01-05-22 to 31-07-22	-652.20				496.77	0.00
01-05-22	18-03-22				Levies - normal	01-05-22 to 31-07-22			-496.77		0.00	0.00
Balance of account as at 30 Jun 2022 \$							0.00	0.00	0.00	0.00	0.00	0.00
Total Balance \$											0.00	

Important Note: The date range shown on the top of this report represents the period over which the report is showing transactions. This is NOT a reflection of your "paid to" date.

BOX 330B
(AP657548)

NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE

CP/SP4573

EDITION

3

DATE OF ISSUE

4/11/2019

CERTIFICATE AUTHENTICATION CODE

69H5-R2-DYQC

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

REGISTRAR GENERAL



LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 4573
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT NARRABEEN.

LOCAL GOVERNMENT AREA: NORTHERN BEACHES.

PARISH OF MANLY COVE COUNTY OF CUMBERLAND

TITLE DIAGRAM: SHEET 1 SP4573

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 4573

ADDRESS FOR SERVICE OF NOTICES:

1351 PITTWATER ROAD

NARRABEEN 2101

SECOND SCHEDULE

1. RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2. LAND EXCLUDES MINERALS (S.141 PUBLIC WORKS ACT, 1912) AS REGARDS PART
3. DP530158 EASEMENT TO DRAIN WATER APPURTENANT TO THE LAND ABOVE DESCRIBED AFFECTING THE PART SHOWN SO BURDENED IN THE TITLE DIAGRAM (SEE L152340)
4. ATTENTION IS DIRECTED TO CLAUSE 3 SCHEDULE 4 STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973 REGARDING BOUNDARIES BETWEEN LOTS AND COMMON PROPERTY IN STRATA SCHEMES REGISTERED BEFORE 1-7-1974
5. AP657548 CONSOLIDATION OF REGISTERED BY-LAWS
6. AP657548 INITIAL PERIOD EXPIRED

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 1000)

STRATA PLAN 4573

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 59	2	- 59	3	- 58	4	- 57
5	- 64	6	- 64	7	- 65	8	- 64
9	- 59	10	- 65	11	- 57	12	- 67
13	- 64	14	- 67	15	- 64	16	- 67

**** END OF CERTIFICATE ****

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

RENEWAL TAX INVOICE

The Owners Of Strata Plan 4573
C/- Mason & Brophy Strata Management
PO Box 444
BROADBEACH QLD 4218

Date: 28/02/2022
Invoice Number: 675800
Key Contact: Karen Bellis

Thank you for using our services to arrange this insurance cover.

Brief details of the cover arranged on your behalf are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read carefully the important notices attached regarding your duty of disclosure. Do not hesitate to contact us with any questions you may have.

Type of Policy	Longitude Residential
Insured	The Owners Of Strata Plan 4573
Description	1351 Pittwater Road, Narrabeen NSW 2101
Insurer	LONGITUDE INSURANCE PTY LTD
Policy Number	LNG-STR-181886
Period of Insurance	27/03/2022 to 27/03/2023

Premium	FSL	Insurer Agency Policy Fee	Insurer Total GST	Stamp Duty	Admin Fee	Admin Fee GST	Invoice Total
\$9,622.02	\$ 863.49	\$ 225.00	\$1,071.05	\$1,029.28	\$ 500.00	\$ 50.00	\$13,360.84

Payment Options



DEFT Reference Number
40507626758003

Pay by credit card or registered bank account at www.deft.com.au or phone **1300 78 11 45**. Payments by credit card may attract a surcharge.



*498 405076 26758003

Pay in-store at Australia Post by cheque or EFTPOS



Biller Code: 20362
Ref: 40507626758003

Body Corporate Brokers Pty Ltd

Want to pay monthly?

IQumulate
Premium Funding

[Click here to accept online](#)

Total amount payable \$14,155.69
(includes application fee and credit charges)
or visit edge.iqumulate.com/myaccount
Enter code: **7CJWHRNDHA**

✓
Smooth out cash flow
Easy monthly payments
No additional security

Name: The Owners Of Strata Plan 4573
Invoice No: 675800
Due Date: **10/04/2022**

1 st instalment of:	\$1,469.57
followed by 9 instalments of:	\$1,409.57
or Total Due:	\$13,360.84

Contact your participating financial institution to make BPAY payments using the biller code and reference number as detailed above

LONGITUDE RESIDENTIAL STRATA POLICY SUMMARY

INSURED: The Owners Of Strata Plan 4573

SITUATION: 1351 Pittwater Road, Narrabeen NSW 2101
 Percentage of building occupied by Commercial Occupants: 0.00%

SECTIONS

SECTION 1 – PROPERTY: PHYSICAL LOSS, DESTRUCTION OR DAMAGE

Costs incurred by the Body Corporate

Building	\$	7,285,950
2.1 i) fixed artwork or sculptures	\$	50,000
Common Contents	\$	72,860
2.2 g) pots, plants, shrubs, trees, rockwork and lawns	\$	25,000
2.2 h) money	\$	10,000
2.2 i) artwork of sculptures (other than fixed)	\$	72,860
Storm Surge (caused by and immediately following a named tropical cyclone) any one event and in the aggregate Period of Insurance	\$	2,000,000

Optional Additional Benefits

Loss of Market Value		Not Insured
Flood Cover		Included
(*Optional) Limit of Liability	\$	7,358,810

Costs incurred by the Lot Owner

All subsections 5.16 (a) – (i) combined	\$	1,821,488
Lot Owners fixtures and fittings (Per lot)	\$	300,000
Temporary Accommodation & Loss of Rent	\$	1,092,893

Lot Owners Additional Benefits

Paint & Wallpaper (applies to NSW & ACT only)		Insured
Floating Floorboards		Insured

Catastrophe Cover (sub section 5.1)

Buildings (%)	15%
Common Contents	15%
Costs Incurred by the Lot Owner	15%
Additional Benefits	15%

SECTION 2 – VOLUNTARY WORKERS PERSONAL ACCIDENT

Death & Disablement	\$	200,000
Weekly Benefits		Insured
		up to \$2,000 per week for Total Disablement and up to \$1,000 per week for Partial Disablement

All per Policy Table of Benefits

Deductible/ Excess

Excluded Period of Claim (each and every Claim)	7 Days
All Per Table of Benefits	

SECTION 3 – OFFICE BEARERS LIABILITY

Aggregate Limit of Liability	\$	1,000,000
Optional Additional Benefits		
Defence Costs (in the aggregate Period of Insurance)	\$	250,000
Statutory Fines & Penalties (in the aggregate Period of Insurance)	\$	250,000

SECTION 4 – FIDELITY GUARANTEE

Limit per person and in the Aggregate	\$	100,000
---------------------------------------	----	---------

SECTION 5 – EQUIPMENT BREAKDOWN

Limit of Liability	\$	Not Selected
--------------------	----	--------------

SECTION 6 – PUBLIC LIABILITY

Limit of Liability	\$	20,000,000
--------------------	----	------------

SECTION 7 – GOVERNMENT AUDIT COSTS, WORKPLACE HEALTH & SAFETY BREACHES & LEGAL EXPENSES

(a) Government Audit Costs		
Aggregate Limit of Liability	\$	30,000
(b) Workplace Health & Safety Breaches		
Aggregate Limit of Liability	\$	150,000
(c) Legal Defence Expenses		
Aggregate Limit of Liability	\$	50,000

Excesses:

	<u>Earthquake Excess</u>	<u>As per Policy</u>
Section 1	Storm, Tempest & Rainwater	\$ 2,000
Section 1	Water Damage/Burst Pipe Claims	\$ 2,000
Section 1	Flood Damage Claims (each and every Claim)	\$ 1,000
Section 1	Other Claims / All Claims	\$ 1,000
Section 7	Gov't Audit Costs and OH & S Expenses (each and every Claim)	\$ 500
Section 7	Legal Defence Expenses	\$ 1,000
	Contribution: (each and every Claim)	10%
	All Other Claims: (each and every Claim)	\$ 1,000

SPECIAL NOTATION

Property No Claim Bonus Included	No
Customer Loyalty Discount Included	Yes
Number of years with Longitude	4

Endorsement / Conditions:

Endorsements and Conditions – As outlined in the Product Disclosure Statement

Longitude is a corporate Authorised Representative of Austagencies P/L:

ABN 76 006 090 464 AFSL 244584

L13, 141 Walker Street North Sydney NSW 2060, PO Box 1813 North Sydney NSW 2059

This insurance is underwritten by Chubb Insurance Australia Limited. ABN: 23 001 642 020 AFS Licence Number: 239687 (Grosvenor Place Level 38, 225 George Street Sydney NSW 2000).

This is a summary only. Full Terms and Conditions are as per the Insurer's Product Disclosure Statement/Policy Wording.

Building Details:

Year Built:	1970	External Walls:	Brick	% of Commercial Lots:	0
No. of Lots:	16	Roof:	Metal	% Holiday Let	0
No. of Storeys:	4	Floors:	Concrete	No. of Lifts:	0
Rewired/replumbed:	No	Claddings:	No	No. of pools:	0
Common Property only:			N/A		
OTHER (Defects / Car Stacker etc)					

If any of the above details are incorrect please advise either BCB or your Strata Manager as a change in your details may result in either a variation to your insurance terms or a withdrawal of cover in certain circumstances.

ADDITIONAL COVERS AVAILABLE

The Owners Corporation may wish to consider cover for the following contingencies:

Machinery Breakdown You may need this cover if you have the following: -

- i) Lifts, escalators and inclinator
- ii) Other electrical and mechanical machinery, boilers and pressure vessels and other similar plant.
- iii) Fusion for large Motors

Fusion is the burning out of an electric motor by an electric current. Generally covered under the building section of a strata policy for motors with an output of up to 5Kw. If you have motors of a higher capacity you will need to consider obtaining Machinery Breakdown insurance which also includes fusion

Catastrophe Insurance Cover available up to 30% of building sum insured for an additional premium.

Office Bearers Liability To increase your sum insured to \$2,000,000 (Min Recommendation). A quotation will be arranged upon request.

Please contact your strata manager or BCB for more information.

INSURANCE VALUATION REPORT

The Owners Corporation of

**1351 Pittwater Road
Narrabeen NSW 2101**

Strata Plan 4573



IMPORTANT INFORMATION			
Date of inspection:	14 October 2017	Inspector name:	Adam McMonigal
Valuation – Adoption Amount	\$6,533,000	Valuation - Including 30% Catastrophe Cost	\$8,493,000
Catastrophe cost	Costs that may arise due to an event or happening which is generally considered as being beyond normal control of building costs for reconstruction. An example is lightning, flood, cyclone or other natural event. On the rare occasion that these events occur, some building costs may rise due to lack of: materials, skilled tradespersons, excessive building applications lodged with Local Government, contamination of the site, access to the site, claims, processing and approval of insurance claims, time lost due to removal of debris.		
Inspection details	Onsite consultation was not requested. This assessment is based on external observations and measurements obtained from supplied drawings / plans.		

INSURANCE VALUATION SUMMARY

PROPERTY ADDRESS	1351 Pittwater Road Narrabeen NSW 2101
BRIEF DESCRIPTION OF BUILDING	The subject property is developed as a unit complex that comprises a total of 16 individual self contained units with car accommodation.
CLIENT	1351 Pittwater Road Owners Corporation.
INSTRUCTIONS FROM CLIENT	To provide an opinion of the replacement value of the buildings and other improvements contained in 1351 Pittwater Road for insurance purposes.
CONTACT(S)	Mason & Brophy Strata Management.
INSPECTION DETAILS	Onsite consultation was not requested. This assessment is based on external observations and measurements obtained from supplied drawings / plans.
VALUATION	The Replacement Value for Insurance Purposes of the buildings and other improvements of 1351 Pittwater Road is assessed at \$6,533,000 (Six Million Five Hundred and Thirty Three Thousand Dollars)

VALUATION

Subject to the detail contained under the previous heading "Replacement Value", the Insurance Value has been calculated as follows:

BUILDINGS / IMPROVEMENTS	\$4,689,200
REPLACEMENT COST	
ESCALATION PERIOD	
Planning 6 Months	
Tendering 6 Months	
Construction & Fit Out 12 Months	
Total 24 Months - At 6% finance rate over the period	\$281,350
<i>Progressive Subtotal</i>	\$4,970,550
PROFESSIONAL FEES	\$546,760
<i>Progressive Subtotal</i>	\$5,517,310
REMOVAL OF DEBRIS	\$248,530
<i>Progressive Subtotal</i>	\$5,765,840
COST ESCALATION	\$172,975
<i>Progressive Subtotal</i>	\$5,938,815
ADOPTION AMOUNT (GST exclusive)	\$5,939,000
CATASTROPHE COST (GST exclusive)	\$7,721,000
If additional insurance cover is required in respect of potential costs which may be incurred following the occurrence of catastrophic circumstances the sum insured could be increased to	
ADOPTION AMOUNT (GST inclusive)	\$6,533,000
CATASTROPHE COST (GST inclusive)	\$8,493,000

ACN 128 353 524

JUNE 2010



Registered Valuers & Property Consultants
PO Box 4444 Epping 1710 . DX 4444 Epping
www.biv.com.au : biv@biv.com.au
Fax: 9617 1541 : Ph: 9114 9800

**SINKING FUND
PLANS (Aust)**
Pty Limited
9114 9800

Member
Institute of Strategic
Management
BRONZE SPONSOR
2008-2009



Liability limited by a scheme approved under Professional Standards Legislation

10 Year Sinking Fund Forecast - Costs Estimates

Sinking Fund Forecast for:		1351 Pittwater Road, Narrabeen			Date commencing:			1 July 2010			Strata Plan:			SP4573		
Calculated for:		Mason & Brophy Strata Management Pty Ltd			Attention:			John Banyard			Today's date:					
Serial	Item	Current Cost Estimate	Approx year required	Escalated amount	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10		
1	Structure				Jul-11	Jul-12	Jul-13	Jul-14	Jul-15	Jul-16	Jul-17	Jul-18	Jul-19	Jul-20		
2	Roof	\$15,000	10	\$32,384										\$32,384		
3	Long term capital items	\$8,000	10	\$17,271										\$17,271		
4	Appendages															
5	Balconies															
6	Common prop. lighting	\$1,700	5	\$2,170					\$2,170							
7	Garage doors	\$10,000	8	\$18,509								\$18,509				
8	Timberwork															
9	Brickwork															
10	Guttering & downpipes	\$6,000	8	\$11,106								\$11,106				
11	Timber balustrades	\$6,500	7	\$11,140							\$11,140					
12	Roller door motors															
13	Windows															
14	Inside															
15	Internal painting	\$4,000	7	\$6,855							\$6,855					
16	Carpet	\$3,000	6	\$4,761						\$4,761						
17	Lighting															
18	Balustrade															
19	Outside															
20	External painting	\$20,000	6	\$31,737						\$31,737						
21	Landscaping	\$2,000	9	\$3,998									\$3,998			
22	Timber fences	\$3,000	8	\$5,553								\$5,553				
23	Retaining walls															
24	Sealing concrete areas (1)															
25	Sealing concrete areas (2)															
26	Trip hazards	\$500	1	\$525												
27	Clothes lines	\$1,500	7	\$2,571	\$525						\$2,571					
28	Pavers															
29	Kids play equipment															
30	Concrete driveway	\$7,000	4	\$8,509				\$8,509								
31	Concrete spalling	\$3,000	5	\$3,829					\$3,829							
	Total Estimate (rounded)	\$91,200		\$160,917	\$525			\$8,509	\$5,999	\$36,498	\$20,566	\$35,168	\$3,998	\$49,655		

Recommended Annual Sinking Fund Payment

SP4573

Page 5

1351 Pittwater Road, Narrabeen

End of Year	Year Ending	Recommended Sinking Fund Payment	Annual % change in Sinking Fund Payment	Adjustment to Sinking Fund Payment (increase/decrease)	S/Fund Balance + Interest + Annual S/Fund Payment	Costs in each year refer to the table above (page 3)	Sinking Fund Balance	Interest on the Sinking Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	2.75%
1	Jul-11	\$12,983			\$32,506	\$525	\$19,000	\$523
2	Jul-12	\$13,633	5.00%		\$46,493		\$31,961	\$879
3	Jul-13	\$14,314	5.00%		\$62,086		\$46,493	\$1,279
4	Jul-14	\$15,030	5.00%		\$78,823	\$8,509	\$62,086	\$1,707
5	Jul-15	\$15,781	5.00%		\$88,030	\$5,999	\$70,315	\$1,934
6	Jul-16	\$16,571	5.00%		\$100,858	\$36,498	\$82,031	\$2,256
7	Jul-17	\$17,399	5.00%		\$83,528	\$20,566	\$64,359	\$1,770
8	Jul-18	\$18,269	5.00%		\$82,963	\$35,168	\$62,962	\$1,731
9	Jul-19	\$19,182	5.00%		\$68,292	\$3,998	\$47,795	\$1,314
10	Jul-20	\$20,142	5.00%		\$86,204	\$49,655	\$64,294	\$1,768
11	Jul-21	\$21,149	5.00%		\$58,702		\$36,548	\$1,005
							\$58,702	\$1,614

Note: some figures may be rounded

Assumptions	
Base Annual Sinking Fund contribution for Capital Items	\$15,383
Buffer (or adjustment to the base annual contribution)	-\$2,400
Recommended Annual Sinking Fund Contribution (After Buffer)	\$12,983
Current Annual Sinking Fund contribution (as instructed)	\$10,000
Current Sinking Fund Balance (as instructed)	\$19,000
Annual Sinking Fund Payment increase rate	5.00%
Adopted Investment Rate after tax	2.75%

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

Recommendation

We consider that the existing Sinking Fund Balance is very good, however an additional allowance should be maintained for any unforeseen circumstances. We consider that the current annual payments are not quite sufficient to meet the immediate likely expenditure. We recommend that the Owner's Corporation adopt as a minimum the Sinking Fund Payments as shown in the table below and for the following ten years.

Points of consideration

We have made the following allowances:

- contribution towards the repair of the roof in year 10, if required.
- contribution towards the replacement of the long term capital items, if required.
- in year 5, allowance for the replacement of the common prop. lighting, if required.
- in year 8, allowance for the replacement of the garage doors.
- contribution towards the repair of the guttering & downpipes, if required.
- allowance for the replacement of the timber balustrades in year 7, if required.
- in year 7, contribution towards the renewal of the internal painting, if required. In order to maintain a fresh appearance and provide constant protection. If performed regularly, repainting will prevent excessive preparation costs in the future.
- in year 6, allowance for the replacement of the carpet.
- contribution towards the renewal of the external painting in year 6, if required.
- allowance for the renewal of the landscaping in year 9. The owners may wish to change the plantings, restore landscaped areas and refresh with new bark chips.
- in year 8, allowance for the replacement of the timber fences, if required. Where appropriate, at 50% of the cost in accordance with the Dividing Fences Act, 1991.
- removal of the trip hazards in year 1. (By the use of a concrete grinder or other appropriate means).
- in year 7, allowance for the replacement of the clothes lines, if required.
- in year 4, contribution towards the repair of the concrete driveway.
- in year 5, contribution towards the repair of the concrete spalling, if required.

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

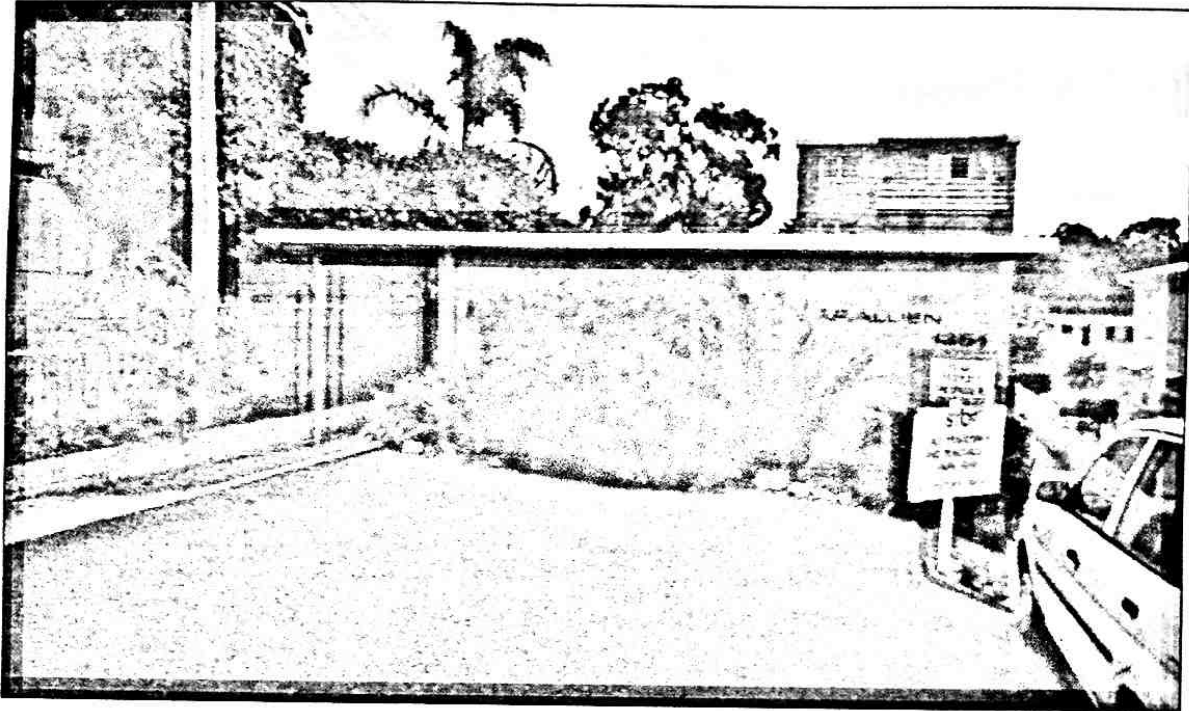
ASBESTOS REPORTS

a subsidiary of Building Insurance Valuations Pty Limited ABN 75 124 043 027

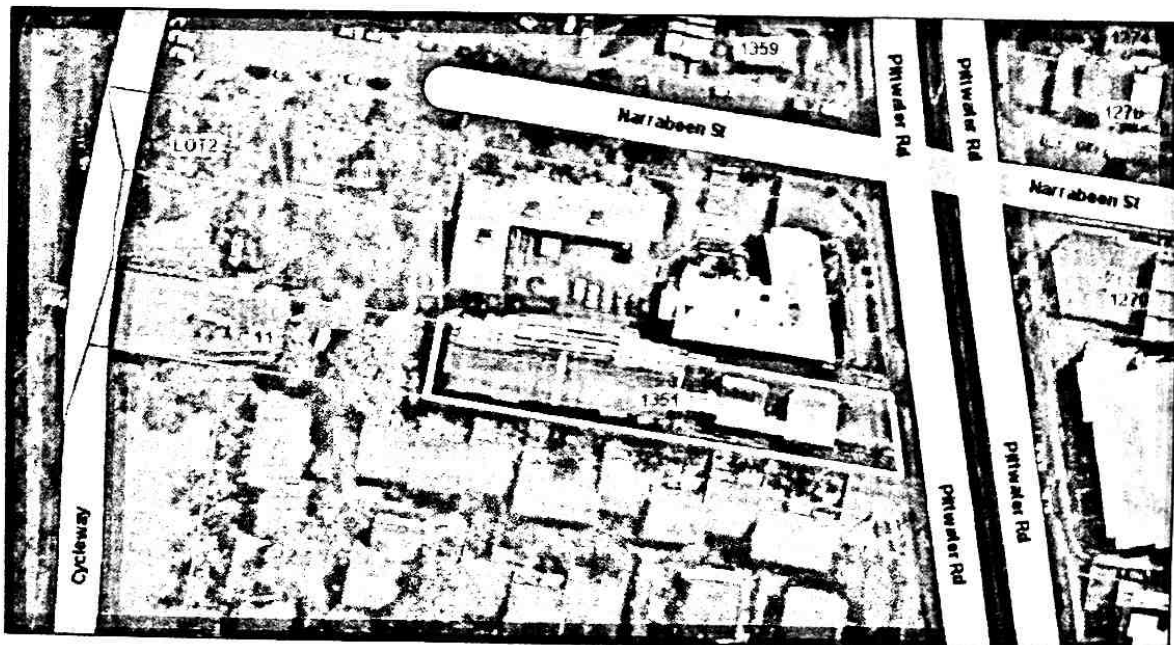
ASBESTOS REGISTER AND ASBESTOS MANAGEMENT PLAN

COMMON PROPERTY - LEVEL 1 INSPECTION

14 AUGUST 2012



1351 PITTWATER ROAD, NARRABEEN :: SP4573




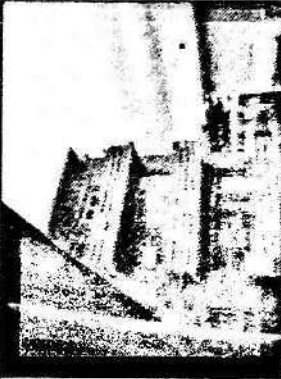
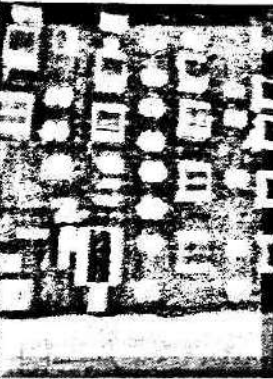
Registered Valuers & Property Consultants
PO Box 4444 Epping 1718 DX 4444 Epping
www.biv.com.au : biv@biv.com.au
Fax: 9617 1541 : Ph: 9114 9800

SINKING FUND
PLANS (Aust)
Pty Limited
9114 9800

 strata
community
australia®
BRONZE SPONSOR 2008-2012

ASBESTOS REGISTER

This Asbestos Register should be read in conjunction with the full Asbestos Report

Workplace address: 1351 Pittwater Road, Narrabeen :: SP4573			Name of Competent Person: Bryce McMillan - Asbestos Inspector				
Code of Practice items			Risk Assessment				Photo (see Annex A for additional photos)
Date of Identification	Item Description (type of asbestos product) Specific Location	Friable or Non-Friable? Condition of Asbestos	Visual Identification only		Area m2 Approx	Is this an inaccessible area? Recommended Control Measure(s) Remove/Isolate	
			Is it Asbestos? 1. highly likely -> likely 2. likely 3. unlikely 4. highly unlikely	Contamination risk 1. very high (friable) 2. high 3. mod. 4. low			
1 14 Aug 2012	External vermiculite ceiling	Friable	2. likely	2. high	70	No Leave in place Monitor Remove when practical	
2 14 Aug 2012	Floors lining	Non-friable Good	3. unlikely	4. low	40	Yes Leave in place Monitor Clean without creating dust Keep painted	
3 14 Aug 2012	Motor board backing panel	Non-friable	2. likely	3. mod.	1	No Leave in place Do not disturb or creating dust Remove when practical	



**Fair
Trading**

PO Box 972
Parramatta NSW 2124
Tel: 02 9895 0785 TTY: 1300 723 404
ABN 81 913 830 179
www.fairtrading.nsw.gov.au

Owners Corporation SP4573 and
Mason and Brophy Strata Management Pty Ltd
Locked Bag 22
HAYMARKET NSW 1238

23 March 2018

Dear Owners Corporation and Mason and Brophy Strata Management

**RE: 1351 Pittwater Road, NARRABEEN 2101
97156/2017/SP4**

Thank you for registering your home to be tested for loose-fill asbestos insulation.

The Licensed Asbestos Assessor allocated to undertake the inspection at your property has advised us there is no roof cavity to inspect or take samples for testing.

For this reason, sample testing for loose-fill asbestos insulation is not possible at your property, and your case has been closed.

If you would like more information, please call us on 02 9895 0785 or email asbestosenquiry@finance.nsw.gov.au and quote your Case File Number.

More information about the Voluntary Purchase and Demolition Program can be found on our website at www.loosefillasbestos.nsw.gov.au

Yours sincerely,

Stewart Scarlett
Director, Operations
NSW Fair Trading

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Please note:

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): ☒ an annual fire safety statement (complete the declaration at Section 8 of this form)
☐ a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: ☒ the whole building ☐ part of the building

Address

1351 Pittwater Road Narrabeen 2101

Lot No. (if known)

DP/SP (if known)

Building name (if applicable)

SP 4573

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

4 x levels of class 2 SOU residential units and 1 x level of class 7a garages. Concrete and masonry construction.

Section 3: Name and address of the owner(s) of the building or part of the building

Name

THE OWNERS CORPORATION OF STRATA PLAN 4573

Address

C/- MASON & BROPHY STRATA MANAGEMENT LOCKED BAG 22 HAYMARKET NSW 1238

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Automatic Fire Detection & Alarm systems (Smoke & Thermal alarms in each Unit)	a) Smoke Alarms - BCA Clause E2.2, Spec E2.2a (BCA 09) AS 3786 - 1993 b) Thermal Detectors - interconnected both vertically and horizontally - coupled to adjoining units - Fire Modelling & Computing Report Addendum BCAC-64a dated May 2011 and verified by letter to reference no. BCAC-64n prepared by Fire Modelling & Computing dated July 2015.	07.05.21 and 24.05.21	F027122A
Spandrel Separation	Spandrel panel in third floor near Units 3,4,11 & 12 entrances in accordance with - Fire Modelling & Computing Report Addendum BCAC-64a dated May 2011 and verified by letter to reference no. BCAC-64n prepared by Fire Modelling & Computing dated July 2015	07.05.21 and 24.05.21	F027122A
Evacuation Plan	Council Order requirement	07.05.21 and 24.05.21	F027122A
Emergency Lighting	BCA Clauses E4.2, E4.4 & AS 2293.1 - 2005	07.05.21 and 24.05.21	F027122A
Exit Signs	BCA Clause E4.7 & 2293.1 - 2005	07.05.21 and 24.05.21	F027122A
Fire Doors to Stairways	BCA Specification C3.4 (BCA 09) and AS 1905.1 - 2005	07.05.21 and 24.05.21	F027122A

1351 Pittwater Road Narrabeen 2101

Version 3.1 | Effective from 1 March 2021 | NSW Department of Planning, Industry and Environment | 1

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Fire Hydrant System (3 lengths of hose required for units 9, 10, 13, 14, 15 & 16)	BCA Clause E1.3 & AS 2419.1 - 1994	07.05.21 and 24.05.21	F027122A
Fire Seals (garages)	BCA Clause C3.15 & Specification C3.15 - Fire Modelling & Computing Report Addendum BCAC-64a dated May 2011	07.05.21 and 24.05.21	F027122A
Portable Fire Extinguishers	BCA Clause E1.6 (BCA 09) & AS 2444 - 2001	07.05.21 and 24.05.21	F027122A
Wired Glazed Windows (within stairwells)	Wired glass in aluminium frames to all windows of external walls to both stairwells - Fire Modelling & Computing Report Addendum BCAC-64a dated Nov 2019	07.05.21 and 24.05.21	F027122A
Signs on Doors	BCA Clause D2.23	07.05.21 and 24.05.21	F027122A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

Part of the building inspected	Date(s) inspected	APFS *
Common Area Lobbies, Stairwells and Paths of Travel	07.05.21 and 24.05.21	F027122A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

Full name	Phone	Email	Accreditation No.*	Signature
Peter Ryce	0450 921 230	peter@completefire.com.au	F027122A	

* Where applicable – see notes on page 4 for further information.

Section 7: Name and contact details of the person issuing this statement

Full name	
MATTHEW BYRNE	
Organisation (if applicable)	Title/Position (if applicable)
MASON & BROPHY STRATA MANAGEMENT	NATIONAL STRATA SERVICES MANAGER PICA GROUP
Phone	Email
02 8978 3000	COMPLIANCE.MASONBROPHY@PICAGROUP.COM.AU

The person issuing the statement must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, MATTHEW BYRNE ON BEHALF OF MASON & BROPHY (insert full name) being the: ☐ owner ☒ owner's agent

declare that: STRATA AND THE OWNERS CORPORATION OF STRATA PLAN 4573

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:
 - i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

1351 Pittwater Road Narrabeen 2101

Version 3.1 | Effective from 1 March 2021 | NSW Department of Planning, Industry and Environment | 2

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Owner/Agent Signature

A handwritten signature in black ink, appearing to be "R. J. ...", written over a light grey rectangular background.

Date issued

03/08/2021

Section 9: Supplementary fire safety statement declaration

I, [Click here](#) (insert full name) being the: ☐ owner ☐ owner's agent

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

Owner/Agent Signature

NA

Date issued

NA

Note:

A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation.

SCHEDULE OF ESSENTIAL OR CRITICAL FIRE SAFETY MEASURES

PREMISES: 1351 Pittwater Road NARRABEEN NSW 2101

Please quote the AFSS Reference number on your statement and in any correspondence to Council.

The following items shall be certified:

	Fire Safety Measures	Standard of Performance
1	Automatic Fire Detection & Alarm systems (Smoke & Thermal alarms in each Unit)	a) Smoke Alarms - BCA Clause E2.2, Spec E2.2a (BCA 09) AS 3786 - 1993 b) Thermal Detectors - interconnected both vertically and horizontally - coupled to adjoining units - Fire Modelling & Computing Report Addendum BCAC-64a dated May 2011 and verified by letter to reference no. BCAC-64n prepared by Fire Modelling & Computing dated July 2015.
2	Spandrel separation	Spandrel panel in third floor near Units 3,4,11 & 12 entrances in accordance with - Fire Modelling & Computing Report Addendum BCAC-64a dated May 2011 and verified by letter to reference no. BCAC-64n prepared by Fire Modelling & Computing dated July 2015
3	Evacuation Plan	Council Order requirement
4	Emergency Lighting	BCA Clause E4.2, E4.4 & AS 2293.1 - 2005
5	Exit Signs	BCA Clause E4.7 2293.1 - 2005
6	Fire Doors to Stairways	BCA Spec C3.4 (BCA 09) AS 1905.1 - 2005
7	Fire Hydrant System (3 lengths of hose required for units 9, 10, 13, 14, 15 & 16)	BCA Clause E1.3 AS 2419.1 - 1994
8	Fire Seals (garages)	BCA Clause C3.15 & Spec C3.15 - Fire Modelling & Computing Report Addendum BCAC-64a dated May 2011
9	Portable Fire Extinguishers	BCA Clause E1.6 (BCA 09) AS 2444 - 2001
10	Wired Glazed Windows (within stairwells)	Wired glass in aluminium frames to all windows of external walls to both stairwells - Fire Modelling & Computing Report Addendum BCAC-64a dated Nov 2019
11	Signs on Doors	BCA Clause D2.23

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



Please note:

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

General

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment Regulation 2000*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in clause 3 of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under clause 175 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under clause 178 of the Regulation and relates to each critical fire safety measure that applies to the building.

Section 2: Description of the building or part of the building

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

Section 3: Name and address of the owner(s) of the building or part of the building

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in clause 165 of the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.

1351 Pittwater Road Narrabeen 2101

Version 3.1 | Effective from 1 March 2021 | NSW Department of Planning, Industry and Environment | 4

- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire exits, fire safety notices, doors relating to fire exits and paths of travel to fire exits in the building or part of the building and found there has been no breach of Division 7 of Part 9 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The first industry accreditation scheme for APFS has been approved by the NSW Government.
- From July 1 2020, a building owner must select an APFS from a register of accredited practitioners. The accreditation number of each relevant CFSP must be listed on the form.
- If the building owner has determined the competence of the APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

Section 7: Name and contact details of the person issuing the statement

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement on behalf of the owner(s) (as the owner's agent), this person must have the appropriate authority from the building owner(s) to undertake this function.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation. The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with clause 182 of the Regulation. An agent cannot be made responsible for these requirements.

Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with clause 175 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- In issuing the statement, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form and issuing the statement.
- The person who issues the statement by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with clause 178 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (February 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.

05 August 2015

The Owners Of Sp 4573
C/- Mason & Brophy Strata Management
P O Box 567
DEE WHY NSW 2099



Dear Sir / Madam

Order 6 (Fire Safety Upgrade) dated 28 January 2010
1351 Pittwater Road Narrabeen
Quote Ref: AFSS02170

Further to the submission on 4 August 2015 regarding Final Fire Safety Certificate dated 3 August 2015, I wish to advise that Council considers that the Terms of the Order have been satisfied.

Council's records have been notated to reflect that the premises are no longer subject to an Order No. 6.

The next Annual Fire Safety Statement for the premises is due to be submitted to Council prior to **3 August 2016** this being anniversary date.

It is suggested that procedures be put in place that alert the owner well before the due date of the Annual Fire Safety Statement in order to arrange the necessary inspection to enable the Annual Fire Safety Statement to be submitted to Council and the NSW Fire Brigades.

Reliance should not be placed upon a Reminder Letter from Council.

It is a **statutory** obligation upon the owner of a Building to ensure that this Annual Fire Safety Statement is submitted to Council by the due date.

Should you have any further enquiries in this matter please contact Alan White, Fire Safety Specialist, on **9942 2616** or via council@warringah.nsw.gov.au

Yours faithfully

A handwritten signature in dark ink, appearing to read "Mohamed Moukahal".

Mohamed Moukahal
Fire Safety Specialist – Health & Building Certification

cc The Commissioner - Fire & Rescue NSW
Email bfs@fire.nsw.gov.au



REPLACEMENT WINDOW PLAN

SP 4573

1351 Pittwater Road

NARRABEEN NSW 2101



Thank you for the opportunity to prepare this plan for the installation of replacement windows / doors for your building.

Apartment window and door replacement is a specialist job, where high-quality products, professional service and efficient processes are key to the predictable delivery of an outstanding outcome for your building.

As industry leaders since 1989, Windowline with 31' years' experience, is the trusted choice for your strata replacement window and door installation. We'd welcome the opportunity to explain our proposal and the available options for your building, to any meetings of the executive committee or owners.

We begin every project with the end in mind and deliver on the promises that we make to our customers and provide the very best possible solutions and value for money.

Click here to find out more in this 60 second video www.vimeo.com/364951344

STRATA WINDOW & DOOR REPLACEMENT SPECIALISTS

Established 1989 and now trading for our 31st year.

SYDNEY | GOLD COAST

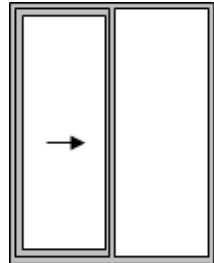
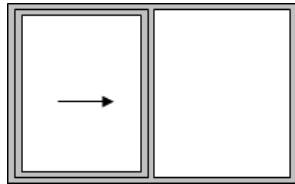


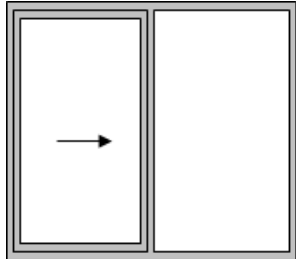
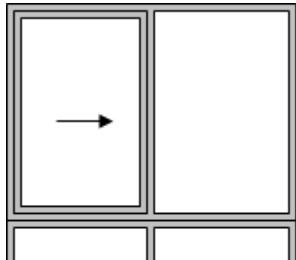

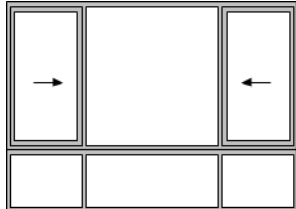
[CLICK HERE TO CHECK OUT OUR LATEST REVIEWS](#)

Window Schedule

Aluminium Sliding Windows

APARTMENT WINDOWS

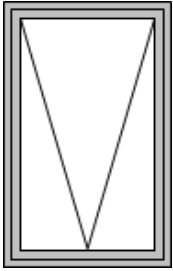
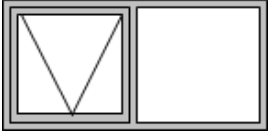
Item Room	Qty	Frame Installation Type	Glass Type	Fly Screen	Size	Price, including GST.	Window Configuration, as viewed from OUTSIDE. Not to scale
W1 Kitchen & Laundry	23	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
W2 Bathroom	16	Aluminium Half Reveal	6.38mm Single Glazed White Translucent	No	h = ##### w = #####		
							SF 008 Sliding Window
W3 Laundry	1	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
W4 Bathroom	3	Aluminium Half Reveal	6.38mm Single Glazed White Translucent	No	h = ##### w = #####		
W5 Bedroom	2	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
W6 Kitchen	5	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
							SF 004 Sliding Window

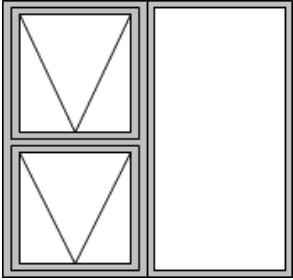
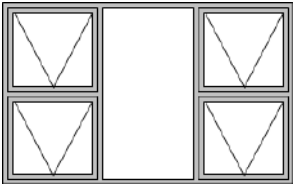
Item Room	Qty	Frame Installation Type	Glass Type	Fly Screen	Size	Price, including GST.	Window Configuration, as viewed from OUTSIDE. Not to scale
W7 Kitchen	11	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
							SF 009 Sliding Window
W8 Bedroom	4	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
W9 Bedroom	2	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
							SF-LL Sliding Window
W10 Bedroom / Living	20	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
W11 Bedroom	3	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
W11 - Excludes Unit 15 Bedroom Window that has already been replaced.							SFS-LL Sliding Window

Item Room	Qty	Frame Installation Type	Glass Type	Fly Screen	Size	Price, including GST.	Window Configuration, as viewed from OUTSIDE. Not to scale
--------------	-----	-------------------------------	---------------	---------------	------	-----------------------------	--

Option: Aluminium Awning Windows

APARTMENT WINDOWS

Item Room	Qty	Frame Installation Type	Glass Type	Fly Screen	Size	Price, including GST.	Window Configuration, as viewed from OUTSIDE. Not to scale
W1 Kitchen & Laundry	23	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
W2 Bathroom	16	Aluminium Half Reveal	6.38mm Single Glazed White Translucent	No	h = #### w = ####		
W3 Laundry	1	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
W4 Bathroom	3	Aluminium Half Reveal	6.38mm Single Glazed White Translucent	No	h = #### w = ####		
							A 001 Awning Window
W5 Bedroom	2	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
W6 Kitchen	5	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = #### w = ####		
							AF 007 Awning Window

Item Room	Qty	Frame Installation Type	Glass Type	Fly Screen	Size	Price, including GST.	Window Configuration, as viewed from OUTSIDE. Not to scale
W7 Kitchen	11	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
W8 Bedroom	4	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
W9 Bedroom	2	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
							A/A-F 004 Awning Window
W10 Bedroom / Living	20	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
W11 Bedroom	3	Aluminium Half Reveal	6.38mm Single Glazed Clear Laminated	No	h = ##### w = #####		
W11 - Excludes Unit 15 Bedroom Window that has already been replaced.							A/A-F-A/A 002 Awning Window

Summary

Description	Aluminium Sliding Windows		Option: Aluminium Awning Windows	
	Qty	Cost	Qty	Cost
Apartment Windows	90	\$164,760.00	90	\$208,360.00
Setup Costs 2 (Deliveries & Rubbish Removal etc)		\$935.00		\$935.00
Home Building Compensation Fund		\$2,192.00		\$2,630.00
For more information regarding HBCF Insurance see page 50				
6.38mm Laminated Safety Glass Upgrade		Included		Included
Total including GST	90	\$167,887.00	90	\$211,925.00

Payment terms

E & OE

Payment	%	Amount: Aluminium Sliding Windows	Option: Aluminium Awning Windows
Deposit	10%	\$16,788.70	\$21,192.50
Check Measure	35%	\$58,760.45	\$74,173.75
Delivery	30%	\$50,366.10	\$63,577.50
Progress Payments	25%	\$41,971.75	\$52,981.25

Progress payments vary depending on the duration of the project and will be advised, and included in the contract documents.

Residential Quotation



Date: 26 February 2020 QUOTE No: **Q3810**
Select Representative: Bruce Butler
Owner's Name: The Owners Strata Plan 4573
C/- Mason & Brophy Strata
Billing Address: 13/818 Pittwater Road, DEE WHY NSW 2099
Phone: 8978 3000 Email: benm@masonbrophy.com.au

Job Address: 1351 Pittwater Road, Narrabeen

DETAILS OF GOODS TO BE SUPPLIED OR WORKS UNDERTAKEN

Supply and installation of windows & doors as detailed below and on the attached window schedule.
Please Note: window/door diagrams on schedule are viewed from OUTSIDE

Quotation Includes:

Removal of existing windows & doors

Supply and installation of new Trend aluminium framed windows and doors as detailed on the attached schedule:

- Primrose powdercoat finish
- Glazing as per schedule, all to Australian Standards (AS1288)
- Black keyed locks
- Insect screens with standard mesh
- Access equipment hire (cherry picker/ scissor lift/ scaffolding)

Internal finishing: Timber reveal linings and trims

External finishing: Colour matched aluminium angle trims

Home Building Compensation Fund Premium

Removal of all rubbish associated with the installation including old windows/doors

TOTAL PRICE (Exc GST) \$333,250.00

GST \$ 33,325.00

TOTAL PRICE (Inc GST) \$366,575.00

Payment Terms

Deposit (payable once contract and insurance in place): 10%

Progress payment (required 5 working days prior to delivery of windows/doors): 80%

Balance payable on completion: 10%

**THIS QUOTATION REMAINS VALID FOR 30 DAYS FROM THE ABOVE DATE AFTER WHICH A REVISED QUOTE MAY BE NECESSARY
SELECT WINDOW INSTALLATIONS SHALL BE ENTITLED TO SUBMIT A FRESH QUOTATION SHOULD ANY VARIATION TO THE WORKS
OR QUANTITIES STATED ABOVE BE REQUESTED BY THE OWNER**



Select Window Installations Pty Ltd
Ph: (02) 9938 1500 – Email: sales@selectwindows.com.au
ABN 49 125 618 457 - Licence 198197C



DETAILS OF GOODS TO BE SUPPLIED OR WORKS UNDERTAKEN (cont)**Not Included in Quotation:**

Filling of screw/nail holes in timber windows/doors or timber reveals and architraves
Painting, tiling, electrical or brickwork
Structural work
Cavity flashings
Council and/or body corporate approvals (where applicable)
Alteration, removal or disposal of asbestos or other hazardous materials
Removal or re-installation of window furnishings (blinds, curtains, shutters etc) – these must be removed by others prior to our installation

Notes:

1. This quotation is subject to confirmation following a site inspection by our installation supervisor and allows for three (3) site visits to complete final measurements (access to all units required). Additional costs will apply if more visits are required. If the job does not proceed once the check measure has been completed, a check measure fee will apply
2. This quotation and subsequent contract allows for a Select Window Installations representative to attend two (2) site meetings or strata meetings to answer owners' questions. Any additional meetings will be charged at \$132.00 incl GST per hour
3. Should pre-arranged access for installation be denied by a tenant or owner, a waiting charge of \$175.00 incl GST per hour will apply
4. Whilst all care is taken, we cannot guarantee removal of existing windows with tiled, glass or rendered reveals without any damage to tiles/glass/render. This quotation does not include repair or replacement of tiles/glass/render
5. Windows will be fitted with restrictors where required to comply with the Child Safety Requirements as set out in the Strata Schemes Management Regulations 2016
6. Onsite parking to be provided during installation
7. Electrical outlets/switches on wall or architraves to be removed by others prior to our installation

By signing below, you are agreeing to proceed with the quotation and confirm you understand the quotation and the attached terms of trade, which form part of this quotation. The Residential Contract shall be provided by the contractor to the Owners on completion of the check measure.

Ref No: Q3810

OWNER/AUTHORISED REPRESENTATIVE TO SIGN

SIGNED:

Name:

Date:

Select Window Installation Pty Ltd
1/23-25 Carter Road
Brookvale
NSW 2100

Schedule



the replacement specialists

Tel. 9938 1500
Email sales@selectwindows.com.au

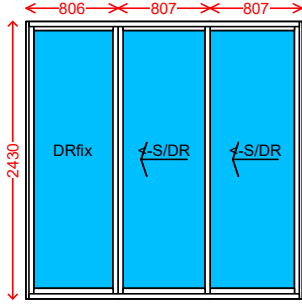
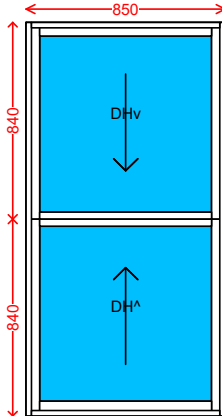
To		Deliver to	
SP4573		Narrabeen	
Narrabeen		Narrabeen	
Quote No.	Date	Customer Ref.	Responsible
Q3810	20/02/2020		SUPERVISOR

All window/door sizes are approximate and used for quoting purposes only

Sales Line	Details	Qty	Options included	
0001	<p>Living 3F/XOX</p> <p>1750h x 2480w</p> <p>Viewed from Outside</p>	16	PRODUCT FRAME SYSTEM WINDLOAD FRAME COLOUR SUMP SILL LOCK COLOUR RESTR OPENING SCREEN FRAME MESH REVEAL TIMBER REVEAL REVEAL SIZE INTERNAL FINISH EXTERNAL FINISH ARCHITRAVE INT ARCHI INT SIZE ARCHI INT STYLE SILL NOSING SILL SKIRT BAL RATING BASIX RUBBISH REMOVAL	SLIDING WINDOW ALUMINIUM SYNERGY 1000Pa Primrose YES BLACK NO ALUM FLYSCREEN NYLON YES PRIMED PINE 165mm ARCHITRAVE ANGLE TRIM PRIMED PINE 18x18 SQUARE NO NO N/A N/A YES
			CLEAR FLOAT GLASS	

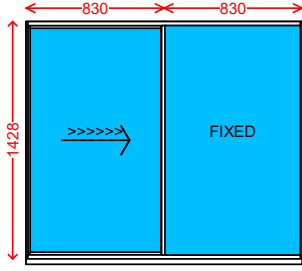
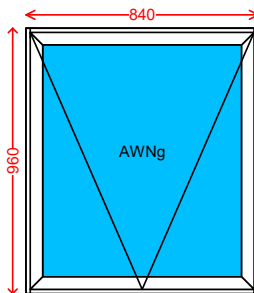
Owner's Initials

Contractor's Initials

Quote No.	Date	Customer Ref.	Responsible
Q3810	20/02/2020		SUPERVISOR
Sales Line	Details	Qty	Options included
0002	 <p>Balcony F<S<S 2430h x 2420w Viewed from Outside</p>	24	PRODUCT SLIDING DOOR FRAME ALUMINIUM SYSTEM SYNERGY WINDLOAD 1000Pa FRAME COLOUR Primrose LOCK DEADLOCK HANDLE TYPE D HANDLE HANDLE COLOUR BLACK PATIO BOLT NO SCREEN FRAME ALUM FLYDOOR MESH NYLON REVEAL YES TIMBER REVEAL PRIMED PINE REVEAL SIZE 165mm INTERNAL FINISH ARCHITRAVE EXTERNAL FINISH ANGLE TRIM ARCHITRAVE INT PRIMED PINE ARCHI INT SIZE 18x18 ARCHI INT STYLE SQUARE BAL RATING N/A BASIX N/A RUBBISH REMOVAL YES CLEAR TOUGH GLASS
0003	 <p>Balcony DH 1680h x 850w Viewed from Outside</p>	8	PRODUCT DOUBLE HUNG FRAME ALUMINIUM SYSTEM SYNERGY WINDLOAD 1000Pa FRAME COLOUR Primrose LOCK KEYLOCK LOCK COLOUR BLACK RESTR OPENING NO SCREEN FRAME ALUM FLYSCREEN MESH NYLON REVEAL YES TIMBER REVEAL PRIMED PINE REVEAL SIZE 165mm INTERNAL FINISH ARCHITRAVE EXTERNAL FINISH ANGLE TRIM ARCHITRAVE INT PRIMED PINE ARCHI INT SIZE 18x18 ARCHI INT STYLE SQUARE SILL NOSING NO SILL SKIRT NO BAL RATING N/A BASIX N/A RUBBISH REMOVAL YES CLEAR FLOAT GLASS

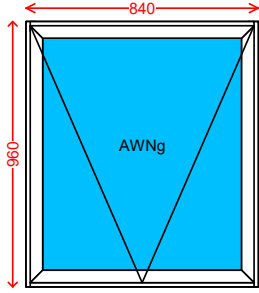
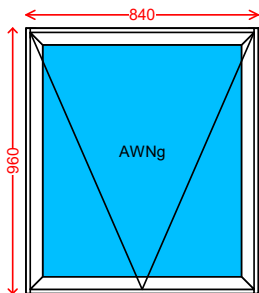
Owner's Initials

Contractor's Initials

Quote No.	Date	Customer Ref.	Responsible
Q3810	20/02/2020		SUPERVISOR
Sales Line	Details	Qty	Options included
0004	Kitchen XO 1460h x 1660w  Viewed from Outside	16	PRODUCT SLIDING WINDOW FRAME ALUMINIUM SYSTEM SYNERGY WINDLOAD 1000Pa FRAME COLOUR Primrose SUMP SILL YES LOCK COLOUR BLACK RESTR OPENING NO SCREEN FRAME ALUM FLYSCREEN MESH NYLON REVEAL YES TIMBER REVEAL PRIMED PINE REVEAL SIZE 165mm INTERNAL FINISH ARCHITRAVE EXTERNAL FINISH ANGLE TRIM ARCHITRAVE INT PRIMED PINE ARCHI INT SIZE 18x18 ARCHI INT STYLE SQUARE SILL NOSING NO SILL SKIRT NO BAL RATING N/A BASIX N/A RUBBISH REMOVAL YES CLEAR FLOAT GLASS
0005	Kitchen A 960h x 840w  Viewed from Outside	16	PRODUCT AWNING WINDOW FRAME ALUMINIUM SYSTEM SYNERGY WINDLOAD 1000Pa FRAME COLOUR Primrose LOCK KEYED CHAINWINDR LOCK COLOUR BLACK RESTR OPENING NO SCREEN FRAME ALUM FLYSCREEN MESH NYLON REVEAL YES TIMBER REVEAL PRIMED PINE REVEAL SIZE 165mm INTERNAL FINISH ARCHITRAVE EXTERNAL FINISH ANGLE TRIM ARCHITRAVE INT PRIMED PINE ARCHI INT SIZE 18x18 ARCHI INT STYLE SQUARE SILL NOSING NO SILL SKIRT NO BAL RATING N/A BASIX N/A RUBBISH REMOVAL YES CLEAR FLOAT GLASS

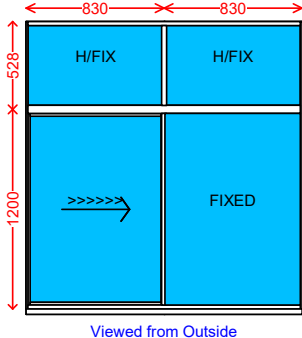
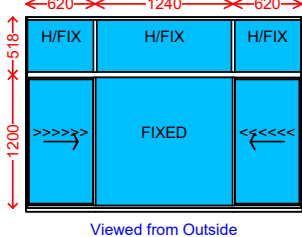
Owner's Initials

Contractor's Initials

Quote No.	Date	Customer Ref.	Responsible
Q3810	20/02/2020		SUPERVISOR
Sales Line	Details	Qty	Options included
0006	<p>Laundry A</p> <p>960h x 840w</p>  <p>Viewed from Outside</p>	16	<p>PRODUCT FRAME SYSTEM WINDLOAD FRAME COLOUR LOCK LOCK COLOUR RESTR OPENING SCREEN FRAME MESH REVEAL TIMBER REVEAL REVEAL SIZE INTERNAL FINISH EXTERNAL FINISH ARCHITRAVE INT ARCHI INT SIZE ARCHI INT STYLE SILL NOSING SILL SKIRT BAL RATING BASIX RUBBISH REMOVAL</p> <p>AWNING WINDOW ALUMINIUM SYNERGY 1000Pa Primrose KEYED CHAINWDR BLACK NO ALUM FLYSCREEN NYLON YES PRIMED PINE 165mm ARCHITRAVE ANGLE TRIM PRIMED PINE 18x18 SQUARE NO NO N/A N/A YES</p> <p>CLEAR TOUGH GLASS</p>
0007	<p>Bathroom A</p> <p>960h x 840w</p>  <p>Viewed from Outside</p>	16	<p>PRODUCT FRAME SYSTEM WINDLOAD FRAME COLOUR LOCK LOCK COLOUR RESTR OPENING SCREEN FRAME MESH REVEAL TIMBER REVEAL REVEAL SIZE INTERNAL FINISH EXTERNAL FINISH ARCHITRAVE INT ARCHI INT SIZE ARCHI INT STYLE SILL NOSING SILL SKIRT BAL RATING BASIX RUBBISH REMOVAL</p> <p>AWNING WINDOW ALUMINIUM SYNERGY 1000Pa Primrose KEYED CHAINWDR BLACK NO ALUM FLYSCREEN NYLON YES PRIMED PINE 165mm ARCHITRAVE ANGLE TRIM PRIMED PINE 18x18 SQUARE NO NO N/A N/A YES</p> <p>OBSCURE TGH GLASS</p>

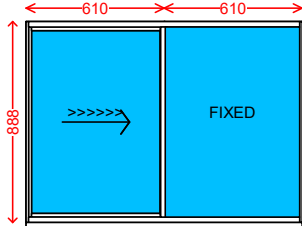
Owner's Initials

Contractor's Initials

Quote No.	Date	Customer Ref.	Responsible
Q3810	20/02/2020		SUPERVISOR
Sales Line	Details	Qty	Options included
0008	Bedroom 2 FF/XO 1760h x 1660w 	16	PRODUCT SLIDING WINDOW FRAME ALUMINIUM SYSTEM SYNERGY WINDLOAD 1000Pa FRAME COLOUR Primrose SUMP SILL YES LOCK COLOUR BLACK RESTR OPENING NO SCREEN FRAME ALUM FLYSCREEN MESH NYLON REVEAL YES TIMBER REVEAL PRIMED PINE REVEAL SIZE 165mm INTERNAL FINISH ARCHITRAVE EXTERNAL FINISH ANGLE TRIM ARCHITRAVE INT PRIMED PINE ARCHI INT SIZE 18x18 ARCHI INT STYLE SQUARE SILL NOSING NO SILL SKIRT NO BAL RATING N/A BASIX N/A RUBBISH REMOVAL YES CLEAR FLOAT GLASS
0009	Master bed 3F/XOX 1750h x 2480w 	16	PRODUCT SLIDING WINDOW FRAME ALUMINIUM SYSTEM SYNERGY WINDLOAD 1000Pa FRAME COLOUR Primrose SUMP SILL YES LOCK COLOUR BLACK RESTR OPENING NO SCREEN FRAME ALUM FLYSCREEN MESH NYLON REVEAL YES TIMBER REVEAL PRIMED PINE REVEAL SIZE 165mm INTERNAL FINISH ARCHITRAVE EXTERNAL FINISH ANGLE TRIM ARCHITRAVE INT PRIMED PINE ARCHI INT SIZE 18x18 ARCHI INT STYLE SQUARE SILL NOSING NO SILL SKIRT NO BAL RATING N/A BASIX N/A RUBBISH REMOVAL YES CLEAR FLOAT GLASS

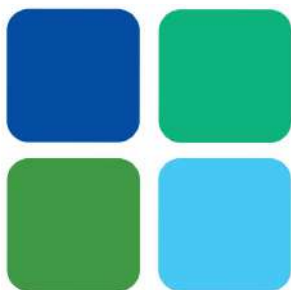
Owner's Initials

Contractor's Initials

Quote No.	Date	Customer Ref.	Responsible
Q3810	20/02/2020		SUPERVISOR
Sales Line	Details	Qty	Options included
0010	Common stairs XO 920h x 1220w  Viewed from Outside	8	PRODUCT SLIDING WINDOW FRAME ALUMINIUM SYSTEM SYNERGY WINDLOAD 1000Pa FRAME COLOUR Primrose SUMP SILL YES LOCK COLOUR BLACK RESTR OPENING NO SCREEN FRAME ALUM FLYSCREEN MESH NYLON REVEAL YES TIMBER REVEAL PRIMED PINE REVEAL SIZE 165mm INTERNAL FINISH ARCHITRAVE EXTERNAL FINISH ANGLE TRIM ARCHITRAVE INT PRIMED PINE ARCHI INT SIZE 18x18 ARCHI INT STYLE SQUARE SILL NOSING NO SILL SKIRT NO BAL RATING N/A BASIX N/A RUBBISH REMOVAL YES CLEAR TOUGH GLASS

Owner's Initials

Contractor's Initials



The Window Guy

Window & Door Maintenance

Mr BEN MAJORMILLS
Mason & Brophy Strata Management
1351 PITTWATER ROAD
NARRABEEN NSW 2101

Unit 24/727 The Horsley Drive
WETHERILL PARK NSW 2164
Tel. (02) 9756 5664
info@thewindowguy.com.au
www.thewindowguy.com.au
ABN 46 613 909 961

QUOTATION NO. 15016

Date: 20/03/2020
Site Address: 1351 PITTWATER ROAD
NARRABEEN NSW 2101
Site Contact: Sue Coulson
Site Mobile:
Valid For: 30 Day(s)

Re: Strata Plan 4573

QUOTE: Window replacement from timber to aluminium for complex.

Item	Quantity	Unit Price	Total
+ Supply and fit 127x new doors and windows to the complex. + Windows and doors to be supplied in Zeus White Gloss + Glazed with 6.38 clear laminated glass. + Installation includes sealant, fixings and angles. + Removal of existing windows and doors from site. + Scissor lift hire for driveway side of complex. + No allowances have been made for any cosmetic repairs to tiles, splash backs, window coverings.	1.00	\$528,163.35	\$528,163.35
+ Service call out fee	1.00	\$130.00	\$130.00

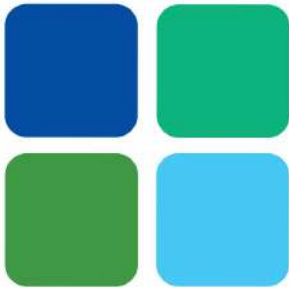
Sub-Total ex GST \$528,293.35
GST \$52,829.34
Total inc GST \$581,122.69

Glass Breakage Clause

"Whilst all due care is taken, we cannot take responsibility for glass breakage resulting from the work carried out. This may result in further costs to the customer to replace/repair broken glass. The level of risk will depend on the age and integrity of the glass and should be considered before engaging our services."

Clause

This quote is based on the information and images provided and is subject to change pending site visit. This only applies if the quote has been issued without an onsite inspection."



The Window Guy

Window & Door Maintenance

Unit 24/727 The Horsley Drive
WETHERILL PARK NSW 2164
Tel. (02) 9756 5664
info@thewindowguy.com.au
www.thewindowguy.com.au
ABN 46 613 909 961

QUOTATION NO. 15016

Upon acceptance of our quotation you hereby accept the terms and conditions as found on our website at www.thewindowguy.com.au. A hard copy will be provided upon request. Should you not understand anything contained in these terms and conditions, or wish to request an amendment, please contact 9756 5664. If you [give us instructions/place an order/etc] after receipt of these terms, it is taken as acceptance of the terms herein.

How To Pay

QUOTATION NO. 15016



Direct Deposit

Bank **St George Bank**
Acc. Name **The Window Guy**
BSB **112 879**
Acc. No. **451 458 774**



Mail

Detach this section and mail cheque to:

The Window Guy Pty Ltd
Unit 24/727 The Horsley Drive
WETHERILL PARK NSW 2164



Credit Card (MasterCard or Visa)

Credit Card Surcharges:

Savings/cheque - 0.75%

MasterCard/Visa Credit/Union Pay - 1%

Amex/Jcb - 4%

19th September 2016

Painting Services Proposal for

Mason and Brophy

13/818 Pittwater Rd

Dee Why

The Property

1351 Pittwater Rd

Narrabeen

Strata Plan 4573



Prepared by: Paul Williams

Date: 19th September 2016

Validity: Figures are firm until 30th November 2016.

Our ref: 6351

Awards

Master Painters' Association of NSW 2010 Award for Excellence

Master Painters' Association of NSW 2005 Project of the Year

Master Painters' Association of NSW Commercial Winner

Master Painters' Association of NSW Heritage Winner



PAINTING
COMMERCIAL | STRATA
INDUSTRIAL | RESIDENTIAL
HERITAGE

REMEDIAL
FACADE | SPALLING
RENDER | JOINTS
CARPENTRY

PROTECTIVE COATINGS
EPOXY FLOOR | INTUMESCENT
MEMBRANES
LEAD MANAGEMENT



Dear John & The Owners of SP4573,

Thank you! I appreciate the invitation to discuss this project with you.

After you have read through the proposal I'd love to get your feedback and also answer any questions you may have. Give me a call on 9499 3444.

As communication is the keystone of good project management, once you've given us the authority to proceed, you'll be assigned a Project Manager who will answer your questions and keep you fully informed as the project progresses.

Once the project is complete a final inspection will be carried out to ensure everything you expected has been done to your complete satisfaction. Any reworks will be carried out promptly and at our expense.

By engaging Dukes Painting Services you are also dealing with licensed builders, which mean we are uniquely placed to deal with any repairs the project requires without the need for secondary contractors. You know you are dealing with an established, credentialed family owned company whose reputation has been built and maintained over 50 years by delivering results that impress.

Further it is important to Dukes that both you and the Body Corporate are delighted with the result. You can be confident that attention to detail, finish quality, meeting deadlines and ongoing support is as important to you as they are to us.

We are looking forward to working with you on this project so to get it started please complete and return the Authority to Proceed at the rear of the proposal.

With best regards,

Paul Williams
Senior Estimator

Contents

Executive Summary	1
Inclusions	1
Job specific notes	4
Works by others	4
Our onsite requirements	4
Timelines	4
Material Specifications	4
Exclusions	5
Prior to Commencement	5
Supervision and Reporting	5
Colour Selection	5
Onsite Risk Assessment	5
The Project Stages Explained	5
Site Preparation & General Preparation	5
Masonry Surfaces	6
Metalwork:	6
Timberwork:	6
On Completion	6
Insurance / Quality/ Warranty	6
Minimum durability of coated finishes	6
Insurances	6
Authority to Proceed	7
Terms & Conditions	8

Executive Summary

This proposal details the scope of works required for labour, materials and access for repainting selected internal and external surfaces to the common property as detailed below

The list of Inclusions outlines the surfaces that will be receiving attention. Exclusions, work by others and optional extras are detailed in Job Specific notes overleaf.

Inclusions

External: \$63,426.00 including GST

- Slab edges to balconies, roof, walkways, low over hangs, garage area
- Balcony railings (see notes)
- Timber windows
- Balcony doors and frames
- Service doors and frames
- Unit doors and frames (one side)
- Timber and metal walkway awning structure
- Paint block walls
- Timber garage frames
- Painted garage doors
- Painted down pipes
- Painted balcony walls
- Garage cladding and framing
- Painted soffits
- Supply of access equipment to reach high areas for painting
- Supply of tiger tails to power lines as required
- Supply of Home Building Compensation Fund Insurance

Internal stairwells x2: \$9,086.00 including GST

- Flat ceilings (excludes vermiculite)
- Stair edges
- Walls
- Service doors and frames

Building repairs: PC sum \$10,000.00 including GST

Upon our inspection we noted that there are isolated areas which will require repairs before painting can be completed. Taking advantage of having access equipment on site will allow the owners to make building repairs in a cost effective manner

The PC sum is a contingency sum inserted in the contract to make an allowance for works which cannot be quantified during a visual inspection from the ground.

The PC sum, in part or in full, cannot be expended without permission of the OC. Once we can gain intimate access to the areas and perform destructive preparation works we can then provide fixed pricing for each repair as it comes to light

Building repairs which may arise during the project include

- Spalling concrete repairs (highly likely)
- Carpentry repairs to windows (highly likely)
- Render repairs (likely)



20 November 2018

QUOTATION

Client	SP#4573 The Owners Corporation 1351 Pittwater Road, NARRABEEN
Quote Number	181140MB (replaces #160859MB)
Strata Manager	John Banyard
Client Contact Details	Mason & Brophy JohnB@masonbrophy.com.au 8978 3000
Site Contact	Nikki Barber nik78b@gamil.com 0402 707 612

SCOPE OF WORKS

To prepare and paint

ALL PREVIOUSLY PAINTED EXTERIOR AREAS + 2 x INTERNAL STAIRWELLS
to the above strata complex



AREAS INCLUDED / INTERIOR:

- WALLS
- CEILINGS
- WINDOWS
- PAINTED DOORS + FRAMES

AREAS INCLUDED / EXTERIOR:

- FASCIAS (concrete)
- BALCONY CEILINGS / VERMICULITE
- BALCONY WALLS
- BALCONY DOORS, FRAMES + WINDOWS
- PAINTED BLOCKS
- ENTRY WALKWAY
- ENTRY GARAGE BUILDING
- GARAGE DOORS (excluding 4 newly replaced ones)
- SERVICE DOORS + FRAMES
- WINDOWS (surrounding complex)

JOB NOTES:

- EXCLUDES BALCONY RAILINGS (recently replaced), 4 x REPLACED GARAGE DOORS + BALCONY / WALKWAY FLOORS.
- ALL REPAIRS WILL BE REPORTED TO O/C IE: ROT & SPALLING REPAIRS.

INTERIOR SPECIFICATION:

- 1** Walls and Ceilings:
 - Remove all loose, peeling and unsound paint
 - Fill holes and cracks
 - Wash with Chlorine to remove mould (if necessary)
 - Seal bare areas with Wall Board Sealer
 - Finish walls and wet area ceilings with 2 coats Premium low sheen
 - Finish ceilings with 2 coats Premium flat
- 2** Woodwork:
 - Remove all loose, peeling and unsound paint
 - Thoroughly sand entire area
 - Fill holes and cracks
 - Oil prime all bare timber with Zinsser oil primer
 - Oil undercoat entire area
 - Finish with Premium Oil Enamel
 - holes into surrounding coloured woodwork
 - Seal all repaired areas
 - Finish with Premium Semi Gloss Oil Polyurethane

EXTERIOR SPECIFICATION:

- 1** Masonry Areas:
 - Wash down to remove all dirt and other contaminants
 - Treat all mould with mild chlorine solution and rinse
 - Remove all loose and peeling paint
 - Fill holes and cracks
 - Seal all bare areas with Exterior Sealer
 - Finish with 2 coats Premium exterior low sheen
- 2** Galvanised Metal (without rust):
 - Wash down
 - Remove all loose and peeling paint
 - Sand entire surface
 - Etch prime all bare galvanised metal
 - Oil undercoat entire surface
 - Finish with 1 coat Oil Base Enamel or Premium Exterior Low Sheen, Semi Gloss or Acrylic Gloss
- 3** Woodwork (Acrylic System):
 - Wash to remove all dirt and other contaminants
 - Remove all mould with mild chlorine solution and rinse
 - Remove all loose, peeling and unsound paint
 - Fill holes and cracks
 - Replace missing and loose glazing putties
 - Report all rot and repairs for rectification
 - Thoroughly sand complete area
 - Oil prime all bare areas with Zinsser oil primer
 - Finish with 2 coats Premium low sheen, semi gloss or gloss exterior acrylic
- 4** Woodwork (Oil System):
 - Wash to remove all dirt and other contaminants
 - Remove all mould with mild chlorine solution and rinse
 - Remove all loose, peeling and unsound paint
 - Fill holes and cracks
 - Replace missing and loose glazing putties
 - Report all rot and repairs for rectification
 - Thoroughly sand complete area
 - Oil prime all bare areas with Zinsser oil primer
 - Oil undercoat all windows and doors
 - Re-sand and finish with Premium Ultra Oil Gloss Enamel
- 3** Vermiculite Ceilings:
 - Dust down
 - Apply Acrylic Sealer
 - Apply 1st coat of flat ceiling paint in 4 different direction to obtain coverage
 - Let dry
 - Re-apply flat ceiling paint in 4 different directions
 - Back-roll entire area to minimise air holes
(NB Application of vermiculite varies quite significantly – our finish is governed by the initial application / paint or spray)



SUMMIT COATINGS

Master Painters

PLEASE NOTE:

- REGARDING COLOUR CHANGES (if required) - DEPENDING ON THE COLOUR CHOSEN, THE NUMBER OF COATS QUOTED MIGHT NOT BE SUFFICIENT & EXTRA COATS MAY BE REQUIRED AT AN ADDITIONAL COST (ie – going from very dark to light).
- SUMMIT COATINGS IS NOT RESPONSIBLE FOR THE **MECHANICAL WORKINGS + FRAGILE DETERIORATION OF FRAMES CAUSING GLASS TO CRACK** OF WINDOWS – IF REQUIRED, WE CAN ORGANISE TO RECTIFY ANY ISSUES.
- BADLY RUSTED AREAS / MAINLY SCALE RUST WILL RE-OCCUR & WILL REQUIRE YEARLY MAINTENANCE.
- AREAS SUBJECT TO WATER INGRESS FROM BEHIND COATING CANNOT BE GUARANTEED.
- OUR PREFERRED PAINT MANUFACTURER'S ARE WATTYL, TAUBMANS OR DULUX – ALL PREMIUM PRODUCTS WILL BE USED & CONFIRMED PRIOR TO COMMENCEMENT OF WORKS.
- FREE COLOUR CONSULTANT – QUOTES OVER \$20,000 (if required).
- ALL WORK OVER \$20,000 WILL REQUIRE HOME BUILDING COMPENSATION FUND INSURANCE – PLEASE NOTE THIS IS NOT INCLUDED IN OUR QUOTATIONS DUE TO EVERY JOB HAVING A DIFFERENT SCOPE OF WORK.
- QUOTATION PRICE VALID FOR 6 MONTHS.

TOTAL PRICE:

- **INTERIOR** \$ 9,800.00
- **EXTERIOR** \$87,780.00

*** Includes all preparation, painting, materials, access equipment (if required) and GST ***

THE SUMMIT PRICE GUARANTEE

Summit will better our competitors quote (quoted to the same or similar specifications), providing they have:

- ✓ A Licence
- ✓ HBCF
- ✓ Workers Compensation Insurance
- ✓ Public Liability Insurance
- ✓ Pay Tax
- ✓ Use Professionally Trained Painters
- ✓ Engage their workers Legally
- ✓ Have and Use Accredited WHS Systems



**Quote No.
254847**

QUOTATION REQUEST

Function Exercised Date: 07/02/2020

Function Exercised on behalf of the Owner

Strata Plan No. 4573

Building Name

Building Address 1351 PITTWATER ROAD, NARRABEEN NSW

Portfolio Manager BEN MAJORMILLS

Phone:

Email: BenM@masonbrophy.com.au

Site Contact:

S COULSON

Contact Phone:

9976 9548

Contact Mobile:

Site Contact Email: suecoulsonsc@gmail.com

Issuing Manager:

Ben MajorMills

Phone:

02 8978 3000

Email:

BenM@masonbrophy.com.au

Office of Issue: DEE WHY

Office Address: 13/818 Pittwater Road DEE WHY NSW 2099

Person/Contractor instructed:

Name:

Windowline Pty Limited (NSW Listing)

Address:

Tel-1: 02 83046400

Mob:

Tel-2:

Fax: 02 83046499

Email:

info@windowline.com.au

THIS IS A REQUEST FOR A QUOTATION ONLY

Due Date: 21/02/2020

Please quote on the following:

Hi,

Please quote to replace all windows in the building with aluminium.

Site contact Sue Ph: 9913 1227 or 9976 9548

Many thanks

Ben

Please Note

Quotations must contain quote number, plan number, unit number (if applicable) and building address

From: sam simonetta
Sent: 26 Mar 2022 13:55:37 +1100
To: Alison Ritchie
Subject: EXT - QUOTE NO:75.....STRATA PLAN 4573.....1351
PITTTWATER RD,NARRABEEN....26/3/2022....

S&N.SIMONETTA-MOB-0417453492,PH/FAX-99383162.
FIREDOORS,SOLID CORE DOORS,HOLLOW CORE DOORS-
INSTALLATION&REPAIRS.
ALL LOCKS,DOOR CLOSERS,DOOR FURNITURE FITTED,TIMBER&STEEL DOOR
JAMBS INSTALLED.
ALL TIMBER SASH/HOPPER/SIDEHUNG CASEMENT WINDOW
REPLACEMENT/REPAIRS.
GATES,SMALL FENCES,DRY ROT REPAIRS,HANDYMAN WORK.
GOLD LIC:245982C

WINDOW REPAIRS-(NOT INCLUDED WINDOWS OFF BALCONIES,HAVE LISTED
THOSE AT END OF QUOTE)

UNIT-1-BATHROOM HOPPER WINDOW-SWOLLEN&LOOSE LATCH-PLANE
WINDOW&PAINT PLANED EDGES,RE-SCREW LOOSE LATCH WITH LONGER
SCREWS.

LAUNDRY HOPPER WINDOW-SWOLLEN&MISSING PUTTY ON SILL-PLANE
SWOLLEN WINDOW&PAINT PLANED EDGES,RE-PUTTY WHERE MISSING.
BOTH KITCHEN HOPPER WINDOWS FACING SOUTH-SWOLLEN&MISSING
PUTTY-PLANE BOTH SWOLLEN WINDOWS&PAINT PLANED EDGES,RE-FIT
MISSING PUTTY.

KITCHEN FRAME FACING EAST-SILL BEAD ROTTEN-REMOVE BEAD,SILICON
ALONG BOTTOM,SUPPLY,CUTUP&FIT NEW CEDAR GLAZING
BEAD,PRIME&PAINT WITH 2 COATS.

LOUNGEROOM FRAME FACING NORTH-SILL BEAD ROTTEN-REMOVE OLD
BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL
BEAD,PRIME&PAINT WITH 2 COATS.

LOUNGEROOM RIGHTHAND LOWER HOPPER WINDOW-MISSING PUTTY ON
BOTTOM-RE-PUTTY WINDOW WHERE MISSING.

MAIN BEDROOM LEFT&RIGHTHAND LOWER HOPPER WINDOWS-MISSING
PUTTY-RE-PUTTY BOTH WINDOWS WHERE MISSING.

MAIN BEDROOM FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON
ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH
2 COATS.

MAIN BEDROOM LEFT&RIGHTHAND UPPER HOPPER WINDOWS-MISSING
LATCHES-SUPPLY&INSTALL 2 NEW LATCHES.

2ND BEDROOM LEFT&RIGHTHAND LOWER HOPPER WINDOWS-MISSING
PUTTY-FIT PUTTY WHERE MISSING.

2ND BEDROOM FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON
ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH
2 COATS OF PAINT.

UNIT-2-LAUNDRY HOPPER WINDOW-ROTTEN&FRICTION STAYS RUSTED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF CEDAR&FIT NEW GLASS,PRIME&PAINT WINDOW WITH 2 COATS,SUPPLY&INSTALL NEW SET OF FRICTION STAYS,REMOVE OLD WINDOW&TAKE OFF LATCH,INSTALL NEW WINDOW,RE-FIT LATCH TO WINDOW,TAKE OLD WINDOW TO TIP.
BATHROOM HOPPER WINDOW-SWOLLEN&RUSTED OUT FRICTION STAYS-PLANE SWOLLEN WINDOW&PAINT PLANED EDGES,REMOVE RUSTED FRICTION STAYS&REPLACE WITH NEW FRICTION STAYS.
2ND BEDROOM LEFTHAND LOWER HOPPER WINDOW-PLANE SWOLLEN WINDOW&PAINT PLANED EDGES.

UNIT-3-2ND BEDROOM FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

2ND BEDROOM LEFTHAND LOWER HOPPER WINDOW-SEIZED FRICTION STAYS-REMOVE OLD FRICTION STAYS,SUPPLY&INSTALL NEW SET OF FRICTION STAYS.

MAIN BEDROOM FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

LOUNGEROOM NORTH FACING FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

KITCHEN EAST,BOTH KITCHEN SOUTH,LAUNDRY&BATHROOM WINDOWS-UNABLE TO INSPECT OR OPEN THESE 5 WINDOWS-WINDOWS ARE LOCKED&TENANT DOES NOT HAVE KEYS TO OPEN THEM.

UNIT-4-NO ONE HOME ON DAY OF INSPECTION.

UNIT-5-KITCHEN RIGHTHAND HOPPER WINDOW FACING SOUTH-LOOSE LATCH-RE-FIX USING LONGER SCREWS.

KITCHEN LEFTHAND HOPPER WINDOW FACING SOUTH-ROTTEN&NEW FRICTION STAYS NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF CEDAR&FIT NEW GLASS,PRIME&PAINT WITH 2 COATS,SUPPLY&INSTALL NEW SET OF FRICTION STAYS,REMOVE OLD WINDOW&TAKE OFF LATCH,INSTALL NEW WINDOW,RE-FIT LATCH TO NEW WINDOW,TAKE OLD WINDOW TO TIP.

LAUNDRY HOPPER WINDOW-ROTTEN&NEW FRICTION STAYS NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF CEDAR&FIT NEW TOUGHENED SPOTSWOOD GLASS(IN A WET AREA BELOW 2 METRES MUST HAVE TOUGHENED GLASS),PRIME&PAINT WITH 2 COATS,SUPPLY&INSTALL NEW SET OF FRICTION STAYS,REMOVE OLD WINDOW&TAKE OFF LATCH,INSTALL NEW WINDOW,RE-INSTALL LATCH,TAKE OLD WINDOW TO TIP.

LOUNGEROOM LEFT&RIGHTHAND LOWER HOPPER WINDOWS-BOTH ROTTEN&NEED FRICTION STAYS-MAKE 2 NEW HOPPER WINDOWS OUT OF CEDAR&FIT NEW GLASS,PRIME&PAINT BOTH WINDOWS,SUPPLY&INSTALL 2 NEW SETS OF FRICTION STAYS,REMOVE BOTH OLD WINDOWS&TAKE OFF LATCHES,INSTALL BOTH NEW WINDOWS,RE-INSTALL BOTH LATCHES,TAKE OLD WINDOWS TO TIP.

MAIN BEDROOM LEFT&RIGHTAHND LOWER HOPPER WINDOWS-BOTH
ROTTEN&NEW FRICTION STAYS NEEDED-MAKE 2 NEW HOPPER WINDOWS
OUT OF CEDAR&FIT NEW GLASS,PRIME&PAINT BOTH WINDOWS WITH 2
COATS OF PAINT,SUPPLY&INSTALL 2 NEW SETS OF FRICTION
STAYS,REMOVE BOTH OLD WINDOWS&TAKE OFF LATCHES,INSTALL BOTH
WINDOWS,RE-INSTALL BOTH LATCHES,TAKE OLD WINDOWS TO TIP.

2ND BEDROOM FRAME-SILL BEAD ROTTED&CENTRE MULLION HAS SMALL
AMOUNT OF ROT AT BOTTOM-REMOVE ROTTEN SILL BEAD,CUT AWAY
ROTTED SECTION OF MULLION,SUPPLY,CUTUP&SPICE IN NEW PIECE OF
TIMBER FOR MULLION,PRIME&PAINT WITH 2 COATS,SILICON ALONG
SILL,SUPPLY,CUTUP&FIT NEW CEDAR BEAD,PRIME&PAINT WITH 2 COATS.

2ND BEDROOM LEFTHAND LOWER HOPPER WINDOW-ROTTEN&NEW
FRICTION STAYS NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF
CEDAR&FIT NEW GLASS,PRIME&PAINT WITH 2 COATS,SUPPLY&INSTALL
NEW FRICTION STAYS,REMOVE OLD WINDOW&REMOVE LATCH,INSTALL
NEW WINDOW,RE-FIT LATCH,TAKE OLD WINDOW TO TIP.

UNIT-6-KITCHEN LOWER HOPPER WINDOW-ROTTEN&NEW FRICTION STAYS
NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF CEDAR&FIT NEW
GLASS,PRIME&PAINT WITH 2 COATS,SUPPLY&INSTALL NEW SET OF
FRICTION STAYS,REMOVE OLD WINDOW&TAKE OFF LATCH,INSTALL NEW
WINDOW,RE-FIT LATCH,TAKE OLD WINDOW TO TIP.

2ND BEDROOM UPPER HOPPER WINDOW-LOOSE LATCH-RE-SCREW LOOSE
LATCH USING LONGER SCREWS.

UNIT-7-NO ONE HOME ON DAY OF INSPECTION.

UNIT-8-KITCHEN LOWER HOPPER WINDOW-SWOLLEN-PLANE
WINDOW&PAINT PLANED EDGES.

KITCHEN UPPER HOPPER WINDOW-SEIZED-REPLACE SEIZED FRICTION
STAYS WITH NEW FRICTION STAYS.

BATHROOM HOPPER WINDOW-RUSTED&SEIZED FRICTION STAYS-REPLACE
FRICTION STAYS.

2ND BEDROOM LOWER HOPPER WINDOW-ROTTEN&NEW FRICTION STAYS
NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF CEDAR&FIT NEW
GLASS,PRIME&PAINT WITH 2 COATS,SUPPLY&INSTALL NEW FRICTION
STAYS,REMOVE OLD WINDOW&TAKE OFF LATCH,INSTALL NEW WINDOW,RE-
INSTALL LATCH,TAKE OLD WINDOW TO TIP.

2ND BEDROOM FRAME-SILL BEAD ROTTEN&DRY ROT AT BOTTOM OF CENTRE
MULLION-REMOVE ROTTEN SILL BEAD,CUT AWAY ROTTED SECTION OF
MULLION,SUPPLY,CUTUP&SPICE NEW PIECE OF TIMBER,PRIME&PAINT
WITH 2 COATS,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW SILL
BEAD,PRIME&PAINT WITH 2 COATS.

UNIT-9-LAUNDRY HOPPER WINDOW-SEIZED,SWOLLEN&MISSING PUTTY-RE-
FIT PUTTY WHERE MISSING,PLANE SWOLLEN WINDOW&PAINT PLANED
EDGES,REPLACE SEIZED FRICTION STAYS WITGH NEW FRICTION STAYS.

BATHROOM HOPPER WINDOW-ROTTEN&NEW FRICTION STAYS&LATCH
NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF

CEDAR&FIT TOUGHENED SPOTSWOOD GLASS,PRIME&PAINT WINDOW WITH 2 COATS,SUPPLY&INSTALL NEW SET OF FRICTION STAYS,REMOVE OLD WINDOW,INSTALL NEW WINDOW,SUPPLY&INSTALL NEW LATCH,TAKE OLD WINDOW TO TIP.

2ND BEDROOM LOWER HOPPER WINDOW-SWOLLEN&MISSING PUTTY-PLANE SWOLLEN WINDOW&PAINT PLANED EDGES,FIT MISSING PUTTY WHERE NEEDED.

2ND BEDROOM UPPER HOPPER WINDOW-SEIZED-REPLACE FRICITION STAYS WITH NEW FRICTION STAYS.

2ND BEDROOM FRAME-SMALL DRY ROT IN CENTRE MULLION-CUT AWAY ROTTED SECTION,SUPPLY,CUTUP&PSLICE IN NEW TIMBER,PRIME&PAINT WITH 2 COATS.

KITCHEN UPPER&LOWER HOPPER WINDOWS-SEIZED-PULL BOTH WINDOWS OUT OF FRAME&REMOVE SEIZED STAYS,SUPPLY&INSTALL 2 NEW SETS OF FRICTION STAYS,RE-INSTALL WINDOWS.

UNIT-10-2ND BEDROOM LOWER HOPPER WINDOW-ROTTEN&NEW FRICTION STAYS NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF CEDAR&FIT NEW GLASS,PRIME&PAINT WINDOW WITH 2 COATS,SUPPLY&INSTALL NEW FRICTION STAYS,REMOVE OLD WINDOW&TAKE OFF LATCH,INSTALL NEW WINDOW,RE-INSTALL LATCH,TAKE OLD WINDOW TO TIP.

2ND BEDROOM UPPER HOPPER WINDOW-PLANE SWOLLEN WINDOW&PAINT PLANED EDGES.

2ND BEDROOM FRAME-SILL BEAD ROTTEN-REMOVE ROTTEN BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

KITCHEN SOUTH FACING HOPPER WINDOW-MISSING PUTTY-FIT MISSING PUTTY.

KITCHEN WEST FACING LOWER HOPPER WINDOW-ROTTEN&NEW FRICTION STAYS NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF CEDAR&FIT NEW GLASS,PRIME&APINT WITH 2 COATS,SUPPLY&INSTALL NEW FRICTION STAYS,REMOVE OLD WINDOW,INSTALL NEW WINDOW,RE-INSTALL LATCH,TAKE OLD WINDOW TO TIP.

KITCHEN UPPER HOPPER WINDOW FACING WEST-MISSING PUTTY-FIT MISSING PUTTY.

KITCHEN FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON SILL,SUPPLY,CUTUP&FIT NEW SILL BEAD,PRIME&PAINT WITH 2 COATS.

LOUNGEROOM FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON SILL,SUPPLY,CUTUP&FIT NEW SILL BEAD,PRIME&PAINT WITH 2 COATS.

MAIN BEDROOM LEFT&RIGHTHAND LOWER HOPPER WINDOWS-BOTH ROTTEN&BOTH NEED NEW STAYS-MAKE 2 NEW HOPPER WINDOWS OUT OF CEDAR&FIT NEW GLASS,PRIME&PAINT BOTH WINDOWS WITH 2 COATS,SUPPLY&INSTALL 2 NEW SETS OF FRICTION STAYS,REMOVE BOTH OLD WINDOWS&TAKE OFF LATCHES,INSTALL BOTH NEW WINDOWS,RE-INSTALL LATCHES,TAKE OLD WINDOW TO TIP.

UNIT-11-LAUNDRY HOPPER WINDOW-SEIZED&SWOLLEN-PLANE SWOLLEN WINDOW&PAINT PLANED EDGES,REPLACE FRICTION STAYS WITH NEW FRICTION STAYS.

BATHROOM HOPPER WINDOW-SEIZED&SWOLLEN-PLANE SWOLLEN WINDOW&PAINT PLANED EDGES,REPLACE FRICTION STAYS WITH NEW FRICTION STAYS.

2ND BEDROOM LOWER HOPPER WINDOW-SEIZED&SWOLLEN-PLANE SWOLLEN WINDOW&PAINT PLANED EDGES,REPLACE FRICTION STAYS WITH NEW FRICTION STAYS.

KITCHEN FRAME-ROTTEN SILL BEAD-REMOVE OLD BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

UNIT-12-2ND BEDROOM FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

KITCHEN WEST FACING FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

LOUNGEROOM NORTH FACING FRAME-SILL BEAD ROTTEN-REMOVE OLD BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

LOUNGEROOM LEFT&RIGHTHAND LOWER HOPPER WINDOWS-ROTTEN&NEW FRICTION STAYS NEEDED-MAKE 2 NEW HOPPER WINDOWS OUT OF CEDAR&FIT NEW GLASS,PRIME&PAINT BOTH WINDOWS WITH 2 COATS,SUPPLY&INSTALL 2 NEW SETS OF FRICTION STAYS,REMOVE BOTH OLD WINDOWS&TAKE OFF LATCHES,INSTALL BOTH WINDOWS,RE-INSTALL LATCHES,TAKE OLD WINDOWS TO TIP.

MAIN BEDROOM FRAME-SILL BEAD ROTTEN-REMOVE BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

MAIN BEDROOM RIGHTHAND LOWER HOPPER WINDOW-ROTTEN&NEW FRICTION STAYS NEEDED-MAKE COMPLETE NEW HOPPER WINDOW&FIT NEW GLASS,PRIME&PAINT WITH 2 COATS,SUPPLY&INSTALL NEW SET OF FRICTION STAYS,REMOVE OLD WINDOW&TAKE OFF LATCH,INSTALL NEW WINDOW,RE-INSTALL LATCH,TAKE OLD WINDOW TO TIP.

UNIT-13-2ND BEDROOM LOWER HOPPER WINDOW-MISSING PUTTY-FIT MISSING PUTTY.

2ND BEDROOM FRAME-LEFT&RIGHTHAND SIDES OF CENTRE MULLION HAVE DRY ROT-CUTAWAY BOTH SECTIONS OF MULLION,SUPPLY,CUTUP&SPLICE IN NEW PIECES OF TIMBER,PRIME&PAINT WITH 2 COATS.

KITCHEN UPPER HOPPER WINDOW-SEIZED-REPLACE FRICTION STAYS WITH NEW FRICTION STAYS.

KITCHEN WINDOW FRAME-DRY ROT IN CENTRE MULLION&SILL BEAD-REMOVE SILL BEAD,CUTAWAY SMALL AMOUNT OF ROT IN MULLION,SUPPLY,CUTUP&SPLICE IN NEW TIMBER,PRIME&PAINT WITH 2 COATS,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

UNIT-14-NO ONE HOME ON DAY OF INSPECTION.

UNIT-15-LAUNDRY HOPPER WINDOW-ROTTEN&NEW FRICTION STAYS&LATCH NEEDED-MAKE COMPLETE NEW HOPPER WINDOW OUT OF CEDAR&FIT NEW GLASS,PRIME&PAINT WITH 2 COATS,SUPPLY&INSTALL NEW SET OF FRICTION STAYS,REMOVE OLD WINDOW,INSTALL NEW WINDOW,SUPPLY&INSTALL NEW LATCH,TAKE OLD WINDOW TO TIP. KITCHEN FRAME-SILL BEAD ROTTEN-REMOVE BEAD,SILICON ALONG SILL,SUPPLY,CUTUP&FIT NEW CEDAR SILL BEAD,PRIME&PAINT WITH 2 COATS.

UNIT-16-UNAVAILABLE DUE TO COVID.

TOTAL=\$17,630.00+GST\$1763.00=\$19,393.00

NOTE-

*ALL WORK DONE MONDAYS TO FRIDAYS ONLY,NO WEEKENDS OR PUBLIC HOLIDAYS.

*WORK IS TO BE PAYED IN 3 PROGRESS PAYMENTS.

*IF LOOKING TO PRIORITISE WHICH UNITS ARE THE MOST URGENT,I WOULD DO THE UNITS THAT HAVE THE ROTTEN HOPPER WINDOWS FIRST&ALSO COMPLETE THE MINOR WORKS IN THESE UNITS AT THE SAME TIME--UNITS 2,5,6,8,9,10,12&15-TOTAL=\$15,420.00+GST\$1542.00=\$16,962.00.OR ALTERNATIVELY,REPLACE THE ROTTEN HOPPER WINDOWS ONLY IN THESE UNITS.WILL GIVE PRICE IF WANTING TO TAKE THIS PATH.

*IF WANTING TO GET A QUOTE FOR PAINTING THE WINDOWS IN STAGES,WOULD DEFINETELY RECOMMEND THE SOUTH&WESTERN SIDES OF THE BUILDING FIRST.

WINDOW REPAIRS ON BALCONIES(OWNERS RESPONSIBILITY)-

UNIT-2-MAIN BEDROOM UPPER&LOWER HOPPER WINDOWS-SEIZED-PULL BOTH WINDOWS OUT OF FRAME&REMOVE SEIZED STAYS,SUPPLY&INSTALL 2 NEW SETS OF FRICTION STAYS,RE-INSTALL IN FRAME.

LOUNGEROOM UPPER HOPPER WINDOW-BROKEN FRICTION STAY-PULL WINDOW OUT OF FRAME,REMOVE OLD STAYS,SUPPLY&INSTALL NEW SET OF FRICTION STAYS,RE-INSTALL WINDOW IN FRAME.

LOUNGEROOM LOWER HOPPER WINDOW-SEIZED-REPLACE FRICTION STAYS WITGH NEW SET OF FRICTION STAYS.TOTAL=\$600.00(INCLUDES GST).

UNIT-3-LOUNGEROOM EAST FACING UPPER&LOWER HOPPER WINDOWS- SEIZED-PULL BOTH WINDOWS OUT OF FRAME&REMOVE SEIZED STAYS,SUPPLY&INSTALL 2 NEW SETS OF FRICTION STAYS,RE-INSTALL BOTH WINDOWS IN FRAME.TOTAL=\$302.00(INCLUDES GST).

-

Q.R. No. QR79324

Q.R. Issue Date 11/02/2022
Quotation Due Date 25/02/2022

CLIENT QUOTATION REQUEST

(Issued on behalf of Owners Corporation, Strata Plan No : 4573)

Issued to

Southern Cross Fencing and Gates (1630998)

Unknown Street, Newport NSW 2106

Contact Name : James Campbell
Contact Mobile : +61299400430
Contact Email : southernxfences@optusnet.com.au

Client Address and Contact Details

The Owners, Strata Plan No	: 4573	Site Contact Person	: ANDREW WRIGHT
Building Name	: 4573	Phone	: +61 222222222
Address	: 1351 PITTWATER ROAD, NARRABEEN, NSW, Australia, 2101	Email	: iamwonga83@gmail.com

Special Instructions for Worksite

-

This is a Request for a Quotation only

Supply/install replacement fence

Please provide a quote to supply/install a replacement fence at the rear of this property. The existing fence got blown down in the storm and has been removed. (photo attached) Please provide a separate line item to include a lockable gate on this fence.

Thanks

Alison

Contact Us

Q.R. Issued by	: Alison Ritchie		
Email	: alisonr@masonbrophy.com.au	Phone	: 1300 881 227

Thank you for your services!

MINUTES OF A STRATA COMMITTEE MEETING THE OWNERS – STRATA PLAN NO. 4573

ADDRESS OF THE STRATA SCHEME: 4573 1351 PITTWATER ROAD NARRABEEN

**DATE, PLACE & TIME
OF MEETING:**

The Strata Committee of The Owners – Strata Plan No. **4573** held a meeting on **28th February 2022** under Schedule 2 (9) (2) of the *Strata Schemes Management Act 2015*. The meeting commenced at 2:00 PM.

**REPRESENTED:
IN ATTENDANCE:**

Lot 6	ANDREW WRIGHT	Electronic vote
Lot 16	PETER ABRAHAMSEN	Paper vote

CHAIRPERSON:

SECRETARY: Alison Ritchie
Mason & Brophy Strata Management (Under delegation).

1. DISCLOSURE OF PECUNIARY INTERESTS

Motions

- 1.1. That members of the strata committee declare any direct or indirect pecuniary interest in relation to a motion being considered at this meeting and confirm that they will abstain from voting on such motions.

Any member that wishes to declare a direct or indirect pecuniary interest should vote "Yes" to the motion and must notify the strata manager prior to the meeting of the interest so it can be noted in the minutes.

Members with no direct or indirect pecuniary interest to declare should vote "Yes" to the motion to confirm members with pecuniary interests will abstain from voting on such motions.

Motion APPROVED.

2. MINUTES

Motions

- 2.1. That the minutes of the last Strata Committee meeting, held on **23/11/2021**, be confirmed as a true record and account of the proceedings at that meeting.

Motion APPROVED.

3. BALANCE SHEET

Motion

The Strata Committee for The Owners – Strata Plan 4573 resolve to acknowledge receipt of the balance sheet as of 21st February 2022 (copy attached).

Motion APPROVED.

**MINUTES OF A STRATA COMMITTEE MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD NARRABEEN**

4. CONCRETE SPALLING REPAIRS

Motion

The Strata Committee for The Owners – Strata Plan 4573 resolves to carry out repairs to the concrete spalling in the kitchen of unit 4.

Motion APPROVED.

5. QUOTE APPROVAL

Motions

- 5.1. The Strata Committee for The Owners – Strata Plan 4573 resolves to approve the quote submitted by Protect Building Maintenance, dated 6th December 2021, to repair the concrete spalling in the kitchen of unit 4, for \$9,812.00 (copy attached).

Motion DEFEATED.

- 5.2. The Strata Committee for The Owners – Strata Plan 4573 resolves to approve the quote submitted by Rod Finlayson Remedial Building, dated 2nd February 2022, to repair the concrete spalling in the kitchen of unit 4, for \$14,080.00 (copy attached).

Motion APPROVED.

- 5.3. The Strata Committee for The Owners – Strata Plan 4573 resolves to approve the quote submitted by Manly Remedial Building, dated 16th February 2022, to repair the concrete spalling in the kitchen of unit 4, for \$25,000.00 (copy attached).

Motion DEFEATED.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 2.30PM.

Strata Company Professional Standards Disclosure

Liability limited by a scheme approved under Professional Standards Legislation

Mason & Brophy Strata Management Pty Ltd
ABN 75051077055

Locked Bag 22, Haymarket NSW 1238
mail@masonbrophy.com.au
www.masonbrophy.com.au

Ph. (02)89783000



**THE MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN 4573
4573 1351 PITTWATER ROAD NARRABEEN**

**DATE, PLACE & TIME
OF MEETING:**

The Annual General Meeting of The Owners - Strata Plan No. 4573 was held on Tuesday, 23 November 2021 at via teleconference, and online via Bluejeans, NSW, 2000. The meeting commenced at 6:00 PM.

LOTS REPRESENTED:

Lot 5	Braydon Witham	Owner present
Lot 9	Fernando Bedin, Samantha Bedin	Owner present
Lot 11	Matthew Dunsmore	Owner present
Lot 15	Kellie Walke	Owner present
Lot 16	Lynley Tompson, Peter Abrahamsen	Owner present

CHAIRPERSON:

Alison Ritchie (Under delegation)

SECRETARY:

Alison Ritchie of Mason & Brophy Strata Management Pty Ltd

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

1. MINUTES

Motions

- 1.1. That the minutes of the last general meeting of the Owners Corporation, held on 26/08/2020, be confirmed as a true record of the proceedings of that meeting.

Passed by Simple Majority

2. COMPLIANCE MEASURES

Motions

2.1. **Annual Fire Safety Statement**

That the Owners Corporation consider the current Annual Fire Safety Statement and determine any action required.

During discussion prior to voting it was agreed that only quotations greater than \$1000 will be presented to the Strata Committee prior to voting.

Passed by Simple Majority

- 2.2. That the Owners Corporation resolves that the strata manager is to engage an accredited practitioner (fire safety) who is accredited in Fire Safety Assessment and appropriately qualified to undertake assessment of each fire safety measure to:

- a. ensure all fire safety measures are maintained in accordance with clause 177 of the Environmental Planning and Assessment Regulation 2000; and,
- b. declare that each fire safety measure has been assessed by an appropriately qualified accredited practitioner (fire safety); and,
- c. issue the fire safety statement accordingly.

Passed by Simple Majority

- 2.3. That the Owners Corporation authorise the managing agent, building manager or strata committee to sign such documents as may be necessary in relation to the lodgement of the next Annual Fire Safety Statement. If required, this authority includes the managing agent affixing the common seal of the Owners Corporation in accordance with Section 273 of the Act.

Passed by Simple Majority

2.4. **Window safety devices reinspection**

That the Owners – Strata Plan No 4573, resolve to undertake an inspection of all window safety devices previously installed to windows within the strata scheme to ensure the Owners Corporation comply with their obligations pursuant to Section 118 of the *Strata Schemes Management Act 2015* and Regulation 30 of the *Strata Schemes Management Regulation 2016* and that the appointment of an appropriately qualified third party to undertake this inspection be delegated to the strata committee.

Defeated by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

- 2.5. That following the inspection of window safety devices the Owners – Strata Plan No 4573, authorize the strata committee to make arrangements for the installation, maintenance or repair of any required window safety devices within the strata scheme to ensure the Owners Corporation comply with their obligations pursuant to Section 118 of the *Strata Schemes Management Act 2015* and Regulation 30 of the *Strata Schemes Management Regulation 2016*.

Defeated by Simple Majority

- 2.6. **Safety Audit Report**
That the owners corporation appoint a consultant to undertake a safety audit report of the strata scheme to identify any risks that may affect the common areas.

Defeated by Simple Majority

- 2.7. **Asbestos Survey**
That the owners corporation review the asbestos survey report prepared by BIV Reports on 14/08/2012 and what actions have been taken to date and those yet to be undertaken.

Passed by Simple Majority

- 2.8. **Other compliance measures**
That the owners corporation consider any additional compliance matters for the scheme and determine any appropriate action (if required).

Passed by Simple Majority

3. UTILITIES AGREEMENTS

Motions

- 3.1. That the owners corporation consider the supply agreements that they have in place for utilities and determine any action required.

Passed by Simple Majority

- 3.2. That the Owners Corporation instruct the Managing Agent to:
- i. engage a broker or other type of specialist if required;
 - ii. disclose data and information of the Owners Corporation related to the utility if required; and,
 - iii. sign a letter of authority to authorise the broker to acquire and provide quotes.

Defeated by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

- 3.3. That the Owners Corporation appoint the Chairperson to approve entry by the Owners Corporation into an utility agreement of up to 3 years provided that, in the opinion of the Chairperson, it is more financially beneficial for the Owners Corporation than its current arrangements, and is otherwise on terms that are broadly consistent with those available in the market, and further the Owners Corporation authorise the managing agent to enter into an utility agreement behalf of the Owners Corporation as instructed by the Chairperson.

Defeated by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

4. INSURANCES

Motions

- 4.1. That the owners corporation confirm that the following insurance policies are currently in place:

Current Insurance Details

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
LNG-STR-181886	LONGITUDE	27 Mar 2022	Damage (i.e. Building) Policy	\$6,939,000.00
			Workers Compensation Insurance	AS PER ACT
			Property, Death and Injury (Public Liability)	\$20,000,000.00
			Voluntary Workers Insurance	\$200,000.00 / \$2,000.00
			Office Bearers Liability Insurance	\$1,000,000.00
			Lot Owner's Fixtures and Improvements	\$300,000.00
			Loss of Rent	\$1,040,850.00
			Legal Defense Expenses	\$50,000.00
			Appeal Expenses	\$150,000.00
			Government Audit Costs	\$30,000.00
			Flood	\$7,008,390.00
			Fidelity Guarantee Insurance	\$100,000.00
			Common Area Contents	\$69,390.00
			Building Catastrophe	\$1,040,850.00
TOTAL PREMIUM: \$10,939.90				

Date on which the premiums were last paid: **30/03/2021**

Passed by Simple Majority

- 4.2. That the insurances of the owners corporation be extended to include any additional optional insurances not covered in the above table.

Defeated by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

- 4.3. That the owners corporation confirm that it does NOT employ workers with total annual wages exceeding \$7,500.00 and therefore will not require workers compensation insurance for the coming year.

Passed by Simple Majority

- 4.4. That the owners corporation acknowledges their obligation to provide/disclose to the insurer, either upon renewal or throughout the period of the policy, any item requiring disclosure under the policy including a Work, Health and Safety report, defects report and the like.

Passed by Simple Majority

- 4.5. That the owners corporation authorise the managing agent to renew insurances in accordance with the insurer or insurance broker's recommendation in circumstances where alternate instructions are not received from the strata committee prior to the renewal date.

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

5. COMMISSIONS AND TRAINING SERVICES

Motions

- 5.1. That the owners corporation note a report by the managing agent, in the agenda explanatory note, in regards to the commissions that have been paid and training services received in the last year and those commissions likely to be paid and training services provided to the managing agent in the coming year.

Reporting details:

Commissions and Training Services Report for the last 12 months

Commissions received that have been paid to the managing agent in the last 12 months are as follows:

- *Insurance commissions: \$1,267.95;*
- *CommunitySure Management fees to parent entity (PICA Group)*1: \$0.00*
- *PICA Group may have received a referral fee from Bulk Energy, Energy Action, E Utility and/or Savant Energy Advisory on the sale and provision of electricity and/or gas if the scheme has successfully engaged a broker for electricity and/or gas services. Commissions for Commercial & Industrial: 30% to 33.33% of the commission the broker receives from the retailer, for Small Market Enterprises or Residential: \$25 to \$150 per energy agreement.*

Training services received/provided to the strata managing agent by external service providers in the last 12 months:

- *legal service providers including Chambers Russell Lawyers, Grace Lawyers, Clarke Kann Lawyers, Bannermans Lawyers, Kerin Benson Lawyers and JS Mueller & Co*
- *insurance service providers CHU Underwriting Agencies Pty Ltd, BAC Insurance Brokers and BCB Strata Insurance Brokers (Body Corporate Brokers Pty Ltd)*

Training services received from external service providers are estimated to be in excess of 10 hours per year per manager. The value of which is estimated at \$250 in total.

Estimated Commissions and Training Services Report for the next 12 months

Estimated Commissions likely to be paid to the managing agent in the next 12 months are as follows:

- *Insurance commissions: \$1,394.74;*
- *CommunitySure Management fees to parent entity (PICA Group)*1: \$0.00*
- *PICA Group may receive a referral fee from Bulk Energy, Energy Action, E Utility and/or Savant Energy Advisory on the sale and provision of electricity and/or gas if the scheme successfully engages a broker for electricity and/or gas services. Commissions for Commercial & Industrial: 30% to 33.33% of the commission the broker receives from the retailer, for Small Market Enterprises or Residential: \$25 to \$150 per energy agreement.*

Training services likely to be received/provided to the managing agent by external service providers in the next 12 months are as follows:

- *legal service providers including but not limited to Chambers Russell Lawyers, Grace Lawyers, Clarke Kann Lawyers, Bannermans Lawyers, Kerin Benson Lawyers and JS Mueller & Co.*
- *insurance service providers CHU Underwriting Agencies Pty Ltd and BCB Strata Insurance Brokers (Body Corporate Brokers Pty Ltd)*

We estimate the training services received from external service providers will be in excess of 10 hours per year per manager. The value of which is estimated at \$250 in total.

**1 Please refer to the Additional Notes at the end of the agenda for additional information about insurance disclosures about the CommunitySure product.*

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

6. VALUATION

Motions

- 6.1. That the owners corporation obtain a replacement cost estimate (valuation) for insurance purposes.

Defeated by Simple Majority

- 6.2. That the managing agent be authorised to adjust the building sum insured in line with the insurance valuation upon receipt.

Passed by Simple Majority

7. AUDITOR

Motions

- 7.1. That an auditor be appointed and that auditor be Kelly and Partners.

Defeated by Simple Majority

8. CAPITAL WORKS FUND PLAN

Motions

- 8.1. That the owners corporation confirms receipt of the capital works analysis prepared by Solutions In Engineering on 04/09/2020.

Passed by Simple Majority

9. RESTRICTED MATTERS

Motions

- 9.1. That there be no additional restrictions placed on the strata committee other than those currently imposed by Section 36 (3) of the Act.

Passed by Simple Majority

- 9.2. That in the event the preceding motion is defeated the owners corporation determine restrictions to be placed on the strata committee.

Motion lapsed as RESTRICTED MATTERS was CARRIED

10. GST REGISTRATION

Motions

- 10.1 That the Owners Corporation resolves to confirm its current GST registration.

Note: During discussion prior to voting the owners present requested the Strata Manager find out what the best option is for them, either register or de-register (depending on clawbacks) and authorise the Strata Committee to choose the best option.

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

11. ENGAGEMENT OF CONTRACTORS

Motions

- 11.1 . That the owners corporation acknowledges that the managing agent will not issue a Work Order or engage any contractors for the provision of any goods or services, unless they have complied with the minimum requirements set out in the table below.

Minimum requirements (as aligned to the recommended criteria as advised by Safe Work Australia)	<ul style="list-style-type: none">• Must be registered as a business for tax purposes in Australia• Must have a minimum \$10 million Public & Product Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any one period of cover)• Must have a minimum \$1 million Professional Indemnity Insurance (where applicable)• Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Trader• Must hold all licences as relevant to services provided• Must have an established Quality Management system (Consultants only)• Must have an established Health & Safety Management system• Must accept PICA Group Terms and Conditions of engagement and Business Code of Conduct.
Definitions:	<ul style="list-style-type: none">• Contractor: means a person or organisation that is engaged, on a temporary basis, to undertake a particular task and includes consultants who provide recommendations and/or specialist professional advice.• Work Order: means a written order providing specific or blanket authorisation to a contractor to proceed with the provision of specific goods or services without further instructions.

Passed by Simple Majority

12. ACCOUNTING RECORDS AND BUDGET

Motions

- 12.1 . That the financial statements including the statement of key financial information for the period ended **30/6/21** be adopted.

Passed by Simple Majority

- 12.2 . That estimated receipts and payments (budget) for the administrative fund and the capital works fund as attached to this agenda be adopted.

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

13. CONTRIBUTIONS

Motions

- 13.1 That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Act and determined in accordance with Section 81(1) of the Act at \$25,000.00 inclusive of GST in instalments set out in the table below:

Levy Status	Due date	Amount
Already Issued	01/08/2021	\$2,466.20
Already Issued	01/11/2021	\$2,466.20
To be Issued	01/02/2022	\$10,033.80
To be Issued	01/05/2022	\$10,033.80
Total		\$25,000.00

inclusive of GST

Passed by Simple Majority

- 13.2 That contributions to the capital works fund are estimated in accordance with Section 79(2) of the Act and determined in accordance with Section 81(1) of the Act at \$40,000.00 inclusive of GST in instalments set out in the table below:

Levy Status	Due date	Amount
Already Issued	01/08/2021	\$12,357.40
Already Issued	01/11/2021	\$12,357.40
To be Issued	01/02/2022	\$7,642.60
To be Issued	01/05/2022	\$7,642.60
Total		\$40,000.00

inclusive of GST

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

- 13.3 That the administrative fund and capital works fund contributions be continued at quarterly intervals until further determined:

**Administrative Fund
Interim Periods**

Levy Status	Due date	Amount
To be Issued	01/08/2022	\$6,250.00
To be Issued	01/11/2022	\$6,250.00
Total		\$12,500.00

inclusive of GST

**Capital Works Fund
Interim Periods**

Levy Status	Due date	Amount
To be Issued	01/08/2022	\$10,000.00
To be Issued	01/11/2022	\$10,000.00
Total		\$20,000.00

inclusive of GST

Passed by Simple Majority

14. LEVY COLLECTION PROCEDURES

Motions

- 14.1 That the Owners – Strata Plan 4573, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the Act (including section 103 of the Act), authorise the strata managing agent and/or the strata committee to do any of the following:
- Levy Recovery Step 1: issue a reminder levy notice 35 days after the levy due date;
 - Levy Recovery Step 2: issue 1st levy recovery letter 60 days after the levy due date;
 - Levy Recovery Step 3: issue 2nd levy recovery letter 75 days after the levy due date;
 - Levy Recovery Step 4: 106 days after the original date the levy was due, and where the debt is in excess of \$2,000.00, or another amount determined by the strata committee, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners – Plan No 4573 to issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
 - Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings,
 - Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
 - Liaise, instruct and prepare all matters with the owners corporations debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

- 14.2 That the Owners – Strata Plan 4573, delegate and authorise the functions to the **strata committee** to make changes to the above debt recovery process on behalf of the owners corporation from time-to-time as they see fit.

Passed by Simple Majority

- 14.3 That the Owners – Strata Plan 4573, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the Act (including section 103 of the Act), authorise the strata committee to approve payment plans generally or for specific lot owners.

Passed by Simple Majority

15. VOTING BY ELECTRONIC MEANS

Motions

- 15.1 That pursuant to Regulation 14 (1) (b) of the *Strata Schemes Management Regulation 2016 (NSW)*, the owners corporation approve the adoption of voting wholly by electronic pre-meeting voting for the next general meeting of the owners corporation.

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD**

16. STRATA COMMITTEE NOMINATIONS

Motions

- 16.1 That nominations for election to the strata committee be received, declared and recorded.
. Nominations received prior to the issuing of this notice are noted below under "Election of Committee".

Peter Abrahamsen – Lot 16
Matt Dunsmore – Lot 11
Andrew Wright – Lot 6

Passed by Simple Majority

- 16.2 That candidates for election to the strata committee disclose any connections with the original
. owner (developer) or building manager in accordance with the Act.

Passed by Simple Majority

- 16.3 That the number of members of the strata committee be determined.
. Set at 3

Passed by Simple Majority

17. STRATA COMMITTEE ELECTION

Peter Abrahamsen, Matt Dunsmore, Andrew Wright have been elected to the committee.

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

Strata Company Professional Standards Disclosure

Liability limited by a scheme approved under Professional Standards Legislation.

MINUTES OF A STRATA COMMITTEE MEETING THE OWNERS – STRATA PLAN NO. 4573

ADDRESS OF THE STRATA SCHEME: 4573 1351 PITTWATER ROAD NARRABEEN

**DATE, PLACE & TIME
OF MEETING:** The Strata Committee of The Owners - Strata Plan No. **4573** held a meeting immediately following the Annual General Meeting of the Owners Corporation on **Tuesday, 23 November**. Meeting commenced at **6.55PM**.

REPRESENTED: Matt Dunsmore
Peter Abrahamsen

IN ATTENDANCE: Braydon Witham

CHAIRPERSON: Alison Ritchie (Under delegation)

SECRETARY: Alison Ritchie
Mason & Brophy Strata Management (Under delegation).

1. DISCLOSURE OF PECUNIARY INTERESTS

Motions

- 1.1. That the meeting note any declaration by a member of the committee of any direct or indirect pecuniary interest in relation to a matter being considered at this meeting and resolve how that declaration shall be accommodated at the meeting.

Any member that wishes to declare a direct or indirect pecuniary interest should vote "Yes" to the motion and must notify the strata manager prior to the meeting of the interest so it can be noted in the minutes.

Members with no direct or indirect pecuniary interest to declare should vote "Yes" to the motion to confirm members with pecuniary interests will abstain from voting on such motions.

Passed by Simple Majority

**MINUTES OF A STRATA COMMITTEE MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME: 4573
1351 PITTWATER ROAD NARRABEEN**

2. MINUTES

Motions

- 2.1. That the minutes of the last Strata Committee meeting, held on **26/08/2020**, be confirmed as a true record and account of the proceedings at that meeting.

Passed by Simple Majority

3. OFFICERS

Motions

- 3.1. That the chairperson, secretary and treasurer of the Strata Committee be appointed.

None selected – all to receive treasurer reports

4. REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE

Motions

- 4.1. That a member of the Strata Committee be nominated to liaise with the strata managing agent and be the scheme's contact point.

Peter Abrahamsen

- 4.2. That a member of the Strata Committee be nominated to liaise with the strata managing agent as the scheme's substitute contact point.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 7.00PM.

**THE MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN 4573
1351 PITTWATER ROAD NARRABEEN**

DATE, PLACE & TIME OF MEETING: The Annual General Meeting of The Owners - Strata Plan No. 4573 was held on Wednesday, 26 August 2020 at 1351 Pittwater Road, Narrabeen, NSW 2101. The meeting commenced at 06:00 PM.

LOTS REPRESENTED:

Lot 6	C Wright	Owner present
Lot 7	J Pakov	Owner present
Lot 9	L & S Bedin	Owner present
Lot 12	S Coulson	Owner present
Lot 14	C Kell	Owner present
Lot 15	K Walker	Owner present
Lot 16	P Abrahamsen & L Tompson	Owner present

IN ATTENDANCE:

Lot 3	S Dorsman
Lot 11	M Dunsmore

CHAIRPERSON: Ben MajorMills (Under delegation)
SECRETARY: Ben MajorMills of Mason & Brophy Strata Management Pty Ltd

PRESENT BY PROXY: Lot 3 K & R Dorsman Proxy to S Dorsman Lot 3

1. MINUTES

Motion

- 1.1. That the minutes of the last general meeting of the Owners Corporation, held on 08/10/2019, be confirmed as a true record of the proceedings of that meeting.

Passed by Simple Majority

2. COMPLIANCE MEASURES

Motions

- 2.1. **(Annual Fire Safety Statement)**
That the owners corporation consider the annual fire safety statement dated 03/08/2020 and determine any arrangements required for the next annual fire safety statement.

Passed by Simple Majority

- 2.2. That the owners corporation authorise the managing agent, building manager or strata committee to sign such documents as may be necessary in relation to the lodgement of the next annual fire safety statement. If required, this authority includes the managing agent affixing the common seal of the owners corporation in accordance with section 273 of the Act.

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

2.3. (Window safety devices reinspection)

That the Owners – Strata Plan No 4573, resolve to undertake an inspection of all window safety devices previously installed to windows within the strata scheme to ensure the Owners Corporation comply with their obligations pursuant to Section 118 of the *Strata Schemes Management Act 2015* and Regulation 30 of the *Strata Schemes Management Regulation 2016* and that the appointment of an appropriately qualified third party to undertake this inspection be delegated to the strata committee.

Defeated by Simple Majority

2.4. That following the inspection of window safety devices the Owners – Strata Plan No 4573, authorize the strata committee to make arrangements for the installation, maintenance or repair of any required window safety devices within the strata scheme to ensure the Owners Corporation comply with their obligations pursuant to Section 118 of the *Strata Schemes Management Act 2015* and Regulation 30 of the *Strata Schemes Management Regulation 2016*.

Motion lapsed as WINDOW SAFETY DEVICE INSPECTION was LOST

2.5. (Safety Audit Report)

That the owners corporation appoint a consultant to undertake a safety audit report of the strata scheme to identify any risks that may affect the common areas.

Defeated by Simple Majority

2.6. (Asbestos Survey)

That the owners corporation review the asbestos survey report prepared by Building Insurance Valuations on 14/08/2012 and what actions have been taken to date and those yet to be undertaken.

Passed by Simple Majority

2.7. (Other compliance measures)

That the owners corporation consider any additional compliance matters for the scheme and determine any appropriate action (if required).

Passed by Simple Majority

3. UTILITIES AGREEMENTS

Motions

3.1. That the owners corporation consider the supply agreements that they have in place for utilities and determine any action required.

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

- 3.2. That the owners corporation appoint the chairperson to do the following in relation to the investigation of new utility supply agreements (subject always to any direction otherwise as may be determined by a meeting of the owners corporation or its strata committee):
- To instruct the Managing Agent to engage a broker or other type of specialist as may be reasonably required,
 - To instruct the Managing Agent to disclose data and information of the owners corporation related to the utility as may be reasonably required,
 - To instruct the Managing Agent to sign a letter of authority as may be reasonably required.

Passed by Simple Majority

- 3.3. That the owners corporation appoint the chairperson to approve the owners corporation entering into utility agreements for a term of up to 3 years, provided that, in the opinion of the chairperson, it is more, or similarly, financially beneficial for the owners corporation to do so, compared to reasonably available alternative arrangements, and is otherwise on terms that are broadly consistent with those available in the market, and further the owners corporation authorise the managing agent to enter into such agreements on behalf of the owners corporation as instructed by the chairperson, subject always to any direction otherwise as may be determined by a meeting of the owners corporation or its strata committee.

Passed by Simple Majority

4. INSURANCES

Motions

- 4.1. That the owners corporation confirm that the following insurance policies are currently in place:

Current Insurance Details

INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
LONGITUDE	Building	LNG-STR-181886	\$7,202,633.00	27/03/2021
	Catastrophe Insurance		\$1,080,394.00	
	Contents		\$72,026.00	
	Fidelity Guarantee		\$100,000.00	
	Flood Cover		\$7,274,659.00	
	Government Audit Costs		\$30,000.00	
	Health & Safety Breaches		\$150,000.00	
	Legal Defence Expenses		\$50,000.00	
	Loss of Rent/Temp Accom		\$1,080,395.00	
	Lot Owners fixture/improvement		\$300,000.00	
	Office Bearers Liability		\$1,000,000.00	
	Voluntary Workers		\$200,000.00 / \$2,000.00	
	Public Liability		\$20,000,000.00	

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

	Workers Compensation		AS PER ACT	
--	----------------------	--	------------	--

Date on which the premiums were last paid: **19/03/2020**

Passed by Simple Majority

- 4.2. That the insurances of the owners corporation be extended to include any additional optional insurances not covered in the above table.

Defeated by Simple Majority

- 4.3. That the owners corporation confirm that it does NOT employ workers with total annual wages exceeding \$7,500.00 and therefore will not require workers compensation insurance for the coming year.

Passed by Simple Majority

- 4.4. That the owners corporation acknowledges their obligation to provide/disclose to the insurer, either upon renewal or throughout the period of the policy, any item requiring disclosure under the policy including a Work, Health and Safety report, defects report and the like.

Passed by Simple Majority

- 4.5. That the owners corporation authorise the managing agent to renew insurances in accordance with the insurer or insurance broker's recommendation in circumstances where alternate instructions are not received from the strata committee prior to the renewal date.

Passed by Simple Majority

5. COMMISSIONS AND TRAINING SERVICES

Motion

- 5.1. That the owners corporation note a report by the managing agent, in the agenda explanatory note, in regards to the commissions that have been paid and training services received in the last year and those commissions likely to be paid and training services provided to the managing agent in the coming year.

Reporting details:

Commissions and Training Services Report for the last 12 months

Commissions received that have been paid to the managing agent in the last 12 months are as follows:

- Insurance commissions: \$1,166.25;*
- CommunitySure Management fees to parent entity (PICA Group)*1: \$0.00*
- PICA Group may have received a referral fee from Bulk Energy, Energy Action, E Utility and/or Savant Energy Advisory on the sale and provision of electricity and/or gas if the scheme has successfully engaged a broker for electricity and/or gas services. Commissions for Commercial & Industrial: 30% to 33.33% of the commission the broker receives from the retailer, for Small Market Enterprises or Residential: \$25 to \$150 per energy agreement.*

Training services received/provided to the strata managing agent by external service providers in the last 12 months:

- legal service providers including Chambers Russell Lawyers, Grace Lawyers, Clarke Kann Lawyers, Bannermans Lawyers, Kerin Benson Lawyers and JS Mueller & Co*
- insurance service providers CHU Underwriting Agencies Pty Ltd, BAC Insurance Brokers and BCB Strata Insurance Brokers (Body Corporate Brokers Pty Ltd)*

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

Training services received from external service providers are estimated to be in excess of 10 hours per year per manager. The value of which is estimated at \$250 in total.

Estimated Commissions and Training Services Report for the next 12 months

Estimated Commissions likely to be paid to the managing agent in the next 12 months are as follows:

- *Insurance commissions: \$1,224.56;*
- *CommunitySure Management fees to parent entity (PICA Group)*¹: \$0.00*
- *PICA Group may receive a referral fee from Bulk Energy, Energy Action, E Utility and/or Savant Energy Advisory on the sale and provision of electricity and/or gas if the scheme successfully engages a broker for electricity and/or gas services. Commissions for Commercial & Industrial: 30% to 33.33% of the commission the broker receives from the retailer, for Small Market Enterprises or Residential: \$25 to \$150 per energy agreement.*

Training services likely to be received/provided to the managing agent by external service providers in the next 12 months are as follows:

- *legal service providers including but not limited to Chambers Russell Lawyers, Grace Lawyers, Clarke Kann Lawyers, Bannermans Lawyers, Kerin Benson Lawyers and JS Mueller & Co.*
- *insurance service providers CHU Underwriting Agencies Pty Ltd and BCB Strata Insurance Brokers (Body Corporate Brokers Pty Ltd)*

We estimate the training services received from external service providers will be in excess of 10 hours per year per manager. The value of which is estimated at \$250 in total.

**¹ Please refer to the Additional Notes at the end of the agenda for additional information about insurance disclosures about the CommunitySure product.*

Passed by Simple Majority

6. VALUATION

Motions

- 6.1. That the owners corporation obtain a replacement cost estimate (valuation) for insurance purposes.

Passed by Simple Majority

- 6.2. That the managing agent be authorised to adjust the building sum insured in line with the insurance valuation upon receipt.

Passed by Simple Majority

7. AUDITOR

Motion

- 7.1. That an auditor be appointed and that auditor be Kelly & Partners.

Defeated by Simple Majority

8. CAPITAL WORKS FUND PLAN

Motions

- 8.1. That the owners corporation confirms receipt of the the capital works analysis prepared by Sinking Funds Plans Australia Pty Ltd on 01/06/2010.

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

- 8.2. That the strata managing agent be instructed to obtain quotations to prepare a 10-year capital works fund plan and the strata committee be authorised to provide directions in relation to the appointment of a consultant to prepare the 10-year capital works fund plan.

Passed by Simple Majority

9. RESTRICTED MATTERS

Motions

- 9.1. That there be no additional restrictions placed on the strata committee other than those currently imposed by Section 36 (3) of the Act.

Passed by Simple Majority

- 9.2. That in the event the preceding motion is defeated the owners corporation determine restrictions to be placed on the strata committee.

Motion lapsed as RESTRICTED MATTERS was CARRIED

10. GST REGISTRATION

Motion

- 10.1 Where total revenue is more than \$150,000 GST registration is compulsory. That the Owners Corporation resolves to cancel its current GST registration.

Passed by Simple Majority

11. ENGAGEMENT OF CONTRACTORS

Motions

- 11.1 That the owners corporation acknowledges that the managing agent will not issue a Work Order or engage any contractors for the provision of any goods or services, unless they have complied with the minimum requirements set out in the table below.

Minimum requirements (as aligned to the recommended criteria as advised by Safe Work Australia)	<ul style="list-style-type: none">iv. Must be registered as a business for tax purposes in Australiav. Must have a minimum \$10 million Public & Product Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any one period of cover)vi. Must have a minimum \$1 million Professional Indemnity Insurance (where applicable)vii. Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Traderviii. Must hold all licences as relevant to services providedix. Must have an established Quality Management system (Consultants only)x. Must have an established Health & Safety Management systemxi. Must accept PICA Group Terms and Conditions of engagement and Business Code of Conduct.
Definitions:	<ul style="list-style-type: none">• Contractor: means a person or organisation that is engaged, on a temporary basis, to undertake a particular task and includes consultants who provide recommendations and/or specialist professional advice.• Work Order: means a written order providing specific or blanket authorisation to a contractor to proceed with the provision of specific goods or services without further instructions.

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

Passed by Simple Majority

12. ACCOUNTING RECORDS AND BUDGET

Motions

- 12.1 That the financial statements including the statement of key financial information for the period ended **30/6/20** be adopted.

Passed by Simple Majority

- 12.2 That estimated receipts and payments (budget) for the administrative fund and the capital works fund as attached to this agenda be adopted.

Passed by Simple Majority

13. CONTRIBUTIONS

Motions

- 13.1 That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Act and determined in accordance with Section 81(1) of the Act at \$8,150.00 plus GST in instalments set out in the table below:

Levy Status	Due date	Amount excl. GST
Already Issued	01/08/2020	\$8,150.00
To be Issued	01/11/2020	\$0.00
To be Issued	01/02/2021	\$0.00
To be Issued	01/05/2021	\$0.00
Total		\$8,150.00

Passed by Simple Majority

- 13.2 That contributions to the capital works fund are estimated in accordance with Section 79(2) of the Act and determined in accordance with Section 81(1) of the Act at \$40,850.00 plus GST in instalments set out in the table below:

Levy Status	Due date	Amount excl. GST
Already Issued	01/08/2020	\$4,142.00
To be Issued	01/11/2020	\$12,236.00
To be Issued	01/02/2021	\$12,236.00
To be Issued	01/05/2021	\$12,236.00
Total		\$40,850.00

Passed by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

- 13.3 That the administrative fund and capital works fund contributions be continued at quarterly intervals until further determined:

**Administrative Fund
Interim Periods**

Levy Status	Due date	Amount excl. GST
To be Issued	01/08/2021	\$2,037.50
To be Issued	01/11/2021	\$2,037.50
Total		\$4,075.00

**Capital Works Fund
Interim Periods**

Levy Status	Due date	Amount excl. GST
To be Issued	01/08/2021	\$10,212.50
To be Issued	01/11/2021	\$10,212.50
Total		\$20,425.00

Passed by Simple Majority

14. LEVY COLLECTION PROCEDURES

Motions

- 14.1 That the Owners – Strata Plan 4573, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the Act (including section 103 of the Act), authorise the strata managing agent and/or the strata committee to do any of the following:
- Levy Recovery Step 1: issue a reminder levy notice 35 days after the levy due date;
 - Levy Recovery Step 2: issue 1st levy recovery letter 60 days after the levy due date;
 - Levy Recovery Step 3: issue 2nd levy recovery letter 75 days after the levy due date;
 - Levy Recovery Step 4: 106 days after the original date the levy was due, and where the debt is in excess of \$2,000.00, or another amount determined by the strata committee, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners – Plan No 4573 to issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
 - Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings,
 - Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
 - Liaise, instruct and prepare all matters with the owners corporations debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

Passed by Simple Majority

- 14.2 That the Owners – Strata Plan 4573, delegate and authorise the functions to the **strata committee** to make changes to the above debt recovery process on behalf of the owners corporation from time-to-time as they see fit.

Defeated by Simple Majority

**MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

- 14.3 That the Owners – Strata Plan 4573, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the Act (including section 103 of the Act), authorise the strata committee to approve payment plans generally or for specific lot owners.

Passed by Simple Majority

15. VOTING BY ELECTRONIC MEANS

Motion

- 15.1 That pursuant to Regulation 14 (1) (b) of the *Strata Schemes Management Regulation 2016 (NSW)*, the owners corporation approve the adoption of voting wholly by electronic pre-meeting voting for the next general meeting of the owners corporation.

Passed by Simple Majority

16. STRATA COMMITTEE NOMINATIONS

Motions

- 16.1 That nominations for election to the strata committee be received, declared and recorded. Nominations received prior to the issuing of this notice are noted below under "Election of Committee".

Passed by Simple Majority

- 16.2 That candidates for election to the strata committee disclose any connections with the original owner (developer) or building manager in accordance with the Act.

Passed by Simple Majority

- 16.3 That the number of members of the strata committee be three (3).

Passed by Simple Majority

17. STRATA COMMITTEE ELECTION

Motion

Name	Lot
Andrew Wright	6
Sue Coulson	12
Peter Abrahamsen	16

CLOSURE: There being no further business, the chairperson declared the meeting closed at 06:24 PM.

MINUTES OF A STRATA COMMITTEE MEETING THE OWNERS – STRATA PLAN NO. 4573

ADDRESS OF THE STRATA SCHEME: 1351 PITTWATER ROAD NARRABEEN

DATE, PLACE & TIME OF MEETING: The Strata Committee of The Owners - Strata Plan No. **4573** held a meeting immediately following the Annual General Meeting of the Owners Corporation on **Wednesday, 26 August 2020**. Meeting commenced at **06:25 PM**.

REPRESENTED: Sue Coulson Lot 12
Peter Abrahamsen Lot 16

IN ATTENDANCE: S Dorsman Lot 3
C Wright Lot 6
J Pakov Lot 7
L & S Bedin Lot 9
M Dunsmore Lot 11
C Kell Lot 14
K Walker Lot 15
L Tompson Lot 16

CHAIRPERSON: Ben Major Mills (Under Delegation)
SECRETARY: Ben Major Mills (Under Delegation)

1. DISCLOSURE OF PECUNIARY INTERESTS

Motion

- 1.1. That the meeting note any declaration by a member of the committee of any direct or indirect pecuniary interest in relation to a matter being considered at this meeting and resolve how that declaration shall be accommodated at the meeting.

Any member that wishes to declare a direct or indirect pecuniary interest should vote "Yes" to the motion and must notify the strata manager prior to the meeting of the interest so it can be noted in the minutes.

Members with no direct or indirect pecuniary interest to declare should vote "Yes" to the motion to confirm members with pecuniary interests will abstain from voting on such motions.

Passed by Simple Majority

2. MINUTES

Motion

- 2.1. That the minutes of the last Strata Committee meeting, held on **08/10/2019**, be confirmed as a true record and account of the proceedings at that meeting.

Passed by Simple Majority

3. OFFICERS

Motion

- 3.1. That the chairperson, secretary and treasurer of the Strata Committee be vacant.

Passed by Simple Majority

**MINUTES OF A STRATA COMMITTEE MEETING
THE OWNERS - STRATA PLAN NO. 4573**

**ADDRESS OF THE STRATA SCHEME:
1351 PITTWATER ROAD NARRABEEN**

4. REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE

Motions

- 4.1. That Sue Coulson of the Strata Committee be nominated to liaise with the strata managing agent and be the scheme's contact point.

Passed by Simple Majority

- 4.2. That Peter Abrahamsen of the Strata Committee be nominated to liaise with the strata managing agent as the scheme's substitute contact point.

Passed by Simple Majority

General Matters:

- Strata Manager to engage Rod Finlayson to quote on the removal of concrete spalling in unit 6, unit 11, and the walkway at the front of the building.
- Strata Manager to engage an electrician to inspect common property light timer.
- Strata Manager to contact company who installed balcony balustrades to investigate warranty repairs.
- Strata Manager to send a letter to all residents re parking.
- Strata Manager to order 2x additional red bins from NB Council.
- Strata Manager to send an emergency tradesperson list to all residents.
- Strata Manager to obtain 2x AFSS quotes.
- Strata Manager to engage a locksmith to change the lock on the tradesperson toilet.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 06:45 PM.
