

# STATEMENT PURSUANT TO SECTION 139 OF THE *COMMUNITY TITLES ACT*

Date of Statement: **13 June 2024**

**OWNED BY**      **Nicole Jane Flaherty & Christopher James Borowicki**

**Unit** in respect of which the Statement is issued: **Unit 1 in Community Plan 25781 at 50 Seaton Terrace, SEATON SA 5023**

Person requesting certificate:

**Name:**            **SEARCHLIGHT TECHNOLOGY**

**Address:**        **PO Box 232, Rundle Mall SA 5000**

**The Community Corporation certifies following with respect to Unit being subject of this Statement:**

**Unit Entitlement:**            **1**

**Total Unit Entitlement:**   **4**

## **1. Administrative fund – contributions payable by regular periodic instalments or lump sum**

Total amount last determined with respect to the lot

<b>Amount</b>	<b>Period</b>
\$1,875.00	01 Jun 2024 to 31 May 2025

Number of instalments payable (if contributions payable by instalments) 4

Amount of each instalment, period to which instalment relates and date due

<b>Amount</b>	<b>Period</b>	<b>Date due</b>
\$468.75	01 Jun 2024 to 31 Aug 2024	01 Jun 2024
\$468.75	01 Sep 2024 to 30 Nov 2024	01 Sep 2024
\$468.75	01 Dec 2024 to 28 Feb 2025	01 Dec 2024
\$468.75	01 Mar 2025 to 31 May 2025	01 Mar 2025

Amount owing \$0.00

Interest due on unpaid levies \$0.00

Amount in credit for prepaid levies \$0.00

**NB: Interest Accrues at 15% per annum**

**Water charges to be paid by Corporation/Owner**

## **2. Sinking fund – contributions payable by regular periodic instalments or lump sum (section 76(1) of the Act)**

Total amount last determined with respect to the lot

<b>Amount</b>	<b>Period</b>
\$200.00	01 Jun 2024 to 31 May 2025

Number of instalments payable (if contributions payable by instalments) 4

Amount of each instalment, period to which instalment relates and date due

<b>Amount</b>	<b>Period</b>	<b>Date due</b>
\$50.00	01 Jun 2024 to 31 Aug 2024	01 Jun 2024
\$50.00	01 Sep 2024 to 30 Nov 2024	01 Sep 2024
\$50.00	01 Dec 2024 to 28 Feb 2025	01 Dec 2024
\$50.00	01 Mar 2025 to 31 May 2025	01 Mar 2025

Amount owing \$0.00

Interest due on unpaid levies \$0.00

Amount in credit for prepaid levies \$0.00

**NB: Please ensure you contact Adcorp for an update of outstanding levies prior to settlement.**

## **3. Special contributions**

None

#### 4. Particulars of Assets and Liabilities of the Corporation

A copy of the Balance Sheet at the date of this Statement is attached.

#### 5. Particulars of any Expenditure

(a) Incurred by the Corporation

**REFER MINUTES OF MEETINGS ATTACHED for 2023 & 2024**

(b) Resolved to be incurred to which the unit holder must, or is likely to be required to contribute

**REFER MINUTES OF MEETINGS ATTACHED for 2023 & 2024**

#### 6. Insurance policies

Particulars of all insurance policies taken out by the strata corporation.

Policy No.	ST502727	CHU Underwriting Agencies Pty Ltd	Type:	Common Property
Premium:	\$1,837.05	Paid on:	04/04/2024	Policy start date: 20/05/2024    Next due: 20/05/2025
<i>Cover</i>		<i>Sum insured</i>		<i>Excess</i>
Common Property		\$150,000.00		\$500.00
Public Liability		\$20,000,000.00		\$500.00
Fidelity Guarantee		\$100,000.00		\$500.00
Voluntary Workers		\$200,000/2,000		\$500.00
Flood Cover		Included		\$500.00

#### 7. Documents Supplied

- (i) Minutes of general meetings of corporation and meetings of management committee for last two years
- (ii) Statement of Accounts of the corporation last prepared by the corporation
- (iii) The By-Laws, Scheme Description and Development Contracts
- (iv) The current policies of insurance taken out by the corporation

The information provided is accurate as at the date of this Statement and is not intended to be relied upon by any party other than the person who requested this Statement under Section 41 of the Act.

#### **NOTE: Please refer to the Corporation's Resolutions & Disclaimer**

An inspection of the accounting records, minute books of the corporation and any other prescribed documentary material may be arranged by application to the Agent at the address listed below:

This Statement was prepared on behalf of Community Corporation 25781 Inc by



.....  
Andrea Pearsons - Strata Manager  
Adcorp Property Group  
231 Greenhill Road  
Dulwich SA 5065

## Owner Ledger

Start Date: 01/06/2022  
End Date: 30/06/2026  
Owners: One only

**Adcorp Property Group Pty Ltd**  
ABN: 35099140505  
231 Greenhill Road  
Dulwich SA 5065  
P: 08 8361 3333  
F: 08 8139 2300  
E: strata.accounts@adcorpgroup.com.au

Community Corporation 25781 Inc

50 Seaton Terrace, SEATON SA 5023

Lot 1 Unit 1 N J Flaherty & C J Borowicki

UE / AE: 1.00 / 4.00

### Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Sinking Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			<b>Balance brought forward</b>	<b>0.00</b>		<b>0.00</b>						
1	01/06/2022	Quarterly	Quarterly Admin/Sinking Levy - 1/06/2022 - 31/08/2022	318.75	318.75	50.00	50.00	0.00	0.00%	Standard	Normal	None
2	01/09/2022	Quarterly	Quarterly Admin/Sinking Levy - 1/09/2022 - 30/11/2022	318.75	318.75	50.00	50.00	0.00	0.00%	Standard	Normal	None
3	01/12/2022	Quarterly	Quarterly Admin/Sinking Levy - 1/12/2022 - 28/02/2023	318.75	318.75	50.00	50.00	0.00	0.00%	Standard	Normal	None
4	01/03/2023	Quarterly	Quarterly Admin/Sinking Levy - 1/03/2023 - 31/05/2023	318.75	318.75	50.00	50.00	0.00	0.00%	Standard	Normal	None
5	01/06/2023	Quarterly	Quarterly Admin/Sinking Levy 01/06/2023 - 31/08/2023	337.50	337.50	50.00	50.00	0.00	0.00%	Standard	Normal	None
6	01/09/2023	Quarterly	Quarterly Admin/Sinking Levy 01/09/2023 - 30/11/2023	337.50	337.50	50.00	50.00	0.00	0.00%	Standard	Normal	None
7	01/12/2023	Quarterly	Quarterly Admin/Sinking Levy 01/12/2023 - 29/02/2024	337.50	337.50	50.00	50.00	0.00	0.00%	Standard	Normal	None
8	01/03/2024	Quarterly	Quarterly Admin/Sinking Levy 01/03/2024 - 31/05/2024	337.50	337.50	50.00	50.00	0.00	0.00%	Standard	Normal	None
9	01/06/2024	Quarterly	Quarterly Admin/Sinking Levy 01/06/2024 - 31/08/2024	468.75	468.75	50.00	50.00	0.00	0.00%	Standard	Normal	None
10	01/09/2024	Quarterly	Quarterly Admin/Sinking Levy 01/09/2024 - 30/11/2024	468.75	0.00	50.00	0.00	0.00	0.00%	Standard	Normal	None
11	01/12/2024	Quarterly	Quarterly Admin/Sinking Levy 01/12/2024 - 28/02/2025	468.75	0.00	50.00	0.00	0.00	0.00%	Standard	Normal	None
12	01/03/2025	Quarterly	Quarterly Admin/Sinking Levy 01/03/2025 - 31/05/2025	468.75	0.00	50.00	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

Receipts											
Date	Receipt no.	Subtype	Status	Source	Admin Fund		Sinking Fund		Unallocated		Levy no.
					Paid	Interest	Paid	Interest	Paid	Total amount	
24/08/2022	28306	Receipt	Banked		318.75	0.00	50.00	0.00	0.00	368.75	2
30/11/2022	32046	Receipt	Banked		318.75	0.00	50.00	0.00	0.00	368.75	3
23/02/2023	35246	Receipt	Banked		318.75	0.00	50.00	0.00	0.00	368.75	4
31/05/2023	38715	Receipt	Banked		337.50	0.00	50.00	0.00	0.00	387.50	5
30/08/2023	41813	Receipt	Banked		337.50	0.00	50.00	0.00	0.00	387.50	6
29/11/2023	45064	Receipt	Banked		337.50	0.00	50.00	0.00	0.00	387.50	7
21/02/2024	47915	Receipt	Banked		337.50	0.00	50.00	0.00	0.00	387.50	8
30/05/2024	51311	Receipt	Banked		468.75	0.00	50.00	0.00	0.00	518.75	9



Level 13, 431 King William Street  
Adelaide SA 5000

## Certificate of Currency

### CHU Community Association Insurance Plan

<b>Policy No</b>	<b>ST502727</b>
<b>Policy Wording</b>	CHU COMMUNITY ASSOCIATION INSURANCE PLAN
<b>Period of Insurance</b>	20/05/2024 to 20/05/2025 at 4:00pm
<b>The Insured</b>	COMMUNITY CORPORATION NO. 25781 INC.
<b>Situation</b>	50 SEATON TERRACE SEATON SA 5023

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#### Policies Selected

##### Policy 1 – Community Property

Community property: \$150,000

Community income: \$22,500

Common area contents: \$0

##### Policy 2 – Liability to Others

Limit of liability: \$20,000,000

##### Policy 3 – Voluntary Workers

Death: \$200,000

Total Disablement: \$2,000 per week

##### Policy 4 – Fidelity Guarantee

Sum Insured: \$100,000

##### Policy 5 – Office Bearers' Legal Liability

Not Selected

##### Policy 6 – Machinery Breakdown

Not Selected

##### Policy 7 – Catastrophe Insurance

Not Selected

##### Policy 8 – Government Audit Costs and Legal Expenses

Part A: Government Audit Costs: \$25,000

Part B: Appeal expenses – common property health & safety breaches: \$100,000

Part C: Legal Defence Expenses: \$50,000



**Flood Cover is included.**

**Flood Cover Endorsement**

Flood cover is included.

The following terms and conditions of Your Policy is hereby amended by this endorsement and should be read in conjunction with, and as forming part of Community Association Insurance Plan.

Policy 1, Exclusion 1. a. "caused by Flood" is hereby removed.

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Date Printed

05/04/2024

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording QM563 - 1023 and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

## Balance Sheet

As at 13/06/2024

Community Corporation 25781 Inc

50 Seaton Terrace, SEATON SA 5023

Current period

### Owners' funds

#### Administrative Fund

Operating Surplus/Deficit--Admin (640.94)

Owners Equity--Admin 3,870.74

3,229.80

#### Sinking Fund

Operating Surplus/Deficit--Sinking 400.00

Owners Equity--Sinking 2,156.16

2,556.16

#### Net owners' funds

\$5,785.96

### Represented by:

#### Assets

##### Administrative Fund

Cash at Bank--Admin 2,761.13

Receivable--Levies--Admin 468.75

3,229.88

##### Sinking Fund

Cash at Bank--Sinking 2,506.16

Receivable--Levies--Sinking 50.00

2,556.16

##### Unallocated Money

0.00

##### Total assets

5,786.04

### Less liabilities

#### Administrative Fund

0.00

#### Sinking Fund

0.00

#### Unallocated Money

0.00

##### Total liabilities

0.00

### Net assets

\$5,786.04

# Minutes of Annual General Meeting for Community Corporation 25781 Inc 50 Seaton Terrace, SEATON SA 5023

Held 05:00 PM, on Thursday, 15 February 2024, at Adcorp Property Group, 231 Greenhill Road, Dulwich SA 5065.

## 1 ATTENDANCE

Lot #	Unit #	Owner Name	Representative
1	1	N J Flaherty & C J Borowicki	Proxy to Paul Blairs (Unit 4)
2	2	Robaine Super Fund Pty Ltd	Proxy to Adcorp Property Group
4	4	P Blairs & B Blairs	

## 2 QUORUM

A quorum was present and the meeting commenced at 5:00 pm with 3 of the 4 units in attendance by person or by proxy. It was agreed that Andrea Pearsons of Adcorp Property Group assist the presiding officer by conducting the meeting on their behalf.

**UNANIMOUS**

## 3 OFFICE BEARERS

It was resolved that the following Office Bearers be appointed for the coming year:

Presiding Officer:	Paul Blairs	Unit 4
Secretary:	Paul Blairs	Unit 4
Treasurer:	Paul Blairs	Unit 4

## 4 MANAGEMENT COMMITTEE

It was resolved to appoint a Management Committee comprising all owners, with authority to approve day to day maintenance and upkeep of the common areas by majority vote.

## 5 MINUTES

Minutes of the last Annual General Meeting, held 15/2/2023 were accepted as a correct record.

**UNANIMOUS**

## 6 MATTERS ARISING

### Letterboxes

Paul (Unit 4) cleaned up the letterboxes as agreed at the 2023 AGM. Paul was reminded that the corporation had agreed to reimburse any costs upon the receipts being provided to the body corporate manager and to make sure the account details where the funds are to be deposited are included.

### External Paint

Paul (Unit 4) noted that he had treated the rust appearing on the public lights and painted, however the sump pump power box cover and the large distribution board still need to be completed. The body corporate manager was instructed to source quotes for these items.

## 7 INSURANCE

The Body Corporate Manager advised that they cannot guide the corporation on the amount of cover required, and does not accept responsibility for the sum insured. Legislation requires the corporation to insure the buildings/common property for the full replacement value including removal of debris etc and loss of rent. This can be ascertained by an insurance valuation, however the decision to appoint a valuer or determine the renewal amount rests with the body corporate. The Body Corporate Manager explained that Adcorp is required to obtain clear instructions for the renewal of insurance.

The Body Corporate Manager also explained the importance of the continuity to comply with the body corporate's legal responsibilities, and that he can only give general advice not personal advice. The Body Corporate Manager also emphasized the importance of having enough insurance to cover the property according to increases in value. The corporation resolved to give the Body Corporate Manager a standing direction to renew insurance in accordance with the resolution made at the AGM or other special meeting.

The Body Corporate Manager advised owners that as general advice they should seek professional insurance advice about arranging their own insurance cover, including contents insurance cover, for the following reasons.



The corporation's policy does not cover curtains and window treatments, floor coverings and light fittings as these are classed as contents. Secondly, the corporation's policy covers public liability for events occurring on common property but not on owners' property such as inside their unit, their porch, balcony, carport, back yard etc.

That is, they are not covered for Legal/Public Liability for events in their own property. The Body Corporate Manager also advised that their tenant's contents policy only covers the tenant's interests and does not cover the owner's interest. For all these reasons the Body Corporate Manager urged owners to seek professional insurance advice about their own insurance cover.

Following the meeting, Adcorp Property Group made available copies of the current FSG & PDS documentation. Owners were advised that the FSG & PDS documents are also available for viewing and download from the insures website and [www.adcorpgroup.com.au](http://www.adcorpgroup.com.au)

### **Smoke Detectors**

The Body Corporate Manager reminded Owners present that all units must be fitted with approved smoke detectors. This is an owner responsibility and owners should seek advice from the Fire Department or employ an electrician to check the smoke detectors.

**The corporation's insurance is currently with CHU Underwriting Agencies Pty Ltd**  
**Policy No.ST502727**  
**Type : Common Property**

**Premium : \$1,830.71      Paid on : 11/04/2023      Start : 20/05/2023      Next due : 20/05/2024**

Cover	Sum Insured	Excess
Common Property	\$150,000.00	\$500.00
Public Liability	\$20,000,000.00	\$500.00
Fidelity Guarantee	\$100,000.00	\$500.00
Voluntary Workers	\$200,000/2000	\$500.00

**Last Valuation: \$150,000 28/02/2023 McLean Gladstone Pty Ltd**

**Following discussion on these matters it was resolved that the following insurance be organised on behalf of the Body Corporate:**

**New insurance valuation: It was resolved not to arrange a new insurance valuation.**

**Common Property cover: It was resolved to leave as is at renewal.**

**Office Bearers' cover: It was resolved to decline to have cover at renewal.**

**Legal Liability cover: It was resolved to maintain cover at \$ 20,000,000 at renewal.**

**UNANIMOUS**

### **Lot Owners Insurance**

All owners are responsible for insuring the buildings and improvements on their own lot. The Corporation has previously resolved that all owners are required to provide the Manager with their own Insurance Certificate of Currency each year. The Manager advises that this is a request of the Corporation and Adcorp Property Group will not accept responsibility whatsoever to the Corporation or any owner should an owner fail to insure their improvements or provide a copy of the Certificate of Currency.

## **8 FINANCIAL REPORT**

It was resolved that the financial reports, for the period ending 31/12/2023 having been circulated, tabled and discussed, be adopted.

***Motion Carried***

It was noted that as at the day of the meeting the corporation has the following cash at bank amounts

Administration Fund:	\$ 3,965.49
Sinking Fund	\$ 2,206.16

## **9 APPOINTMENT OF BODY CORPORATE MANAGER**

Adcorp Property Group Pty Ltd were reappointed as Body Corporate Managers for the next twelve months to assist the strata corporation and office bearers, at the fee of \$1,601.00 including GST, per annum plus disbursements and audit fees, and costs as per Schedule One in the Body Corporate Management Agreement.

Any elected Office Bearer is authorised to sign the Management Agreement on behalf of the body corporate.

Adcorp Property Group explained that should the management agreement not be returned, signed, within 14 days of the meeting, then the agreement will be deemed as signed. Adcorp Property Group will stamp the agreement with the Body Corporate's common seal and place on file.

Further, it was agreed that Adcorp Property Group, may now charge a recovery fee for overdue accounts as follows:

**Overdue notices:-**

- a. Stage 1 debt recovery \$22.00 (inclusive of GST) after 30 days from due date,
- b. Stage 2 debt recovery \$27.50 (inclusive of GST) after 60 days from due date,
- c. Stage 3 debt recovery \$33.00 (inclusive of GST) after 90 days from due date,
- d. Interest charged at 15 % per annum on overdue levies and debts after 30 days from due date.

**Legal action charges**

All court charges and fees and any costs awarded by the court.

**UNANIMOUS**

It was resolved that these costs (including all costs incurred by the strata corporation for recovery work) will be debited against the relevant unit holder as an amount due and owing to the corporation.

**UNANIMOUS**

It was further agreed that where a special meeting is required to consider approvals for individuals, that person shall pay all costs of the meeting.

**UNANIMOUS**

**10 REPAIRS AND MAINTENANCE**

**Sump Pump Service & Stormwater Clean**

The body corporate manager was instructed to schedule Blue Water Plumbers to attend and service the twin sump pumps in April 2024.

**Grounds Maintenance**

Owners were reminded that it was previously agreed owners would maintain their own lots and would organise between themselves the maintenance of the common grounds. It was noted that Unit 2 occupants are not maintaining the garden beds of their lot. The body corporate manager requested photos of the garden beds to be forwarded and a notice will be sent to the property manager/owner.

**Termites**

None observed nor reported by owners. No action requested. Owners asked to be vigilant and to report sightings to the Strata Manager.

**11 PROJECTED MAINTENANCE**

After discussion it was agreed not to arrange a sinking fund forecast at this time.

**12 BUDGET & CONTRIBUTION AMOUNTS**

Adcorp presented a forecast of projected expenditure and proposed that contribution amounts for the Administration Fund be \$ 7,500.00, and that contribution amounts for the Sinking Fund be \$ 800.00 for the coming year

After discussion it was resolved that the annual contribution amount be:

Administration Fund	<b>\$ 7,500.00</b>
Special Levy	<b>\$ 0.00</b>
Sinking Fund	<b>\$ 800.00</b>

Contributions are to be raised **equally** in **Quarterly** instalments, the first such instalment being due on **1/06/2024** and subsequent instalments being due on **1/09/2024, 1/12/2024, 1/03/2025**

**Motion Carried**

**13 BY LAWS (approvals & policies)**

Adcorp reminded all Owners present, that the articles and policies of the Body Corporate are binding on the corporation, its owners, occupiers, and invitees to the complex.

**14 OTHER BUSINESS**

Owners were reminded of the following resolutions previously adopted by the Corporation.

- Corporation records to be destroyed in line with COMMUNITY TITLES REGULATIONS 2011 - REG 23
- Special Levy Authority
- Interest charges apply to contributions more than 30 days overdue (15% p.a)
- Authority to appoint debt collectors to recover debts at the cost of the relevant debtor
- Bank charges will be levied against owners where search fees are required to determine the origin of unidentified monies

- Contractors must have current insurances and appropriate licenses

Owners are reminded to ensure that contact details and method of delivery are kept up to date at all times and are requested (if convenient) to receive correspondence electronically.

**15 DATE OF NEXT MEETING**

The next Annual General Meeting to be held:

DATE: **FEBRUARY 2025**  
TIME: **05:00 PM**  
VENUE: **Via Teleconference**

**16 MEETING CLOSE**

There being no further business, all owners and guests were thanked for their attendance and the meeting closed at 5:27 PM.

# ANNUAL REPORTS

for the financial year to 31/12/2023

Community Corporation 25781

50 Seaton Terrace, SEATON SA 5023

Manager: Andrea Pearsons

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# Balance Sheet

## As at 31/12/2023

Community Corporation 25781 Inc

50 Seaton Terrace, SEATON SA 5023

Current period

### Owners' funds

#### Administrative Fund

Operating Surplus/Deficit--Admin	424.55
Owners Equity--Admin	3,446.19
	<u>3,870.74</u>

#### Sinking Fund

Operating Surplus/Deficit--Sinking	(4,765.67)
Owners Equity--Sinking	6,921.83
	<u>2,156.16</u>

#### Net owners' funds

\$6,026.90

### Represented by:

#### Assets

##### Administrative Fund

Cash at Bank--Admin	3,870.82
	<u>3,870.82</u>

##### Sinking Fund

Cash at Bank--Sinking	2,156.16
	<u>2,156.16</u>

##### Unallocated Money

0.00

##### Total assets

6,026.98

#### Less liabilities

##### Administrative Fund

0.00

##### Sinking Fund

0.00

##### Unallocated Money

0.00

##### Total liabilities

0.00

#### Net assets

\$6,026.98

**Income/Expenditure Statement**  
**for the financial year**  
**to 31/12/2023**

Community Corporation 25781 Inc

50 Seaton Terrace, SEATON SA 5023

**Administrative Fund**

Current period

01/01/2023-31/12/2023

**Revenue**

Interest on Arrears--Admin	8.88
Interest--Bank	85.93
Levies Due--Admin	5,325.00

Total revenue	5,419.81
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**Less expenses**

Admin--Agent Disbursements	259.80
Admin--Auditors--Audit Services	185.00
Admin--Auditors--Taxation Services	190.00
Admin--Bank Charges	41.00
Admin--Management Fees--Standard	1,574.38
Admin--Meeting Fee	261.25
Insurance--Premiums	1,873.21
Insurance--Valuation	265.00
Utility--Electricity	345.62

Total expenses	4,995.26
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Surplus/Deficit	424.55
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Opening balance	3,446.19
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Closing balance	<u><u>\$3,870.74</u></u>
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## Sinking Fund

Current period

01/01/2023-31/12/2023

## Revenue

Interest on Arrears--Sinking 1.32

Levies Due--Sinking 800.00

Total revenue 801.32

## Less expenses

Maint Bldg--Plumbing 5,566.99

Total expenses 5,566.99

Surplus/Deficit (4,765.67)

Opening balance 6,921.83

Closing balance \$2,156.16

# Minutes of Annual General Meeting for Community Corporation 25781 Inc 50 Seaton Terrace, SEATON SA 5023

Held 05:00 PM, on Wednesday 15 February 2023 via Teleconference and at Adcorp Property Group, 231 Greenhill Road, Dulwich SA 5065.

## 1 ATTENDANCE

Lot #	Owner Name
1	Christopher Borowicki
2	Yashwinder Sharma
3	Luciana Bucater
4	Paul Blairs

## 2 QUORUM

A quorum was present and the meeting commenced at 5:13 pm with 4 of the 4 lots in attendance by person or by proxy. It was agreed that Andrea Pearsons of Adcorp Property Group assist the presiding officer by conducting the meeting on their behalf.

**UNANIMOUS**

## 3 OFFICE BEARERS

Paul Blairs was elected Presiding Officer, Christopher was elected Secretary and Treasurer. The strata corporation was advised that up to \$5,000,000 is available for office bearers liability insurance. **Following a discussion on the matter, the corporation declined to have office bearers liability insurance.**

## 4 MANAGEMENT COMMITTEE

It was resolved to appoint a Management Committee comprising of all owners with authority to approve day to day maintenance and upkeep of the common areas by majority vote.

## 5 MINUTES

Minutes of the last Annual General Meeting, held 28/02/2022 were accepted as a correct record.

**UNANIMOUS**

## 6 MATTERS ARISING

### Common Garden Beds

Replacement of garden beds with a low maintenance alternative and owners were to source pricing.

Paul Blairs (Unit 4) replaced the dead plants with Lavender bushes which are low maintenance and only require trimming as needed. It was agreed that Paul can continue to replace plants with the Lavender bushes on the property in the common areas.

**Motion Carried**

It was agreed that the Presiding Officer Paul Blairs (Unit 4) will purchase a hedge trimmer/clipper on behalf of the corporation. The corporation will reimburse the monies upon a receipt being provided to the body corporate manager. The hedge trimmer/clipper is the property of the corporation and only held by Unit 4 for use in maintaining the corporations grounds. In the event of a change of ownership or occupier, the hedge trimmer/clipper will remain with the corporation.

**Motion Carried**

### Drain in Yard of Unit 3

Drain overflowing and flooding the yards of Units 3 & 4 when it rains.

After discussion, the body corporate manager was instructed to issue a work order to Blue Water Plumbers to attend and investigate the issue/s and quote for all repair options. The quote is to be forwarded to all owners for consideration. It was noted that the sinking fund can be used towards this cost with majority approval of the owners.



## INSURANCE

The Body Corporate Manager advised that they cannot guide the corporation on the amount of cover required, and does not accept responsibility for the sum insured. Legislation requires the corporation to insure the buildings/common property for the full replacement value including removal of debris etc and loss of rent. This can be ascertained by an insurance valuation, however the decision to appoint a valuer or determine the renewal amount rests with the body corporate.

The Body Corporate Manager also explained that they can only give general and factual advice. The corporation were advised to refer to the Product Disclosure Statement (PDS) and Financial Services Guide (FSG) which can be made available upon request and can also be downloaded from the insurers website.

The Body Corporate Manager advised owners that as general advice they should seek professional insurance advice about arranging their own insurance cover, including contents insurance cover, for the following reasons. The corporation's policy does not cover curtains and window treatments, floor coverings and light fittings as these are classed as contents. Secondly, the corporation's policy covers public liability for events occurring on common property but not within an owners' Lot.

That is, they are not covered for Legal/Public Liability for events in their own property.

### Smoke Detectors

The Body Corporate Manager reminded Owners present that all units must be fitted with approved smoke detectors. This is an owner responsibility and owners should seek advice from the Fire Department or employ an electrician to check the smoke detectors.

**The corporation's insurance is currently with CHU Underwriting Agencies Pty Ltd**

**Policy No.ST502727**

**Type : Common Property**

**Premium : \$1,619.20      Paid on : 23/05/2022      Start : 20/05/2022      Next due : 20/05/2023**

Cover	Sum Insured	Excess
Common Property	\$120,000.00	\$500.00
Public Liability	\$20,000,000.00	\$500.00
Fidelity Guarantee	\$100,000.00	\$500.00
Flood Cover	Selected	\$500.00
Voluntary Workers	\$200,000/2000	\$500.00

**Last Valuation: \$1,670,000 on 28/03/2018 by Independent Property Management**

**Following discussion on these matters it was resolved that the following insurance be organised on behalf of the Body Corporate:**

**New insurance valuation:** It was resolved to arrange a new insurance valuation forthwith. The body corporate manager was instructed to ensure a breakdown of each lot was included and forward the valuation report to the owners.

**Building cover:** It was resolved to adjust building cover to equal the new insurance valuation, effective as soon as it is received.

**Office Bearers' cover:** It was resolved to decline to have cover at renewal, to indemnify all office bearers against any loss suffered directly or indirectly from the result of their appointment.

**Legal Liability cover:** It was resolved to maintain cover at \$20,000,000 at renewal.

**Catastrophe cover:** It was resolved to decline to have cover at renewal.

**UNANIMOUS**

### Lot Owners Insurance

In line with the corporation's By-Laws, all owners are responsible for insuring the buildings and improvements including within their own respective lot.

### Lot Owner's Certificate of Insurance

The owners were reminded of the previous resolution in 2018 that a copy of the Certificate of Insurance for their lot, must be forwarded to the body corporate manager. It was agreed that all owners would provide a copy by end of March 2023.

## 8 FINANCIAL REPORT

It was resolved that the financial reports, for the period ending 31/12/2022 having been circulated, tabled and discussed, be adopted.

***Motion Carried***

The body corporate manager was instructed to investigate the AGL bills for Public Lighting an invoice being paid twice. The body corporate manager is to inform the owners of the result of the investigation in a post meeting note in the minutes.

It was noted that as at the day of the meeting the corporation has the following cash at bank amounts

Administration Fund:	\$ 3,226.80
Sinking Fund	\$ 6,921.83

### POST MEETING NOTE:

The public lighting invoice due Feb 2022 was paid twice. The extra payment of \$129.27 was credited towards the April 2022 bill which was paid in full. The remain credit of \$9.89 was applied to the June 2022 bill.

## 9 APPOINTMENT OF BODY CORPORATE MANAGER

Adcorp Property Group Pty Ltd were reappointed as Body Corporate Managers for the next twelve months to assist the strata corporation and office bearers, at the fee of \$1,582.00 including GST, per annum plus disbursements and audit fees, and costs as per Schedule One in the Body Corporate Management Agreement.

The Presiding Officer Paul Blairs (Unit 4) was authorised to sign the Management Agreement on behalf of the body corporate.

Further, it was agreed that Adcorp Property Group, may now charge a recovery fee for overdue accounts as follows:

### **Overdue notices:-**

- Stage 1 debt recovery \$22.00 (inclusive of GST) after 30 days from due date,
- Stage 2 debt recovery \$27.50 (inclusive of GST) after 60 days from due date,
- Stage 3 debt recovery \$33.00 (inclusive of GST) after 90 days from due date,
- Interest charged at 15 % per annum on overdue levies and debts after 30 days from due date.

### **Legal action charges**

All court charges and fees and any costs awarded by the court.

***UNANIMOUS***

It was resolved that these costs (including all costs incurred by the strata corporation for recovery work) will be debited against the relevant unit holder as an amount due and owing to the corporation.

***UNANIMOUS***

It was further agreed that where a special meeting is required to consider approvals for individuals, that person shall pay all costs of the meeting.

***UNANIMOUS***

## 10 REPAIRS AND MAINTENANCE

### **Gutter and Downpipe Clean**

Owners are responsible for maintaining the gutters and downpipes within their respective lot.

### **Grounds Maintenance**

It was agreed that the owners will decide between them who would be responsible and how the common grounds will be maintained at their discretion. Any material expenses will be reimbursed upon receipts being provided to the body corporate manager.

### **Common Stormwater clean**

It was agreed not to schedule a clean as the stormwater is only maintained every 2 years and the current issues need to be resolved before cleaned again.

### **Sump Pump Service**

It was resolved not to schedule the sump pumps to be cleaned. The body corporate manager was instructed not to use Pump X for their next service.

### **Grounds Maintenance**

It was agreed that lot owners will decide between them on when, who and how the common grounds will be maintained at their discretion. Any material expenses would be reimbursed upon a receipt being provided to the body corporate manager.

### **Termites**

None observed nor reported by owners. No action requested. Owners asked to be vigilant and to report sightings to the Strata Manager.

### **Letterboxes**

It was noted that there was rust appearing on the letterbox and the numbers are not uniform and some are also missing. It was agreed that Paul & Chris would organise for the letterboxes to be cleaned up and the numbers replaced. The corporation will reimburse the cost upon the receipts being provided to the body corporate manager.

### **External Paint**

It was noted that there is rust appearing on the public lights, sump pump power box cover and the large distribution board. The body corporate manager was instructed to confirm if the corporation or SA Power Network is responsible for the maintenance of the big distribution box in driveway. Chris (Unit 1) will source a quote for the rust removal and repainting of these items.

## **11 PROJECTED MAINTENANCE**

After discussion it was agreed not to arrange a sinking fund forecast at this time

## **12 BUDGET & CONTRIBUTION AMOUNTS**

Adcorp presented a forecast of projected expenditure and proposed that contribution amounts for the Administration Fund be \$ 5,900.00, and that contribution amounts for the Sinking Fund be \$ 800.00 for the coming year

After discussion, the owners agreed that as some of the budgeted maintenance services will not be carried out this year, it was resolved that the annual contribution amount be:

Administration Fund	<b>\$ 5,400.00</b>
Sinking Fund	<b>\$ 800.00</b>

Contributions are to be raised **equally** in **Quarterly** instalments, the first such instalment being due on **1/06/2023** and subsequent instalments being due on **1/09/2023, 1/12/2023, 1/03/2024**

***Motion Carried***

## **13 BY LAWS (approvals & policies)**

Adcorp reminded all Owners present, that the articles and policies of the Body Corporate are binding on the corporation, its owners, occupiers, and invitees to the complex.

## **14 OTHER BUSINESS**

Owners were reminded of the following resolutions previously adopted by the Corporation.

- Corporation records to be destroyed in line with COMMUNITY TITLES REGULATIONS 2011 - REG 23
- Special Levy Authority
- Interest charges apply to contributions more than 30 days overdue (15% p.a)
- Authority to appoint debt collectors to recover debts at the cost of the relevant debtor
- Bank charges will be levied against owners where search fees are required to determine the origin of unidentified monies
- Contractors must have current insurances and appropriate licenses

Owners are reminded to ensure that contact details and method of delivery are kept up to date at all times and are requested (if convenient) to receive correspondence electronically.

## **15 DATE OF NEXT MEETING**

The next Annual General Meeting to be held

DATE:	<b>FEBRUARY</b>
TIME:	<b>05:00 PM</b>
VENUE:	<b>Adcorp Property Group, 231 Greenhill Road, Dulwich SA 5065</b> <i>(dial in option to be provided for owners who can not attend in person)</i>

## **16 MEETING CLOSE**

There being no further business, all owners and guests were thanked for their attendance and the meeting closed at 6:14 PM.

# ANNUAL REPORTS

for the financial year to 31/12/2022

Community Corporation 25781

50 Seaton Terrace, SEATON SA 5023

Manager: Andrea Pearsons

	Page
Balance Sheet	1
Income/Expenditure Statement	2

# Balance Sheet

## As at 31/12/2022

Community Corporation 25781 Inc

50 Seaton Terrace, SEATON SA 5023

Current period

### Owners' funds

#### Administrative Fund

Operating Surplus/Deficit--Admin	116.91
Owners Equity--Admin	3,329.28
	<u>3,446.19</u>

#### Sinking Fund

Operating Surplus/Deficit--Sinking	801.32
Owners Equity--Sinking	6,120.51
	<u>6,921.83</u>

#### Net owners' funds

\$10,368.02

### Represented by:

#### Assets

##### Administrative Fund

Cash at Bank--Admin	3,446.27
	<u>3,446.27</u>

##### Sinking Fund

Cash at Bank--Sinking	6,921.83
	<u>6,921.83</u>

##### Unallocated Money

0.00

##### Total assets

10,368.10

#### Less liabilities

##### Administrative Fund

0.00

##### Sinking Fund

0.00

##### Unallocated Money

0.00

##### Total liabilities

0.00

#### Net assets

\$10,368.10

**Income/Expenditure Statement**  
**for the financial year**  
**to 31/12/2022**

Community Corporation 25781 Inc

50 Seaton Terrace, SEATON SA 5023

**Administrative Fund**

Current period

01/01/2022-31/12/2022

**Revenue**

Interest on Arrears--Admin	8.39
Interest--Bank	32.34
Levies Due--Admin	5,100.00
<b>Total revenue</b>	<b>5,140.73</b>

**Less expenses**

Admin--Agent Disbursements	213.60
Admin--Auditors--Audit Services	165.00
Admin--Auditors--Taxation Services	190.00
Admin--Bank Charges	30.00
Admin--Management Fees--Standard	1,483.66
Admin--Meeting Fee	120.00
Insurance--Premiums	1,619.20
Maint Bldg--Pumps	715.00
Utility--Electricity	487.36

**Total expenses** **5,023.82**

**Surplus/Deficit** **116.91**

**Opening balance** **3,329.36**

**Closing balance** **\$3,446.27**

## Sinking Fund

Current period

01/01/2022-31/12/2022

## Revenue

Interest on Arrears--Sinking 1.32

Levies Due--Sinking 800.00

Total revenue 801.32

## Less expenses

Total expenses 0.00

Surplus/Deficit 801.32

Opening balance 6,120.51

Closing balance \$6,921.83

LOTS 1, 2, 3 & 4  
In Dev No 252/C359/08

**SHEET 1 OF 1 SHEETS**

CT 5700/441

AREA: SEATON

**LEGEND:**

Fence .....	
Fence on boundary .....	
Gaily, iron Fence .....	
Gaily, iron Fence .....	
on boundary .....	
Colourband Fence .....	
Colourband Fence .....	
on boundary .....	
Subject Land Boundary .....	
Other Boundary .....	

NOTATIONS:

**WARNING:**  
Fences and other structures must be set out from the survey marks and not the wooden stakes nearby

CHECKED BY: RC      DATE: 21/7/2009

**CERTIFIED CORRECT**

.....  
**LICENSED SURVEYOR**

STATE SURVEYS

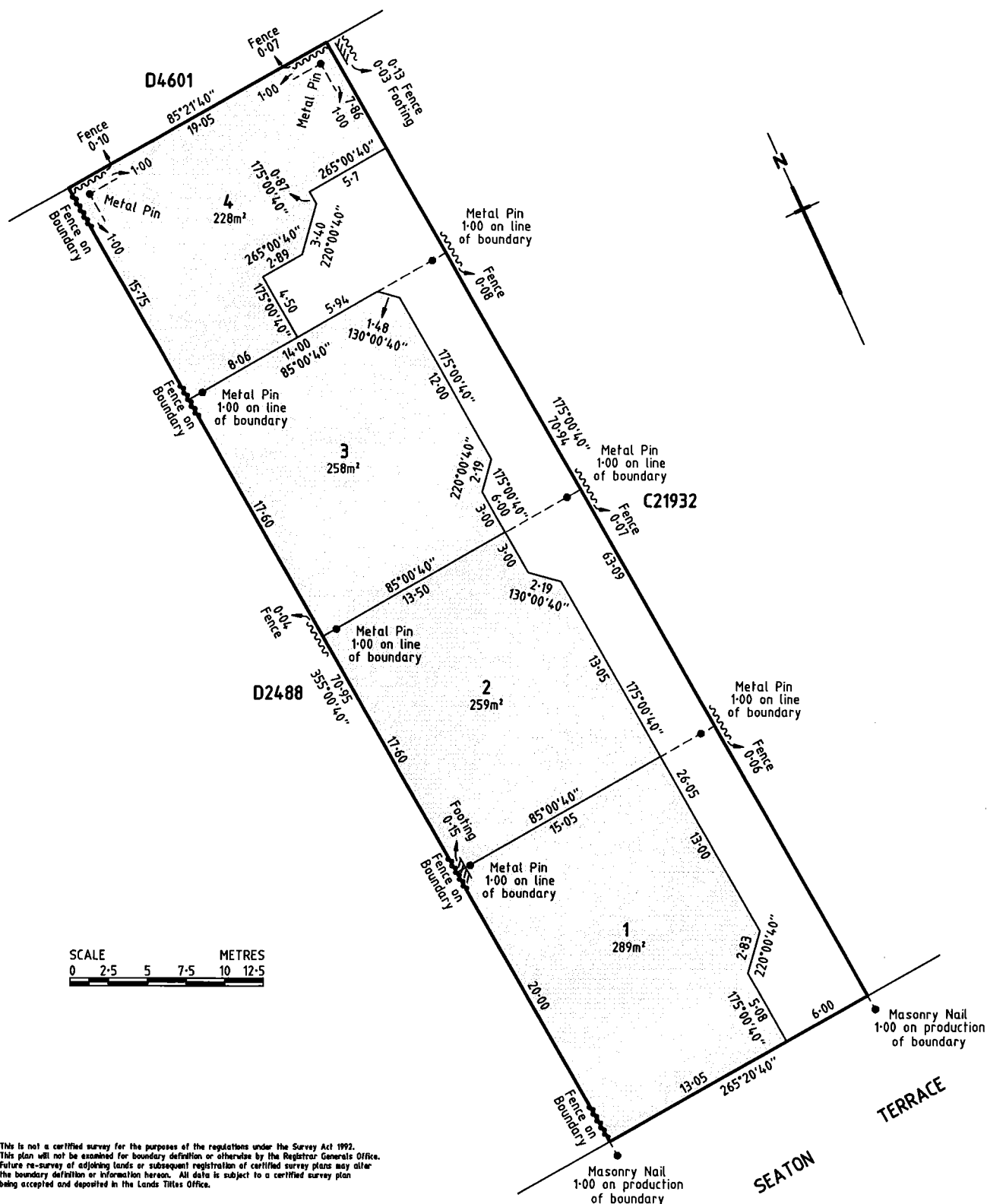
465B SOUTH ROAD, KESWICK SA 5035

TELEPHONE: 8293 2939

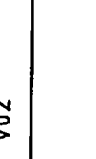

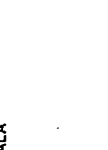
**TELEPHONE: 8293 2959**  
**FACSIMILE: 8293 2949**

EMAIL: [info@statesurveys.com.au](mailto:info@statesurveys.com.au)

REFERENCE: 08742 DRAWN BY: ADL

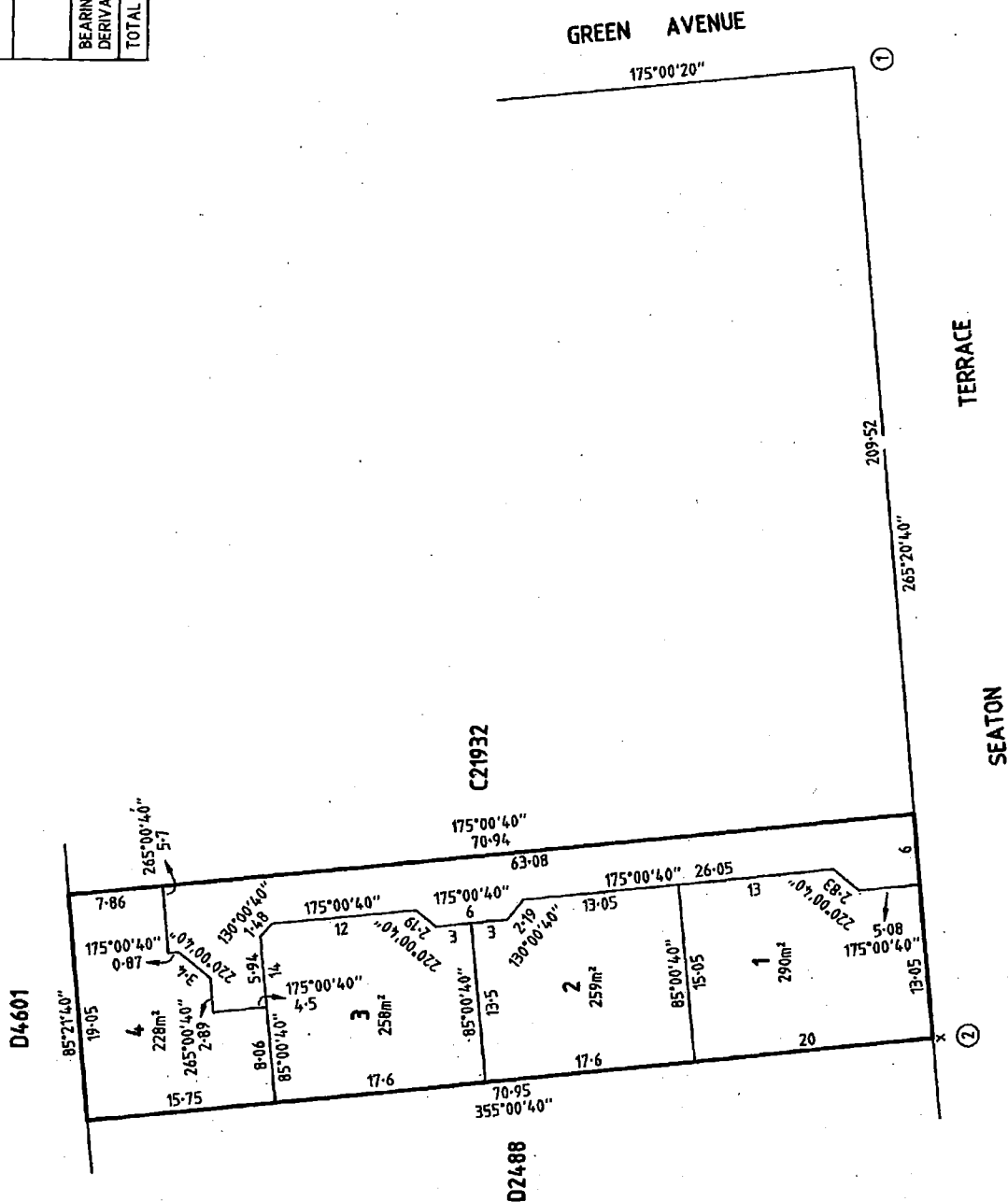





PURPOSE: PRIMARY COMMUNITY  MAP REF: 6628-40-R  LAST PLAN: FX 53164	AREA NAME: SEATON  COUNCIL: CITY OF CHARLES STURT  DEVELOPMENT NO: 252/C359/08/001/22036	APPROVED:  DEPOSITED/FILED:  29.10.09	C25781 SHEET 1 OF 3  V02
AGENT DETAILS: STATE SURVEYS PTY LTD 465b South Road, Keswick SA 5035 Phone (08) 8293 2939 Facsimile (08) 8293 2949 info@statesurveys.com.au			
SURVEYORS CERTIFICATION: 1) I, ROCCO CAVALLI, a licensed surveyor under the Survey Act 1992, certify that - 1) I am uncertain about the location of that part of the service infrastructure shown between the points marked - and - on the plan and 2) this community plan has been correctly prepared in accordance with the Community Titles Act 1996 to a scale prescribed by regulation  Dated the 3RD day of JULY 2009  Licensed Surveyor			
AGENT CODE: SS09 REFERENCE: 08742			
SUBJECT TITLE DETAILS: PREFIX VOLUME FOLIO OTHER CT 5700 441			
PARCEL ALLOTMENT(S) D 2488 YATALA			
NUMBER 62 PLAN D HUNDRED/IA/DIVISION TOWN REFERENCE NUMBER			
EASEMENT DETAILS: STATUS LAND BURDENED FORM CATEGORY IDENTIFIER PURPOSE IN FAVOUR OF CREATION			
ANNOTATIONS:  THE SERVICE INFRASTRUCTURE WAS NOT IN PLACE AS AT 3/07/2009			

STATE SURVEYS PTY LTD  
465 South Road, Keswick SA 5035  
Phone 8293 2939 Fax 8293 2949  
info@statesurveys.com.au  
REFERENCE: 08742  
VERSION: 21/7/2009 DRAWN: ADL

A vertical scale bar with markings at 0, 4, 8, 12, 16, and 20 metres. The word 'SCALE' is written vertically to the left of the markings, and 'METRES' is written vertically to the right of the markings.



# LOT ENTITLEMENT SHEET

COMMUNITY PLAN NUMBER	
C 25781	
THIS IS SHEET	3 OF SHEETS
APPROVED	DEPOSITED
	29 /10/ 2009
PRO REGISTRAR-GENERAL	

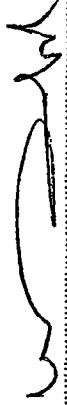
APPLICATION 11257885

SCHEDULE OF LOT ENTITLEMENTS		
LOT	LOT ENTITLEMENT	SUBDIVIDED
1	2800	
2	2382	
3	2382	
4	2436	
AGGREGATE	10000	

## CERTIFICATE OF LAND VALUER

I, KOFI ADIH OF 507 SOUTH ROAD ASHFORD S035 being  
 A land Valuer within the meaning of the Land Valuers Act 1994  
 Certify that this schedule is correct for the purposes of the  
 Community Titles Act 1996

Dated the ...22<sup>nd</sup> .... Day of ...OCTOBER 2009.....

  
 Signature of Land Valuer

TERMS OF INSTRUMENT NOT CHECKED  
BY LANDS TITLES OFFICE

BY-LAWS  
DEVELOPMENT NO 252/C359/08/001/

**BY-LAWS  
COMMUNITY PLAN NO 25781  
50 SEATON TERRACE SEATON SA 5023**

*Certified Correctly prepared in  
accordance with the requirements of  
the Community Titles Act 1996 by the  
person who prepared the document.*

*Nicholas James Charles  
Registered Conveyancer*

*123 Wright street  
Adelaide SA 5000*

## **INDEX**

1. Administration Management and Control of Common Property
2. Use and Enjoyment of Common property
3. Use and Enjoyment of the Community Lots
4. Occupiers obligation to maintain the lot in good condition
5. Disturbances
6. Insurance of Community Corporation
7. Building Insurance
8. Public Liability Insurance
9. Animals
10. SA Water
11. Statutory & Private Services
12. Internal Fencing
13. Offence
14. Community Corporation's Rights to recover Money
15. Interpretation

## **COMMUNITY TITLES ACT, 1996**

### **BY-LAWS OF COMMUNITY SCHEME 50 SEATON TERRACE SEATON SA 5023**

(The terms of these By-Laws are binding on the Community Corporation, the owners and occupiers of the community lots comprising the scheme and persons entering the community parcel. These By-Laws may only be amended or revoked by special resolution of the Community Corporation in accordance with section 39 of the *Community Titles Act*.)

#### **1. Administration, Management and control of Common Property**

The Community Corporation is responsible for the administration management and control of the common property.

#### **2. Use and enjoyment of Common Property**

The Common Property is, subject to the Act and these By-Laws, for the common use and enjoyment of residents in the Community Scheme and their visitors.

#### **3. Use and Enjoyment of the Community Lots**

A person may use a lot for residential purposes and for other purposes that are normally incidental or ancillary to the use of land for residential purposes but must not use the lot for any other purpose unless the use has been approved by the corporation.

#### **4. Occupiers obligation to maintain the lot in good condition**

4.1 The occupier of a lot must keep the lot in a clean and tidy condition.

4.2 The occupier must properly maintain lawns and gardens in the lot.

4.3 The occupier must:-

4.3.1 store garbage in an appropriate container which prevents the escape of unpleasant odour; and

4.3.2 comply with any requirements of a Council, health or environment authority for the disposal of garbage.

4.4 The occupier of the lot must not:-

4.4.1 bring or accept objects or materials on to the site of a kind that are likely to cause justified offence to the other members of the corporation community.

4.4.2 Allow refuse to accumulate so as to cause justified offence to others.

4.5 The occupier of a lot used for residential purposes must not without the consent of the Corporation use or store on the lot any explosive, noxious or other dangerous substances.

**5. Disturbances**

- 5.1 The owner of a community lot must not engage in conduct that unreasonably disturbs the occupier of another community lot or others who are unlawfully on a community lot or the Common Property.
- 5.2 The owner of a community lot must ensure, as far as practicable, that persons who are brought or allowed on to the community lot or the Common Property by the owner do not engage in conduct that unreasonably disturbs the occupier of another community lot or others who are lawfully on a community lot or the Common Property.
- 5.3 In particular the occupier of a lot must ensure that noise emission from the lot, or from the area adjacent to the lot where invitees of the occupier are gathered for a party or other social occasion, is kept to a level where it will not disturb the occupants of other lots between the hours of 12.00am midnight and 7.00am the following morning.

**6. Insurance by Community Corporation**

- 6.1 the Community Corporation shall effect such insurance as is required by Sections 103 and 104 of the Act but shall not be responsible for insuring buildings and other improvements on individual community lots.
- 6.2 An owner or occupier of a community lot must not, except with approval of the Community Corporation, do anything that might:-
  - 6.2.1 void or prejudice insurance effected by the Community Corporation;
  - 6.2.2 increase any insurance premium payable by the Community Corporation.

**7. Building Insurance**

The owner of each Community Lot Shall Insure all buildings and other improvements on the lot in accordance with their own requirements and the Community Corporation shall have no responsibility in respect thereof.

**8. Public Liability Insurance**

The owner of each Community Lot shall effect and keep current in respect of their Community Lot a Public risk Policy in a sum not less than \$10 million and must provide the Community Corporation as requested by the Community Corporation from time to time, evidence of a current policy of insurance by the proprietor in terms of this By-law.

**9. Animals**

9.1 An owner of a Community lot is entitled:-

9.1.1 to keep a cat and/or dog on a Community lot or such pet that has been approved by the Community Corporation provided such pets do not create unreasonable nuisance to the other Community Lot owners; and

9.1.2 if the occupier is a person who suffers from a disability, to keep a dog trained to assist the occupier in respect to that disability.

9.2 An owner of a Community Lot must not keep an animal on a Community Lot except as authorised by this section or the corporation.

**10. SA Water**

10.1 Sewer and water reticulation is by private services provided by the original developer to each Community lot to form a water meter and sewer point located at 50 Seaton Terrace Seaton SA 5023 on the Common Property.

10.2 The services are laid within the Common property and are maintained by the Community Corporation.

10.3 The Community Corporation shall ensure that each Community lot owner installs and maintains at their own cost a water meter at the boundary of this lot and the Common Property.

10.4 Each Community lot will have separate water meters and will pay and accounts for water usage direct to SA Water.

10.5 In the event that an account reasonably rendered by the Community Corporation to the lot owner is not paid within 28 days then the Community Corporation reserves the right to disconnect the water supply to the Community Lot.

**11. Statutory and Private Services**

11.1 The Community Corporation is responsible for and must maintain and repair the service infrastructure comprising:-

- |                     |                       |
|---------------------|-----------------------|
| (a) water and sewer | (b) telecommunication |
| (b) electricity     | (d) storm water       |

**12 Internal Fencing**

12.1 The provisions of *The Dividing Fences Act 1991* ( as amended) shall apply a between the owners adjoining Community Lots.

12.2 The Boundary fences of a Community lot shall be constructed in accordance with development approval.



**13. Offence**

A person who contravenes or fails to comply with a provision of these By-laws is guilty of an offence.

Maximum Penalty: \$500.00

**14. Community Corporation's Right to Recover Money**

14.1 The Community Corporation may recover any money owing to it under the By-laws as a debt.

14.2 An owner of a Community Lot must repay or reimburse the Community Corporation on demand for the costs charges and expenses of the Community Corporation in connection with contemplated or actual enforcement, or preservation of any rights under the By-laws in relation to the proprietor or occupier.

14.3 The costs, charges and expenses recoverable by the Community Corporation shall include without limitation, those expenses incurred in retaining any independent administration costs in connection with those events.

14.4 The Community Corporation may charge interest on any overdue monies owed by a proprietor or occupier of a lot to the Community Corporation at the rate of **TWO PERCENT (2%) PER ANNUM ABOVE THE RATE QUOTED BY THE** Community Corporation's bankers on overdraft accommodation less than \$10,000.00, calculated on daily balances commencing from the day that the money becomes due for payment.

**15. Interpretation**

In these By-laws:-

15.1 "Act" means the *Community Titles Act* 1996 and as amended.

15.2 "Community Corporation" means the Community Corporation created by the Deposit of the Plan of Community Division in respect of which these By-laws are lodged.

15.3 "Community Lot" means a community lot created by Plan of Community Division referred to above.

15.4 "Community Parcel" means the whole of the land comprised in Plan of Community Division referred to above excluding any land thereby vested in a Council, the Crown or a prescribed authority.

15.5 "Occupier" of a Community lot includes, if the lot is unoccupied, the owner of the lot.

15.6 Except where otherwise appears words shall have the same meaning as are set out in the Act.

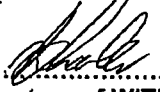
TERMS OF INSTRUMENT NOT  
CHECKED BY LANDS TITLE OFFICE

BY-LAWS  
Development No: 252/C359/08/001/

DATED the 12<sup>th</sup> day of August 2009

**EXECUTION BY APPLICANT**

  
.....  
Signature of the APPLICANT (JR Kraws)

  
.....  
Signature of WITNESS – Signed in my presence by  
The APPLICANT who is either personally known  
to me or has satisfied me as to his or her identity.

Nicholas James Charles  
.....  
Print Full Name of WITNESS (BLOCK LETTERS)

123 Wright Street  
.....

Adelaide SA 5000  
.....  
Address of WITNESS

Business Hours Telephone Number 7129 3777  
.....



## COMMUNITY CORPORATION NO. 25781 INC.

50 Seaton Terrace  
SEATON SA 5023

The following is a summary of policy decisions, special and unanimous resolutions resolved by the Corporation. The relevant minutes should be consulted for precise wording of the resolutions.

Date of Meeting	Details
09/02/2011	<p><u>Disclaimer</u> Choice Property Group will not be held responsible for any incomplete or incorrect information provided prior to its appointment as Managers for this Corporation commencing 09/02/2011.</p> <p><u>Residential Tenancy Agreements</u> Members were reminded that the Community By-laws together with any summary of the Corporation's succeeding policy decisions are always to be included and attached as an addendum to any Residential Tenancy Agreement to enable enforcement.</p> <p><u>Bin Collections</u> Council collection is on Wednesday with bins placed out on Tuesday night to be returned within 24 hours, subject to both Council and the Community By-laws.</p> <p><u>Grounds</u> It was agreed that the lot owners will decide between them on when, who and how the common grounds will be maintained at their discretion. Any material expenses within budget can be reimbursed on production of receipts to the Manager.</p> <p><u>Termite Inspections / Treatments / Warranty</u> All Lot owners are to maintain their own due diligence in the prevention and/or detection of any infestations.</p> <p><u>Emergency Funding</u> If due to unforeseen circumstances having arisen which require the provision of emergency funding above that which is currently held by the Corporation or otherwise available to the Corporation, the member from time to time appointed as the Presiding Officer, be and is empowered as the delegate of the Corporation authorised to sanction the imposition of such additional levy or levies, as if the Corporation has, in general meeting, resolved to levy such contributions against all lot owners.</p> <p><u>Overdue Levies / Interest / Debt Collection</u> Henceforth, that in accordance with the provisions of Section 114 (4b) of the Community Titles Act 1996, as amended, interest at the rate of two (2%) per centum per month compound calculated on a daily basis be imposed upon any levy or contribution sums which remain due and unpaid in excess of the due date therefore and it was further agreed that;</p> <ol style="list-style-type: none"><li>Recovery proceedings be instituted to recover from the defaulting lot owner or owners any levy contribution sums and/or interest accrued thereon which remained due and unpaid in excess of thirty (30) days from the due date therefore; and</li><li>The Community Managers be and are authorised by the Corporation to levy and to recover from the defaulting lot owner or owners all legal and administrative costs associated with the recovery of any debt due to the Corporation including, but not limited to legal fees, court costs, administrative costs, location and service fees and any commissions payable to debt recovery or credit control consultants to be pursued through SA Courts only.</li></ol>
23/02/2012	<p><u>Roller Door</u> The installation of a roller door at lot 4 as resolved with the other owners was confirmed.</p> <p><u>Aggregate / Equal Levy Raising</u> It was unanimously agreed forthwith that levies are to be paid <u>equally</u> by the holders of each lot, unless a unanimously decision is taken to revert back to aggregate, as per the Certified Community Plan.</p>

**AMENDMENTS, APPROVALS, SPECIAL RESOLUTIONS. Community Corporation 25781 INC.**

Date	Special Resolution / Amendment / Approval
------	---

**6/2/2019**      **Foxtel satellite dish** - Approval granted to install Foxtel satellite dish on the roof facing north east direction with all associated costs being the responsibility of the unit. **UNANIMOUS**

**6/2/2019**      **Air conditioning unit** - Approval granted to install air conditioning unit on the roof on condition that a conduit is installed to drain the condensate directly into a drain or onto the ground and away from the wall and provided all costs associated with the airconditioner are the responsibility of the unit. **UNANIMOUS**

**6/2/2019**      **Roll-out retractable shade cover** - Approval granted to install a roll-out retractable shade cover in colour to match the exterior and fencing colour provided all associated costs are the responsibility of the unit. **UNANIMOUS**

**6/2/2019**      **Tool shed** - Approval granted to install a tool shed in backyard similar in colour to the fencing provided all associated costs are the responsibility of the unit. **UNANIMOUS**

**6/2/2019**      **Roller shutters** - Approval granted to install roller shutters to match the exterior rendering and wall colour provided all associated costs are the responsibility of the unit. **UNANIMOUS**

**6/2/2019**      **Crime safe screens in windows** - Approval granted to install black coloured crime safe screens in toilet window and bathroom window provided all associated costs are the responsibility of the unit. **UNANIMOUS**

**6/2/2019**      **Security doors** - Approval granted to install security doors at the front and rear entrance of the house to match the exterior wall paint provided all associated costs are the responsibility of the unit. **UNANIMOUS**

**14/3/2018**      **Corporation files and Correspondence - Archive Collection**

It was agreed that at no additional cost to the Corporation, all records falling outside of the below regulation be destroyed by Adcorp Property Group within 28 days from the date of this meeting.

**COMMUNITY TITLES REGULATIONS 2011 - REG 23**

*23- Records (sections 136 and 137 of Act)*

*(1) Documents of the following kinds must be kept by community corporations:*

*(a) receipts for the expenditure of money;*

*(b) passbooks, deposit books and all other documents providing evidence of the deposit or investment of money;*

*(c) ADI statements and all other documents providing evidence of dealing with money invested or on deposit.*

*(2) All documents and records kept by a corporation must be kept in an orderly manner to enable them to be found easily for the purposes of inspection or copying.*

*(3) The following periods are prescribed under sections 136 and 137(2) of the Act as the period for which a corporation must keep its records and documents:*

*(a) minutes of meetings-30 years;*

*(b) accounting records -7 years;*

*(c) any statements of account-7 years;*

*(d) notices or orders served on the corporation-7 years;*

*(e) correspondence-7 years;*

*(f) notices of meetings-7 years.*

**UNANIMOUS**

**18/07/2017**      **Raise funds by special levy**

It was resolved to authorise the Body Corporate Manager to raise additional funds when necessary to meet necessary expenses by special levy on demand without further reference to the Strata Corporation. **UNANIMOUS**

**18/07/2017**      **Debt Collection for outstanding levies and contributions**

It was agreed that a debt against a unit holder will be given to a debt collection agency to recover, and all costs incurred for collecting outstanding debts (including disbursements, court fees, debt collectors fees and Adcorp Property Groups legal action charges and all other costs and charges) will be debited against the unit from which the debt is pursued as an amount due and owing to the corporation. **UNANIMOUS**

**AMENDMENTS, APPROVALS, SPECIAL RESOLUTIONS. Community Corporation 25781 INC.**

<b>Date</b>	<b>Special Resolution / Amendment / Approval</b>
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<b>18/07/2017</b>	<b>Bank charges charged to owners where searches are required to determine origin of unidentified monies</b>
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That Adcorp Property Group Pty. Ltd. be granted consent after a period of 4 months to conduct, and charge to the individual owner a bank search to determine origin of unidentified monies being held in trust by Adcorp Property Group Pty. Ltd. Definite Proof of payment will need to be provided should an owner wish to verify funds held prior to a search being completed. **UNANIMOUS**

<b>23/07/2020-</b>	<b>Rescind sinking fund levy for external painting</b>
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The corporation resolved by unanimous resolution to rescind the sinking fund agreed to at the meeting held 05/02/2020 and all external painting works. Each individual owner be responsible for their external painting accordingly as per the by-laws. The amount of the sinking contribution remain as \$1000 as agreed at the 2018 Annual General Meeting and funds paid up to date will be credited to the owners lot.

## **ANNEXURE 'A' TO SECTION S139 STATEMENTS DISCLAIMER**

Adcorp Property Group advise that alterations to the unit may have been completed without the knowledge or consent of the Strata or Community Corporation or their unit holders. In Accordance with section 29 of the strata titles act, and the by-laws of the community corporation structural alterations or alterations which alter the external appearance of the corporation (front or rear) need the consent of the corporation.

Any alteration that changes the character or description needs prior consent of the body corporate. Any additional building to the units or change of use must be reflected on the strata or community plan. In other words, the strata or community plan should be amended to reflect the true description of the buildings.

Therefore, if the unit or lot being sold is not accurately reflected on the strata or community plan you are advised to make further inquiries with the vendor or their representative. We do not guarantee the accuracy of the section 41 statement or section 139 statements in this respect, and advise you to make sufficient inquiries before acting.

You are advised that the insurance cover on the complex may not be adequate and you should make further inquiries to satisfy yourself regarding this matter. Future liabilities may not necessarily be funded, as strata or community lot contributions may not cover expected or future contingent liabilities.

The articles and bylaws bind owners, including any resolutions regarding the strata or Community Corporation's policy on the keeping of animals. Anyone who wishes to keep an animal must ensure that approval has been given **PRIOR** to signing a contract as many strata and community corporations do not allow animals.

If approval has been granted for solar panels a certificate must be sent to the Body Corporate Managers certifying that the roof can sustain the solar panels. A purchaser should sight a copy to avoid potential liability.

This is the annexure marked 'A' referred to in the section 139 statement regarding:

**COMMUNITY CORPORATION: 25781**

**ADDRESS: 1/50 Seaton Terrace, Seaton, SA 5023**

**DATE: June 13, 2024**

## **CONVEYANCING NOTICE**

Vendor/s Name \_\_\_\_\_

### **New Owner Notification**

Name: \_\_\_\_\_

Strata Corporation / Community Corporation No \_\_\_\_\_

Unit/ Lot \_\_\_\_\_ Settlement Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mobile \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Occupied / Rental Unit (Please Circle) If Rental, please complete below**

Rental Manager / Agent \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mobile \_\_\_\_\_ Office \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Purchaser/s Conveyancer: \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor/s Conveyancer: \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*ANY OUTSTANDING ACCOUNTS MUST BE FINALISED AT SETTLEMENT\***

Please email [strata.admin@adcorpgroup.com.au](mailto:strata.admin@adcorpgroup.com.au) to order a financial search if needed.

Please complete & return this form to Adcorp Property Group [strata.admin@adcorpgroup.com.au](mailto:strata.admin@adcorpgroup.com.au)