

# Stratagem

Pre-purchase and vendor reports

|                                              |                                      |                |
|----------------------------------------------|--------------------------------------|----------------|
| Property                                     | <b>1/289 The Boulevard, Miranda</b>  |                |
| Strata Plan and Lot                          | <b>SP100155 Lot 1</b>                |                |
| Lot entitlement                              | 16 of 100                            |                |
| Number of lots                               | 7                                    |                |
| Plan registered                              | 26.9.2019                            |                |
| Report dated                                 | 4.6.2021                             |                |
| Recorded Owner of Lot                        | MBC Property Sydney Nominees Pty Ltd |                |
| Current Lot 1 contributions<br>(per quarter) | Administrative                       | \$ 680.00      |
|                                              | Capital works                        | \$ 120.00      |
| Arrears <sup>1</sup>                         | \$ 800.00                            |                |
| Current scheme funds:                        | Administrative                       | \$ 1,995.00 Dr |
|                                              | Capital works                        | \$ 7,250.00 Cr |

## **Strata management<sup>2</sup> details:**

Clisdells Strata Management

Phone: (02) 9556 5222

Strata manager: Mitchell Mattingley

Committee elected on 12.11.2020<sup>3</sup>

Prepared for **Before You Bid** by Greg Young of Stratagem Reports

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<sup>1</sup> If a person becomes the owner of a lot and another person is liable to pay a contribution in respect of a lot, the owner is jointly and severally liable with the other person for the payment of the contribution and any interest on the contribution (s84). Note further that unpaid levies attract interest – refer to s185). We suggest obtaining a certificate from the strata managing agent under s184 to confirm contributions and outstanding arrears for the subject lot.

<sup>2</sup> The strata manager may be appointed if they hold a licence under the Property, Stock and Business Agents Act 2002.

<sup>3</sup> The Owners Corporation must elect a Committee which administers the scheme, however if one is not elected then delegated functions may be exercised by the strata managing agent (s29).

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### How to read this report:

Our aim is to assist you by providing value and information. We have identified items that may of concern to you in the above list which are based on feedback from our previous clients. We note however that these are not exhaustive as we accept that values and concerns may differ, and we ask you to read the report in its entirety. Important resolutions from the minutes of meeting are summarised in the section on minutes to provide a running chronological list of recorded events. Control + click on the above headings to jump to sections of the report and refer to the footnotes on each page for explanations. Annexures will follow the order of the report – relevant pages of the pdf annexure document for the section will be included next to the title of the section. Documents held by strata managers are often substantial and excessive and we have attempted to include only that which is material and we further note that at times we are only provided with extracts of documents - you may find only extracts of reports held on file annexed to this report. We further note that strata management records are not necessarily perfect and often documents that we would expect to be on file are not provided to us for inspection. We note that it can be difficult to elicit a response from strata managers and that it is usually difficult to obtain further information or clarification from strata managers. Although we will attempt to obtain any further information, we note that there is no known obligation and that there can be little motivation for the strata managers to discuss the scheme with us.

### Disclaimers:

**The reader of this report is made aware of the following:** This report is prepared only for the person named on the front page of the report in relation to the specific property. No responsibility is therefore taken for any reliance on the report from any other party, and any such party that relies on this report does so at their own risk.

This report is provided based on the records and information provided at the time of inspection. No physical inspection of the property has been undertaken. There is no guarantee that all relevant documents have been provided or inspected and there is no obligation for Stratagem Reports to obtain further documents or information.

All reasonable care has been exercised by us during the preparation of this report. Liability for the following is limited to the price paid for the report: (1) for delay in or failure to supply report or (2) error or omission in this report. Information in this report should be checked against the documents provided in the .pdf annexures.

We provide no guarantee in relation to the accuracy of the information within the documents provided by the holder of records and we have not checked whether the strata manager has complied with their obligations under legislation. No liability is accepted for damages arising from any error in or omission within the documents provided for inspection. We are not experts in law, construction, compliance, planning or insurance matters, – consult further professional advice. Records of large schemes and proactive Committees can be substantial, and, in such instances, we may not be able to inspect all the records provided – we will focus on salient matters arising from minutes of meeting and note that some documents such as correspondence, quotes and invoices may not be inspected. No search has been made of any agreements for services that may have been entered into by the Owners Corporation. Where otherwise noted, we will inspect records for the past three years.

## 1. FINANCIALS<sup>4</sup> (refer to pages 9 to 21 of this report)

### Position

|                                             |                |
|---------------------------------------------|----------------|
| Administrative fund balance as at 4.6.2021: | \$ 1,995.00 Dr |
| Capital works fund balance as at 4.6.2021:  | \$ 7,250.00 Cr |
| Total levies in arrears for the scheme      | \$ 5,100.00    |
| Investment fund balance                     | Nil noted      |

**We note that a special levy may be raised to attend to the deficit in the administrative fund – refer to s81 of the SSMA 2015.** This deficit may however be due to timing and we note that future levy contributions may attend to the deficit.

### Income from contributions (budgets adopted per year)<sup>5</sup>

|                                 | Administrative | Capital Works/Sinking |
|---------------------------------|----------------|-----------------------|
| Current period from 12.12.2020: | \$ 17,000.00   | \$ 3,000.00           |
| 2020                            | \$ 6,135.00    | \$ 5,000.00           |

### Major expenditure<sup>6</sup> per year

We **did not sight** a capital works fund plan<sup>7</sup> for anticipated major expenditure – no attributable expenditure was noted to suggest that a report has been obtained. We **attach** the following yearly income and expenditure statements and noted the following major capital expenses:

|                       | Type and cost                   |
|-----------------------|---------------------------------|
| Year ending 31.8.2021 | no major capital expenses noted |
| Year ending 31.8.2020 | no major capital expenses noted |

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<sup>4</sup> The Owners Corporation are required to prepare financial statements dating from the date of registration to a date no earlier than two months from the date of the annual general meeting at which it is presented (s92). The Treasurer is required to balance records of transactions and carry the balance forward at the end of the prescribed period (either twelve months or as prescribed at the annual general meeting). Note that where the Owners Corporation is faced with expenses it cannot at once meet from either fund, it must levy on each owner a contribution for such (s81).

<sup>5</sup> The Owners Corporation must estimate how much money must be credited to its funds for actual and expected expenditure at every annual general meeting (s79). Contributions to each fund are to be set at the same meeting as the estimated costs. Note that large schemes of more than 100 lots with budgets exceeding \$250,000.00 must have their financial statements audited prior to presentation at an annual general meeting (see s95).

<sup>6</sup> Relevant to the size of the scheme. Refer to the financial statements annexed.

<sup>7</sup> Such a plan must be prepared from the commencement of the first annual general meeting and for every ten-year period following (s80). We note that not all strata managements appear to have one prepared and they are not always provided for inspection.

## 2. SUMMARY ON MAJOR ISSUES OR WORKS<sup>8</sup> (refer to pages 22 to 24 of this report)

### Notes on record keeping

We note that due to COVID19 we were not permitted to attend the office of the strata manager and we were instead provided with access to documents electronically.

### Original defects<sup>9</sup> or defects under home-owners' warranty:

No evidence of any current building defects was noted from the documents provided.

### Major past works

No evidence was noted on file of any major completed works over the last three years.

### Considered or budgeted works

No major budgeted amounts were noted for capital expenses for the year ending 31.8.2021. No evidence was noted on file of any major upcoming works.

We note that the balance of the capital works fund was \$7,250.00 as at 4.6.2021.

### Proposed special levy in the near future<sup>10</sup>?

No however refer to page 3 for details relating to the deficit in the administrative fund

### Other matters of note

We **attach** an occupation certificate dated 4.10.2019, which may be of interest.

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<sup>8</sup> The Owners Corporation must properly maintain and keep in a state of good and serviceable repair the common property and any personal property vested in the Owners Corporation (Refer to Part 6, specifically s106).

<sup>9</sup> Note that buildings over three levels constructed on or after 1.1.2004 are not covered under Home Owners Warranty Insurance for building defects – refer to the Home Building Act 1989 and the Home Building Amendment Act 2011 for more details. Warranties for structural defects are for six years and non-structural defects are for two years where applicable.

<sup>10</sup> **Please be aware that it is difficult to determine whether there is potential for a special levy, particularly given that we may not have been provided with all relevant documents and as all attitudes towards fund raising differ between schemes.**

**3. MINUTES OF MEETING** (important points from minutes of meeting) **(refer to pages 25 to 40 of this report)**

Inspected from the meeting: 22.10.2019

Most recent meeting sighted on file: 12.11.2020

**First Annual General Meeting<sup>11</sup> dated 12.11.2020 (attached)**

- Resolved to receive documents under s16 from the original owner
- Resolved to receive and consider the initial maintenance schedule as provided by the original owner
- Strata Committee elected
- Resolved to restrict the presence of tenants when discussing certain matters
- Resolved to adopt voting by electronic means
- Resolved that bylaws not be amended
- Raised a special levy of \$2,500.00 to rectify the administrative fund due and payable on 12.12.2020
- Resolved to prepare a capital works fund plan
- Resolved to consider building defects and rectification
  - o Defeated motion to appoint a building inspector
  - o Defeated motion to engage a solicitor to provide advice regarding liability and recovery of losses in respect of building defects and rectification
- Insurances confirmed
- Resolved to obtain an annual fire safety statement
- Resolved to appoint Clisdells as strata managing agents
- Defeated motion to carry out an audit and risk assessment to identify if any cladding has been installed in the building
- Specially resolved to make bylaws:
  - o minor renovations
  - o bathroom renovations
  - o lot 6 balcony door

**Inaugural Extraordinary General Meeting dated 22.10.2019 (attached)**

- Resolved to appoint Clisdells as strata managing agents

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<sup>11</sup> Note that the Owners Corporation must hold an annual general meeting every financial year (s18). We note that sometimes one is not held, usually due to lack of quorum or change in management.

#### 4. COMPLIANCE (refer to pages 41 to 58 of this report)

**Bylaws**<sup>12</sup>: We **attach** the most recent bylaws provided for inspection by the strata manager. Refer to the bylaws for any exclusive use bylaws for the subject lot and for any details relating to any absolution of maintenance<sup>13</sup> for certain property. We **did not sight** a common property memorandum<sup>14</sup>.

Refer further to the bylaws and the most recent minutes of meeting in relation to any approvals and attitudes towards the keeping of animals. No evidence of the refusal of any animals was noted on file. Refer also to the recent minutes of meetings in relation to any applications for works<sup>15</sup> and Committee attitudes in response to such.

**Notices and orders**: We **did not sight** any evidence of notices or orders which adversely affect the Owners Corporation or the subject lot<sup>16</sup>.

**Insurances**<sup>17</sup> (**policy attached**): are current and are held with Longitude Insurance and expire on 8.4.2022. We did not sight on file a valuation for insurance.

We **sighted and attach** extracts of the following reports/statements on file:

**Annual fire safety statement**<sup>18</sup> dated 23.11.2020. We further **attach** correspondence dated 24.11.2020 from Council relating to the statement, which may be of interest.

**Cladding report** (not sighted)

**Safety report**<sup>19</sup> (not sighted)

**COVID19 report** (not sighted)

**Asbestos register/survey/plan**<sup>20</sup> (not sighted)

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<sup>12</sup> **Bylaws provided by the strata manager may not be current** and therefore may not have been obtained – **refer to the current bylaws which should be included in the contract of sale as a prescribed document**. Note that Community/Precinct Management statements prevail over the scheme bylaw (s139) and therefore a search of those records is prudent where there exist concerns relating to pets, renovation works and other issues. Refer to the Certificate of Title for details of registered bylaws – bylaws must be registered within 6 months of the resolution creating such.

<sup>13</sup> Note that the Owners Corporation may determine by special resolution that it is inappropriate to maintain, renew, replace, or repair certain property (s106).

<sup>14</sup> The common property memorandum specifies whether the owner of a lot or the Owners Corporation is responsible for the maintenance, repair or replacement of any part of the common property. Note that common property bylaws prevail over the adopted common property memorandum in the event of inconsistency (s107).

<sup>15</sup> Renovation works to a lot may either be cosmetic, minor, or major. Approval is required for minor and major works. Special resolutions and bylaws are required for major works. Refer to ss108 to 110 for the categorisation of works and details on ongoing maintenance.

<sup>16</sup> Further enquiries should be made with Council and other relevant bodies.

<sup>17</sup> The Owners Corporation must insure the building (s160). Refer to ss164 and 165 in relation to further insurances.

<sup>18</sup> The scheme may not be required to lodge a statement with Council – refer to the Environmental Planning and Assessment Act 1979 and Regulations 2000 for more details.

<sup>19</sup> Refer to the Work Health and Safety Act 2011 for more details.

<sup>20</sup> Refer to the Environmental Planning and Assessment Act 1979 and Regulations 2000 for more details, particularly if the building was built before 1.1.2004.

**Termite report** (not sighted)

**Window safety device certificate of compliance**<sup>21</sup> (not sighted)

**NSW Pool Register certificate**<sup>22</sup> (not sighted)

**Certificate of registration** for plant and equipment (not sighted)

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<sup>21</sup> Refer to s118 for more details. Penalties apply where the scheme has not complied by March 2018.

<sup>22</sup> Refer to the Swimming Pools Act 1992 for more details.

## **5. ORDER OF ANNEXURES**

Balance sheet  
Income and expenditure statements  
Owner ledger for the subject lot  
Roll extract for the subject lot  
Capital works fund plan (if available)  
Documents relating to major capital works or other major matters  
Minutes of meeting  
Certificate of title (if available)  
Bylaws (if available)  
Insurance documents  
Annual fire safety statement (if available)  
Cladding report (if available)  
Safety report (if available)  
Asbestos report (if available)  
COVID19 report (if available)  
Window safety device certificate of compliance (if available)  
Pool certificate of compliance (if available)  
Plant registration certificate (if available)



## Balance Sheet

### As at 04/06/2021

The Owners--Strata Plan 100155

289-291 The Boulevard, MIRANDA NSW 2228

|                                          | Current period    | Previous quarter  |
|------------------------------------------|-------------------|-------------------|
| <b>Owners' funds</b>                     |                   |                   |
| <b>Administrative Fund</b>               |                   |                   |
| Operating Surplus/Deficit--Admin         | (2,503.27)        | (5,166.79)        |
| Owners Equity--Admin                     | 508.27            | 508.27            |
|                                          | <u>(1,995.00)</u> | <u>(4,658.52)</u> |
| <b>Capital Works Fund</b>                |                   |                   |
| Operating Surplus/Deficit--Capital Works | 2,250.00          | 1,500.00          |
| Owners Equity--Capital Works             | 5,000.00          | 5,000.00          |
|                                          | <u>7,250.00</u>   | <u>6,500.00</u>   |
| <b>Net owners' funds</b>                 | <b>\$5,255.00</b> | <b>\$1,841.48</b> |
| <b>Represented by:</b>                   |                   |                   |
| <b>Assets</b>                            |                   |                   |
| <b>Administrative Fund</b>               |                   |                   |
| Cash at Bank--Admin                      | (6,330.00)        | (2,647.79)        |
| Receivable--Levies (Special)--Admin      | 0.00              | 425.00            |
| Receivable--Levies--Admin                | 4,335.00          | 2,188.75          |
|                                          | <u>(1,995.00)</u> | <u>(34.04)</u>    |
| <b>Capital Works Fund</b>                |                   |                   |
| Cash at Bank--Capital Works              | 6,485.00          | 6,113.75          |
| Receivable--Levies--Capital Works        | 765.00            | 386.25            |
|                                          | <u>7,250.00</u>   | <u>6,500.00</u>   |
| <i>Total assets</i>                      | <u>5,255.00</u>   | <u>6,465.96</u>   |
| <b>Less liabilities</b>                  |                   |                   |
| <b>Administrative Fund</b>               |                   |                   |
| Creditors--Other--Admin                  | 0.00              | 4,624.48          |
|                                          | <u>0.00</u>       | <u>4,624.48</u>   |
| <b>Capital Works Fund</b>                |                   |                   |
|                                          | <u>0.00</u>       | <u>0.00</u>       |
| <i>Total liabilities</i>                 | <u>0.00</u>       | <u>4,624.48</u>   |
| <b>Net assets</b>                        | <b>\$5,255.00</b> | <b>\$1,841.48</b> |



# Income & Expenditure Statement

## for the financial year-to-date

### 01/09/2020 to 04/06/2021

The Owners--Strata Plan 100155

289-291 The Boulevard, MIRANDA NSW 2228

**Administrative Fund**

|                                                   | Current period<br>01/09/2020-04/06/2021 | Annual budget<br>01/09/2020-31/08/2021 | Previous year<br>01/09/2019-31/08/2020 |
|---------------------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------------|
| Revenue                                           |                                         |                                        |                                        |
| Levies Due (Special)--Admin                       | 2,500.00                                | 0.00                                   | 0.00                                   |
| Levies Due--Admin                                 | 12,750.00                               | 17,000.00                              | 6,135.40                               |
| Status Certificate Fees (S.109 & S.26)            | 0.00                                    | 0.00                                   | 239.80                                 |
| Total revenue                                     | 15,250.00                               | 17,000.00                              | 6,375.20                               |
| Less expenses                                     |                                         |                                        |                                        |
| Admin--Accounting-Tax Fees-Audit fees             | 187.00                                  | 187.00                                 | 140.00                                 |
| Admin--Bank Charges--Account Fees                 | 0.00                                    | 0.00                                   | (2.50)                                 |
| Admin--Legal & Debt Collection Fees               | 190.40                                  | 0.00                                   | 0.00                                   |
| Admin--Status Certificate Fees                    | 0.00                                    | 0.00                                   | 239.80                                 |
| Admin--Storage Fees                               | 0.00                                    | 55.00                                  | 44.44                                  |
| Admin-Electronic Medium                           | 109.17                                  | 146.00                                 | 116.66                                 |
| Contractor Compliance                             | 0.00                                    | 76.00                                  | 75.90                                  |
| Insurance--Premiums                               | 6,454.45                                | 4,644.00                               | 0.00                                   |
| Maint Bldg - Fire Protection Services Contract    | 1,468.51                                | 1,040.00                               | 519.76                                 |
| Maint Bldg -- After Hours Service Fee             | 0.00                                    | 0.00                                   | 176.00                                 |
| Maint Bldg--Fire Protection - General Repairs     | 1,613.27                                | 500.00                                 | 0.00                                   |
| Maint Bldg--Garage & Roller Doors General Repairs | 170.00                                  | 0.00                                   | 0.00                                   |
| Maint Bldg--General Repairs Building              | 0.00                                    | 500.00                                 | 0.00                                   |
| Maint Grounds--Lawns & Gardening Contract         | 3,760.00                                | 5,500.00                               | 960.00                                 |
| Management Fees--Standard                         | 1,574.91                                | 2,120.00                               | 1,683.26                               |
| Other Expenses--Admin                             | 196.83                                  | 265.00                                 | 210.38                                 |
| Quarterly Report Fees                             | 173.25                                  | 235.00                                 | 185.14                                 |
| Schedule B Fees                                   | 82.50                                   | 550.00                                 | 1,033.00                               |
| Sundry Expenses                                   | 7.45                                    | 0.00                                   | 0.00                                   |
| Utility--Electricity                              | 1,765.53                                | 1,000.00                               | 485.09                                 |
| Utility--Water & Sewerage                         | 0.00                                    | 500.00                                 | 0.00                                   |
| Total expenses                                    | 17,753.27                               | 17,318.00                              | 5,866.93                               |
| Surplus/Deficit                                   | (2,503.27)                              | (318.00)                               | 508.27                                 |
| Opening balance                                   | 508.27                                  | 508.27                                 | 0.00                                   |
| Closing balance                                   | -\$1,995.00                             | \$190.27                               | \$508.27                               |

## Capital Works Fund

|                           | Current period<br>01/09/2020-04/06/2021 | Annual budget<br>01/09/2020-31/08/2021 | Previous year<br>01/09/2019-31/08/2020 |
|---------------------------|-----------------------------------------|----------------------------------------|----------------------------------------|
| Revenue                   |                                         |                                        |                                        |
| Levies Due--Capital Works | 2,250.00                                | 3,000.00                               | 5,000.00                               |
| Total revenue             | 2,250.00                                | 3,000.00                               | 5,000.00                               |
| Less expenses             |                                         |                                        |                                        |
| Total expenses            | 0.00                                    | 0.00                                   | 0.00                                   |
| Surplus/Deficit           | 2,250.00                                | 3,000.00                               | 5,000.00                               |
| Opening balance           | 5,000.00                                | 5,000.00                               | 0.00                                   |
| Closing balance           | \$7,250.00                              | \$8,000.00                             | \$5,000.00                             |



**Detailed Expenses**  
**for the financial year**  
**from 01/09/2020 to 04/06/2021**

**The Owners--Strata Plan 100155**

**289-291 The Boulevard, MIRANDA NSW 2228**

| Date | Details | Payee | Amount | Status | Type | Ref.No. | Payment No. |
|------|---------|-------|--------|--------|------|---------|-------------|
|------|---------|-------|--------|--------|------|---------|-------------|

**Administrative Fund**

**Admin--Accounting-Tax Fees-Audit fees 79**

|            |                                 |                              |                 |      |    |        |        |
|------------|---------------------------------|------------------------------|-----------------|------|----|--------|--------|
| 09/12/2020 | income tax return y/e 30/6/2020 | Strata Accounting & Taxation | 187.00          | Paid | DE | 100155 | 000028 |
|            |                                 |                              | <b>\$187.00</b> |      |    |        |        |

**Admin--Legal & Debt Collection Fees 29**

|            |                     |                            |                 |      |     |         |        |
|------------|---------------------|----------------------------|-----------------|------|-----|---------|--------|
| 22/01/2021 | by law registration | NSW Land Registry Services | 146.40          | Paid | Chq | 18/1/21 | 000002 |
| 03/03/2021 | Lodge at LRS        | Hind & Associates          | 44.00           | Paid | DE  | 109375  | 000041 |
|            |                     |                            | <b>\$190.40</b> |      |     |         |        |

**Admin-Electronic Medium 123**

|            |                                  |                        |                 |      |    |  |        |
|------------|----------------------------------|------------------------|-----------------|------|----|--|--------|
| 28/09/2020 | Electronic Medium September 2020 | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000019 |
| 26/10/2020 | Electronic Medium October 2020   | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000022 |
| 23/11/2020 | Electronic Medium November 2020  | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000024 |
| 21/12/2020 | Electronic Medium December 2020  | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000029 |
| 27/01/2021 | Electronic Medium January 2021   | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000033 |
| 22/02/2021 | Electronic Medium February 2021  | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000038 |
| 22/03/2021 | Electronic Medium March 2021     | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000042 |
| 26/04/2021 | Electronic Medium April 2021     | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000044 |
| 24/05/2021 | Electronic Medium May 2021       | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000049 |
|            |                                  |                        | <b>\$109.17</b> |      |    |  |        |

**Insurance--Premiums 01**

|            |                   |                         |                   |      |      |                          |  |
|------------|-------------------|-------------------------|-------------------|------|------|--------------------------|--|
| 14/10/2020 | 8/10/20 to 8/4/21 | Honan Insurance Brokers | 2,204.51          | Paid | BPAY | 40200881913 5<br>200366  |  |
| 23/03/2021 | 8/4/21 to 8/4/22  | Honan Insurance Brokers | 4,249.94          | Paid | BPAY | 40200881913 10<br>457560 |  |
|            |                   |                         | <b>\$6,454.45</b> |      |      |                          |  |

**Maint Bldg - Fire Protection Services Contract 173908**

|            |                                    |                          |                   |      |    |         |        |
|------------|------------------------------------|--------------------------|-------------------|------|----|---------|--------|
| 25/11/2020 | 1/11/20 to 31/1/21                 | Eversure Fire Protection | 259.88            | Paid | DE | FM12110 | 000030 |
| 26/11/2020 | inspect & testing inv 11849 Nov'20 | Eversure Fire Protection | 948.75            | Paid | DE | 11849   | 000030 |
| 09/02/2021 | 1/2/21 to 30/4/21                  | Eversure Fire Protection | 259.88            | Paid | DE | FM12244 | 000037 |
|            |                                    |                          | <b>\$1,468.51</b> |      |    |         |        |

**Maint Bldg--Fire Protection - General Repairs 03**

|            |                                              |                          |          |        |     |         |        |
|------------|----------------------------------------------|--------------------------|----------|--------|-----|---------|--------|
| 02/10/2020 | Registration Fee AFF INV EF-S5543            |                          | 150.00   | Cancel | Inv | 2/10/20 |        |
| 02/10/2020 | Cancelled: Registration Fee AFF INV EF-S5543 |                          | (150.00) | Cancel | Inv | 2/10/20 |        |
| 02/10/2020 | Registration Fee AFF Inv no EF-S5543         | Sutherland Shire Council | 150.00   | Paid   | Chq | 2/10/20 | 000001 |
| 08/10/2020 | Re-vist units 1,4 & 6                        | Eversure Fire Protection | 296.99   | Paid   | DE  | 11763   | 000020 |
| 28/10/2020 | Defect repairs                               | Eversure Fire Protection | 927.58   | Paid   | DE  | 11817   | 000023 |
| 08/12/2020 | Defect repairs                               | Eversure Fire Protection | 108.90   | Paid   | DE  | 11901   | 000025 |
| 15/03/2021 | Repair 2 fire door closer                    | Eversure Fire Protection | 129.80   | Paid   | DE  | FM12323 | 000043 |

# The Owners--Strata Plan 100155

289-291 The Boulevard, MIRANDA NSW 2228

| Date                                                 | Details                                     | Payee                  | Amount     | Status | Type | Ref.No.    | Payment No. |
|------------------------------------------------------|---------------------------------------------|------------------------|------------|--------|------|------------|-------------|
|                                                      |                                             |                        | \$1,613.27 |        |      |            |             |
| Maint Bldg--Garage & Roller Doors General Repairs 75 |                                             |                        |            |        |      |            |             |
| 09/04/2021                                           | Garage door impact                          | Auto Lift Garage Doors | 170.00     | Paid   | DE   | 13812      | 000045      |
|                                                      |                                             |                        | \$170.00   |        |      |            |             |
| Maint Grounds--Lawns & Gardening Contract 06         |                                             |                        |            |        |      |            |             |
| 29/09/2020                                           | Sept 20                                     | Qiang Fei              | 440.00     | Paid   | DE   | SP10015503 | 000021      |
| 03/11/2020                                           | Oct'20                                      | Qiang Fei              | 520.00     | Paid   | DE   | SP10015504 | 000027      |
| 03/12/2020                                           | Nov'20                                      | Qiang Fei              | 440.00     | Paid   | DE   | SP10015505 | 000031      |
| 14/01/2021                                           | 3/12/20-1/1/21                              | Qiang Fei              | 520.00     | Paid   | DE   | SP10015506 | 000035      |
| 02/02/2021                                           | Jan 21                                      | Qiang Fei              | 440.00     | Paid   | DE   | SP10015507 | 000036      |
| 02/03/2021                                           | Feb 21                                      | Qiang Fei              | 440.00     | Paid   | DE   | SP10015508 | 000040      |
| 06/04/2021                                           | Mar'21                                      | Qiang Fei              | 440.00     | Paid   | DE   | SP10015509 | 000046      |
| 04/05/2021                                           | April 21                                    | Qiang Fei              | 520.00     | Paid   | DE   | SP10015510 | 000048      |
|                                                      |                                             |                        | \$3,760.00 |        |      |            |             |
| Management Fees--Standard 154000                     |                                             |                        |            |        |      |            |             |
| 28/09/2020                                           | Standard Management Fee September 2020      | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000019      |
| 26/10/2020                                           | Standard Management Fee October 2020        | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000022      |
| 23/11/2020                                           | Standard Management Fee November 2020       | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000026      |
| 21/12/2020                                           | Standard Management Fee December 2020       | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000032      |
| 27/01/2021                                           | Standard Management Fee January 2021        | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000034      |
| 22/02/2021                                           | Standard Management Fee February 2021       | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000038      |
| 22/03/2021                                           | Standard Management Fee March 2021          | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000047      |
| 26/04/2021                                           | Standard Management Fee April 2021          | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000047      |
| 24/05/2021                                           | Standard Management Fee May 2021            | Peter Clisdell Pty Ltd | 174.99     | Paid   | DE   |            | 000049      |
|                                                      |                                             |                        | \$1,574.91 |        |      |            |             |
| Other Expenses--Admin 16                             |                                             |                        |            |        |      |            |             |
| 28/09/2020                                           | Administrative Fees September 2020          | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000019      |
| 26/10/2020                                           | Administrative Fees October 2020            | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000022      |
| 23/11/2020                                           | Administrative Fees November 2020           | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000024      |
| 21/12/2020                                           | Administrative Fees December 2020           | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000029      |
| 27/01/2021                                           | Administrative Fees January 2021            | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000033      |
| 22/02/2021                                           | Administrative Fees February 2021           | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000038      |
| 22/03/2021                                           | Administrative Fees March 2021              | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000042      |
| 26/04/2021                                           | Administrative Fees April 2021              | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000044      |
| 24/05/2021                                           | Administrative Fees May 2021                | Peter Clisdell Pty Ltd | 21.87      | Paid   | DE   |            | 000049      |
|                                                      |                                             |                        | \$196.83   |        |      |            |             |
| Quarterly Report Fees 13                             |                                             |                        |            |        |      |            |             |
| 28/09/2020                                           | Monthly/Quarterly Report Fee September 2020 | Peter Clisdell Pty Ltd | 19.25      | Paid   | DE   |            | 000019      |
| 26/10/2020                                           | Monthly/Quarterly Report Fee October 2020   | Peter Clisdell Pty Ltd | 19.25      | Paid   | DE   |            | 000022      |
| 23/11/2020                                           | Monthly/Quarterly Report Fee November 2020  | Peter Clisdell Pty Ltd | 19.25      | Paid   | DE   |            | 000024      |
| 21/12/2020                                           | Monthly/Quarterly Report Fee December 2020  | Peter Clisdell Pty Ltd | 19.25      | Paid   | DE   |            | 000032      |
| 27/01/2021                                           | Monthly/Quarterly Report Fee January 2021   | Peter Clisdell Pty Ltd | 19.25      | Paid   | DE   |            | 000033      |
| 22/02/2021                                           | Monthly/Quarterly Report Fee February 2021  | Peter Clisdell Pty Ltd | 19.25      | Paid   | DE   |            | 000038      |

# The Owners--Strata Plan 100155

289-291 The Boulevard, MIRANDA NSW 2228

| Date                    | Details                                 | Payee                  | Amount            | Status | Type | Ref.No.           | Payment No. |
|-------------------------|-----------------------------------------|------------------------|-------------------|--------|------|-------------------|-------------|
| 22/03/2021              | Monthly/Quarterly Report Fee March 2021 | Peter Clisdell Pty Ltd | 19.25             | Paid   | DE   |                   | 000042      |
| 26/04/2021              | Monthly/Quarterly Report Fee April 2021 | Peter Clisdell Pty Ltd | 19.25             | Paid   | DE   |                   | 000044      |
| 24/05/2021              | Monthly/Quarterly Report Fee May 2021   | Peter Clisdell Pty Ltd | 19.25             | Paid   | DE   |                   | 000049      |
|                         |                                         |                        | <u>\$173.25</u>   |        |      |                   |             |
| Schedule B Fees 14      |                                         |                        |                   |        |      |                   |             |
| 28/09/2020              | Schedule B Charges September 2020       | Peter Clisdell Pty Ltd | 16.50             | Paid   | DE   |                   | 000019      |
| 26/10/2020              | Schedule B Charges October 2020         | Peter Clisdell Pty Ltd | 33.00             | Paid   | DE   |                   | 000022      |
| 23/11/2020              | Schedule B Charges November 2020        | Peter Clisdell Pty Ltd | 16.50             | Paid   | DE   |                   | 000024      |
| 22/03/2021              | Schedule B Charges March 2021           | Peter Clisdell Pty Ltd | 16.50             | Paid   | DE   |                   | 000042      |
|                         |                                         |                        | <u>\$82.50</u>    |        |      |                   |             |
| Sundry Expenses 25      |                                         |                        |                   |        |      |                   |             |
| 22/02/2021              | Express Post Envelopes 12/2/21          | Peter Clisdell P/L     | 7.45              | Paid   | DE   |                   | 000039      |
|                         |                                         |                        | <u>\$7.45</u>     |        |      |                   |             |
| Utility--Electricity 04 |                                         |                        |                   |        |      |                   |             |
| 04/09/2020              | 23/5/20 to 22/8/20                      | Energy Australia       | 761.69            | Paid   | BPAY | 10039744115 4 904 |             |
| 02/12/2020              | 23 Aug to 21 Nov'20                     | Energy Australia       | 391.67            | Paid   | BPAY | 10039744115 6 904 |             |
| 02/02/2021              | 22/11/20 to 21/12/20                    | Energy Australia       | 155.00            | Paid   | BPAY | 10082360823 7 583 |             |
| 03/03/2021              | 22/11/20 to 19/2/21                     | Energy Australia       | 380.94            | Paid   | BPAY | 10039744115 8 904 |             |
| 03/03/2021              | 25/11/20 to 22/2/21                     | Energy Australia       | 76.23             | Paid   | BPAY | 10082360823 9 583 |             |
|                         |                                         |                        | <u>\$1,765.53</u> |        |      |                   |             |
| Total expenses          |                                         |                        | \$17,753.27       |        |      |                   |             |

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.



# Clisdell's Strata Management

## Detailed Expenses for the financial year from 01/09/2019 to 31/08/2020

**Peter Clisdell Pty Ltd**  
ABN 19 000 133 999  
Tel: (02) 9556 5222  
Fax: (02) 9556 5223  
623 Princes Highway  
Rockdale NSW 2216  
Locked Bag 30  
Rockdale DC NSW 2216

### The Owners--Strata Plan 100155

289-291 The Boulevard, MIRANDA NSW 2228

| Date | Details | Payee | Amount | Status | Type | Ref.No. | Payment No. |
|------|---------|-------|--------|--------|------|---------|-------------|
|------|---------|-------|--------|--------|------|---------|-------------|

### Administrative Fund

#### Admin--Accounting-Tax Fees-Audit fees 79

|            |                     |                              |                 |      |    |  |        |
|------------|---------------------|------------------------------|-----------------|------|----|--|--------|
| 28/01/2020 | ABN and TFN Matters | Strata Accounting & Taxation | 140.00          | Paid | DE |  | 000005 |
|            |                     |                              | <b>\$140.00</b> |      |    |  |        |

#### Admin--Bank Charges--Account Fees 151401

|            |                                            |  |                |  |     |   |  |
|------------|--------------------------------------------|--|----------------|--|-----|---|--|
| 26/02/2020 | Reversal of audit certificate fee 17/12/19 |  | (2.50)         |  | Rct | 8 |  |
|            |                                            |  | <b>-\$2.50</b> |  |     |   |  |

#### Admin--Status Certificate Fees 156000

|            |                                    |                        |                 |      |    |  |        |
|------------|------------------------------------|------------------------|-----------------|------|----|--|--------|
| 27/07/2020 | Status Certificate Fee July 2020   | Peter Clisdell Pty Ltd | 119.90          | Paid | DE |  | 000013 |
| 24/08/2020 | Status Certificate Fee August 2020 | Peter Clisdell Pty Ltd | 119.90          | Paid | DE |  | 000016 |
|            |                                    |                        | <b>\$239.80</b> |      |    |  |        |

#### Admin--Storage Fees 156200

|            |                                   |                        |                |      |    |  |        |
|------------|-----------------------------------|------------------------|----------------|------|----|--|--------|
| 25/11/2019 | Archive Storage Fee November 2019 | Peter Clisdell Pty Ltd | 4.40           | Paid | DE |  | 000001 |
| 16/12/2019 | Archive Storage Fee December 2019 | Peter Clisdell Pty Ltd | 4.40           | Paid | DE |  | 000001 |
| 28/01/2020 | Archive Storage Fee January 2020  | Peter Clisdell Pty Ltd | 4.40           | Paid | DE |  | 000002 |
| 24/02/2020 | Archive Storage Fee February 2020 | Peter Clisdell Pty Ltd | 4.40           | Paid | DE |  | 000006 |
| 23/03/2020 | Archive Storage Fee March 2020    | Peter Clisdell Pty Ltd | 4.40           | Paid | DE |  | 000007 |
| 22/04/2020 | Archive Storage Fee April 2020    | Peter Clisdell Pty Ltd | 4.40           | Paid | DE |  | 000008 |
| 25/05/2020 | Archive Storage Fee May 2020      | Peter Clisdell Pty Ltd | 4.40           | Paid | DE |  | 000009 |
| 22/06/2020 | Archive Storage Fee June 2020     | Peter Clisdell Pty Ltd | 4.40           | Paid | DE |  | 000012 |
| 27/07/2020 | Archive Storage Fee July 2020     | Peter Clisdell Pty Ltd | 4.62           | Paid | DE |  | 000013 |
| 24/08/2020 | Archive Storage Fee August 2020   | Peter Clisdell Pty Ltd | 4.62           | Paid | DE |  | 000016 |
|            |                                   |                        | <b>\$44.44</b> |      |    |  |        |

#### Admin-Electronic Medium 123

|            |                                 |                        |                 |      |    |  |        |
|------------|---------------------------------|------------------------|-----------------|------|----|--|--------|
| 25/11/2019 | Electronic Medium November 2019 | Peter Clisdell Pty Ltd | 11.55           | Paid | DE |  | 000001 |
| 16/12/2019 | Electronic Medium December 2019 | Peter Clisdell Pty Ltd | 11.55           | Paid | DE |  | 000001 |
| 28/01/2020 | Electronic Medium January 2020  | Peter Clisdell Pty Ltd | 11.55           | Paid | DE |  | 000002 |
| 24/02/2020 | Electronic Medium February 2020 | Peter Clisdell Pty Ltd | 11.55           | Paid | DE |  | 000006 |
| 23/03/2020 | Electronic Medium March 2020    | Peter Clisdell Pty Ltd | 11.55           | Paid | DE |  | 000007 |
| 22/04/2020 | Electronic Medium April 2020    | Peter Clisdell Pty Ltd | 11.55           | Paid | DE |  | 000008 |
| 25/05/2020 | Electronic Medium May 2020      | Peter Clisdell Pty Ltd | 11.55           | Paid | DE |  | 000009 |
| 22/06/2020 | Electronic Medium June 2020     | Peter Clisdell Pty Ltd | 11.55           | Paid | DE |  | 000012 |
| 27/07/2020 | Electronic Medium July 2020     | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000013 |
| 24/08/2020 | Electronic Medium August 2020   | Peter Clisdell Pty Ltd | 12.13           | Paid | DE |  | 000016 |
|            |                                 |                        | <b>\$116.66</b> |      |    |  |        |

#### Contractor Compliance 99

|            |                       |                        |       |      |    |                    |        |
|------------|-----------------------|------------------------|-------|------|----|--------------------|--------|
| 27/08/2020 | 1/7/2020 to 30/6/2021 | Ebix Australia Pty Ltd | 75.90 | Paid | DE | 90987/SP100<br>155 | 000017 |
|------------|-----------------------|------------------------|-------|------|----|--------------------|--------|

**The Owners--Strata Plan 100155****289-291 The Boulevard, MIRANDA NSW 2228**

| Date | Details | Payee | Amount | Status | Type | Ref.No. | Payment No. |
|------|---------|-------|--------|--------|------|---------|-------------|
|------|---------|-------|--------|--------|------|---------|-------------|

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**\$75.90****Maint Bldg - Fire Protection Services Contract 173908**

|            |                        |                          |        |      |    |         |        |
|------------|------------------------|--------------------------|--------|------|----|---------|--------|
| 15/06/2020 | Fire test & inspection | Eversure Fire Protection | 259.88 | Paid | DE | 11373   | 000011 |
| 18/08/2020 | 1/8/20 to 31/10/20     | Eversure Fire Protection | 259.88 | Paid | DE | FM12005 | 000015 |

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**\$519.76****Maint Bldg -- After Hours Service Fee 174015**

|            |                          |                             |        |      |    |  |        |
|------------|--------------------------|-----------------------------|--------|------|----|--|--------|
| 28/01/2020 | Fallen branch on pathway | Clisdells Strata Management | 176.00 | Paid | DE |  | 000003 |
|------------|--------------------------|-----------------------------|--------|------|----|--|--------|

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**\$176.00****Maint Grounds--Lawns & Gardening Contract 06**

|            |           |           |        |      |    |            |        |
|------------|-----------|-----------|--------|------|----|------------|--------|
| 06/08/2020 | July'20   | Qiang Fei | 520.00 | Paid | DE | SP10015501 | 000014 |
| 28/08/2020 | August 20 | Qiang Fei | 440.00 | Paid | DE | SP10015502 | 000018 |

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**\$960.00****Management Fees--Standard 154000**

|            |                                       |                        |        |      |    |  |        |
|------------|---------------------------------------|------------------------|--------|------|----|--|--------|
| 25/11/2019 | Standard Management Fee November 2019 | Peter Clisdell Pty Ltd | 166.66 | Paid | DE |  | 000001 |
| 16/12/2019 | Standard Management Fee December 2019 | Peter Clisdell Pty Ltd | 166.66 | Paid | DE |  | 000001 |
| 28/01/2020 | Standard Management Fee January 2020  | Peter Clisdell Pty Ltd | 166.66 | Paid | DE |  | 000002 |
| 24/02/2020 | Standard Management Fee February 2020 | Peter Clisdell Pty Ltd | 166.66 | Paid | DE |  | 000006 |
| 23/03/2020 | Standard Management Fee March 2020    | Peter Clisdell Pty Ltd | 166.66 | Paid | DE |  | 000007 |
| 22/04/2020 | Standard Management Fee April 2020    | Peter Clisdell Pty Ltd | 166.66 | Paid | DE |  | 000008 |
| 25/05/2020 | Standard Management Fee May 2020      | Peter Clisdell Pty Ltd | 166.66 | Paid | DE |  | 000010 |
| 22/06/2020 | Standard Management Fee June 2020     | Peter Clisdell Pty Ltd | 166.66 | Paid | DE |  | 000012 |
| 27/07/2020 | Standard Management Fee July 2020     | Peter Clisdell Pty Ltd | 174.99 | Paid | DE |  | 000013 |
| 24/08/2020 | Standard Management Fee August 2020   | Peter Clisdell Pty Ltd | 174.99 | Paid | DE |  | 000016 |

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**\$1,683.26****Other Expenses--Admin 16**

|            |                                   |                        |       |      |    |  |        |
|------------|-----------------------------------|------------------------|-------|------|----|--|--------|
| 25/11/2019 | Administrative Fees November 2019 | Peter Clisdell Pty Ltd | 20.83 | Paid | DE |  | 000001 |
| 16/12/2019 | Administrative Fees December 2019 | Peter Clisdell Pty Ltd | 20.83 | Paid | DE |  | 000001 |
| 28/01/2020 | Administrative Fees January 2020  | Peter Clisdell Pty Ltd | 20.83 | Paid | DE |  | 000002 |
| 24/02/2020 | Administrative Fees February 2020 | Peter Clisdell Pty Ltd | 20.83 | Paid | DE |  | 000006 |
| 23/03/2020 | Administrative Fees March 2020    | Peter Clisdell Pty Ltd | 20.83 | Paid | DE |  | 000007 |
| 22/04/2020 | Administrative Fees April 2020    | Peter Clisdell Pty Ltd | 20.83 | Paid | DE |  | 000008 |
| 25/05/2020 | Administrative Fees May 2020      | Peter Clisdell Pty Ltd | 20.83 | Paid | DE |  | 000009 |
| 22/06/2020 | Administrative Fees June 2020     | Peter Clisdell Pty Ltd | 20.83 | Paid | DE |  | 000012 |
| 27/07/2020 | Administrative Fees July 2020     | Peter Clisdell Pty Ltd | 21.87 | Paid | DE |  | 000013 |
| 24/08/2020 | Administrative Fees August 2020   | Peter Clisdell Pty Ltd | 21.87 | Paid | DE |  | 000016 |

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**\$210.38****Quarterly Report Fees 13**

|            |                                            |                        |       |      |    |  |        |
|------------|--------------------------------------------|------------------------|-------|------|----|--|--------|
| 25/11/2019 | Monthly/Quarterly Report Fee November 2019 | Peter Clisdell Pty Ltd | 18.33 | Paid | DE |  | 000001 |
| 16/12/2019 | Monthly/Quarterly Report Fee December 2019 | Peter Clisdell Pty Ltd | 18.33 | Paid | DE |  | 000001 |
| 28/01/2020 | Monthly/Quarterly Report Fee January 2020  | Peter Clisdell Pty Ltd | 18.33 | Paid | DE |  | 000002 |
| 24/02/2020 | Monthly/Quarterly Report Fee February 2020 | Peter Clisdell Pty Ltd | 18.33 | Paid | DE |  | 000006 |
| 23/03/2020 | Monthly/Quarterly Report Fee March 2020    | Peter Clisdell Pty Ltd | 18.33 | Paid | DE |  | 000007 |
| 22/04/2020 | Monthly/Quarterly Report Fee April 2020    | Peter Clisdell Pty Ltd | 18.33 | Paid | DE |  | 000008 |

**The Owners--Strata Plan 100155****289-291 The Boulevard, MIRANDA NSW 2228**

| Date                           | Details                                  | Payee                  | Amount            | Status | Type | Ref.No.              | Payment No. |
|--------------------------------|------------------------------------------|------------------------|-------------------|--------|------|----------------------|-------------|
| 25/05/2020                     | Monthly/Quarterly Report Fee May 2020    | Peter Clisdell Pty Ltd | 18.33             | Paid   | DE   |                      | 000009      |
| 22/06/2020                     | Monthly/Quarterly Report Fee June 2020   | Peter Clisdell Pty Ltd | 18.33             | Paid   | DE   |                      | 000012      |
| 27/07/2020                     | Monthly/Quarterly Report Fee July 2020   | Peter Clisdell Pty Ltd | 19.25             | Paid   | DE   |                      | 000013      |
| 24/08/2020                     | Monthly/Quarterly Report Fee August 2020 | Peter Clisdell Pty Ltd | 19.25             | Paid   | DE   |                      | 000016      |
|                                |                                          |                        | <b>\$185.14</b>   |        |      |                      |             |
| <b>Schedule B Fees 14</b>      |                                          |                        |                   |        |      |                      |             |
| 28/01/2020                     | Establishment Fee                        | Peter Clisdell P/L     | 1,000.00          | Paid   | DE   |                      | 000004      |
| 23/03/2020                     | Schedule B Charges March 2020            | Peter Clisdell Pty Ltd | 33.00             | Paid   | DE   |                      | 000007      |
|                                |                                          |                        | <b>\$1,033.00</b> |        |      |                      |             |
| <b>Utility--Electricity 04</b> |                                          |                        |                   |        |      |                      |             |
| 02/04/2020                     | 22/11/19 - 22/11/19                      | Energy Australia       | 3.61              | Paid   | BPAY | 10039744115 1<br>904 |             |
| 08/04/2020                     | 22 Nov to 20 Feb'20                      | Energy Australia       | 326.48            | Paid   | BPAY | 10039744115 2<br>904 |             |
| 03/06/2020                     | 24/2/20 - 25/5/20                        | Energy Australia       | 155.00            | Paid   | BPAY | 10082360823 3<br>583 |             |
|                                |                                          |                        | <b>\$485.09</b>   |        |      |                      |             |
| <b>Total expenses</b>          |                                          |                        | <b>\$5,866.93</b> |        |      |                      |             |

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.



# Clisdell Strata Management

Peter Clisdell Pty Ltd  
Tel: (02) 9586 8220  
Fax: (02) 9586 8223  
623 Prince Highway  
Rockdale NSW 2216  
Locked Bag 30  
Rockdale NSW 2216

## Owner Ledger

Start Date: 01/06/2019  
End Date: 30/06/2023  
Owners: One only

The Owners--Strata Plan 100155

289-291 The Boulevard, MIRANDA NSW 2228

Lot 1 Unit 1 MBC Property Sydney Nominees Pty Ltd

UE / AE: 16.00 / 100.00

### Levies

| Levy no. | Due date   | Frequency | Details                            | Admin Fund |        | Capital Works Fund |        | Interest paid | Discount | Levy type | Status | Group |
|----------|------------|-----------|------------------------------------|------------|--------|--------------------|--------|---------------|----------|-----------|--------|-------|
|          |            |           |                                    | Due        | Paid   | Due                | Paid   |               |          |           |        |       |
|          |            |           | Balance brought forward            | 0.00       |        | 0.00               |        |               |          |           |        |       |
| 1        | 01/11/2019 | Quarterly | Quarterly Admin/Capital Works Levy | 245.40     | 245.40 | 200.00             | 200.00 | 0.00          | 0.00%    | Standard  | Normal | None  |
| 2        | 01/02/2020 | Quarterly | Quarterly Admin/Capital Works Levy | 245.40     | 245.40 | 200.00             | 200.00 | 0.00          | 0.00%    | Standard  | Normal | None  |
| 3        | 01/05/2020 | Quarterly | Quarterly Admin/Capital Works Levy | 245.40     | 245.40 | 200.00             | 200.00 | 0.00          | 0.00%    | Standard  | Normal | None  |
| 4        | 01/08/2020 | Quarterly | Quarterly Admin/Capital Works Levy | 245.40     | 245.40 | 200.00             | 200.00 | 0.00          | 0.00%    | Standard  | Normal | None  |
| 5        | 12/12/2020 | Once-off  | Rectify Admin Deficit              | 400.00     | 400.00 | 0.00               | 0.00   | 0.00          | 0.00%    | Special   | Normal | None  |
| 6        | 12/12/2020 | Quarterly | Quarterly Admin/Capital Works Levy | 680.00     | 680.00 | 120.00             | 120.00 | 0.00          | 0.00%    | Standard  | Normal | None  |
| 7        | 01/02/2021 | Quarterly | Quarterly Admin/Capital Works Levy | 680.00     | 680.00 | 120.00             | 120.00 | 0.00          | 0.00%    | Standard  | Normal | None  |
| 8        | 01/05/2021 | Quarterly | Quarterly Admin/Capital Works Levy | 680.00     | 0.00   | 120.00             | 0.00   | 0.00          | 0.00%    | Standard  | Normal | None  |
| 9        | 01/08/2021 | Quarterly | Quarterly Admin/Capital Works Levy | 680.00     | 0.00   | 120.00             | 0.00   | 0.00          | 0.00%    | Standard  | Normal | None  |

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$800.00

Interest on levy arrears \$0.00

### Receipts

| Date       | Receipt no. | Subtype | Status | Source | Admin Fund |          | Capital Works Fund |          | Interest | Unallocated |              | Paid | Total amount | Cheque no. | Levy no. |
|------------|-------------|---------|--------|--------|------------|----------|--------------------|----------|----------|-------------|--------------|------|--------------|------------|----------|
|            |             |         |        |        | Paid       | Interest | Paid               | Interest |          | Paid        | Total amount |      |              |            |          |
| 16/01/2020 | 3           | Receipt | Banked |        | 245.40     | 0.00     | 200.00             | 0.00     | 0.00     | 0.00        | 445.40       |      |              |            | 1        |
| 01/06/2020 | 11          | Receipt | Banked |        | 245.40     | 0.00     | 200.00             | 0.00     | 0.00     | 0.00        | 445.40       |      |              |            | 2        |
| 04/08/2020 | 21          | Receipt | Banked |        | 245.40     | 0.00     | 200.00             | 0.00     | 0.00     | 0.00        | 445.40       |      |              |            | 3        |
| 07/10/2020 | 29          | Receipt | Banked |        | 245.40     | 0.00     | 200.00             | 0.00     | 0.00     | 0.00        | 445.40       |      |              |            | 4        |
| 11/01/2021 | 34          | Receipt | Banked |        | 1,760.00   | 0.00     | 240.00             | 0.00     | 0.00     | 0.00        | 2,000.00     |      |              |            | 6, 7, 5  |

04/06/2021

10:14

Marie Meehan

Peter Clisdell Pty Ltd

Page

1



# Strata Roll

## COMMON PROPERTY / GENERAL INFORMATION

The Owners--Strata Plan 100155                      289-291 The Boulevard, MIRANDA NSW 2228

Original owner                      MBC Property Sydney  
Suite 1004/109 Pitt Street, SYDNEY NSW 2000

Developer                      MBC Property

Builder                      Hofly Construction

Managing agent                      Peter Clisdell Pty Ltd  
623 Princes Highway

Rockdale NSW 2216

Assigned manager                      Mitchell Mattingley

### Unit entitlements

#### Levy Entitlement

| Lot no.                | Associated lots | Unit no. | U/E   | Lot no. | Associated lots | Unit no. | U/E    |
|------------------------|-----------------|----------|-------|---------|-----------------|----------|--------|
| 1                      |                 | 1        | 16.00 | 2       |                 | 2        | 15.00  |
| 3                      |                 | 3        | 17.00 | 4       |                 | 4        | 17.00  |
| 5                      |                 | 5        | 17.00 | 6       |                 | 6        | 17.00  |
| 7                      |                 |          | 1.00  |         |                 |          |        |
| Total unit entitlement |                 |          |       |         |                 |          | 100.00 |

**Insurance**

Policy No. LNG-STR-200 Longitude Insurance Pty Ltd  
16121

Type: Strata Broker: Honan Insurance Brokers  
PO Box R1782, ROYAL EXCHANGE NSW 1225

Premium: \$4,249.94 Paid on: 19/04/2021 Policy start date: 08/04/2021 Next due: 08/04/2022

| Cover                               | Sum insured     | Excess     |
|-------------------------------------|-----------------|------------|
| Building                            | \$2,121,800.00  | \$500.00   |
| Common Property                     | \$21,218.00     | \$0.00     |
| Loss Of Rent                        | \$318,270.00    | \$0.00     |
| Lot Owners' Fixtures & Improvements | \$300,000.00    | \$0.00     |
| Catastrophe                         | Not included    | \$0.00     |
| Paint                               | Included        | \$0.00     |
| Floating Timber Flooring            | Included        | \$0.00     |
| Flood                               | Not included    | \$0.00     |
| Public Liability                    | \$30,000,000.00 | \$0.00     |
| Office Bearers Liability            | \$1,000,000.00  | \$0.00     |
| Fidelity Guarantee                  | \$100,000.00    | \$0.00     |
| Voluntary Workers                   | 200,000/2,000   | \$0.00     |
| Legal Expenses                      | \$50,000.00     | \$1,000.00 |
| Govt. Audit Cost                    | \$30,000.00     | \$0.00     |
| Health & Safety Breaches            | \$150,000.00    | \$0.00     |

Commission \$0.00

**Strata Committees**

Member Steven Li  
Suite 1004/109 Pitt Street, SYDNEY NSW 2000

## INDIVIDUAL LOT

Lot 1 Associated lots: Unit no. 1

## Unit entitlements

Levy Entitlement 16.00 / 100.00

## Owners

Name Address for service of notices

MBC Property Sydney Nominees Pty Ltd

Email Address

Date of entry 24/10/2019

Date of purchase 04/10/2019

Mortgages None

Leases None

Current agent

Hoostay

| Lessee | Term | Address for service of notices | Date of termination | Date of entry |
|--------|------|--------------------------------|---------------------|---------------|
|--------|------|--------------------------------|---------------------|---------------|

## OCCUPATION CERTIFICATE C160216-03

Issued under Part 4A of the Environmental Planning and Assessment Act 1979 Sections 109C(1)(C) and 109H (Occupation/Use of a New Building)

### APPLICANT DETAILS

|                   |                                                                          |
|-------------------|--------------------------------------------------------------------------|
| <b>Applicant:</b> | MBC Property Sydney Nominees P/L (Steven Deng)                           |
| <b>Address:</b>   | L19 No.1 O'Connell Street, Sydney NSW 2000                               |
| <b>Phone:</b>     | 0450 315 634                                                             |
| <b>Email:</b>     | <a href="mailto:s.deng@inventbuild.com.au">s.deng@inventbuild.com.au</a> |

### OWNER DETAILS

|                                                                      |                                                                                   |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Name of the person having benefit of the development consent:</b> | Xiao Cui / MBC Property Sydney Nominees P/L<br>ATF MBC Property Sydney Unit Trust |
| <b>Address:</b>                                                      | C/- 289-291 The Boulevard, Miranda NSW 2228                                       |
| <b>Phone:</b>                                                        | 0401 645 305                                                                      |

### RELEVANT CONSENTS

|                                                   |                          |
|---------------------------------------------------|--------------------------|
| <b>Consent Authority / Local Government Area:</b> | Sutherland Shire Council |
| <b>Development Consent Number:</b>                | DA15/0943                |
| <b>Consent issue date:</b>                        | 15/04/2016               |
| <b>Construction Certificate Number:</b>           | C160216-01, C160216-02   |
| <b>Construction Certificate Date:</b>             | 16/11/2017, 03/10/2019   |

### PROPOSAL

|                                                             |                                                                                              |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Address of Development:</b>                              | 289-291 The Boulevard, Miranda NSW 2228                                                      |
| <b>Building Classification:</b>                             | Class 2, 7a                                                                                  |
| <b>Scope of Building Works Covered by this Certificate:</b> | Demolition of existing structures and construction of 6 Townhouses with basement car parking |
| <b>Attachments:</b>                                         | Schedule 1                                                                                   |
| <b>Fire Safety Schedule:</b>                                | Schedule 2                                                                                   |
| <b>Interim or Final:</b>                                    | Final                                                                                        |
| <b>Whole / Part of Building</b>                             | Whole                                                                                        |

### PRINCIPAL CERTIFYING AUTHORITY

|                                                   |            |
|---------------------------------------------------|------------|
| <b>Accredited Certifier:</b>                      | Lee Kippax |
| <b>Accreditation Body &amp; Registration No.:</b> | BPB 0810   |

### DETERMINATION

|                       |            |
|-----------------------|------------|
| <b>Approval Date:</b> | 04/10/2019 |
|-----------------------|------------|

I, Lee Kippax, as the certifying authority, certify that:

- the health and safety of the occupants of the building have been taken into consideration where an interim occupation certificate is being issued, and
- a current development consent is in force for the building, and
- if any building work has been carried out, a current construction certificate has been issued with respect to the plans and specifications for the building, and
- the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
- a fire safety certificate has been issued for the building (if a fire safety schedule is required under Part 9), and
- a report from the Fire Commissioner has been considered (if required).



Lee Kippax

## SCHEDULE 1: DOCUMENTATION REQUIRED TO ISSUE OCCUPATION CERTIFICATE

### Mandatory Inspections:

| CRITICAL STAGE INSPECTIONS                                                         |                                         | Section 109E (3) (d) of the Act & Clause 162A of the Reg's |                              |                 |
|------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------|------------------------------|-----------------|
| In the case of a Class 2, 3 or 4 building,                                         | Critical Stage Inspections              |                                                            |                              | Inspection Date |
| At the commencement of the building work, (Pre CC/CDC Inspection) and              | Yes <input checked="" type="checkbox"/> | Missed <input type="checkbox"/>                            | N/A <input type="checkbox"/> | 15/11/2017      |
| After excavation for, and prior to the placement of any footings, and              | Yes <input checked="" type="checkbox"/> | Missed <input type="checkbox"/>                            | N/A <input type="checkbox"/> | 18/04/2018      |
| Prior to covering waterproofing in any wet areas, and                              | Yes <input checked="" type="checkbox"/> | Missed <input type="checkbox"/>                            | N/A <input type="checkbox"/> | 11/04/2019      |
| Prior to covering any stormwater drainage connections, and                         | Yes <input checked="" type="checkbox"/> | Missed <input type="checkbox"/>                            | N/A <input type="checkbox"/> | 04/05/2018      |
| After the building work has been completed and prior to any occupation certificate | Yes <input checked="" type="checkbox"/> | Missed <input type="checkbox"/>                            | N/A <input type="checkbox"/> | 25/09/2019      |

### Supporting Documentation:

1. Application for Occupation Certificate dated 5<sup>th</sup> August 2019
2. Architectural Materials Certificate – Dstudio dated 2<sup>nd</sup> August 2019
3. BASIX Completion Receipt CR- JH2VGBPO dated 4<sup>th</sup> October 2019
4. BASIX Compliance Certificate – Hofly Construction dated 5<sup>th</sup> July 2019
5. Builders Completion Statement – Hofly Construction dated 10<sup>th</sup> July 2019
6. Duct Mounted Fans Operations Statement – Ace Air-conditioning & Electrical dated 1<sup>st</sup> October 2019
7. Electrical Installation Certificate – Halkat Electrical Services dated 21<sup>st</sup> August 2019
8. Emergency Lighting Installation Certificate - Halkat Electrical Services dated 21<sup>st</sup> August 2019
9. Exit Signs Installation Certificate - Halkat Electrical Services dated 21<sup>st</sup> August 2019
10. External Waterproofing Installation Certificate – Ray Construction dated 12<sup>th</sup> July 2019
11. Fire Door Installation Certificate – Evan Wang dated 23<sup>rd</sup> September 2019
12. Fire Hose Reel Commissioning Certificate – Prime Pumps dated 30<sup>th</sup> September 2019
13. Fire Hydrant Hydrostatic and Booster Commissioning Certificate – Prime Pumps dated 30<sup>th</sup> September 2019
14. Fire Safety Certificate – Qinglong Meng dated 4<sup>th</sup> October 2019
15. Fire Safety System Report – Fire + Rescue dated 27<sup>th</sup> September 2019
16. Floor Covering Fire Test Report – AWTa Product Testing dated 10<sup>th</sup> August 2017
17. Glazing Certificate – Invent Build dated 23<sup>rd</sup> September 2019
18. Glazing Manufacturer's Compliance Certificate – Shanghai Renshi Doors & Windows Co dated 22<sup>nd</sup> June 2019
19. Hydrant & Hose Reels Installation Certificate – Prime Plumbing & Services dated 4<sup>th</sup> July 2019
20. Internal Waterproof Installation Certificate – Ray Construction dated 12<sup>th</sup> July 2019
21. Mechanical Ventilation Certificate including Energy Efficiency – Ace Air-conditioning & Electrical dated 1<sup>st</sup> October 2019
22. Passive Fire Protection Installation Certificate – Heward Construction dated 21<sup>st</sup> September 2019
23. Photos of mechanical fan switch received dated 3<sup>rd</sup> October 2019
24. Photos to amended hydrant signage and floor covering received dated 3<sup>rd</sup> October 2019
25. Plumber Fire Seals Certificate – Prime Plumbing & Services dated 13<sup>th</sup> August 2019
26. Plumber Fire Seals Certificate – Prime Plumbing & Services dated 13<sup>th</sup> August 2019
27. Plumbing work and stormwater drainage system Certificate – Prime Plumbing Services dated 4<sup>th</sup> July 2019
28. Portable Fire Extinguishers Installation and Commissioning Certificate – Hofly Construction dated 1<sup>st</sup> August 2019
29. Site Survey Plan – Boxall dated 6<sup>th</sup> August 2019
30. Smoke Alarm Installation Certificate– Halkat Electrical Services dated 21<sup>st</sup> August 2019
31. Stormwater drainage system Installation certificate – Prime Plumbing & Services dated 4<sup>th</sup> July 2019
32. Structural Design Certificate – Instructure dated 4<sup>th</sup> September 2019
33. Structural Installation Certificate – Instructure dated 4<sup>th</sup> September 2019
34. Surveyors Certificate – Boxall dated 6<sup>th</sup> August 2019
35. Updated Hydraulic Services Plans (dwg H101, H102) – Meinhardt Australia dated 4<sup>th</sup> September 2019

### Conditions of Consent:

36. Condition 9, 15: Stormwater Installation Certificate – Stronghold Engineers dated 10<sup>th</sup> September 2019
37. Condition 9: Footpath & driveway Engineer's Inspection Report – Stronghold Engineers Group dated 27<sup>th</sup> July 2019
38. Condition 9: Kerb gutter & driveway Engineer's Inspection Report – Stronghold Engineers dated 24<sup>th</sup> July 2019
39. Condition 13: Council's Inspection Slip – Sutherland Shire Council dated 17<sup>th</sup> September 2019
40. Condition 13, 14: Frontage work and vehicle access certificate – Stronghold Engineers dated 17<sup>th</sup> September 2019
41. Condition 15: Drainage WAE Plans – Shawn Leclerc dated 31<sup>st</sup> July 2019

- 42. Condition 15: Evidence of submission of WAE – Invent Build dated 23<sup>rd</sup> September 2019
- 43. Condition 17: Lot Consolidation Map
- 44. Condition 17: Lot Consolidation Map Plan – Simon Andrew Geest dated 20<sup>th</sup> August 2017
- 45. Condition 18: Council certificate for Landscaping – Sutherland Shire Council dated 13<sup>th</sup> September 2019
- 46. Condition 19: Evidence of Landscape Contribution – Sutherland Shire Council dated 18<sup>th</sup> September 2019
- 47. Condition 21, 25: Acoustic Report – Acouras Consultancy dated 20<sup>th</sup> September 2019
- 48. Condition 25: Access Completion Certificate – Accessible Building Solutions dated 3<sup>rd</sup> September 2019
- 49. Condition 26: Section 73 Compliance Certificate – Sydney Water dated 15<sup>th</sup> April 2019

# **MINUTES OF AN ANNUAL GENERAL MEETING STRATA SCHEMES MANAGEMENT ACT 2015**

Strata Plan – 100155, 289-291 The Boulevard, Miranda

An Annual General Meeting of the Owners of Strata Plan 100155 was held on 12 November 2020 via Zoom meeting.  
The meeting commenced at 5pm.



**Present :** Lots 1, 2, 3, 4, & 7

**Proxies:** Nil

**In attendance:** Mitchell Mattingley (Clisdells Strata) & Siyu Fei

**Chairperson:** Mitchell Mattingley

A quorum was declared and the meeting was opened.

---

## **MOTION 1 - Confirmation of Previous Minutes**

RESOLVED that the minutes of the last general meeting be confirmed as a true and accurate record of the proceedings of that meeting.

---

## **MOTION 2 - Receive documents and records from original owner**

RESOLVED by ordinary resolution to:

a) receive the documents and records required to be provided by the original owner in accordance with section 16 of the Strata Schemes Management Act 2015:

Documents provided:

Strata plan

Insurance Certificate of currency

Occupation Certificate – Dated 14/10/2019

---

### **MOTION 3 - Initial maintenance schedule**

RESOLVED to receive and consider the initial maintenance schedule provided by the original owner.

That the documents provided be reissued to all owners and authorisation is given to the Strata Manager to obtain quotations for the maintenance of the necessary items.

---

### **MOTION 4 – Strata committee**

RESOLVED by ordinary resolution that:

(a) nominations for members of the Strata Committee be called and received;

Steven Li, Lot 1

(b) the number of members of the Strata Committee be determined: One (1)

(b) the Strata Committee be elected.

Steven Li, Lot 1

---

### **MOTION 5 – Tenants at meetings**

RESOLVED by ordinary resolution that:

Tenants are restricted from being present when the following matters are being discussed:

Financial statements and auditor's reports;

Levying of contributions;

Recovery of unpaid contributions;

A strata renewal proposal under Part 10 of the Strata Schemes Development Act 2015 or any related matter; and/or

Any other financial matter specified by the regulations for the purpose of this clause (as at 30 November 2016 there is nothing further)

---

## **MOTION 6 – Other means of voting**

RESOLVED by ordinary resolution to adopt the following alternate means of voting (not being elections) at meetings of the owners corporation and/or meetings of the strata committee:

Voting by means of teleconference while participating in a meeting from a remote location;

Voting by means of video-conferencing while participating in a meeting from a remote location;

Voting by means of email while participating in a meeting from a remote location;

Voting by means of other electronic means while participating in a meeting from a remote location;

Voting by means of email before the meeting; or

Voting by means of other electronic means before the meeting.

---

## **MOTION 7 – General Meeting Matters**

RESOLVED by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2015 the Owners Corporation decides that there be a limit of \$5,000.00 placed on the Strata Committee.

---

## **MOTION 8 – By-laws**

RESOLVED by ordinary resolution that the current Bylaws NOT be amended, added or altered.

---

## **MOTION 9 – Audit**

RESOLVED by ordinary resolution that an auditor NOT be appointed to audit the accounts and financial statements of the Owners Corporation.

---

## **MOTION 10 – Accounting records and financial statements**

RESOLVED by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

---

## **MOTION 11 - Levy Contributions**

RESOLVED that:

(a) in accordance with Section 79(1) and 79 (2) of the *Strata Schemes Management Act 2015* the owners corporation estimates that in respect of the budgetary period, it will need to credit to its administrative and capital works funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget that was attached to the notice of the meeting at which this resolution was passed; and

(b) in accordance with Section 81 of the Act, the owners corporation determines that the following AMENDED amounts are to be levied to raise the estimated contributions:

Administrative fund - the sum of \$17,000.00

Capital works fund - the sum of \$3,000.00

(c) those amounts are to be paid by regular equal periodic instalments on 12/12/2020, 01/02/2021, 01/05/2021 & 01/08/2021 ; and not being less than 30 days after the levy notice is given.

(d) the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

---

## MOTION 12 – Special Levy

RESOLVED that pursuant to s 81(4) of the Strata Schemes Management Act 2015 the Owners Corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its administrative/capital works fund, it determined that:

1. a contribution in the amount of money referred to in the Schedule be raised as an additional levy to meet those expenses;
2. the proportion of the said contribution payable by the owners of each lot shall be in accordance with the unit entitlement of each lot;
3. the contribution in respect of each lot is payable by the instalments being due and payable on or before the dates referred to in the Schedule by being paid to the Owners Corporation care of the strata managing agent before or at those times; and
4. that pursuant to s83 of the Strata Schemes Management Act 2015, the strata managing agent serve one written notice of such contributions due in respect of each lot specifying:
  - (a) the amount of each instalment; and
  - (b) the date of payment of each instalment.

### SCHEDULE:

- (a) Expenses for which the contribution is raised: To Rectify Admin Deficit
- (b) Total contribution to be raised: \$2,500.00
- (c) Date by when the contribution is payable:
  - (i) **First instalment**

|           |             |
|-----------|-------------|
| Amount:   | \$ 2,500.00 |
| Due date: | 12/12/2020  |

---

## MOTION 13 – 10-Year Capital Works Fund Plan

RESOLVED by ordinary resolution to discuss the preparation of the 10 year capital works fund plan and:

- (a) the Owners Corporation prepare a plan of anticipated major expenditure to be met from the capital works fund for a 10 year period.
  - (b) authorise and direct the strata managing agent to obtain quotations to appoint a suitably qualified consultant for this purpose.
-

## **MOTION 14 – Building defect rectification**

RESOLVED by ordinary resolution to consider building defects and rectification.

DEFEATED the appointment of a building inspector for the purpose of Part 11 of the *Strata Schemes Management Act 2015*.

DEFEATED The Owners – Strata Plan No. 100155 to engage a solicitor to provide advice regarding liability and recovery of losses in respect of building defects and rectification.

---

## **Motion 15 - Insurances**

RESOLVED by ordinary resolution that the insurances of the meeting be confirmed and further that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to include further insurances.

---

## **MOTION 16 - Insurance Quotations**

RESOLVED by ordinary resolution that three quotations for all items of insurance required under the Strata Schemes Management Act 2015 be sought and obtained and the function of accepting and executing an appropriate quotation be delegated to the strata managing agent on instruction of the Owners Corporation or Strata Committee.

---

## **Motion 17 – Insurance valuation**

DEFEATED by ordinary resolution that the Managing Agent obtain a full insurance valuation for the purposes of section 161 of the Strata Schemes Management Act 2015.

---

## **MOTION 18 – Annual fire safety statement**

RESOLVED by ordinary resolution that :

(a) the last annual fire safety statement under the Environmental Planning and Assessment Act 1979 be considered : NO STATEMENT TO BE CONSIDERED.

(b) the Managing Agent make arrangements for obtaining the next annual fire safety statement.

---

## **MOTION 19 – Overdue levy contributions**

RESOLVED that the Owners Corporation authorises the managing agent and/or the Strata Committee to take all necessary steps on its behalf to recover, from any person liable to pay a contribution:

- (a) any contribution that is not paid at the end of one month after it becomes due and payable,
  - (b) any interest payable on the contribution, and
  - (c) the reasonable expenses of the Owners Corporation incurred in recovering those amounts, including (without limitation) engaging and giving instructions to a debt collector or lawyer and:
    - (i) issuing letters of demand,
    - (ii) initiating and maintaining legal action,
    - (iii) entering judgment in the legal action, and
    - (iv) enforcing any judgment including through:
      - (A) the issue of a writ for the levy of property,
      - (B) a garnishee order, or
      - (C) initiating and maintaining bankruptcy or winding up proceedings.
- 

## **MOTION 20 - Appoint Managing Agent**

RESOLVED by ordinary resolution that pursuant to section 49 of the Strata Schemes Management Act 2015, the Owners Corporation:

- (a) appoint Peter Clisdell Pty Ltd (agent) as the strata managing agent of the strata scheme;
- (b) delegate to the agent all of the functions of:
  - (i) the Owners Corporation (other than those listed in section 52(2) of the Act); and
  - (ii) its chairperson, treasurer, secretary and Strata Committee; necessary to enable the agent to carry out the services defined in the strata management agency agreement (agreement), a copy of which is attached to the notice of this meeting;
- (c) record that the delegation to the agent is to be subject to the conditions and limitations in the agreement;
- (d) execute the agreement to give effect to this appointment and delegation; and
- (e) give authority for the common seal of the Owners Corporation to be affixed to the agreement in the presence of the Strata Committee.

---

## **MOTION 21 – Report on commissions**

RESOLVED That the Owners Corporation note the following report appended below by the Managing Agent as to whether, and what, commissions or training services have been provided or paid for the managing agent in the last 12 months and are likely to be provided to or paid for the managing agent for the following 12 months, is noted

---

## **MOTION 22 - Cladding**

DEFEATED by ordinary resolution that the Owners Corporation engage a suitably qualified consultant to carry out an audit and risk assessment to identify if any cladding has been installed in the building.

---

## **MOTION 23 - Motion to Approve Minor Renovations By-Law**

RESOLVED that the Owners Corporation Specially Resolve pursuant to Section 141 of the Strata Schemes Management Act 2015 to adopt the following Special By-Law:

### **Minor Renovations - Special By-Law**

- a. The Owners Corporation grants authority to the Strata Committee to consider & approve any minor renovations as described in Section 110 of the Strata Schemes Management Act 2015.
- b. Minor renovations are works as described in Section 110 of the Strata Schemes Management Act 2015 and Regulation 28 of the Strata Schemes Management Regulation 2016.
- c. The applicant lot owner must comply with Section 110 of the Strata Schemes Management Act 2015 in its entirety.

|           |                    |
|-----------|--------------------|
| In Favour | All (66 UE – 100%) |
| Against   | Nil (0 UE – 0 %)   |

**Motion Carried**

---

## **MOTION 24**

### **Motion to Approve Bathroom Renovations**

RESOLVED on the condition that the next motion is carried, the owners corporation SPECIALLY RESOLVES pursuant to section 108 of the Strata Schemes Management Act 2015 THAT the owners of all of the lots be authorised to add to and alter the common property by carrying out the bathroom renovations described in Special By-Law No. 2 - Bathroom Renovations, the terms of which by-law are set out or referred to in the next motion, on the conditions of that by-law, including the condition that the owners are responsible for the ongoing maintenance, repair, renewal and replacement of the bathroom renovations and the common property occupied by the bathroom renovations.

|           |                    |
|-----------|--------------------|
| In Favour | All (66 UE – 100%) |
| Against   | Nil (0 UE – 0 %)   |

**Motion Carried**

---

## **MOTION 25**

### **Motion to Approved Bathroom Renovations By-Law**

RESOLVED on the condition that the previous motion is carried, the owners corporation SPECIALLY RESOLVES pursuant to sections 108, 141 and 143 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law No. 2 - Bathroom Renovations, on the terms set out in the annexure attached to the notice of First Annual General Meeting dated 22 October 2020, and that notification of the by-law be lodged for registration at the Registrar-General's Office.

|           |                    |
|-----------|--------------------|
| In Favour | All (66 UE – 100%) |
| Against   | Nil (0 UE – 0 %)   |

**Motion Carried**

---

## **MOTION 26**

### **Motion to Approve Lot 6 Balcony Door By-Law**

RESOLVED the owners corporation SPECIALLY RESOLVES pursuant to sections 108, 141 and 143 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law No. 3 – Lot 6 Balcony Door, on the terms set out below, and that notification of the by-law be lodged for registration at the Registrar-General's Office.

### Special By Law 3 – Lot 6 Balcony Door

The owners of Lot 6 in Strata Plan 101155 are granted rights to replace the sliding glass door and insect screen with a double-glazed door and insect screen to eliminate noise.

1. That any installation is made in a professional manner, using first quality materials by a licensed tradesman.
2. That any permits from appropriate authorities are sought and obtained should that be required.
3. That any and all costs of the installation and future maintenance of the installation is that of the lot owners.
4. That the colour and design of the window/ door resemble the current fixture.
5. That any damage to common property will be repaired in a workmanlike manner at the lot owners expense.

|           |                    |
|-----------|--------------------|
| In Favour | All (66 UE – 100%) |
| Against   | Nil (0 UE – 0 %)   |

**Motion Carried**

---

**There being no further business the meeting closed at 05:54 PM.**



# Clisdell's Strata Management

## Proposed Budget to apply from 01/09/2020

**Peter Clisdell Pty Ltd**  
 ABN 19 000 133 899  
 Tel: (02) 9556 5222  
 Fax: (02) 9556 5223  
 623 Princes Highway  
 Rockdale NSW 2216  
 Locked Bag 30  
 Rockdale DC NSW 2216

The Owners--Strata Plan 100155

289-291 The Boulevard, MIRANDA NSW 2228

### Administrative Fund

|  | Proposed<br>budget | Actual<br>01/09/2019-31/08/2020 | Previous<br>budget |
|--|--------------------|---------------------------------|--------------------|
|--|--------------------|---------------------------------|--------------------|

#### Revenue

|                                        |                  |                 |                 |
|----------------------------------------|------------------|-----------------|-----------------|
| Levies Due--Admin                      | 19,000.00        | 6,135.40        | 6,135.00        |
| Status Certificate Fees (S.109 & S.26) | 0.00             | 239.80          | 0.00            |
| <b>Total revenue</b>                   | <b>19,000.00</b> | <b>6,375.20</b> | <b>6,135.00</b> |

#### Less expenses

|                                                |                  |                 |                 |
|------------------------------------------------|------------------|-----------------|-----------------|
| Admin--Accounting-Tax Fees-Audit fees          | 187.00           | 140.00          | 165.00          |
| Admin--Bank Charges--Account Fees              | 0.00             | (2.50)          | 0.00            |
| Admin--Status Certificate Fees                 | 0.00             | 239.80          | 0.00            |
| Admin--Storage Fees                            | 55.00            | 44.44           | 0.00            |
| Admin-Electronic Medium                        | 146.00           | 116.66          | 0.00            |
| Contractor Compliance                          | 76.00            | 75.90           | 0.00            |
| Insurance--Premiums                            | 4,644.00         | 0.00            | 0.00            |
| Maint Bldg - Fire Protection Services Contract | 1,040.00         | 519.76          | 500.00          |
| Maint Bldg -- After Hours Service Fee          | 0.00             | 176.00          | 0.00            |
| Maint Bldg--Fire Protection - General Repairs  | 500.00           | 0.00            | 0.00            |
| Maint Bldg--General Repairs Building           | 500.00           | 0.00            | 0.00            |
| Maint Grounds--Lawns & Gardening Contract      | 5,500.00         | 960.00          | 1,000.00        |
| Management Fees--Standard                      | 2,120.00         | 1,683.26        | 2,000.00        |
| Other Expenses--Admin                          | 265.00           | 210.38          | 250.00          |
| Quarterly Report Fees                          | 235.00           | 185.14          | 220.00          |
| Schedule B Fees                                | 550.00           | 1,033.00        | 0.00            |
| Utility--Electricity                           | 3,000.00         | 485.09          | 1,500.00        |
| Utility--Water & Sewerage                      | 500.00           | 0.00            | 500.00          |
| <b>Total expenses</b>                          | <b>19,318.00</b> | <b>5,866.93</b> | <b>6,135.00</b> |

#### Surplus/Deficit

|  |          |        |      |
|--|----------|--------|------|
|  | (318.00) | 508.27 | 0.00 |
|--|----------|--------|------|

|                 |        |      |      |
|-----------------|--------|------|------|
| Opening balance | 508.27 | 0.00 | 0.00 |
|-----------------|--------|------|------|

#### Closing balance

|  |          |          |        |
|--|----------|----------|--------|
|  | \$190.27 | \$508.27 | \$0.00 |
|--|----------|----------|--------|

|                            |     |  |     |
|----------------------------|-----|--|-----|
| Total units of entitlement | 100 |  | 100 |
|----------------------------|-----|--|-----|

|                                        |          |  |         |
|----------------------------------------|----------|--|---------|
| Levy contribution per unit entitlement | \$190.00 |  | \$61.35 |
|----------------------------------------|----------|--|---------|

**Capital Works Fund****Proposed  
budget**

01/09/2019-31/08/2020

**Actual****Previous  
budget****Revenue**

Levies Due--Capital Works

3,000.00

5,000.00

5,000.00

*Total revenue*

3,000.00

5,000.00

5,000.00

**Surplus/Deficit**

3,000.00

5,000.00

5,000.00

Opening balance

5,000.00

0.00

0.00

**Closing balance**

\$8,000.00

\$5,000.00

\$5,000.00

Total units of entitlement

100

100

Levy contribution per unit entitlement

\$30.00

\$50.00



## Clisdell's Strata Management

### Proposed Levy Schedule to apply from 01/09/2020

**Peter Clisdell Pty Ltd**  
ABN 19 000 133 899  
Tel: (02) 9556 5222  
Fax: (02) 9556 5223  
623 Princes Highway  
Rockdale NSW 2216  
Locked Bag 30  
Rockdale DC NSW 2216

The Owners--Strata Plan 100155

289-291 The Boulevard, MIRANDA NSW 2228

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

| Lot | Unit | Unit<br>Entitlement | Admin Fund        | Capital Works<br>Fund | Quarterly<br>Total | Annual Total       |
|-----|------|---------------------|-------------------|-----------------------|--------------------|--------------------|
| 1   | 1    | 16.00               | 760.00            | 120.00                | 880.00             | 3,520.00           |
| 2   | 2    | 15.00               | 712.50            | 112.50                | 825.00             | 3,300.00           |
| 3   | 3    | 17.00               | 807.50            | 127.50                | 935.00             | 3,740.00           |
| 4   | 4    | 17.00               | 807.50            | 127.50                | 935.00             | 3,740.00           |
| 5   | 5    | 17.00               | 807.50            | 127.50                | 935.00             | 3,740.00           |
| 6   | 6    | 17.00               | 807.50            | 127.50                | 935.00             | 3,740.00           |
| 7   | 0    | 1.00                | 47.50             | 7.50                  | 55.00              | 220.00             |
|     |      | <b>100.00</b>       | <b>\$4,750.00</b> | <b>\$750.00</b>       | <b>\$5,500.00</b>  | <b>\$22,000.00</b> |

**MINUTES OF INAUGURAL EXTRAORDINARY GENERAL MEETING  
STRATA SCHEMES MANAGEMENT ACT 2015**

Strata Plan Number: SP 100155

Venue: The office of Clisdells Strata, 623 Princes Highway, Rockdale NSW 2216

Address: 289-291 The Boulevarde, Miranda NSW 2228

Date: Tuesday 22<sup>nd</sup> October 2019

Time: 12.30 PM

Present: Zhiyi (Steven) Li, nominated as company nominee

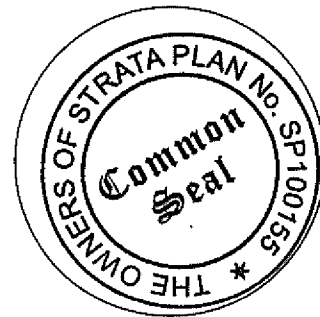
Chairperson: Bret Ransley (Clisdells Strata)

Meeting Agenda:

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**MOTION 1 – Common seal**

The Owners – Strata Plan No 100155 RESOLVE by ordinary resolution that the common seal, a specimen of which is affixed hereto, is hereby adopted as the common seal of the owners corporation and that it be kept and affixed in accordance with section 273 of the *Strata Schemes Management Act 2015*.



**Motion Passed**

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**MOTION 2 – Strata committee**

The Owners – Strata Plan No 100155 RESOLVE by ordinary resolution to:

1. Call for nominations for members of the strata committee;
2. The candidates for election to the strata committee disclose any connections with the original owner or building manager for the scheme;
3. Determine the number of members of the strata committee; and
4. Elect the strata committee.

**Resolved, That Steven Li being the sole nominee is elected to the strata committee**

---

### **MOTION 3 – Contributions to the Administrative fund**

The Owners – Strata Plan No 100155 RESOLVE by ordinary resolution:

1. That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the *Strata Schemes Management Act 2015* and contributions to the administrative fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$6,135.00**
2. That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on **01/11/2019** and subsequent instalments being due on the days of **01/02/2020, 01/05/2020** and **01/08/2020**.

**Motion Passed**

---

### **MOTION 4 – Contributions to the Capital Works Fund**

The Owners – Strata Plan No 100155 RESOLVE by ordinary resolution:

- (a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the *Strata Schemes Management Act 2015* and contributions to the capital works fund determined in accordance with section 81(1) of the *Strata Schemes Management Act 2015* at **\$5,000.00**
- (b) That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on **01/11/2019** and subsequent instalments being due on the days of **01/02/2020, 01/05/2020** and **01/08/2020**.

**Motion Passed**

| Lot   | Unit Entitlement | Admin Fund | C/W Fund | Quarterly Contribution | Annual Contribution |
|-------|------------------|------------|----------|------------------------|---------------------|
| Lot 1 | 16               | \$981.60   | \$800.00 | \$445.40               | \$1,781.60          |
| Lot 2 | 15               | \$920.25   | \$750.00 | \$417.56               | \$1,670.25          |
| Lot 3 | 17               | \$1,042.95 | \$850.00 | \$473.24               | \$1,892.95          |
| Lot 4 | 17               | \$1,042.95 | \$850.00 | \$473.24               | \$1,892.95          |
| Lot 5 | 17               | \$1,042.95 | \$850.00 | \$473.24               | \$1,892.95          |
| Lot 6 | 17               | \$1,042.95 | \$850.00 | \$473.24               | \$1,892.95          |
| Lot 7 | 1                | \$61.35    | \$50.00  | \$27.84                | \$111.35            |

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### **MOTION 5 – Appoint Managing Agent**

1. The Owners – Strata Plan No 100155 RESOLVES by ordinary resolution to receive any disclosures required under section 71 of the *Strata Schemes Management Act 2015* regarding the managing agent being connected to the original owner or having any direct or indirect pecuniary interest in the strata scheme (other than an interest arising only from the prospective appointment).

2. The Owners – Strata Plan No 100155 RESOLVES by ordinary resolution in accordance with section 49 of the *Strata Schemes Management Act 2015* to appoint **Peter Clisdells Pty Ltd** as strata managing agent from the date of this meeting, on the terms and conditions set out in the proposed strata management agency agreement, a copy of which is annexed to this notice (**Agreement**), and the strata managing agent be delegated:

(a) all of the functions of the owners corporation (other than those listed in section 52(2) of the *Strata Schemes Management Act 2015*) and, the functions of chairperson, secretary and treasurer necessary to enable the agent to carry out the 'agreed services' and the 'additional services' as defined in the Agreement;

(b) the delegation to the agent is subject to the conditions and limitations listed in the Agreement;

(c) the owners corporation is to execute the Agreement to give effect to this appointment and delegation;

(d) once elected, the strata committee is to nominate a representative under the Agreement; and

(e) authority is given to:

(i) if there are two or more members of the strata committee, two members of the strata committee; and/or

(ii) if the owners corporation has only one or two owners, those owners,

to affix the common seal of the owners corporation to the Agreement in accordance with section 273 of the *Strata Schemes Management Act 2015*.

## **Motion Passed**

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### **MOTION 6 – Appoint maintenance service contract of .....**

The Owners – Strata Plan No 100155 RESOLVES by ordinary resolution to appoint **CONTRACTOR NAME:.....** as maintenance service contractor from the date of this meeting, on the terms and conditions set out in the proposed maintenance service agreement (**Maintenance Agreement**), a copy of which is to be provided to Clisdells Strata management by MBC Property, and authorises the common seal of the owners corporation to be affixed to the Maintenance Agreement in accordance with section 273 of the *Strata Schemes Management Act 2015*.

### **Motion Withdrawn- Awaiting Maintenance schedule.**

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**There being no further business the meeting was closed: 12:50 pm**



FOLIO: CP/SP100155

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| SEARCH DATE | TIME     | EDITION NO | DATE      |
|-------------|----------|------------|-----------|
| -----       | ----     | -----      | ----      |
| 11/5/2021   | 11:37 AM | 2          | 18/2/2021 |

LAND

----

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 100155  
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT MIRANDA

LOCAL GOVERNMENT AREA SUTHERLAND SHIRE

PARISH OF SUTHERLAND COUNTY OF CUMBERLAND

TITLE DIAGRAM SP100155

FIRST SCHEDULE

-----

THE OWNERS - STRATA PLAN NO. 100155

ADDRESS FOR SERVICE OF DOCUMENTS:

289-291 THE BOULEVARDE

MIRANDA 2228

SECOND SCHEDULE (6 NOTIFICATIONS)

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- 1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
- 2 B337648 LAND EXCLUDES MINERALS
- 3 DP228549 EASEMENT TO DRAIN WATER 0.915 METR(S) WIDE AFFECTING  
THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 4 DP228549 EASEMENT TO DRAIN WATER APPURTENANT TO THE LAND  
ABOVE DESCRIBED
- 5 AQ811339 INITIAL PERIOD EXPIRED
- 6 AQ811339 CONSOLIDATION OF REGISTERED BY-LAWS

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 100)

-----

STRATA PLAN 100155

| LOT | ENT  | LOT | ENT  | LOT | ENT  | LOT | ENT  |
|-----|------|-----|------|-----|------|-----|------|
| 1   | - 16 | 2   | - 15 | 3   | - 17 | 4   | - 17 |
| 5   | - 17 | 6   | - 17 | 7   | - 1  |     |      |

NOTATIONS

-----

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

S210505

PRINTED ON 11/5/2021

**Strata Plan 100155**  
**289-291 The Esplanade, Miranda**

**By Laws**

**1 Vehicles**

An owner or occupier of a lot must not park or stand any motor or other vehicle on common property, or permit a motor vehicle to be parked or stood on common property, except with the prior written approval of the owners corporation or as permitted by a sign authorised by the owners corporation.

**2 Changes to common property**

- (1) An owner or person authorised by an owner may install, without the consent of the owners corporation—
  - (a) any locking or other safety device for protection of the owner's lot against intruders or to improve safety within the owner's lot, or
  - (b) any screen or other device to prevent entry of animals or insects on the lot, or
  - (c) any structure or device to prevent harm to children.
- (2) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.
- (3) Clause (1) does not apply to the installation of any thing that is likely to affect the operation of fire safety devices in the lot or to reduce the level of safety in the lots or common property.
- (4) The owner of a lot must—
  - (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in clause (1) that forms part of the common property and that services the lot, and
  - (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in clause (1) that forms part of the common property and that services the lot.

**3 Damage to lawns and plants on common property**

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

- (a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated on common property, or
- (b) use for his or her own purposes as a garden any portion of the common property.

**4 Obstruction of common property**

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

**5 Keeping of animals**

- (1) An owner or occupier of a lot may keep an animal on the lot, if the owner or occupier gives the owners corporation written notice that it is being kept on the lot.
- (2) The notice must be given not later than 14 days after the animal commences to be kept on the lot.
- (3) If an owner or occupier of a lot keeps an animal on the lot, the owner or occupier must—
  - (a) keep the animal within the lot, and
  - (b) supervise the animal when it is on the common property, and
  - (c) take any action that is necessary to clean all areas of the lot or the common property that are soiled by the animal.

## **6 Noise**

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

## **7 Behaviour of owners, occupiers and invitees**

- (1) An owner or occupier of a lot, or any invitee of an owner or occupier of a lot, when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.
- (2) An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier—
  - (a) do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property, and
  - (b) without limiting paragraph (a), that invitees comply with clause (1).

## **8 Children playing on common property**

- (1) Any child for whom an owner or occupier of a lot is responsible may play on any area of the common property that is designated by the owners corporation for that purpose but may only use an area designated for swimming while under adult supervision.
- (2) An owner or occupier of a lot must not permit any child for whom the owner or occupier is responsible, unless accompanied by an adult exercising effective control, to be or remain on common property that is a laundry, car parking area or other area of possible danger or hazard to children.

## **9 Smoke penetration**

- (1) An owner or occupier, and any invitee of the owner or occupier, must not smoke tobacco or any other substance on the common property.
- (2) An owner or occupier of a lot must ensure that smoke caused by the smoking of tobacco or any other substance by the owner or occupier, or any invitee of the owner or occupier, on the lot does not penetrate to the common property or any other lot.

## **10 Preservation of fire safety**

The owner or occupier of a lot must not do any thing or permit any invitees of the owner or occupier to do any thing on the lot or common property that is likely to affect the

operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property.

### **11 Storage of inflammable liquids and other substances and materials**

- (1) An owner or occupier of a lot must not, except with the prior written approval of the owners corporation, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material.
- (2) This by-law does not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

### **12 Appearance of lot**

- (1) The owner or occupier of a lot must not, without the prior written approval of the owners corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.
- (2) This by-law does not apply to the hanging of any clothing, towel, bedding or other article of a similar type in accordance with by-law 14.

### **13 Cleaning windows and doors**

- (1) Except in the circumstances referred to in clause (2), an owner or occupier of a lot is responsible for cleaning all interior and exterior surfaces of glass in windows and doors on the boundary of the lot, including so much as is common property.
- (2) The owners corporation is responsible for cleaning regularly all exterior surfaces of glass in windows and doors that cannot be accessed by the owner or occupier of the lot safely or at all.

### **14 Hanging out of washing**

- (1) An owner or occupier of a lot may hang any washing on any lines provided by the owners corporation for that purpose. The washing may only be hung for a reasonable period.
- (2) An owner or occupier of a lot may hang washing on any part of the lot other than over the balcony railings. The washing may only be hung for a reasonable period.
- (3) In this by-law— **washing** includes any clothing, towel, bedding or other article of a similar type.

### **15 Disposal of waste—bins for individual lots [applicable where individual lots have bins]**

- (1) An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the owners corporation.
- (2) An owner or occupier of a lot must not deposit in a toilet, or otherwise introduce or attempt to introduce into the plumbing system, any item that is not appropriate for any such disposal (for example, a disposable nappy).
- (3) An owner or occupier must—
  - (a) comply with all reasonable directions given by the owners corporation as to the disposal and storage of waste (including the cleaning up of spilled waste) on common property, and
  - (b) comply with the local council's guidelines for the storage, handling, collection and disposal of waste.

- (4) An owner or occupier of a lot must maintain bins for waste within the lot, or on any part of the common property that is authorised by the owners corporation, in clean and dry condition and appropriately covered.
- (5) An owner or occupier of a lot must not place any thing in the bins of the owner or occupier of any other lot except with the permission of that owner or occupier.
- (6) An owner or occupier of a lot must place the bins within an area designated for collection by the owners corporation not more than 12 hours before the time at which waste is normally collected and, when the waste has been collected, must promptly return the bins to the lot or other area authorised for the bins.
- (7) An owner or occupier of a lot must notify the local council of any loss of, or damage to, bins provided by the local council for waste.
- (8) The owners corporation may give directions for the purposes of this by-law by posting signs on the common property with instructions on the handling of waste that are consistent with the local council's requirements or giving notices in writing to owners or occupiers of lots.
- (9) In this by-law— **bin** includes any receptacle for waste. **waste** includes garbage and recyclable material.

#### **16 Disposal of waste—shared bins [applicable where bins are shared by lots]**

- (1) An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the owners corporation.
- (2) An owner or occupier of a lot must not deposit in a toilet, or otherwise introduce or attempt to introduce into the plumbing system, any item that is not appropriate for any such disposal (for example, a disposable nappy).
- (3) An owner or occupier must—
  - (a) comply with all reasonable directions given by the owners corporation as to the disposal and storage of waste (including the cleaning up of spilled waste) on common property, and
  - (b) comply with the local council's guidelines for the storage, handling, collection and disposal of waste.
- (4) The owners corporation may give directions for the purposes of this by-law by posting signs on the common property with instructions on the handling of waste that are consistent with the local council's requirements or giving notices in writing to owners or occupiers of lots.
- (5) In this by-law— **bin** includes any receptacle for waste. **waste** includes garbage and recyclable material.

#### **17 Change in use or occupation of lot to be notified**

- (1) An occupier of a lot must notify the owners corporation if the occupier changes the existing use of the lot.
- (2) Without limiting clause (1), the following changes of use must be notified—

- (a) a change that may affect the insurance premiums for the strata scheme (for example, if the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes),
- (b) a change to the use of a lot for short-term or holiday letting.
- (3) The notice must be given in writing at least 21 days before the change occurs or a lease or sublease commences.

#### **18 Compliance with planning and other requirements**

- (1) The owner or occupier of a lot must ensure that the lot is not used for any purpose that is prohibited by law.
- (2) The owner or occupier of a lot must ensure that the lot is not occupied by more persons than are allowed by law to occupy the lot.

#### **Special By-Law 1 – Minor Renovations**

- a. The Owners Corporation grants authority to the Strata Committee to consider & approve any minor renovations as described in Section 110 of the Strata Schemes Management Act 2015.
- b. Minor renovations are works as described in Section 110 of the Strata Schemes Management Act 2015 and Regulation 28 of the Strata Schemes Management Regulation 2016.
- c. The applicant lot owner must comply with Section 110 of the Strata Schemes Management Act 2015 in its entirety.

## Special By-Law 2 – Bathroom Renovations

### 1. Introduction

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This by-law gives you the right to renovate your bathroom on certain conditions.

### 2. Definitions

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In this by-law:

**"bathroom renovations"** means the alterations and additions to a lot and the adjacent common property involved in renovating a bathroom in a lot including:

- replacement of tiles and waterproofing on the floor and walls of the bathroom,
- replacement of fixtures and fittings in the bathroom including the vanity, toilet, bath tub, shower and sink,
- reconfiguring non-load bearing walls in the bathroom,
- reconfiguring existing or installing new plumbing to service the fixtures and fittings in the bathroom,

but does not include work involving structural alterations,

**"lot"** means any lot in the strata scheme,

**"you"** means an owner for the time being of a lot (being the current owner and all successors).

### 3. Bathroom Renovations

---

You may carry out bathroom renovations to the bathroom in your lot on the conditions of this by-law.

### 4. The Conditions

---

#### **4.1. Before the Bathroom Renovations**

##### **(a) Prior Notice**

At least seven (7) days before commencing the bathroom renovations, you must give the owners corporation a notice in writing advising of the anticipated commencement date and duration of the bathroom renovations and containing a brief written description of the bathroom renovations.

##### **(b) Planning Approvals**

Before commencing the bathroom renovations you must, if required by law, obtain a complying development certificate or development consent for the bathroom renovations under the *Environmental Planning and Assessment Act 1979* and give the owners corporation a complete copy of the consent or certificate.

**(c) Insurance Certificates**

Before commencing the bathroom renovations, you must give the owners corporation a copy of a certificate of currency for the all-risk insurance policy of the contractor to be engaged on the bathroom renovations which must include evidence of public liability cover of not less than \$10,000,000.00 in respect of any claim and note the interests of the owners corporation and a certificate of insurance for any Home Building Compensation Fund insurance required for the bathroom renovations under the *Home Building Act 1989*.

**4.2. During the Bathroom Renovations**

**(a) Quality of the Bathroom Renovations**

You must ensure that the bathroom renovations are carried out in a proper and workmanlike manner utilising only first quality materials which are good and suitable for the purpose for which they are used.

**(b) Licensed Contractors**

You must ensure that all contractors engaged on the bathroom renovations are appropriately qualified and licensed under the *Home Building Act 1989*.

**(c) Building Code of Australia**

You must ensure that the bathroom renovations (including any waterproofing) are carried out and completed in accordance with the Building Code of Australia and any applicable Australian Standard. In the event that there is a conflict the Building Code of Australia shall be applied.

**(d) Time for Completion of the Bathroom Renovations**

You must ensure that the bathroom renovations are done with due diligence and are completed within a reasonable time from the date of commencement.

**(e) Work Hours**

You must ensure that the bathroom renovations are only carried out between the hours permitted by the Local Council or, if the Council does not prescribe any work times, between 8.00am - 5.00pm on Monday - Friday and 9.00am - 1.00pm on Saturdays (excluding public holidays).

**(f) Noise and Disturbance**

You must ensure that minimum disturbance is caused to the common property during the bathroom renovations and that the bathroom renovations do not generate any noise that is likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property.

**(g) Location of the Bathroom Renovations**

You must ensure that the bathroom renovations are installed entirely on your lot and the common property adjacent to that lot and must not encroach upon any other part of the common property or any other lot.

**(h) Transportation of Construction Equipment**

You must ensure that all construction materials and equipment associated with the bathroom renovations are transported in accordance with any manner reasonably directed by the owners corporation.

**(i) Debris**

You must ensure that any debris associated with the bathroom renovations is removed daily and strictly in accordance with any reasonable directions given by the owners corporation.

**(j) Protection of Building**

You must protect the common property that is affected by the bathroom renovations from damage, dirt, dust and debris and ensure that any such common property, especially the floors and walls leading to your lot, is protected from damage when construction materials, equipment and debris are transported over it.

**(k) Daily Cleaning**

You must clean any part of the common property affected by the bathroom renovations on a daily basis and keep all of that common property clean, neat and tidy during the bathroom renovations.

**(l) Storage of Building Materials on Common Areas**

You must make sure that no building materials associated with the bathroom renovations are stored on the common property.

**(m) Times for Operation of Noisy Equipment**

You must ensure that at least 24 hours prior notice is given to the owners corporation before using any percussion tools and noisy equipment such as jack hammers or tile cutters by placing a notice on or in a conspicuous place near the entrance door to the building.

**(n) Cost of the Bathroom Renovations**

You must pay all costs associated with the bathroom renovations.

#### **4.3. After the Bathroom Renovations**

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**(a) Completion Notice**

As soon as practicable after completion of the bathroom renovations, you must notify the owners corporation in writing that the bathroom renovations have been completed.

**(b) Waterproofing Certificate**

As soon as practicable after completion of the bathroom renovations, you must obtain and give the owners corporation a certificate from the contractor responsible for installing any waterproofing membrane during the bathroom renovations advising of the warranty for the waterproofing and certifying that the waterproofing has been installed in accordance with, and complies with, the Building Code of Australia and any applicable Australian Standard.

**(c) Restoration of Common Property**

As soon as practicable after completion of the bathroom renovations, you must restore all other parts of the common property affected by the bathroom renovations as nearly as possible to the state they were in immediately before the bathroom renovations.

#### **4.4. Enduring Obligations**

**(a) Maintenance of the Bathroom Renovations**

You must, at your cost, properly maintain your bathroom renovations and keep them in a state of good and serviceable repair and, where necessary, renew or replace any fixtures or fittings comprised in the bathroom renovations.

**(b) Maintenance of the Common Property**

You must, at your cost, properly maintain the common property occupied by your bathroom renovations and keep that common property in a state of good and serviceable repair and, where necessary, renew or replace any fixtures or fittings comprised in that common property.

**(c) Repair of Damage**

You must, at your cost, make good any damage to the common property or another lot caused as a result of the bathroom renovations no matter when such damage may become evident.

**(d) Appearance of the Bathroom Renovations**

You must ensure that your bathroom renovations have an appearance which is in keeping with the appearance of the rest of the building.

**(e) Connection of Utilities**

In the event that electricity, water or any other service is connected to your bathroom renovations and the existing service to your lot is separately metered and charged to your account then you must ensure that the new service is installed so as to also be separately metered and charged to your account.

**(f) Indemnity**

You will indemnify and keep indemnified the owners corporation against all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by or brought or made against the owners corporation arising out of your bathroom renovations, the altered state, condition or use of the common property arising from your bathroom renovations or any breach of this by-law.

**(g) Compliance with all Laws**

You must comply with all statutes, by-laws, regulations, rules and other laws for the time being in force and which are applicable to your bathroom renovations.

**5. Breach of this By-Law**

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- (a) If you breach any condition of this by-law and fails to rectify that breach within 30 days of service of a written notice from the owners corporation requiring rectification of that breach, then the owners corporation may:
- (i) rectify that breach,
  - (ii) enter on any part of the strata scheme including your lot, by its agents, employees or contractors, in accordance with the *Strata Schemes Management Act 2015* for the purpose of rectifying that breach, and
  - (iii) recover as a debt due from you the costs of the rectification and the expenses of the owners corporation incurred in recovering those costs.
- (b) Nothing in this clause restricts the rights of or the remedies available to the owners corporation as a consequence of a breach of this by-law.

**Special By-Law 3 – Lot 6 Balcony Door**

The owners of Lot 6 in Strata Plan 101155 are granted rights to replace the sliding glass door and insect screen with a double-glazed door and insect screen to eliminate noise.

1. That any installation is made in a professional manner, using first quality materials by a licensed tradesman.
2. That any permits from appropriate authorities are sought and obtained should that be required.
3. That any and all costs of the installation and future maintenance of the installation is that of the lot owners.
4. That the colour and design of the window/ door resemble the current fixture.
5. That any damage to common property will be repaired in a workmanlike manner at the lot owners expense.

Issue date: 01 April 2021

## Certificate of Insurance

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown in the Period of Insurance below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>INSURED:</b>                         | The Owners of Strata Plan 100155                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| <b>INTERESTED PARTY(S):</b>             | <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Classification</b> |
| <b>DESCRIPTION OF INSURED BUSINESS:</b> | Residential Strata                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
| <b>SITUATION OF RISK:</b>               | 289-291 THE BOULEVARDE, MIRANDA, NSW 2228                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| <b>SECTION 1:</b>                       | <b><u>Property - Physical Loss, Destruction or Damage</u></b><br>Buildings - \$2,121,800.00<br>Common Contents - \$21,218.00                                                                                                                                                                                                                                                                                                                            |                       |
| <b>SECTION 2:</b>                       | <b><u>Voluntary Workers Personal Accident</u></b><br>Accidental Death & Disablement - Insured<br>Weekly Benefits - Insured                                                                                                                                                                                                                                                                                                                              |                       |
| <b>SECTION 3:</b>                       | <b><u>Office Bearers' Liability</u></b><br>Limit of Indemnity - \$1,000,000.00 in the aggregate Period of Insurance                                                                                                                                                                                                                                                                                                                                     |                       |
| <b>SECTION 4:</b>                       | <b><u>Fidelity Guarantee</u></b><br>Limit - \$100,000.00 in the aggregate Period of Insurance                                                                                                                                                                                                                                                                                                                                                           |                       |
| <b>SECTION 6:</b>                       | <b><u>Public Liability</u></b><br>Limit of Indemnity - \$50,000,000.00 each and every Occurrence                                                                                                                                                                                                                                                                                                                                                        |                       |
| <b>SECTION 7:</b>                       | <b><u>Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses</u></b><br><b>(a) Taxation and Audit Costs</b><br>Limit of Indemnity - \$30,000 in the aggregate Period of Insurance<br><br><b>(b) Workplace Health and Safety Breaches</b><br>Limit of Indemnity - \$150,000 in the aggregate Period of Insurance<br><br><b>(c) Legal Defence Expenses</b><br>Limit of Indemnity - \$50,000 in the aggregate Period of Insurance |                       |
| <b>POLICY NUMBER:</b>                   | LNG-STR-20016121                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| <b>PERIOD OF INSURANCE:</b>             | 8 April 2021 expiring on 08 April 2022 at 4pm Local Standard Time                                                                                                                                                                                                                                                                                                                                                                                       |                       |
| <b>INSURER:</b>                         | Chubb Insurance Australia Limited and Swiss Re International SE Australia Branch                                                                                                                                                                                                                                                                                                                                                                        |                       |

This certificate has been arranged by Us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is in existence at the date we have issued this certificate. If you wish to review the details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy wording, schedule and any other associated policy document.

**DISCLAIMER** - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

This policy is issued by Longitude Insurance Pty Ltd (ABN 86 152 337 267) as an Authorised Representative (AR 424867) of Austagencies Pty Ltd (ABN 76 006 09 464) (Austagencies). Austagencies have binding authority from Chubb Insurance Australia Limited (ABN 23 001 642 020, AFSL 239687) (80%) and Swiss Re International SE Australia Branch (ABN 38 138 873 211, AFSL 355088) (20%).

# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



## Please note:

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

### Section 1: Type of statement

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

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

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

Address

289-291 The Boulevard Miranda

Lot No. (if known)

DP/SP (if known)

Building name (if applicable)

SP100155

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

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

Name

THE OWNERS - STRATA PLAN 100155

Address

289 The Boulevard, MIRANDA NSW 2228

### Section 4: Fire safety measures

| Fire safety measure                        | Minimum standard of performance           | Date(s) assessed | CFSP * |
|--------------------------------------------|-------------------------------------------|------------------|--------|
| AUTOMATIC FIRE DETECTION AND ALARM SYSTEMS | BCA E2.2 & Spec E2.2a, AS 3786-2014       | 31.07.2020       | SC     |
| EMERGENCY LIGHTING                         | BCA E4.2, E4.4 & AS/NZS 2293.1-2005       | 31.07.2020       | MB     |
| EXIT SIGNS                                 | BCA E4.5, E4.6, E4.8 AS/NZS 2293.1 (2005) | 31.07.2020       | SC     |
| FIRE DOORS                                 | BCA C3.4 & AS1905.1 (2015)                | 31.07.2020       | SC     |
| HOSE REEL SYSTEMS                          | BCA E1.4, AS2441 (2005)                   | 31.07.2020       | MB     |
| FIRE HYDRANT SYSTEMS                       | BCA E1.3 AS2419 (2005)                    | 31.07.2020       | SC     |
| PORTABLE FIRE EXTINGUISHERS                | BCA E1.6, AS2444 (2001)                   | 31.07.2020       | MB     |

# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



|                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |    |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|
| FIRE SEALS PROTECTING OPENINGS IN FIRE RESISTING COMPONENTS OF THE BUILDING                                                  | BCA C3.12, C3.15, SPEC C3.15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 31.07.2020 | SC |
| FIRE ENGINEERING REPORT<br>Ref 1392-REV A Final dated 1 <sup>st</sup> October 2019 Prepared by J Squared Engineering Pty Ltd | <p>Performance Solution:</p> <p>1. To waive the requirement for openings located within 3m of a boundary fire source feature to be protected in accordance with C3.4 of the BCA.</p> <p>Outcomes of the Fire Engineering Report:</p> <p>a) Combustible covers, awnings or structures that would increase the fire load and likely promote the spread of fire between the building and the eastern and western allotment boundaries should not be attached to the subject external walls within 3m of the boundary.</p> <p>b) The windows located within 3m of the boundary fire source feature are required to be fixed (non-operable), of non-combustible metallic construction and fitted with fire resistant glass tested in accordance with AS1530.4 to achieve the test results detailed in the 'Red Fire and façade Consultants' test report attached in Appendix B of the Report. It is not a requirement that the entire window assembly is tested to achieve the required FRL.</p> | 31.07.2020 | SC |
| LIGHTWEIGHT CONSTRUCTION<br>(VENTILATION SHAFT)                                                                              | BCA C1.8 & Spec C1.8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 31.07.2020 | SC |
| MECHANICAL AIR HANDLING SYSTEM<br>(CAR PARK VENTILATION)                                                                     | AS/NZS 1668.1-2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 23.11.2020 | NT |

\* See notes on page 4 about how to correctly identify a Competent Fire Safety Practitioner (CFSP).

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

|                                |                   |        |
|--------------------------------|-------------------|--------|
| Part of the building inspected | Date(s) inspected | CFSP * |
| All Areas                      | 31.07.2020        | SC     |

# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



\* See notes on page 4 about how to correctly identify a Competent Fire Safety Practitioner (CFSP).

## Section 6: Name and contact details of competent fire safety practitioners (CFSPs)

| Full name       | Phone        | Email                      | Accreditation No.* | Signature |
|-----------------|--------------|----------------------------|--------------------|-----------|
| MICHAEL BREWITT | 0405 508 286 | mikeb@eversurefire.com.au  | IT20307            |           |
| SCOTT COWAN     | 0406 256 480 | scottc@eversurefire.com.au | 48452              |           |
| NEIL THOMSON    | 0411 698 240 | neil@stallionair.com.au    | F055556A           |           |

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

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

Full name

MARIE MEEHAN

Organisation (if applicable)

MANAGEMENT

Title/Position (if applicable)

CLISDELLS STRATA

STRATA ASSISTANT

Phone

9556 5276

Email

clisdeells.com.au

marie.meehan@

# The person issuing the statement must not be a CFSP listed in section 6.

## Section 8: Annual fire safety statement declaration

I, Click here MARIE MEEHAN (insert full name) being the: ☐ owner ☒ owner's agent  
declare that:

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

Owner/Agent Signature

Date issued

23/11/2020

## Section 9: Supplementary fire safety statement declaration

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

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

Owner/Agent Signature

Date issued

### Note:

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



Fire Registers Officer - 9710 0619  
File Ref: EFS5543

24 November 2020

Clisdells Strata  
Locked Bag 30  
ROCKDALE DC NSW 2216

Dear Sir/Madam

**Re: Acknowledgement of Satisfactory Annual Fire Safety Statement and  
Lightweight Construction issues**

**Property: 289 The Boulevarde, Miranda  
S/P 100155**

Council is in receipt of your completed and current Annual Fire Safety Statement dated the 23 November 2020 for the above property.

Please be advised that on 4/11/20 Council discussed the **need for information on lightweight construction with the PCA Lee Kippax and understood that the previously requested information would be forthcoming.** To date this hasn't been received. Council suggests that you pursue the matter, and will leave this with you.

**No further correspondence on the matter is necessary unless you receive the necessary information which can be sent to Greg Richards for consideration and entry into the schedule.**

Please be advised that the date of your current submission establishes the date of your next Annual Fire Safety Statement which is due on 23 November 2021.

This process and your obligations are ongoing to ensure continuing maintenance for all fire safety measures and/or essential services and to ensure exits are clear and unobstructed.

Please ensure a copy of the completed statement is prominently displayed in the building as required by the Environmental Planning and Assessment Regulations 2000.

The regulation also requires a copy be forwarded to Commissioner of Fire & Rescue NSW, Fire Safety Division electronically - [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au).

For information on submission of required fire safety document to Council please contact Council's Fire Registers Officer on Ph 9710 0619.

Yours faithfully

Principal Fire & Building Fire Safety Officer

