STRATA INSPECTION

Strata Scheme Inspection Report

Property	10/26 Wetherill Street
	Narrabeen NSW 2101
	Lot 10 SP 5869
Date	7th April 2022

stratainspection@outlook.com
PO BOX 663
MONA VALE NSW 1660

www.stratainspection.com.au
0423 098 648
ABN 21 165 059 683

STRATA SCHEME INSPECTION REPORT

Property Address	10/26 Wetherill Street Narrabeen NSW 2101
	Lot 10 Strata Plan 5869
Inspection Date	7th April 2022
Inspector	Lauren Walsh
	0423 098 648
	stratainspection@outlook.com

MANAGING AGENT / SECRETARY

Owners Corporation records are held by:

Name	Body Corporate Services
Address	Suite 2, 16 Rodborough Road Frenchs Forest NSW 2086
Phone	9998 4500
Manager	David Bonnici

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

STRATA ROLL

We did sight a printed strata roll.

Owner	Ana Ramona Cowle
Address	246 Eastern Valley Way, North Willoughby NSW 2068
Mortgage	None noted
Unit Entitlement	1,000
Aggregate Unit Entitlement	12,000
Initial period	The initial period has expired, according to available records.

STRATA PLAN

We sighted a copy of Strata Plan 5869 registered on 03/12/71.

CERTIFICATE OF TITLE

We did inspect title documents for the common property.

Edition	3 – 18/03/22
Number of Lots	12
Number of Units	12

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LEVY CONTRIBUTION

Administrative Fund	$625.64 per quarter – paid to 31/05/22
Capital Works Fund	$359.58 per quarter – paid to 31/05/22

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	$8,573.72, as at 05/04/22
Approximate balance of the Capital Works Fund	$110,087.79, as at 05/04/22
Approximate Levies in Arrears	$4,421.44, as at 05/04/22

Balances were obtained from a balance sheet.

INCOME AND BUDGET TRENDS

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

Effective from	01/09/21	01/09/20	01/09/19	01/09/18
Administrative Fund	$30,030.00	$30,030.00	$21,427.00	$30,044.00
Capital Works Fund	$17,260.00	$17,260.00	$25,863.00	$17,246.00

TAXATION

The owners corporation is currently not registered for GST.

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APPROVED WORKS

None noted

PROPOSED WORKS

None noted

POSSIBLE PROPOSED SPECIAL LEVIES

The records inspected do not indicate any proposed special levy.

PAST SPECIAL LEVIES

None noted

PAST MAJOR WORKS

Year Ending	**31/03/23**	**31/03/22**	**31/03/21**	**31/03/20**	**31/03/19**
Consultant			1,003.81		
Doors & Windows					10,529.10
General Service Replacement		1,040.00		973.50	
Plumbing		5,198.60			
Structural Rectification		9,592.00	27.56	26.25	
Total	**0.00**	**15,830.60**	**1,031.37**	**999.75**	**10,529.10**

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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	30/08/21 (enclosed)
Last item in the Minute Book	Annual General Meeting 30/08/21

An auditor has not been appointed.

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

STRATA COMMITTEE

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

Not elected

TENANT OCCUPANCY

Tenant occupied lots as per the strata roll	<50%
Tenant representative	A tenant representative is not applicable to this scheme.

LITIGATION

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

INSURANCE

Insurer	CHU
Policy Number	HU0006061249
Due Date	01/04/23
Building Sum Insured	$6,123,836
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	$5,290,000
Date of last insurance valuation	18/02/18

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

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COMPLIANCE

FIRE SAFETY

No annual fire safety statement attainable.

We note the Strata Plan has not yet received a fire safety audit from Council.

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 (2012) is attached.

Annual capital works fund levies are higher than the $7,659.86 suggested in the capital works fund plan & the balance is higher than the balance of approximately $35,000.00 suggested at this point in time.

ASBESTOS REPORT

Not attainable.

LOOSE-FILL ASBESTOS TESTING

An extract of the Ceiling Cavity Inspection Report (2015) is attached.

It noted 1 sample were taken and no asbestos was detected.

COMMON PROPERTY SAFETY REPORT

Not attainable.

PEST INSPECTION REPORT

Not attainable.

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BY-LAWS

STANDARD BY-LAWS

AN964600 Consolidation of By-Laws.

PROPOSED CHANGES TO BY-LAWS

None noted

UNREGISTERED CHANGES TO BY-LAWS

None noted

CHANGES TO BY-LAWS

AN964600 Consolidation of By-Laws.

ANIMALS

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

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

SMOKING

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

STATE OF HARMONY IN THE BUILDING

No regular correspondence noted.

ALTERATIONS/IMPROVEMENTS

We did not inspect any By-Law or Strata Committee approval for alterations to Lot 10.

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ATTACHMENTS

The following attachments for this report includes:

- Important general information about strata record inspections
- AN845630 Consolidation of By-Laws (as per contract)
- Statement of Financial Position
- Income & Expenditure – Current, Last Financial Year & Budget
- Strata Roll
- Owners Ledger
- Certificate of Title
- Insurance
- Valuation
- 10 Year Capital Works Fund Forecast
- Asbestos Report – Summary
- Minutes
- Recently Completed Works

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.

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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.

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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 that $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.

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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. We have quick links on our website www.stratainspection.com.au
The Office of Fair Trading has several "plain language" publications discussing various aspects of strata living, including the management of disputes. These can be seen at www.fairtrading.nsw.gov.au

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

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

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ANNUAL FINANCIAL STATEMENTS

For the period 1 April 2022 to 31 March 2023

Prepared For

5869

Strata Plan 5869

26 WETHERILL STREET
NARRABEEN
NSW 2101

Manager
David Bonnici
BCS Strata Management Pty Ltd

Printed
5 April 2022

Balance Sheet

Administrative & Capital Works Fund

Owners Corporation for Plan No. 5869

As at 31st March 2023

26 WETHERILL STREET NARRABEEN NSW 2101

ABN/ACN 32575421339

Assets		**2023**
Cash		115,035.76
Accounts Receivable	Note 7	119.90
Levies in Arrears	Note 8	4,421.44
	Total Assets	**$ 119,577.10**

Liabilities		
Unallocated Monies Received	Note 9	915.59
	Total Liabilities	**$ 915.59**
	Net Assets	**$ 118,661.51**

Equity		
Administrative Fund		8,573.72
Capital Works Fund		110,087.79
	Total Equity	**$ 118,661.51**

Income and Expenditure Statement

Administrative Fund

Owners Corporation for Plan No. 5869

1 April 2022 to 31 March 2023

26 WETHERILL STREET NARRABEEN NSW 2101

ABN/ACN 32575421339

Income	**Actuals 01/04/22 31/03/23**	**Budget 01/04/22 31/03/23**	**Variance $ 01/04/22 31/03/23**	**Variance % 01/04/22 31/03/23**
Levy Fees - Debt recovery costs	(287.08)	0.00	(287.08)	100
Mutual Revenue - penalty interest	0.50	0.00	0.50	100
Total Administrative Fund Income	**(286.58)**	**0.00**	**(286.58)**	**(100)**

Summary

Opening Balance as at 1 April 2022	8,860.30
Total Revenue during period	(286.58)
Total Expenditure during period	0.00
Administrative Fund balance as at 31 March 2023	**$ 8,573.72**

Income and Expenditure Statement

Capital Works Fund

Owners Corporation for Plan No. 5869

1 April 2022 to 31 March 2023

26 WETHERILL STREET NARRABEEN NSW 2101

ABN/ACN 32575421339

Income	**Actuals 01/04/22 31/03/23**	**Budget 01/04/22 31/03/23**	**Variance $ 01/04/22 31/03/23**	**Variance % 01/04/22 31/03/23**
Mutual Revenue - penalty interest	0.01	0.00	0.01	100
Total Capital Works Fund Income	**0.01**	**0.00**	**0.01**	**100**

Summary

Opening Balance as at 1 April 2022	110,087.78
Total Revenue during period	0.01
Total Expenditure during period	0.00
Capital Works Fund balance as at 31 March 2023	**$ 110,087.79**

Notes To Financial Statements

Owners Corporation for Plan No. 5869
26 WETHERILL STREET NARRABEEN NSW 2101 **ABN/ACN 32575421339**

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 Accounts Receivable

Detail	Amount
Certificate Payment SP 5869 LOT 5 S184 URGENT FEE	119.90
	$ 119.90

Note 8 Levies in Arrears - also see note 2

Detail	Amount
Lot: 1 Unit: 1	2142.47
Lot: 12 Unit: 12	62.84
Lot: 6 Unit: 6	8.10
Lot: 7 Unit: 7	2208.03
	$ 4,421.44

Note 9 Unallocated Monies Received - also see note 3

Detail	Amount
Lot: 11 Unit: 11	915.59
	$ 915.59

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 futher 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.

ANNUAL FINANCIAL STATEMENTS

For the period 1 April 2021 to 31 March 2022

Prepared For

5869

Strata Plan 5869

26 WETHERILL STREET
NARRABEEN
NSW 2101

Manager
David Bonnici
BCS Strata Management Pty Ltd

Printed
4 April 2022

Balance Sheet

Administrative & Capital Works Fund

Owners Corporation for Plan No. 5869

As at 31st March 2022

26 WETHERILL STREET NARRABEEN NSW 2101

ABN/ACN 32575421339

Assets		**2022**	**2021**
Cash		115,035.76	104,075.20
Prepaid Expenses		0.00	8,537.55
Accounts Receivable	Note 7	119.90	0.00
Levies in Arrears	Note 8	4,708.01	4,010.52
	Total Assets	**$ 119,863.67**	**$ 116,623.27**

Liabilities			
Unallocated Monies Received	Note 9	915.59	489.35
	Total Liabilities	**$ 915.59**	**$ 489.35**
	Net Assets	**$ 118,948.08**	**$ 116,133.92**

Equity		
Administrative Fund	8,860.30	7,540.46
Capital Works Fund	110,087.78	108,593.46
Total Equity	**$ 118,948.08**	**$ 116,133.92**

Income and Expenditure Statement

Administrative Fund

Owners Corporation for Plan No. 5869

1 April 2021 to 31 March 2022

26 WETHERILL STREET NARRABEEN NSW 2101

ABN/ACN 32575421339

Income	**Actuals 01/04/20 31/03/21**	**Actuals 01/04/21 31/03/22**
Levy Fees - normal	27,879.00	30,316.36
Levy Fees - other	0.00	666.89
Mutual Revenue - debt recovery costs	181.26	0.00
Mutual Revenue - penalty interest	53.20	112.64
Non-Mutual Revenue - certificates	119.90	479.60
Non-Mutual Revenue - strata inspections	34.10	136.40
Owners Corporation Manager - certificate fees	0.00	119.90
Sundry Revenue - other	0.00	119.90
Total Administrative Fund Income	**28,267.46**	**31,951.69**

Expenditure		
Cleaning Service	3,948.98	4,554.00
Doors and Windows	0.00	1,021.90
Electrical Repairs	0.00	420.00
Electrical Repairs - globes, tubes	79.20	0.00
Electricity	499.42	425.15
Garden/Lawn Maintenance	924.00	0.00
Garden/Lawn Maintenance - gutter clearing	0.00	737.00
Insurance Premiums	10,046.06	8,537.55
Owners Corporation Manager - accounting fees	259.35	291.06
Owners Corporation Manager - additional services	241.01	367.50
Owners Corporation Manager - certificate fees	119.90	239.80
Owners Corporation Manager - debt recovery	296.78	675.98
Owners Corporation Manager - disbursements	2,624.11	2,549.31
Owners Corporation Manager - inspection fees	34.10	136.40
Owners Corporation Manager - management fees	4,486.00	4,922.47
Owners Corporation Manager - schedule B fees	317.15	685.74
Owners Corporation Manager - work order/quotes	0.00	27.56
Plumbing	312.25	1,050.50
Roof - gutters & downpipes	27.56	0.00
Television Systems - antenna repairs	27.56	198.00
Water	3,174.86	3,791.93
Total Administrative Fund Expenditure	**27,418.29**	**30,631.85**

Income and Expenditure Statement (continued)

Administrative Fund

Owners Corporation for Plan No. 5869

1 April 2021 to 31 March 2022

26 WETHERILL STREET NARRABEEN NSW 2101

ABN/ACN 32575421339

Summary

Opening Balance as at 1 April 2021	7,540.46
Total Revenue during period	31,951.69
Total Expenditure during period	(30,631.85)
Administrative Fund balance as at 31 March 2022	**$ 8,860.30**

Income and Expenditure Statement

Capital Works Fund

Owners Corporation for Plan No. 5869

1 April 2021 to 31 March 2022

26 WETHERILL STREET NARRABEEN NSW 2101

ABN/ACN 32575421339

Income	**Actuals 01/04/20 31/03/21**	**Actuals 01/04/21 31/03/22**
Levy Fees - normal	19,411.80	17,259.84
Mutual Revenue - penalty interest	43.02	65.08
Total Capital Works Fund Income	**19,454.82**	**17,324.92**

Expenditure		
Building Fabric/Structural	0.00	9,592.00
Consultant	1,003.81	0.00
General Repairs	0.00	1,040.00
Plumbing	0.00	5,198.60
Structural - rectification	27.56	0.00
Total Capital Works Fund Expenditure	**1,031.37**	**15,830.60**

Summary

Opening Balance as at 1 April 2021	108,593.46
Total Revenue during period	17,324.92
Total Expenditure during period	(15,830.60)
Capital Works Fund balance as at 31 March 2022	**$ 110,087.78**

Notes To Financial Statements

Owners Corporation for Plan No. 5869
26 WETHERILL STREET NARRABEEN NSW 2101 **ABN/ACN 32575421339**

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 Accounts Receivable

Detail	Amount
Certificate Payment SP 5869 LOT 5 S184 URGENT FEE	119.90
	$ 119.90

Note 8 Levies in Arrears - also see note 2

Detail	Amount
Lot: 1 Unit: 1	2286.01
Lot: 12 Unit: 12	62.84
Lot: 6 Unit: 6	8.10
Lot: 7 Unit: 7	2351.06
	$ 4,708.01

Note 9 Unallocated Monies Received - also see note 3

Detail	Amount
Lot: 11 Unit: 11	915.59
	$ 915.59

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 futher 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.

Proposed Annual Budget

Administrative Fund

Owners Corporation for Plan No. 5869

1 April 2021 to 31 March 2022

26 WETHERILL STREET NARRABEEN NSW 2101

Expenditure	Actuals 04/20 - 03/21	Budget 04/20 - 03/21	Budget 04/21 - 03/22
Cleaning Service	3,948.98	4,500.00	4,500.00
Electrical Repairs - globes, tubes	79.20	-	-
Electricity	499.42	550.00	550.00
Garden/Lawn Maintenance	924.00	1,100.00	1,100.00
General Repairs	-	3,000.00	3,000.00
Insurance Premiums	10,046.06	9,000.00	10,500.00
Owners Corporation Manager - accounting fees	259.35	270.00	270.00
Owners Corporation Manager - additional services	241.01	380.00	350.00
Owners Corporation Manager - certificate fees	119.90	-	-
Owners Corporation Manager - debt recovery	296.78	-	-
Owners Corporation Manager - disbursements	2,624.11	2,670.00	2,670.00
Owners Corporation Manager - inspection fees	34.10	-	-
Owners Corporation Manager - management fees	4,486.00	4,580.00	4,580.00
Owners Corporation Manager - schedule B fees	317.15	270.00	320.00
Pest Control Services	-	400.00	-
Plumbing	312.25	-	-
Roof - gutters & downpipes	27.56	-	-
Television Systems - antenna repairs	27.56	-	-
Water	3,174.86	3,310.00	3,300.00
Total Administrative Fund Expenditure	**27,418.29**	**30,030.00**	**31,140.00**

Additional Revenue	Actuals 04/20 - 03/21	Budget 04/20 - 03/21	Budget 04/21 - 03/22
Mutual Revenue - debt recovery costs	181.26	-	-
Mutual Revenue - penalty interest	53.20	-	-
Non-Mutual Revenue - certificates	119.90	-	-
Non-Mutual Revenue - strata inspections	34.10	-	-
Total Administrative Fund Additional Revenue	**388.46**	**-**	**-**

Owners Corporation for Plan No. 5869

1 April 2021 to 31 March 2022

26 WETHERILL STREET NARRABEEN NSW 2101

Administrative Fund Summary		**Budget 04/21 - 03/22**
Opening balance (Surplus)	7,540.46	
Expenditure during budget period	31,140.00	
	23,599.54	
Less Additional revenue during budget period	0.00	
Plus Planned surplus at end of budget period	6,430.46	
		Per Ent
Budgeted levies to be raised $	**30,030.00**	2.5025
Last years budgeted levies raised	30,029.00	2.5024
Variance $	1.00	
Total Lot Liability	12000	

*May include insurance contributions

Owners Corporation for Plan No. 5869

1 April 2021 to 31 March 2022

26 WETHERILL STREET NARRABEEN NSW 2101

Expenditure	Actuals 04/20 - 03/21	Budget 04/20 - 03/21	Budget 04/21 - 03/22
Consultant	1,003.81	-	-
Structural - rectification	27.56	-	-
Total Capital Works Fund Expenditure	**1,031.37**	**-**	**-**

Additional Revenue	Actuals 04/20 - 03/21	Budget 04/20 - 03/21	Budget 04/21 - 03/22
Mutual Revenue - penalty interest	43.02	-	-
Total Capital Works Fund Additional Revenue	**43.02**	**-**	**-**

Capital Works Fund Summary		Budget 04/21 - 03/22
Opening balance (Surplus)	108,593.46	
Expenditure during budget period	0.00	
	(108,593.46)	
Less Additional revenue during budget period	0.00	
Plus Planned surplus at end of budget period	125,853.46	
		Per Ent
Budgeted levies to be raised $	**17,260.00**	1.4383
Last years budgeted levies raised	17,260.00	1.4383
Variance $	0.00	
Total Lot Liability	12000	

Owners Corporation for Plan No. 5869

26 WETHERILL STREET NARRABEEN NSW 2101

Proposed Levy Period Start	01/09/2021
Levy Period Duration	12 month(s)
No. of Instalment(s):	4
GST	NO

TOTAL LEVIES	Per Period	Per Year
Admin Fund	P1 7,507.0000	30,030.00
	P2 7,507.6700	
	P3 7,507.6700	
	P4 7,507.6600	
Capital Fund	P1 4,315.0000	17,260.00
	P2 4,315.0000	
	P3 4,315.0000	
	P4 4,315.0000	
Total Contribution	P1 11,822.0000	47,290.00
	P2 11,822.6700	
	P3 11,822.6700	
	P4 11,822.6600	

TOTAL LIABILITIES	Per Period	Per Year
Admin Fund	P1 0.6256	2.5025
	P2 0.6256	
	P3 0.6256	
	P4 0.6256	
Capital Fund	P1 0.3596	1.4383
	P2 0.3596	
	P3 0.3596	
	P4 0.3596	
Total Per Lot Liability	P1 0.9852	3.9408
	P2 0.9852	
	P3 0.9852	
	P4 0.9852	

			Yearly Levy By Period (Estimate Only)				
Lot No.		. Lot Liability	Period	Administrative Fund	Capital Works Fund	Total	
1		1000	1	625.58	359.58	985.17	
			2	625.64	359.58	985.22	
			3	625.64	359.58	985.22	
			4	625.64	359.58	985.22	
2		1000	1	625.58	359.58	985.17	
			2	625.64	359.58	985.22	
			3	625.64	359.58	985.22	
			4	625.64	359.58	985.22	
3		1000	1	625.58	359.58	985.17	
			2	625.64	359.58	985.22	
			3	625.64	359.58	985.22	
			4	625.64	359.58	985.22	
4		1000	1	625.58	359.58	985.17	
			2	625.64	359.58	985.22	
			3	625.64	359.58	985.22	
			4	625.64	359.58	985.22	
5		1000	1	625.58	359.58	985.17	

Owners Corporation for Plan No. 5869

1 April 2021 to 31 March 2022

26 WETHERILL STREET NARRABEEN NSW 2101

Expenditure	Actuals 04/20 - 03/21	Budget 04/20 - 03/21	Budget 04/21 - 03/22
Consultant	1,003.81	-	-
Structural - rectification	27.56	-	-
Total Capital Works Fund Expenditure	**1,031.37**	**-**	**-**

Additional Revenue	Actuals 04/20 - 03/21	Budget 04/20 - 03/21	Budget 04/21 - 03/22
Mutual Revenue - penalty interest	43.02	-	-
Total Capital Works Fund Additional Revenue	**43.02**	**-**	**-**

Capital Works Fund Summary		Budget 04/21 - 03/22
Opening balance (Surplus)	108,593.46	
Expenditure during budget period	0.00	
	(108,593.46)	
Less Additional revenue during budget period	0.00	
Plus Planned surplus at end of budget period	125,853.46	
		Per Ent
Budgeted levies to be raised $	**17,260.00**	1.4383
Last years budgeted levies raised	17,260.00	1.4383
Variance $	0.00	
Total Lot Liability	12000	

OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 5869

Common Property Information

Entitlement Information

Lot	Unit	Liability	Entitlement
1	1	1000	0
10	10	1000	0
11	11	1000	0
12	12	1000	0
2	2	1000	0
3	3	1000	0
4	4	1000	0
5	5	1000	0
6	6	1000	0
7	7	1000	0
8	8	1000	0
9	9	1000	0
Total		**12000**	**0**

Insurance Information

No Details Recorded

Plan and Lot Information

Plan Information

Plan Number	5869
Property Name	5869
Property Address	26 WETHERILL STREET, NARRABEEN, NSW, 2101
Developer	
Developer ABN	

Lot Information

Lot Number	10
Unit Number	10
Lot Liability	1000
Lot Entitlement	0
Type of Lot	Residential
Subdivided	No
Car Spaces	

Ownership Information

OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 5869

Original Owner Information

No Details Recorded

Current Owner Information

Registered Lot Owner	Ana Ramona Cowle
Corporate Owner	No
Date Interest Acquired	21/04/2021
Manner Interest Arose	Transfer
Committee Member	No
Residential Business Address	246 Eastern Valley Way, North Willoughby, 2068
Email Address	nurse_ana@hotmail.com
Correspondence Address	By email to: nurse_ana@hotmail.com

Historical Owner Information

Registered Lot Owner	GARY KENNETH LEAVER
Email Address	rentals@drakerealestate.net.au
Date Interest Acquired	24/03/2005

Mortgagee Information

No Details Recorded

Current Lease Information

No Details Recorded

Letting Agent Information

Letting Agent	C/- DRAKE REAL ESTATE PTY LTD
Business Address	Shop 2/18-20 Waterloo Street, Narrabeen, 2101
Service of Notice Address	Shop 2/18-20 Waterloo Street, Narrabeen, 2101

Other Information Relating to the Lot

Lot Improvements

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

No Details Recorded

Rules

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

No Details Recorded

OWNERS CORPORATION ROLL

Owners Corporation Roll for Plan Number 5869

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. 5869

26 WETHERILL STREET NARRABEEN NSW 2101
ABN/ACN 32575421339

LEVY STATEMENT - 10

OWNER: Ana Ramona Cowle

For the period 1 Apr 2021 to 31 Mar 2022 - sorted by Due Date

Due Date	Issue Date	Grace Days	Payment Date	Payment Method	Description	Period (if applicable)	Admin Fund	Admin Penalty	Capital Fund	Capital Penalty	LEVY BALANCE	PENALTY BALANCE
					brought forward						0.00	0.00
			14-05-21	TRANSFER	Payment 958.16		625.58		332.58		958.16	0.00
			31-05-21	TRANSFER	Payment 27.00				27.00		985.16	0.00
01-06-21	21-04-21				Levies - normal	01-06-21 to 31-08-21	-625.58				359.58	0.00
01-06-21	21-04-21				Levies - normal	01-06-21 to 31-08-21			-359.58		0.00	0.00
			16-08-21	TRANSFER	Payment 985.16		625.58		359.58		985.16	0.00
01-09-21	19-07-21				Levies - normal (interim)	01-09-21 to 30-11-21	-625.58				359.58	0.00
01-09-21	19-07-21				Levies - normal (interim)	01-09-21 to 30-11-21			-359.58		0.00	0.00
			29-10-21	TRANSFER	Payment 985.22		625.64		359.58		985.22	0.00
01-12-21	18-10-21				Levies - normal	01-12-21 to 28-02-22	-625.64				359.58	0.00
01-12-21	18-10-21				Levies - normal	01-12-21 to 28-02-22			-359.58		0.00	0.00
			31-01-22	TRANSFER	Payment 985.22		625.64		359.58		985.22	0.00
01-03-22	16-01-22				Levies - normal	01-03-22 to 31-05-22	-625.64				359.58	0.00
01-03-22	16-01-22				Levies - normal	01-03-22 to 31-05-22			-359.58		0.00	0.00
					Balance of account as at 31 Mar 2022 $		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
										Total Balance $	**0.00**	

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

LAND REGISTRY SERVICES

Title Search

InfoTrack

NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: CP/SP5869

SEARCH DATE	TIME	EDITION NO	DATE
22/3/2022	5:15 AM	3	18/3/2022

LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 5869
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT COLLAROY
LOCAL GOVERNMENT AREA NORTHERN BEACHES
PARISH OF MANLY COVE COUNTY OF CUMBERLAND
TITLE DIAGRAM SHEET 1 SP5869

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 5869
ADDRESS FOR SERVICE OF DOCUMENTS:
26 WETHERILL STREET
COLLAROY 2097

SECOND SCHEDULE (4 NOTIFICATIONS)

1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2 ATTENTION IS DIRECTED TO CLAUSE 3 SCHEDULE 4 STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973 REGARDING BOUNDARIES BETWEEN LOTS AND COMMON PROPERTY IN STRATA SCHEMES REGISTERED BEFORE 1-7-1974
3 AN845630 INITIAL PERIOD EXPIRED
4 AR964600 CONSOLIDATION OF REGISTERED BY-LAWS

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 12000)

STRATA PLAN 5869

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	1000	2	1000	3	1000	4	1000
5	1000	6	1000	7	1000	8	1000
9	1000	10	1000	11	1000	12	1000

NOTATIONS

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

202122 PRINTED ON 22/3/2022

* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

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Received: 22/03/2022 05:15:20

Body Corporate Brokers Pty Ltd
Suite 1, 7-9 Burra Street
Chevron Island QLD 4217
Ph: 07 5668 7800
Email: nsw@bcb.com.au
A.B.N. 95 002 809 298
A.F.S.L. 244529

RENEWAL TAX INVOICE

The Owners Of Strata Plan 5869
C/- Body Corporate Services
PO Box 743
NEWCASTLE NSW 2300

Date: 03/03/2022
Invoice Number: 677062
Key Contact: Valerie Bull

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 5869
Description	26 Wetherill Street, Narrabeen NSW 2101
Insurer	CHU Communitysure Underwriting Agencies Pty Ltd
Policy Number	HU0006061249
Period of Insurance	01/04/2022 to 01/04/2023

Premium	FSL	Insurer Agency Policy Fee	Insurer Total GST	Stamp Duty	Admin Fee	Admin Fee GST	Invoice Total
$6,917.78	$ 818.07	$ 105.00	$ 784.09	$ 765.87	$ 390.00	$ 39.00	**$9,819.81**

Payment Options

DEFT PAYMENT SYSTEMS

DEFT Reference Number
40507626770628

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

Body Corporate Brokers Pty Ltd

Want to pay monthly?
IQumulate Premium Funding
Click here to accept online
Total amount payable $10,424.81
(includes application fee and credit charges)
or visit **edge.iqumulate.com/myaccount**
Enter code: **UHVE7SU6SG**
Smooth out cash flow
Easy monthly payments
No additional security

Post Billpay
*498 405076 26770628
Pay in-store at Australia Post by cheque or EFTPOS

Name: The Owners Of Strata Plan 5869
Invoice No: 677062
Due Date: **15/04/2022**

BPAY
Biller Code: 20362
Ref: 40507626770628

1st instalment of:	$1,096.48
followed by 9 instalments of:	$1,036.48
or Total Due:	**$9,819.81**

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

+405076 26770628 < 000981981<2+

COMMUNITYSURE RESIDENTIAL STRATA POLICY SUMMARY

INSURED: The Owners Of Strata Plan 5869

SITUATION: 26 Wetherill Street, Narrabeen NSW 2101

SECTIONS

POLICY 1 – BUILDING & COMMON CONTENTS		
Building(s) and Common Property	$	6,430,028
Loss of Rent/Temporary Accommodation	$	964,504
Common Area Contents	$	64,300
Fusion of an electric motor not exceeding $10,000 in value	$	Included
Flood	$	Insured
POLICY 2 – LEGAL LIABILITY		
Indemnity limit	$	30,000,000
POLICY 3 – VOLUNTARY WORKERS		
Capital Benefits	$	300,000
Weekly Benefits	$	3,000
POLICY 4 – WORKERS COMPENSATION		
As per Act		Not Selected
POLICY 5 – FIDELITY GUARANTEE		
Fidelity Guarantee	$	250,000
POLICY 6 – OFFICE BEARERS LIABILITY		
Indemnity limit	$	5,000,000
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	$	1,929,008
Extended cover - rent/temporary accommodation	$	289,351
Escalation in cost of temporary accommodation	$	96,450
Cost of storage and evacuation	$	96,450
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

Excesses:

Policy 1	Storm	$	2,500
Policy 1	Damage by water or liquid, including exploratory costs incurred in locating the source of damage, caused by the bursting, leaking, discharging or overflowing of tanks, apparatus or pipes.	$	2,500
Policy 1	Damage by water or liquid, other than that caused by the bursting, leaking, discharging or overflowing of tanks, apparatus or pipes.	$	2,500
Policy 1	Flood	$	2,500
Policy 1	Earthquake (per claim or series of claims occurring over a period of 72 hours)	$	1,000
Policy 1	All Other Claims	$	1,000
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:

Year Built:	1968	**External Walls:**	Brick	**% of Commercial Lots:**	0
No. of Lots:	12	**Roof:**	Tile	**% Holiday Let**	0
No. of Storeys:	4	**Floors:**	Concrete	**No. of Lifts:**	0
Rewired/replumbed:	No	**Claddings:**	No	**No. of pools:**	0
Common Property only:			No		
OTHER (Defects / Car Stacker etc)			Not Disclosed		

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

DATE	15 February 2018
PROPERTY	26 Wetherill Street Narrabeen NSW 2101
COUNCIL	WARRINGAH
CLIENT	Owners Corporation Strata Plan 5869
INSTRUCTED BY	Body Corporate Services NSW Locked Bag 22 Haymarket NSW 1238

Strata Plan 5869

8. VALUATION

We recommend the Current Sum Insured for all Buildings and Improvements at
26 Wetherill Street Narrabeen NSW 2101
as at 1 April 2018 is:

$5,290,000
(FIVE MILLION TWO HUNDRED AND NINETY THOUSAND DOLLARS)

C A McPherson
Certified Valuer AVI 6753

SOLUTIONS IN ENGINEERING
QUALITY REPORTS ON TIME, EVERY TIME!
P > 1300 136 036 F > 1300 136 037 W > www.solutionsie.com.au

Sinking Fund Plan

for

Owners Corporation

Strata Plan 5869

26 Wetherill Street

Narrabeen NSW 2101

Ref No. 1062253

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

QUEENSLAND
14 Railway Tce Milton 4064
PO Box 1584 Milton 4064

PO Box 2253 Southport 4064
PO Box 726 Maleny 4552
PO Box 8002 Cairns 4870

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

Building Details and Report Inputs

Supplied information

Building Address	26 Wetherill Street Narrabeen NSW 2101
Strata Plan	5869
Registered Plan Date/Year of Construction	1968
Number of Unit Entitlements	1200
Number of Units	12
Estimated Starting Sinking Fund Balance	$20,000
Starting date of Financial Year for Report	1/04/2013
GST Status	Not Registered for GST
Current Sinking Fund Levy per Unit Entitlement	$5.00

Report assumptions and information

Assumed Interest Rate on invested funds (For funds over $10,000)	5.00%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on sinking fund balances over $10,000.	3.50%
Contingency Allowance - For minor and/or unforeseen expenses	10%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 1985 and 2007	3.10%
Plan Period - Number of years the plan forecasts.	15 years

15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Unit Entitlement	Quarterly Contribution
1	31/03/2014	6000.00	5.00	1.25
2	31/03/2015	6186.00	5.16	1.29
3	31/03/2016	6377.77	5.31	1.33
4	31/03/2017	6575.48	5.48	1.37
5	31/03/2018	6779.32	5.65	1.41
6	31/03/2019	6989.48	5.82	1.46
7	31/03/2020	7206.15	6.01	1.50
8	31/03/2021	7429.54	6.19	1.55
9	31/03/2022	7659.86	6.38	1.60
10	31/03/2023	7897.32	6.58	1.65
11	31/03/2024	8142.14	6.79	1.70
12	31/03/2025	8394.55	7.00	1.75
13	31/03/2026	8654.78	7.21	1.80
14	31/03/2027	8923.08	7.44	1.86
15	31/03/2028	9199.70	7.67	1.92

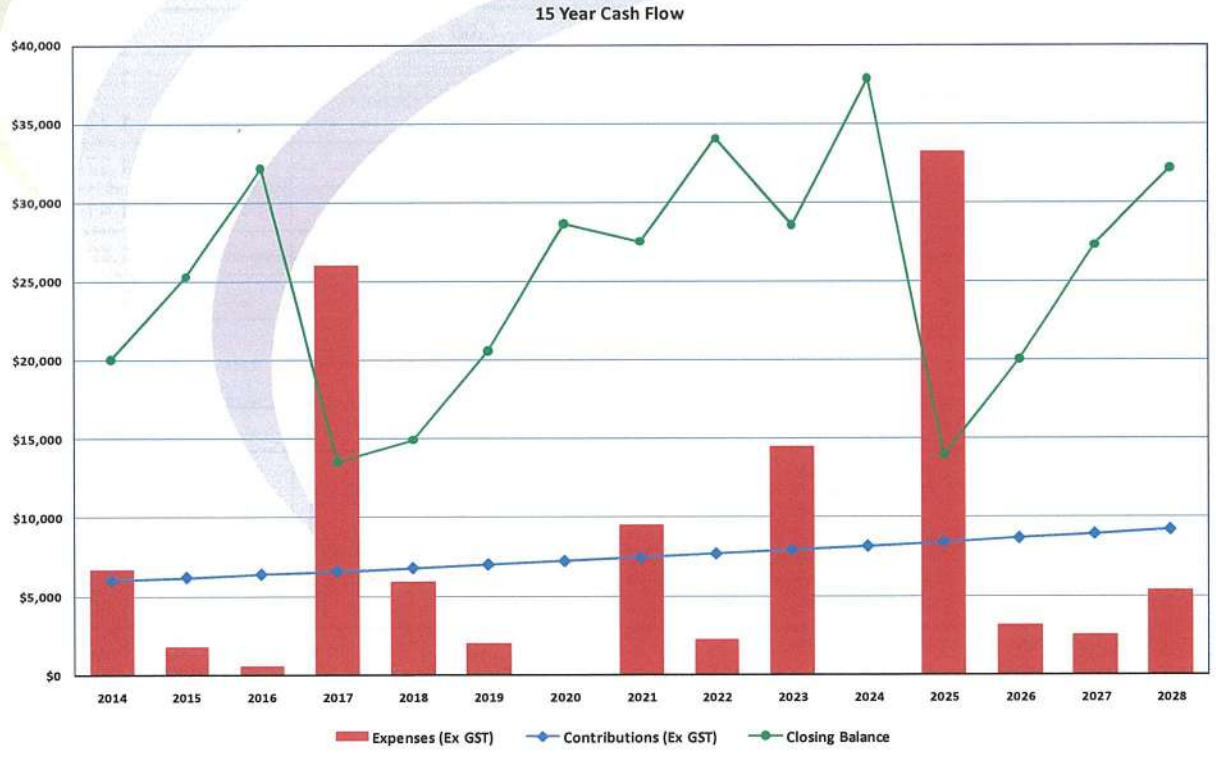
15 Year Cash-Flow Tracking Sheet

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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/03/2014	20,000.00	6000.00	689.15	6,619.80	20,069.35
2	31/03/2015	20,069.35	6186.00	780.50	1,724.97	25,310.88
3	31/03/2016	25,310.88	6377.77	988.98	486.41	32,191.22
4	31/03/2017	32,191.22	6575.48	786.61	26,008.75	13,544.56
5	31/03/2018	13,544.56	6779.32	489.93	5,872.58	14,941.23
6	31/03/2019	14,941.23	6989.48	611.15	1,949.02	20,592.84
7	31/03/2020	20,592.84	7206.15	846.86	0.00	28,645.85
8	31/03/2021	28,645.85	7429.54	966.22	9,508.70	27,532.91
9	31/03/2022	27,532.91	7659.86	1,059.61	2,176.68	34,075.70
10	31/03/2023	34,075.70	7897.32	1,077.61	14,471.16	28,579.47
11	31/03/2024	28,579.47	8142.14	1,142.77	0.00	37,864.38
12	31/03/2025	37,864.38	8394.55	891.09	33,203.88	13,946.14
13	31/03/2026	13,946.14	8654.78	584.98	3,119.47	20,066.43
14	31/03/2027	20,066.43	8923.08	814.94	2,488.20	27,316.25
15	31/03/2028	27,316.25	9199.70	1,023.35	5,354.98	32,184.32

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the sinking fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:
Contributions line - Total sinking fund contributions per year.
Expenses line – Total anticipated expenses in each year.
Closing balance line - Balance in the sinking fund at the end of the year after all income and expenses.



15 Year Anticipated Expenditures Table

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

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

Expenditure Item	Current Cost	Year 1 (2014)	Year 2 (2015)	Year 3 (2016)	Year 4 (2017)	Year 5 (2018)	Year 6 (2019)	Year 7 (2020)	Year 8 (2021)	Year 9 (2022)	Year 10 (2023)	Year 11 (2024)	Year 12 (2025)	Year 13 (2026)	Year 14 (2027)	Year 15 (2028)
1. Building exterior																
Repaint timber fascia and gutters	1,728	-	-	-	1,894	-	-	-	-	-	-	-	2,418	-	-	-
Repaint downpipes	816	-	-	-	894	-	-	-	-	-	-	-	1,142	-	-	-
Repaint eaves – above 2 storeys	1,824	-	-	-	1,999	-	-	-	-	-	-	-	2,552	-	-	-
Repaint garage doors – single	1,053	-	-	-	1,154	-	-	-	-	-	-	-	1,473	-	-	-
Repaint door face – one side	260	-	-	-	285	-	-	-	-	-	-	-	364	-	-	-
Repaint balcony ceilings	1,386	-	-	-	1,519	-	-	-	-	-	-	-	1,939	-	-	-
Repaint balustrades	2,875	-	-	-	3,151	-	-	-	-	-	-	-	4,022	-	-	-
Maintain fascia and gutter (total: 96 Lm) – 10%	400	-	412	-	438	-	466	-	495	-	526	-	560	-	595	-
Maintain downpipes (total: 48 Lm) – 10%	165	-	170	-	181	-	192	-	204	-	217	-	231	-	245	-
2. Scaffolding for work at heights																
Hire scaffolding for work above 2 storeys	2,400	-	-	-	2,630	-	-	-	-	-	-	-	3,358	-	-	-
3. Main foyer																
Repaint ceilings	1,547	-	-	-	1,695	-	-	-	-	-	-	-	2,164	-	-	-
Repaint walls	5,049	-	-	-	5,533	-	-	-	-	-	-	-	7,064	-	-	-
Repaint door face – one side	1,116	-	-	-	1,223	-	-	-	-	-	-	-	1,561	-	-	-
Maintain pebblecrete flooring	3,744	-	-	-	-	-	-	-	-	-	4,928	-	-	-	-	-
Replace carpet	5,460	-	-	-	-	-	-	-	6,761	-	-	-	-	-	-	-
4. Roof																
Maintain tiled roof (total: 370 m2)	259	-	-	-	-	293	-	-	-	-	341	-	-	-	-	397
Re-bed and re-point ridge caps	2,916	-	-	-	-	3,295	-	-	-	-	3,838	-	-	-	-	4,471
5. Driveway																
Cleaning program	746	-	769	-	818	-	869	-	924	-	982	-	1,044	-	1,109	-
Repair concrete	450	450	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain stormwater drains	1,550	1,550	-	-	-	1,751	-	-	-	1,979	-	-	-	2,236	-	-

Expenditure Item	Current Cost	Year 1 (2014)	Year 2 (2015)	Year 3 (2016)	Year 4 (2017)	Year 5 (2018)	Year 6 (2019)	Year 7 (2020)	Year 8 (2021)	Year 9 (2022)	Year 10 (2023)	Year 11 (2024)	Year 12 (2025)	Year 13 (2026)	Year 14 (2027)	Year 15 (2028)
6. Fence maintenance																
Maintain paling fence (total: 128 Lm – rate 50%)	416	-	-	442	-	-	-	-	-	-	-	-	-	600	-	-
Repair brick fence	4,018	4,018	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7. Fixtures and fittings																
Maintain community lighting	210	-	217	-	230	-	245	-	260	-	276	-	294	-	312	-
Maintain letterboxes	550	-	-	-	-	-	-	-	-	-	724	-	-	-	-	-
Replace post mounted clothesline	1,005	-	-	-	-	-	-	-	-	-	1,323	-	-	-	-	-
Sub Total (Incl. GST)		**6,018**	**1,568**	**442**	**23,644**	**5,339**	**1,772**	**0**	**8,644**	**1,979**	**13,155**	**0**	**30,186**	**2,836**	**2,261**	**4,868**
Contingency Allowance (Incl.GST)		**602**	**157**	**44**	**2,364**	**534**	**177**	**0**	**864**	**198**	**1,316**	**0**	**3,019**	**284**	**226**	**487**
Total Expenses (Incl. GST)		**6,620**	**1,725**	**486**	**26,008**	**5,873**	**1,949**	**0**	**9,508**	**2,177**	**14,471**	**0**	**33,205**	**3,120**	**2,487**	**5,355**

Inspector's Report for Strata Plan 5869

1. IMPORTANT NOTES ABOUT PAINTING: Painting a building serves two main purposes: improving the appearance of the building; and protecting the painted surface. From a maintenance point of view, this second purpose is more important. By sealing the surface, paint protects the building from damage caused by water, salt or air pollutants. Although most paints will hold their appearance for at least ten years, before cracking or peeling occurs, they become porous and lose their protective abilities well before this point. As such, we recommend that surfaces are repainted more frequently.

   High-quality elastomeric paints, when properly applied, can achieve longer-lasting results, however the higher cost of this paint, lower spread rates and higher labour costs associated with this work tends to increase painting cost by approximately 50%, and so has not been included in this forecast.

   Washing or pressure cleaning a painted surface can significantly diminish its function as a protective coating. If the surface is not repainted after the timeframe recommended above it will become more vulnerable to water, salt and/or pollutants. The resulting damage can considerably increase the cost of surface preparation before future repainting and, in extreme cases lead to concrete cancer, requiring major repairs.

2. We have recommended that the balance of the Sinking Fund be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will approximately double every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.

15 August 2015

Attention: Ernesto Materyn
Address: Unit 2, 26 Wetherill Street Narrabeen NSW 2101
Email: ernestmateryn@gmail.com
Phone: 0409 041 033

Dear Ernest,

ASBESTOS ANALYSIS REPORT FOR LOOSE FILL ROOF INSULATION – 26 WETHERILL STREET NARRABEEN NSW 2101

ALLOCATION NUMBER – 002768/2015/MAT

Pacific Hazmat Project:	S02520_WA43
Site address:	26 Wetherill Street Narrabeen NSW 2101
Owner:	Ernesto Materyn
Date and time:	7th August 2015, 09:00am
GPS :	Lat: -33.72475 Long: 151.29626
WHS Property Consultant:	Mr Rohan James Asbestos Assessor License No. 001045
NATA Laboratory	Safe Work & Environments Pty Ltd

Introduction:

Pacific Hazmat Pty Ltd was engaged by WorkCover NSW to undertake sampling of suspected loose fill insulation within ceiling space, at the above mentioned residential site.

Mr Rohan James LAA No. 001045 (WHS Property Consultant) carried out the sample collection on Friday 7th August 2015. The sampling was carried out in accordance with WorkCover NSW document: "*Sampling protocol for the collection of loose fill asbestos insulation samples from domestic properties by Licensed Asbestos Assessors (LAA)*".

Laboratory Analysis Results:

One sample consisting of insulation material and dust, was collected from the ceiling space and sent to a NATA accredited laboratory for analysis.

The sample returned a negative result for presence of asbestos – No Asbestos Detected.

Please see attached photographs and NATA accredited laboratory analysis report.

Pacific Hazmat Pty Ltd ABN 50169919457
PO Box 275 Neutral Bay NSW 2089
Phone: 0434 280 917
Email: info@pacifichazmat.com.au

Any queries regarding the information contained in this report please don't hesitate to contact the undersigned.

Sincerely,

Rohan James
Director
WHS Property Consultant
Licensed Asbestos Assessor 001045

Photographs &
Laboratory Analysis Report

Pacific Hazmat Pty Ltd ABN 50169919457
PO Box 275 Neutral Bay NSW 2089
Phone: 0434 280 917
Email: info@pacifichazmat.com.au

Photograph 1: 26 Wetherill Street Narrabeen NSW 2101.	**Photograph 2:** Roof cavity, accessed from top floor of Unit bock.
Photograph 3: Collected sample.	

Pacific Hazmat Pty Ltd ABN 50169919457
PO Box 275 Neutral Bay NSW 2089
Phone: 0434 280 917
Email: info@pacifichazmat.com.au

PACIFIC HazMat

SAFE WORK & ENVIRONMENTS

11 August 2015

Attention: Rohan James
Company: Pacific Hazmat
Fax/email: rohan@pacifichazmat.com.au
Address: PO Box 275, Neutral Bay, NSW, 2089

SWE Reference: S104487.1
Client Reference: 26 Wetherill Street Narrabeen NSW
Date of Receipt: 7 August 2015
NATA Accreditation No: **17092**

Asbestos Identification
This report presents the results of 1 sample, forwarded by Rohan James on 7 August 2015 for analysis for asbestos.

1. Introduction: One sample collected by client was examined and analysed as received for the presence of asbestos.

2. Methods: The sample was examined under a Stereo Microscope and selected fibres were analysed by Polarized light Microscopy in conjunction with Dispersion Staining.

3. Results:

SWE Ref.	DATE ANALYSED	SAMPLE DESCRIPTION	DIMENSIONS (g)	ASBESTOS DETECTED
S104487.1/A01	11/8/2015	Roof Insulation – Brown/Light Brown Insulation	Dust on Tape	No Asbestos Detected Synthetic Mineral Fibres Detected Organic Fibres Detected

Methodology: Qualitative identification of asbestos type fibres in bulk using Polarised Light Microscope carried out in accordance with AS4964-2004 and SWE's *In-House Method 3 – Fibre Identification*. The collection of the sampling is not covered under the below NATA Accreditation Scope.
NATA Accreditation Number: 17092
NATA Accreditation Scope: 7.82.31 – Asbestos Fibre Identification
7.84.31 – Asbestos

NATA WORLD RECOGNISED ACCREDITATION

Analysed and reported by

Rune Knoph
Approved Identifier/Signatory

The results of the tests, calibrations and/or measurements in this document are traceable to Australian/national standards. Accredited for compliance with ISO/IEC 17025.

Pacific Hazmat Pty Ltd ABN 50169919457
PO Box 275 Neutral Bay NSW 2089
Phone: 0434 280 917
Email: info@pacifichazmat.com.au

BCS Strata Management Pty Ltd
ABN 86010633351

Locked Bag 22, Haymarket NSW 1238
bcs_monavale@bcssm.com.au
bcssm.com.au

Ph. (02)99984500

THE MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN 5869
5869 26 WETHERILL STREET NARRABEEN

DATE, PLACE & TIME OF MEETING: The Annual General Meeting of The Owners - Strata Plan No. 5869 was held on Monday, 30 August 2021 at Online only. The meeting commenced at 11:00am.

LOTS REPRESENTED:

Lot 2	ARUNE PRUAL, JULES ELIE GASPARD PRUAL	Paper vote
Lot 6	PHILIP ANTHONEY BRUNDRIT	Paper vote
Lot 11	BENJAMIN WILLIAM WOODWARD	Electronic vote

IN ATTENDANCE: David Bonnici of BCS Strata Management Pty Ltd

CHAIRPERSON: David Bonnici of BCS Strata Management Pty Ltd
SECRETARY: David Bonnici of BCS Strata Management Pty Ltd

INELIGIBLE PROXIES: NIL

UNUSED PROXIES (DUE TO QUOTA RESTRICTIONS): NIL

APOLOGIES: NIL

1. MINUTES

Motions

1.1. That the minutes of the last general meeting of the Owners Corporation, held on 16/06/2020, be confirmed as a true record of the proceedings of that meeting.

Motion CARRIED.

2. COMPLIANCE MEASURES

Motions

2.1. **(Annual Fire Safety Statement)**
That the owners corporation confirms that there are no fire safety measures at the strata scheme and therefore an annual fire safety statement is not required.

Cautionary note from the managing agent: *This motion in no way infers that the strata manager has any knowledge of the existence of any essential fire safety measures that may be present. Your strata manager is not a certified practitioner and as such, is unable to confirm what fire measures are present and/or should be present at your property. We note that an incorrect assessment of these measures may impact your insurance policy coverage in the event of a fire. If you are unsure about the presence of measures, we urge that an expert be engaged, as per motion 2.3, to attend your building and review what fire safety equipment should be in place appropriate for your property's development criteria.*

Motion CARRIED.

2.2. That the owners corporation resolves to obtain, from local council, the strata plan occupation certificate including final fire safety measures that are required to be installed at the building.

Motion DEFEATED.

2.3. 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.

Motion DEFEATED.

2.4. 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.

Motion DEFEATED.

2.5. **(Window safety devices reinspection)**
That the Owners – Strata Plan No 5869, 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.

Motion DEFEATED.

2.6. That following the inspection of window safety devices the Owners – Strata Plan No 5869, 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 DEFEATED

2.7. **(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.

Motion DEFEATED.

2.8. **(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).

Motion DEFEATED.

2.9. **(Other compliance measures)**
That the owners corporation instructs the strata committee to consider any additional compliance matters for the scheme and authorises the strata committee to take any appropriate action in relation to these additional compliance matters (if required).

Motion CARRIED.

3. UTILITIES AGREEMENTS

Motions

3.1. That the owners corporation notes the supply agreements that they have in place for utilities the strata committee be authorised to determine any further action required in relation to these supply agreements.

Motion DEFEATED.

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.

Motion DEFEATED.

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.

Motion DEFEATED.

MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 5869

ADDRESS OF THE STRATA SCHEME: 5869
26 WETHERILL STREET

4. INSURANCES

Motions

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

Current Insurance Details

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
HU0006061249	CHU/QBE COMMUNITYSURE	01 Apr 2022	Damage (i.e. Building) Policy	$6,123,836.00
			Building Catastrophe	$1,837,150.00
			Common Area Contents	$61,238.00
			Fidelity Guarantee Insurance	$250,000.00
			Flood	$6,123,836.00
			Government Audit Costs	$25,000.00
			Appeal Expenses	$100,000.00
			Legal Defense Expenses	$100,000.00
			Loss of Rent	$918,575.00
			Lot Owner's Fixtures and Improvements	$250,000.00
			Machinery Breakdown Insurance	$10,000.00
			Office Bearers Liability Insurance	$5,000,000.00
			Voluntary Workers Insurance	$300,000.00 / $3,000.00
			Property, Death and Injury (Public Liability)	$30,000,000.00
			Workers Compensation Insurance	AS PER ACT
TOTAL PREMIUM: $8,537.55				

Date on which the premiums were last paid: **01/04/2021**

Motion CARRIED.

4.2. That the strata committee be authorised to determine additional optional insurances of the owners corporation not covered in the above table.

Motion CARRIED.

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.

Motion CARRIED.

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.

Motion CARRIED.

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.

Motion CARRIED.

5. COMMISSIONS AND TRAINING SERVICES

Motions

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

Reporting details:

Commissions and Training Services Report for the last 12 months

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

- *Insurance commissions: $1,012.17;*
- *CommunitySure Management fees to parent entity (PICA Group)*[1]: $289.19*
- *PICA Group may have received a referral fee from Bulk Energy, Energy Action, E Utility and/or Savant Energy Advisory on the sale and provision of electricity and/or gas if the scheme has successfully engaged a broker for electricity and/or gas services. Commissions for Commercial & Industrial: 30% to 33.33% of the commission the broker receives from the retailer, for Small Market Enterprises or Residential: $25 to $150 per energy agreement.*

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

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

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

Estimated Commissions and Training Services Report for the next 12 months

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

- *Insurance commissions: $1,113.39;*
- *CommunitySure Management fees to parent entity (PICA Group)*[1]: $318.11*
- *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.*

Motion CARRIED.

6. VALUATION

Motions

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

Motion DEFEATED.

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

Motion CARRIED.

7. AUDITOR

Motions

7.1. That an auditor be appointed and that auditor be N/A.

Motion DEFEATED.

8. CAPITAL WORKS FUND PLAN

Motions

8.1. That the owners corporation confirms receipt of the capital works analysis prepared by SOLUTIONS IN ENGINEERING on 27/08/2012.

Motion CARRIED.

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.

Motion CARRIED.

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 Non registration.
.

Motion CARRIED.

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)	• Must be registered as a business for tax purposes in Australia • Must have a minimum $10 million Public & Product Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any one period of cover) • Must have a minimum $1 million Professional Indemnity Insurance (where applicable) • Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Trader • Must hold all licences as relevant to services provided • Must have an established Quality Management system (Consultants only) • Must have an established Health & Safety Management system • Must accept PICA Group Terms and Conditions of engagement and Business Code of Conduct.
Definitions:	• Contractor: means a person or organisation that is engaged, on a temporary basis, to undertake a particular task and includes consultants who provide recommendations and/or specialist professional advice. • Work Order: means a written order providing specific or blanket authorisation to a contractor to proceed with the provision of specific goods or services without further instructions.

Motion CARRIED.

12. ACCOUNTING RECORDS AND BUDGET

Motions

12.1. That the financial statements including the statement of key financial information for the period ended **31/3/21** be adopted.

Motion CARRIED.

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

Motion CARRIED.

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 $30,030.00 - in instalments set out in the table below:

Levy Status	Due date	Amount
Already Issued	01/09/2021	$7,507.00
To be Issued	01/12/2021	$7,507.67
To be Issued	01/03/2022	$7,507.67
To be Issued	01/06/2022	$7,507.66
Total		**$30,030.00**

-

Motion CARRIED.

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 $17,260.00 - in instalments set out in the table below:

Levy Status	Due date	Amount
Already Issued	01/09/2021	$4,315.00
To be Issued	01/12/2021	$4,315.00
To be Issued	01/03/2022	$4,315.00
To be Issued	01/06/2022	$4,315.00
Total		**$17,260.00**

-

Motion CARRIED.

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	01/09/2022	$7,507.50
Total		**$7,507.50**

-

Capital Works Fund
Interim Periods

Levy Status	Due date	Amount
To be Issued	01/09/2022	$4,315.00
Total		**$4,315.00**

-

Motion CARRIED.

14. LEVY COLLECTION PROCEDURES

Motions

14.1. That the Owners – Strata Plan 5869, 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 5869 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.

Motion CARRIED.

14.2. That the Owners – Strata Plan 5869, 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.

Motion CARRIED.

14.3. That the Owners – Strata Plan 5869, 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.

Motion CARRIED.

15. TERMITE INSPECTION

Motions

15.1. That the Owners Corporation instructs the Strata Managing Agent to engage an appropriately licensed contractor to carry out an inspection of the common areas for termites.

Motion DEFEATED.

16. VOTING BY ELECTRONIC MEANS

Motions

16.1. That pursuant to Regulation 14 (1) (a) of the *Strata Schemes Management Regulation 2016 (NSW)*, the owners corporation approve the adoption of voting by electronic means, namely by teleconference, video conference or email while participating in the next general meeting of the owners corporation from a remote location.

Motion CARRIED.

17. Special by-law – Bathroom Renovations (Lot 2)

Motions

17.1. The Owners – Strata Plan No. 5869 SPECIALLY RESOLVE pursuant to sections 141 and 143 of the Strata Schemes Management Act 2015 to change their by-laws by adding Special By-law No. [X] – Works (Lot 2), a copy which is attached, and if passed resolve to register a consolidation.

Motion UNANIMOUSLY CARRIED.

17.2. The Owners – Strata Plan No. 5869 SPECIALLY RESOLVE to authorise the works described as Works in that by-law, with the owner of lot 2 responsible for the maintenance and repair of those Works.

Lot requesting Motion: Lot 2.

Motion UNANIMOUSLY CARRIED.

18. STRATA COMMITTEE NOMINATIONS

Motions

18.1. 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".

Note: This motion will not be put to this type of meeting.

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

Note: This motion will not be put to this type of meeting.

18.3. That the number of members of the strata committee be determined.

Note: This motion will not be put to this type of meeting.

19. STRATA COMMITTEE ELECTION

Motion

That the members of the Strata Committee be elected.

Note: This motion will not be put to this type of meeting.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 12:00pm.

Strata Company Professional Standards Disclosure
Liability limited by a scheme approved under Professional Standards Legislation.

Special by-law no.XX – Bathroom Renovations (Lot 2)

1. **Introduction**

The purpose of this by-law is to permit the owner of the lot to carry out certain works, subject to the terms of this by-law.

2. **Authorisation and Conditions of Works**

2.1 The owners corporation:

2.1.1 specifically authorises and grants a special privilege to the owner to carry out the Works; and

2.1.2 grants to the owner exclusive use of such of the common property as is reasonably required to keep and use the Works.

2.2 The owner must:

2.2.1 prior to commencing any Works:

(a) give at least 14 days' notice; and

(b) provide to the owners corporation the name and licence number of each contractor used and evidence that they have appropriate insurance; and

2.2.2 pay all costs associated with the by-law, including preparation, passing and registration, within 7 days of demand from the owners corporation.

2.3 During any Works, the owner must:

2.3.1 ensure the Works are carried in a competent and proper manner, and by qualified and licensed tradesmen, including waterproofing the bathroom and laundry to the relevant Australian Standard;

2.3.2 cause as little disruption as possible to other occupants of the strata scheme;

2.3.3 only work between the hours of 7am to 5pm Monday to Friday and only use noisy equipment between 10am and 3pm Monday to Friday, and in both cases not work on weekends or public holidays;

2.3.4 not store any items on common property; and

2.3.5 comply with any reasonable directions of the owners corporation including in relation to removal of debris, vehicular access, transportation of materials and protection of the building.

2.4 The owner must properly maintain and keep in a state of good and serviceable repair the Works, including all common property forming part of or altered by the Works and must renew or replace any fixtures or fittings comprised in that common property.

2.5 The owner indemnifies the owners corporation in respect of any loss, damage, injury or cost, to the extent it is caused by or arising out of their Works.

2.6 The owner must at his or her cost:

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2.6.1 promptly make good any damage to the common property or any other lot in the strata scheme caused by or arising out of the Works; and

2.6.2 within 28 days of completion of the Works, provide to the owners corporation certification that the bathroom and laundry have been waterproofed to the relevant Australian Standard.

3. **Owners corporation's power in the event of a breach of this by-law**

If an owner breaches this by-law and fails to rectify the breach within 30 days of service of a notice of breach, then the owners corporation may:

3.1 rectify the breach;

3.2 access the owner's lot at reasonable times and on reasonable notice in order to rectify the breach; and

3.3 recover from the owner as a liquidated debt and on an indemnity basis the cost of rectifying the breach and the expenses of recovering those costs.

4. **Interpretation**

In this by-law:

4.1 ***Act*** means the *Strata Schemes Management Act* 2015.

4.2 ***lot*** means lot 2 in the strata scheme;

4.3 ***owner*** means the owner of the lot for the time being;

4.4 ***quote*** means the quote prepared by PMCG Enterprises Pty Ltd marked Annexure A and attached to this by-law;

4.5 ***Works*** means renovating the lot's bathroom and laundry in accordance with the quote;

4.6 Any term used in this by-law that is defined in the Act will have the same meaning in this by-law as it does in the Act;

4.7 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable; and

4.8 If there is any conflict between this by-law and any other by-law of the strata scheme, this by-law will apply to the extent of that conflict.

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Annexure A – Quote

PMCG ENTERPRISES PTY LTD

ABN 49 107 428 660
Po Box 484 Baulkham Hills, NSW, 1755
Phone No: (02) 88835517
Mobile No: 0499007007

QUOTATION

Date: 12/5/21

Inclusions and scope of works.

	PREPARATION	
	Cover & protect the floors. Cover any furniture / furnishings that may be affected by work dust.	

	BATHROOM RENOVATION	
Remove	Bath. Toilet. Shower. Vanity. Mirror.	

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	Wall & floor tiles. PC items. Bathroom door. Cornices (55mm). Sliding door. Door jamb (existing door jamb has inward door opening motion. A new door & door jamb is required to be installed to make the door open outwards).	
Plumbing	Move shower area to existing bath area. Move bath area to shower area. Bath model – built-in. Model - wall hung. New vanity will be wider than the exsiting vanity due to it being double basin. Move vanity waste pipe into the wall to suit wall hung model. Hot & cold water for two basins. Toilet – water pipe. Model – back to wall. Shower head. Shower - install hot & cold water. Shower tap.	
Electrical	Remove the light switch off the architrave & install on left (on the wall). Move the existing power point to the left (due to the new vanity being wider than the existing).	

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	Install separate switches for the following: -Supply & install 2 LED downlights above the vanity. -Supply & install 2 LED downlights in the ceiling. **Common Fan** Existing common fan to remain. Please Note – If Strata management approves a fan. PMCG will supply & install a new fan (including wiring) & duct the fan from the ceiling thru the back wall. Additional costs will apply.	
Building work	PMCG to supply & install a door & door jamb to open outwards. Includes lock. Render the walls in required areas. Tidy up the ceiling (remove unwanted timber studs etc). Apply primer on the floor. Apply floor levelling compound on the floor. Waterproofing – 3 coats. Waterproofing certificate included. **Tiling** Tiling - floor and walls. Wall Tiling Height – to the ceiling Tiles & grout supplied by client. **Cornices** Supply & install new 55mm cornices. These require replacement due to the tiling height being to the ceiling. Replacing the cornices once the tiling has completed gives a quality finish. Includes supplies, materials & labour costs.	

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	Paint Paint the ceiling, cornices, door & door jamb. Labour & paint supplies included.	
Shower screen	Install frameless shower screen, 10mm toughened glass. Glass Type – Starfire. (Starfire glass is better quality clear glass. The greeny tinge that glass naturally possesses is removed). Design – L shape. Height - approximately 2 metres. PMCG to supply.	
Fixtures / Fittings	Install the following pc items. Pc items supplied by client:- Toilet – back to wall. Bath – built in. **<u>Please Note – please purchase bath with frame.</u>** Bath tap & spout. Bath plug & waste. Vanity – wall hung. Vanity tap / spout. Vanity plug & waste. Shower head. Shower tap. Smart Floor waste (x 2). Shaving cabinet. Accessories - Towel rail, toilet roll holder, shampoo shelf.	

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Rubbish Removal	Remove the rubbish created by the above mentioned work and dispose of at a waste disposal site(tip). Tip & haulage costs included.	
Cleaning	Clean the bathroom (including all the walls & floor once the renovation has completed.	
Cost GST Total		

	LAUNDRY RENOVATION	
Remove	Laundry sink. Skirting & floor tiles. Cornices (55mm). Accordion door.	
Plumbing	Washing machine disconnect & re-connect.	
Building work	PMCG to supply & install a standard door. Cement render the walls in required areas. Apply primer on the floor. Apply floor levelling compound on the floor. Waterproofing – 3 coats. Waterproofing certificate included.	

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	Tiling Tiling - floor and walls. Wall Tiling Height – to the ceiling Tiles & grout supplied by client. **Cornices** Supply & install new 55mm cornices. Includes supplies, materials & labour costs. **Paint** Paint the ceiling, cornices, door & door jamb. Labour & paint supplies included.
Laundry Cabinets / Benchtop	Supply & install one laundry sink cabinet (with 2 doors) with Caesarstone benchtop, 20mm thick with pencil edge. Benchtop Colour – client to select from PMCG's stocked colours.
Fixtures / Fittings	Install the following pc items. Pc items supplied by client:- Laundry sink. Laundry tap. Washing machine / Dryer.
Rubbish Removal	Remove the rubbish created by the above mentioned work and dispose of at a waste disposal site(tip). Tip & haulage costs included.
Cleaning	Clean the laundry (including all the walls & floor once the renovation has completed.

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BCS Strata Management Pty Ltd
ABN 86010633351

Locked Bag 22, Haymarket NSW 1238
bcs_monavale@bcssm.com.au
bcssm.com.au

Ph. (02)99984500
Fax. (02)82160314

THE MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN 5869
26 WETHERILL STREET

DATE, PLACE & TIME OF MEETING:	The Annual General Meeting of The Owners - Strata Plan No. 5869 was held on Tuesday, 16 June 2020 at Online only. The meeting commenced at 10am.
LOTS REPRESENTED:	Lot 11 B WOODWARD Electronic vote
IN ATTENDANCE:	David Bonnici of BCS Strata Management Pty Ltd
CHAIRPERSON:	
SECRETARY:	David Bonnici of BCS Strata Management Pty Ltd
INELIGIBLE PROXIES:	NIL
UNUSED PROXIES (DUE TO QUOTA RESTRICTIONS):	NIL
APOLOGIES:	NIL

Chairperson's declaration regarding the absence of a quorum: At 10AM 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 09/05/2019, be confirmed as a true record of the proceedings of that meeting.

Motion LOST.

2. COMPLIANCE MEASURES

Motions

2.1. **(Annual Fire Safety Statement)**
That in the instance where the owners corporation currently has no annual fire safety statement, that the owners corporation authorises the managing agent, building manager or strata committee to engage a competent fire safety practitioner to carry out an inspection of the property and provide an annual fire safety statement.

Motion CARRIED.

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.

Motion CARRIED.

2.3. **(Window safety devices reinspection)**
That the Owners – Strata Plan No 5869, 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.

Motion CARRIED.

2.4. That following the inspection of window safety devices the Owners – Strata Plan No 5869, 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 CARRIED.

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.

Motion CARRIED.

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).

Motion CARRIED.

2.7. **(Other compliance measures)**
That the owners corporation instructs the strata committee to consider any additional compliance matters for the scheme and authorises the strata committee to take any appropriate action in relation to these additional compliance matters (if required).

Motion LOST.

3. UTILITIES AGREEMENTS

Motions

3.1. That the owners corporation notes the supply agreements that they have in place for utilities the strata committee be authorised to determine any further action required in relation to these supply agreements.

Motion DEFEATED.

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.

Motion CARRIED.

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.

Motion CARRIED.

4. INSURANCES

Motions

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

Current Insurance Details

INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
LONGITUDE	Appeal Expenses	LNG-STR-70113	$150,000.00	01/04/2020
	Building		$5,554,500.00	
	Catastrophe Insurance		$1,666,350.00	
	Contents		$55,545.00	
	Fidelity Guarantee		$100,000.00	
	FLOATING FLOORS		Included	
	Government Audit Costs		$30,000.00	
	Legal Defence Expenses		$50,000.00	
	Loss of Rent/Temp Accomm		$833,175.00	
	Lot Owners fixture/improvement		$300,000.00	
	Office Bearers Liability		$500,000.00	
	Paint Benefit		Included	
	Voluntary Workers		$200,000.00 / $2,000.00	
	Public Liability		$20,000,000.00	

Date on which the premiums were last paid: **01/04/2020**

Motion CARRIED.

4.2. That the strata committee be authorised to determine additional optional insurances of the owners corporation not covered in the above table.

Motion DEFEATED.

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.

Motion CARRIED.

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.

Motion CARRIED.

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.

Motion CARRIED.

5. COMMISSIONS AND TRAINING SERVICES

Motions

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

Reporting details:

Commissions and Training Services Report for the last 12 months

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

- *Insurance commissions: $1,031.56;*
- *CommunitySure Management fees to parent entity (PICA Group)*[1]: $0.00*
- *PICA Group may have received a referral fee from Bulk Energy, Energy Action, E Utility and/or Savant Energy Advisory on the sale and provision of electricity and/or gas if the scheme has successfully engaged a broker for electricity and/or gas services. Commissions for Commercial & Industrial: 30% to 33.33% of the commission the broker receives from the retailer, for Small Market Enterprises or Residential: $25 to $150 per energy agreement.*

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

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

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

Estimated Commissions and Training Services Report for the next 12 months

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

- *Insurance commissions: $1,083.14;*
- *CommunitySure Management fees to parent entity (PICA Group)*[1]: $0.00*
- *PICA Group may receive a referral fee from Bulk Energy, Energy Action, E Utility and/or Savant Energy Advisory on the sale and provision of electricity and/or gas if the scheme successfully engages a broker for electricity and/or gas services. Commissions for Commercial & Industrial: 30% to 33.33% of the commission the broker receives from the retailer, for Small Market Enterprises or Residential: $25 to $150 per energy agreement.*

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

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

We estimate the training services received from external service providers will be in excess of 10 hours per year per strata 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.

Motion CARRIED.

MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 5869

ADDRESS OF THE STRATA SCHEME:
26 WETHERILL STREET

6. VALUATION

Motions

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

Motion CARRIED.

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

Motion CARRIED.

7. AUDITOR

Motions

7.1. That an auditor be appointed and that auditor be N/A.

Motion CARRIED.

8. CAPITAL WORKS FUND PLAN

Motions

8.1. That the owners corporation confirms receipt of the the capital works analysis prepared by Solutions I.E on 27/08/2012.

Motion CARRIED.

8.2. That Solutions I.E be appointed to prepare a 10-year capital works fund plan pursuant to acceptance of the quote attached to this notice.

Motion CARRIED.

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.

Motion CARRIED.

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 Non registration.
.

Motion CARRIED.

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)	iv. Must be registered as a business for tax purposes in Australia v. Must have a minimum $10 million Public & Product Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any one period of cover) vi. Must have a minimum $1 million Professional Indemnity Insurance (where applicable) vii. Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Trader viii. Must hold all licences as relevant to services provided ix. Must have an established Quality Management system (Consultants only) x. Must have an established Health & Safety Management system xi. Must accept PICA Group Terms and Conditions of engagement and Business Code of Conduct.
Definitions:	• Contractor: means a person or organisation that is engaged, on a temporary basis, to undertake a particular task and includes consultants who provide recommendations and/or specialist professional advice. • Work Order: means a written order providing specific or blanket authorisation to a contractor to proceed with the provision of specific goods or services without further instructions.

Motion CARRIED.

12. ACCOUNTING RECORDS AND BUDGET

Motions

12.1. That the financial statements including the statement of key financial information for the period ended **31/3/20** be adopted.

Motion CARRIED.

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

Motion CARRIED.

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 $30,030.00 in instalments set out in the table below:

Levy Status	Due date	Amount excl. GST
To be Issued	01/09/2020	$7,507.50
To be Issued	01/12/2020	$7,507.50
To be Issued	01/03/2021	$7,507.50
To be Issued	01/06/2021	$7,507.50
Total		**$30,030.00**

Motion CARRIED.

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 $17,260.00 in instalments set out in the table below:

Levy Status	Due date	Amount excl. GST
To be Issued	01/09/2020	$4,315.00
To be Issued	01/12/2020	$4,315.00
To be Issued	01/03/2021	$4,315.00
To be Issued	01/06/2021	$4,315.00
Total		**$17,260.00**

Motion CARRIED.

13.3. That the administrative fund and capital works fund contributions be continued at quarterly intervals commencing on 01/09/2021 until further determined:

Administrative Fund

Due date	Amount
01/09/2021	$7,507.50

Capital Works Fund

Due date	Amount
01/09/2021	$4,315.00

Motion CARRIED.

14. LEVY COLLECTION PROCEDURES

Motions

14.1. That The Owners – Strata Plan 5869, 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 5869 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 corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

Motion CARRIED.

14.2. That The Owners - Strata Plan 5869, 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.

Motion CARRIED.

15. TERMITE INSPECTION

Motions

15.1. That the Owners Corporation instructs the Strata Managing Agent to engage an appropriately licensed contractor to carry out an inspection of the common areas for termites.

Motion CARRIED.

16. PRE-MEETING ELECTRONIC VOTING BY MEANS OF EMAIL

Motions

16.1. 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 means of email for the next meeting of the Owners Corporation.

Motion CARRIED.

MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 5869

ADDRESS OF THE STRATA SCHEME:
26 WETHERILL STREET

17. STRATA COMMITTEE

Motions

17.1. 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".

Note: This motion will not be put to this type of meeting.

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

Note: This motion will not be put to this type of meeting.

17.3. That the number of members of the strata committee be determined.

Note: This motion will not be put to this type of meeting.

18. Election of Committee

Motion

That the members of the Strata Committee be elected.

Note: This motion will not be put to this type of meeting.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 11AM.

A Series Concrete

TAX INVOICE

Body Corporate Services

Invoice Date
21 Oct 2021

Invoice Number
INV-0472

Reference
26 Wetherill St, Narrabeen

ABN
37 195 287 508

A Series Concrete
70 Nandi Ave
FRENCHS FOREST NSW
2086
AUSTRALIA
michael@aseries.com.au
0458574510

Description	Quantity	Unit Price	GST	Amount AUD
Agreed Concrete Works to underside of Stairs	1.00	8,000.00	10%	8,000.00
Variation - Excavation 2 Men x 6hrs @ $60/hr + GST Due to Installation of pit being put at below ground level and we had to spend 2 men x 6 hours excavation to get levels correct prior to concreting. Excavation was not included in our quote.	12.00	60.00	10%	720.00
			Subtotal	8,720.00
			TOTAL GST 10%	872.00
			TOTAL AUD	**9,592.00**

Due Date: 5 Nov 2021
Terms Due upon Completion of jobs unless otherwise stated. This claim is made under the security of payment act.

Payments can be made directly to:
National Australia Bank
BSB:082-132 Acc:76-656-3894

PAYMENT ADVICE

Customer	Body Corporate Services
Invoice Number	INV-0472
Amount Due	**9,592.00**
Due Date	5 Nov 2021
Amount Enclosed	

Enter the amount you are paying above

To: A Series Concrete
70 Nandi Ave
FRENCHS FOREST NSW 2086
AUSTRALIA
michael@aseries.com.au
0458574510

Tel:(02) 9191 7374
info@pureplumbingpros.com.au
www.pureplumbingpros.com.au

47/7 Hoyle Avenue
Castle Hill NSW 2154
ABN: 73 149 803 556
Licence #: 267530C

PLEASE PAY BY	AMOUNT	INVOICE DATE
7/9/2021	$5,198.60	7/9/2021

Tax Invoice No: 25607

BCS SP5869
David Bonnici
26 Wetherill Street
Narrabeen NSW 2101

Job No:	25932
PO Number:	
Site Address:	26 Wetherill Street Narrabeen
Due:	7/9/2021
Date:	7/9/2021

Description

Called out to attend to installation of pit and premium pump to sub-floor of property as per quote.

Carried out:

- Excavate trench in sub-floor, adjacent to garage in unit 6 garage.
- Supply and install new pit, concrete into position and level off.
- Supply and install new submersible pump inside pit.
- Supply and install new non-return valve and isolation valve to pump line.
- Adjust float levels to the desired position.
- Core hole through brick walls for drainage line penetrations.
- Run PVC pump out line from under sub floor to external wall.
- Connect pump out line to existing down pipe line for discharge point.
- Clip and saddle all pipe work.
- Test and commission installation.
- Remove all rubbish and clean up work area.

Note -

Pump will require a power point to be installed after works have been carried out. Pure Plumbing have been advised that one of the residents of the property will carry this electrical work out.

Thank you for choosing Pure Plumbing Professionals
we looking forward to working with you again soon.
Terram Chippindale

You deserve priority service, special benefits, & partner savings.
Join our Pure Partners Program today

Sydney's Best 24/7
Plumbing & Gas Specialists
CALL - 02 9191 7374

Payment Details

Account Name: Pure Plumbing Professionals

Account Number: 437 903 704 **BSB**: 112-879

Eftpos / Credit cards are available onsite. Please see our terms and conditions at www.pureplumbingpros.com.au

Total:	**$5,198.60**
GST:	**$472.60**
Sub Total:	**$4,726.00**
Payments:	**$0.00**
TOTAL AMOUNT DUE:	**$5,198.60**

Pay Now