

STRATA INSPECTION



Strata Scheme Inspection Report

Property 14/20 Stuart Street
 Collaroy NSW 2097
 Lot 14 SP 6025
Date 3rd November 2021

STRATA INSPECTION

STRATA SCHEME INSPECTION REPORT

Property Address 14/20 Stuart Street Collaroy NSW 2097
Lot 14 Strata Plan 6025
Inspection Date 1st November 2021
Inspector Lauren Walsh
0423 098 648
stratainspection@outlook.com

MANAGING AGENT / SECRETARY

Owners Corporation records are held by:

Name Precise Property Strata Management
Address Suite 48, 117 Old Pittwater Road, Brookvale NSW 2100
Phone 9091 0369
Manager Melissa Macpherson

The managing agent has been involved with this property since 2019, documents from the prior manager were limited.

STRATA ROLL

We did sight a printed strata roll.

Owner Thomas Lloyd Muller & Alexandra Louise Muller
Address 14/20 Stuart Street Collaroy NSW 2097
Mortgage None noted
Unit Entitlement 63
Aggregate Unit Entitlement 1,000
Initial period The initial period has expired, according to available records.

STRATA PLAN

We sighted a copy of Strata Plan 6025 registered on 10/02/72.

CERTIFICATE OF TITLE

We did inspect title documents for the common property.

Edition 5 – 03/07/18
Number of Lots 15
Number of Units 15

STRATA INSPECTION

LEVY CONTRIBUTIONS

Administrative Fund \$790.61 per quarter – paid to 30/06/21

Capital Works Fund \$649.61 per quarter – paid to 30/06/21

Levies appear to have been calculated correctly in accordance with the unit entitlement.

SPECIAL LEVIES OUTSTANDING

Date	Levy	Lot	Purpose
17/09/21	\$18,600.00	\$1,171.80	Unit 2 concrete spalling repairs
17/11/21	\$18,600.00	\$1,171.80	Unit 2 concrete spalling repairs

FUND BALANCES

Approximate balance of the Administrative Fund \$17,762.85, as at 29/10/21

Approximate balance of the Capital Works Fund \$21,723.00, as at 29/10/21

Approximate Levies in Arrears \$2,482.50, as at 29/10/21

Balances were obtained from a balance sheet.

INCOME AND BUDGET TRENDS

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

Effective from	01/04/21	01/04/20	01/04/19	01/04/18
Administrative Fund	\$47,148.00	\$42,000.00	\$54,000.00	\$54,000.00
Capital Works Fund	\$42,600.00	\$42,600.00	\$30,408.00	\$30,408.00

TAXATION

The owners corporation is not currently registered for GST.

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APPROVED WORKS

None noted

PROPOSED WORKS

Not quoted Magnesite removal/spalling repairs (as required – we note unit 2 & 12 have been addressed this year)

POSSIBLE PROPOSED SPECIAL LEVIES

The Strata Plan has a capital works fund balance of \$21,723.00 with special levies outstanding of \$18,600.00 and annual capital works fund contributions of \$42,600.00, should the Owners Corporation proceed with all proposed works additional funds may be required via special levy or works may need to be postponed until funds accumulate.

Note. The contribution for Lot 14 is 63/1,000 - \$630.00 for every \$10,000.00 required via special levy.

PAST SPECIAL LEVIES

None noted

PAST MAJOR WORKS

Year Ending	31/03/22	31/03/21	31/03/20	31/03/19	31/03/18
Ceilings & Walls				885.50	
Consultant	4,972.00			1,904.31	770.00
Driveway & Paths			3,520.00		
Electrical					1,714.85
Fencing		2,145.00		-2,450.00	4,900.00
Fire Equipment				19,820.00	
Floors/Walls/Ceilings			953.05		
General Replacement		1,295.90			
Hot Water System			583.00		3,162.00
Income Tax/Tax Preparation			300.00	132.00	132.00
Other Expenses			132.00	867.00	
Painting & Surface Finishes					6,354.98
Pest Treatment				1,039.50	
Plumbing & Drainage		5,566.00	3,960.00	6,671.51	16,678.30
Repairs & Maintenance	83,709.70		3,855.00		
Roof		330.00	1,045.00	1,958.00	
Structural Rectification		3,481.50	4,950.00		31,851.60
Water Penetration				4,336.20	
Window Locks					1,049.71
Window Locks				830.50	
Total	88,681.70	12,818.40	25,634.05	35,994.52	66,613.44

STRATA INSPECTION

MEETINGS, MINUTES & RECORDS

The prescribed books of accounts are kept.

Minutes are retained for the prescribed period.

Last Annual General Meeting 25/05/21 (enclosed)

Last item in the Minute Book Extraordinary General Meeting 06/09/21

An auditor has not been appointed.

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

STRATA COMMITTEE

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

Chairman/Secretary/Treasurer: Steven Leach (6); Kim Hamilton (7); Penelope Jones (8); Simon Hinkley (11); Matthew Andrews (15)

TENANT OCCUPANCY

Tenant occupied lots as per the strata roll <50%

Tenant representative A tenant representative is not applicable to this scheme.

LITIGATION

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

INSURANCE

Insurer	SUU
Policy Number	06S3181498
Due Date	24/11/21
Building Sum Insured	\$8,256,318
Public Liability Insurance	\$20,000,000
Voluntary Workers Insurance	Selected
Workers Compensation	Not selected
Additional insurances held	Yes, see attached

VALUATION

Valuation suggested amount	\$8,240,000
Date of last insurance valuation	21/06/21

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

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COMPLIANCE

FIRE SAFETY

Annual fire safety statement expires on 02/11/21.

It is not noted in the records if the strata plan has received a fire safety audit from Council, yet the following equipment is installed and checked on an annual basis:

Portable fire extinguishers; smoke alarms; fire doors

CHILD SAFETY WINDOW DEVICES

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

LONG TERM CAPITAL WORKS FUND FORECAST

An extract of the Capital Works Fund Forecast (2018) is attached.

Annual capital works fund levies are higher than the \$36,670.00 suggested in the capital works fund plan & the balance is lower than the balance of approximately \$55,000.00 suggested at this point in time.

ASBESTOS REPORT

Not attainable.

LOOSE-FILL ASBESTOS TESTING

The Owners Corporation has not yet discussed registering for loose-fill asbestos testing.

COMMON PROPERTY SAFETY REPORT

Not attainable.

PEST INSPECTION REPORT

Not attainable.

STRATA INSPECTION

BY-LAWS

STANDARD BY-LAWS

AN466453 Consolidation of By-Laws.

PROPOSED CHANGES TO BY-LAWS

None noted.

UNREGISTERED CHANGES TO BY-LAWS

None noted.

CHANGES TO BY-LAWS

AN466453 Consolidation of By-Laws.

ANIMALS

- (1) An owner or occupier of a lot may keep an animal on the lot or the common property with the written approval of the owners corporation.
- (2) The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property and must give an owner or occupier written reasons for any refusal to grant approval.
- (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.
- (4) An owner or occupier of a lot who keeps an assistance animal on the lot must, if required to do so by the owners corporation, provide evidence to the owners corporation demonstrating that the animal is an assistance animal as referred to in section 9 of the Disability Discrimination Act 1992 of the Commonwealth.

SMOKING

By-Law 9 to prohibit smoking applies.

STATE OF HARMONY IN THE BUILDING

No regular correspondence noted.

ALTERATIONS/IMPROVEMENTS

Special By-Law 2 – air conditioning – including Lot 14.

Special By-Law 4 – installation of bi-fold doors – including Lot 14.

STRATA INSPECTION

ATTACHMENTS

The following attachments for this report includes:

- Important general information about strata record inspections
- AN466453 Consolidation of By-Laws (as per contract)
- Statement of Financial Position
- Income & Expenditure – Current, Last Financial Year & Budget
- Strata Roll
- Owners Ledger
- Certificate of Title
- Insurance
- Valuation
- 10 Year Capital Works Fund Forecast
- Fire Safety Information
- Minutes
- Recently Completed Major Works

NOTE

Documents attached to this report may disclose building defects, proposed works, legal disputes, current and proposed levies and special levies, attitude to keeping of animals, by-law changes and harmony within the complex. It is the responsibility of the client to determine how this may affect the purchase.

We always recommend that a pre-purchase building inspection be completed prior to settlement. Matters contained in this report may assist a building inspector to conduct a more thorough inspection.

STRATA INSPECTION

IMPORTANT GENERAL INFORMATION ABOUT STRATA RECORDS INSPECTIONS

Information contained in our report has been derived solely from the records available at the time of inspection. We have not inspected the building and often have very little practical information about it. We may not, for instance, be able to distinguish between a low maintenance building in good condition, and one where owners are not making a record of maintenance requirements or building problems.

The Owners Corporation is required to keep Accounts, Minutes of Meetings and Correspondence records but there is no external monitoring of this process. If an Owners Corporation fails to keep a full record of its activities, or fails to keep them in an accessible manner, any inspection will be deficient.

Some Owners Corporations deliberately withhold information with the intention of misleading potential purchasers. You should make your own observations of the building's condition and you must make further enquiries if material in this report seems inconsistent with your observations. You should, in any case, use the report as a starting point to ask questions of the vendor and we always recommend informal discussions with people living or working in a building as they may identify important matters not in the formal records.

Our inspection is normally confined to a single scheduled viewing of the written records. Strata management staff are not obliged to be available for interview. Some management offices prohibit staff from providing verbal advice. Unless specifically stated, we have not obtained any information other than from files provided by the Strata Manager. Our primary goal is to identify items in the formal records which may materially affect the value of the unit to a purchaser.

Our inspection has been conducted in a systematic manner. Strata Inspection use our own specially developed computer software and are trained to conduct strata inspections.

Beyond inspection training, our Strata Inspector is a Licensed Real Estate Agent & Strata Manager with 12 years practical knowledge. We are not Lawyers, Accountants, Auditors, Engineers, Fire Safety Experts, Builders, or Psychologists. Inspectors have knowledge specifically useful to strata inspection, such as general familiarity with common report formats and filing conventions. They tend to recognise the names and letterheads of regular expert professional advisers but, they are not themselves experts.

Nothing in this report should be construed as legal advice. Where we refer to any legislation or other legal matter we are providing general information only. This report is an adjunct to, not a substitute for, considered legal advice. Unless otherwise stated this report relates to an inspection of Owners Corporation records to a maximum of 4 years prior to the date of inspection.

Some or all of this report may have come from our archives. Some or all of this report may be used by us for current and future clients.

STRATA INSPECTION

SECTION 182 COMPLIANCE

The Act contains several requirements in respect of the records kept with the strata roll. These requirements are based upon manual record keeping procedures while strata managers use largely computer based records. Further, in our experience, default in this area is of only technical interest. It has no implications for any purchase decision, nor does it place the Owners Corporation at risk of prosecution. We do not separately report on Sec. 98 compliance.

INSURANCE

The Strata Schemes Management Act 2015 requires the Owners Corporation have:

1) Building insurance at least to the value of the building as determined by a valuation, which must be obtained at least every 5 years. 2) Public Liability cover to a minimum of \$10,000,000 and 3) Voluntary Workers insurance.

After 30 June 2008 employers paying less than \$7,500pa wages in NSW are not required to carry Workers Compensation insurance.

It should be noted the Owners Corporation insurance policies normally cover only risks associated with the common property and not individual lots. It should be noted this can apply even where damage to property in an individual lot results from a fault arising in the common property.

Owners and occupiers need to have adequate cover for their own contents and other risks.

FUND BALANCES

Fund balances are from information provided by the Strata Manager. This information has not been subject to any audit. The Property Stock & Business Agents Act, and Strata Schemes Management Act between them make a number of requirements in respect of accounts, accounting reports and funds held in trust for Owners Corporations. We have not reviewed these requirements.

UNIT LEVIES

Levy information is provided by the Strata Manager at the date of inspection. It may be desirable to have the Strata Manager provide a Section 109 Certificate prior to settlement to confirm any levies or other charges payable by the lot owner.

LONG TERM SINKING FUND FORECAST

Regulations require Owners Corporations prepare a plan of anticipated major Sinking Fund expenditure for a 10 year period. The forecast requires item-by-item assessment of major building elements and must be reviewed at each AGM. It is to be adjusted, if necessary, at every fifth AGM and a new plan is to be prepared at the conclusion of the 10 years. Most Owners Corporations seek professional assistance for these forecasts.

TAXATION

Owners Corporations are not normally considered a "non-profit" entity within the terms of the GST legislation so the obligation to collect GST commences when total income exceeds \$75,000. Income earned by the Owners Corporation from sources such as rent is taxable in the hands of individual lot owners. We have made no review of the Owners Corporation taxation obligations.

MINUTES & RECORDS

The Act requires notice of a forthcoming Strata Committee Meeting be distributed to all Owners not less than 72 hours before the meeting and minutes distributed to all Owners within 7 days after the meeting. If the scheme is smaller than 100 Lots, and maintains a Notice Board, the notice and minutes may be displayed on that board. Minutes must be displayed for a minimum of 14 days.

LITIGATION

The Act provides an Owners Corporation or Strata Committee must not seek legal advice or the provision of other legal services, or initiate legal action, for which any payment may be required unless a resolution is passed at a General Meeting of the Owners Corporation. There may be some exemptions provided in the Regulations.

STRATA INSPECTION

CHANGES TO BY-LAWS

Changes to By-laws require the passing of a Special Resolution at a General Meeting. The Act then allows six months for the new By-law to be registered at the Titles Office. Part of our inspection includes a search for By-laws that may not yet be registered.

NOTICES AND ORDERS

We recommend as a standard enquiry the Local Council, Sydney Water and other relevant bodies be contacted to ascertain if there are outstanding Notices or Orders against the Owners Corporation.

HOME BUILDING COMPENSATION FUND

The Home Building Act 1989 & Home Building Regulation 2014 applies to building work on residential properties.

A home owner, or subsequent purchaser, can lodge with or notify an insurer of a claim under their insurance policy if there is a loss as a result of a builder, tradesperson, developer or owner-builder (as the case may be) failing to complete or commence work and/or failing to rectify defective work. This only applies if the home owner can neither recover the financial loss nor have the work rectified or completed.

It is important for home owners to safeguard their position under an insurance policy. When a home owner becomes aware of defective or incomplete work, they must immediately notify the insurer approved under the Home Building Compensation Fund. This must be in writing and give necessary information on the nature and circumstance of the loss.

A general exemption to construction of a new multi-storey residential building does not require insurance cover under the Home Building Compensation Fund. To be exempt from insurance requirements, a multi-storey building is a building that:

- has a rise of more than three storeys, and
- contains two or more separate dwellings.

OCCUPATIONAL HEALTH AND SAFETY ACT

The common property of many residential buildings may be included under the definition of workplace. This means the Owners Corporation, it's committee and strata managers, are obliged to ensure the property complies with the "safe workplace" requirements of the legislation.

Compliance with the legislation is compulsory. Any purchaser of a strata title property needs to be aware the safety of the common property requires the ongoing attention of every Owners Corporation.

SERVICE & MAINTENANCE AGREEMENTS

No examination has been made of any service or maintenance or other agreements entered into by the Owners Corporation and they are not covered by this report.

LEGISLATION AND GOVERNMENT

The Strata Schemes Management Act and Regulations can be viewed in their complete form at Australasian Legal Information Institute website at www.austlii.edu.au. We have quick links on our website www.stratainspection.com.au. The Office of Fair Trading has several "plain language" publications discussing various aspects of strata living, including the management of disputes. These can be seen at www.fairtrading.nsw.gov.au

PROFESSIONAL INDEMNITY INSURANCE

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

LIMIT OF LIABILITY

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



Balance Sheet

As at 29/10/2021

The Owners of SP 6025

18-20 Stuart Street, COLLAROY NSW 2097

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	11,983.94	13,464.15
Owners Equity--Admin	5,778.91	8,622.50
	<u>17,762.85</u>	<u>22,086.65</u>
Capital Works Fund		
Operating Surplus/Deficit--Capital Works	(37,744.78)	24,668.86
Owners Equity--Capital Works	59,467.78	29,598.06
	<u>21,723.00</u>	<u>54,266.92</u>
Net owners' funds	<u>\$39,485.85</u>	<u>\$76,353.57</u>
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	16,848.25	20,122.15
Receivable--Insurance Claims--Admin	440.00	440.00
Receivable--Levies--Admin (Arrears)	1,591.83	2,322.51
	<u>18,880.08</u>	<u>22,884.66</u>
Capital Works Fund		
Cash at Bank--Capital Works	27,754.29	52,394.83
Receivable--Levies (Special)--Capital Works	1,174.56	0.00
Receivable--Levies--Capital Works (Arrears)	1,307.94	2,852.04
	<u>30,236.79</u>	<u>55,246.87</u>
Unallocated Money		
	<u>0.00</u>	<u>0.00</u>
Total assets	<u>49,116.87</u>	<u>78,131.53</u>
Less liabilities		
Administrative Fund		
Prepaid Levies--Admin	1,117.23	798.01
	<u>1,117.23</u>	<u>798.01</u>
Capital Works Fund		
Prepaid Levies (Special)--Capital Works	7,595.80	0.00
Prepaid Levies--Capital Works	917.99	979.95
	<u>8,513.79</u>	<u>979.95</u>
Unallocated Money		
	<u>0.00</u>	<u>0.00</u>
Total liabilities	<u>9,631.02</u>	<u>1,777.96</u>
Net assets	<u>\$39,485.85</u>	<u>\$76,353.57</u>



Income & Expenditure Statement for the financial year-to-date 01/04/2021 to 29/10/2021

The Owners of SP 6025

18-20 Stuart Street, COLLAROY NSW 2097

Administrative Fund

	Current period 01/04/2021-29/10/2021	Previous year 01/04/2020-31/03/2021
Revenue		
Insurance Claims	0.00	1,952.40
Interest on Arrears--Admin	50.84	89.24
Levies Due--Admin	34,598.66	42,000.00
Total revenue	34,649.50	44,041.64
Less expenses		
Admin--Auditors--Taxation Services	132.00	0.00
Admin--Legal & Debt Collection Fees	0.00	33.00
Admin--Management Fees--Standard	3,034.19	5,026.45
Insurance--Premiums	39.29	11,217.17
Insurance--Valuation	594.00	0.00
Maint Bldg--Ceiling	0.00	121.00
Maint Bldg--Cleaning	3,003.00	5,890.50
Maint Bldg--Cleaning--Carpet/Furniture/Hard Floors	0.00	350.00
Maint Bldg--Cleaning--Windows/Glass	0.00	1,100.00
Maint Bldg--Electrical	0.00	902.00
Maint Bldg--Fire Protection	319.99	1,545.17
Maint Bldg--General Repairs	199.93	82.52
Maint Bldg--Lift--Registration Fees	(73.00)	73.00
Maint Bldg--Locks, Keys & Card Keys	162.50	131.00
Maint Bldg--Pest/Vermin Control	242.00	1,545.50
Maint Bldg--Plumbing & Drainage	1,237.50	1,403.60
Maint Bldg--Roof	1,815.00	1,210.00
Maint Bldg--TV Antenna & Cables	0.00	682.00
Maint Grounds--Gardening Materials	795.00	0.00
Maint Grounds--Lawns & Gardening	2,948.00	5,379.00
Utility--Electricity (Common)	4,741.10	1,684.63
Utility--Rubbish Removal	677.60	792.00
Utility--Water & Sewerage	2,797.46	7,716.69
Total expenses	22,665.56	46,885.23
Surplus/Deficit	11,983.94	(2,843.59)
Opening balance	5,778.91	8,622.50
Closing balance	\$17,762.85	\$5,778.91

Capital Works Fund

	Current period 01/04/2021-29/10/2021	Previous year 01/04/2020-31/03/2021
Revenue		
Interest on Arrears--Capital Works	48.26	88.09
Levies Due (Special)--Capital Works	18,600.00	0.00
Levies Due--Capital Works	32,288.66	42,600.03
Total revenue	50,936.92	42,688.12
Less expenses		
Maint Bldg--Consultants	4,972.00	0.00
Maint Bldg--General Replacement	0.00	1,295.90
Maint Bldg--Plumbing & Drainage	0.00	5,566.00
Maint Bldg--Repairs & Maintenance	83,709.70	0.00
Maint Bldg--Roof	0.00	330.00
Maint Bldg--Structural Rectification	0.00	3,481.50
Maint Grounds--Fencing--Boundary	0.00	2,145.00
Total expenses	88,681.70	12,818.40
Surplus/Deficit	(37,744.78)	29,869.72
Opening balance	59,467.78	29,598.06
Closing balance	\$21,723.00	\$59,467.78



Proposed Budget to apply from 01/04/2021

The Owners of SP 6025

18-20 Stuart Street, COLLAROY NSW 2097

Administrative Fund			
	Proposed budget	Actual 01/04/2020-31/03/2021	Previous budget
Revenue			
Insurance Claims	0.00	1,952.40	0.00
Interest on Arrears--Admin	0.00	89.24	0.00
Levies Due--Admin	47,148.00	42,000.00	42,000.00
Total revenue	47,148.00	44,041.64	42,000.00
Less expenses			
Admin--Bank Charges	90.00	0.00	90.00
Admin--Legal & Debt Collection Fees	0.00	33.00	0.00
Admin--Management Fees--Standard	5,208.00	5,026.45	4,900.00
Insurance--Premiums	13,000.00	11,217.17	14,000.00
Maint Bldg--Ceiling	0.00	121.00	0.00
Maint Bldg--Cleaning	6,000.00	5,890.50	7,200.00
Maint Bldg--Cleaning--Carpet/Furniture/Hard Floors	0.00	350.00	0.00
Maint Bldg--Cleaning--Windows/Glass	1,100.00	1,100.00	715.00
Maint Bldg--Electrical	0.00	902.00	0.00
Maint Bldg--Fire Protection	1,600.00	1,545.17	1,000.00
Maint Bldg--Fire Protection--Contract	0.00	0.00	1,000.00
Maint Bldg--General Repairs	3,500.00	82.52	5,500.00
Maint Bldg--Lift--Registration Fees	0.00	73.00	0.00
Maint Bldg--Locks, Keys & Card Keys	0.00	131.00	0.00
Maint Bldg--Pest/Vermin Control	1,600.00	1,545.50	1,100.00
Maint Bldg--Plumbing & Drainage	0.00	1,403.60	0.00
Maint Bldg--Plumbing--Drains & Sewers	1,200.00	0.00	1,200.00
Maint Bldg--Roof	0.00	1,210.00	0.00
Maint Bldg--TV Antenna & Cables	0.00	682.00	0.00
Maint Grounds--Lawns & Gardening	6,000.00	5,379.00	6,000.00
Utility--Electricity (Common)	1,850.00	1,684.63	1,850.00
Utility--Rubbish Removal	0.00	792.00	0.00
Utility--Water & Sewerage	6,000.00	7,716.69	5,000.00
Total expenses	47,148.00	46,885.23	49,555.00
Surplus/Deficit	0.00	(2,843.59)	(7,555.00)
Opening balance	5,778.91	8,622.50	8,622.50
Closing balance	\$5,778.91	\$5,778.91	\$1,067.50

The Owners of SP 6025		18-20 Stuart Street, COLLAROY NSW 2097
Total units of entitlement	1000	1000
Levy contribution per unit entitlement	\$47.15	\$42.00

Capital Works Fund			
	Proposed budget	Actual 01/04/2020-31/03/2021	Previous budget
Revenue			
Interest on Arrears--Capital Works	0.00	88.09	0.00
Levies Due--Capital Works	42,600.00	42,600.03	42,600.00
Total revenue	42,600.00	42,688.12	42,600.00
Less expenses			
Maint Bldg--Floors/Walls/Ceilings	10,815.00	0.00	10,815.00
Maint Bldg--General Replacement	0.00	1,295.90	0.00
Maint Bldg--Hot Water System-Heaters/UV Sterilisation	3,515.00	0.00	3,515.00
Maint Bldg--Lobbys/Foyers/Hallways	1,135.00	0.00	1,135.00
Maint Bldg--Plumbing & Drainage	0.00	5,566.00	0.00
Maint Bldg--Roof	16,548.00	330.00	16,548.00
Maint Bldg--Structural Rectification	21,631.00	3,481.50	21,631.00
Maint Grounds--Fencing--Boundary	0.00	2,145.00	0.00
Maint Grounds--Landscaping	1,404.00	0.00	1,404.00
Total expenses	55,048.00	12,818.40	55,048.00
Surplus/Deficit	(12,448.00)	29,869.72	(12,448.00)
Opening balance	59,467.78	29,598.06	29,598.06
Closing balance	\$47,019.78	\$59,467.78	\$17,150.06
Total units of entitlement	1000		1000
Levy contribution per unit entitlement	\$42.60		\$42.60

The Owners of SP 6025

18-20 Stuart Street, COLLAROY NSW 2097

Date	Details	Payee	Group	Amount	Status	Type	Ref.No.	Payment No.
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Capital Works Fund

Maint Bldg--Consultants 264200

09/08/2021	U2 Urgent Magnesite Removal	Preservation Technolgies		4,972.00	Paid	DE	INV 2108-2	000167
				<u>\$4,972.00</u>				

Maint Bldg--Repairs & Maintenance 273700

03/06/2021	U12 50% Deposit for remedial works	Burton Group Constructions		6,987.50	Paid	DE	Quote 1089	000150
23/06/2021	U12, 50% Balance of invoice	Burton Group Constructions		6,987.50	Paid	DE	Quote 1098	000154
09/08/2021	U4 Concrete Spalling Repairs	Preservation Technolgies		32,534.70	Paid	DE	INV 2108-3	000167
27/09/2021	U2 Concrete Spalling Repairs 10% Deposit	C Russell Carpentry & Waterproofing Pty Ltd		3,720.00	Paid	DE	INV 1103	000176
13/10/2021	U2 Concrete Spalling Repairs 50% Payment	C Russell Carpentry & Waterproofing Pty Ltd		18,600.00	Paid	DE	INV 1105	000181
14/10/2021	U2 Concrete Spalling Repairs 40% Payment	C Russell Carpentry & Waterproofing Pty Ltd		14,880.00	Paid	DE	INV 1106	000184
				<u>\$83,709.70</u>				

Total expenses \$88,681.70

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



Strata Roll

The Owners of SP 6025

18-20 Stuart Street, COLLAROY NSW 2097

INDIVIDUAL LOT

Lot 14 Associated lots: Unit no. 14

Unit entitlements

Levy Entitlement 63.00 / 1,000.00

Owners

Name	Address for service of notices
------	--------------------------------

Thomas Lloyd Muller & Alexandra Louise Muller	14/18-20 Stuart Street, COLLAROY NSW 2097
---	---

Email Address alliemuller@me.com

Date of entry 04/09/2019

Date of purchase 29/05/2015

Mortgages None

Leases None



Current Owner Account

Thomas & Alexandra Muller

Lot 14 Unit 14

The Owners of SP 6025

18-20 Stuart Street, COLLAROY NSW 2097

Purchased: 29/05/2015 UE / AE: 63.00 / 1,000.00

Date	Details	Administrative Fund due/paid	Capital Works Fund due/paid	Unallocated	Interest paid	Total	Balance (-)prepaid
	Balance brought forward	0.00	0.00	0.00		0.00	0.00
01/01/2020	Quarterly Admin/Capital Works Levy: 01/01/20 - 31/03/20	850.50	478.93	0.00	0.00	1,329.43	1,329.43
17/01/2020	Levy payment for 14/6025	-850.50	-478.93	0.00	0.00	-1,329.43	0.00
16/03/2020	Levy payment for 14/6025	-850.50	-478.93	0.00	0.00	-1,329.43	-1,329.43
01/04/2020	Quarterly Admin/Capital Works Levy: 01/04/20 - 30/06/20	850.50	478.93	0.00	0.00	1,329.43	0.00
15/06/2020	Levy payment for 14/6025	-598.50	-734.96	0.00	0.00	-1,333.46	-1,333.46
01/07/2020	Quarterly Admin/Capital Works Levy: 01/07/20 - 30/09/20	598.50	734.96	0.00	0.00	1,333.46	0.00
15/09/2020	Levy payment for 14/6025	-598.50	-734.96	0.00	0.00	-1,333.46	-1,333.46
01/10/2020	Quarterly Admin/Capital Works Levy: 01/10/20 - 31/12/20	598.50	734.96	0.00	0.00	1,333.46	0.00
01/01/2021	Quarterly Admin/Capital Works Levy: 01/01/21 - 31/03/21	598.50	734.96	0.00	0.00	1,333.46	1,333.46
19/01/2021	Levy payment for 14/6025	-598.50	-734.96	0.00	0.00	-1,333.46	0.00
15/03/2021	Levy payment for 14/6025	-598.50	-734.96	0.00	0.00	-1,333.46	-1,333.46
01/04/2021	Quarterly Admin/Capital Works Levy: 01/04/21 - 30/06/21	598.50	734.96	0.00	0.00	1,333.46	0.00
01/07/2021	Quarterly Admin/Capital Works Levy: 01/07/21 - 30/09/21	790.61	649.61	0.00	0.00	1,440.22	1,440.22
19/08/2021	Levy payment for 14/6025	-780.00	-640.89	0.00	19.33	-1,440.22	19.33
17/09/2021	Special Levy; U2 Urgent Concrete Spalling Repairs	0.00	1,171.80	0.00	0.00	1,171.80	1,191.13
01/10/2021	Quarterly Admin/Capital Works Levy: 01/10/21 - 31/12/21	790.61	649.61	0.00	0.00	1,440.22	2,631.35
17/11/2021	Special Levy; U2 Urgent Concrete Spalling Repairs	0.00	1,171.80	0.00	0.00	1,171.80	
01/01/2022	Quarterly Admin/Capital Works Levy: 01/01/22 - 31/03/22	790.61	649.61	0.00	0.00	1,440.22	
29/10/2021	Current balances excluding interest						
	Administrative Fund	801.22					
	Capital Works Fund	1,830.13					
	Unallocated Money Fund	0.00					
		<u>2,631.35</u>					
	Interest due as at 29/10/2021		13.86				
	Current balance including interest		<u>\$2,645.21</u>				

BOX 1W
(AN466453)



NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE

CP/SP6025

EDITION

5

DATE OF ISSUE

3/7/2018

CERTIFICATE AUTHENTICATION CODE

F4MS-GV-CWFC

I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries as appear in the Second Schedule and to any additional entries in the Folio of the Register.

REGISTRAR GENERAL



LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 6025
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT COLLAROY.

LOCAL GOVERNMENT AREA: NORTHERN BEACHES.

PARISH OF MANLY COVE COUNTY OF CUMBERLAND

TITLE DIAGRAM: SHEET 1 SP6025

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 6025

ADDRESS FOR SERVICE OF NOTICES:

20 STUART STREET

COLLARROY 2097

SECOND SCHEDULE

1. RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2. V222698 LEASE TO THE SYDNEY COUNTY COUNCIL OF SUBSTATION
PREMISES NO. 15915 SHOWN IN V222698 TOGETHER WITH A RIGHT
OF WAY AND AN EASEMENT FOR ELECTRICITY PURPOSES OVER
ANOTHER PART OF THE LAND ABOVE DESCRIBED. EXPIRES 31-12-2033
- AK971351 LEASE OF LEASE V222698 TO BLUE ASSET PARTNER PTY
LTD, ERIC ALPHA ASSET CORPORATION 1 PTY LTD, ERIC
ALPHA ASSET CORPORATION 2 PTY LTD, ERIC ALPHA ASSET
CORPORATION 3 PTY LTD & ERIC ALPHA ASSET CORPORATION 4
PTY LTD EXPIRES: SEE DEALING. CLAUSE 2.3 (b) (ii).
- AK971352 LEASE OF LEASE AK971351 TO BLUE OP PARTNER PTY
LTD, ERIC ALPHA OPERATOR CORPORATION 1 PTY LTD, ERIC
ALPHA OPERATOR CORPORATION 2 PTY LTD, ERIC ALPHA
OPERATOR CORPORATION 3 PTY LTD & ERIC ALPHA OPERATOR
CORPORATION 4 PTY LTD EXPIRES: SEE DEALING. CLAUSE 12.1
- AK971502 MORTGAGE OF LEASE AK971351 TO ANZ FIDUCIARY
SERVICES PTY LTD
- AK971571 CHANGE OF NAME AFFECTING LEASE V222698 LESSEE NOW
ALPHA DISTRIBUTION MINISTERIAL HOLDING CORPORATION
3. ATTENTION IS DIRECTED TO CLAUSE 3 SCHEDULE 4 STRATA SCHEMES
(FREEHOLD DEVELOPMENT) ACT 1973 REGARDING BOUNDARIES
BETWEEN LOTS AND COMMON PROPERTY IN STRATA SCHEMES
REGISTERED BEFORE 1-7-1974
4. AN466453 CONSOLIDATION OF REGISTERED BY-LAWS
5. AN466453 INITIAL PERIOD EXPIRED

END OF PAGE 1 CONTINUED OVER



NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE

CP/SP6025

EDITION

5

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3/7/2018

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REGISTRAR GENERAL



SCHEDULE OF UNIT ENTITLEMENT

(AGGREGATE: 1000)

STRATA PLAN 6025

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 52	2	- 73	3	- 43	4	- 63
5	- 75	6	- 74	7	- 98	8	- 50
9	- 70	10	- 43	11	- 63	12	- 74
13	- 75	14	- 63	15	- 84		

**** END OF CERTIFICATE ****

ANY ATTEMPT TO ALTER THIS CERTIFICATE COULD RESULT IN HEAVY FINES OR IMPRISONMENT (S.141 REAL PROPERTY ACT).



Strata Unit Underwriting Agency Pty Ltd
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246 719
Unit 5/263 Alfred Street, North Sydney, New South Wales 2060
info@suu.com.au | www.suu.com.au | T: 1300 668 066 | F: 1300 668 166

CERTIFICATE OF CURRENCY

To Whom It May Concern

Date: 02.12.20
Policy No.: 06S3181498
Type of Insurance: Residential Strata Insurance
Period Of Insurance: : From 4.00pm 24th November 2020
To 4.00pm 24th November 2021

This policy referred to is current at the date of issue of this certificate and whilst a due date has been indicated, it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

This is to certify cover has been granted in terms of the Insurers Standard Policy, a copy of which is available on request.

This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extents of your insurance cover.

Insured :	Strata Plan No: 6025		
Situation :	20 Stuart Street		
	Collaroy	NSW	2097
Section 1 :	Building including common contents	\$	8,256,318
	Loss of Rent/Temporary Accommodation (15%)	\$	1,238,447
	Catastrophe or Emergency (15%)	\$	1,238,447
	Additional Loss of Rent	\$	Not Insured
	Additional Catastrophe	\$	Not Insured
	Floating Floors	\$	Not Insured
Section 2 :	Glass	\$	Included
Section 3 :	Theft	\$	Included
Section 4 :	Liability	\$	20,000,000
Section 5 :	Fidelity Guarantee	\$	100,000
Section 6 :	Office Bearers Liability	\$	2,000,000
Section 7 :	Voluntary Workers (Weekly/ Capital Benefit)	\$	2000/200,000
Section 8 :	Government Audit Costs	\$	25,000
Section 9 :	Legal Expenses	\$	50,000
Section 10:	Workplace, Health & Safety Breaches	\$	100,000
Section 11:	Machinery Breakdown	\$	Not Insured
Section 12:	Lot Owners Improvements (Per Lot)	\$	250,000
Section 13:	Workers Compensation		Not Insured
Excesses :			
Section 1	\$ 15,000	bursting, leaking, discharging or overflowing of pipes and/or apparatus and any resultant damage	
Section 1	\$ 15,000	all water damage claims	
Section 1	\$ 1,000	all other claims + as per policy wording	
Section 2	\$ 1,000	all claims	
Section 3	\$ 1,000	all claims	



Strata Unit Underwriting Agency Pty Ltd
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246 719
Unit 5/263 Alfred Street, North Sydney, New South Wales 2060
info@suu.com.au | www.suu.com.au | T: 1300 668 066 | F: 1300 668 166

CERTIFICATE OF CURRENCY

Strata Plan 6025
(SUU NSW S7554 0173288/000)

On behalf of the Insurers: Insurance Australia Limited trading as
CGU Insurance ABN 11 000 016 722

Special Terms/ Conditions:

1 . Flood Cover
~~~~~

This policy is extended to include flood. The word "flood" is  
deleted from exclusion 1.e on page 19 and exclusion 1.e on page 21.





# BIV REPORTS PTY LIMITED

Sinking Fund Plans · Building Insurance Valuations · Asbestos Reports · Safety Reports  
COVID-19 Plans + Posters · Cladding Clearance Certificates · Life Cycle Maintenance Reports

ABN 60 508 188 246

Strata Compliance Specialists

## BUILDING INSURANCE VALUATION

June 2021

Photo date: May 2021



20 STUART STREET, COLLAROY :: SP6025



biv@biv.com.au



www.biv.com.au

Certified Property Professionals

P: 1300 107 280



STRATA SERVICES  
SPECIALIST  
COMPANY

02 9114 9800



strata  
community  
association®

PO Box 2230, Nth Parramatta 1750

Liability limited by a scheme approved under Professional Standards Legislation

# *Building Insurance Valuation*

## *Certificate of Value*

*In accordance with the Strata Schemes Management Act 2015 and Strata Schemes Management Regulation 2016. This is to certify the Replacement Cost only of the buildings of the Plan described herein, in accordance with section 161(1)(b) of the Act (Replacement) and excludes any assessment of the undefined and unclear Reinstatement component under the new section 161(1)(c) where the building is damaged but not destroyed.*

**Reported interest of:** *The Registered Proprietors of SP6025*

**Address of property:** *20 Stuart Street, Collaroy*

**Land description:** *Lots 1-15 and the Common Property*

**Subject Improvements:** *Five level unit complex with car accommodation*

*(Brief description only)*

**Registration date & brief description:** *Registered 1972, masonry, tile roof, landscaped areas, and average finish*

**Normal items and events included in the value ascribed below:** *Replacement of the buildings and other improvements, demolition and removal of debris, architects and other professional fees, 30 months allowance for rise and fall in building costs, including GST*

**Date Prepared:** *21 June 2021*

**Date of Valuation:** *21 June 2021*

**Certificate Number:** *62908*

*In accordance with the comments made within this Certificate and based upon Building Costs reasonably available as at the Date Prepared, we are of the opinion that the Building Costs including the items listed above and in modern materials as at the Date of Valuation, can be fairly expressed in the amount of*

***Eight million two hundred and forty thousand dollars***

***\$8,240,000***

This Certificate should be read with Page 2 of this Certificate including the disclaimers provided

**BIV Reports Pty Limited** ABN 60 508 188 246

Phone: 1300 10 72 80

PO Box 2230

Regulated by RICS

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Fax: 1300 766 180

North Parramatta NSW 1750

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***Page 1 of 2***

# *Building Insurance Valuation*

## *Summary of Calculations*

|                                                                |                                             |                           |
|----------------------------------------------------------------|---------------------------------------------|---------------------------|
| <i>Reported interest of:</i>                                   | <i>The Registered Proprietors of SP6025</i> |                           |
| <i>Address of property:</i>                                    | <i>20 Stuart Street, Collaroy</i>           |                           |
| <i>Estimated Replacement cost of all buildings</i>             |                                             | <i>\$6,067,307</i>        |
| <i>Add an allowance for demolition &amp; removal of debris</i> |                                             | <i>\$237,150</i>          |
| <i>Add an allowance for professional fees</i>                  |                                             | <i><u>\$504,357</u></i>   |
| <i>Sub total (rounded)</i>                                     |                                             | <i>\$6,808,813</i>        |
| <i>Allow for escalation in costs for 30 months</i>             |                                             | <i>\$680,881</i>          |
| <i>Add GST</i>                                                 |                                             | <i><u>\$748,969</u></i>   |
| <i>Total (rounded)</i>                                         |                                             | <i>\$8,238,664</i>        |
| <i>Recommended Sum Insured on a Replacement basis only</i>     |                                             | <i><b>\$8,240,000</b></i> |
| <i>Additional items and events to be insured:</i>              | <i>Nil</i>                                  |                           |

This certificate is for the use of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this certificate. Neither the whole nor any part of this certificate or any reference thereto may be included in any published document, circular or statement or published in any way without our written approval of the form and context in which it may appear. No responsibility is accepted for any unforeseen change in the market in the future. This Certificate of Value has been prepared on the basis of instruction being for Building Replacement Insurance purposes only and for no other purpose. A comprehensive valuation report should be commissioned if a party intends to change their financial position relating to the above property or interest. For example, a valuation for market value purposes or reinstatement (where the buildings are damaged but not destroyed) would include detailed commentary relating to any risks associated with the property.

Any estimate includes an escalation for reasonable growth perceived today, and from the Date of Preparation to the date of likely completion of construction. As the Owners Corporation's liability is unlimited they should view the recommended sum insured as a minimum amount and consider insuring for a higher amount if they believe their particular circumstances warrants it. Our Certificate does not cover the property's structural condition nor environmental contamination, nor is it a quantitative survey and assumes that the existing improvements can be rebuilt in accordance with the relevant planning instruments. As we are not town planners and nor have we been provided with town planning advice this Certificate does not cover loss of floor space or use if the zoning does not allow re-building of the existing improvements. You are to ensure that your particular insurance policy provides further allowance for any rebuilding on another site, that is, additional allowance for purchasing another site, and catastrophe, amongst other things. We do not allow for increased costs due to catastrophic events (such as earthquakes or floods).

The above has been calculated in accordance with valuation best practice or the relevant Act and Regulation which we interpret as a Building Replacement cost (and not for Re-instatement which may be a significantly higher cost). The recommended sum insured is calculated from an amalgam of estimates and a single figure is provided for practical purposes from within a range of values and a combination of a range of estimates. Areas have been calculated from our on-site measurements of the external parts of the building and or the subject Strata, Community or similar Plan. Building plans or building surveys should be provided to the Valuer if the Owners Corporation requires a more accurate assessment of areas. We have relied upon either Rawlinsons, Cordells, or Quantity Surveyors to assess the cost of replacement in modern materials and do not accept responsibility for any errors from the above providers of source data. Our inspection of the building does not include inaccessible areas of the property nor do we identify or comment on the structural integrity, rot, defect, infestation of the improvements.

**BIV Reports Pty Limited** ABN 60 508 188 246

Phone: 1300 10 72 80

PO Box 2230

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*Page 2 of 2*



## Capital Works Fund Plan

**Strata Plan 6025**

**18-20 STUART STREET**

**Collaroy NSW 2097**



*Compiled by Robert Gilmore*

*20 April 2018*

Proud Members of:



**SAGEVIEW [NSW] PTY LTD**

Phone: 1300 094 648

Email: [enquiries@sageview.com.au](mailto:enquiries@sageview.com.au)

Web: [www.sageview.com.au](http://www.sageview.com.au)

PO Box 155 Parramatta CBD NSW 2124

20 April 2018

The Owner's Corporation for SP 6025  
Paul Bailey  
Strata Partners Pty Ltd  
PO Box 3046  
Willoughby North NSW 2068

Dear Owners,

**Capital Works Fund Plan – SP 6025**

Thank you for obtaining your Capital Works Fund plan from Sageview.

As requested by the Owners Corporation Sageview has compiled a Capital Works Fund Budget for the common areas of the subject property. The 15 year plan will provide for long-term maintenance and repair of the building as well as replacement of common property items. The aim of a Capital Works Fund is to regulate levies over time so there won't be excessively heavy assessments during any one year. This information is also useful and must be made available to lot owners and potential buyers to ensure transparency of incumbent property costs.

The Capital Works Fund report consisted of a site inspection identifying and assessing the condition of the common property and materials used and estimating their life expectancy. Our experienced building inspectors use rates commonly used in the industry today. Life expectancies and life cycles used in the report are intended as a guide for the purpose of determining a reasonable budget allowance for every year covered by this report. It is not a maintenance report and should only be used as a guide for maintenance.

The Owners Corporation was requested to make available to Sageview all relevant information regarding the property including financial details and any expected maintenance issues and costs which would likely impact the Capital Works Fund Plan.

The Capital Works Fund plan has been set out for the next 15 years but it should be noted that it should be reviewed every few years, (relative to size of complex) to update any changes caused by abnormal expenditure, government legislations, differences between tender prices and monies allocated in the report, building material availability and condition of the building.

### Report Imputations

|                                                                         |              |
|-------------------------------------------------------------------------|--------------|
| Strata Plan                                                             | 6025         |
| Date Plan Registered                                                    | 1971         |
| Number of Units                                                         | 15           |
| Number of Entitlements                                                  | 1000         |
| Estimated Capital Works Fund Balance at start of financial year         | \$34,532     |
| Start date of Financial Year                                            | 1 April 2018 |
| Total previous Capital Works Fund Levy (ex GST)                         | \$13,030     |
| Assumed Interest Rate on invested funds                                 | 2%           |
| Taxation Rate on income from Invested Funds                             | 30%          |
| Contingency Allowance - For minor and/or unforeseen expenses.           | 10%          |
| Assumed Rate of Inflation for Building Maintenance / Construction Costs | 4%           |

The estimated first year total contribution for the Capital Works Fund is:

**\$32,600 ex GST**

Please ensure the Capital Works Fund plan is regularly reviewed and updated every 2 - 5 years (relative to size of complex).

Please contact Sageview should further information or clarification be required on 1300 094 648

Yours sincerely

Robert Gilmore

**Table 1 - Estimated Cash Flow**

| Yr | Period                    | Opening<br>Balance | Annual<br>Contributions | Estimated<br>Expenditure | Interest on<br>Investment | Estimated<br>Tax | Closing<br>Balance | Contribution per<br>Unit Entitlement |
|----|---------------------------|--------------------|-------------------------|--------------------------|---------------------------|------------------|--------------------|--------------------------------------|
| 1  | 01 Apr 2018 - 31 Mar 2019 | 34523              | 32600                   | 16060                    | 690                       | 207              | 51546              | 32.60                                |
| 2  | 01 Apr 2019 - 31 Mar 2020 | 51546              | 33904                   | 6303                     | 1030                      | 309              | 79868              | 33.90                                |
| 3  | 01 Apr 2020 - 31 Mar 2021 | 79868              | 35260                   | 60256                    | 1597                      | 479              | 55990              | 35.26                                |
| 4  | 01 Apr 2021 - 31 Mar 2022 | 55990              | 36670                   | 71418                    | 1119                      | 335              | 22026              | 36.67                                |
| 5  | 01 Apr 2022 - 31 Mar 2023 | 22026              | 38136                   | 0                        | 440                       | 132              | 60470              | 38.14                                |
| 6  | 01 Apr 2023 - 31 Mar 2024 | 60470              | 39661                   | 8495                     | 1209                      | 362              | 92483              | 39.66                                |
| 7  | 01 Apr 2024 - 31 Mar 2025 | 92483              | 41247                   | 12907                    | 1849                      | 554              | 122118             | 41.25                                |
| 8  | 01 Apr 2025 - 31 Mar 2026 | 122118             | 42896                   | 131506                   | 2442                      | 732              | 35218              | 42.90                                |
| 9  | 01 Apr 2026 - 31 Mar 2027 | 35218              | 44611                   | 1444                     | 704                       | 211              | 78878              | 44.61                                |
| 10 | 01 Apr 2027 - 31 Mar 2028 | 78878              | 46395                   | 65369                    | 1577                      | 473              | 61008              | 46.40                                |
| 11 | 01 Apr 2028 - 31 Mar 2029 | 61008              | 48250                   | 27190                    | 1220                      | 366              | 82922              | 48.25                                |
| 12 | 01 Apr 2029 - 31 Mar 2030 | 82922              | 50180                   | 119061                   | 1658                      | 497              | 15202              | 50.18                                |
| 13 | 01 Apr 2030 - 31 Mar 2031 | 15202              | 52187                   | 35222                    | 304                       | 91               | 32380              | 52.19                                |
| 14 | 01 Apr 2031 - 31 Mar 2032 | 32380              | 54274                   | 23230                    | 647                       | 194              | 63877              | 54.27                                |
| 15 | 01 Apr 2032 - 31 Mar 2033 | 63877              | 56444                   | 107912                   | 1277                      | 383              | 13303              | 56.44                                |



### Table 2 - Estimated Expenditure

| No.                | Location<br>and Item      | Work Description                                                                 | Qty     | Est<br>Item Life | Year Next Due | Est Cost |
|--------------------|---------------------------|----------------------------------------------------------------------------------|---------|------------------|---------------|----------|
| Building Exteriors |                           |                                                                                  |         |                  |               |          |
| 1                  | Painting                  | Paint building exterior facade (slab edges)                                      | 21 sqm  | 10               | 8             | 588      |
| 2                  | Painting                  | Paint roof eaves                                                                 | 164 lm  | 10               | 8             | 5248     |
| 3                  | Painting                  | Paint balcony ceilings and overhang soffits                                      | 130 sqm | 10               | 8             | 3380     |
| 4                  | Painting                  | Paint pedestrian door faces to balconies and entries                             | 19 No   | 10               | 8             | 2375     |
| 5                  | Painting                  | Scaffolding - work above 6 metres                                                | 1 item  | 10               | 8             | 3200     |
| 6                  | Rectification             | Allowance for concrete spalling and brick repair                                 | 1 item  | 10               | 8             | 7500     |
| 7                  | Cleaning                  | External facade cleaning                                                         | 1 item  | 15               | 3             | 10000    |
| 8                  | Balustrades,<br>Handrails | Replace / maintain balcony and stairs balustrades (Total 12 lm)                  | 3 lm    | 6                | 6             | 840      |
| 9                  | Balustrades,<br>Handrails | Replace maintain glass balustrades                                               | 16 lm   | 5                | 10            | 7680     |
| 10                 | Windows                   | Replace / maintain common property aluminium windows                             | 1 item  | 5                | 10            | 22580    |
| 11                 | Doors                     | Replace / maintain external entry doors and hardware                             | 4 No    | 50               | 4             | 9000     |
| 12                 | Floor Coverings           | Replace / maintain floor tiles and membrane to balconies                         | 84 sqm  | 4                | 4             | 48720    |
| <b>Roof Area</b>   |                           |                                                                                  |         |                  |               |          |
| 13                 | Roofing                   | Replace bedding and pointing (Total 42 lm)to tile roof including edge protection | 26 lm   | 30               | 15            | 3276     |
| 14                 | Roofing                   | Replace roof timbers and paint roof tiles                                        | 1 item  | 30               | 3             | 15300    |
| 15                 | Gutters                   | Replace / maintain fascia gutters (Total 65 lm)                                  | 13 lm   | 5                | 10            | 1495     |
| 16                 | Downpipes                 | Replace / maintain downpipes (Total 85 lm)                                       | 19 lm   | 5                | 10            | 1425     |
| 17                 | Downpipes                 | Replace / maintain rainheads (Total 8 No.)                                       | 3 lm    | 15               | 15            | 1275     |



| No.                       | Location and Item | Work Description                                                                   | Qty        | Est Item Life | Year Next Due | Est Cost | 2018<br>Year 1 | 2019<br>Year 2 | 2020<br>Year 3 | 2021<br>Year 4 | 2022<br>Year 5 | 2023<br>Year 6 | 2024<br>Year 7 | 2025<br>Year 8 | 2026<br>Year 9 | 2027<br>Year 10 | 2028<br>Year 11 | 2029<br>Year 12 | 2030<br>Year 13 | 2031<br>Year 14 | 2032<br>Year 15 |
|---------------------------|-------------------|------------------------------------------------------------------------------------|------------|---------------|---------------|----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Building Interiors</b> |                   |                                                                                    |            |               |               |          |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |                 |                 |
| 18                        | Painting          | Stairways - Paint walls                                                            | 257<br>sqm | 10            | 8             | 5654     |                |                |                |                |                |                |                | 7440           |                |                 |                 |                 |                 |                 |                 |
| 19                        | Painting          | Stairways - Paint ceilings and under stairs                                        | 82<br>sqm  | 10            | 8             | 1968     |                |                |                |                |                |                |                | 2589           |                |                 |                 |                 |                 |                 |                 |
| 20                        | Painting          | Stairways - Paint all internal door faces                                          | 21<br>No   | 10            | 8             | 2625     |                |                |                |                |                |                |                | 3454           |                |                 |                 |                 |                 |                 |                 |
| 21                        | Floor Coverings   | Stairways - Replace carpet                                                         | 1<br>sqm   | 15            | 12            | 17500    |                |                |                |                |                |                |                |                |                |                 |                 | 26940           |                 |                 |                 |
| 22                        | Floor Coverings   | Stairways - Replace / maintain floor ties (Total 41 sqm)                           | 15<br>sqm  | 15            | 15            | 3760     |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |                 | 81              |
| 23                        | Doors             | Stairways - Replace internal entry doors and door hardware                         | 5<br>No    | 15            | 15            | 6750     |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |                 | 11              |
| 24                        | Painting          | Basement store room access way areas - Paint walls                                 | 20<br>sqm  | 10            | 8             | 440      |                |                |                |                |                |                |                | 579            |                |                 |                 |                 |                 |                 |                 |
| 25                        | Painting          | Basement store room access way areas - Paint ceilings                              | 69<br>sqm  | 10            | 8             | 1656     |                |                |                |                |                |                |                | 2179           |                |                 |                 |                 |                 |                 |                 |
| 26                        | Painting          | Basement store room access way areas - Paint door face                             | 8<br>No    | 10            | 8             | 1000     |                |                |                |                |                |                |                | 1315           |                |                 |                 |                 |                 |                 |                 |
| 27                        | Doors             | Basement store room access way areas - Replace internal utility doors and hardware | 1<br>No    | 4             | 3             | 1050     |                |                | 1135           |                |                |                | 1328           |                |                |                 | 1554            |                 |                 |                 | 11              |
| 28                        | Rectification     | Allowance for concrete spalling ( due to Magnesite)                                | 1<br>Item  | 10            | 3             | 20000    |                |                | 21631          |                |                |                |                |                |                |                 |                 |                 | 32020           |                 |                 |
| <b>Building Services</b>  |                   |                                                                                    |            |               |               |          |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |                 |                 |
| 29                        | Fire Services     | Replace / maintain fire extinguishers                                              | 6<br>No    | 10            | 9             | 960      |                |                |                |                |                |                |                |                | 1313           |                 |                 |                 |                 |                 |                 |
| 30                        | Hot Water System  | Replace electric hot water storage systems (315 litre)                             | 2<br>No    | 12            | 8             | 6500     |                |                |                |                |                |                |                | 8553           |                |                 |                 |                 |                 |                 |                 |
| 31                        | Hot Water System  | Replace electric hot water storage systems (315 litre)                             | 1<br>No    | 12            | 12            | 3250     |                |                |                |                |                |                |                |                |                |                 |                 | 5003            |                 |                 |                 |
| 32                        | Hot Water System  | Replace electric hot water storage systems (315 litre)                             | 1<br>Item  | 12            | 3             | 3250     |                |                | 3515           |                |                |                |                |                |                |                 |                 |                 |                 |                 | 54              |
| 33                        | Lighting          | Replace external / internal light fittings                                         | 3<br>No    | 4             | 2             | 960      |                | 998            |                |                |                | 1167           |                |                |                | 1366            |                 |                 |                 | 1598            |                 |
| 34                        | Electrical        | Electrical Allowance                                                               | 1<br>Item  | 4             | 3             | 1050     |                |                | 1135           |                |                |                | 1328           |                |                |                 | 1554            |                 |                 |                 | 11              |
| 35                        | Plumbing          | Plumbing allowance                                                                 | 1<br>Item  | 4             | 2             | 3200     |                | 3328           |                |                |                | 3693           |                |                |                | 4554            |                 |                 |                 | 5326            |                 |
| <b>External Areas</b>     |                   |                                                                                    |            |               |               |          |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |                 |                 |
| 36                        | Letterboxes       | Replace / maintain letterboxes (Total 16 No)                                       | 3<br>No    | 5             | 10            | 615      |                |                |                |                |                |                |                |                |                |                 | 875             |                 |                 |                 | 11              |

| No.                                                       | Location and Item      | Work Description                                                          | Qty    | Est Item Life | Year Next Due | Est Cost | 2018<br>Year 1 | 2019<br>Year 2 | 2020<br>Year 3 | 2021<br>Year 4 | 2022<br>Year 5 | 2023<br>Year 6 | 2024<br>Year 7 | 2025<br>Year 8 | 2026<br>Year 9 | 2027<br>Year 10 | 2028<br>Year 11 | 2029<br>Year 12 | 2030<br>Year 13 | 2031<br>Year 14 | 2032<br>Year 15 |
|-----------------------------------------------------------|------------------------|---------------------------------------------------------------------------|--------|---------------|---------------|----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 37                                                        | Fencing                | Replace / maintain boundary timber fencing (Total 88 lm 50% shared)       | 35 lm  | 5             | 10            | 2450     |                |                |                |                |                |                |                |                |                | 3487            |                 |                 |                 |                 | 4               |
| 38                                                        | Gardens and Grounds    | Repairs stairs & retaining walls                                          | 1 Item | 10            | 1             | 14500    | 14600          |                |                |                |                |                |                |                |                |                 | 21511           |                 |                 |                 |                 |
| 39                                                        | Gardens and Grounds    | Refurbish landscaped areas including tree trimming                        | 1 Item | 4             | 2             | 1350     |                | 1404           |                |                |                | 1642           |                |                |                | 1921            |                 |                 |                 | 2247            |                 |
| 40                                                        | Driveways and Walkways | Replace / maintain sections of vehicle access ways and hardstanding areas | 35 sqm | 7             | 7             | 7175     |                |                |                |                |                |                | 9078           |                |                |                 |                 |                 |                 | 11946           |                 |
|                                                           |                        |                                                                           |        |               |               |          | 14600          | 5730           | 54779          | 64926          | 0              | 7723           | 11734          | 119551         | 1313           | 59427           | 24719           | 108238          | 32020           | 21119           | 98              |
| Yearly Estimated Expenditure including 10.00% Contingency |                        |                                                                           |        |               |               |          | 16060          | 6303           | 60256          | 71418          | 0              | 8495           | 12907          | 131506         | 1444           | 65369           | 27190           | 119061          | 35222           | 23230           | 107             |

**Table 3 - Estimated Expenditure Summary**

| Item                      | 2018<br>2019 | 2019<br>2020 | 2020<br>2021 | 2021<br>2022 | 2022<br>2023 | 2023<br>2024 | 2024<br>2025 | 2025<br>2026  | 2026<br>2027 | 2027<br>2028 | 2028<br>2029 | 2029<br>2030  | 2030<br>2031 | 2031<br>2032 | 2032<br>2033 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|
| Building Structure        |              |              | 21631        |              |              |              |              | 9869          |              |              |              |               | 32020        |              |              |
| Communications            |              |              |              |              |              |              |              |               |              | 875          |              |               |              |              | 106          |
| Doors, Windows            |              |              | 1135         | 10123        |              |              | 1328         |               |              | 32138        | 1554         |               |              |              | 5260         |
| Drainage                  |              |              | 16548        |              |              |              |              |               |              | 4155         |              |               |              |              | 1293         |
| Fencing                   |              |              |              |              |              |              |              |               |              | 3487         |              |               |              |              | 424          |
| Fire Systems              |              |              |              |              |              |              |              |               | 1313         |              |              |               |              |              |              |
| Floor coverings           |              |              |              | 54803        |              |              |              | 64112         |              |              |              | 101942        |              |              | 651          |
| Grounds Maintenance       | 14600        | 1404         |              |              |              | 1642         |              |               |              | 1921         | 21611        |               |              | 2247         |              |
| Electrical, Lighting      |              | 998          | 1135         |              |              | 1167         | 1328         |               |              | 1366         | 1554         |               |              | 1598         | 181          |
| Painting                  |              |              |              |              |              |              |              | 37017         |              |              |              |               |              |              |              |
| Roadways, Pathways        |              |              |              |              |              |              | 9078         |               |              |              |              |               |              | 11946        |              |
| Plumbing                  |              | 3328         | 3515         |              |              | 3893         |              | 8553          |              | 4554         |              | 5003          |              | 5328         | 562          |
| Miscellaneous             |              |              | 10815        |              |              |              |              |               |              |              |              |               |              |              |              |
| Balustrades and Handrails |              |              |              |              |              | 1021         |              |               |              | 10931        |              | 1293          |              |              | 1328         |
| Contingency               | 1460         | 573          | 5477         | 6492         | 0            | 772          | 1173         | 11955         | 131          | 5942         | 2471         | 10823         | 3202         | 2111         | 981          |
| <b>Total</b>              | <b>16060</b> | <b>6303</b>  | <b>60256</b> | <b>71418</b> | <b>0</b>     | <b>8495</b>  | <b>12907</b> | <b>131506</b> | <b>1444</b>  | <b>65369</b> | <b>27190</b> | <b>119061</b> | <b>35222</b> | <b>23230</b> | <b>1079</b>  |

# Fire Safety Statement

Approved under the Environmental Planning and Assessment Regulation 2000.

Version 2.0

Effective from 1 December

## How to complete this form

1. Please print in CAPITAL LETTERS
2. Please complete all relevant sections in full

## Note

1. A reference to 'the Regulation' in this statement is a reference to the Environmental Planning and Assessment Regulation 2000
2. A reference to a CFSP in this statement is a reference to a 'competent fire safety practitioner' as defined by clause 167A of the Regulation

## Section 1: Type of statement

This is (mark applicable box) ☒ an annual fire safety statement (complete the declaration at [Section 7](#) of this form)  
☐ a supplementary fire safety statement (complete the declaration at [Section 8](#) of this form)

## Section 2: Building the subject of this statement

| Street No. | Street Name   | Suburb   | Postcode |
|------------|---------------|----------|----------|
| 18-20      | Stuart Street | Collaroy | 2097     |

| Lot No (if known) | DP/SP (if known) | Building Name (if applicable) |
|-------------------|------------------|-------------------------------|
|                   | SP6025           |                               |

This statement applies to (mark applicable box) ☒ the whole building  
☐ part of the building

## Section 3: Description of the building or part of the building the subject of this statement

| Storeys above ground in the building (No.) | Storeys below ground in the building (No.) |
|--------------------------------------------|--------------------------------------------|
| 4                                          | 0                                          |

If statement relates to a part – describe that part and its location in the building

|       |
|-------|
| Whole |
|-------|

Uses of building or part subject to this statement (e.g. retail, offices, residential, assembly, carparking)

|             |
|-------------|
| Residential |
|-------------|

## Section 4: Name and address of owner of the building or part

| Title | Given Name/s   | Family Name |
|-------|----------------|-------------|
|       | C/-Precise PSM |             |

| Street No. | Street Name                          | Suburb    | Postcode |
|------------|--------------------------------------|-----------|----------|
|            | C/- Suite 48, 117 Old Pittwater Road | Brookvale | 2100     |

## Section 5: Fire Safety Measures

1. All essential fire safety measures (including critical fire safety measures) must be listed for an annual fire safety statement
2. Only critical fire safety measures must be listed for a supplementary fire safety statement



| Fire Safety Measure         | Date Assessed | CFSP* | Minimum Standard of Performance |
|-----------------------------|---------------|-------|---------------------------------|
| Portable Fire Extinguishers | 11.09.2019    | AC    | AS 2444 - 1995                  |
| Smoke Alarms                | 11.09.2019    | AC    | AS3786-1993                     |
| Fire Doors                  | 11.09.2019    | AC    | AS1905.1-1997                   |

\* Insert initials of CFSP

## Section 6: Details of competent fire safety practitioners (CFSPs)

The table must include details of:

1. Each CFSP who endorsed a fire safety measure referred to in Section 5 of this form
2. Each CFSP who inspected the building in accordance with clause 175(b) of the Regulation (in a shaded row)

| Initials | Given Name/s | Family Name | Phone     | Email                    | Signature                                                                             |
|----------|--------------|-------------|-----------|--------------------------|---------------------------------------------------------------------------------------|
| AC       | Andrew       | Capizzi     | 9630 8083 | andrew@accessfire.com.au |    |
|          |              |             |           |                          |                                                                                       |
|          |              |             |           |                          |                                                                                       |
|          |              |             |           |                          |                                                                                       |
|          |              |             |           |                          |                                                                                       |
|          |              |             |           |                          |                                                                                       |
|          |              |             |           |                          |                                                                                       |
|          |              |             |           |                          |                                                                                       |
|          |              |             |           |                          |                                                                                       |
| AC       | Andrew       | Capizzi     | 9630 8083 | andrew@accessfire.com.au |  |



## Section 7: Annual fire safety statement declaration

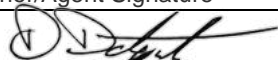
I, (insert full name)

being the (mark applicable box) ☐ owner

☒ owner's agent

certify 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:

- i. in the case of an essential fire safety measure identified in Section 5 of this form and the fire safety schedule - to a standard no less than that specified in the schedule, or
  - ii. in the case of any other essential fire safety measure identified in Section 5 of this form - 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 the Regulation.

| Owner/Agent Name | Owner/Agent Signature                                                              | Date       |
|------------------|------------------------------------------------------------------------------------|------------|
| Darren Delgaty   |  | 09/12/2019 |

## Section 8: Supplementary fire safety statement declaration

I, Click here (insert full name)

being the (mark applicable box) ☐ owner

☐ owner's agent

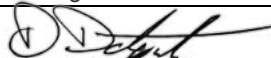
certify that each critical fire safety measure specified in this statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this statement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

| Owner/Agent Name | Owner/Agent Signature | Date |
|------------------|-----------------------|------|
|                  |                       |      |

## Section 9: Owner's authorisation

(To be completed where an agent makes the declaration in Section 7 or Section 8 of this form)

I, being the owner, authorise the agent named in Section 7 or Section 8 to act on my behalf to make the declaration.

| Owner's Name                                  | Owner's Signature                                                                    | Date       |
|-----------------------------------------------|--------------------------------------------------------------------------------------|------------|
| Darren Delgaty (On behalf of the owners Corp) |  | 09/12/2019 |

## Section 10: Contact details of person issuing this statement

| Title | Given Name/s | Family Name |
|-------|--------------|-------------|
| Mr    | Darren       | Delgaty     |

| Phone        | Email                      |
|--------------|----------------------------|
| 02 9091 0369 | d.delgaty@precise.property |

## Section 11: Fire safety schedule

A current fire safety schedule for the building must be attached to this statement.

2 August 2021

The Owners of Strata Plan 6025  
C/- Precise Property Strata Management  
Suite 48 117 Old Pittwater Road  
BROOKVALE NSW 2100

Dear Sir / Madam

**Reminder - Annual Fire Safety Statement**  
**Premises: 20 Stuart Street COLLAROY NSW 2097**  
**Quote Ref: AFSS00052**

This is to remind you that the Annual Fire Safety Statement (AFSS) for the Essential Fire Safety Measures installed in the building at the above-described property, **is due for submission to Council by 2 November 2021.**

All statements can be emailed to Council quoting your AFSS reference number via [council@northernbeaches.nsw.gov.au](mailto:council@northernbeaches.nsw.gov.au)

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

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

**An invoice for the administrative fee of \$96 will be raised and emailed or posted when the Annual Fire Safety Statement has been acknowledged.**

Prior to signing and submitting the Statement please check that all the Essential Fire Safety Measures with their appropriate Standard of Performance have been listed.

Upon receipt of the Statement Council will provide an acknowledgement letter advising the due date for submission of the next Annual Fire Safety Statement.

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

Yours faithfully



Carl Georgeson  
**Team Leader Building Control**

## SCHEDULE OF ESSENTIAL OR CRITICAL FIRE SAFETY MEASURES

**PREMISES: 20 Stuart Street COLLAROY NSW 2097**

**Please quote the AFSS Reference number on your statement and in any correspondence to Council.**

The following items shall be certified:

|   | Fire Safety Measures                          | Standard of Performance |
|---|-----------------------------------------------|-------------------------|
| 1 | Fire Doors                                    | AS1905.1 (1997)         |
| 2 | Portable fire extinguishers and fire blankets | AS 2444 - 1995          |
| 3 | Smoke Alarms                                  | AS 3786                 |

### Important Information

Note that the essential fire safety measures listed in the preceding table are those in the Council Fire Safety Measures Register for the building. If you believe that the fire safety measures in the subject premises are different from those listed in the table, you are to provide certification from a qualified person listing what essential fire safety measures are different, and what has changed since the original schedule was developed.

The Annual Fire Safety Statement (AFSS) is collected by Council Part 9 under Division 5 of the *Environmental Planning and Assessment Regulation 2000 (EP&A)*, and must cover all the Essential Fire Safety Measures in the Building and Standard of Performances on one AFSS.

It is a statutory obligation upon the owner of a building to cause the Council to be given an AFSS for the building within 12 months after the date on which the previous AFSS or Final Fire Safety Certificate was given. You are strongly advised to review this legislation.

Please put procedures in place that alert you well before the due date of the AFSS so you can arrange the necessary professional inspections to enable the timely submission of the Statement to Council and Fire & Rescue NSW – email address is [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au)

The required assessment and inspection must have been carried out within three (3) months prior to the date on which the AFSS is issued. The statement is invalid unless all the Essential Fire Safety Measures listed on the Fire Safety Schedule with their appropriate Standard of Performance and date of assessment are included.

**NOTE: THE PERSON SIGNING THE STATEMENT IS RESPONSIBLE FOR ENSURING THAT ALL THE MEASURES LISTED ARE COMPLETE AND ACCURATE.**

Because of the potential implications of a late AFSS on life safety, Council will enforce a minimum tolerance approach to this matter and will issue you with a Penalty Infringement Notice if you do not submit the Annual Fire Safety Statement is not submitted by the due date.

The current prescribed fixed penalties for late submission are \$1000 for 1 week past the due date, \$2000 for two (2) weeks past the due date, \$3000 for three (3) weeks past the due date and \$4000 for four (4) weeks past the due-date.



6025-Plan



**The Window Guy**

# Compliance Certificate

Protection of operable window as per legislation S64A requirements for windows with an external fall height greater than 2 meters and 1.7 meters or less from internal floor level.

Date of Certification: 15/08/2018  
Site Address: 18-20 Stuart street, Collaroy  
Window Type: Timber double hung, timber awning  
Strata Plan: 6025  
Comments:

*All safety devices come with a limited manufacturer's warranty. The Window Guy recommends each Strata Plan carries out an annual scheduled maintenance plan to ensure continued compliance.*

Tested to ICP005: "Force test for window control devices @ 250 Newtons

Pass



Fail



Test was carried out as per the Strata Schemes Management Act 2015 (NSW) S64A and Strata Schemes Management Regulations 2016 (NSW) S31. Device was fitted at an opening no greater than 125mm and force tested to withstand 250 Newtons of force.

info@thewindowguy.com.au  
www.thewindowguy.com.au

Lic No. 183929C  
ABN: 46613909961



Our AWA membership is your  
guarantee of performance



# MINUTES OF THE EXTRAORDINARY GENERAL MEETING THE OWNERS - STRATA PLAN 6025

ADDRESS OF THE STRATA SCHEME:  
18-20 Stuart Street, COLLAROY NSW 2097

LOCATION: Via online voting or Papervote via Email  
DATE: Monday, 06 September 2021  
TIME: 10:00 AM

PRESENT:

| Lot # | Unit # | Attendance | Owner Name<br>Representative |
|-------|--------|------------|------------------------------|
| 1     | 1      | Yes        | Robert & Christine Ridings   |
| 2     | 2      | Yes        | T. Binstead & N. Florance    |
| 6     | 6      | Yes        | Steven & Lisa Leach          |
| 7     | 7      | Yes        | Kim Hamilton                 |
| 8     | 8      | Yes        | Penelope Ann Jones           |
| 13    | 12a    | Yes        | Calvin & Rachel Lynch        |
| 15    | 15     | Yes        | Matthew Andrews              |

CHAIRPERSON: Melissa Macpherson (under delegated authority)

Minutes of the meeting:

## 1 Minutes

Resolved that the minutes of the last general meeting of the owners corporation be confirmed as a true record of the proceedings of that meeting.

## 2 SPECIAL LEVY

Resolved the Owners - Strata Plan No.6025 RESOLVES by ordinary resolution pursuant to s 81(4) of the *Strata Schemes Management Act 2015* that as the owners corporation is faced with expenses referred to in the Schedule which it cannot at once meet from its **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: **Unit 2 Urgent Concrete Spalling (Concrete Cancer) Repairs**

(b) Total contribution to be raised: **\$37,200**

(c) Date by when the contribution is payable:

**(i) First instalment**

Amount: **\$18,600**

Due date: **17th September 2021**

**(ii) Second instalment**

Amount: **\$18,600**

Due date: **17th November 2021**

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 10:15 AM.



## MINUTES OF AN ANNUAL GENERAL MEETING THE OWNERS - STRATA PLAN 6025

18-20 Stuart Street, COLLAROY NSW 2097

LOCATION: **Lifestyle working - North Styene meeting room (first floor above the cafe) 117 Old Pittwater Rd, Brookvale NSW 2100**

DATE: **Tuesday, 25 May 2021**

TIME: **05:00 PM**

### PRESENT:

| Lot # | Unit # | Attendance | Owner Name<br>Representative |
|-------|--------|------------|------------------------------|
| 3     | 3      | Yes        | Adam Irvine & Emma Griffen   |
| 4     | 4      | Yes        | David & Teresa Geraghty      |
| 6     | 6      | Yes        | Steven & Lisa Leach          |
| 8     | 8      | Yes        | Penelope Ann Jones           |
| 11    | 11     | Yes        | Damien & Nicole Thomas       |
| 12    | 12     | Yes        | Simon Hinkley                |
| 15    | 15     | Yes        | Matthew Andrews              |

**CHAIRPERSON** (acting): Melissa Macpherson (Acting under delegated authority)

Minutes of the meeting:

### 1 MINUTES

**Resolved** that the owners of 6025 resolve to approved the minutes of the previous general meeting held on 7/05/2020.

### 2 ELECTION OF STRATA COMMITTEE

**Resolved** the chairperson is to announce the names of the candidates already nominated in writing for election to the strata committee, including the following persons nominated for election before the notice of this meeting was given:

The Owners - Strata Plan No.6025 RESOLVED by ordinary resolution to:

- Call for nominations for members of the strata committee; **Lot 6 - Steven Leach, Lot 7 - Kim Hamilton, Lot 8 - Penelope Jones, Lot 11 - Damien Thomas, Lot 12 - Simon Hinkley, Lot 15 - Matthew Andrews.**
- The candidates for election to the strata committee disclose any connections with the original owner or building manager for the scheme; **None disclosed**
- Determine the number of members of the strata committee; and
- If the number of candidates for election: **Six (6)**
  - is the same as, or fewer than, the number of members the strata committee so decided-those candidates are to be declared by the chairperson to be, and are taken to have been, elected to the strata committee;

**3 ELECTION OF OFFICE BEARERS & POINT of CONTACT**

a. **Resolved** the Owners Corporation elect the Chairperson, Secretary and Treasurer.

Explanatory Note: The owners corporation is required to have a strata committee. Under section 41(1) of the Strata Schemes Management Act 2015 the members of a strata committee must, at a meeting, appoint a chairperson, secretary and treasurer of the strata committee.

**All committee member to be members with the rolls of Chairperson, Treasurer and Secretary being shared.**

b. **Resolved** That the Owners Corporation appoint a member of the Strata Committee to liaise with the strata manager and be the strata scheme's contact point. Further that an alternate member of the Strata Committee be nominated to liaise with the strata manager and be the scheme's substitute contact point.

**Main point of contact to be Simon Hinkley and Penelope Jones**

**4 OTHER MEANS OF VOTING**

**Resolved** the Owners - Strata Plan No. 6025 RESOLVES 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:

- (a) Voting by means of teleconference while participating in a meeting from a remote location;
- (b) Voting by means of video-conferencing while participating in a meeting from a remote location;
- (c) Voting by means of email while participating in a meeting from a remote location;
- (d) Voting by means of other electronic means while participating in a meeting from a remote location;
- (e) Voting by means of email before the meeting; or
- (f) Voting by means of other electronic means before the meeting.

**5 COMMITTEE RESTRICTIONS**

**Resolved** the Owners - Strata Plan No.6025 RESOLVES by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2015 to decide if any matter or type of matter is to be determined by the owners corporation in general meeting. **No Limits**

**6 AUDIT**

**Not Resolved** the Owners - Strata Plan No. RESOLVES by ordinary resolution to appoint an auditor to audit the accounts and financial statements of the owners corporation.

**7 ACCOUNTING RECORDS & FINANCIAL STATEMENTS**

**Resolved** the Owners - Strata Plan No.6025 RESOLVE by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

**CONTRIBUTIONS TO THE ADMINISTRATIVE FUND**

**Resolved** the Owners - Strata Plan No. 6025 RESOLVE by ordinary resolution:

- a. 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 \$47,148.00.
- b. That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on 1/04/2022 and continuing until they are redetermined.

**Levies maybe annualised to reflect the correct amounts to be collected for the financial year as agreed in this motion.**

**CONTRIBUTIONS TO THE CAPITAL WORKS FUND**

**Resolved** the Owners - Strata Plan No. 6025 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 \$42,600.00.
- b. That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on 1/04/2022 and continuing until they are redetermined.

**Levies maybe annualised to reflect the correct amounts to be collected for the financial year as agreed in this motion.**

**10-YEAR CAPITAL WORKS FUND PLAN**

- a. **Not Resolved** The Owners - Strata Plan No. 6025 RESOLVE by ordinary resolution to review the 10-year plan for capital works fund plan.
- b. **Not Resolved** The Owners - Strata Plan No. 6025 RESOLVE by ordinary resolution to replace the 10-year plan for capital works fund in accordance with section 80(6) of the Strata Schemes Management Act 2015

**INSURANCES**

**Resolved** the Owners - Strata Plan No. 6025 RESOLVE by ordinary resolution that the following insurances effected on behalf of the owners corporation be confirmed, varied or extended:

Policy No.06S3181498  
Strata Unit Underwriters  
Type : Strata  
Broker : Ardent Insurance Solutions Pty Ltd

Premium : \$11,217.17    Paid on : 8/12/2020    Start : 24/11/2020    Next due : 24/11/2021

| Cover                                         | Sum Insured     | Excess     |
|-----------------------------------------------|-----------------|------------|
| Building & Common Area Contents               | \$8,256,318.00  | \$1,000.00 |
| Loss of Rent / Temporary Accommodation        | \$1,238,447.00  | \$0.00     |
| Catastrophe or Emergency                      | \$1,238,447.00  | \$0.00     |
| Glass                                         | INCLUDED        | \$1,000.00 |
| Theft                                         | INCLUDED        | \$1,000.00 |
| Liability                                     | \$20,000,000.00 | \$0.00     |
| Fidelity Guarantee                            | \$100,000.00    | \$0.00     |
| Office Bearers Liability                      | \$2,000,000.00  | \$0.00     |
| Voluntary Workers                             | 2,000/200,000   | \$0.00     |
| Govt Audit Costs                              | \$25,000.00     | \$0.00     |
| Legal Expenses                                | \$50,000.00     | \$0.00     |
| Workplace Health & Safety Breaches            | \$100,000.00    | \$0.00     |
| Lot Owners' Fixtures & Improvements (per lot) | \$250,000.00    | \$0.00     |

Commission \$495.00

**12 INSURANCE QUOTATIONS**

**Resolved** the Owners - Strata Plan No. 6025 RESOLVE by ordinary resolution to seek to obtain three quotations for all items of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing an appropriate quotation to the strata managing agent Precise PSM.

**13 INSURANCE VALUATION**

**Resolved** that the Owners - Strata Plan No. 6025 resolve by ordinary resolution to seek a quote from a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the Strata Schemes Management Act 2015.

**14 ANNUAL FIRE SAFETY STATEMENT**

**Resolved** that the owners of 6025 resolve to consider the annual fire safety statement (if one is required for the building) under the Environmental Planning and Assessment Act 1979 and arrangements for obtaining the next annual fire safety statement.

**15 PAYMENT PLANS FOR OVER DUE LEVY CONTRIBUTIONS**

**Resolved** the Owners - Strata Plan No. 6025 RESOLVES by ordinary resolution in accordance with section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and
- (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

**16 OVERDUE LEVY CONTRIBUTIONS**

**Resolved** the Owners - Strata Plan No. 6025 RESOLVES by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Strata Manager be / Chambers Russell Lawyers or Collection Corporation of Australia be engaged and instructed to:
  - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:

1. The amount of the contribution, interest or expenses sought to be recovered;
  2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
  3. The date the contribution was due to be paid;
  4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
  5. Any other action that may be taken to arrange for payment of the contribution;
- (c) Chambers Russell Lawyers or Collection Corporation of Australia be engaged and instructed to:
- (i) Provide advice regarding recovering outstanding contributions;
  - (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
  - (iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
    1. Obtaining any necessary writ(s) for the levy of property; and
    2. Obtaining any necessary garnishee order(s).

## 17 COMMISSIONS & SERVICES

**Resolved** that the following report be received from the Strata Managing Agent on commissions and training and services received in the past 12 months, in accordance with s.60 of the SSMA 2015 and on estimate of commissions and training services to be received in the next 12 months. As at the date of the notice of this meeting the strata manager has received the following:

### Commissions

\$495.00 commissions were received in the past 12 months, and an amount of \$495.00 in commissions is expected to be received in the next 12 months.

### Training

Precise Property Strata Management pay Bannerman Lawyers, Amanda Farmer Lawyers and Strata Community Association for training services and important information pertaining to strata.

## 18 COMPLIANCE - WH&S

**Not Resolved** that the owners of 6025 resolve to appoint a suitably qualified person to update a safety report of the strata scheme to identify any risks or hazards that may affect the common areas.

## 19 C RUSSELL QUOTE

**Resolved** that the Owners corporation RESOLVES to approve under Section 106 of the Strata Schemes Management Act 2015 the attached quotation from CRusell Carpentry and Waterproofing for the amount of \$4,500.00 to repair waterproofing and facade on Unit 15.

## 20 GUTTERWORKS QUOTE



**Resolved** that the Owners corporation RESOLVES to approve under Section 106 of the Strata Schemes Management Act 2015 the attached quotation from Gutterman for the amount of \$1,320.00 to repair guttering on unit 15's balcony.

**21 MINOR RENOVATIONS LOT 13 - NEW FLOORS**

**Resolved** that the Owners corporation RESOLVES in accordance with Section 110 of the Strata Schemes Management Act 2015 for lot 13 unit 12a to install hardwood flooring in accordance with the attached invoice.

**22 CONCRETE SPALLING QUOTE**

**Resolved and Amended** that the Owners corporation RESOLVES to approve under Section 106 of the Strata Schemes Management Act 2015 the following quotation for repairs or progress of repairs for lot 4.

Quotation from Preservation Technologies for the amount of \$10,725 to progress the repair of concrete spalling in unit 4.

**23 BGC QUOTATION**

**Resolved** that the Owners corporation RESOLVES to approve under Section 106 of the Strata Schemes Management Act 2015 the attached quotation from BGC Burton Group Constructions for the amount of \$13,975.00 to repair the kitchen for lot 12.

**24 MINOR RENOVATION - LOT 4 KITCHEN RENOVATION**

**Resolved** that the Owners corporation RESOLVES in accordance with Section 110 of the Strata Schemes Management Act 2015 for lot 4 unit 4 to install a new kitchen outlined in the attached quote.

**25 NEXT AGM**

**Resolved** that the Owners Corporation RESOLVES to hold its next Annual General meeting in May 2022.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 05:46 PM.



## MINUTES OF AN ANNUAL GENERAL MEETING THE OWNERS - STRATA PLAN 6025

18-20 Stuart Street, COLLAROY NSW 2097

**LOCATION:** Due to COVID-19 the meeting will be held on line as well as Microsoft Team link provided

**DATE:** Thursday, 07 May 2020

**TIME:** 05:30 PM

### PRESENT:

| Lot # | Unit # | Attendance | Owner Name<br>Representative |
|-------|--------|------------|------------------------------|
| 3     | 3      | Yes        | Adam Irvine & Emma Griffen   |
| 4     | 4      | Apology    | David & Teresa Geraghty      |
| 6     | 6      | Yes        | Steven & Lisa Leach          |
| 7     | 7      | Yes        | Kim Hamilton                 |
| 8     | 8      | Yes        | Penelope Ann Jones           |
| 11    | 11     | Yes        | Damien & Nicole Thomas       |
| 12    | 12     | Apology    | Mr Simon Hinkley             |
| 15    | 15     | Yes        | Matthew Andrews              |

**CHAIRPERSON** (acting): Darren Delgaty

Minutes of the meeting:

### 1 MINUTES

Resolved that the owners corporation RESOLVES to approve the minutes of the previous general meeting held on 17 July 2019

### 2 ELECTION OF STRATA COMMITTEE

Resolved the Owners - Strata Plan No. 6025 by ordinary resolution to:

- Approve nominations for members of the strata committee; Kim Hamilton, Penelope Jones, Simon Hinkley, Matthew Andrews, Damien Thomas, Steven Leach
- Acknowledge the candidates for election to the strata committee disclosing any connections with the original owner or building manager for the scheme; Nil
- Determine the number of members of the strata committee to be Six (6)

If the number of candidates for election:

- (i) is the same as, or fewer than, the number of members the strata committee so decided-those candidates are to be declared by the chairperson to be, and are taken to have been, elected to the strata committee; or
- (ii) is greater than the number of members of the strata committee so decided-a ballot is to be held in accordance with clause 10 of the Strata Schemes Management Regulation 2016.

### 3 ELECTION OF OFFICE BEARERS & POINT of CONTACT

Resolved

The Owners Corporation elect the Chairperson, Secretary and Treasurer.

Chairperson - Steven      Secretary - Kim      Treasurer - Damien

b. That the Owners Corporation appoint a member of the Strata Committee to liaise with the strata manager and be the strata scheme's contact point. Further that an alternate member of the Strata Committee be nominated to liaise with the strata manager and be the scheme's substitute contact point.

Rep 1 - Damien

Rep 2 - Steven

#### **4 OTHER MEANS OF VOTING**

The Owners - Strata Plan No. 6025 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:

- (a) Voting by means of teleconference while participating in a meeting from a remote location;
- (b) Voting by means of video-conferencing while participating in a meeting from a remote location;
- (c) Voting by means of email while participating in a meeting from a remote location;
- (d) Voting by means of other electronic means while participating in a meeting from a remote location;
- (e) Voting by means of email before the meeting; or
- (f) Voting by means of other electronic means before the meeting.

#### **5 GENERAL MEETING MATERS**

Resolved the Owners - Strata Plan No. 6025 by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2015 to decide if any matter or type of matter is to be determined by the owners corporation in general meeting.

#### **6 AUDIT**

The Owners - Strata Plan No. 6025 by ordinary resolution not to appoint an auditor to audit the accounts and financial statements of the owners corporation.

#### **7 ACCOUNTING RECORDS & FINANCIAL STATEMENTS**

Resolved the Owners - Strata Plan No.6025 RESOLVE by ordinary resolution to consider the accounting records and last financial statements prepared and to adopt the financial statements.

#### **8 CONTRIBUTIONS TO THE ADMINISTRATIVE FUND**

Resolved the Owners - Strata Plan No. 6025 by ordinary resolution:

- a. 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 \$42,000.00.
- b. That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on 01/04/2020 and continuing until they are redetermined.

LEVIES MAYBE ANNUALISED TO REFLECT THE CORRECT AMOUNTS TO BE COLLECTED FOR THE FINANCIAL YEAR AS AGREED IN THIS MOTION.

#### **9 CONTRIBUTIONS TO THE CAPITAL WORKS FUND**

Resolved the Owners - Strata Plan No. 6025 by ordinary resolution:

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 \$42,600.00.

That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on 01/04/2020 and continuing until they are redetermined.

LEVIES MAYBE ANNUALISED TO REFLECT THE CORRECT AMOUNTS TO BE COLLECTED FOR THE FINANCIAL YEAR AS AGREED IN THIS MOTION.

#### **10 10-YEAR CAPITAL WORKS FUND PLAN**

Resolved the Owners - Strata Plan No. 6025 RESOLVE by ordinary resolution to review the 10-year plan for capital works fund plan.

#### **11 UTILITY AGREEMENTS**

Amended & Resolved the Owners - Strata Plan No. 6025 by ordinary resolution have agreed for the Strata Agent to engage an energy broker to review the electricity & agree put to tender and give the Strata Agent under their delegated authority, approval to enter an agreement on behalf of the Owners Corporation

**12 INSURANCES**

Resolved the Owners - Strata Plan No. 6025 by ordinary resolution that the effected on behalf of the owners corporation be confirmed.

**13 INSURANCE QUOTATIONS**

Resolved the Owners - Strata Plan No. 6025 by ordinary resolution to seek to obtain three quotations for all items of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing an appropriate quotation to the strata managing agent Precise Property.

**14 INSURANCE VALUATION**

Not Resolved that the Owners - Strata Plan No. 6025 by ordinary resolution seek a quote from a valuer to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the Strata Schemes Management Act 2015.

**15 ANNUAL FIRE SAFETY STATEMENT**

Resolved that the owners of 6025 to consider the annual fire safety statement (if one is required for the building) under the Environmental Planning and Assessment Act 1979 and arrangements for obtaining the next annual fire safety statement.

**16 PAYMENT PLANS FOR OVER DUE LEVY CONTRIBUTIONS**

Not Resolved the Owners - Strata Plan No. 6025 by ordinary resolution in accordance with section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- a. the schedule of payments for the amounts owing and the period for which the plan applies;
- b. the manner in which the payments are to be made; and
- c. contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

**17 OVERDUE LEVY CONTRIBUTIONS**

Resolved the Owners - Strata Plan No. 6025 by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

(a) The Strata Manager may issue one or two reminder letters each requesting payment within 14 days of the reminder letter;

(b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Strata Manager be / [INSERT LAW FIRM OR MERCANTILE AGENT] be engaged and (\*delete whichever is not applicable) instructed to:

(i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:

1. The amount of the contribution, interest or expenses sought to be recovered;
2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
3. The date the contribution was due to be paid;
4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
5. Any other action that may be taken to arrange for payment of the contribution;

(c) [INSERT LAW FIRM OR MERCANTILE AGENT] be engaged and instructed to:

(i) Provide advice regarding recovering outstanding contributions;

(ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;

(iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:

1. Obtaining any necessary writ(s) for the levy of property; and
2. Obtaining any necessary garnishee order(s).

**18 COMMISSIONS & SERVICES**

Resolved that the following report be received from the Strata Managing Agent on commissions and training and services received in the past 12 months, in accordance with s.60 of the SSMA 2015 and on estimate of commissions and training services to be received in the next 12 months. As at the date of the notice of this meeting the strata manager has received the following:

Commissions

\$0.00 commissions were received in the past 12 months, and an amount of \$300.00 in commissions is expected to be received in the next 12 months.

Training

Precise Property Strata Management pay Bannerman Lawyers, Amanda Farmer Lawyers and Strata Community Association for training services and important information pertaining to strata.

**19 COMMUNICATION OF MEETING AGENDA'S, MINUTES & ISSUING OF STRATA LEVIES**

Resolved that the owners of SP 6025, In order to streamline communication with Meetings (Agendas and Minutes), Precise Property (as Strata Managers) seek approval from the Owners Corporation to issue future Meeting correspondence (both General and Executive Committee) by email in lieu of through the post. This would also apply to the issue of levy notices each quarter where Precise Property would simply email notices in lieu by standard post. It will be imperative that all owners supply us with email addresses via email to d.delgaty@precise.property advising of your lot number and current email address.

**20 MOTION TO ADOPT AN ELECTRONIC FORM OF RECORD KEEPING**

Resolved that the owners of SP 6025 to determine that the strata roll and any other record required to be made or stored by it may be made or stored in electronic form. S 176 SSMA 2015

CLOSURE: There being no further business, the chairperson declared the meeting closed at 06:45 PM.

ABN 12110751918

8/21-29 Chester Street, Camperdown, NSW 2050  
PO Box 423, Camperdown, NSW 1450

t: 02 8565 7777  
f: 02 8565 7755  
help@prestech.com.au

**Tax Invoice:** 2108-3  
**Date:** 2/08/2021  
**Terms:** 30 days  
**P.O. No.** 004168  
**Our Ref:** P21146

**Job Address** 18-20 Stuart Street COLLAROY

|                 |                    |
|-----------------|--------------------|
| <b>Subtotal</b> | <b>\$29,577.00</b> |
|-----------------|--------------------|

7

A copy has been emailed

7

Certificate of Currency Public Liability enclosed

1

Certificate of Currency Workers Compensation enclosed

|            |                   |
|------------|-------------------|
| <b>GST</b> | <b>\$2,957.70</b> |
|------------|-------------------|

**Total      \$32,534.70**

Direct Deposits can be made to  
Preservation Technologies Pty Ltd  
BSB: 082 401 Account No.: 57395 1292  
Please email remittance advice to  
[help@prestech.com.au](mailto:help@prestech.com.au)

We appreciate your business

*This invoice is submitted in accordance with the NSW Building & Construction Industry Security of Payment Act, 1999.*



|          |
|----------|
| Progress |
| Claim 1  |

**Claim:** Claim No.1  
**Date:** 2/08/2021  
**Principal:** Strata Plan 6025  
**Address:** 18-20 Stuart Street, Collaroy  
**Attention:** Melissa Macpherson  
**Project:** P21146  
**Order:** Work Order 004168

| Item    | Description                                                          | Value/Rate           | Works %                      | Works Value  |
|---------|----------------------------------------------------------------------|----------------------|------------------------------|--------------|
| A       | Preliminaries                                                        | \$ 1,200.00          | 100%                         | \$ 1,200.00  |
| B       | Removal of existing vinyl floor                                      | \$ 950.00            | 100%                         | \$ 950.00    |
| C       | Removal of magnesite                                                 | \$ 1,500.00          | 100%                         | \$ 1,500.00  |
| D       | Concrete Repairs 440 litres @ \$45 per litre                         | \$ 19,800.00         | 100%                         | \$ 19,800.00 |
| E       | Install Cementitious levelling compound                              | \$ 1,600.00          | 100%                         | \$ 1,600.00  |
|         |                                                                      |                      |                              |              |
|         |                                                                      | SUB-TOTAL            | \$ 25,050.00                 | \$ 25,050.00 |
| Item    | Variations                                                           |                      |                              |              |
| 1       | Slab Propping                                                        | \$ 978.00            | 100%                         | \$ 978.00    |
| 2       | Electrical work to hidden services (\$1403.50 + builders margin 20%) | \$ 1,684.20          | 100%                         | \$ 1,684.20  |
| 3       | HBCFI (\$1554 + builders margin 20%)                                 | \$ 1,864.80          | 100%                         | \$ 1,864.80  |
|         |                                                                      | SUB-TOTAL VARIATIONS | \$ 4,527.00                  | \$ 4,527.00  |
|         |                                                                      |                      |                              |              |
|         |                                                                      | TOTAL                | \$ 29,577.00                 | \$ 29,577.00 |
| Claim 1 | \$ -                                                                 |                      | Less Previously Claimed      | \$ -         |
| Claim 2 |                                                                      |                      | This Claim before retention: | \$ 29,577.00 |
| Claim 3 |                                                                      |                      |                              |              |
| Claim 4 |                                                                      |                      |                              |              |
| Claim 5 |                                                                      |                      | GST:                         | \$ 2,957.70  |
| Claim 6 |                                                                      |                      | TOTAL THIS CLAIM:            | \$ 32,534.70 |



## QUOTATION

Mr S. Hinkley  
12/20 Stuart Street  
Collaroy NSW 2097

**Quote** 0581

**Date:** 17-01-2021  
**Page** 1

| <b>Water damage to Unit 12 kitchen cabinets and Bathroom cornice.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <p><b>Kitchen-</b><br/>To source matching materials for cabinetry.</p> <p>To remove the existing stainless steel bench top.</p> <p>To disconnect all plumbing and electrical services.</p> <p>To remove the existing damaged kitchen cabinets off site.</p> <p>To supply and install new kitchen cabinets.</p> <p>To reinstall stainless steel bench top.</p> <p>To reconnect plumbing and electrical services.</p> <p>To remove all building waste off site.</p> <p><b>Bathroom-</b><br/>To supply install new 90mm cove cornice.</p> <p>To prepare surface ready for cornice install.</p> <p>To install new cornice.</p> <p>To prepare and paint new cornice with one coat of sealer and two coats of colour.</p> <p>To remove all building waste off site.</p> <p><b>Payment terms-</b><br/>50% deposit<br/>Remining 50% to be paid on the completion of all building works.</p> <p><b>SUB TOTAL</b></p> <p><b>+10 GST</b></p> <p><b>INVESTMENT TOTAL</b></p> | <p>\$12,704.55</p> <p>\$ 1,270.45</p> <p>\$13,975.00</p> |





## PROGRESS INVOICE

Precise Property Strata Management  
Suite 48 lifestyle working 117 Pittwater Road  
Brookvale NSW 2074

Quote1098

Date:  
27-05-2021

Final completion of works invoice

|                                                                                                  |                   |
|--------------------------------------------------------------------------------------------------|-------------------|
| <b>Final completion invoice of 50% for repair works at 12/20 Stuart street Collaroy NSW 2097</b> | <b>\$6,987.50</b> |
| <b>EFT PAYMENT<br/>BANK – NATIONAL<br/>BSB- 082-445<br/>ACC- 58-091-9004</b>                     |                   |

**C Russell Carpentry & Waterproofing Pty Ltd**

P O Box 3047  
Allambie Heights NSW 2100  
0404 277 675  
crussellcarpentry@gmail.com  
www.crussellcarpentry.com.au  
ABN 44617082210



**INVOICE**

INVOICE TO  
Strata Plan 6025  
Unit 2 / 18-20 Stuart Street  
Collaroy NSW

INVOICE 1105  
DATE 05/10/2021  
TERMS Net 7 days  
DUE DATE 12/10/2021

| DATE       | ACTIVITY        | DESCRIPTION                                                                                                                                          | QTY  | RATE     | AMOUNT    |
|------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-----------|
| 13/08/2021 | Concrete Cancer | Preliminaries/ site set up for unit 2                                                                                                                | 0.50 | 1,500.00 | 750.00    |
| 13/08/2021 | Concrete Cancer | Concrete cancer repairs to slab 800 Litres (method of repair attached). Note: If less than 800 Litres you will not be charged the full quoted price. | 400  | 40.00    | 16,000.00 |
| 13/08/2021 | Ardit           | Ardit Levelling Compound Service - 10mm                                                                                                              | 0.50 | 3,700.00 | 1,850.00  |

As per quote - 50% progress payment (this invoice)  
and

noting 40% will be the final payment due on completion of job still due as 10%  
deposit has been paid.

**BALANCE DUE**

**A\$18,600.00**

BANK ACCOUNT:  
C Russell Carpentry & Waterproofing P/L  
BSB: 082-356  
Account Number: 23-153-8430  
Page 1 of 1

**C Russell Carpentry & Waterproofing Pty Ltd**

P O Box 3047  
Allambie Heights NSW 2100  
0404 277 675  
crussellcarpentry@gmail.com  
www.crussellcarpentry.com.au  
ABN 44617082210



**INVOICE**

INVOICE TO  
Kim Hamilton  
Unit 2 / 18-20 Stuart Street  
Collaroy NSW

INVOICE 1106  
DATE 14/10/2021  
TERMS Net 7 days  
DUE DATE 21/10/2021

| DATE       | ACTIVITY        | DESCRIPTION                                                                                                                                          | QTY  | RATE     | AMOUNT    |
|------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-----------|
| 13/08/2021 | Concrete Cancer | Preliminaries/ site set up for unit 2                                                                                                                | 0.40 | 1,500.00 | 600.00    |
| 13/08/2021 | Concrete Cancer | Concrete cancer repairs to slab 800 Litres (method of repair attached). Note: If less than 800 Litres you will not be charged the full quoted price. | 320  | 40.00    | 12,800.00 |
| 13/08/2021 | Ardit           | Ardit Levelling Compound Service - 10mm                                                                                                              | 0.40 | 3,700.00 | 1,480.00  |

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This is the final invoice as all works listed are now complete.

**BALANCE DUE**

**A\$14,880.00**

BANK ACCOUNT:  
C Russell Carpentry & Waterproofing P/L  
BSB: 082-356  
Account Number: 23-153-8430  
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