

# STRATA INSPECTION



## Strata Scheme Inspection Report

Property                      5/27-31 Goodwin Street  
                                    Narrabeen NSW 2101  
                                    Lot 5 SP 60642  
Date                            15<sup>th</sup> May 2022

# STRATA INSPECTION

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## STRATA SCHEME INSPECTION REPORT

Property Address 5/27-31 Goodwin Street Narrabeen NSW 2101  
Lot 5 Strata Plan 60642  
Inspection Date 11<sup>th</sup> May 2022  
Inspector Lauren Walsh  
0423 098 648  
stratainspection@outlook.com

## MANAGING AGENT / SECRETARY

Owners Corporation records are held by:

Name Body Corporate Services  
Address Level 13, 12 Help Street Chatswood NSW 2067  
Phone 02 9967 1300  
Manager Jennifer Lindner

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

## STRATA ROLL

We did sight a printed strata roll.

Owner H J R Pty Limited  
Address PO Box 506 Newport NSW 2106  
Mortgage None noted  
Unit Entitlement 34  
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 60642 registered on 06/07/99.

## CERTIFICATE OF TITLE

We did inspect title documents for the common property.

Edition 5 – 11/10/18  
Number of Lots 30  
Number of Units 30

# STRATA INSPECTION

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## LEVY CONTRIBUTIONS

	Administrative Fund	Capital Works Fund
Due 01/11/21	\$589.05	\$467.50
Due 01/02/22	\$589.05	\$580.83
Due 01/05/22	\$600.95	\$580.83
Due 01/08/22	\$600.95	\$580.83

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	\$23,391.67, as at 09/05/22
Approximate balance of the Capital Works Fund	\$53,193.27, as at 09/05/22
Approximate Levies in Arrears	\$5,022.88, as at 09/05/22

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	01/11/21	01/11/20	01/11/19	01/11/18
Administrative Fund	\$70,000.00	\$63,000.00	\$63,000.00	\$79,200.00
Capital Works Fund	\$65,000.00	\$50,000.00	\$29,000.00	\$5,500.00

## TAXATION

The owners corporation is currently registered for GST.

# STRATA INSPECTION

## APPROVED WORKS

None noted

## PROPOSED WORKS

\$19,533.00 - \$24,759.00 Carpet replacement  
\$21,890.00 Full repair of roof  
\$1,400.00 - \$8,800.00 Fence repair after storm  
\$5,846.50 Re-lay paved area

## POSSIBLE PROPOSED SPECIAL LEVIES

The Strata Plan has a capital works fund balance of \$53,193.27 and annual capital works fund contributions of \$65,000.00, 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.

Note. The contribution for Lot 5 is 34/1,000 - \$340.00 for every \$10,000.00 required via special levy.

## PAST SPECIAL LEVIES

Date	Levy	Lot	Purpose
01/02/20	\$23,100.00	\$785.40	Painting
01/03/17	\$24,997.50	\$849.92	Roof-repointing, pump replacement & clear administration deficit

## PAST MAJOR WORKS

Year Ending	31/10/22	30/06/21	30/06/20	30/06/19	30/06/18
Consultants					791.55
Doors & Windows				2,460.00	1,304.50
Driveway, Paths & Letterboxes			2,250.00		
Electrical	12,240.00				
Fire Equipment				1,859.00	
General Service Replacement				1.00	4,850.00
Intercom	11,850.00				
Landscaping			3,800.00	2,100.00	
Major Plumbing		1,356.82	3,807.53		
Painting & Surface Finishes			8,680.00	13,044.89	
Roof	6,363.64				
Sewers & Drains					1,610.42
Special Levy Expenses			20,763.64		
Stairs, Floors & Balconies			11,539.09		
Structural	847.00				
Water Penetration	1,500.00			4,438.10	3,485.00
<b>Total</b>	<b>32,800.64</b>	<b>1,356.82</b>	<b>50,840.26</b>	<b>26,355.17</b>	<b>12,041.47</b>

# STRATA INSPECTION

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## MEETINGS, MINUTES & RECORDS

The prescribed books of accounts are kept.

Minutes are retained for the prescribed period.

Last Annual General Meeting 15/12/21 (enclosed)

Last item in the Minute Book Notice of Strata Committee Meeting 01/06/22

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:

Chairman/ Treasurer: Kathleen Bronsveld Secretary: Gilliam Jackman

## 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	CHU
Policy Number	836174
Due Date	30/06/22
Building Sum Insured	\$17,458,176
Public Liability Insurance	\$30,000,000
Voluntary Workers Insurance	\$300,000/\$3,000 per week
Workers Compensation	Not selected
Additional insurances held	Yes, see attached

## VALUATION

Valuation suggested amount	\$14,870,000
Date of last insurance valuation	10/01/22

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

# STRATA INSPECTION

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## COMPLIANCE

### FIRE SAFETY

Annual fire safety statement expires on 15/11/22.

### CHILD SAFETY WINDOW DEVICES

Child safety window devices have been installed at the strata plan.

### LONG TERM CAPITAL WORKS FUND FORECAST

An extract of the Capital Works Fund Forecast (2017) is attached.

Annual capital works fund levies are higher than the \$31,477.00 suggested in the capital works fund plan & the balance is lower than the balance of approximately \$110,000.00 suggested at this point in time.

### COMMON PROPERTY SAFETY REPORT

Not attainable.

### PEST INSPECTION REPORT

An extract of the Pest Inspection Report (2021) is attached.

# STRATA INSPECTION

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## **BY-LAWS**

### **STANDARD BY-LAWS**

AN752968 Consolidation of By-Laws.

### **PROPOSED CHANGES TO BY-LAWS**

None noted.

### **UNREGISTERED CHANGES TO BY-LAWS**

None noted.

### **CHANGES TO BY-LAWS**

AN752968 Consolidation of By-Laws.

### **ANIMALS**

Refer attached pages 12-14.

### **SMOKING**

Special By-Law 10 to restrict smoking applies.

### **STATE OF HARMONY IN THE BUILDING**

Correspondence noted for breaching the following by-laws:

- smoking

### **ALTERATIONS/IMPROVEMENTS**

We did not inspect any By-Law or Strata Committee approval for alterations to Lot 5.

# STRATA INSPECTION

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## ATTACHMENTS

The following attachments for this report includes:

- Important general information about strata record inspections
- AN752968 Consolidation of By-Laws (as per contract)
- Keeping of animals by-law
- 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
- 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

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## **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

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## **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

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## **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](http://www.austlii.edu.au). We have quick links on our website [www.stratainspection.com.au](http://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](http://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.

(3) Clause (1) does not apply to the installation of any thing that is likely to affect the operation of fire safety devices in the lot or to reduce the level of safety in the lots or common property.

(4) The owner of a lot must:

(a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in clause (1) that forms part of the common property and that services the lot, and

(b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in clause (1) that forms part of the common property and that services the lot.

**Special By-law no. 4 - Damage to lawns and plants on common property**

An owner or occupier of a lot must not, except with the prior written approval of the owners corporation:

(a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated on common property, or

(b) use for his or her own purposes as a garden any portion of the common property.

**Special By-law no. 5 - Obstruction of common property**

An owner or occupier of a lot must not obstruct lawful use of common property by an person except on a temporary and non-recurring basis.

**Special By-law no. 6 - Keeping of animals**

**This by-law to prevail**

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

**Definitions and interpretation**

2.1 In this by-law, unless the context otherwise requires:

(a) "**Act**" means the *Strata Schemes Management Act, 2015*.

(b) "**Lot**" means any lot in strata plan 60642.

(c) "**Owner**" means the owner of the Lot.

(d) "**Owners Corporation**" means the owner's corporation created by the registration of strata plan registration number 60642.

(e) "**Strata Committee**" means the strata committee of the Owners Corporation.

2.2 In this by-law, unless the context or definitions require otherwise:

(a) the singular includes plural and vice versa;

(b) any gender includes the other genders;

(c) any terms in the by-law will have the same meaning as those defined in the Act; and

(d) references to legislation include references to amending and replacing legislation.

## Owners Corporation's Powers

3. In addition to the duties, obligations, powers and functions imposed on the Owners Corporation pursuant to the Act, the Owners Corporation has the duty to regulate the keeping of animals in the strata scheme.

### Conditions

4.1 Subject to section 139(5) of the Act, an Owner or occupier of a Lot must not, without the prior written approval of the Owners Corporation, keep any animal (except fish kept in a secure aquarium on the Lot) on the Lot or the common property.

4.2 Further to clause 4.1 above, an Owner or occupier may make an application to the Owners Corporation for the approval of the keeping of an animal and such approval must not be unreasonably withheld. For the avoidance of doubt, only an animal which is approved by the Owners Corporation or under this by-law may be kept on the Lot or the common property.

4.3 The application referred to in clause 4.2 above must be made in writing to the Owners Corporation and must contain the following information:

(a) a detailed description of the animal proposed to be kept (including details of the breed and size of the animal);

(b) a photograph of the animal (if available).

4.4 If the Owners Corporation approves the keeping of an animal by the Owner or occupier, then the Owner or occupier shall:

(a) keep the animal within the boundaries of their Lot;

(b) carry the animal when it is on internal common property areas;

(c) carry the animal or keep the animal on a short lead (less than 2 metres in length) when it is on external common property areas

(d) not allow the animal to roam onto and around the common property;

(e) comply with any directions or guidelines as may be published by the Strata Committee or strata managing agent;

(f) do all things necessary to ensure that no noise is created by the animal which is likely to interfere with the peaceful enjoyment of an Owner or occupier of another Lot or of any person lawfully using the common property;

(g) clean all areas of Lot or common property that are soiled by the animal;

(h) keep the animal clean and free of fleas and other pests; and

(i) remain liable for any damage to lot or common property arising out of keeping the animal and indemnify and shall keep indemnified the Owners Corporation against any costs or losses arising out of or in connection with the keeping of the animal including any damage to any person, lot or common property and any costs of related high pressure water cleaning.

4.5 An Owner or occupier must not allow any visitor to bring any animal onto Lot or common property unless the animal is a guide dog, hearing dog or other animal trained to assist to alleviate the effect of a disability and the visitor needs the dog or other animal because of a visual, a hearing or other disability.

4.6 Any approval given by the Owners Corporation under clause 4.1 may contain such conditions as considered necessary in the reasonably held opinion of the Owners Corporation.

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4.7 Any approval given under this by-law can be modified, amended, revoked or rescinded by the Owners Corporation, if:

- (a) the animal becomes offensive, vicious, aggressive, noisy or creates a nuisance; or
- (b) the Owner or occupier of the Lot breaches a condition of this by-law or any approval given pursuant to this by-law.

4.8 If any approval to keep an animal under this by-law is revoked by the Owners Corporation, then the Owner and/or occupier shall remove the animal within 7 days from the date that written notice of the revocation is given to the Owner or occupier.

4.9 The Strata Committee is hereby delegated the functions of giving such approvals on behalf of the Owners Corporation.

### **Right to Remedy Default**

5.1 The Owner acknowledges that if the Owner fails to comply with any obligation under this by-law, the Owners Corporation may take steps to remedy that failure or non-compliance and in doing so, the Owners Corporation has the right to:

- (a) perform that obligation;
- (b) enter upon any part of the parcel to perform that obligation; and
- (c) recover costs of carrying out that work from the Owner as a debt (and include reference of that debt on levy notices and any other levy reports or information).

5.2 The Owner acknowledges that any debt for which the Owner is liable under this by-law is due and payable on written demand or at the direction of the Owners Corporation and, if not paid at the end of 1 month from the date on which it is due, will bear simple interest at the rate of 10% per annum (accrued daily) until paid and the interest will form part of that debt.

### **Special By-law no. 7 - Noise**

An owner or occupier of a lot, or any invitee of an owner or occupier of a lot, must not create any noise on a lot or the common property likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property.

### **Special By-law no. 8 - Behaviour of owners, occupiers and invitees**

(1) An owner or occupier of a lot, or any invitee of an owner or occupier of a lot, when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.

(2) An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier:

- (a) do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property, and
- (b) without limiting paragraph (a), that invitees comply with clause (1).

### **Special By-law no. 9 - Children playing on common property**

(1) Any child for whom an owner or occupier of a lot is responsible may play on any area of the common property that is designated by the owners corporation for that purpose but may only use an area designated for swimming while under adult supervision.

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# ANNUAL FINANCIAL STATEMENTS

For the period 1 November 2021 to 31 October 2022

Prepared For

**60642**

## **Strata Plan 60642**

27-31 GOODWIN STREET  
NARRABEEN  
NSW 2101

### **Manager**

Jennifer Lindner  
BCS Strata Management Pty Ltd

### **Printed**

9 May 2022

## Balance Sheet

## Administrative & Capital Works Fund

Owners Corporation for Plan No. 60642

As at 31st October 2022

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

### Assets

2022

Cash		74,706.08
Levies in Arrears	Note 9	5,022.88
Security Deposit Account	Note 10	280.50
<b>Total Assets</b>		<b>\$ 80,009.46</b>

### Liabilities

Unallocated Monies Received	Note 11	2,501.05
GST Liability		923.47
<b>Total Liabilities</b>		<b>\$ 3,424.52</b>

<b>Net Assets</b>	<b>\$ 76,584.94</b>
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### Equity

Administrative Fund	23,391.67
Capital Works Fund	53,193.27
<b>Total Equity</b>	<b>\$ 76,584.94</b>



# Income and Expenditure Statement

Administrative Fund

Owners Corporation for Plan No. 60642

1 November 2021 to 31 October 2022

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

	Actuals 01/11/21 31/10/22	Budget 01/11/21 31/10/22	Variance \$ 01/11/21 31/10/22	Variance % 01/11/21 31/10/22
<b>Income</b>				
Levy Fees - Debt recovery costs	96.41	0.00	96.41	100
Levy Fees - normal	47,568.22	63,636.36	(16,068.14)	(25)
Mutual Revenue - penalty interest	17.34	0.00	17.34	100
Mutual Revenue - security devices	345.00	0.00	345.00	100
Non-Mutual Revenue - certificates	218.00	0.00	218.00	100
Non-Mutual Revenue - strata inspections	62.00	0.00	62.00	100
Sundry Revenue - discharge insurance claim	808.00	0.00	808.00	100
<b>Total Administrative Fund Income</b>	<b>49,114.97</b>	<b>63,636.36</b>	<b>(14,521.39)</b>	<b>(23)</b>
<b>Expenditure</b>				
Accountant - audit fees	1,045.00	0.00	(1,045.00)	(100)
Automatic Door Systems	200.00	0.00	(200.00)	(100)
Building Fabric/Structural	0.00	1,236.13	1,236.13	100
Cleaning Service	1,080.00	1,900.00	820.00	43
Cleaning Service - bins, garbage chutes	720.00	1,500.00	780.00	52
Doors and Windows	389.00	500.00	111.00	22
Electrical Repairs	364.00	3,000.00	2,636.00	88
Electricity	1,103.21	3,500.00	2,396.79	68
Fire Protection Services	1,602.27	4,200.00	2,597.73	62
Garden/Lawn Maintenance	8,272.73	7,700.00	(572.73)	(7)
Insurance Premiums	0.00	20,600.00	20,600.00	100
Intercom & Security System	500.00	0.00	(500.00)	(100)
Mail Boxes - locks, keys	0.00	500.00	500.00	100
Owners Corporation Manager - accounting fees	719.72	500.00	(219.72)	(44)
Owners Corporation Manager - additional services	1,098.00	1,000.00	(98.00)	(10)
Owners Corporation Manager - certificate fees	109.00	220.00	111.00	50
Owners Corporation Manager - debt recovery	98.32	200.00	101.68	51
Owners Corporation Manager - disbursements	2,255.94	4,300.00	2,044.06	48
Owners Corporation Manager - inspection fees	62.00	0.00	(62.00)	(100)
Owners Corporation Manager - management fees	4,193.70	8,457.26	4,263.56	50
Owners Corporation Manager - schedule B fees	895.76	480.00	(415.76)	(87)
Owners Corporation Manager - work order/quotes	787.48	500.00	(287.48)	(58)
Pest Control Services	1,030.00	750.00	(280.00)	(37)
Plumbing	570.00	2,500.00	1,930.00	77
Pumps & Motor Maintenance	285.00	750.00	465.00	62
Sundry Expenditure	280.00	300.00	20.00	7
Taxes, Fees & Charges - GST rounding	(0.94)	0.00	0.94	(100)
Valuer - insurance valuation	450.00	0.00	(450.00)	(100)
Waste Management Services	0.00	350.00	350.00	100
Water	3,550.96	7,000.00	3,449.04	49
<b>Total Administrative Fund Expenditure</b>	<b>31,661.15</b>	<b>71,943.39</b>	<b>40,282.24</b>	<b>56</b>
<b>Surplus / Deficit for period</b>	<b>17,453.82</b>	<b>(8,307.03)</b>		

Income and Expenditure Statement (continued)

Administrative Fund

Owners Corporation for Plan No. 60642

1 November 2021 to 31 October 2022

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

Summary

Opening Balance as at 1 November 2021	5,937.85
Total Revenue during period	49,114.97
Total Expenditure during period	(31,661.15)
Administrative Fund balance as at 31 October 2022	<b>\$ 23,391.67</b>

# Income and Expenditure Statement

## Capital Works Fund

Owners Corporation for Plan No. 60642

1 November 2021 to 31 October 2022

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

	Actuals 01/11/21 31/10/22	Budget 01/11/21 31/10/22	Variance \$ 01/11/21 31/10/22	Variance % 01/11/21 31/10/22
<b>Income</b>				
Levy Fees - normal	43,560.60	59,090.91	(15,530.31)	(26)
Mutual Revenue - penalty interest	21.43	0.00	21.43	100
Strata Setup - Balance Brought Forward	0.00	748.13	(748.13)	(100)
<b>Total Capital Works Fund Income</b>	<b>43,582.03</b>	<b>59,839.04</b>	<b>(16,257.01)</b>	<b>(27)</b>
<b>Expenditure</b>				
Building Fabric/Structural	847.00	0.00	(847.00)	(100)
Electrical Repairs	12,240.00	0.00	(12,240.00)	(100)
Intercom & Security System	11,850.00	0.00	(11,850.00)	(100)
Plumbing	0.00	1,424.66	1,424.66	100
Plumbing - water penetration	1,500.00	0.00	(1,500.00)	(100)
Roof	6,363.64	0.00	(6,363.64)	(100)
<b>Total Capital Works Fund Expenditure</b>	<b>32,800.64</b>	<b>1,424.66</b>	<b>(31,375.98)</b>	<b>(2202)</b>
<b>Surplus / Deficit for period</b>	<b>10,781.39</b>	<b>58,414.38</b>		

### Summary

Opening Balance as at 1 November 2021	42,411.88
Total Revenue during period	43,582.03
Total Expenditure during period	(32,800.64)
<b>Capital Works Fund balance as at 31 October 2022</b>	<b>\$ 53,193.27</b>

# Notes To Financial Statements

Owners Corporation for Plan No. 60642

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

## 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: 18 Unit: 18	1216.55
Lot: 2 Unit: 2	1147.03
Lot: 3 Unit: 3	400.00
Lot: 7 Unit: 7	1042.75
Lot: 8 Unit: 8	1216.55
	<b>\$ 5,022.88</b>

## Note 10 Security Deposit Account

Detail	Amount
[Open]:Sundry Debtors 2019/06/18 REPALCE FAULTY ALARM U21	280.50
	<b>\$ 280.50</b>

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. 60642

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

**Note 11      Unallocated Monies Received - also see note 3**

Detail	Amount
Lot: 11   Unit: 11	2501.05
	<b>\$ 2,501.05</b>

# ANNUAL FINANCIAL STATEMENTS

For the period 1 November 2020 to 31 October 2021

Prepared For

**60642**

**Strata Plan 60642**

27-31 GOODWIN STREET  
NARRABEEN  
NSW 2101

**Manager**

Jennifer Lindner  
BCS Strata Management Pty Ltd

**Printed**

15 November 2021

KELLY + PARTNERS  
AUDIT

## Balance Sheet

## Administrative & Capital Works Fund

Owners Corporation for Plan No. 60642

As at 31st October 2021

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

### Assets

2021

Cash	73,188.89
Levies in Arrears	66.27
Security Deposit Account	280.50
<b>Total Assets</b>	<b>\$ 73,535.66</b>

### Liabilities

Levies in Advance	22,478.02
Unallocated Monies Received	1,464.07
GST Liability	1,243.84
<b>Total Liabilities</b>	<b>\$ 25,185.93</b>

<b>Net Assets</b>	<b>\$ 48,349.73</b>
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### Equity

Administrative Fund	5,937.85
Capital Works Fund	42,411.88
<b>Total Equity</b>	<b>\$ 48,349.73</b>

KELLY + PARKINER  
AUDIT

# Income and Expenditure Statement

Administrative Fund

Owners Corporation for Plan No. 60642

1 November 2020 to 31 October 2021

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

## Income

Levy Fees - normal	63,000.00
Levy Fees - other	161.28
Mutual Revenue - debt recovery costs	36.26
Mutual Revenue - penalty interest	54.39
Mutual Revenue - security devices	185.00
Non-Mutual Revenue - certificates	218.00
Non-Mutual Revenue - strata inspections	62.00
Strata Setup - Balance Brought Forward	867.07
Taxes, Fees & Charges - Set GST Liability	(867.07)

<b>Total Administrative Fund Income</b>	<b>63,716.93</b>
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## Expenditure

Building Fabric/Structural	1,177.27
Cleaning Service	1,890.00
Cleaning Service - bins, garbage chutes	1,545.00
Doors and Windows	490.50
Electrical Repairs	3,697.50
Electricity	3,676.56
Fire Protection Services	4,241.22
Garden/Lawn Maintenance	7,609.11
Insurance Premiums	19,638.45
Intercom & Security System	23.86
Mail Boxes - locks, keys	877.00
Owners Corporation Manager - accounting fees	481.05
Owners Corporation Manager - additional services	768.91
Owners Corporation Manager - certificate fees	218.00
Owners Corporation Manager - debt recovery	200.58
Owners Corporation Manager - disbursements	4,272.08
Owners Corporation Manager - inspection fees	62.00
Owners Corporation Manager - management fees	8,054.53
Owners Corporation Manager - schedule B fees	478.57
Owners Corporation Manager - work order/quotes	572.49
Pest Control Services	750.00
Plumbing	2,983.86
Pumps & Motor Maintenance	730.00
Sundry Expenditure	636.97
Waste Management Services	330.00
Water	6,659.77

<b>Total Administrative Fund Expenditure</b>	<b>72,065.28</b>
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<b>Surplus / Deficit for period</b>	<b>(8,348.35)</b>
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KELLY + PARTNERS  
AUDIT



**Income and Expenditure Statement (continued)****Administrative Fund****Owners Corporation for Plan No. 60642**

27-31 GOODWIN STREET NARRABEEN NSW 2101

**1 November 2020 to 31 October 2021****ABN/ACN 45081884261****Summary**

Opening Balance as at 1 November 2020	14,286.20
Total Revenue during period	63,716.93
Total Expenditure during period	(72,065.28)
<b>Administrative Fund balance as at 31 October 2021</b>	<b>\$ 5,937.85</b>

KELLY - PARTNERS  
AUDIT

# Income and Expenditure Statement

## Capital Works Fund

Owners Corporation for Plan No. 60642

1 November 2020 to 31 October 2021

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

### Income

Levy Fees - normal	50,000.00
Mutual Revenue - penalty interest	46.29
Strata Setup - Balance Brought Forward	712.50
Taxes, Fees & Charges - Set GST Liability	(712.50)

<b>Total Capital Works Fund Income</b>	<b>50,046.29</b>
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### Expenditure

Plumbing	1,356.82
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<b>Total Capital Works Fund Expenditure</b>	<b>1,356.82</b>
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<b>Surplus / Deficit for period</b>	<b>48,689.47</b>
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### Summary

Opening Balance as at 1 November 2020	(6,277.59)
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Total Revenue during period	50,046.29
-----------------------------	-----------

Total Expenditure during period	(1,356.82)
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<b>Capital Works Fund balance as at 31 October 2021</b>	<b>\$ 42,411.88</b>
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KELLY + PARTNERS  
AUDIT

# Proposed Annual Budget

Administrative Fund

Owners Corporation for Plan No. 60642

1 November 2021 to 31 October 2022

27-31 GOODWIN STREET NARRABEEN NSW 2101

Expenditure	Budget 11/21 - 10/22
Building Fabric/Structural	1,236.13
Cleaning Service	1,900.00
Cleaning Service - bins, garbage chutes	1,500.00
Doors and Windows	500.00
Electrical Repairs	3,000.00
Electricity	3,500.00
Fire Protection Services	4,200.00
Garden/Lawn Maintenance	7,700.00
Insurance Premiums	20,600.00
Mail Boxes - locks, keys	500.00
Owners Corporation Manager - accounting fees	500.00
Owners Corporation Manager - additional services	1,000.00
Owners Corporation Manager - certificate fees	220.00
Owners Corporation Manager - debt recovery	200.00
Owners Corporation Manager - disbursements	4,300.00
Owners Corporation Manager - management fees	8,457.26
Owners Corporation Manager - schedule B fees	480.00
Owners Corporation Manager - work order/quotes	500.00
Pest Control Services	750.00
Plumbing	2,500.00
Pumps & Motor Maintenance	750.00
Sundry Expenditure	300.00
Waste Management Services	350.00
Water	7,000.00
<b>Total Administrative Fund Expenditure</b>	<b>71,943.39</b>

Administrative Fund Summary	Budget 11/21 - 10/22
Opening balance (Surplus)	5,937.85
Expenditure during budget period	71,943.39
	<b>66,005.54</b>
Less Additional revenue during budget period	0.00
Plus Planned surplus at end of budget period	(2,369.18)
Plus Allowance for GST on levies	6,363.64
<b>Budgeted levies to be raised \$</b>	<b>70,000.00</b>
	<b>Per Ent 70.0000</b>

Total Lot Liability 1000

\*May include insurance contributions

# Proposed Annual Budget

## Capital Works Fund

Owners Corporation for Plan No. 60642

1 November 2021 to 31 October 2022

27-31 GOODWIN STREET NARRABEEN NSW 2101

<b>Expenditure</b>		<b>Budget 11/21 - 10/22</b>
Plumbing		1,424.66
<b>Total Capital Works Fund Expenditure</b>		<b>1,424.66</b>

<b>Additional Revenue</b>		<b>Budget 11/21 - 10/22</b>
Strata Setup - Balance Brought Forward		748.13
<b>Total Capital Works Fund Additional Revenue</b>		<b>748.13</b>

<b>Capital Works Fund Summary</b>		<b>Budget 11/21 - 10/22</b>
-----------------------------------	--	---------------------------------

Opening balance (Surplus)	42,411.88	
Expenditure during budget period	1,424.66	
	<b>(40,987.22)</b>	
<i>Less</i> Additional revenue during budget period	748.13	
<i>Plus</i> Planned surplus at end of budget period	91,735.35	
<i>Plus</i> Allowance for GST on levies	5,000.00	<b>Per Ent</b>
<b>Budgeted levies to be raised \$</b>	<b>55,000.00</b>	<b>55.0000</b>

Total Lot Liability	1000
---------------------	------

# OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 60642

## Common Property Information

### Entitlement Information

Lot	Unit	Liability	Entitlement
1	*1	35	0
10	10	32	0
11	11	37	0
12	12	32	0
13	13	32	0
14	14	37	0
15	15	32	0
16	16	37	0
17	17	33	0
18	18	35	0
19	19	32	0
2	2	33	0
20	20	35	0
21	21	33	0
22	22	30	0
23	23	35	0
24	24	32	0
25	25	32	0
26	26	35	0
27	27	32	0
28	28	32	0
29	29	35	0
3	3	35	0
30	30	32	0
4	4	32	0
5	5	34	0
6	6	32	0
7	7	30	0
8	8	35	0
9	9	32	0
<b>Total</b>		<b>1000</b>	<b>0</b>

### Insurance Information

Policy Number 836174

Expiry Date 30/06/2022

Insurance Company CHU/QBE COMMUNITYSURE

## OWNERS CORPORATION ROLL

### Owners Corporation Roll for Plan Number 60642

Insurance Broker	Body Corporate Brokers Pty Ltd (NSW)
Amount of Premium	\$ 21,432.64
Period of Insurance	30/06/2021 to 30/06/2022

Policy Type	Excess	Sum Insured
Appeal Expenses	\$ 0.00	\$100,000
Building Catastrophe	\$ 0.00	Not Insured
Common Area Contents	\$ 0.00	\$207,508
Community Income	\$ 0.00	Not Insured
Damage (i.e. Building) Policy	\$ 500.00	\$17,458,176
Fidelity Guarantee Insurance	\$ 0.00	\$250,000
Floating Floors	\$ 0.00	Included
Flood	\$ 0.00	Excluded
Fusion Cover	\$ 0.00	Not Insured
Government Audit Costs	\$ 0.00	\$25,000
Legal Defence Expenses	\$ 0.00	\$100,000
Loss of Rent	\$ 0.00	\$2,618,726
Lot Owner's Fixtures and Improvements	\$ 0.00	\$250,000
Machinery Breakdown Insurance	\$ 0.00	\$10,000
Office Bearers Liability Insurance	\$ 0.00	\$5,000,000
Paint	\$ 0.00	Included
Property, Death and Injury (Public Liability)	\$ 0.00	\$30,000,000
Voluntary Workers Insurance	\$ 0.00	\$300000/3000
Workers Compensation Insurance	\$ 0.00	Not Insured

### Plan and Lot Information

#### Plan Information

Plan Number	60642
Property Name	60642
Property Address	27-31 GOODWIN STREET, NARRABEEN, NSW, 2101
Developer	LAKE APARTMENTS PTY LIMITED
Developer ABN	45081884261,

#### Lot Information

Lot Number	5
Unit Number	5
Lot Liability	34
Lot Entitlement	0
Type of Lot	Residential

## OWNERS CORPORATION ROLL

### Owners Corporation Roll for Plan Number 60642

Subdivided No  
Car Spaces

### Ownership Information

#### Original Owner Information

Developer LAKE APARTMENTS PTY LIMITED  
Developer ABN 45081884261,

#### Current Owner Information

Registered Lot Owner H J R PTY LIMITED  
Corporate Owner Yes  
Corporate Owner ABN  
Date Interest Acquired 20/05/2010  
Manner Interest Arose Transfer  
Committee Member No  
Residential Business Address PO BOX 506, NEWPORT, 2106  
Email Address rogerseniorace@gmail.com  
Levy Address By email to: rogerseniorace@gmail.com

#### Associated Contacts of the Current Owner

Contact Name H J R PTY LIMITED  
Contact Address C/- DRAKE REAL ESTATE  
SHOP 2  
18-20 WATERLOO STREET, NARRABEEN, 2101  
Contact Type Correspondence Address  
Correspondence Address By email to: rogerseniorace@gmail.com

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Contact Name ROGER SENIOR  
Contact Address  
Contact Type Nominee

### Mortgagee Information

*No Details Recorded*

### Current Lease Information

Current Tenant Kathryn Cameron  
Type of Lease  
Start Date of Lease 06/08/2018  
Period of Lease  
Termination Date (if any) 04/08/2019

## OWNERS CORPORATION ROLL

### Owners Corporation Roll for Plan Number 60642

Residential or Business Address

Unit : 5

27-31 GOODWIN STREET, NARRABEEN, NSW

### Letting Agent Information

Letting Agent

DRAKE REAL ESTATE

Business Address

SHOP2, 18-20 WATERLOO STREET, NARRABEEN, 2101

Service of Notice Address

### Other Information Relating to the Lot

#### Lot Improvements

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*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

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*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. 60642

27-31 GOODWIN STREET NARRABEEN NSW 2101

ABN/ACN 45081884261

## LEVY STATEMENT - 5

OWNER: H J R PTY LIMITED

For the period 1 Nov 2021 to 31 Oct 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		589.05		467.50		1,056.55	0.00
01-11-21	18-09-21				Levies - normal (interim)	01-11-21 to 31-01-22	-589.05				467.50	0.00
01-11-21	18-09-21				Levies - normal (interim)	01-11-21 to 31-01-22			-467.50		0.00	0.00
			10-01-22	TRANSFER	Payment 1169.88		589.05		580.83		1,169.88	0.00
01-02-22	19-12-21				Levies - normal	01-02-22 to 30-04-22	-589.05				580.83	0.00
01-02-22	19-12-21				Levies - normal	01-02-22 to 30-04-22			-580.83		0.00	0.00
			25-03-22	TRANSFER	Payment 1181.78		600.95		580.83		1,181.78	0.00
01-05-22	18-03-22				Levies - normal	01-05-22 to 31-07-22	-600.95				580.83	0.00
01-05-22	18-03-22				Levies - normal	01-05-22 to 31-07-22			-580.83		0.00	0.00
<b>Balance of account as at 31 Oct 2022 \$</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Balance \$</b>											<b>0.00</b>	

**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  
(AN752968)



NEW SOUTH WALES

# CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE

CP/SP60642

EDITION

5

DATE OF ISSUE

11/10/2018

CERTIFICATE AUTHENTICATION CODE

ZZ43-TL-3VD3

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 60642  
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT NARRABEEN.

LOCAL GOVERNMENT AREA: NORTHERN BEACHES.

PARISH OF MANLY COVE COUNTY OF CUMBERLAND

TITLE DIAGRAM: SP60642

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 60642

ADDRESS FOR SERVICE OF NOTICES:

C/- BODY CORPORATE SERVICES

LOWER GROUND LEVEL

323 CASTLEREAGH STREET

SYDNEY NSW 2000

SECOND SCHEDULE

1. RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2. AM776538 INITIAL PERIOD EXPIRED
3. AN752968 CONSOLIDATION OF REGISTERED BY-LAWS

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 1000)

STRATA PLAN 60642

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 35	2	- 33	3	- 35	4	- 32
5	- 34	6	- 32	7	- 30	8	- 35
9	- 32	10	- 32	11	- 37	12	- 32
13	- 32	14	- 37	15	- 32	16	- 37
17	- 33	18	- 35	19	- 32	20	- 35
21	- 33	22	- 30	23	- 35	24	- 32
25	- 32	26	- 35	27	- 32	28	- 32
29	- 35	30	- 32				

\*\*\*\* 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 60642  
C/- Body Corporate Services  
PO Box 444  
BROADBEACH QLD 4218

Date: 20/05/2021  
Invoice Number: 585943  
Key Contact: Robyn Davis

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	CHU CommunitySure Residential
Insured	The Owners Of Strata Plan 60642
Description	Residential Strata - 27-31 Goodwin Street, NSW, 2101
Insurer	CHU Communitysure Underwriting Agencies Pty Ltd
Policy Number	836174
Period of Insurance	30/06/2021 to 30/06/2022

Premium	FSL	Insurer Agency Policy Fee	Insurer Total GST	Stamp Duty	Admin Fee	Admin Fee GST	Invoice Total
\$14,876.93	\$2,259.96	\$ 105.00	\$1,724.19	\$1,696.56	\$ 700.00	\$ 70.00	\$21,432.64

### Payment Options



DEFT Reference Number  
40507625859430

Pay by credit card or registered bank account at [www.deft.com.au](http://www.deft.com.au) or  
phone 1300 78 11 45. Payments by credit card may attract a surcharge.



Body Corporate Brokers Pty Ltd

Want to pay monthly?

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Premium Funding

[Click here to accept online](#)

Total amount payable \$22,457.11  
(includes application fee and credit charges)  
or visit [edge.iqumulate.com/myaccount](http://edge.iqumulate.com/myaccount)  
Enter code: **H45URVWCCX**

✓  
Smooth out cash flow  
Easy monthly payments  
No additional security



\*498 405076 25859430

Payments can be made at any Post Office by cash (up to \$9,999.99), cheque or EFTPOS.



Biller Code: 20362  
Ref: 40507625859430

Name: The Owners Of Strata Plan 60642  
Invoice No: 585943  
Due Date: 14/07/2021

1 <sup>st</sup> instalment of:	\$2,299.71
followed by 9 instalments of:	\$2,239.71
or Total Due:	\$21,432.64

Contact your participating bank, credit union or building society to make payment directly from your cheque or savings account. Enter the Biller Code and BPAY reference number as detailed above.

## COMMUNITYSURE RESIDENTIAL STRATA POLICY SUMMARY

**INSURED:** The Owners Of Strata Plan 60642

**SITUATION:** 27-31 Goodwin Street, Narrabeen NSW 2101

### SECTIONS

#### **POLICY 1 – BUILDING & COMMON CONTENTS**

Building(s) and Common Property	\$	17,458,176
Loss of Rent/Temporary Accommodation	\$	2,618,726
Common Area Contents	\$	207,508
Fusion of an electric motor not exceeding \$10,000 in value	\$	Included
Flood	\$	Excluded

#### **POLICY 2 – LEGAL LIABILITY**

Indemnity limit	\$	30,000,000
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#### **POLICY 3 – VOLUNTARY WORKERS**

Capital Benefits	\$	300,000
Weekly Benefits	\$	3,000

#### **POLICY 4 – WORKERS COMPENSATION**

As per Act		Not Selected
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#### **POLICY 5 – FIDELITY GUARANTEE**

Fidelity Guarantee	\$	250,000
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#### **POLICY 6 – OFFICE BEARERS LIABILITY**

Indemnity limit	\$	5,000,000
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#### **POLICY 7 – MACHINERY BREAKDOWN**

Indemnity Limit	\$	10,000 per event
Loss of Rent/Temp Accommodation (20%)	\$	2,000

#### **POLICY 8 – CATASTROPHE (BUILDING & COMMON CONTENTS)**

Total Catastrophe cover	\$	Not Selected
Extended cover - rent/temporary accommodation	\$	Not Selected
Escalation in cost of temporary accommodation	\$	Not Selected
Cost of storage and evacuation	\$	Not Selected

#### **POLICY 9 – GOVERNMENT AUDIT COSTS & LEGAL EXPENSES**

Government audit costs	\$	25,000
Appeal expenses – Common property health and safety breaches	\$	100,000
Legal defence expenses	\$	100,000

#### **POLICY 10 – LOT OWNERS, FIXTURES AND IMPROVEMENTS (PER LOT)**

Indemnity Limit	\$	250,000
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### **Excesses:**

Policy 1	Damage by water or liquid, including exploratory costs incurred in locating the source of damage,	\$	1,000
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Policy 1	caused by the bursting, leaking, discharging or overflowing of tanks, apparatus or pipes. Damage by water or liquid, other than that caused by the bursting, leaking, discharging or overflowing of tanks, apparatus or pipes.	\$	1,000
Policy 1	Earthquake (per claim or series of claims occurring over a period of 72 hours)	\$	500
Policy 1	All Other Claims	\$	500
Policy 7	Machinery Breakdown	\$	500
Policy 9	Legal Defence Expenses	\$	1,000

This Policy has been written through:  
CHU Underwriting Agencies Pty Ltd.  
ABN 18 001 580 070.  
Level 33, 101 Miller St, North Sydney NSW 2060

CHU Underwriting Agencies Pty Ltd is underwritten by  
QBE Insurance (Australia) Limited  
ABN 28 008 485 014  
Level 5, 2 Park Street, Sydney, NSW, 2000

## **SPECIAL TERMS AND CONDITIONS**

The following terms and conditions are subject to the terms received from your insurer.

### **Special Benefit 7 of Policy 1 – Fusion of motors**

The special benefit sub limit in this section of the policy wording has been increased from \$5,000 to \$10,000

### **Special Benefit 8 of Policy 1 – Environmental improvements**

The wording is amended to read:

If Damage to Your Insured Property is admitted as a claim under Policy 1 – Insured Property and the cost to rebuild, replace or repair the Damaged portion is more than ten percent (10%) of what the cost would have been had Your Insured Property been totally destroyed We will, in addition to the cost of environmental improvements claimable under Policy 1 – Insured Property, also pay up to \$20,000 for the cost of additional environmental improvements not previously installed such as rainwater tanks, solar energy and grey water recycling systems.

### **Special Benefit 12 of Policy 1 – Keys, lock replacement**

The special benefit sub limit in this section of the policy wording has been increased from \$5,000 to \$10,000

### **Special Benefit 13 of Policy 1 – Landscaping**

The special benefit sub limit in this section of the policy wording for fallen trees or branches that have caused Damage to Your Insured Property, has been increased from \$5,000 to \$50,000

### **Special Benefit 24 of Policy 1 – Water removal from basement**

The special benefit sub limit in this section of the policy wording has been increased from \$2,000 to \$5,000

### **Benefits in Policy 3 – Voluntary Workers**

The Table of Benefits is replaced by

1. Death \$300,000
2. Total and irrecoverable loss of all sight in both eyes \$300,000
3. Total and permanent loss of the use of both hands or of the use of both feet or the use of one hand and one foot \$300,000
4. Total and permanent loss of the use of one hand or of the use of one foot \$150,000
5. Total and irrecoverable loss of all sight in one eye \$150,000

- 6.a. Total Disablement from engaging in or attending to usual profession, business or occupation in respect of each week of Total Disablement up to a maximum of 104 weeks. The maximum benefit per week is: \$3,000
- 6.b. Partial Disablement from engaging in or attending to usual profession, business or occupation in respect of each week of Partial Disablement up to a maximum of 104 weeks. The maximum benefit per week is: \$1,500
7. The reasonable cost of domestic assistance certified by a qualified medical practitioner that a Voluntary Worker is totally disabled from performing his/her usual profession, business, occupation or usual household activities – in respect of each week of disablement a weekly benefit not exceeding \$750 up to a maximum of: \$7,500
8. The reasonable cost of travel expenses necessarily incurred at the time of, or subsequent to, the sustaining of bodily injury to obtain medical treatment – up to a maximum of: \$3,000
9. The reasonable cost of home tutorial expenses if the Voluntary Worker is a full time student – in respect of each week of Total Disablement a weekly benefit not exceeding \$375 up to a maximum of: \$3,750
10. The reasonable cost of burial or cremation of a Voluntary up to a maximum of: \$7,500

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

**Building Details:**

<b>Year Built:</b>	1999	<b>External Walls:</b>	Brick	<b>% of Commercial Lots:</b>	0
<b>No. of Lots:</b>	30	<b>Roof:</b>	Tile	<b>% Holiday Let</b>	0
<b>No. of Storeys:</b>	3	<b>Floors:</b>	Concrete	<b>No. of Lifts:</b>	0
<b>Rewired/replumbed:</b>	N/A	<b>Claddings:</b>	N/A	<b>No. of pools:</b>	0
<b>Common Property only:</b>			N/A		
<b>OTHER (Defects / Car Stacker etc )</b>			N/A		

**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.**

**Please contact your strata manager or BCB for more information.**



## **INSURANCE VALUATION**



<b>DATE</b>	10 January 2022
<b>PROPERTY</b>	'Lake Apartments' 27-31 Goodwin Street Narrabeen NSW 2101
<b>COUNCIL</b>	NORTHERN BEACHES
<b>CLIENT</b>	Owners Corporation Strata Plan 60642
<b>INSTRUCTED BY</b>	Body Corporate Services NSW Locked Bag 22 Haymarket NSW 1238



## 9. VALUATION

We recommend the Current Sum Insured for all Buildings and Improvements at 'Lake Apartments' 27-31 Goodwin Street Narrabeen NSW 2101 as at 10 January 2022 is:

**\$14,870,000**  
**(FOURTEEN MILLION EIGHT HUNDRED AND SEVENTY THOUSAND DOLLARS)**

Jarrod McPherson

Certified Property Valuer AVI 33914

## 10. SUMMARY OF CALCULATIONS

Taking into consideration the assumptions and disclaimers referred to in this report the valuation amount is apportioned as follows;

Replacement and/or reinstatement cost for all buildings	\$10,739,445
Demolition and removal of debris	\$600,808
Professional fees	\$1,201,616
Cost escalation for a minimum of 30 months	\$976,313
GST allowance	\$1,351,818
<b>TOTAL (recommended sum insured)</b>	<b>\$14,870,000</b>

## 11. ADDITIONAL INSURANCE

The following cost items are excluded from the valuation however in the event that additional insurance cover is required we recommend :

Loss of Rent & Temporary Accommodation	Up to 20% of the Recommended Sum Insured
Catastrophe Cover	Up to 30% of the Recommended Sum Insured
Common Contents	Up to 3% of the Recommended Sum Insured



# CAPITAL WORKS PLAN

## 27 GOODWIN STREET

at

27 GOODWIN STREET NARRABEEN

Plan No. SP 60642

**L&P Job No. 9831/61632**

Prepared by L&P Quantity Surveyor

David Leary FAIQS AFAIM

Printed: 28 September 2017



## LEARY & PARTNERS PTY LTD

ABN 010 134 148

Quantity Surveyors

Asset Management Consultants

Taxation Depreciation Consultants

Registered Tax Agent 53798007

**Telephone 1800 808 991**

**[www.leary.com.au](http://www.leary.com.au)**

**[enquiries@leary.com.au](mailto:enquiries@leary.com.au)**

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# SUMMARY OF CONTRIBUTIONS

**15 YEAR PLAN 20 YEAR FORECAST: Starting July 2018**  
for

## 27 GOODWIN STREET SP 60642

Prepared by Leary & Partners Pty Ltd - Job No. 9831

Dated : 28 September 2017

Fund Balance @ July 2018: \$28,000.00

For the 12 month period ending	Total Contributions+	Expected Requirements	Fund Balance*	Interest less Tax
30/06/2019	\$27,732	\$3,666	\$52,907	\$841
30/06/2020	\$29,119	\$4,798	\$78,594	\$1,366
30/06/2021	\$30,575	\$4,834	\$106,255	\$1,921
30/06/2022	\$32,104	\$31,477	\$109,119	\$2,238
30/06/2023	\$33,709	\$28,283	\$116,893	\$2,348
30/06/2024	\$35,394	\$37,578	\$117,142	\$2,432
30/06/2025	\$37,164	\$91,353	\$64,844	\$1,891
30/06/2026	\$39,022	\$22,614	\$82,786	\$1,534
30/06/2027	\$40,973	\$82,844	\$42,214	\$1,299
30/06/2028	\$43,022	\$65,092	\$20,799	\$655
30/06/2029	\$45,173	\$19,323	\$47,357	\$708
30/06/2030	\$47,432	\$17,930	\$78,163	\$1,304
30/06/2031	\$49,803	\$25,831	\$104,029	\$1,893
30/06/2032	\$52,293	\$37,249	\$121,416	\$2,343
30/06/2033	\$54,908	\$78,832	\$99,790	\$2,299

\*This balance includes interest earned on the fund balance and tax payable on these earnings.

We were advised that this scheme is registered for GST.

+GST needs to be added to the Total Contributions when levying the residents

Expected Inflation 5.00%

Contingency 10.00%

Interest 3.00%

Taxation 30.00%

EXPECTED REQUIREMENTS						FR	RC	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	Area	Description	Unit	Qty.	Rate	Yrs	Yrs	30/06/19	30/06/20	30/06/21	30/06/22	30/06/23	30/06/24	30/06/25	30/06/26	30/06/27	30/06/28
								1	2	3	4	5	6	7	8	9	10
#1	Basement	Replace batteries to emergency lights (approx. 25%)	No.	2	149	1	1	318	334	350	368	386	406	426	447	469	493
#2	Basement	Replace light fittings (approx. 10%)	No.	3	248	3	2			871		960		1,059		1,167	
#3	Basement	Replace subsoil pumps	No.	2	4,374	4	9				10,766						
#4	Basement	Replace metal inlet grilles to ductwork (approx. 30%)	No.	5	956	5	10					6,178					
#5	Basement	Replace emergency light fittings (approx. 25%)	No.	2	379	5	5					980					1,251
#6	Basement	Replace exposed internal ductwork (approx. 30%)	m2	32	134	7	12							6,105			
#7	Basement	Replace automatic basement door opening gear	No.	1	2,322	8	10								3,473		
#8	Basement	Paint common basement areas	m2	1,974	25	9	12									78,904	
#9	Basement	Replace ventilation fans and motors	No.	1	2,080	9	14									3,267	
#10	Basement	Replace convex mirrors	No.	1	350	10	15										578
#11	Basement	Replace fire hose reel and nozzle	No.	2	886	12	15										
#12	Basement	Replace timber noticeboard	No.	1	169	12	15										
#13	Basement	Replace basement door	No.	1	7,786	15	15										
#14	Building	Replace hard floor finishes (approx. 10%)	m2	23	336	5	6					9,999					
#15	Building	Paint building facade	m2	1,302	40	7	10							73,923			
#16	Building	Replace balustrade to units and common area (approx. 10%)	m	19	452	8	12								12,843		
#17	Building	Replace intercom system	Item		11,203	15	15										
#18	External	Resand brick paving	m2	118	7	4	3				1,033			1,196			1,385
#19	External	Replace brick paving (approx. 5%)	m2	6	126	4	3				933			1,080			1,251
#20	External	Replace bricks kerb (approx. 10%)	m	10	34	4	5				413					527	
#21	External	Replace timber paling fence (approx. 50%)	m	41	89	5	10					4,722					
#22	External	Replace aluminium fence (approx. 50%)	m	22	219	6	10						6,537				
#23	External	Replace timberwork to pergolas (approx. 50%)	m2	20	249	7	12							7,097			
#24	External	Replace bollard lights (approx. 30%)	No.	5	470	7	7							3,349			
#25	External	Replace aluminium gates	No.	1	594	7	15							847			
#26	External	Replace external lights (approx. 30%)	No.	2	150	7	7							427			
#27	External	Replace aluminium letterboxes	No.	31	128	10	One off										6,549
#28	External	Replace external doors	No.	4	832	10	10										5,492
#29	External	Replace clothes lines	No.	4	294	10	15										1,936
#30	External	Replace metal drain grates	m	9	522	15	15										
#31	External	Replace metal pit grates	No.	2	584	15	15										
#32	Roof	Replace polycarbonate roof sheeting (approx. 50%)	m2	13	76	8	15								1,485		
#33	Roof	Replace pointing to roof tiles	m	233	61	10	12										23,526
#34	Roof	Replace downpipes (approx. 30%)	m	49	83	10	15										6,671
#35	Roof	Replace concrete roof tiles (approx. 5%)	m2	38	87	10	15										5,441
#36	Roof	Replace eaves gutters (approx. 30%)	m	49	67	10	15										5,435
#37	Roof	Replace television aerial	No.	1	703	10	15										1,159
#38	Typical lobbies	Replace batteries to emergency lights (approx. 25%)	No.	5	149	1	1	794	834	876	920	966	1,014	1,065	1,118	1,174	1,232
#39	Typical lobbies	Replace light fittings (approx. 10%)	No.	2	171	1	2	364		401		443		488		538	
#40	Typical lobbies	Replace door hardware (approx. 5%)	No.	2	639	2	2		1,426		1,572		1,733		1,911		2,107
#41	Typical lobbies	Replace carpet	m2	139	86	4	10				14,639						
#42	Typical lobbies	Replace fire detectors (approx. 20%)	No.	3	277	4	5				1,022					1,305	
#43	Typical lobbies	Replace emergency light fittings (approx. 25%)	No.	5	379	5	5					2,451					3,128
#44	Typical lobbies	Replace floor tiles (approx. 25%)	m2	3	237	5	10					918					
#45	Typical lobbies	Paint walls and ceiling	m2	822	25	6	10						28,383				

EXPECTED REQUIREMENTS						FR	RC	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	Area	Description	Unit	Qty.	Rate	Yrs	Yrs	30/06/19	30/06/20	30/06/21	30/06/22	30/06/23	30/06/24	30/06/25	30/06/26	30/06/27	30/06/28
								1	2	3	4	5	6	7	8	9	10
#46	Typical lobbies	Replace metal door frame (approx. 15%)	No.	6	696	12	15										
#47		Tax credit claim for GST component						-367	-480	-483	-3,148	-2,828	-3,758	-9,135	-2,261	-8,284	-6,509
		Contingency						2,557	2,685	2,819	2,960	3,108	3,263	3,426	3,598	3,777	3,966
	Total							3,666	4,798	4,834	31,477	28,283	37,578	91,353	22,614	82,844	65,092

# 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

27-31 Goodwin Street, Narrabeen NSW 2101

Lot No. (if known) DP/SP (if known) Building name (if applicable)

SP 60642

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

2 storeys above and 1 below

Residential

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

Name

Owners of Strata Plan 60642

Address

C/-Body Corporate Services, Locked Bag 22, Haymarket NSW 1238

## Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
4 window drenching sprinklers	AS2118	16/9/2021	F050443A
Emergency lighting	AS2293.1	16/9/2021	F050443A
Exit lighting	AS2293.1	16/9/2021	F050443A
2 fire hose reels in carpark	AS2441-AS1221	16/9/2021	F050443A
Fire doors	AS1905.1	16/9/2021	F050443A
Smoke alarms	AS3786	16/9/2021	F050443A

\* 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 *
WHOLE	16/9/2021	F050443A

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

# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



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

Full name	Phone	Email	Accreditation No.*	Signature
Allan Reeves	0412 258 008	firefreebuildings@bigpond.com	F050443A	

\* 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)
BODY CORPORATE SERVICES (BCS)	NATIONAL STRATA SERVICES MANAGER
Phone	Email
8216 0397	COMPLIANCE.CHATSWOOD@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, [Click here](#) MATTHEW BYRNE OF BCS (insert full name) being the: ☐ owner ☒ owner's agent  
declare that:

- 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:
  - 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
  - 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
- 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.

Owner/Agent Signature	Date issued
	15/11/2021

Duly Authorised Officer on behalf of Owners Corporation SP 60642

## 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	Date issued

### Note:

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

# 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](mailto: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](http://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](http://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.

- 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'. 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 APFS 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](http://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.

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© 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.



18 November 2021

The Owners Of Strata Plan 60642  
C/- PICA  
Locked Bag 22  
HAYMARKET NSW 1238

Sent via Email: [Compliance.Chatswood@picagroup.com.au](mailto:Compliance.Chatswood@picagroup.com.au)

Dear Sir / Madam

**Acknowledgement of submitted Annual Fire Safety Statement**  
**Premises: 27-31 Goodwin Street NARRABEEN NSW 2101**  
**Quote Ref: AFSS00464**

Council acknowledges receipt of your Annual Fire Safety Statement for the building located on the above-mentioned property which was submitted on 15 November 2021.

Further to the above, a copy of the Statement together with a copy of the Fire Safety Schedule needs to be provided to the Commissioner of Fire and Rescue NSW. This can be done by forwarding all documents to [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au).

A copy of the statement also needs to be displayed in prominent position within the building.

Please note that your next Annual Fire Safety Statement is due on **15 November 2022**.

An invoice for the administrative fee of \$96 will be posted within the next 14 days.

It is recommended that procedures be put in place to alert the owner well before the due date of the next statement to allow adequate time for the necessary inspection (and any required repairs) to be carried out.

Should you require any further information on this matter, please contact Administration Support on (02) 8495 5018, or via [council@northernbeaches.nsw.gov.au](mailto:council@northernbeaches.nsw.gov.au) by quoting the AFSS reference number on your statement and in any correspondence to Council.

Yours faithfully

Carl Georgeson  
**Team Leader Building Control**

cc [kbronsveld@outlook.com](mailto:kbronsveld@outlook.com)  
Jennifer Lindner [Jennifer.Lindner@bcsm.com.au](mailto:Jennifer.Lindner@bcsm.com.au)



ABN 69 002 762 521

Phone : (02) 9905 4676  
Fax : (02) 9907 2610  
Email : office@pestrid.com.au  
Web : pestrid.com.au

PO Box 389  
NEWPORT NSW 2106

Office use only



Report Number: 18281

Date of Inspection: 6/10/2021

## STANDARD TIMBER PEST DETECTION REPORT

This Standard Timber Pest Detection Report (hereinafter called "the Report") is issued subject to the Scope, Limitations, Exclusions and Definitions of inspection and report as set out on Pages 7 & 8 of this document.

### CLIENT:

BCS - Chatswood  
Locked Bag 22  
Haymarket 1238

### ADDRESS OF PROPERTY INSPECTED:

Strata Plan 60642  
27-31 Goodwin Street  
Narrabeen 2101

## TERMS AND CONDITIONS. *TO BE READ IN CONJUNCTION WITH THE REPORT*

**PLEASE READ THE TERMS AND CONDITIONS IN CLAUSE A.1 OF THIS DOCUMENT**

**SERVICE REQUESTED** As agreed with Client (see also Scope & Limitations No 1, No 2, No 6 & No 7 on page 7).

- ☐ **Option 1** A VISUAL ONLY INSPECTION REPORT - No tests were carried out.
- ☒ **Option 2** A STANDARD INSPECTION REPORT - Tests were carried out.
- ☐ **Option 3** A SPECIAL-PURPOSE INSPECTION REPORT - Client requirements to be specified.

## SUMMARY ONLY

### IMPORTANT DISCLAIMER

- This Summary is supplied to allow a quick and superficial overview of the inspection results.
- This Summary is NOT the Report and CANNOT BE RELIED UPON ON ITS OWN.
- This Summary must be read in conjunction with the full Report and not in isolation from the report.
- If there should happen to be any discrepancy between anything in the Report and anything in the Summary, the information in the Report shall override that in this Summary.

### RECOMMENDATIONS

Are there any Area(s) and/or Section(s) to which Access should be gained or any treatment or repairs that should be addressed ?

See section 9 on page six of this report for any recommendations.

### TIMBER PEST ACTIVITY

Were active subterranean termites (live specimens) found?  
(See details in section 3.1 on page 3 of this report).

No live termites were located during this inspection.

Was visible evidence of subterranean termite workings or damage found?  
(See details in section 3.2 on page 4 of this report).

Termite damage was noted during this inspection. See section 3.2 on page 4 of this report.

Was visible evidence of borers of seasoned timber found?  
(See details in section 6 on page 5 of this report).

No significant borer damage of seasoned timbers was located during this inspection.

Was evidence of damage caused by wood decay (rot) fungi found?  
(See details in section 5 on page 4 of this report).

Wood decay of timbers was present. See section 5 on page 4 of this report.

### END OF SUMMARY

**1. GENERAL**

**1.1 Brief Description of Building** (e.g. single storey house; split-level townhouse; multistorey apartment; etc.).

[ Multistorey strata home unit complex built on a level site. ]

**1.2 Primary Method of Construction** (e.g. timber stumps and timber framed; steel framed; concrete; brick; etc.).

Floor Structure: [ Flooring of suspended concrete and concrete slabs on ground. ]

Wall Structure: [ Built of cavity brick. ]

Roof Structure: [ Roofing of tiles on timber frame. ]

**1.3 Occupancy Status** Was the building occupied, vacant, furnished, partly furnished or unfurnished?

[ Common property only. ]

**2. ACCESSIBILITY** See also Clause A.2 on Page 7.

**2.1 Readily Accessible Areas Inspected** The inspection covered the Readily Accessible Areas including:

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Building Interior (Common Property)  | <input type="checkbox"/> Building Interior | <input type="checkbox"/> Roof Exterior |
| <input checked="" type="checkbox"/> Roof Space   | <input type="checkbox"/> Subfloor Space    | <input type="checkbox"/> Outbuildings  |
| <input checked="" type="checkbox"/> The building exterior and grounds including any timber structures such as bridges, landscaping, retaining walls, fences, tree stumps, trees and timber embedded in the soil within the property boundaries up to a distance of 50 m of the building. |  |  |
| <input type="checkbox"/> Other:  | [ ]  |  |

**2.2 Areas Not Inspected**

The inspection did not include areas which were not readily accessible, inaccessible or obstructed.

**Any obstructions which may conceal possible timber pest attack**

(See also Limitation No 3 on Page 7).

- |   |   |
|---|---|
| <input type="checkbox"/> Building Interior (e.g. floor coverings):        | [ ]   |
| <input type="checkbox"/> Building Exterior (e.g. stored articles):        | [ ]   |
| <input type="checkbox"/> Roof Exterior (e.g. vegetation):                 | [ ]   |
| <input checked="" type="checkbox"/> Roof Space (e.g. thermal insulation): | [ Thermal insulation and sarking obstruct the full inspection of roofing timbers. ] |
| <input type="checkbox"/> Subfloor Space (e.g. thermal insulation):        | [ ]   |
| <input type="checkbox"/> Other:   | [ ]   |

Any areas which did not permit entry. (e.g. the laundry was locked; there was no visible means of access to the subfloor space; the small size of the existing entry aperture did not allow for bodily access to the roof space; etc.).

No inspection was made of the interiors of the units. This was a common property inspection only.

### 2.3 Timber Pest Risk Assessment

Due to the level of accessibility for inspection including the presence of obstructions, the overall degree of risk of **undetected** timber pest attack and conditions conducive to timber pest attack was considered:

☐ Low ☒ Moderate ☐ Moderate - High ☐ High

RECOMMENDATION: Where risk is considered “**Moderate**” or “**Moderate-High**” or “**High**”, a further inspection is *strongly recommended of areas that were not readily accessible and of inaccessible or obstructed areas* once access has been provided or the obstruction removed. This may require the moving, lifting or removal of obstructions such as floor coverings, furniture, stored items, foliage and insulation. In some instances, it may also require the removal of wall linings, the cutting of traps and access holes, etc. For further advice consult your Timber Pest Detection Consultant.

### 3. TERMITES See also Clause A.3 on Page 8.

The genus or species of drywood or subterranean termites listed below have the potential to cause significant structural damage (see also Limitations No 4 & No 5 on Page 7).

#### 3.1 Active Termites

Were active termites present at the time of inspection? ☒ No. ☐

Have any specimens been collected for the purpose of positive identification? ☐ No. ☐

The genus or species has been positively identified as:

☐ *Cryptotermes brevis* ☐ *Mastotermes darwiniensis* ☐ *Schedorhinotermes*  
☐ *Coptotermes Species* ☐ *Nasutitermes* ☐ Undetermined (explain)  
☐ *Heterotermes ferox* ☐ Other (explain)

Details and location of (include any recommendation for further expert advice, e.g. from a licensed pest control operator)

No live termites were found in inspected areas. If termite damage is noted, (see section 3.2 on page 4) -but live termites not located, there is a possibility that they may be concealed in areas that did not permit adequate inspection.

Was a termite nest found?

No termite nest was found during this inspection. Termite nests can be concealed in trees, concealed areas of subfloors & roof voids, wall cavities or beneath the ground.

Has the consultant been authorised to perform any treatment by the building owner? ☐ No. ☐

If “Yes”, in addition to this inspection report, a full written treatment proposal in strict accordance with AS 3660 must be supplied and agreed to by the Client (see also Exclusion No 1 on Page 7).

**3.2 Termite Workings and/or Damage**

Was evidence of termite workings or damage found? ☒ **Yes.** ☐ (If “Yes” continue. If “No” go to item 3.3).

The extent of any visible damage appears: ☒ Localised ☐ Widespread ☐ Undetermined

Location of all accessible timbers and other materials showing signs of attack and a description of any termite workings found:

Termite damage or workings were evident in the following areas: Some non active termite mud tunnels were noted on a large tree at the North West corner of the grounds.

RECOMMENDATION: Where evidence of damage to building timbers exists, competent advice (e.g. from a licensed or registered building contractor) *should be obtained to determine the extent of any structural damage* and as to the need or otherwise for rectification or repair work. See also ‘Future Inspections’ recommendation Clause 3.4

**3.3 Previous Termite Management Program**

**Evidence of a possible previous termite management program.** (Including the location of any ‘Protection Notice’ or ‘Treatment Notice’ affixed at the entrance to the crawl space or some other place where it was protected from damage, e.g. in the case of slab-on-ground construction, in an external meter box).

No attached notice was located during this inspection.

**3.4 Frequency of Future Inspections**

The next inspection to detect any future termite infestation is recommended in:

This property should be inspected at least annually for evidence of termite activity.

**4. CHEMICAL DELIGNIFICATION** See also Clause A.4 on Page 8.

Was evidence of Chemical Delignification found? ☒ **No.** ☐ (If “Yes” continue. If “No” go to item 5).

The extent of any visible damage appears: ☐ Localised ☐ Widespread ☐ Undetermined

Details & Location (including any recommendation for further expert advice, e.g. from a licensed building contractor)

No delignification was found in any of the inspected timbers. This condition often affects the roofing timbers of older structures located near the sea.

**5. FUNGAL DECAY** See also Clause A.5 on Page 8.

Was evidence of Fungal Decay found? ☒ **Yes.** ☐ (If “Yes” continue. If “No” go to item 6).

The condition of the timber appears: ☒ Decaying ☐ Decayed ☐ Undetermined

The extent of any visible damage appears: ☒ Localised ☐ Widespread ☐ Undetermined

Details & Location (including any recommendation for further expert advice, e.g. from a licensed building contractor)

Fungal decay was present in the following areas: Some weathering was noted on border fencing timbers.

**6. WOOD BORERS** *See also Clause A.6 on Page 8.*

Was evidence of Wood Borers found? ☐ **No.** ☐ (If “Yes” continue. If “No” go to item 7).

The borer appears to be: ☐ Lyctid Borer ☐ Anobiid Borer ☐ Other (explain)

The extent of any visible damage appears: ☐ Localised ☐ Widespread ☐ Undetermined

Details & Location (including any recommendation for further expert advice, e.g. from a licensed building contractor)

**No evidence of wood borers or borer damage was found in any visually accessible timbers of the property during this inspection.**

**7. CONDITIONS CONDUCTIVE TO TIMBER PEST ATTACK** *See also Clause A.7 on Page 8.*

The timber Pest Detection Consultant sought evidence of noticeable building deficiencies or environmental factors that may contribute to the presence of timber pests. Competent advice (e.g. from a licensed or registered building contractor or plumbing contractor) should be obtained in regard to removing any condition conducive to timber pest attack and as to the need or otherwise for rectification or repair work.

**7.1 Lack of Adequate Subfloor Ventilation**

Was evidence of lack of subfloor ventilation found? ☐ **Not Applicable** ☐

Details & Location (including any recommendation for further expert advice, e.g. from a licensed building contractor):

**There is no subfloor void or it was not accessed.**

**7.2 The Presence of Excessive Moisture**

Prevailing weather conditions at the time of inspection: ☐ Wet ☒ Dry

Was evidence of the presence of excessive moisture found? ☐ **No.** ☐

Details & Location (including any recommendation for further expert advice, e.g. from a licensed building contractor)

**No excessive moisture or drainage problems were evident during this inspection. Wet or moist soil can favour termite activity.**

**7.3 Bridging or Breaching of a Termite Barrier System and/or ‘Insufficient Slab Edge Exposure’**

Was the finished ground or paving level above the adjacent internal floor level or damp-proof-course or obstructing any weephole or vent face on external walls? ☐ **Yes.** ☐

Was evidence of bridging or breaching of a termite barrier or insufficient slab edge exposure found? ☐ **Yes.** ☐ (Visible evidence of barriers ‘bridged’ or ‘breached’ or slab edges obstructed by):

<input type="checkbox"/> Carports	<input type="checkbox"/> Verandahs	<input checked="" type="checkbox"/> Steps/Ramps	<input type="checkbox"/> Trellis/Fences
<input type="checkbox"/> Cladding or brickwork	<input type="checkbox"/> Pipework	<input checked="" type="checkbox"/> Paths/Paving	<input checked="" type="checkbox"/> Driveways
<input checked="" type="checkbox"/> Earth	<input checked="" type="checkbox"/> Landscaping	<input type="checkbox"/> Additional Slabs	<input type="checkbox"/> Other (explain)

Details & Location:

**The edges of the concrete slabs are not fully visible. Where the edge of a concrete slab is obscured from view, termites may be able to enter a structure with no visible evidence.**

**7.4 Earth-Wood or Damp Masonry-Wood Contact**

Was evidence of earth-wood or damp masonry-wood contact found?

[ Yes. ]

Details &amp; Location

Any untreated timbers in continual contact with the soil, moist foundations or wet exterior concrete slabs are at particular risk of termite attack and fungal rot. These include fencing timbers.

**7.5 Other Conditions Conducive to Timber Pest Attack**

For example, evidence of non-existent or defective termite shields installed to isolated piers; storage of timber and stored goods under/adjacent to the building, tree stumps and vegetation in subfloor spaces, cracks in concrete slabs or foundations, defective downpipes and guttering, etc.

Was evidence of any other condition conducive to timber pest attack found?

[ No. ]

Details &amp; Location

**8. RISK MANAGEMENT OPTIONS** *See Clause A.8 on Page 9.***9. ADDITIONAL COMMENTS**

Pestrid recommends that this property be inspected at intervals not exceeding 12 months, for evidence of termites and conditions conducive to termite attack.

**CERTIFICATION** - This document certifies that the property described in this Report has been inspected by the Timber Pest Detection Consultant in accordance with the level of service requested by the Client and the terms and conditions as set out on Pages 5 & 6 of this Report and in strict accordance with the current edition of the Report Systems Australia (RSA) Handbook *Timber Pest Detection Reports* 'Uniform Inspection Guidelines for Timber Pest Detection Consultants'.

NAME OF CONSULTANT:

Paul Davis

AUTHORISED SIGNATORY:

*Gary Eastwood*

DATE OF ISSUE:

6/10/2021

**Report Number: 18281****PLEASE READ THE TERMS AND CONDITIONS ON THE FOLLOWING PAGES**



Mobile: 0402 03 85 63  
Email: [vjroofing3@gmail.com](mailto:vjroofing3@gmail.com)  
PO Box 862, Surry Hills 2010  
License no: 245369C  
ABN: 25159439559



16<sup>th</sup> March 2022

**Attn:** Jennifer Lindner  
**Email:** [Jennifer.lindner@bcssm.com.au](mailto:Jennifer.lindner@bcssm.com.au)

**No. Q140824**  
**28/27-31 Goodwin St, Narrabeen**  
**SP 60642**  
**O.R. No. OR90911**

---

**On your request, we have inspected the above property and found problems which are addressed in this quotation, (photos attached)**

PLEASE NOTE: The valleys do not have the leaf guards. All debris from the valley builds up on the joints between all valley edges and the gutter leaf guards (photos attached showing). This causes the overflowing during the heavy rains and strong winds. This valleys must have leaf guards installed.

**We offer the following quotation:**

**Entire roof**

Remove all leaf guards from gutters temporarily  
Clean all gutters, valleys, and top section of downpipe for entire property  
Reinstall all dislodged valley tiles to their original position  
Remove 50 damaged roof tiles  
Supply and install 50 roof tiles with similar profile  
Repair all cracks on the cement between roof tiles and ridge caps applying flexipoint where necessary  
Repair all lead flashing around the parapet wall and ventilation pipes applying Sikaflex  
Supply and apply 2 coats of heavy-duty waterproof paint on all ventilation lead flashings  
Treat rusted sections of the valleys  
Seal all rusted valleys applying Sikaflex  
Supply and install missing colour aluminium leaf guard on the entire valley areas approximately 100m  
**Remove and dispose of all rubbish associated with the job description above**

**Total price Inc GST: \$21,890.00**

Mobile: 0402 03 85 63  
Email: vjroofing3@gmail.com  
PO Box 862, Surry Hills 2010  
License no: 245369C  
ABN: 25159439559



UNDER THE HOME BUILDERS ACT, THE CONTRACTOR WARRANTS THAT:  
All non-structural repairs are warranted for a period of 2 years and all structural work is warranted for a period of 6 years.

This quotation is valid for a period of 30 days. We can provide before and after photographs for this job.

Please let me know if you have any questions.

Kind regards  
Vik

ACN 075 972 084  
ABN 78 075 972 084

PO Box 410  
Newport 2106

Ph: 02 9979 9311  
Fax: 02 9979 9303

**CARPET  
RESCUE  
SQUAD**

17<sup>th</sup> October 2019

**Quote No.JB2837**

Body Corporate Services

**Attention:** Wade Taylor  
**Re:** Strata Plan tbc  
**Site Address:** 27-31 Goodwin st NARRABEEN  
**Area:** 4 x Stairwells

Dear Wade,

We have pleasure in submitting our quotation as requested for replacement carpet.

**Quotation:**

Take up and removal of existing carpet and underlay.

To supply and install commercial grade carpet as per existing quality.

Installed over new commercial grade underlay.

**Wool carpet**                      **PRICE:**                      **\$19,900.00 + gst**

**Nylon carpet**                      **PRICE:**                      **\$17,700.00 + gst**

**Please note:** no allowance has been made for works out side business hours.

No allowance has been made for floor preparation, levelling, filling or grinding of any kind. No allowance has been made for moving of furniture. If floor preparation required a **bag rate of \$80.00 + gst will apply per bag.**

This quotation is valid for a period of 60 days and payment on completion is required 14 days net.

We require access to each unit doorway junction for completion of carpet edge and power in the common areas on the day of installation. If required to return to site to complete unfinished edge, a call out fee of \$165.00 per doorway shall apply.

Upon acceptance of this quotation samples shall be sent for selection of design and colour.

We trust this meets with your approval and await your further instructions.

Kind Regards,  
Matt Butcher  
Carpet Rescue Squad



Chapmans Carpets  
33 Waterloo Street  
Narrabeen NSW 2101  
Ph (02) 9913 8998  
chapmanscarpets@gmail.com  
ABN 87 164 196 061

**Date: 16/10/19**

**REF: G1610**

### **QUOTE**

**Quote To:** Kathy Bronsveld  
**Installation Address:** 27-31 Goodwin Street Narrabeen  
**SP:** TBA  
**Body Corporate:** TBA

### **To Supply & Lay:**

67m of Carpet Including Take Up and Removal of Old Carpet and Stair Work

EC Langhorne Hut	\$19,533.00
Godfrey Hirst Netcorp	\$24,759.00

Quote Valid for 1 month  
Terms: Payment of Completion  
All Pricing Includes GST  
Deposit Required on Order  
Mastercard / Visa Accepted

Direct Deposit Details:  
Chapmans Carpets  
BSB: 032 098  
Account Number: 274857

**Thank you for your business**  
**If you have any questions regarding invoice please contact office on 9913 8998 or**  
**mobile phone 0431 514 340 / 0416 058 589**



P. (02) 8373 1113  
 F. (02) 8373 1112  
 E. mark@mhcarpets.com.au  
 W. www.mhcarpets.com.au  
 785 Pittwater Road  
 Dee Why, NSW 2099  
 ABN. 51 137 355 750

# QUOTATION

QUOTE NO. Q005061

Date. 15/10/2019

Salesperson. AERON

**CLIENT**

ATT: KERRIE DUDLEY - UNIT 26  
 BCS STRATA  
 27-31 GOODWIN ST  
 NARRABEEN NSW 2101

<b>Phone No.</b>	<b>Mbl.</b> 0405 383 463	<b>Hm.</b>	<b>Bus.</b>	<b>Fax.</b>
<b>Email.</b>	KERRIEJDUDLEY@YAHOO.COM.AU			
TO SUPPLY	CARPET TBA - NETCORP OR YORK ST			
TYPE OF UNDERLAY	EXCELLAY COMMERCIAL UNDERLAY			
INSTALLATION METHOD				
TAKE UP 1				
TO SUPPLY				
TAKE UP 2				
<b>FURNITURE</b>	STAIRS Boxed 0 Winders 0 Wraps 0 B-Nose 0			
Std. Trim 0	Std. Nap 0	Std. Multi 0	Trim details	
Mtrs. Trim 0	Mtrs. Nap 0	Mtrs. Multi 0		

SUPPLY AND INSTALL CARPET TBA ON EXCELLAY UNDERLAY INCLUDING LABOUR TO STAIRS AND  
 TAKE UP AND DISPOSAL OF EXISTING FLOORCOVERINGS.

UNIT 1-6.....\$5892 INC GST  
 UNIT 7-15.....\$5344 INC GST  
 UNIT 16-21 .....\$5344 INC GST  
 UNIT 22-30.....\$5288 INC GST

PLEASE NOTE WHEN INSTALLATION OCCURS WE WILL NEED ACCESS TO EACH INDIVIDUAL UNIT TO FINISH OFF

\*\*\*\*\* TERMS AND CONDITIONS OF SALE \*\*\*\*\*

Upon acceptance of quote we require 50% deposit which is considered as authorisation to proceed  
 Mark Henderson's Carpets cannot be held responsible for delays caused by  
 manufacturing, transport or tradespeople.  
 It is the client's responsibility to ensure doors have adequate clearance or be removed.  
 It is the client's responsibility to remove and replace personal items, collectables and computers.  
 Our installers will, if pre-arranged, move furniture which has been emptied prior to their arrival.  
 Any sub-floor preparation will be at the client's expense unless detailed in the quote  
 N.B. Old underlay can sometimes be stuck to the floor which will incur an additional charge.  
 Credit card payments are subject to 0.9% surcharge

Direct Deposit Mark Hendersons Carpets BSB 012 243 AC no 2046 64255

CUSTOMER NAME/SIGNATURE (Authorise to proceed)

GST	\$	1988.00
Total Sale	\$	21868.00
Bal Due	\$	21868.00



# QUOTE

BCS - Jennifer Lindner

**Date**  
12 Oct 2021

**Quote Number**  
QN-02232.1

**Reference**  
SP 60642

**ABN**  
76 651 674 099

Go Well Pty Ltd ATF KPI Trust  
T/A Hire A Hubby Mona Vale  
Attention: Crystal Petzer  
PO BOX 623  
MONA VALE NSW 2103  
Phone. 0413 874 034

Description	Quantity	Unit Price	GST	Amount AUD
Property Address: 27-31 Goodwin Street, Narrabeen	1.00	5,846.50	10%	5,846.50
<p>Pavers: Due to size of job, decided was best to submit a quote First section is front entrance walkway approx. 6m Pavers are uneven and casing trip hazard Remove pavers repair base and either supply river sand or concrete depending on base Clean up pavers before relaying in place Replay pavers Supply find sand and sweep into joints Second sections is approx. 7m long in the middle section of units This area has become very uneven and causing trip hazard Same procedure as above May also be roots to cut out If root damage is quite extensive may need variation Prepare base and compact down Third section is near stairs leading tp the back approx. 2m square Same procedure as per above Use cones and cordon off areas whilst working Residents may need to use stairs down to carpark for access to units Clean up</p>				
INCLUDES GST 10%				531.50
<b>TOTAL AUD</b>				<b>5,846.50</b>

## Terms

HIRE A HUBBY TERMS AND CONDITIONS OF TRADE

1. Franchisee Independent

# ***ROB'S FENCING***

## **QUOTATION**

Telephone & Fax 94532869  
Mobile: 0411 276 306  
Licence Number: 79232C  
Email: [Robsfencing1@gmail.com](mailto:Robsfencing1@gmail.com)

6 Munnumba Avenue  
BELROSE NSW 2085  
ABN: 85 223 376 487

Date: **8 / 3 / 2022**

Name: **BCS CHATSWOOD**

Telephone Number:

Client Address: **STRATA PLAN 60642**

**JOB 27 – 31 goodwin Street Narrabeen**

**1 Supply and erect 63 metres of 1.5 metre high three rail treated pine paling fence along left hand boundary witch has been Damaged .**

**2. Demolish and remove the old fence .**

**TOTAL COST\$ 8800**

**STEEL POSTS CAN BE USED AT NO EXTRA COST  
PRICES INCLUDE GST AND CONCRETING OF ALL POSTS.  
GAL NAILS USED IN ALL TIMBER FENCES**

- Quotation valid for 90 days. Root digging \$ 20 per post. Rock digging \$40 per post.
- All work is quality guaranteed for 3 years.
- Unless the exact location of underground services are shown to Rob prior to commencement, Robs Fencing accepts no responsibility for any damage to them.
- **Payment required on day job completed.**

**With Thanks: Robert Gribble**

# Quotation No

# Q56483

# 28/01/2022

## Sydney

E: sales@allhills.com.au  
88 Toongabbie Rd  
Toongabbie NSW 2146  
P: 02 8488 9960

## Newcastle/Hunter

E: newcastle@allhills.com.au  
1/5 Pavilion Place  
Cardiff NSW 2285  
P: 02 4946 2494

## Rep.:

**John McArthur**  
**0420 412 364**



STROP Pty Ltd T/A LIC. No. 143283C ABN 56 069 785 600

**Your One Stop Fence Shop®**

www.allhillsfencing.com.au

Client Details	Site Address	Site Contact
<b>Body Corporate Services - Chatswood</b>	<b>Body Corporate Services -</b>	<b>Kathleen Bronsveld</b>
<b>Suite 1, Level 13 12 Help Street</b>	<b>27-31 Goodwin Street</b>	<b>Unit No :</b>
<b>CHATSWOOD NSW 2067 ☎(02) 9967 1300</b>	<b>NARRABEEN 2101</b>	<b>📞 0439 904 527</b>

## SMALL JOB

## REPAIR -STORM DAMAGE

BDRY 3m x 1.8m Treated Pine Closed Paling 3 Rail Fence - 50x50x2.5mm Steel Posts

\$1350

BDRY 3m Demolish & Remove - Existing Treated Pine Fence And Trade Waste

\$100

-Replace Approx 4 X Palings On Other Section Of Fence

-Re Concrete Some Loos Post And Straighten Fence Near Broken Section

## Page 1 of 2

Rock/Root holes each (if any): \$ 44

Core holes each (if any): \$ 44

**NO SPLIT INVOICES without prior written acceptance from each party involved - \$33.00 per Invoice**

**TOTAL (Exc. GST) \$1,318.18**

**GST Amt. \$131.82**

**TOTAL (Inc. GST) \$1,450.00**

All prices quoted are GST inclusive  
Quote valid for 60 days.



### All Hills Responsibility

Quality Service, Workmanship & Materials

### Clients Responsibility

Site Preparation

Fence & Boundary Lines

Underground Services.

AHF covers up to \$300 if damage occurs.

### Security and Trust

DEEWR Certified

Member of MBA since 2000

Fencing Australia since 1998

No upfront payments

### Insurance and Gurantees

4yr Workmanship Guarantee

Workers Compensation No – 113568201

Public Liability Policy No - 44 CPL 3802754

Contractors License No. 143283C

Industry licences

All Insurances

### Payment Options

1% Admin fee on all credit Card Transaction





10 May 2022

# NOTICE AND AGENDA OF A STRATA COMMITTEE MEETING

*Under Schedule 2(9)(2) of the Strata Schemes Management Act 2015*

**The Owners - Strata Plan No 60642**  
60642

27-31 GOODWIN STREET, NARRABEEN, NSW, 2101



**The meeting is scheduled to commence 12:00 PM on Wednesday 01 June 2022.**



**Please do not attend this meeting.**

This meeting has been called in accordance with Schedule 2(9)(2) of the *Strata Schemes Management Act 2015*.

Voting at this meeting will be held by written votes only. A voting paper is provided to Committee Members with the notice of this meeting.

# Motions

## 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.

### Explanatory Note

*Clause 18 of Schedule 2 to the Act requires that any member of the Strata Committee should make a disclosure of any direct or indirect pecuniary interest in relation to a matter listed on this agenda. Where such a disclosure is made, the committee will need to resolve whether it is going to permit the member to be present during the deliberation on the matter or take part in any decision in respect to that matter. The member who has made such a disclosure must not be present while the Strata Committee resolves how the declaration shall be accommodated or, if the Strata Committee determines, may be present but may not take part in the determination of how the declaration shall be accommodated. A further explanation of relevant disclosures is provided in the "Additional Notes" at the end of this meeting notice. Where there are no disclosures made by any member of the committee, the minutes will simply note that "no disclosures were declared".*

## 2. MINUTES

### Motions

- 2.1. That the minutes of the last Strata Committee meeting, held on **22/03/2022**, be confirmed as a true record and account of the proceedings at that meeting.

### Explanatory Note

*Clause 8 of Schedule 1 to the Act requires that any general meeting of a strata scheme include a form of motion to confirm the minutes of the last general meeting. Whilst a Strata Committee meeting is not a "General Meeting" under the Act, your strata company is of the view that it is prudent and helpful to adhere to the transparency normally applied to other forms of Strata Scheme meetings.*

## 3. EXTENSION OF APPOINTMENT OF THE CURRENT MANAGING AGENT

### Motions

- 3.1. That in accordance with Section 50 (4) of the *Strata Schemes Management Act 2015* (the *Act*) that:
- a. The existing appointment of BCS Strata Management Pty Ltd as strata managing agent of Strata Scheme No. 60642, which is due to expire on 05/09/2022 be extended on the existing terms, fees and charges for a period terminating on 05/12/2022;
  - b. the Owners Corporation continues the delegation to the Agent all of the functions of:
    - i. the Owners Corporation (other than those listed in section 52 (2) of the *Act*); and
    - ii. its chairperson, treasurer, secretary and Strata Committee, necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in the agreement about to expire; and
  - c. the delegation to the Agent is to be subject to the conditions and limitations in the existing Agreement about to expire.

### Explanatory Note

*The existing agreement appointing the manager will expire on 5/9/22. Under the new Strata Schemes Management Act 2015, the agreement may be extended by a resolution of the strata committee for successive periods of 3 months but not beyond the next Annual General Meeting.*

# INSTRUCTIONS

## Meeting Procedures and Voting Rights for a Committee Meeting

### Definitions

In this Notice, the following terms are defined to mean as follows:

**'Act'** – means the *Strata Schemes Management Act 2015*.

**'Regulations'** – means the *Strata Schemes Management Regulation 2016*.

### Quorum

Clause 12, Schedule 2 to the Act specifies that a quorum for a committee meeting is not less than one-half of the persons entitled to vote on a motion are present. If the committee has only one person, the quorum is achieved if that person is present.

In considering whether a quorum is present, regard must also be given to the provisions of clause 9 (4) of Schedule 2 to the Act wherein it states that a member of the strata committee is not entitled to vote (and therefore cannot be counted towards the achievement of a quorum) "if the member was, or was nominated as a member by a member who was, an unfinancial owner of a lot in the strata scheme at the date notice of the meeting was given and the amounts owed by the unfinancial owners were not paid before the meeting".

### Your Manager

The name of your Manager is Jennifer Lindner, who is located at our BCS Strata Management Pty Ltd branch. Please contact your manager if you have any questions about this notice.

Liability limited by a scheme approved under Professional Standards Legislation.

### Disclosure of pecuniary interests

The Act has requirements for disclosure where a member of the Strata Committee has a direct or an indirect pecuniary interest in a matter being considered at the meeting or they have an interest that appears to raise a conflict with their role as a strata committee member. The nature of this disclosure and the subsequent action of recording such a disclosure is provided in Clauses 18 (1) to 18 (7) of Schedule 2 to the Act wherein the following is prescribed:

1. If— (a) a member of an strata committee has a direct or indirect pecuniary interest in a matter being considered or about to be considered at a meeting, and (b) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter, the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the strata committee. Maximum penalty—10 penalty units
2. A disclosure by a member at a meeting of the strata committee that the member:
  - a. is a member, or is in the employment, of a specified corporation or other body, or
  - b. is a partner, or is in the employment, of a specified person, or
  - c. has some other specified interest relating to a specified corporation or other body or to a specified person,is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person which may arise after the date of the disclosure and which is required to be disclosed.
3. Particulars of any disclosure made under this clause must be recorded by the strata committee in a book kept for the purpose and that book must be open at all reasonable hours to inspection by any person on payment of the fee determined by the committee.
4. After a member has disclosed the nature of an interest in any matter, the member must not, unless the strata committee otherwise determines—
  - a. be present during any deliberation of the committee with respect to the matter, or
  - b. take part in any decision of the committee with respect to the matter.
5. For the purposes of the making of a determination by the strata committee under subclause (4), a member who has a direct or indirect pecuniary interest in a matter to which the disclosure relates must not—
  - a. be present during any deliberation of the committee for the purpose of making the determination, or
  - b. take part in the making by the committee of the determination.
6. A contravention of this clause does not invalidate any decision of the strata committee.
7. Without limiting subclause (1), a person has an indirect pecuniary interest in a matter if a person connected with the person has a direct interest in the matter.

### Copies of Minutes

Pursuant to Clause 17 (3) of Schedule 2 to the Act, copies of minutes in a strata scheme that is not a large strata scheme, are to be given to each member of the committee and given to all owners within 7 days of the conclusion of the meeting.

However please note that in large strata schemes (i.e. those schemes greater than 100 lots excluding any utility or car space lots), the Act now requires that the minutes of all strata committee meetings are to be sent/ given to owners that are not committee members only if an owner requests the owners corporation to do so within 7 days of each meeting. Note we will continue to email the minutes of strata committee meetings to those owners who have chosen to receive correspondence via email without requiring a request to do so.

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Annexure to this meeting notice  
Minutes

# EXECUTIVE COMMITTEE MEETING

27 – 31 Goodwin Street

Narrabeen

Tuesday 22 March 2022 at 6pm

Held in apartment 23

PRESENT: Kathy Bronsveld, Angela Chapman, Gill Jackman, Wade Taylor,  
Sharon Jones  
Kerrie Dudley, (via telephone), Toby Meller (via face time)  
Recorder: Sharon Jones

FINANCE      Capital Works Fund as at 21.3.22      \$60,232  
                 Administration                              \$14,000

Liabilities:

Intercoms                      \$13,000

Fence                              \$ 8,000

Emergency  
roof repair                      \$ 8,590 (apartments 18 and 28)

With receipt of the next levies funds should be available to have the entire roof repaired/replaced.

## EMERGENCY ROOF REPAIR

Toby advised that an emergency repair of the damaged roof affecting apartments 15 and 28 needed to be done asap, otherwise a claim could be brought against us.

A vote was taken and carried seven to nil in favour of the emergency roof repairs being done.

The quote for the entire roof repair/replacement seems reasonable.  
Wade to organise a second quote through his contacts.

## FENCING (western boundary – storm damage)

A vote was taken to replace the fence with a treated pine 1.8m fence the same as the existing fence which was erected when the building was built 20+ years ago.

Five committee members in favour

Two against

Carried in favour

All urgent business having been completed, the meeting closed at 6.50pm

E&OE



# VOTING PAPER

The Owners – Strata Plan No 60642

Liability limited by a scheme approved under Professional Standards Legislation.

The Strata Committee Meeting Under Schedule 2(9)(2) of the *Strata Schemes Management Act 2015* of Strata Plan No 60642 is to be held on Wednesday, 1 June 2022 at 12:00 PM.

## Instructions:

- Refer to the motions contained in the agenda distributed with this voting paper.
- Please clearly indicate whether you are voting in favour, against or are abstaining by ticking "YES", "NO" or "ABSTAIN" next to each motion.
- Sign the voting paper in the space provided at the bottom of each page.
- Once completed please return to the Secretary or Manager (to the address in the header of this letter) prior to the commencement time of the meeting.
- If you have a pecuniary interest please state the nature of that interest and in the circumstances you have decided to refrain from voting on a matter

## Voting Paper:

<b>Item 1: DISCLOSURE OF PECUNIARY INTERESTS</b>			
1.1: DISCLOSURE OF PECUNIARY INTERESTS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain
<b>Item 2: MINUTES</b>			
2.1: CONFIRMATION OF MINUTES	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain
<b>Item 3: EXTENSION OF APPOINTMENT OF THE CURRENT MANAGING AGENT</b>			
3.1: EXTENSION OF APPOINTMENT OF THE CURRENT MANAGING AGENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain

Voting Paper Page 1 of 1

Please complete on each page of the voting paper:

\_\_\_\_\_  
Signature of Committee Member  
completing this voting paper

\_\_\_\_\_  
Name(s) (Print in Capitals)

\_\_\_\_\_  
Lot #

\_\_\_\_\_  
Date

BCS Strata Management Pty Ltd  
ABN 86010633351

Locked Bag 22, Haymarket NSW 1238  
bcs\_chatswood@bcssm.com.au  
bcssm.com.au

Ph. (02)99671300



**THE MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN 60642  
27-31 GOODWIN STREET, NARRABEEN NSW 2101**

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

The Annual General Meeting of The Owners - Strata Plan No. **60642** was held on **Wednesday, 15 December 2021** at via teleconference. The meeting commenced at **6:00 PM**.

**LOTS REPRESENTED:**

Lot 1	Sharon Jones	Owner present
Lot 2	Sharon Jones	Proxy present
Lot 7	Toby Meller	Owner present
Lot 10	Angela Chapman	Owner present
Lot 11	Gillian Jackman	Proxy present
Lot 15	Kathleen Bronsveld	Proxy present
Lot 23	Kathleen Bronsveld	Owner present
Lot 26	Kerrie Smith	Owner present
Lot 28	Gillian Jackman	Owner present

**IN ATTENDANCE:**

Jennifer Lindner- Body Corporate Services;

**CHAIRPERSON:**

Jennifer Lindner- Body Corporate Services (Under delegation)

**SECRETARY:**

Jennifer Lindner- Body Corporate Services

**INELIGIBLE PROXIES:**

NIL

**UNUSED PROXIES  
(DUE TO QUOTA  
RESTRICTIONS):**

NIL

**APOLOGIES:**

NIL



MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

## 1. MINUTES

### Motions

- 1.1. That the minutes of the last general meeting of the Owners Corporation, held on 17/08/2020, 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.

**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 60642, 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. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

- 2.5. That following the inspection of window safety devices the Owners – Strata Plan No 60642, 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**

- 2.6. **(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 appoint a consultant to undertake an asbestos survey and that survey include the inspection of the common property roof cavity for the existence of loose-fill asbestos insulation (including the establishment of an asbestos register and management plan if asbestos is found in the scheme).

**Defeated 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).

**Defeated 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.

**Passed by Simple Majority**

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

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- 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.

**Passed by Simple Majority**

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

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**4. INSURANCES**

Motions

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

- 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
836174	CHU/QBE COMMUNITYSURRE	30 Jun 2022	Community Income	Not Insured
			Common Area Contents	\$207,508.00
			Building Catastrophe	Not Insured
			Appeal Expenses	\$100,000.00
			Workers Compensation Insurance	Not Insured
			Voluntary Workers Insurance	\$300,000.00 / \$3,000.00
			Property, Death and Injury (Public Liability)	\$30,000,000.00
			Paint	Included
			Office Bearers Liability Insurance	\$5,000,000.00
			Loss of Rent	\$2,618,726.00
			Lot Owner's Fixtures and Improvements	\$250,000.00
			Machinery Breakdown Insurance	\$10,000.00
			Legal Defence Expenses	\$100,000.00
			Government Audit Costs	\$25,000.00
			Fusion Cover	Not Insured
			Flood	Excluded
			Floating Floors	Included
			Fidelity Guarantee Insurance	\$250,000.00
			Damage (i.e. Building) Policy	\$17,458,176.00
TOTAL PREMIUM: \$21,432.64				

Date on which the premiums were last paid: **05/07/2021**

**Passed by Simple Majority**

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

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- 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**

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

## 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: \$2,603.46;*
- *CommunitySure Management fees to parent entity (PICA Group)\*1: \$743.85*
- *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: \$2,863.81;*
- *CommunitySure Management fees to parent entity (PICA Group)\*1: \$818.24*
- *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. 60642

ADDRESS OF THE STRATA SCHEME:  
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**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**

Motions

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

**Passed by Simple Majority**

**8. CAPITAL WORKS FUND PLAN**

Motions

- 8.1. That the owners corporation confirms receipt of the capital works analysis prepared by Leary & Partners on 28/09/2017.

**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.

**Passed by Simple Majority**



MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

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27-31 GOODWIN STREET, NARRABEEN NSW 2101

## 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"><li>• Must be registered as a business for tax purposes in Australia</li><li>• Must have a minimum \$10 million Public &amp; Product Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any one period of cover)</li><li>• Must have a minimum \$1 million Professional Indemnity Insurance (where applicable)</li><li>• Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Trader</li><li>• Must hold all licences as relevant to services provided</li><li>• Must have an established Quality Management system (Consultants only)</li><li>• Must have an established Health &amp; Safety Management system</li><li>• Must accept PICA Group Terms and Conditions of engagement and Business Code of Conduct.</li></ul>
Definitions:	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>

**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 **31/10/21** 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. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

### 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 \$70,000.00 inclusive of GST in instalments set out in the table below:

Levy Status	Due date	Amount
Already Issued	01/11/2021	\$17,325.00
To be Issued	01/02/2022	\$17,325.00
To be Issued	01/05/2022	\$17,675.00
To be Issued	01/08/2022	\$17,675.00
<b>Total</b>		<b>\$70,000.00</b>

*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 \$65,000.00 inclusive of GST in instalments set out in the table below:

Levy Status	Due date	Amount
Already Issued	01/11/2021	\$13,750.00
To be Issued	01/02/2022	\$17,083.33
To be Issued	01/05/2022	\$17,083.33
To be Issued	01/08/2022	\$17,083.34
<b>Total</b>		<b>\$65,000.00</b>

*inclusive of GST*

#### Amended and Passed by Simple Majority

- 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	01/11/2022	\$17,500.00
To be Issued	01/02/2023	\$17,500.00
<b>Total</b>		<b>\$35,000.00</b>

*inclusive of GST*

#### Capital Works Fund Interim Periods

Levy Status	Due date	Amount
To be Issued	01/11/2022	\$16,250.00
To be Issued	01/02/2023	\$16,250.00
<b>Total</b>		<b>\$32,500.00</b>

*inclusive of GST*

#### Amended and Passed by Simple Majority

#### 14. LEVY COLLECTION PROCEDURES

##### Motions

- 14.1 That the Owners – Strata Plan 60642, 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:
- a. Levy Recovery Step 1: issue a reminder levy notice 35 days after the levy due date;
  - b. Levy Recovery Step 2: issue 1st levy recovery letter 60 days after the levy due date;
  - c. Levy Recovery Step 3: issue 2nd levy recovery letter 75 days after the levy due date;
  - d. 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 60642 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;
  - e. Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings,
  - f. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
  - g. 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 60642, 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 60642, 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) (a) and Regulation 14 (1) (b) of the *Strata Schemes Management Regulation 2016 (NSW)*, the owners corporation approve the adoption of voting partly by electronic pre-meeting voting, whilst also allowing the adoption of voting by teleconference or video conference while participating from a remote location, for the next general meeting of the owners corporation.

##### **Passed by Simple Majority**

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

**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 determined.  
. 7.

**Passed by Simple Majority**

**17. STRATA COMMITTEE ELECTION**

Sharon Jones, Tony Mellar, Anglea Chapman, Wade Taylor, Kathleen Bronsveld, Kerrie Smith, Gillian Jackman have been elected to the committee.

<b>Name</b>	<b>Lot</b>	<b>Nominated By</b>	<b>Votes</b>
Sharon Jones	1	Self-Nominated	0
Toby Mellar	7	Self-Nominated	0
Angela Chapman	10	Self-Nominated	0
Wade Taylor	17	Self-Nominated	0
Kathleen Bronsveld	23	Self-Nominated	0
Kerrie Smith	26	Self-Nominated	0
Gillian Jackman	28	Self-Nominated	0

CLOSURE: There being no further business, the chairperson declared the meeting closed at 6:40PM.

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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. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

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DATE, PLACE & TIME OF MEETING:	The Strata Committee of The Owners - Strata Plan No. 60642 held a meeting immediately following the Annual General Meeting of the Owners Corporation on Wednesday, 15 December, 2021. Meeting commenced at 6:40 PM.
REPRESENTED:	Sharon Jones Toby Meller Angela Chapman Wade Taylor Kathleen Bronsveld Kerrie Smith Gillian Jackman
IN ATTENDANCE:	Jennifer Lindner- Body Corporate Services;
CHAIRPERSON:	Jennifer Lindner- Body Corporate Services(Under delegation)
SECRETARY:	Jennifer Lindner- Body Corporate Services (Under delegation).
APOLOGIES:	NIL

## **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**

## **2. MINUTES**

### Motions

MINUTES OF A STRATA COMMITTEE MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME: 60642  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

- 2.1. That the minutes of the last Strata Committee meeting, held on **17/02/2021**, 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.

**Chairperson: Kathleen Bronsveld**

**Secretary: Gillian Jackman**

**Treasurer: Kathleen Bronsveld**

**Passed by Simple Majority**

**4. REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE**

Motions

- 4.1. That **Kathy Bronsveld**, a member 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 **Gillian Jackman**, a member of the Strata Committee be nominated to liaise with the strata managing agent as the scheme's substitute contact point.

**Passed by Simple Majority**

CLOSURE: There being no further business, the chairperson declared the meeting closed at 6:45PM.

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**THE MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN 60642  
27-31 GOODWIN STREET, NARRABEEN NSW 2101**

**DATE, PLACE & TIME OF MEETING:** The Annual General Meeting of The Owners - Strata Plan No. **60642** was held on **Monday, 17 August 2020** at via teleconference. The meeting commenced at **6:30PM**

**LOTS REPRESENTED:**

Lot 1	Sharon Jones	Owner present
Lot 7	Scott Baker	Owner present
Lot 17	Wade Taylor	Owner present
Lot 23	Kathleen Bronsveld	Owner present
Lot 26	Kerrie Smith	Owner present
Lot 28	Gillian Jackman	Owner present

**IN ATTENDANCE:** Jennifer Lindner- Body Corporate Services;

**CHAIRPERSON:** Jennifer Lindner- Body Corporate Services (Under delegation)  
**SECRETARY:** Jennifer Lindner- Body Corporate Services

**INELIGIBLE PROXIES:** NIL

**UNUSED PROXIES (DUE TO QUOTA RESTRICTIONS):** NIL

**APOLOGIES:** NIL

**Chairperson's declaration regarding the absence of a quorum:** At **6:00PM** the Chairperson noted that a quorum was not present for the meeting to continue. The lack of quorum continued for the next half-hour at which point, the chairperson declared, pursuant to Clause 17 (4) (b) of Schedule 1 to the Act, that those present either personally or by duly appointed proxy and who are entitled to vote on the motion would now constitute a quorum for the purposes of considering the outstanding motions or business of the meeting. The majority of those present at the meeting supported this declaration by the Chairperson.

**1. MINUTES**

Motions

- 1.1. That the minutes of the last general meeting of the Owners Corporation, held on 18/11/2019, 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 15/11/2019 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**

#### 2.3. (Window safety devices reinspection)

That the Owners – Strata Plan No 60642, 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 60642, 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 appoint a consultant to undertake an asbestos survey and that survey include the inspection of the common property roof cavity for the existence of loose-fill asbestos insulation (including the establishment of an asbestos register and management plan if asbestos is found in the scheme).

#### **Defeated by Simple Majority**



MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

2.7. **(Other compliance measures)**

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

**Defeated 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 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):
- i. To instruct the Managing Agent to engage a broker or other type of specialist as may be reasonably required,
  - ii. To instruct the Managing Agent to disclose data and information of the owners corporation related to the utility as may be reasonably required,
  - iii. 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**

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

#### 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
CHU/QBE COMMUNITYSURE	Building	836174	\$16,626,834.00	30/06/2021
	Contents		\$197,627.00	
	Fidelity Guarantee		\$250,000.00	
	Government Audit Costs		\$25,000.00	
	Health & Safety Breaches		\$100,000.00	
	Legal Defence Expenses		\$50,000.00	
	Loss of Rent/Temp Accom		\$2,494,025.00	
	Lot Owners fixture/improvement		\$250,000.00	
	Machinery Breakdown		\$10,000.00	
	Office Bearers Liability		\$5,000,000.00	
	Voluntary Workers		\$300,000.00 / \$3,000.00	
	Public Liability		\$30,000,000.00	
	Workers Compensation		AS PER ACT	

Date on which the premiums were last paid: **09/06/2020**

##### **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**

**Passed**

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

- 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**

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

## 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: \$2,325.08;*
- *CommunitySure Management fees to parent entity (PICA Group)\*1: \$664.31*
- *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: \$734.24;*
- *CommunitySure Management fees to parent entity (PICA Group)\*1: \$699.27*
- *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. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

**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.

**Defeated by Simple Majority**

**7. AUDITOR**

Motions

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

**Passed 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 Leary & Partners on 28/09/2017.

**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.

**Passed by Simple Majority**

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

## 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"><li>iv. Must be registered as a business for tax purposes in Australia</li><li>v. Must have a minimum \$10 million Public &amp; Product Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any one period of cover)</li><li>vi. Must have a minimum \$1 million Professional Indemnity Insurance (where applicable)</li><li>vii. Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Trader</li><li>viii. Must hold all licences as relevant to services provided</li><li>ix. Must have an established Quality Management system (Consultants only)</li><li>x. Must have an established Health &amp; Safety Management system</li><li>xi. Must accept PICA Group Terms and Conditions of engagement and Business Code of Conduct.</li></ul>
Definitions:	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>

**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**

MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

### 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 **\$63,000.00 plus GST** in instalments set out in the table below:

Levy Status	Due date	Amount excl. GST
To be Issued	01/11/2020	\$15,750.00
To be Issued	01/02/2021	\$15,750.00
To be Issued	01/05/2021	\$15,750.00
To be Issued	01/08/2021	\$15,750.00
<b>Total</b>		<b>\$63,000.00</b>

#### 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 **\$50,000.00 plus GST** in instalments set out in the table below:

Levy Status	Due date	Amount excl. GST
To be Issued	01/11/2020	\$12,500.00
To be Issued	01/02/2021	\$12,500.00
To be Issued	01/05/2021	\$12,500.00
To be Issued	01/08/2021	\$12,500.00
<b>Total</b>		<b>\$50,000.00</b>

#### Passed by Simple Majority

- 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	01/11/2021	\$15,750.00
To be Issued	01/02/2022	\$15,750.00
<b>Total</b>		<b>\$31,500.00</b>

#### Capital Works Fund Interim Periods

Levy Status	Due date	Amount excl. GST
To be Issued	01/11/2021	\$12,500.00
To be Issued	01/02/2022	\$12,500.00
<b>Total</b>		<b>\$25,000.00</b>

#### Passed by Simple Majority

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

#### 14. LEVY COLLECTION PROCEDURES

##### Motions

- 14.1 That the Owners – Strata Plan 60642, 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:
- a. Levy Recovery Step 1: issue a reminder levy notice 35 days after the levy due date;
  - b. Levy Recovery Step 2: issue 1st levy recovery letter 60 days after the levy due date;
  - c. 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 60642 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;
  - d. Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings,
  - e. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
  - f. Liaise, instruct and prepare all matters with the owners 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 60642, 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 60642, 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. 60642

ADDRESS OF THE STRATA SCHEME:  
27-31 GOODWIN STREET, NARRABEEN NSW 2101

**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 determined.  
.

**Passed by Simple Majority**

**17. CHANGE OF FINANCIAL YEAR**

Motion

That pursuant to Section 9 (3) (a) of the *Strata Schemes Management Act 2015*, the Owners Corporation of Strata Plan No. 60642 will henceforth change the commencement date for their financial statements from 01/07/2021 to 01/11/2021.

**Passed by Simple Majority**

**18. STRATA COMMITTEE ELECTION**

Scott Baker, Kathleen Bronsveld, Gillian Jackman, Sharon Jones, Kerrie Smith, Wade Taylor have been elected to the committee.

<b>Name</b>	<b>Lot</b>	<b>Nominated By</b>	<b>Votes</b>
Sharon Jones	1	Self-Nominated	0
Scott baker	7	Self-Nominated	0
Wade Taylor	17	Self-Nominated	0
Kathleen Bronsveld	23	Self-Nominated	0
Kerrie Smith	26	Self-Nominated	0
Gillian Jackman	28	Self-Nominated	0

CLOSURE: There being no further business, the chairperson declared the meeting closed at 7:15PM

MINUTES OF A STRATA COMMITTEE MEETING  
THE OWNERS – STRATA PLAN NO. 60642

ADDRESS OF THE STRATA SCHEME: 27-31 GOODWIN STREET, NARRABEEN NSW 2101

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DATE, PLACE & TIME OF MEETING:	The Strata Committee of The Owners - Strata Plan No. 60642 held a meeting immediately following the Annual General Meeting of the Owners Corporation on Monday, 17 August. Meeting commenced at 7:15PM.
REPRESENTED:	Sharon Jones Scott Baker Wade Taylor Kathleen Bronsveld Kerrie Smith Gillian Jackman
IN ATTENDANCE:	Jennifer Lindner- Body Corporate Services;
CHAIRPERSON:	Jennifer Lindner- Body Corporate Services (Under delegation)
SECRETARY:	Jennifer Lindner- Body Corporate Services (Under delegation).
APOLOGIES:	NIL

## **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  
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**2. MINUTES**

Motions

- 2.1. That the minutes of the last Strata Committee meeting, held on **28/08/2019**, 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.

**Chairperson: Kathleen Bronsveld**

**Secretary: Gillian Jackman**

**Treasurer: Kathleen Bronsveld**

**Passed by Simple Majority**

**4. REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE**

Motions

- 4.1. That Kathleen Bronsveld, a member 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 **Gillian Jackman**, a member of the Strata Committee be nominated to liaise with the strata managing agent as the scheme's substitute contact point.

**Passed by Simple Majority**

CLOSURE: There being no further business, the chairperson declared the meeting closed at 7:30PM.

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