

BODY CORPORATE SEARCH STATEMENT

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**THIS SEARCH DOCUMENT IS ONLY VALID FOR DATE OF ISSUE. A FREE UPDATE
IS AVAILABLE IF REQUESTED WITHIN 3 MONTHS OF THE PAYMENT FOR THE
ORIGINAL SEARCH - ONLY FOR PAYING APPLICANT**

SEARCH DOCUMENT FOR A STRATA/COMMUNITY UNIT

Requested by: Name NORTH EAST CONVEYANCING
Address/Fax reception@neconveyancers.com.au

Re: STRATA CORPORATION 11621 INC.. UNIT/LOT: 7 CORP' ABN 20843967599

Unit/Lot No & Street Address: 7/17-19 CHURCH STREET , MARDEN 5070

Owner(s): TOBY TERLET

PART 1: FINANCIAL DETAILS

1.1 UNIT/LOT ENTITLEMENT:

Unit/Lot Entitlement: 625 **Total of all Unit/Lot Entitlements:** 10,000

1.2 MAINTENANCE CONTRIBUTIONS:

<u>Levies Payable</u>	<u>Amount</u>	<u>Paid To</u>	<u>Frequency</u>
Admin' Levy:	\$262.50	31/03/2025	Quarterly
Sinking Levy:	\$150.94	31/03/2025	Quarterly

1.3 ARREARS AT 26/02/2025 :

TOTAL OUTSTANDING TO DATE : * \$.00 ******

Admin' Levy \$.00, Sinking Levy \$.00

Other Overdue Levies - amount due \$.00

Interest \$.00

[NB: Interest accrues daily at 15.00% per annum]

1.4 EXPENDITURE BY THE CORPORATION:

(a) Incurred by the Corporation to which the unit/lot holder must or is likely to be required to contribute:

Refer to minutes \$.

(b) Resolved by the Corporation to incur, to which the unit/lot holder must, or is likely to be required to contribute:

Refer to minutes \$.

1.5 ASSETS AND LIABILITIES OF THE CORPORATION:

(a) Fund Name: UNITCARE SERVICES TRUST ACCOUNT

(b) Held at: BANK SA, 245 MAIN ROAD, BLACKWOOD 5051

(c) Sum standing to the credit of fund \$26,084.02

(d) Amount committed to expenses \$. incurred for SEE BUDGET

(e) Amount earmarked for future expenses \$17,964.85 purpose SEE BUDGET

(f) Particulars of other assets: All those defined as common property upon the land: Refer to minutes

(g) Amount held in external account

(h) Liabilities (excluding those above and as described in 1.2 herein)

Refer to minutes

NOTE: Water billing arrangements: OWNERS PAY DIRECT AND EQUALLY TO SA WATER

PART 2: INSURANCES

Insurer: STRATA COMMUNITY INSURANCE

Property Cover: \$6,035,000.00
Expiry Date: 01/09/2025
Policy No: SRSC21005678

Public Liability: \$30,000,000.00
Expiry Date: 01/09/2025
Policy No: SRSC21005678

Other Covers:

LOSS OF RENT	\$905,250.00
CATASTROPHE	\$905,250.00
FIDELITY GUARANTEE	\$100,000.00
OFFICE BEARERS LIABILITY	\$1,000,000.00
VOLUNTARY WORKERS PERS ACCID	\$200,000.00
LEGAL DEFENCE EXPENSES / AUDIT	\$50,000.00
OWNERS FIXTURES	\$300,000.00
FLOOD	\$.00
FLOATING FLOORS	\$.00
COMMON CONTENTS	\$60,350.00

PART 3: DOCUMENTS SUPPLIED

(deleted if not required)

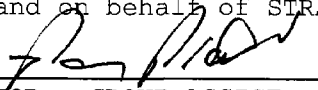
- (a) Minutes of General & Committee meetings of the Corporation for the last two (2) years.
- (b) Details of any special or unanimous resolutions affecting the unit/lot or common property passed in the last five (5) years (excluding those contained in (a) above)
- (c) Statement of Accounts of the Corporation last prepared
- (d) The Articles/By Laws now in force
- (e) All current policies of insurance taken out by the Corporation
- (F) ~~Scheme Description - if a Community Title and applicable to the development~~

PART 4: DOCUMENT INSPECTION

The Corporation's records are available for inspection at
UNITCARE SERVICES WWW.UNITCARE.COM.AU,
on any working day between 10:00am and 4:00pm. Phone 08 8333 5200 to
make an appointment. (NB: A fee of \$5.00 may be charged for an inspection)

Statement dated: 26/02/2025

Signed for and on behalf of STRATA CORPORATION 11621 INC.

By:  Position: Corporation Manager
PAM PROCTOR - GROUP ASSIST Phone 08 8333 5200

Note: Conveyancer's attention is drawn to the following:

1. The Strata & Community Titles Acts require that:

A unit/lot holder must immediately notify the Body Corporate of:

- (a) any change in the ownership of the unit, or change in the address of the owner.
- (b) any change in the occupancy of the unit." (eg: Tenants)

ie: Let us know ASAP who the new owners name and address on the attached form.

2. The Body Corporate may recover an unpaid contribution (and any interest on any such contribution), as a debt from the unit/lot holder of the unit in respect of which the contribution is payable (whether or not that person was the unit holder when the liability arose)" ie: The new owner will have to pay any outstandings if you do not adjust them at settlement.

3. This statement is issued on the basis that any payment by the unit/lot holder by cheque or by other instrument will be honoured at the first presentation. ie: if the cheque bounces the owner's financial details in 1.2/1.3 on page 1 will be wrong. This statement does not take into account any decisions or transactions of the Corporation at or subsequent to the issue of this statement. (check with us at settlement for up to date information)

Dated 26 FEB 2025

****PLEASE COMPLETE AND RETURN WHEN SETTLEMENT IS FINALISED ****

ANY OUTSTANDING ACCOUNTS MUST BE FINALISED AT SETTLEMENT

TO UNITCARE SERVICES WWW.UNITCARE.COM.AU
P O BOX 4040
NORWOOD SOUTH 5067

EMAIL: mail@unitcare.com.au
Phone 08 8333 5200
Fax No: 08 8333 5210

UNIT OWNER UPDATE - PLEASE COMPLETE & RETURN WHEN SETTLEMENT IS FINALISED

STRATA CORPORATION 11621 INC.
17 - 19 CHURCH STREET, MARDEN 5070,

RE: UNIT/LOT 7

SETTLEMENT DATE: / /20

UNIT/LOT OWNER/S NAME:

UNIT/LOT OWNER/S ADDRESS:

CONTACT DETAILS: HOME _____ WORK _____

MOB EMAIL

CORRESPONDENCE TO OWNER/AGENT ACCOUNTS TO OWNER / AGENT (please circle)

Will this unit be rented Y / N if Yes then please complete details below

* * * *

RENTAL MANAGER/AGENTS:
(if applicable)

ADDRESS:

CONTACT PERSON:

PHONE

EMAIL

TENANT/S NAMES:

TELEPHONE NUMBERS:

[HOME](#)

WORK

CONVEYANCER ACTING FOR VENDOR:

CONVEYANCER ACTING FOR PURCHASER:

Thank you for your assistance in keeping our records up-to-date.

Dated 26 FEB 2025

FINANCIAL STATEMENT FOR STRATA CORPORATION 11621 INC.
 ADDRESS 17 - 19 CHURCH STREET MARDEN 5070
 BETWEEN 01 JUL 2024 AND 26 FEB 2025
 PAGE 1, PRINTED 26/02/2025

(Man GA/16)

	ADMIN	SINKING	TOTAL
INCOME			
ACCOUNT FEE CHARGED ON OVERDUE ACCOUNT	12.00	.00	
CORP' FEE CHARGED ON OVERDUE LEVYS	7.55	.00	
INTEREST PAID BY BANK	616.80	.00	
SUNDRY INCOME	413.45	.00	
SINK FUND LEVY	.00	5244.80	
ADMIN FUND LEVY	9119.70	.00	
TOTAL INCOME	10169.50	5244.80	15414.30
OUTGOINGS			
ACCOUNT FEE CHARGED ON OVERDUE ACCOUNT	12.00	.00	
BANK CHARGES	67.38	.00	
INCOME TAX / PUBLIC OFFICER FUNCTIONS	217.00	.00	
MANAGEMENT FEES	2112.00	.00	
POSTAGE & COPYING	147.41	.00	
INSURANCE PREMIUM	9661.57	.00	
SUNDRY OUTGOINGS	413.45	.00	
INCOME TAX PAYMENT	344.30	.00	
GROUND'S MAINTENANCE	131.16	.00	
GUTTER AND STORMWATER MAINTENANCE	1155.00	.00	
ROOF & GUTTER WORKS	8725.00	.00	
AUDIT, RECONCILIATION & ARCHIVING	416.00	.00	
DEBT RECOVERY FEES	4413.90	.00	
ELECTRICITY CHARGES	263.36	.00	
TOTAL OUTGOINGS	28079.53	.00	28079.53
OPENING BALANCE	26029.20	12720.05	38749.25
TOTAL INCOME	10169.50	5244.80	15414.30
TOTAL OUTGOINGS	28079.53	.00	28079.53
CLOSING BALANCE	8119.17	17964.85	26084.02

BALANCE SHEET

ASSETS

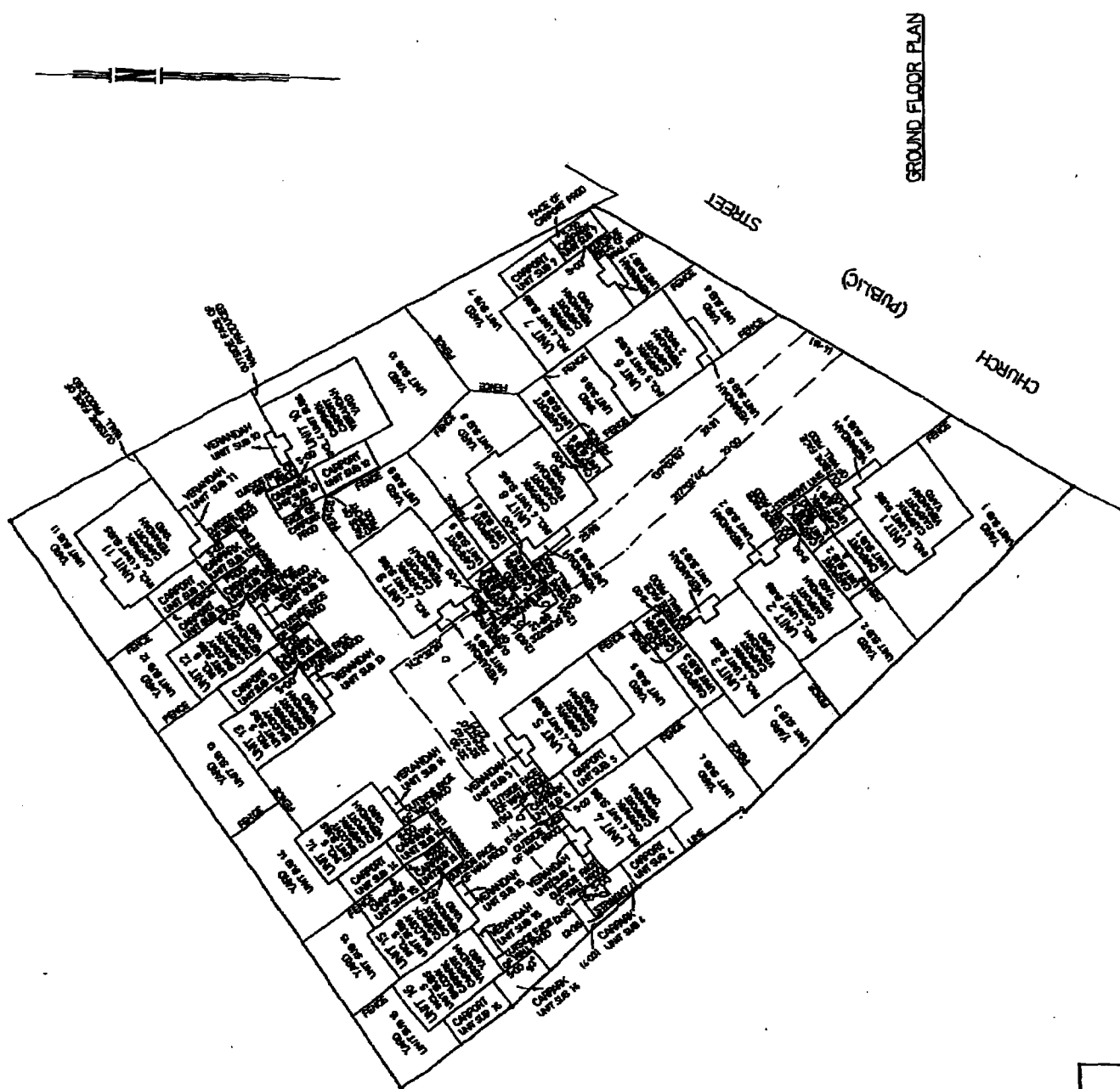
CASH AT BANK	26084.02
LEVIES IN ARREARS	
UNIT/LOT NO.	AMOUNT
1	.20
13	9318.10
TOTAL LEVIES IN ARREARS	9318.30

LIABILITIES

LEVIES PAID IN FULL IN ADVANCE	
UNIT/LOT NO.	AMOUNT
2	410.15
TOTAL FULLY PAID LEVIES PAID IN ADVANCE	410.15
BALANCE	34992.17

PLAN NUMBER		SP 11621	
APPROVED	14/11/1981	BY <i>[Signature]</i>	
APPROVED FOR THE		BY THE TOWN COUNCIL	
TOWN COUNCIL	2	BY THE TOWN COUNCIL	4
MAP REFERENCE		6523A-3B Q	
COUNCIL		CITY OF DUNDEE	
SCALE		0 5 10 15 20 METRES	
STATEMENTS CONCERNING SURVEYING ACCURACY AND ASSURANCE			

THE LOWER AND UPPER BOUNDARIES OF A UNIT SUBSIDARY SHOWN AS CARRIED OUT YARD ARE EXISTING GROUND LEVEL AND 1-00 METRES ABOVE THE SAME RESPECTIVELY EXCEPT WHERE LIMITED TO THE LOCATION OF EXISTING BOUNDARY



GROUND FLOOR PLAN

RELATIONS WITH

DS

11621

ALLIANCE

14 / 11 / 11091

plane

RESEARCH

plane

14 / 11 / 11091

RESEARCH

THESE ARE THE RESULTS OF MY RESEARCH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 06-28-2006 BY 60322 UCBAW

73M062
b6c-0260

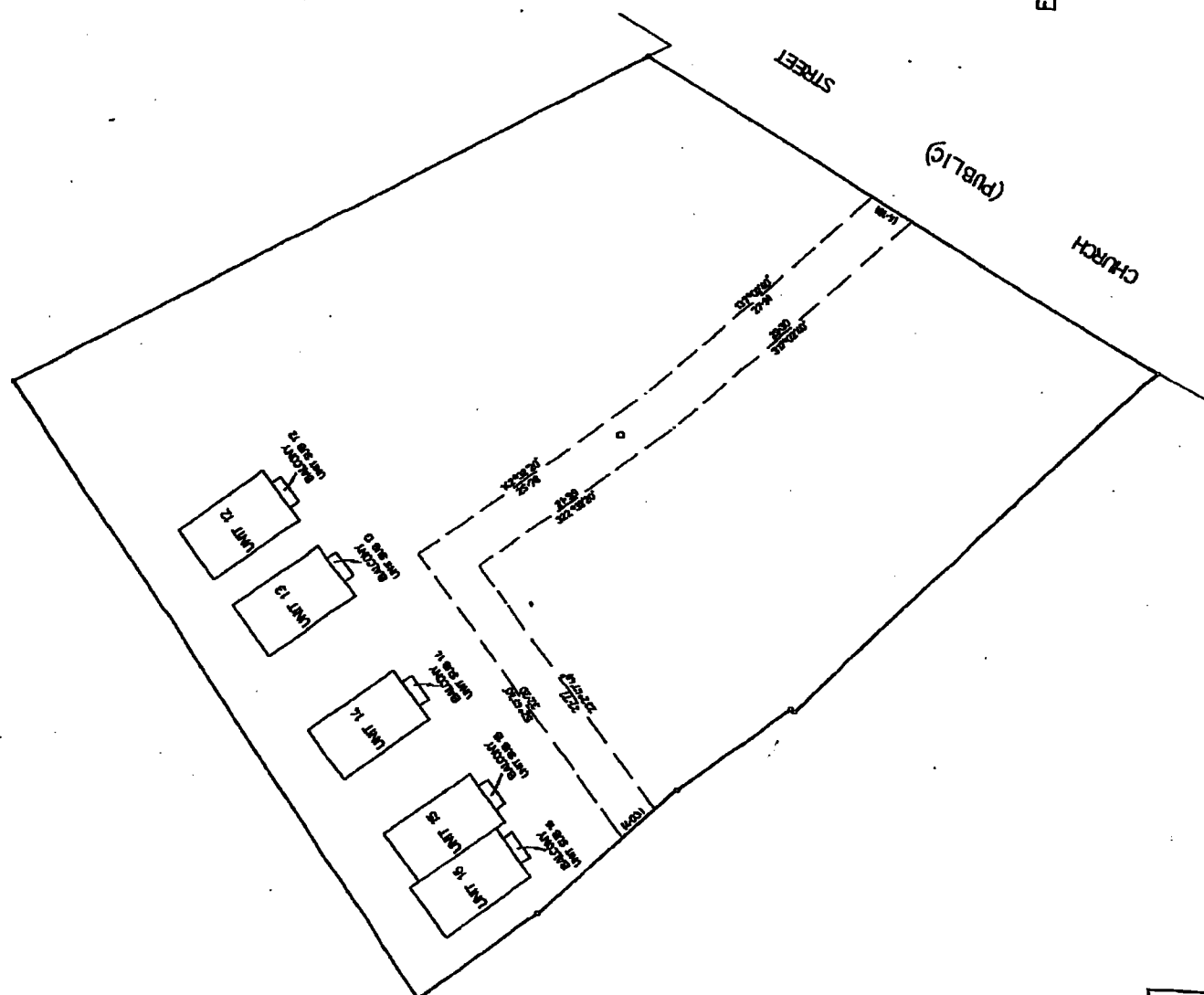
Types

[illegible]

UNITED STATES DEPARTMENT OF JUSTICE

10 AUGUST 1997

THE UPPER BOUNDARY OF A UNIT SUBSIDIARY SHOWN AS BALCONY IS 3.00 METRES ABOVE THE EXISTING UPPER SURFACE OF THAT STRUCTURE.



FIRST FLOOR PLAN

**FYFE
SURVEYORS
PTY LTD**

What's new

Application No. 7190933	STRATA PLAN NUMBER SP 11621
	DEPOSITED 14/11/1991 <i>Phone</i> PRO REGISTRAR-GENERAL
	THIS IS SHEET 4 OF 4 SHEETS

SCHEDULE OF UNIT ENTITLEMENTS

UNIT NO.	UNIT ENTITLEMENT	UNIT NO.	UNIT ENTITLEMENT	UNIT NO.	UNIT ENTITLEMENT
1	625				
2	620				
3	620				
4	620				
5	620				
6	625				
7	625				
8	614				
9	615				
10	625				
11	625				
12	630				
13	638				
14	638				
15	630				
16	630				
				AGGREGATE	
				ROAD OR RESERVE ALLOTMENTS	
AGGREGATE	10000	AGGREGATE			

STRATA CORPORATION 11621 INC
At 17-19 CHURCH STREET, MARDEN

The following is a summary of policy decisions, special and unanimous resolutions passed by the Corporation along with the current set of articles/by-laws

The relevant minutes should be consulted for the precise wording of the resolutions.

POLICIES & APPROVALS

AGM 2024

Policy - Insurance Excess Payments:

It was resolved that any insurance claim that is to do with the property of the unit owner, the unit owner will pay the insurance excess of \$1,000. Any claim related to the common property, the Corporation will pay the excess. The unit owner has a right of written appeal to the Management Committee.

Existing Policy since AGM 2017 - Overdue Contributions Interest and Fees: That the payment of the Corporation Account Notice is the responsibility of each lot holder and accounts must be paid within twenty-eight (28) days of the due date for payment. If any account is not paid within 28 days of the due date lot owners are required to pay interest on the overdue amount at the rate of twelve (12%) per annum calculated from the due date until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts including (but not limited to) legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants or solicitors. If the account is not paid by the due date a reminder notice will be sent with a late payment charge as per the contract fee.

Animals:

It was agreed that owners may apply for approval on an individual basis in accordance with the current Strata Pet Policy, July 2019. The Corporation delegates authority to the Management Committee to approve any applications for animals.

Real Estate Agents Signs:

Allowed - An agent instructed to offer any unit "For Sale" be permitted to erect one vertical (portrait) sign only, of dimensions not greater than two (2) metre square. This sign must indicate the number of the unit and is to be installed as near as practicable to the front boundary of the premises and be removed not later than 48 hours after a contract for sale of the unit has been signed.

Insulation:

It was resolved that the Corporation grant consent for all owners to install insulation in the roof space above their unit, subject to the unit holder and their successors in title agreeing without any further notice that the costs of and incidental to installation, maintenance, repairs and replacement shall be at all times at the expense of that unit holder from time to time. That the work be undertaken to a trade standard and that no insulation be installed on or above down lights, transformers and other equipment subject to heating.

AGM 2023

Policy - Insurance Excess Payments:

It was resolved that any insurance claim that is to do with the property of the unit owner, the unit owner will pay the insurance excess of \$1,000. Any claim related to the common property, the Corporation will pay the excess. The unit owner has a right of written appeal to the Management Committee.

OVERDUE CONTRIBUTIONS INTEREST AND FEES:

Existing Policy since AGM 2017 - Overdue Contributions Interest and Fees: That the payment of the Corporation Account Notice is the responsibility of each lot holder and accounts must be paid within twenty-eight (28) days of the due date for payment. If any account is not paid within 28 days of the due date lot owners are required to pay interest on the overdue amount at the rate of twelve (12%) per annum calculated from the due date until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts including (but not limited to) legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants or solicitors. If the account is not paid by the due date a reminder notice will be sent with a late payment charge as per the contract fee.

Animals:

It was agreed that owners may apply for approval on an individual basis in accordance with the current Strata Pet Policy, July 2019. The Corporation delegates authority to the Management Committee to approve any applications for animals.

Real Estate Agents Signs:

Allowed - An agent instructed to offer any unit "For Sale" be permitted to erect one vertical (portrait) sign only, of dimensions not greater than two (2) metre square. This sign must indicate the number of the unit and is to be installed as near as practicable to the front boundary of the premises and be removed not later than 48 hours after a contract for sale of the unit has been signed.

Insulation:

It was resolved that the Corporation grant consent for all owners to install insulation in the roof space above their unit, subject to the unit holder and their successors in title agreeing without any further notice that the costs of and incidental to installation, maintenance, repairs and replacement shall be at all times at the expense of that unit holder from time to time. That the work be undertaken to a trade standard and that no insulation be installed on or above down lights, transformers and other equipment subject to heating.

AGM 2022

Policy - Insurance Excess Payments:

It was resolved that any insurance claim that is to do with the property of the unit owner, the unit owner will pay the insurance excess. Any claim related to the common property, the Corporation will pay the excess. The unit owner has a right of written appeal to the Management Committee.

It was noted that the excess is \$500.

Policy - Overdue Contributions Interest & Fees: That the payment of the Corporation Account Notice is the responsibility of each lot holder and accounts must be paid within twenty-eight (28) days of the due date for payment. If any account is not paid within 28 days of the due date lot owners are required to pay interest on the overdue amount at the rate of twelve (12%) per annum calculated from the due date until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts including (but not limited to) legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants or solicitors. If the account is not paid by the due date a reminder notice will be sent with a late payment charge as per the contract fee.

EGM Meeting Charges:

It was resolved that should any owner wishing to apply to the Corporation, for an approval of any kind, other than at the annual general meeting, which is for their exclusive benefit, the prescribed meeting fee to conduct an Extraordinary General Meeting will be charged to the unit holder.

Insulation:

It was resolved that the Corporation grant consent for all owners to install insulation in the roof space above their unit, subject to the unit holder and their successors in title agreeing without any further notice that the costs of and incidental to installation, maintenance, repairs and replacement shall be at all times at the expense of that unit holder from time to time. That the work be undertaken to a trade standard and that no insulation be installed on or above down lights, transformers and other equipment subject to heating.

AGM 2020

OVERDUE CONTRIBUTIONS INTEREST and FEES: That the payment of the Corporation Account Notice is the responsibility of each unit holder and accounts must be paid within twenty eight (28) days of the due date for payment. If any account is not paid within 28 days of the due date unit owners are required to pay interest on the overdue amount at the rate of twelve (12%) per annum calculated from the due date until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts including (but not limited to) legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants or solicitors. If the account is not paid by the due date a reminder notice will be sent with a late payment charge as per the contract fee.

AGM 2018

PET POLICY: The Corporation delegates authority to the management committee to approve any applications for animals.

AGM 2017

OVERDUE CONTRIBUTIONS INTEREST and FEES: That the payment of the Corporation Account Notice is the responsibility of each unit holder and accounts must be paid within twenty eight (28) days of the due date for payment. If any account is not paid within 28 days of the due date unit owners are required to pay interest on the overdue amount at the rate of twelve (12%) per annum calculated from the due date until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts including (but not limited to) legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants or solicitors. If the account is not paid by the due date a reminder notice will be sent with a late payment charge of \$12.00 including GST.

Committee Meeting 15/11/2017
Approval Broadband Dish - Unit 4

Committee Meeting 09/09/2014
Approval Cat - Unit 2: The committee approved application for a cat in unit 2 on medical grounds.

AGM 2012
House Rules amended.

07/09/2011

NO ANIMALS ARE PERMITTED TO BE KEPT ON PROPERTIES ... with the following exceptions (See Pet Policy)

AGM 2011

Overdue Contributions Interest & Fees: That the payment of the Corporation Account Notice is the responsibility of each unit holder and accounts must be paid within twenty-eight (28) days of the due date for payment. If any account is not paid within 28 days of the due date unit owners are required to pay interest on the overdue amount at the rate of twelve (12%) per annum calculated from the due date until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts including (but not limited to) legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants or solicitors. If the account is not paid by the due date a reminder notice will be sent with a late payment charge of \$11 including GST.

TV Antenna: Roof Mounted: Unit holders may install one roof mounted television antenna for each unit subject to all wiring being hidden.

In accordance with the provisions of the Strata Titles Act, 1988 and pursuant to the Notices of Motion included in the "Notice of Meeting", it was resolved by Special Resolution that the Corporation grant consent for the previous standard approvals, subject to the unit holder and their successors in title agreeing without any further notice that the costs of and incidental to installation, maintenance, repairs and replacement shall be at all times at the expense of that unit holder from time to time.

EGM 08.04.11

SOLAR INSTALLATIONS: Solar installations (solar power . solar hot water / solar heating): Unit holders may install solar heating / solar power/solar hot water service equipment to the roof of their unit subject to:

- * The location and design being approved by the management committee.
- * It being fitted by a qualified tradesperson
- * It being installed if possible at the rear of the home below the ridgeline
- * The unit holder indemnifying the Corporation for any overloading of roof structures and is liable for any resultant engineers reports and / or repairs in the event of damage of the buildings.

In accordance with the provision of the Strata Titles Act, 1988 and pursuant to the Notices of Motion included in the "Notice of Meeting" it was resolved by Special Resolution that the Corporation grant consent for the previous standard approvals, subject to the unit holder and their successors in title agreeing without any further notice that the costs of and incidental to installation, maintenance, repairs and replacement shall be at all times at the expense of that unit holder from time to time.

Unit 4: The application by the Owner of unit 4 was approved subject to the installation of solar cells being undertaken in accord with their supplied plans. (North face of the Common Property Roof above their Unit).

30/8/10

Insurance Excess Payments: It was resolved that any insurance claim that is to do with the property of the owners, the owner will pay the insurance excess. Any claim related to the common property, the Corporation will pay the excess. The unit owner has a right of written appeal to the Management Committee.

Animals: It was agreed to delegate authority to approve applications for animals to the committee. The committee will review the criteria for approvals for animals and form a more detailed policy to cover the corporation and any approved animals.

19/10/09

Animals: It was agreed to delegate authority to approve applications for animals to the committee. The committee will review the criteria for approvals for animals and form a more detailed policy to cover the corporation and any approved animals. The manager agreed to provide the committee with the details of other

policies adopted by other corporations for their consideration.

Gas Installation: It was agreed to grant permission for unit 7 to install a gas connection to the unit to cater for a new hot water system. The connection will run directly from the street to the unit across the unit subsidiary yard. All associated cost with the installation will be at the expense of the unit holder.

In accordance with the provisions of the Strata Titles Act, 1988 and pursuant to the Notices of Motion included in the "Notice of Meeting", it was resolved by Special Resolution that the Corporation grant consent for the previous standard approvals, subject to the unit holder and their successors in title agreeing without any further notice that the costs of and incidental to installation, maintenance, repairs and replacement shall be at all times at the expense of that unit holder from time to time.

24/7/08

Pet Dog - Unit 4: A King Charles Spaniel was approved for Unit 4.

Paving of Rear Yard - Unit 4: Approval was given for the owners of Unit 4 to pave their rear yard.

Verandahs: It was resolved that owners may install verandahs provided that they are constructed according to all council regulations and that they maintain the continuity of the appearance of the group.

LEVY ARREARS: Following an overview of the procedures followed to collect overdue levies it was resolved to adopt the following policies and procedures:

1. Interest on Overdue Levies

The Corporation will charge owners interest on all levies outstanding for in excess of 30 days. The rate is set at 15% per annum calculated daily.

2. Accounting Fees

In accordance with the Management Agreement owners are to be charged an accounting fee set by the Body Corporate Manager if a reminder notice and / or debt collection notice is sent to an owner or their agent.

3. Debt Collection

That the Body Corporate Manager is authorised to proceed on behalf of the Corporation with any necessary action, including legal action, to recover all outstanding monies.

4. Costs

All related costs associated with the recover of any outstanding monies will be the responsibility of the relevant unit owner and as such will be recovered from that unit owner.

Parking: All owners are reminded that the Visitors' Car Parking Area is not to be used by resident owners on a permanent basis.

ETSA Meter box Keys: It was resolved that if any resident owner wishes to avail themselves of a meter box key, such can be obtained from Chris (Unit 8) at the cost of having it cut.

26/7/07

Solar Electricity Converters: It was agreed that should any owner wish to be permitted to have installed solar electricity collection cells on their respective roof to power their own unit's electricity requirements must apply to the Corporation through a General Meeting. Such meeting can be an Extraordinary General Meeting, at which the members can attend by proxy vote. Such a meeting (Book Meeting) will incur a cost of \$66 to the owner making the application.

28/7/05

Water Hammer: It was confirmed that each owner is responsible for water hammer within their unit. It was recommended that all owners should have their taps and washers serviced, as worn washers are a common reason for water hammers.

For Sale Signs: Real Estate For Sale signs may be erected at the front of the property on the right hand side of the entrance, provided that they do not exceed 900 mm by 600 mm and are removed within seven (7) days of a contract being signed.

29/7/04

Gutter Cleaning: It was confirmed that each owner is responsible for the cleaning of their own respective gutters.

Letterbox Replacement: It was agreed that individual owners may replace their respective letterboxes provided that the style and colour maintains the continuity of the rest of the letterboxes.

Painting of Inside of Unit 11 Fence: An application to paint the inside of the fence at Unit 11 was not approved.

2/8/01

Smoke Detectors: It was advised that it is now compulsory for the new owners of any unit to ensure within six (6) months of purchase of the unit that either a hard-wired or a ten (10) year lithium battery operated smoke detector is installed. It was further advised that there is a school of thought in legal circles, which feels that any death or injury caused by the absence, or non-working of a smoke alarm will be actionable as a breach of statutory duty and negligence. Therefore in the case of rented units, it is recommended that hard-wired units or ten year lithium operated units be installed.

5/8/99

Overdue Account Charges: Advised that monthly invoices would be forward to remind owners of their overdue contributions and that a charge of \$5 will apply. This charge is allowed for in the Management Agreement and will be an expense to be paid by the unit owner(s) involved. Agreed that in the case of contributions being more than three months in arrears, the above charge is authorised.

7/8/97

Overdue Interest: Agreed that the payment of the Strata Fund Account is a unit holder responsibility and must be paid within 28 days of the due date. If any account is not paid, unit owners are required to pay interest on the overdue amount at the rate of 15% per annum calculated from the due date of the account until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts.

Lattice Screens: May be erected in any yard subsidiary as has been approved at Unit 7.

Book Meetings: Agreed that should any person wish to apply to the Corporation for an approval of any kind which is for their exclusive benefit, other than at the AGM, will be charged a \$50 fee.

Replanting Landscaping: Resolved unanimously that unit owners may replace the plants in the common area landscaping at the front of their respective unit, replacement and maintenance to be at owners expense.

Animal Keeping: Agreed that all future applications be accompanied by a Veterinarian's Certificate stating the animal has been desexed, applications will be automatically declined without it.

HOUSE RULES

MANAGEMENT COMMITTEE Strata Corporation 11621 Inc - 8 January 1997

1. INTRODUCTION

Welcome to 17-19 Church Street

The following rules will assist you in understanding that living in a strata community is different from living in your own independent home.

2. RUBBISH COLLECTION

The Norwood, Payneham & St Peters Council contractors collect the rubbish early on Friday morning. Please do not place plastic bags out, they must be inside a bin.

Please put the bins out Thursday night and collect them by Friday night so residents close to the entrance are not inconvenienced visually or by the odour. Bins must not be left in front of the units but are to be placed out of sight either in the carport or in the back yard.

3. DRIVEWAY

Please keep vehicle speed to 7kph (walking speed).

4. ANIMALS

Occupiers must NOT maintain any domestic animal in a unit or common property unless prior approval has been obtained from the Strata Corporation.

All approvals remain at the pleasure of the Strata Corporation's appointed officers and noise, damage or failure to co-operate ie., proper disposal of "kitty litter", will result in the approval being withdrawn.

5. PARKING

Parking is restricted to two (2) vehicles per unit only ie., visitors may have to park in Church street or within your carport. Residents please use your carport as a first preference when parking your car.

There is adequate parking for a second car in front of the unit carport. This area is a designated carpark for the unit.

The common carparking areas are to be kept free for casual visitors (ie., no permanent parking allowed).

Do not park in the main driveways or in front of any unit as this may inhibit access to emergency and council services.

Parking is not permitted in the rear yard of any unit.

Any oil spillages must be cleaned up promptly or cleansing work will be carried out and costs recovered from the unit owner.

6. NOISE and BEHAVIOUR

All occupants must NOT:

Use the premises in such a manner as to annoy or inconvenience any other occupant.

Cause any nuisance or hazard.

Create undue noise in a unit or on common property ie., grounds. (The Strata Titles Act 1988 defines undue noise as 'Any noise that can be heard from outside the unit'.

Permit any visitor to create undue noise in a unit or on common property ie., grounds.

Litter or despoil any part of the common property, (including throwing refuse or other objects from balconies).

Allow any child in your care to tamper with the letterbox complex, despoil or litter any part of the building or property.

Allow any child in your care to cause a nuisance, hazard or endangerment, or to inconvenience or annoy any other occupant.

Hang any article, including clothing, from balcony rails or any other part of the property. (Articles of clothing may be dried on balconies provided that the height of the "clothes horse" remains below that of the railing.)

Erect any structure on or change the appearance of any unit or unit subsidiary without the express permission of the Strata Corporation.

Alter the nature of the character of any unit or common property.

Restrain or restrict any agent or servant of the Strata Corporation from carrying out maintenance or repair work, or periodic cleaning and service.

Use the premises or permit it to be used for any unlawful purpose.

Allow items of a personal nature to be left on balconies or on the common property.

7. OCCUPANCY CHANGES

Please ensure either the Presiding Officer or Body Corporate Management Company is notified promptly of any changes in tenants.

Please also make sure a copy of this document together with Schedule 3 of the Strata Titles Act, 1988 is included in any tenancy agreement documents.

8. GROUNDS MAINTENANCE

Should you have any ideas for improvement or want to carry out any work in the common property in front of your unit, please contact the committee.

9. VISITOR BEHAVIOUR

Please remember that unit owners as well as tenants are responsible for the behaviour of visitors.

If you are a tenant, misbehaviour of a visitor could result in the necessity to recommend to a landlord that your tenancy be terminated.

10. UNITS FOR SALE

Real Estate For Sale Signs may be erected at the front of the property on the right side of the entrance provided that they do not exceed 900 mm by 600 mm and are removed within seven (7) days of a contract being signed.

11. SERVICES

Should you notice the security lighting or the irrigation system malfunctioning, please contact the committee who will arrange the necessary adjustments.

Any wasted water could result in an additional water rate for the whole complex, the cost of which is shared equally by each resident.

In the case of electricity problems, firstly ensure that the unit's internal fuses are intact and change any that are not. If the problem continues then contact the committee, Presiding Officer or Body Corporate Manager.

Your co-operation in adhering to these rules will enhance the living enjoyment in the Strata Corporation by improving the safety and convenience of all concerned.

8/8/96

Exclusive Benefit Recoveries: Agreed that should any building or building improvement repairs and maintenance be carried out for the exclusive benefit of a particular unit then the Corporation may recover such costs from the unit holder(s) concerned.

Overdue Interest: Agreed that the payment of the Strata Fund Account be an owner responsibility and is to be paid within 28 days of the due date. Any outstanding amounts will bear an interest of 2% per month and owners will be required to pay any expenses incurred in the recovery of the overdue amount.

Levy Raising Authority: Resolved that should additional funds be required, authority be given to any of the appointed officers to obtain the necessary capital from the persons registered as proprietors of a unit at the date when the Corporation's liability arose and be raised in accordance with the units of entitlement.

Automatic Sprinklers - installed at Unit 8.

Pavers - to be installed at Unit 8.

Pergola - to be installed at Unit 8.

Shed - to be installed at Unit 8.

Pay TV Antenna & Cabling: May be installed at the complex under following conditions.

1. All installations be out of sight and unobtrusive.
2. All installations to be at the cost of the carrier.
3. Antenna must be at the rear of the unit.
4. Antenna must be placed on the roof of the unit making the application.
5. No overhead cabling permitted.
6. Owners and tenants to be advised when any application is made so they may take advantage of carrier's offer to totally wire multiple unit buildings if more than one unit resident applies at the same time.
7. The carrier to reinstate all common property to its original condition.

31/10/95

Water Charges: Resolved unanimously that all water charges be recovered by invoice to individual unit owners (of the second stage) by equal amounts.

Contributions: Resolved that the annual contributions shall be in accordance with the schedule of units of entitlement and be due on the following dates:

1 January; 1 July and payable within 28 days.

Sail Awning: Approved at Unit 13.

1/5/93

Amalgamation: Approved in principle the amalgamation with Strata Corporation No 12016 Inc.

Blinds: External canvas blinds of Brella pattern PB 21 permitted at all units.

5/5/92

Articles: Resolved that Schedule 3 of the Strata Titles Act, 1988 be adopted as the Articles of the Corporation.

Locks: Unit holder may install additional door locks.

Common Property: Each unit occupier is expected to maintain the common garden adjacent to their unit and sweep the driveway.

Rainwater Tanks: May be installed provided they match the building trim.

Pergolas: Permitted provided they are on steel stands to the general standard of the building and are painted to match.

Sheds: Permitted provided they are no higher than 1.9m and match the colour of the fences.

Skylights: May be installed at any unit.

Heater Flues: May be installed at any unit.

Low TV Antenna: May be installed.

Airconditioning: May be installed where not normally in view from the common land. Two storey units may install airconditioners in the side wall above their carport.

Security Screens: Security screen doors matching the building may be installed.

Security Alarms: May be installed.

Blinds / Shutters: May be installed at the rear of units.

Security Shutters: Cream only to be installed at the front of units.

Solar Tinting: 50% maximum. Must be removed if it becomes a nuisance.

Animals: Unit occupier permitted only one cat or small dog provided they are desexed. Dogs to be kept on a leash when on common property and any faecal dropping removed immediately.

Birds / Aquarium - permitted.

For Sale Signs: Real Estate For Sale signs may be erected at the front of the property on the right hand side of the entrance, provided that they do not exceed 900 mm by 600 mm and are removed within seven (7) days of a contract being signed.

Parking: Not permitted on access roadways.

ARTICLES OF STRATA CORPORATION

GOOD REPAIR

- 1.(1) A unit holder must-
 - (a) maintain the unit in good repair;
 - (b) carry out any work ordered by a council or other public authority in respect of the unit.
- (2) The occupier of a unit must keep it in a clean and tidy condition.

NOISE AND USE OF COMMON PROPERTY

2. A person bound by these articles -
 - (a) must not obstruct the lawful use of the common property by any person;
 - (b) must not use the common property in a manner that unreasonably interferes with the use and enjoyment of the common property by the other members of the strata community, their customers, clients or visitors;
 - (c) must not make, or allow his or her customers, clients or visitors to make, undue noise in or about any unit or the common property; and
 - (d) must not interfere, or allow his or her customers, clients or visitors to interfere, with others in the enjoyment of their rights in relation to units or common property.

UNLAWFUL USE

3. A person bound by these articles must not use the unit, or permit the unit to be used, for any unlawful purpose.

ANIMALS

4. Subject to the Strata Titles Act, 1988, a person bound by these articles must not, without the strata corporation's consent, keep any animal in, or in the vicinity of, a unit.

PARKING & CARS

5. A person bound by these articles -
 - (a) must not park a motor vehicle in a parking space allocated for others or on a part of the common property on which parking is not authorized by the strata corporation; and
 - (b) must take reasonable steps to ensure that his or her customers, clients or visitors do not park in parking spaces allocated for others or on parts of the common property on which parking is not authorized by the strata corporation.

COMMON PROPERTY USE/DAMAGE

6. A person bound by these articles must not, without the consent of the strata corporation -
 - (a) damage or interfere with any lawn, garden, tree, shrub, plant or flower on the common property; or
 - (b) use any portion of the common property for his or her own purposes as a garden.

OFFENSIVE MATERIALS/REFUSE

7. A person bound by these articles must not -

- (a) bring objects or materials onto the site of a kind that are likely to cause justified offence to the other members of the strata community; or
- (b) allow refuse to accumulate so as to cause justified offence to others.

SIGNS

8. A person bound by these articles must not, without the consent of the strata corporation, display any sign, advertisement, placard, banner or any other conspicuous material of a similar nature -

- (a) on any part of his or her unit so as to be visible from outside the building; or
- (b) on any part of the common property.

MAY DECORATE INSIDE

9. The occupier of a unit may, without the consent of the strata corporation, paint, cover, or in any other way decorate the inside of any building forming part of the unit and may, provided that unreasonable damage is not caused to any common property, fix locks, catches, screens, hooks and other similar items to that building.

DANGEROUS SUBSTANCES

10. The occupier of a unit used for residential purposes must not, without the consent of the strata corporation, use or store on the unit or on the common property any explosive or other dangerous substance.

GARBAGE & BINS

11. A person bound by these articles -

- (a) must maintain within the unit, or on a part of the common property set apart for the purpose by the strata corporation, a receptacle for garbage adequately covered; and
- (b) must comply with all council by-laws relating to the disposal of garbage.

CHANGE OF OWNERSHIP/TENANCY

12. A unit holder must immediately notify the strata corporation of -

- (a) any change in the ownership of the unit, or any change in the address of the owner.
- (b) any change in the occupancy of the unit.



STRATA COMMUNITY INSURANCE



stratacommunityinsure.com.au

T 1300 SCINSURE (1300 724 678)

E myenquiry@scinsure.com.au

A Level 12, 182 Victoria Square, Adelaide, SA 5000

CERTIFICATE OF CURRENCY

THE INSURED

POLICY NUMBER	SRSC21005678
PDS AND POLICY WORDING	Residential Strata Product Disclosure Statement and Policy Wording <u>SCI034-Policy-RS-PPW-02/2021</u> Supplementary Product Disclosure Statement <u>SCIA-036_SPDS_RSC-10/2021</u>
THE INSURED	Strata Corporation No. 11621
SITUATION	17-19 Church Street, Marden, SA, 5070
PERIOD OF INSURANCE	Commencement Date: 4:00pm on 01/09/2024 Expiry Date: 4:00pm on 01/09/2025
INTERMEDIARY	Unitcare Services
ADDRESS	PO Box 4040, Norwood South, SA, 5067
DATE OF ISSUE	23/08/2024

POLICY LIMITS / SUMS INSURED

SECTION 1	PART A	1. Building	\$6,035,000
		Common Area Contents	\$60,350
		2. Terrorism Cover under Section 1 Part A2	Applies
	PART B	Loss of Rent/Temporary Accommodation	\$905,250
	OPTIONAL COVERS	1. Flood	Not Included
		2. Floating Floors	Included
SECTION 2	Liability		\$30,000,000
SECTION 3	Voluntary Workers		Included
SECTION 5	Fidelity Guarantee		\$100,000
SECTION 6	Office Bearers' Liability		\$1,000,000
SECTION 7	Machinery Breakdown		Not Included
SECTION 8	Catastrophe		\$905,250
SECTION 9	PART A	Government Audit Costs – Professional Fees	\$25,000
	PART B	Appeal Expenses	\$100,000
	PART C	Legal Defence Expenses	\$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		\$300,000
SECTION 11	Loss of Lot Market Value		Not Included

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder.

The Strength of Experience.

Strata Community Insurance Agencies Pty Limited ABN 72 165 914 009

Reception

From: Madeleine Martin <madeleine.d.martin@gmail.com>
Sent: Thursday, 13 February 2025 3:57 PM
To: Christopher Rains; Nellie Perera; Claire Davill; Paul Hampton-smith; Joseph Nes; Kim; Madeleine Martin
Cc: Pam
Subject: Strata 11621 Minutes 13 February 2025 - Reimbursement
Attachments: _Strata Corporation 11621 Inc Minutes 20250213.pdf

Dear Committee and Pam Proctor,

Please find attached a copy of Minutes approving reimbursement of \$131.16 to Chris Rains for communal garden related expenses.

Minutes for Committee Meeting

Strata/Community Corporation 11621 Inc
Minutes of the Committee Meeting of the Corporation

Held at via email on 13th August /2025

PROCEEDINGS					
PRESENT	UNIT	Ph/email	PRESENT	UNIT	Ph/email
Chris Rains			Madeleine Martin		
Paul Hampton-Smith			Nellie Perera		
Claire Davill			Joseph Nes		
Kim Rusalen					
M a i n t e n a n c e / O t h e r	It was Resolved:				
	The Committee would like to Approve reimbursement of \$131.16 to Chris Rains (Unit 8) for purchases made in relation to work undertaken in the Common Garden area.				
	The purchases made were plants, compost, gypsum and irrigation parts.				
	Chris sent the Committee copies of the receipts for these purchases.				
I n s u r a n c e					

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- Raise a special levy to boost funds
- Transfer \$.00 from sinking fund to Administration fund
(if sufficient funds are available in the sinking fund).
- Pay the next levy fees in advance (This is a short term solution).

SPECIAL LEVY TO COVER WORKS IF NEEDED:

Resolved that a levy totalling: \$ be chargeable in respect of each
unit to those persons registered as proprietors of a unit at the date of this meeting and be
due on for the purpose of

*The levy will be divided between owners by the same method currently used by your group

Signed

Print Name: Madeleine Martin

*A quorum is a number ascertained by dividing the total number of members of the committee by two, ignoring any fraction resulting from the division and adding one.

Resolved that a levy totalling: \$ be chargeable in respect of each

unit to those persons registered as proprietors of a unit at the date of this meeting and be	
due on	for the purpose of
*The levy will be divided between owners by the same method currently used by your group	
Signed	Print Name: Madeleine Martin

*A quorum is a number ascertained by dividing the total number of members of the committee by two, ignoring any fraction resulting from the division and adding one.

TC BUILDING GROUP PTY LTD

ABN:37 670 426 418 Email: tcbuilt@proton.me

Phone: 0452592166

GREENACRES

SA 5086

Australia

INVOICE

Bill To

Paul Hampton Smith
U11 17-19 Church Street
Marden SA 5070

Invoice# 240910**Invoice Date** 1 Sep 2024**Due Date** 6 Sep 2024

Item Name	Quantity	Rate	Amount
Roof valley cleaning and seal application for rust . This will give an extra few years to the rusted roof valley .	1	440	440.00
Stain seal water stained ceiling prime and paint ceiling. Paint is supplied by owner . Checking plasterboard ceiling from above to make sure there is no. mould growing on it. We have find no mould . Cleaning all gutters .	1	140	140.00
		Subtotal	580.00
		GST (10%)	58.00
		Total	\$638.00

Notes

Thank you for your business !

Terms & Conditions

Payment details : Acc name : TC BUILDING GROUP PTY LTD BSB : 062692 Acc#: 81972472
Please make the payment by the due date.

Minutes for Committee Meeting

Strata/Community Corporation 11621 Inc
Minutes of the Committee Meeting of the Corporation

Held at via email on 05 September /2024

PROCEEDINGS					
PRESENT	UNIT	Ph/email	PRESENT	UNIT	Ph/email
Chris Rains	8		Madeleine Martin	10	
Paul Hampton-Smith	11		Joseph Nes	16	
Claire Davill	4		Kim Rusalen	1	
Nellie Premakumara	15				
Maintenance/Other	It was Resolved:				
	The Committee would like the Invoice attached to be paid. The invoice relates to work done on the roof and ceiling of Unit 11. The work was completed to the owner's satisfaction.				
	Invoice no. 240910 dated 1st September, 2024 for the amount of \$638.00				
	T. C. Building Group				
Insurance					

L o w f u n d s	
Signed _____ Print Name: Madeleine Martin	

*A quorum is a number ascertained by dividing the total number of members of the committee by two, ignoring any fraction resulting from the division and adding one.

Reception

From: Madeleine Martin <madeleine.d.martin@gmail.com>
Sent: Thursday, 5 September 2024 3:22 PM
To: strata11621_committee@googlegroups.com; nelljune26@yahoo.com.au; Cheryl
Subject: Strata 11621 Minutes of Meeting - U11 roof work
Attachments: 20240905.pdf; IMG_20240901_0004.pdf

Dear Committee Members and Cheryl (Unitcare Services),

Attached are the Minutes dated 5th September 2023

Minutes for Committee Meeting

Strata/Community Corporation 11621 Inc
Minutes of the Committee Meeting of the Corporation

Held at via email on 05 September /2024

PROCEEDINGS						
PRESENT		UNIT	Ph/email	PRESENT	UNIT	Ph/email
Chris Rains		8		Madeleine Martin	10	
Paul Hampton-Smith		11		Joseph Nes	16	
Claire Davill		4		Kim Rusalen	1	
Nellie Premakumara		15				
M a i n t e n a n c e/ O t h e r	It was Resolved:					
	The Committee would like the Invoice attached to be paid. The invoice relates to work done on the roof and ceiling of Unit 11. The work was completed to the owner's satisfaction.					
	Invoice no. 240910 dated 1st September, 2024 for the amount of \$638.00					
	T. C. Building Group					
I n s u r a n c e						

L o w f u n d s	
Signed _____ Print Name: Madeleine Martin	

*A quorum is a number ascertained by dividing the total number of members of the committee by two, ignoring any fraction resulting from the division and adding one.

TC BUILDING GROUP PTY LTD

ABN:37 670 426 418 Email: tcbuilt@proton.me

Phone: 0452592166

GREENACRES

SA 5086

Australia

INVOICE

Bill To

Paul Hampton Smith
U11 17-19 Church Street
Marden SA 5070

Invoice# 240910

Invoice Date 1 Sep 2024

Due Date 6 Sep 2024

Item Name	Quantity	Rate	Amount
Roof valley cleaning and seal application for rust . This will give an extra few years to the rusted roof valley .	1	440	440.00
Stain seal water stained ceiling prime and paint ceiling. Paint is supplied by owner . Checking plasterboard ceiling from above to make sure there is no. mould growing on it. We have find no mould . Cleaning all gutters .	1	140	140.00
Subtotal			580.00
GST (10%)			58.00
Total			\$638.00

Notes

Thank you for your business !

Terms & Conditions

Payment details : Acc name : TC BUILDING GROUP PTY LTD BSB : 062692 Acc#: 81972472
Please make the payment by the due date.

STRATA CORPORATION 11621 INC.

**Minutes of the Annual General Meeting of the Corporation held at
u11 17-19 Church Street, Marden
on Tuesday 6/8/2024 at 7.30pm**

PROCEEDINGS

PRESENT: (In person or by proxy)	UNIT
Kim Rusalen	1
Paul Brown	3
Kenneth Clarke & Claire Davill	4
Suzanne Simpson	6
Chris Rains	8
Susan Crawford	9
Madeleine Martin	10
Paul Hampton-Smith	11
Josephine Wundersitz	12
Ranjith Premakumara & Nellie Perera	15
Joseph Nes & Hyunkyung Jeong	16

GUESTS:

Des (Suzanne Simpson's husband)
Toni Coleman

CHAIR:

The Presiding Officer welcomed those present and opened the meeting.

MINUTE SECRETARY:

The Secretary agreed to record the minutes.

QUORUM:

A quorum was declared present in person or by proxy.

CORPORATION MEMBERS REGISTER:

The members' register/unit list was circulated and updated for return to UnitCare Services. It was agreed a copy will be forwarded to all unit owners with the minutes.

MINUTES:

It was resolved that the minutes of the previous Annual General Meeting be taken as read & accepted as a correct record.

Business arising: Any matters that need to be readdressed will be discussed & recorded under common property maintenance, under another relevant agenda item or under other business.

Moved Madeleine/Kim agree

CORRESPONDENCE/ACTIVITY REPORT:

The correspondence and activity report for the year was reviewed and tabled by the Presiding Officer. It was agreed that any matters arising be deferred for discussion under the relevant agenda item. It was agreed that the activity report, together with the transaction ledger continue to be sent to the treasurer on a quarterly basis.

FINANCIAL STATEMENT:

The Corporation's financial statement of accounts for the current period as circulated to all members was tabled and reviewed. It was resolved that the financial statement of accounts be received.

Moved Chris/Suzanne agree

Interest, Tax and Audits: Legislation requires that monies held in Trust Accounts are to earn interest and as a result an annual tax return is required. Interest is credited monthly based on the Corporation's minimum monthly balance. The legislation also requires an annual (to 30 June each year) audit of the UnitCare Services Trust Account by a registered company auditor. The report is made available to the Corporation Treasurer around September each year.

APPOINTMENT OF MANAGERS: GroupAssist Management Option:

That UnitCare Services, and/or their nominee, is appointed to assist the Corporation in terms of the GroupAssist Management option by undertaking all those functions, powers and duties, except maintenance and assisting with meetings, as contained in the Strata Titles Act 1988 at a (reduced) annual primary remuneration of \$198 including GST per unit.

Additional recoverable charges may be made for audit/reconciliation/archiving, government fees including GST, bank fees and stamp duty. Postage and photocopying charges will be debited to the Corporation as actually expended.

Duties of the appointed Managers: General:

To provide so far as is reasonably necessary general (accounting only) advice and assistance to the Corporation and its officers and to assist them in the performance of their responsibilities under the Act.

Meetings: Arrange the Annual General meeting, prepare and distribute notices, including notices of meetings. Will assist the Secretary with advice on conducting meetings if required. Will assist the Secretary in providing a meeting proforma to assist in the preparation of minutes of meetings and distribute such minutes to all unit holders. Will draft a budget to assist in the corporation's financial calculations.

Maintenance: Will not advise upon and arrange for the maintenance, repair and replacement of the common property. An after-hours emergency maintenance service is available. A list of preferred contractors will be supplied with the minutes.

Fence Notices: Assist the corporation in complying with the Fences Act.

Insurance: Place and renew insurances in accordance with the Corporations instructions and have any claim promptly processed.

Accounting: Collect, bank and account for maintenance contributions, levies, interest accruing or other amounts due to the Corporation. Send notices levying maintenance or other contributions and pay accounts and outgoings. Prepare annual financial statements of accounts of the Corporation and arrange an annual tax return as required by law. To supply a copy of any irregular accounts, expenses and liabilities to officers/committee for review. To pay irregular accounts, expenses and liabilities after 10 days if no objections are received from officers/committee.

Clerical: Promptly deal with the Corporation correspondence and requests for Searches (section 41s). Ensure that all appropriate and proper records of the Corporation are maintained and keep secure and confidential all books, records, common seal, certificates of title, strata plans, specifications, reports, schedules and the like.

Public Officer: (Gordon Russell) to act as the Corporation's Public Officer for the purpose of signing Tax Returns and other such matters as required by statute.

Commissions: UnitCare Services may receive a commission for placing the Corporation's insurance.

Note: A management agreement will be posted to the group's Presiding Officer for signing.

Moved Claire/Paul H-S agree

ELECTION OF OFFICE BEARERS/APPOINTED OFFICERS: [Section 23]

Following discussion over the various duties of office bearers the following appointments were made:

Presiding Officer:	Kim Rusalen
Secretary:	Madeleine Martin
Treasurer:	Paul Hampton-Smith

Moved Clare/Paul agree

MANAGEMENT COMMITTEE: [Section 35]

It was resolved that the Management Committee shall consist of the appointed officers along with Chris Rains, Claire Davill, Nellie Premakumara, Joseph Nes.

Moved Chris/Madeleine agree

Note: Management Committees need to keep minutes of their meetings.

INSURANCE:

The Presiding Officer advised that Section 30 of the Act imposes a duty on the Corporation to insure all building and building improvements for their full replacement value, including all costs incidental to and associated with their replacement.

General Advice Warning: Any advice given by the manager is general advice. Owners can inform themselves through reading the Product Disclosure Statement. These are available from the office of UnitCare Services for group's insured through CHU/QBE or SCI/Allianz.

The Corporation is further required to keep itself insured against liability for negligence (\$10,000,000 minimum) and against any other liabilities [e.g.: flood, office bearer liability, catastrophe] determined by a special resolution of the Corporation.

The Corporation's current policy details are as follows:

Underwriter	STRATA COMMUNITY INSURANCE
Renewal Date	01/09/2024
Building	\$6,035,000.00 Excess \$1,000.00
Loss of Rent	\$905,250.00
Catastrophe	\$905,250.00
Public Liability	\$30,000,000.00
Fidelity Guarantee	\$100,000.00
Office Bearers Liability	\$1,000,000.00
Voluntary Workers Pers Accident	\$200,000.00
Legal Defence Expenses / Audit	\$50,000.00 Excess \$1,000.00
Owners Fixtures	\$300,000.00
Flood	
Floating Floors	
Common Contents	\$60,350.00

For Insurance product details visit

stratacommunityinsure.com.au/products/residential-strata-insurance/

stratacommunityinsure.com.au/products/commercial-strata-insurance/

Insurance Valuation: (Last valuation 11/11/2022 - \$6,035,000.00)

Obtain Quotations: It was agreed that quotations be obtained for cover of \$# before the renewal and sent to the Management Committee for a decision. If no decision is forthcoming the Manager will renew the existing policy for the suggested cover

Paul H-S phoned UCS7/8/24. Please hold off on renewal until options investigated.

Moved Kim/Paul agree

Policy - Insurance Excess Payments:

It was resolved that any insurance claim that is to do with the property of the unit owner, the unit owner will pay the insurance excess. Any claim related to the common property; the Corporation will pay the excess. The unit owner has a right of written appeal to the Management Committee.

Moved Nellie/Madeleine agree

Commissions: It was noted that UnitCare Services receive a commission if the Corporation's insurance is placed directly with CHU/QBE Insurance or SCI/Allianz.

Home/Contents Insurance: It was noted that it is necessary for unit owners to arrange individually for adequate insurance for home public liability insurance, as well as the contents of their homes inclusive of carpets, drapes, light fittings, etc., whether or not the home is occupied by the unit owner or a tenant, as such items are not included in the Corporation's insurance policy. It is recommended that owners seek independent advice from a suitably qualified insurance broker regarding any additional insurance required for their individual circumstances.

MAINTENANCE: Under Group Assist, UnitCare Services do not arrange your maintenance.

Painting: Owners agreed that painting was not needed at this stage and that any decision to paint the previously painted exterior surfaces of the units can be deferred.

Grounds Care/Lawn Care:

Chris Rains to replace plants in common area.

Termite Responsibility: The Presiding Officer advised that any termite damages within a unit would be a strata responsibility unless the entry of termites had resulted from negligence on the part of an owner, agent or their tenant. It was also noted that damage caused by termites was not an insured event in terms of the building insurance policy.

It is recommended that termite inspections should occur annually.

Termite Inspections: Owners agreed not to have the units inspected for termite activity this year but to monitor the situation instead.

Residents are strongly requested not to facilitate the entry of termites through the storage of newspapers or wood against the building or putting soil against the exterior of the buildings.

Gutters:

Two storey units plus unit 1 and carport on unit 6 and unit 2 – gutters cleaned.

Next May (2025) most units will have gutters cleaned. Secretary will inform owners nearer the time.

Driveways/Paving:

Kerbing replacement undertaken units 10, 4 and 3. No further work required at this stage.

Roofing:

Ridge cap work has been completed on units 1, 12, 13, 14, 15, 16.

After inspection of other units' ridge caps, more work may need to be done in the future.

BUDGET:

The Presiding Officer circulated and presented the budget estimates proposal and pointed out that there were various philosophies that could be adopted to establish a budget.

☐ An accrued budget which sets aside a proportion of regular contributions for the specific purpose of providing for future expenditure eg Painting, Building Repairs (known as a Reserve Fund or Sinking Fund).

It was resolved following discussion that the attached recommended Budget Estimates be adopted.

DESCRIPTION	ESTIMATES
COMMON PROPERTY MAINTENANCE	
Emergency Maintenance	\$1,600
Gutter Cleaning (last done 7/2021)	review
Termite Inspections	review
Grounds Care	\$250
RECURRENT EXPENDITURE	
Management Fee (group assist)	\$3,168
Bank Charges	\$75
Postage & Copying	\$180
Insurance (due 1/9/24)	\$10,300
Insurance Valuation	review
Electricity	\$200
Audit Fee	\$416
Income Tax Payment	\$285
Income Tax Return	\$217
TOTAL ESTIMATED COSTS	\$16,691
ADMINISTRATION FUND INCOME	
Annual Maintenance Fund contributions	\$16,800
Plus, Bank Interest	\$1,800
Plus, Arrears for Units	\$3,144
Minus Advances for Units	(\$4,168)
Plus, Other Income	\$0
Total Income =	\$17,576
Plus, last year's balance brought forward	\$26,029
Minus Total Estimated Costs	\$16,691
Transfers to (+) or from (-) Sinking Fund	\$0
Maintenance Fund Closing Balance =	\$26,914
SINKING FUND INCOME	
Annual Sinking Fund contributions	\$9,660
Transfers from Administration Fund	\$12,000
Plus, Special Levies	\$0
Total Income =	\$21,660
Plus, last year's balance brought forward	\$12,720
Less Work	\$0
Sinking Fund Closing Balance =	\$34,380

Moved Paul/Madeleine agree

CONTRIBUTIONS:

Administration Fund: In accordance with this resolution, the **Total Annual Contribution** to the Administration Fund will be \$16,800.00.

Sinking/Reserve Fund: In accordance with this resolution, the **Total Annual Contribution** to the Sinking/Reserve Fund will be \$9,660.00.

FUNDS TRANSFER:

UnitCare Services are to transfer \$12,000.00 surplus from the administration fund to the sinking fund on 1st October 2024.

Moved Kim/Paul agree

OVERDUE CONTRIBUTIONS INTEREST AND FEES:

Policy - Overdue Contributions Interest and Fees: That the payment of the Corporation Account Notice is the responsibility of each lot holder and accounts must be paid within twenty-eight (28) days of the due date for payment. If any account is not paid within 28 days of the due date lot owners are required to pay interest on the overdue amount at the rate of twelve (12%) per annum calculated from the due date until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts including (but not limited to) legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants or solicitors. If the account is not paid by the due date a reminder notice will be sent with a late payment charge as per the contract fee.

Moved Chris/Sue Simpson agree

(requires unanimous resolution - without any dissentient vote)

POLICIES & APPROVALS: (Requiring General Resolution)

Animals:

To Management Committee: The Corporation delegates authority to the Management Committee to approve any applications for animals.

Real Estate Agents Signs:

Allowed: An agent instructed to offer any unit "For Sale" be permitted to erect one vertical (portrait) sign only, of dimensions not greater than two (2) metre square. This sign must indicate the number of the unit and is to be installed as near as practicable to the front boundary of the premises and be removed not later than 48 hours after a contract for sale of the unit has been signed.

EGM Meeting Charges:

It was resolved that should any owner wishing to apply to the Corporation, for an approval of any kind, other than at the annual general meeting, which is for their exclusive benefit, the prescribed meeting fee to conduct an Extraordinary General Meeting will be charged to the unit holder.

Insulation:

It was resolved that the Corporation grant consent for all owners to install insulation in the roof space above their unit, subject to the unit holder and their successors in title agreeing without any further notice that the costs of and incidental to installation, maintenance, repairs and replacement shall be at all times at the expense of that unit holder from time to time. That the work be undertaken to a trade standard and that no insulation be installed on or above down lights, transformers and other equipment subject to heating.

Moved Chris/Kim agree

OTHER BUSINESS:

Unit 13 – debt recovery ongoing with support from Lynch Meyer.

Arrears as of 30th June 2024 \$3,144.65.

Next Year's Meeting: 12th August 2025

Meeting was closed at 8.50pm with thanks to all who attended.

Strata Corporation 11621 Inc

Minutes for Committee Meeting of the Corporation

07 July 2024 via email

PROCEEDINGS (Quorum = 3)				
Member	UNIT	Present Member	UNIT	Present
Chris Rains	8	Claire Davill	4	
Madeleine Martin Secretary	10	Paul Brown	3	
Paul Hampton-Smith Treasurer	11	Kim Rusalen	1	
<p>The Committee approve the Quote #390 from SA Softwash dated 4th July 2024.</p> <p>To undertake Ridgecap work on Units 1, 12, 13, 14, 15, 16 plus Roof Valley replacement at Unit 1</p> <p>Total cost \$8087.00</p>				
Signed Madeleine Martin, Secretary				

Strata Corporation 11621 Inc

Minutes for Committee Meeting of the Corporation

17 June 2024 via email

PROCEEDINGS (Quorum = 3)				
Member	UNIT	Present Member	UNIT	Present
Chris Rains	8	Claire Davill	4	email
Madeleine Martin	10	Paul Brown	3	email
Paul Hampton-Smith	11			

The Committee would like to nominate

Softwash **Emille Yousefian** <admin@sasoftwash.com.au>

Contact Pat from SA Softwash

The quote given

Both double and single story's are \$175 excl GST per unit for the lot

Total amount for 7 units = \$1,050 excl GST

We'll also take before and after photos that will be provided along with our invoice to ensure satisfaction.

The quote is for gutter cleaning - 4 two store units (13,14, 15 and 16), 2 single storey units (1 and 2) and 1 carport at unit 6

Signed *Madeleine Martin*, Secretary

Strata Corporation 11621 Inc
Minutes for Committee Meeting of the Corporation
15 May 2024 via email

PROCEEDINGS (Quorum = 4)					
Member	UNIT	Present	Member	UNIT	Present
Kim Rusalen Presiding Officer	1	via email	Chris Rains Member	8	via email
Madeleine Martin Secretary	10		Claire Davill Member	3	via email
Paul Hampton-Smith Treasurer	11	via email	Paul Brown	4	
<p>Apology from Secretary, Madeleine Martin, who is overseas.</p> <p>Regarding debt recovery for overdue strata fees from Unit 13</p> <p>Lynch Myer lawyers have been pursuing this debt under approved instructions from the committee. According to the 1st May 2024 arrears report from UnitCare to the Treasurer, the debt value was \$2,986.40, comprising five strata levies since 1st April 2023, overdue account costs charged by UnitCare, and debt recovery costs from Lynch Myer.</p> <p>Lynch Myer will be attending court on 13th Jun 2024, and the owner of Unit 13 has been served a summons to appear. Given past lack of cooperation, it is quite possible that the owner will not appear, and Lynch Myer has stated that if this occurs they will press for orders to allow the Corporation to issue a Warrant of Sale on unit 13 to recover debt.</p> <p>Motion: If the owner of Unit 13 does not appear at the 13th June court hearing, to approve the proposed action by Lynch Myer lawyers to press for orders to allow the Corporation to issue a Warrant of Sale to recover debt.</p> <p>Moved - Paul Hampton-Smith; Seconded - Kim Rusalen; carried</p>					
Signed Paul Hampton-Smith, Treasurer					

Reception

From: Madeleine Martin <madeleine.d.martin@gmail.com>
Sent: Wednesday, 17 April 2024 6:07 PM
To: strata11621_committee@googlegroups.com; Michael Thomas
Subject: Strata 11621 Minutes - Kerbing
Attachments: Strata Corporation 11621 Inc Minutes 20240417.docx (3).pdf

Please find attached Minutes accepting the revised quote from Direct Maintenance.

This being \$9,900 for kerbing work on units 3, 4 and 10.

Strata Corporation 11621 Inc
Minutes for Committee Meeting of the Corporation
17 April 2024 via email

PROCEEDINGS (Quorum = 3)					
Member	UNIT	Present	Member	UNIT	Present
Chris Rains	8	email	Claire Davill Member	4	email
Madeleine Martin Secretary	10	email	Paul Brown Member	3	email
Paul Hampton-Smith Treasurer	11	email			
<p>The Committee accepts the revised quote from Direct Maintenance for kerbing work on Units 3, 4 and 10 at a cost of \$9,900.</p> <p>The Secretary, Madeleine Martin, will advise Direct Maintenance to commence work and they will forward an invoice to Unitcare Services on completion.</p>					
Signed Paul Hampton-Smith, Secretary					

Proforma Minutes for Committee Meeting

(Please have the secretary complete the minutes and forward to our office)

Strata/Community Corporation

Inc

Minutes of the Committee Meeting of the Corporation

Held at via email

on 3/4/24

/20

PROCEEDINGS

PRESENT	UNIT	Ph/email	PRESENT	UNIT	Ph/email
Chris Rains			Madeleine Martin		
Paul Hampton-Smith					
Claire Davill					
Paul Brown					

M a i n t e n a n c e / O t h e r	It was Resolved:
	The Committe has decided that Madeleine Martin has been elected as Secretary of the Strata Committee
	2024

I n s u r a n c e	<ul style="list-style-type: none">○ It was agreed to leave the insurance cover as it stands○ It was agreed to accept the insurance company's recommended cover as per the renewal○ It was agreed to insure as follows<ul style="list-style-type: none">Buildings \$Public Liability \$Other \$
--	--

**L
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- Raise a special levy to boost funds
- Transfer \$.00 from sinking fund to Administration fund
(if sufficient funds are available in the sinking fund).
- Pay the next levy fees in advance (This is a short term solution).

SPECIAL LEVY TO COVER WORKS IF NEEDED:

Resolved that a levy totalling: \$ be chargeable in respect of each
unit to those persons registered as proprietors of a unit at the date of this meeting and be
due on for the purpose of

*The levy will be divided between owners by the same method currently used by your group

Signed Print Name: Madeleine Martin

*A quorum is a number ascertained by dividing the total number of members of the committee by two, ignoring any fraction resulting from the division and adding one.

Strata Corporation 11621 Inc
Minutes for Committee Meeting of the Corporation
16 October 2023 via email

PROCEEDINGS (Quorum = 4)					
Member	UNIT	Present	Member	UNIT	Present
Kim Rusalen; Presiding Officer	1	Y - Email	Claire Davill; Member	3	Y - Email
Tess Field; Secretary	16	Y - Email	Chris Rains; Member	8	Y - Email
Paul Hampton-Smith; Treasurer	11	Y - Email	Madeleine Martin; Member	10	Y - Email
			Paul Brown; Member	3	Y - Email
<p>The committee</p> <ul style="list-style-type: none"> agreed to reimburse Chris Rains \$116.45 for plants as described. Receipt attached. <p>Today Madeleine and I went to the State Flora Nursery where we purchased seven Leptospermums (1.5-2m x 1.5-2m) to plant in the front garden along the green fence. These plants were on special, but when paying for them the correct discount was not applied. We also purchased six bags of compost. I then went to the Klemzig Garden Centre to purchase a bag of gypsum.</p> <p>The docket shows the original charge:</p> <p>7 x plants @ \$90.65 (\$12.95 each) 6 x Compost @ \$53.70 (\$8.95 each) Total cost \$144.35</p> <p>A credit was then issued for \$38.85 Revised cost \$105.50 + Gypsum \$10.95 <u>Total reimbursement cost \$116.45</u></p> <p>I shall dig the compost and gypsum into the garden area where the heavy clay soil persists, then wait a few weeks before planting to allow the compost to break down as planting immediately will burn the young roots of the Leptospermums.</p>					
Signed Tess Field, Secretary					

**** DUPLICATE RECEIPT ****
State Flora - Belair
ABN : 36 702 093 234
BELAIR N.P., BELAIR 5052
TAX INVOICE

TEL 08 8278 7777

Sale 13-Oct-2023 @ 11:43 am
Oper Natasha
Rec# 312-81-176736

* 30L SAC Compost	\$53.70
6 @ \$8.95 each	
G100300013	
* SF Pot - 140mm	\$90.65
7 @ \$12.95 each	
P600100767	

TOTAL PRICE	\$144.35
PRICE TO PAY	\$144.35
EFTPOS	\$144.35
EFT TxnRef#	
312-81-176736-00	

TOTAL INCLUDES GST OF \$13.12

*Item includes GST
Lines: 2, Items: 13

Discounted Goods are non-refundable or non

=====

PLEASE RETAIN YOUR DOCKET

=====

**** DUPLICATE RECEIPT ****
State Flora - Belair
ABN : 36 702 093 234
BELAIR N.P., BELAIR 5052
TAX INVOICE

TEL 08 8278 7777

Sale 13-Oct-2023 @ 11:48 am
Oper Natasha
Rec# 312-81-176738

* SF Pot - 140mm	-\$38.85
-3 @ \$12.95 each	
P600100767	

TOTAL PRICE	-\$38.85
PRICE TO PAY	-\$38.85
EFTPOS	-\$38.85
EFT TxnRef#	
312-81-176738-00	

TOTAL INCLUDES GST OF -\$3.53

*Item includes GST
Lines: 1, Items: 3

Discounted Goods are non-refundable or non

=====

PLEASE RETAIN YOUR DOCKET

=====

**KLENZIG
GARDEN CENTRE**
30 OG ROAD KLENZIG SA 5087
PH: (08) 8369 0338
ABN: 41165749968 TAX INVOICE
THANK YOU :)

#101399 13/10/2023 13:57
01 CLERK01 000000

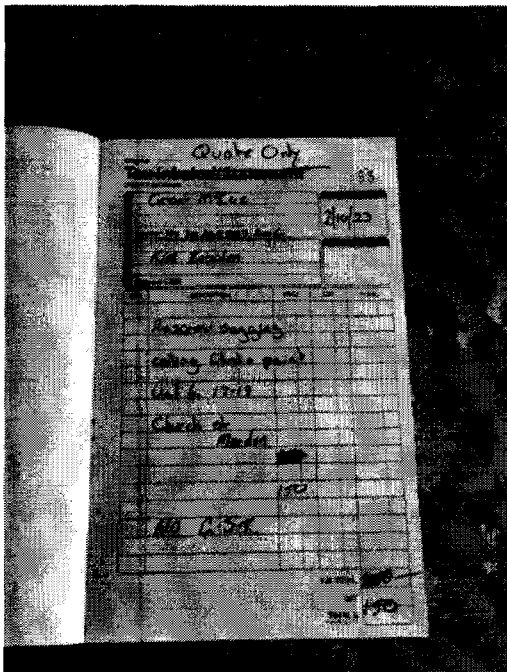
1x 10.95	\$10.95 A
SOILS/CHEMICALS	
SUBTOTAL	\$10.95

GST ITEM TL	\$10.95
TL GST PAID	\$1.00

EFTPOS \$10.95

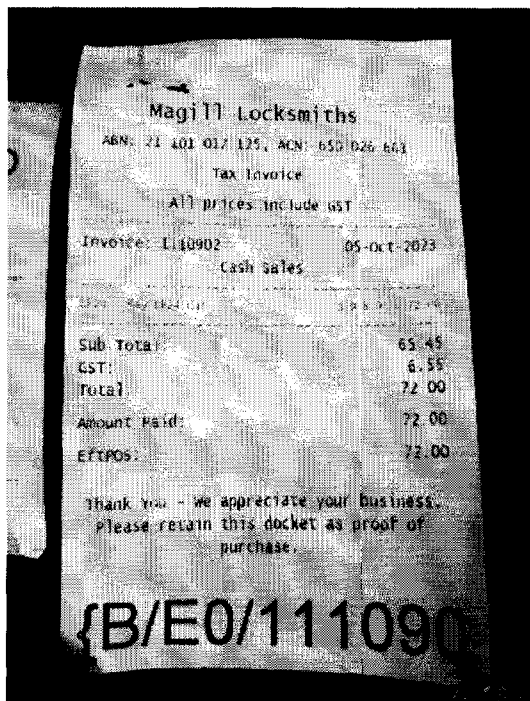
Strata Corporation 11621 Inc
Minutes for Committee Meeting of the Corporation
07 October 2023 via email

PROCEEDINGS (Quorum = 4)					
Member	UNIT	Present	Member	UNIT	Present
Kim Rusalen; Presiding Officer	1	Y - Email	Claire Davill; Member	3	
Tess Field; Secretary	16	Y - Email	Chris Rains; Member	8	Y - Email
Paul Hampton-Smith; Treasurer	11	Y - Email	Madeleine Martin; Member	10	
			Paul Brown; Member	3	Y - Email
<p>The committee</p> <ul style="list-style-type: none"> agreed to engage Grant McCue to repair ceiling of front bedroom at unit 6, as per quote provided below, "Rescrew sagging ceiling, flush & paint". 					
Signed <i>Tess Field</i> , Secretary					



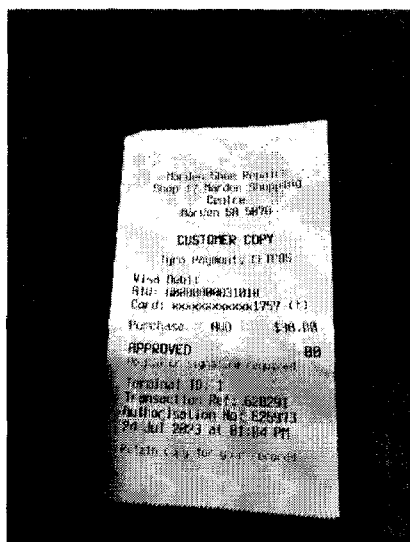
Strata Corporation 11621 Inc
Minutes for Committee Meeting of the Corporation
07 October 2023 via email

PROCEEDINGS (Quorum = 4)					
Member	UNIT	Present	Member	UNIT	Present
Kim Rusalen; Presiding Officer	1	Y - Email	Claire Davill; Member	3	
Tess Field; Secretary	16	Y - Email	Chris Rains; Member	8	Y - Email
Paul Hampton-Smith; Treasurer	11	Y - Email	Madeleine Martin; Member	10	Y - Email
			Paul Brown; Member	3	
<p>The committee</p> <ul style="list-style-type: none"> agreed to reimburse Tess Field \$72 for the cost of further key cutting so each committee member has a copy of the two electricity meter cabinet keys, as per the receipt below. 					
Signed <i>Tess Field</i> , Secretary					



Strata Corporation 11621 Inc
Minutes for Committee Meeting of the Corporation
05 October 2023 via email

PROCEEDINGS (Quorum = 4)					
Member	UNIT	Present	Member	UNIT	Present
Kim Rusalen; Presiding Officer	1	Y - Email	Claire Davill; Member	3	Y - Email
Tess Field; Secretary	16	Y - Email	Chris Rains; Member	8	Y - Email
Paul Hampton-Smith; Treasurer	11	Y - Email	Madeleine Martin; Member	10	Y - Email
			Paul Brown; Member	3	Y - Email
<p>The committee</p> <ul style="list-style-type: none"> agreed to reimburse Madeleine Martin \$38 for key cutting for Electricity Meter Box cabinets 					
Signed Tess Field, Secretary					



18 September 2023 via email

PROCEEDINGS (Quorum = 4)					
Member	UNIT	Present	Member	UNIT	Present
Kim Rusalen; Presiding Officer	1	Y - Email	Claire Davill; Member	3	Y - Email
Tess Field; Secretary	16	Y - Email	Chris Rains; Member	8	Y - Email
Paul Hampton-Smith; Treasurer	11	Y - Email	Madeleine Martin; Member	10	
			Paul Brown; Member	3	Y - Email
<p>The committee</p> <ul style="list-style-type: none"> agreed to reimburse Chris Rains \$16 for two batteries for a garden timer for the Kangaroo plant strip opposite unit 8, see attached receipt. 					
Signed Tess Field, Secretary					

Colas Supermarkets Australia Pty Ltd
Tax Invoice ABN: 45 004 189 700

coles

Store: 459 CS TEA TREE PLAZA
Store Manager: Wendy
Phone: (408) 335-8200
Served by: Josh
Register: 001
Date: 12/04/2023
Receipt: 1940
Time: 12:41

Deutscher: 1981, 1982

[illegible]

STRATA CORPORATION 11621 INC.

Minutes of the Annual General Meeting of the Corporation held at

Unit 11 17-19 Church St on

05/09/2023 commencing at 07:30pm

PROCEEDINGS

PRESENT: (In person or by proxy)	UNIT	SIGNATURE
Kim Rusalen	1	
Paul Brown	3	
Claire Davill	4	
Suzanne Simpson	6	
Chris Rains	8	
Susan Crawford	9	
Madeleine Martin	10	
Paul Hampton-Smith	11	
Josephine Wundersitz by proxy to Madeleine Martin	12	
Nellie Perera	15	
Tess Field	16	

Signatures and proxies posted to UnitCare

APOLOGIES: None

GUESTS: Toni Coleman

CHAIR:

The Presiding Officer welcomed those present and opened the meeting.

MINUTE SECRETARY:

The Secretary agreed to record the minutes.

QUORUM:

With ten present plus one proxy, a quorum was declared.

CORPORATION MEMBERS REGISTER:

The members' register/unit list was circulated and updated for return to UnitCare Services. It was agreed a copy will be forwarded to all unit owners with the minutes.

MINUTES:

It was resolved that the minutes of the previous Annual General Meeting be taken as read & accepted as a correct record.

Moved: Chris Rains / Seconded: Paul Brown; all agreed

CORRESPONDENCE/ACTIVITY REPORT:

The correspondence and activity report for the year was reviewed and tabled by the Presiding Officer. It was agreed that any matters arising be deferred for discussion under the relevant agenda item. It was agreed that the activity report, together with the transaction ledger continue to be sent to the treasurer on a quarterly basis.

FINANCIAL STATEMENT:

The Corporation's financial statement of accounts for the current period as circulated to all members was tabled and reviewed. It was resolved that the financial statement of accounts be received.

Moved: Paul Hampton-Smith / Seconded: Madeleine Martin; all agreed

Interest, Tax and Audits: Legislation requires that monies held in Trust Accounts are to earn interest and as a result an annual tax return is required. Interest is credited monthly based on the Corporation's minimum monthly balance. The legislation also requires an annual (to 30 June each year) audit of the UnitCare Services Trust Account by a registered company auditor. The report is made available to the Corporation Treasurer around September each year.

APPOINTMENT OF MANAGERS: GroupAssist Management Option:

That UnitCare Services, and/or their nominee, is appointed to assist the Corporation in terms of the GroupAssist Management option by undertaking all those functions, powers and duties, except maintenance and assisting with meetings, as contained in the Strata Titles Act 1988 at a (reduced) annual primary remuneration of \$197.42 including GST per unit.

Additional recoverable charges may be made for audit/reconciliation/archiving, government fees including GST, bank fees and stamp duty. Postage and photocopying charges will be debited to the Corporation as actually expended.

Duties of the appointed Managers:

General: To provide so far as is reasonably necessary general (accounting only) advice and assistance to the Corporation and its officers and to assist them in the performance of their responsibilities under the Act.

Meetings: Arrange the General and Committee meetings, if required, prepare and distribute notices, including notices of meetings. Will assist the Secretary with advice on conducting meetings if required. Will assist the Secretary in providing a meeting proforma to assist in the preparation of minutes of meetings and distribute such minutes to all unit holders. Will draft a budget to assist in the corporation's financial calculations.

Maintenance: Will not advise upon and arrange for the maintenance, repair and replacement of the common property. An after-hours emergency maintenance service is available. A list of preferred contractors will be supplied with the minutes.

Insurance: Place and renew insurances in accordance with the Corporations instructions and have any claim promptly processed.

Accounting: Collect, bank and account for maintenance contributions, levies, interest accruing or other amounts due to the Corporation. Send notices levying maintenance or other contributions and pay accounts and outgoings. Prepare annual financial statements of accounts of the Corporation and arrange an annual tax return as required by law. To supply a copy of any irregular accounts, expenses and liabilities to officers/committee for review. To pay irregular accounts, expenses and liabilities after 10 days if no objections are received from officers/committee.

Clerical: Promptly deal with the Corporation correspondence and requests for Searches (section 41s). Ensure that all appropriate and proper records of the Corporation are maintained and keep secure and confidential all books, records, common seal, certificates of title, strata plans, specifications, reports, schedules and the like.

Public Officer: (Gordon Russell) to act as the Corporation's Public Officer for the purpose of signing Tax Returns and other such matters as required by statute.

Commissions: UnitCare Services may receive a commission for placing the Corporation's insurance.

Note: A management agreement will be posted to the group's Presiding Officer for signing.

Motion: that the Strata will continue with the UnitCare Group Assist management option

Moved: Paul Hampton-Smith / Seconded: Tess Field; all agreed

ELECTION OF OFFICE BEARERS/APPOINTED OFFICERS: [Section 23]

Following discussion over the various duties of office bearers the following appointments were made:

Presiding Officer: Kim Rusalen

Secretary: Tess Field

Treasurer: Paul Hampton-Smith

Moved: Paul Brown / Seconded: Susan Crawford; all agreed

The meeting gave heartfelt thanks to Chris Rains for his major contribution as Presiding Officer for the Strata over a great many years.

MANAGEMENT COMMITTEE: [Section 35]

It was resolved that the Management Committee shall consist of the appointed officers along with Claire Davill; Chris Rains; Paul Brown; Madeleine Martin

Moved: Tess Field / Seconded: Paul Hampton-Smith; all agreed

The new management committee therefore consists of seven members in total, with a quorum of four. It was noted that the Management Committees is required to keep minutes of their meetings.

INSURANCE:

The Presiding Officer advised that Section 30 of the Act imposes a duty on the Corporation to insure all building and building improvements for their full replacement value, including all costs incidental to and associated with their replacement.

General Advice Warning: Any advice given by the manager is general advice. Owners can inform themselves through reading the Product Disclosure Statement. These are available from the office of UnitCare Services for groups insured through CHU/QBE or SCI/Allianz.

The Corporation is further required to keep itself insured against liability for negligence (\$10,000,000 minimum) and against any other liabilities [e.g.: flood, office bearer liability, catastrophe] determined by a special resolution of the Corporation.

The Corporation's current policy details are as follows:

Underwriter: Strata Community Insurance

Renewal Date: 1/9/2023

Due to the AGM being after the renewal date, a 30 day cover note was requested by UnitCare to SCI.

Insurance Valuation: \$6,035,000, as of 11th November 2022. This is a 47% increase on the previous valuation in 2017.

To assist in the decision whether to include flood cover in the insurance, three flood maps were presented to the meeting, and also attached to these minutes. These were sourced from <https://www.waterconnect.sa.gov.au/>

1. *River Torrens Flood Inundation Study, 1999 - 1 in 500 chance.* No inundation evident in the area of the Strata
2. *First to Fifth Creek Floodplain Mapping, 2007 - 1 in 500 chance.* No inundation evident in the area of the Strata
3. *First to Fifth Creek Floodplain mapping 2007 - Probable Maximum Flood. Major inundation evident in the area of the Strata.*

All at the meeting noted that the *First to Fifth Creek Floodplain mapping 2007 - Probable Maximum Flood* is less likely than its companion *First to Fifth Creek Floodplain Mapping, 2007 - 1 in 500 chance*. The meeting therefore agreed that insurance excluding flood cover is an acceptable risk.

This decision to exclude flood cover is to be revisited at the next AGM.

Motion: to accept the Strata Community Insurance quote of \$9,373.68 for 12 months of property building cover, excluding flood cover, at a strata valuation of \$6,035,000

Moved: Tess Fields / seconded: Kim Rusalen; all agreed

Policy - Insurance Excess Payments:

It was resolved that any insurance claim that is to do with the property of the unit owner, the unit owner will pay the insurance excess of \$1,000. Any claim related to the common property, the Corporation will pay the excess. The unit owner has a right of written appeal to the Management Committee.

Moved: Claire Davill / Seconded: Chris Rains; all agreed

Commissions: It was noted that UnitCare Services receive a commission for placing the insurance direct with SCI/Allianz.

Home/Contents Insurance: It was noted that it is necessary for unit owners to arrange individually for adequate insurance for home public liability insurance, as well as the contents of their homes inclusive of carpets, drapes, light fittings, etc., whether or not the home is occupied by the unit owner or a tenant, as such items are not included in the Corporation's insurance policy. It is recommended that owners seek independent advice from a suitably qualified insurance broker regarding any additional insurance required for their individual circumstances.

MAINTENANCE:

Under GroupAssist, the Strata Management Committee arranges maintenance.

Painting: Owners agreed that painting was not needed at this stage and that any decision to paint the previously painted exterior surfaces of the units can be deferred.

The budget includes an accrual of \$1,200 per year for painting. Total accrued so far is \$2,400. This gradual accumulation will contribute to this large future expenditure but is not likely to pay for it in full.

Grounds Care/Lawn Care:

The budget includes \$700 for grounds care.

Termite Responsibility: The Presiding Officer advised that any termite damages within a unit would be a strata responsibility unless the entry of termites had resulted from negligence on the part of an owner, agent or their tenant. It was also noted that damage caused by termites was not an insured event in terms of the building insurance policy.

Owners agreed not to have the units inspected for termite activity this year but to monitor the situation instead.

Residents are strongly requested not to facilitate the entry of termites through the storage of newspapers or wood against the building or putting soil against the exterior of the buildings.

Gutters:

The following is a combination of the AGM decision in 2022 plus a proposal from Chris Rains after the meeting.

All two storey units (13,14,15,16, but not unit 12, which has gutter guard), will have their gutters cleaned.

Due to extensive leaf drop, units 1 & 2 and the carport of unit 6 will also be included. All unit owners are given the opportunity to nominate their unit to have their gutters cleaned under the annual gutter cleaning programme.

Communal/Security Lighting:

No work needed after the decommissioning of one electricity meter several years ago, and the successful upgrade of road bollard lighting in 2021.

Driveways/Paving:

Kerbing is crumbling in areas and becoming a safety risk. A quote dated 23rd August 2023 for kerbing repair was tabled from Urban Transformers.

The kerbing outside units 3, 4 & 10 have been budgeted for 2024 at a cost of \$10,340 GST incl. Further work currently quoted at \$6,360 GST incl. is planned for a future year.

Roofing:

No roofing repairs have been identified.

Fencing:

Unit 6 brush fence needs re-packing. To be assessed and allocate funds to repair this year or in next budget.

Other: (i.e. tree management, drain blockages, surface water disposal, etc.)

Bottlebushes have been trimmed at front. The common area near Unit 1 needs to be trimmed.

Wood rot in supporting posts needs attention.

Proposed to repair these progressively over the next few years, according to extent of damage.

The budget includes repair of three posts at units 4 and 11 at an estimated cost of \$2,000

BUDGET:

The secretary and treasurer circulated and presented the budget estimates proposal.

It was resolved following discussion that the attached recommended Budget Estimates be adopted.

The major items it includes are:

- ☐ Accrual of \$1,200 per year to contribute to future painting
- ☐ \$10,340 for kerbing repairs near units 3, 4 & 10
- ☐ \$2,000 for repair of three wooden support posts in units 3 & 11
- ☐ \$9,373 for strata building insurance **excluding flood cover**
- ☐ Transfer of \$6,000 from Sinking fund to Administration fund to set estimated level at 30/6/2024 of approximately \$15,000
- ☐ \$7,182 reduction of total funds on hand by 30/6/2024. However this is still one of the higher levels in the last ten years.
- ☐ No increase in strata fees. It is quite possible that an increase could be proposed for next year mainly due to the increased insurance premium.

Account	30/6/2023 actual	Estimate at 30/6/2024
Administration fund	\$25,380	\$14,867
Sinking fund	\$21,144	\$24,344
Total	\$46,524	\$39,211

Moved to accept budget: Kim Rusalen / Seconded: Chris Rains; all agreed

HONORARIUMS:

No honorariums were proposed.

CONTRIBUTIONS:

Administration Fund: In accordance with this resolution, the Total Annual Contribution to the Administration Fund will remain at \$16,000.00

Sinking/Reserve Fund: In accordance with this resolution, the Total Annual Contribution to the Sinking/Reserve Fund will remain at \$9,200.00.

FUNDS TRANSFER:

UnitCare Services are to transfer \$6,000 from the Sinking Fund to the Administration Fund

Moved: Paul Hampton-Smith / Seconded: Paul Brown; all agreed

OVERDUE CONTRIBUTIONS INTEREST AND FEES:

Existing Policy since AGM 2017 - Overdue Contributions Interest and Fees:

That the payment of the Corporation Account Notice is the responsibility of each lot holder and accounts must be paid within twenty-eight (28) days of the due date for payment. If any account is not paid within 28 days of the due date lot owners are required to pay interest on the overdue amount at the rate of twelve (12%) per annum calculated from the due date until payment, and to pay all expenses incurred in pursuing recovery of overdue amounts including (but not limited to) legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants or solicitors. If the account is not paid by the due date a reminder notice will be sent with a late payment charge as per the contract fee.

Motion: Re-confirming this existing policy

Moved: Paul Hampton-Smith / Seconded: Tess Field; all agreed

SPECIAL LEVY:

No special levy is required. It is quite possible that a levy will be required in future when repainting of the strata is planned.

POLICIES & APPROVALS: (Requiring General Resolution)

Animals:

It was agreed that owners may apply for approval on an individual basis in accordance with the current Strata Pet Policy, July 2019.

The Corporation delegates authority to the Management Committee to approve any applications for animals.

Real Estate Agents Signs:

An agent instructed to offer any unit "For Sale" be permitted to erect one vertical (portrait) sign only, of dimensions not greater than two (2) metre square. This sign must indicate the number of the unit and is to be installed as near as practicable to the front boundary of the premises and be removed not later than 48 hours after a contract for sale of the unit has been signed.

Insulation:

It was resolved that the Corporation grant consent for all owners to install insulation in the roof space above their unit, subject to the unit holder and their successors in title agreeing without any further notice that the costs of and incidental to installation, maintenance, repairs and replacement shall be at all times at the expense of that unit holder from time to time. That the work be undertaken to a trade standard and that no insulation be installed on or above down lights, transformers and other equipment subject to heating.

Moved: Tess Field / Seconded: Kim Rusalen; all agreed

RESIDENT MATTERS:

There were no resident matters raised.

OTHER BUSINESS:

There were no items of other business raised.

Meeting was closed at 9:02pm with thanks to all who attended.

Next Year's Meeting:

Tentative date for next AGM is 7:30pm Tuesday 6th August 2024

Strata Corporation 11621 Inc

Proposed Budget Estimates for Period 1 Jul 23 to 30 Jun 24

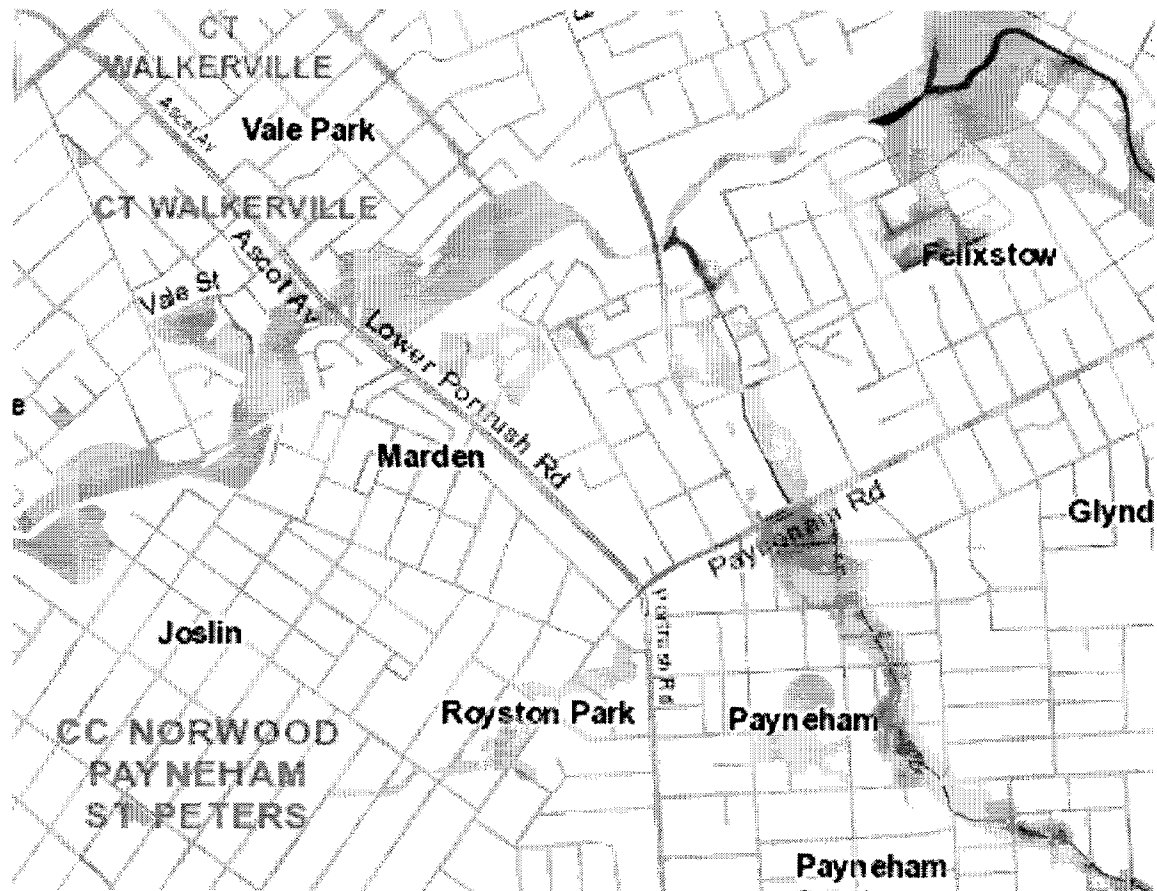
(GST included where it applies)

No Units: 16		QUARTER			
DESCRIPTION	ESTIMATES	1-Jul	1-Oct	1-Jan	1-Apr
COMMON PROPERTY MAINTENANCE		Apportion to Relevant Quarter(s)			
Emergency Maintenance	\$1,000	\$250	\$250	\$250	\$250
Gutter cleaning	\$350				\$350
Grounds Care	\$700	\$175	\$175	\$175	\$175
Wood rot repair units 3 & 11 (three posts)	\$2,000				\$2,000
Kerbing repair units 3, 4 & 10	\$10,340			\$10,340	
Future external painting accrual	\$1,200	\$300	\$300	\$300	\$300
RECURRENT EXPENDITURE		Apportion to Relevant Quarter(s)			
Management Fee (groupassist)	\$3,168	\$792	\$792	\$792	\$792
Bank Charges	\$92	\$23	\$23	\$23	\$23
Postage & Copying	\$176	\$44	\$44	\$44	\$44
Insurance (due 1/09/23) exluding flood cover	\$9,373	\$9,373			
Electricity	\$419	\$105	\$105	\$105	\$105
Audit Fee	\$416	\$416			
Income Tax Payment	\$0				
Income Tax Return	\$217	\$217			
TOTAL ESTIMATED COSTS	\$29,451	\$11,695	\$1,689	\$12,029	\$4,039
ADMINISTRATION FUND INCOME		Cash Flow Analysis			
		Apportion to Relevant Quarter(s)			
Annual Maintenance Fund contributions	\$16,000	\$4,000	\$4,000	\$4,000	\$4,000
Plus Bank Interest	\$1,206	\$302	\$302	\$302	\$302
Plus arrears for Unit 13	\$449		\$449		
Minus Advances for Units	(\$4,717)	(\$4,717)			
Total Income =	\$12,938	(\$416)	\$4,751	\$4,302	\$4,302
Plus last years balance brought forward	\$25,380	\$25,380	\$19,270	\$22,332	\$14,604
Minus Total Estimated Costs	\$29,451	\$11,695	\$1,689	\$12,029	\$4,039
Transfers to (+) or from (-) Sinking Fund to end with ~\$15,000	(\$6,000)	(\$6,000)			
Maintenance Fund Closing Balance =	\$14,867	\$19,270	\$22,332	\$14,604	\$14,867
SINKING FUND INCOME		Apportion to Relevant Quarter(s)			
Annual Sinking Fund contributions	\$9,200	\$2,300	\$2,300	\$2,300	\$2,300
Transfers from Administration Fund	(\$6,000)				
Plus Special Levies	\$0		\$0		
Total Income =	\$3,200	\$800	\$800	\$800	\$800
Plus last years balance brought forward	\$21,144	\$21,144	\$21,944	\$22,744	\$23,544
Sinking Fund Closing Balance =	\$24,344	\$21,944	\$22,744	\$23,544	\$24,344
Notes/Recommendations					
This budget has a closing admin balance of	\$14,867.00				
This budget has a closing sink balance of	\$24,344.00				

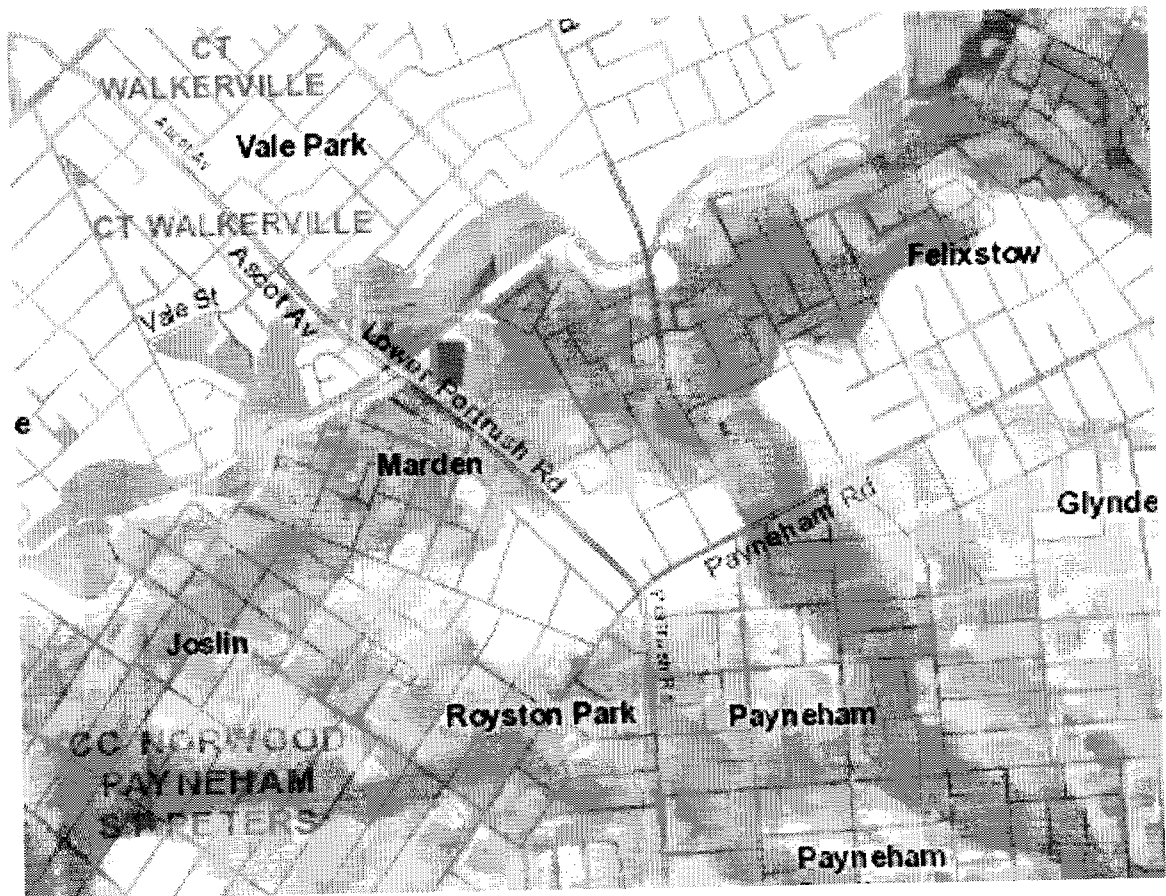
Flood map 1: River Torrens Flood Inundation Study, 1999 - 1 in 500 chance



Flood map 2: First to Fifth Creek Floodplain Mapping, 2007 - 1 in 500 chance



Flood map 3: First to Fifth Creek Floodplain mapping 2007 - Probable Maximum Flood



Strata Corporation 11621 Inc
Minutes for Committee Meeting of the Corporation
20 February 2023 via email

PROCEEDINGS (Quorum = 3)					
Member	UNIT	Present	Member	UNIT	Present
Chris Rains Presiding Officer	8	email	Claire Davill Member	3	email
Madeleine Martin Treasurer	10	email	Tess Field Member	16	email
Paul Hampton-Smith Secretary	11	email			
<p>The committee agreed to reimburse Chris Rains \$53.94 for gardening expenses, see attached receipt.</p> <p>Here is the gardening report from Chris</p> <p>I have just purchased three plants to fill in at the patch of sandy soil near unit 6. I'm guessing this is where sand was stored during unit construction. The cost is \$53.94. I have not had time recently to pay too much attention to this garden as I have been busy with a project on Yorke Peninsula, undertaking Landcare work at Tarcowie (30kms NW of Jamestown) and working on a private irrigation project.</p> <p>I shall, over the next few weeks, prune one of the Callistemons which is creating far too much shade for the native plants. During the summer months we lost six of the eight Leptospermum shrubs planted along the green fence. Again, too much shade and heavy clay topsoil which excludes air. The topsoil here is, I think, the clay subsoil dumped into the front garden beds when construction of the entrance road was undertaken.</p> <p>To remedy this, I shall need to purchase some organic matter to encourage a friable soil up to 30cm depth. I shall purchase another six Leptospermum but grow them in larger containers ready for planting out later in the year.</p> <p>I recently pruned about ten Citrus Gall Wasp (CGW) lemon tree galls and cut them to pieces before dropping them into the green bin. I shall prune the lemon tree either early this season or late spring. If anyone has a lemon tree, pruning should be undertaken as indicated below.</p> <p>Early Autumn: new growth will harden before October when CGW lay eggs in new growth.</p> <p>Early Spring: pruning now does not allow enough time for new growth which CGW prefers for laying eggs during October.</p>					
Signed Paul Hampton-Smith, Secretary					



WINDSOR GARDENS WH

BUNNINGS GROUP LIMITED

BNB 26 088 672 179

PH: 08 8361 5400

Wed 19/04/2023 01:43:20 PM

FRONT END REGISTERS R02

Sale

** TAX INVOICE **

9319711051715 PLANT-LOMANORA

180MM WHITE SANDS

3 @ \$17.96

\$53.94

4 @ Subtotal:

Total

GST INCLUDED IN THE TOTAL

EFT

CARD NO: 423954-366

CREDIT

Rounding

\$0.00

Change

\$0.00

"*" Indicates non-taxable item(s)

55220 R02 P95B 0361012 #002-41407-5220-2023 04-19



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TERMINAL 26311732
REFERENCE 361094

CUSTOMER COPY
CARD NO: 4239-1368100
EXPIRY DATE: A000000003101001
ATM: 1004 TUN: 00000000000
CSN: 01 061928431321217
19 APR 2023 15:45

Visa Debit
CREDIT
PURCHASE \$64.12
TOTAL AUD \$64.12

APPROVED 00
AUTH NO: 644656
POS REF NO: 00241407
THANK YOU

Strata Corporation 11621 Inc
Minutes for Committee Meeting of the Corporation
3 February 2023 via email

PROCEEDINGS (Quorum = 3)					
Member	UNIT	Present	Member	UNIT	Present
Chris Rains Presiding Officer	8	email	Claire Davill Member	3	email
Madeleine Martin Treasurer	10	email	Tess Field Member	16	
Paul Hampton-Smith Secretary	11	email			
<p>Following water damage at unit 6, the committee approved the revised quote from RMS attached below for \$1,495 + GST.</p> <p>Because this is an insurance claim, the cost to the Strata is limited to the insurance excess of \$1,000.</p>					
Signed Paul Hampton-Smith, Secretary					

QUOTATION No. 3713 Revised.

17th January 2022

***Unitcare Services
P.O. Box 4040
Norwood South. 5067.***

Strata No. Strata Corp 11621 / 17-19 Church St. Marden.

Dear Mike,

We have attended to this property and quote the following ;

- Unit 6 – There is water damage to the lounge room ceiling and wall.
- To repair the ceiling damage, stain seal water marks x 2 coats and paint the entire ceiling and cornices.
- To repair the damaged plaster to the wall.
- Flush all new work and prepare for painting. Required to colour match.
- Supply paint and paint the wall.
- To remove all old material from the property and dispose of.

The cost to carryout this work will be \$1,495.00+gst

Regards,

David Fairclough (Contracts Manager)

*** TAX INVOICE INCLUDING GST ***

For supply of Search Documents by UnitCare Services
ABN 31 065 153 880 t/a UnitCare Services on
behalf of **STRATA CORPORATION 11621 INC. / UNIT NO: 7**

Name of requestee: NORTH EAST CONVEYANCING

Fax Number: reception@neconveyancers.com.au

This is a valid tax invoice and includes GST.

Total of the invoice = \$ 105.60 inc GST

THANK YOU FOR YOUR FULL PAYMENT OF THIS INVOICE

Manager PAM PROCTOR - GROUP ASSIST

PAID

SEARCH REQUEST CHECK LIST
(mostly automated)

FOR: 11621/11621/7 Toby Terlet / MANAGER:PAM PROCTOR - GROUP ASSIST

Tick the following when completed:

DONE (tick)

Minutes of General & Committee meetings of the Corporation for the last two (2) years.

☒ updates only add from last search sent date

Details of any special or unanimous resolutions affecting the unit/lot or common property passed in the last five (5) years (SEE BY LAWS)

☒ updates only add from last search sent date

Statement of Accounts last prepared

☒

The Articles/By Laws now in force

☒ updates - print just in case

Plans - a copy of the body corp' plans

☒

Insurance policies taken out by the Corporation
Corporation: INCLUDE CURRENT INSURANCE CERTIFICATE
NB: THE FULL POLICY WORDING IS EXTRA AND OFTEN
NOT REQUESTED. ADDITIONAL FEES APPLY.

☒ updates - include just in case

Owner request - if genuine owner request then bill owner unit account (add new levy) and charge Corporation in outgoings for acct code S41)

☒ MUST use 'SOLE USE' stamp on all pages

COMMUNITY TITLES ONLY - ONLY IF REQUESTED:

NOTE: Conveyancers download the following docs from LTO

Scheme Description
(required on groups >6 lots)

☒ not required for updates

Development Contract
(only applies to some schemes)

☒ not required for updates

NOTE: Must supply the above to Agents

TAX INVOICE - To be signed and faxed to agent/owner
HAS CHEQUE/PAYMENT BEEN RECEIVED?

☒ payment received
26/2/25

SCANNING - Scan all documents to client folder

☒

Signed as completed *Pam Proctor* 26/02/25

REGULATION CHARGES AT 2023:

\$nil for updates if requestee received one in last 3 months otherwise full fees apply.

Strata \$40 / Comm' \$25 + gst for page 1 (\$nil to owners)

Strata \$40 / Comm' \$25 + gst for page 2. (\$8+gst to owners)

Strata \$16 / Comm' \$10 + gst for full insurance policy wording.

Full fee Strata \$150.60 / Comm' \$66.00 inc gst

NOTES: Updates ONLY require 1st 2 pages + any changes since the original search was sent - ie: minutes from meeting of group & insurance cert if renewed. Updates MUST be stamped with 'PREVIOUSLY SUPPLIED' stamp.

Dated 26 FEB 2025

PAID

Reception

From: Reception <reception@1836conveyancing.com.au>
Sent: Tuesday, 25 February 2025 12:18 PM
To: Reception
Subject: Strata request- 5054/569
Attachments: BankSA Internet Banking Payment - Copy of receipt

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Team,

Can I please request a full strata search for the below property:

Address- 7,17-19 church street Marden
CT: 5054/569
Amount- \$105.60
The receipt is attached for your convenience.

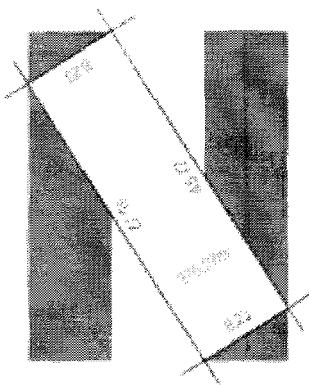
Thank you 😊

Kind Regards,

Administration & Conveyancing Assistant

North East Conveyancers

Level 1 18 Greenhill Road Wayville SA 5034
PO Box 2709 Adelaide SA 5001
p: (08) 8377 7836
f: (08) 7129 3799
e: reception@neconveyancers.com.au



North East Conveyancers

Servicing South Australia since 1983