



STRATA | REPORTS | SYDNEY



Inspection Report

Address

X/30 Rosedale Avenue, Fairlight NSW 2094

Lot X Strata Plan 4030

Inspection Date

4th March 2016

INSPECTION REPORT

Property Address X/30 Rosedale Avenue, Fairlight NSW 2094
Lot X Strata Plan 4030
Inspection Date 4th March 2016
Inspector Kate Warner-Smith
0410 11 44 11
info@sydneystratareports.com.au

MANAGING AGENT / SECRETARY

Name Mason & Brophy
Address 13/818 Pittwater Road, Dee Why NSW 2099
Phone 02 8978 3000
Managers Name Mark Baumann
This manager has been involved with this Strata Plan since 2010.

EXECUTIVE COMMITTEE

The Election of Office Bearers for the Executive Committee, are as follows;
Chairman: Vacant Secretary: Vacant Treasurer: Vacant

STRATA ROLL

Our Inspector did sight a printed strata roll for the subject lot.

Owner XXXX
Address X/30 Rosedale Avenue, Fairlight NSW 2096
Mortgage None noted
Unit Entitlement 150
Aggregate Unit Entitlement 824

The initial period has expired, according to available records.

STRATA PLAN

Our Inspector sighted a copy of the Strata Plan registered on 19/06/69.



CERTIFICATE OF TITLE

Our Inspector did sight a copy of the common property Certificate of Title.

Number of Lots 6

Number of Units 6

LEVY CONTRIBUTIONS

Administrative Fund \$1,365.30 bi-annually – paid to 31/03/16

Sinking Fund \$455.10 bi-annually – paid to 31/03/16

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

NOTE – Levies for this Strata Plan are paid bi-annually.

FUND BALANCES

Approximate balance of the Administrative Fund \$6,359.98, as at 04/03/16

Approximate balance of the Sinking Fund \$7,664.88, as at 04/03/16

Balances were obtained from a balance sheet.

INCOME AND BUDGET

We enclose statements of Income and Expenditure for the current year to date and last financial year.

Administrative Fund \$15,000.00

Sinking Fund \$5,000.00

SPECIAL LEVIES OUTSTANDING

Special Levies Outstanding NIL

TAXATION

The Owners Corporation is currently NOT registered for GST.



PAST SPECIAL LEVIES

None noted

POSSIBLE / PROPOSED SPECIAL LEVIES

Unlikely – Both Administrative and Sinking Funds appear to have sufficient funds to cover current expenses.

NOTE: For your general information – Special Levy contributions are normally in proportion to units and their unit entitlement.

The contribution for Lot 4 would be 150/824 – \$182.05 for every \$1,000 collected by the Owners Corporation.

QUOTES FOR MAJOR WORKS

None noted

FIRE SAFETY

No Annual Fire Safety Statement Available

Our Inspector noted that the Strata Plan has NOT yet received a Fire Safety Upgrade from Council.

LITIGATION

None noted

MINUTES OF MEETINGS & RECORDS

Minutes are retained for the prescribed period.

The prescribed books of accounts are kept.

Last Annual General Meeting 24/08/15 (enclosed)

Last item in the Minute Book Annual General Meeting 24/08/15 (enclosed)

An auditor has NOT been appointed.

The Executive Committee holds meetings as required and produces detailed minutes.



LONG TERM SINKING FUND FORECAST

See attached

PAST MAJOR WORKS – SINKING FUND

	15/16	14/15	13/14	12/13
Driveway & Paths			572	
Electrical Repairs	14,431.44	1,210		
Income Tax Paid			28.50	126.30
Painting – Interior				3,250
Roofing & Guttering	5,720			
Shower Waterproofing				570
TV Antenna				341
TOTAL	\$20,151.44	\$1,210.00	\$600.50	\$4,287.30



INSURANCE

BROKER BCB Strata Insurance Brokers

POLICIES

Policy Number XXXX
Due Date 07/07/16
Held by SP – 4030

Covers	Sum Insured
Building (including common contents)	\$2,015,000
Loss of Rent/Temp Accommodation	\$302,250
Catastrophe or Emergency	\$302,250
Additional Loss of Rent	Not Selected
Additional Catastrophe	Not Selected
Fusion Cover	Up to 5 KW
Glass	Included
Theft	Included
Legal Liability	\$10,000,000
Fidelity Guarantee	\$100,000
Office Bearer's Liability	\$1,000,000
Voluntary Workers Insurance	\$200,000/\$2,000 per week
Government Audit Costs	\$25,000
Legal Expenses	\$50,000
Workplace, Health & Safety Breaches	\$100,000
Machinery Breakdown	Not Selected
Lot Owners Fixtures & Improvements	\$250,000 per lot
Workers Compensation	Not Selected

Total Premium **\$3,698.40**

VALUATION

A valuation for insurance purposes was carried out by James Spinks Valuers on 13/06/13, recommended cover was \$1,900,000.



BY-LAWS

UNREGISTERED CHANGES TO BY-LAWS

None noted

CHANGES TO BY-LAWS

None noted

ANIMALS

- (1) Subject to Section 49 (4), an owner or occupier of a lot must not, without the approval in writing of the Owners Corporation, keep any animal on the lot or common property.
- (2) The Owners Corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

STATE OF HARMONY IN THE BUILDING

No regular correspondence noted.

ALTERATIONS / IMPROVEMENTS

Refer to By-Laws and Strata Schemes Management Act 1996 – Section 116

116. Owners, occupiers and other persons not to interfere with structure of lot or services to lot
- (1) An owner, mortgagee or covenant chargee in possession (whether in person or not), lessee or occupier of a lot must not do anything or permit anything to be done on or in relation to that lot so that:
 - a. any support or shelter provided by that lot for another lot or common property is interfered with, or
 - b. the passage or provision of water, sewage, drainage, gas, electricity, garbage, artificially heated or cooled air, heating oil and other services (including telephone, radio and television services) through or by means of any pipes, wires, cables or ducts for the time being in the lot is interfered with.
 - (2) The owner of a lot must not alter the structure of a lot without giving to the Owners Corporation, not later than 14 days before commencement of the alteration, a written notice describing the proposed alteration.
 - (3) In this section, "lessee" of a lot in a strata leasehold scheme means a sublessee of the lot.



ATTACHMENTS

The following are attached in this report:

- Important general information about strata record inspections
- Standard By-Laws
- Statement of Financial Position
- Income & Expenditure – Current & Last Financial Year
- Lot File
- Certificate of Title
- Insurance
- Valuation
- Land Valuation
- 10 Year Sinking Fund Forecast – Summary
- Asbestos Report – Summary
- Minutes
- Changes to By-Laws – as per contract

NOTES

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 state of harmony within the building. It is the responsibility of our 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.



IMPORTANT GENERAL INFORMATION ABOUT STRATA RECORD INSPECTIONS

Information contained in our inspection 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 are 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 the records 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 the 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 of the records is normally confined to a single scheduled viewing of the records held. Strata Managers are not obliged to be available for interview. Some management companies prohibit staff from providing verbal advice. Unless specifically stated, we have not obtained any information other than 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 property to a purchaser.

Our inspection of the records has been conducted in a systematic manner. Strata Reports, Sydney use our own specially developed computer software and are trained to conduct inspections of strata records.

Beyond inspection training, our Inspector is a Licensed Real Estate Agent and Auctioneer with more than fourteen (14) years practical knowledge. We are not Lawyers, Accountants, Auditors, Engineers, Fire Safety Experts, Builders or Psychologists. Our Inspectors have knowledge specifically useful for strata record inspections, such as general familiarity with common report formats and filing systems. 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 inspection report relates to an inspection of the Owners Corporation records to a maximum of five (5) years prior to the date of the 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.

SECTION 98 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 report on Section 98 compliance.



INSURANCE

The Strata Schemes Management Act 1996 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 five (5) years
- (2) Public Liability cover to a minimum of \$10,000,000 and
- (3) Voluntary Workers Insurance.

After 30th June 2008 employers paying less than \$7,500.00 per annum 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 the inspection of the records. 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 ten (10) year period. The forecast requires item by item assessment of major building elements and must be reviewed at each Annual General Meeting. It is to be adjusted, if necessary, at the fifth Annual General Meeting and a new plan is to be prepared at the conclusion on the ten (10) years. Most Owners Corporations seek professional assistance for these forecasts.

The Regulations came into force in early 2007 and implementation has been staged depending on the Strata Plan number. All Owners Corporations with a number greater than SP 30000 are required to have a plan in place at their next Annual General Meeting. Plans for schemes with numbers greater than SP 10000 are required for the Annual General Meeting after 1st July 2008 and older schemes with numbers up to SP 10000 after 1st July 2009.

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 the total income exceeds \$75,000.00. Income earned by the Owners Corporation from sources such a 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 Executive Committee Meeting are distributed to all owners not less than 72 hours before the meeting. Minutes of the meeting are to be distributed to all owners within seven (7) days after the meeting. If the scheme is smaller than 100 lots and maintain a notice board, the notice board and minutes of the meeting may be displayed on that board. Minutes must be displayed for a minimum of fourteen (14) days.

LITIGATION

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

For new buildings this change to the Act should be understood in conjunction with Home Building Amendment (Insurance Exemptions) Regulation 2003, which exempts buildings over three (3) stories in height, commenced after 31st December 2003 from the requirement to have Home Owners Warranty Insurance.

CHANGES TO BY-LAWS

Changes to By-Laws require the passing of a Special Resolution at a General Meeting. The Act then allows two years for the new By-Law to be registered at the Titles Office. Part of our inspection of the records includes a search for By-Laws that may not yet be registered with the Strata Plan.

Strata Schemes registered prior to 1st July 1997 have By-Laws as defined by Schedule 1 of the Act, subject to later registered change. Strata Schemes registered from 1st July 1997, a copy of the By-Laws will be among documents registered with the Strata Plan.

ALTERATIONS / IMPROVEMENTS

As a general rule owners are not allowed to make any alteration to their lot or common property except where it is permitted in the By-Laws. In a practical situation this means an Owners Corporations permission must be sought for such things as; installing air conditioning, satellite dishes, awnings and security doors, closing balconies, removing carpet, installation of timber or tile flooring, moving or removing walls and or doors.

Any permission is normally granted with conditions in respect of the brand, style, colour, capacity and future maintenance of the changed item. Typically, any item of common property altered by a lot owner will become the responsibility of the lot owner.

Please refer to the Strata Schemes Management Act 1996 – Section 116

NOTICES AND ORDERS

We recommend as a standard enquiry 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 OWNERS WARRANTY INSURANCE

The Home Building Act 1989 applies to building work on residential properties. Among other things, the Act provides for warranties for a period of seven (7) years and requires that these be insured.

The Legislation allows an insurer to exclude claims made later than six (6) months after the beneficiary first becomes aware, or ought reasonably to be aware, of the fact or circumstance under which the claim arises. Insurers specifically enforce this exclusion.

Accordingly, the insurer should be advised in writing of any building defects claims, immediately they are communicated with the builder, regardless of the builder's likely response. It is beyond the scope of a standard inspection of the records to provide comment on the management of building defect claims.

Home Owners Warranty Insurance does not apply to building over three (3) stories in height where construction commenced after 31st December 2003.

OCCUPATIONAL HEALTH AND SAFETY

The common property of many residential buildings may be included under the definition of workplace. This means the Owners Corporation, its executive 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 purchase of a Strata Title property needs to be aware that the safety of the common property requires the ongoing attention of every Owners Corporation.

SERVICE AND 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 – www.austlii.edu.au

The Office of Fair Trading has several publications discussing various aspects of strata living, including the management and disputes. These can be seen at – www.fairtrading.nsw.gov.au

PROFESSIONAL INDEMNITY INSURANCE

Strata Reports Pty Ltd trading as Strata Reports, Sydney carries Professional Indemnity Insurance. Policy Number 18A051545PID underwritten by QBE Insurance (Australia) Limited, ABN 78 003 191 035 with a limit of \$1,000,000 on any one claim.

LIMIT OF LIABILITY

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**STRATA SCHEMES MANAGEMENT ACT 1996
MODEL BY-LAWS
(Schemes registered before 01/07/97)**

1. Noise

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

2. Vehicles

An owner or occupier of a lot must not park or stand any motor or other vehicle on common property except with the written approval of the Owners Corporation.

3. Obstruction of a common property

An owner or occupier of a lot must not obstruct lawful use of common property by any person.

4. Damage to lawns and plants on common property

An owner or occupier of a lot must not:

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

5. Damage to common property

- (1) An owner or occupier of a lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property without the approval in writing of the Owners Corporation.
- (2) An approval given by the Owners Corporation under subclause (1) cannot authorise any additions to the common property.
- (3) This by-law does not prevent an owner or person authorised by an owner from installing:
 - (a) Any locking or other safety device for protection of the owner's lot against intruders, or
 - (b) Any screen or other device to prevent entry of animals or insects on the lot, or
 - (c) Any structure or device to prevent harm to children.
- (4) Any such locking or safety device, screen other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.
- (5) Despite Section 62, the owner of a lot must maintain and keep in a state of good and serviceable repair any installation or structure referred to in subclause (3) that forms part of the common property and that services the lot.

6. Behaviour of owners and occupiers

An owner or occupier of a lot when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.

7. Children playing on common property in building

An owner or occupier of a lot must not permit any child of whom the owner or occupier has control to play on common property within the building or, unless accompanied by an adult exercising effective control, to be or to remain on common property comprising a laundry, car parking area or other area of possible danger or hazard to children.

8. Behaviour of invitees

An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property.

9. Depositing rubbish and other material on common property

An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using the common property.



10. Drying of a laundry item

An owner or occupier of a lot must not, except with the consent in writing of the Owners Corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building other than on any lines provided by the Owners Corporation for the purpose and there only for a reasonable period.

11. Cleaning windows and doors

An owner or occupier of a lot must keep clean all glass in windows and all doors on the boundary of the lot, including so much as in common property.

12. Storage of inflammable liquids and other substances and materials

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

13. Moving furniture and other objects on or through common property

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless sufficient notice has first been given to the executive committee so as to enable the executive committee to arrange for its nominee to be present at the time when the owner or occupier does so.

14. Floor coverings

- (1) An owner of a lot must ensure that all floor space within the lot is covered or otherwise treated to an extent sufficient to prevent the transmission from the floor space of noise likely to disturb the peaceful enjoyment of the owner or occupier of another lot.
- (2) This by-law does not apply to floor space comprising a kitchen, laundry, lavatory or bathroom.

15. Garbage disposal

An owner or occupier of a lot:

- (a) Must maintain within the lot, or on such part of the common property as may be authorised by the Owners Corporation, in clean and dry condition and adequately covered a receptacle for garbage, and
- (b) Must ensure that before refuse is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained, and
- (c) For the purpose of having the garbage collected, must place the receptacle within an area designated for that purpose by the owners corporation and at a time not more than 12 hours before the time at which garbage is normally collected, and
- (d) When the garbage has been collected, must promptly return the receptacle to the lot or other area referred to in paragraph (a),
- (e) Must not place anything in the receptacle of the owner or occupier of any other lot except with the permission of that owner or occupier, and
- (f) Must promptly remove any thing which the owner, occupier or garbage collector may have spilled from the receptacle and must take such action as may be necessary to clean the area within which that thing was spilled.

16. Keeping of animals

- (1) Subject to Section 49 (4), an owner or occupier of a lot must not, without the approval in writing of the Owners Corporation, keep any animal on the lot or the common property.
- (2) The Owners Corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

17. Appearance of lot

- (1) The owner or occupier of a lot must not, without the written consent of the owner's corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.
- (2) This by-law does not apply to hanging of any washing, towel, bedding, clothing or other article as referred to in By-law 10.

18. Notice-board

An Owners Corporation must cause a notice-board to be affixed to some part of the common property.

19. Change in use of lot to be notified

An occupier of a lot must notify the Owners Corporation if the occupier changes the existing use of the lot in a way that may affect insurance premiums for the strata scheme (for example, if the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes).



**BALANCE SHEET
FOR 30 ROSEDALE AVENUE
Strata Plan 4030**

POSITION AS AT 30th JUNE 2016

	30/06/2016	30/06/2015
<u>OWNERS' FUNDS</u>		
Administrative Fund	6,359.98	-5,394.31
Sinking Fund	7,664.88	23,540.18
	<u>14,024.86</u>	<u>18,145.87</u>
<u>Represented By:</u>		
<u>ASSETS</u>		
Cash at Bank	12,477.56	24,507.11
Levies in Arrears - Note 3	1,547.30	0.00
	<u>14,024.86</u>	<u>24,507.11</u>
<u>LESS LIABILITIES</u>		
Levies in Advance - Note 3	0.00	6,361.24
	<u>0.00</u>	<u>6,361.24</u>
<u>NET ASSETS</u>		
	<u>14,024.86</u>	<u>18,145.87</u>

**INCOME AND EXPENDITURE STATEMENT
FOR 30 ROSEDALE AVENUE
Strata Plan 4030**

FROM 1st JULY 2015 TO 30th JUNE 2016

30/06/2016

30/06/2015

ADMINISTRATIVE FUND

INCOME

Levies - Administrative Fund	18,500.00	16,500.02
Interest On Overdue Levies	15.54	0.00
	18,515.54	16,500.02

LESS: EXPENDITURE:

Bank Charges	24.90	25.50
Cleaning	3,383.30	4,941.50
24/7 Online Services	35.25	0.00
Electricity	100.12	359.82
Electronic Maintenance	455.00	0.00
Gardening and Lawns	220.00	308.00
Insurance Premiums	0.00	3,698.40
Management Fees	2,101.29	2,668.60
Water Usage Charge	415.35	1,062.35
Repairs & Maintenance (Note 6)	0.00	752.50
Miscellaneous (Note 7)	26.04	81.36
	6,761.25	13,898.03
Surplus/-Deficit For Period	11,754.29	2,601.99
Balance at beginning of period	-5,394.31	-7,996.30
	6,359.98	-5,394.31

BALANCE AT END OF PERIOD

**INCOME AND EXPENDITURE STATEMENT
FOR 30 ROSEDALE AVENUE
Strata Plan 4030**

FROM 1st JULY 2015 TO 30th JUNE 2016

30/06/2016

30/06/2015

SINKING FUND

INCOME

Levies - Sinking Fund	4,222.48	3,362.98
Interest Received From Banks	29.44	0.00
Interest Rec'd On Investment	24.22	135.28
	4,276.14	3,498.26

LESS: EXPENDITURE:

Electrical Repairs - Sinking	14,431.44	1,210.00
Roofing and Guttering	5,720.00	0.00
	20,151.44	1,210.00
Surplus/-Deficit For Period	-15,875.30	2,288.26
Balance at beginning of period	23,540.18	21,251.92
	7,664.88	23,540.18

BALANCE AT END OF PERIOD

OWNERS STATEMENT OF ACCOUNT
FOR **30 ROSEDALE AVENUE**
STRATA PLAN 4030

RECEIPTS TO 02/03/2016

Lot No: X
Unit No: X
Manager: BAUMAN
Owners Ref: 472246

OWNER NAME

ADDRESS

DATE	NUMBER	NARRATION	DEBIT	CREDIT	BALANCE
		BROUGHT FORWARD BALANCE			0.00
1/01/2016	12	Admin. Levy 01/01/16-30/06/16	1,365.30		1,365.30
		Sinking Levy 01/01/16-30/06/16	455.10		1,820.40
4/01/2016		Payment		910.20	910.20
TOTAL :			<u>1,820.40</u>	<u>910.20</u>	<u>910.20</u>

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900

TORRENS TITLE

Register

8514 30

Vol. Fol.

Edition Issued 29-4-1975

Appln No. 14006

Prior Title. Vol. 10927 Pl. 234



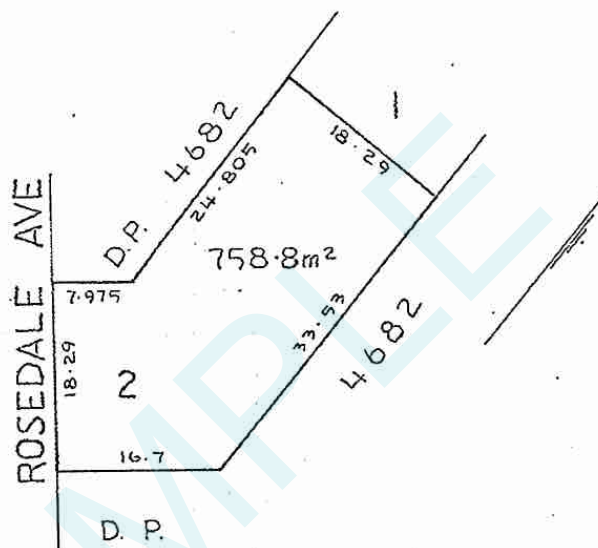
I certify that The Proprietors - Strata Plan No. 4030 is the registered proprietor of an Estate in Fee Simple in the common property in the strata scheme relating to the Strata Plan so numbered, within the land herein described, subject nevertheless to the exceptions encumbrances and interests recorded hereon and to the reservations and conditions, if any, contained in the Crown grant.

Jawatson
Registrar General.



PLAN SHOWING LOCATION OF LAND

LENGTHS ARE IN METRES - REDUCTION RATIO 1:500



ADDRESS FOR SERVICE OF NOTICES: 30 ROSEDALE AVE. FAIRLIGHT. 2094.

LAND REFERRED TO Lot 2 in Deposited Plan 901142 at Fairlight in the Municipality of Manly Parish of Manly Cove and County of Cumberland being part of 8.094 hectares granted to John Wheeler on 18-4-1842.

EXCEPTIONS ENCUMBRANCES AND INTERESTS REFERRED TO NIL.

SCHEDULE OF UNIT ENTITLEMENT

Aggregate unit entitlement: 824

Lot No.	Strata Plan No.	Unit Entitlement
1	4030	105
2	"	105
3	"	150
4	"	150
5	"	157
6	"	157

The policy mentioned below is due for renewal on and payable by 7/07/2015.

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The Owners Of Strata Plan 4030
C/- Mason & Brophy Strata Management Pty Ltd
PO BOX 567
DEEWHY NSW 2099

TAX INVOICE

This document will be a tax invoice
for GST when you make payment

Invoice Date: 4/06/2015

Invoice No: 121498

Our Reference: 4030SP

Should you have any queries in relation to this account,
please contact your Account Manager
BCB NSW Office

RENEWAL

Class of Policy: Residential Strata

Insurer: CGU Insurance Limited (NSW)
GPO Box 244 Sydney NSW 2001

ABN: 27 004 478 371

The Insured: The Owners Of Strata Plan 4030

Policy No: XXXX

Period of Cover: From 7/07/2015 to 7/07/2016 at 4:00 pm

Details: See attached schedule for a description of the risk(s) insured

YOUR DUTY OF DISCLOSURE

Before you enter into a Contract of general insurance with an Insurer, you have a duty under the Insurance Contracts Act 1984 to disclose to the Insurer every matter that you know, or could reasonably expect to know, is relevant to the Insurer's decision whether to accept the risk of Insurance and if so, on what terms. You have the same duty to disclose those matters to the Insurer before you renew, extend, vary or reinstate a Contract of general insurance. Your duty however does not require disclosure of matter.

- that diminishes the risk to be undertaken by the Insurer
- that is common knowledge
- that your Insurer knows or, in the ordinary course of business, ought to know
- as to which the compliance with your duty is waived by the Insurer.

NON-DISCLOSURE

If you fail to comply with your duty of disclosure, the Insurer may be entitled to reduce the liability under the Contract in respect of a claim or may cancel the Contract. If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the Contract from its beginning.

Your Premium:

Premium	UW Levy	Fire Levy	GST	Stamp Duty	Broker Fee
\$2,588.81	\$40.00	\$326.40	\$310.52	\$282.67	\$150.00

TOTAL \$3,698.40
(Excluding Credit Card fee)

Credit Card fee (inc GST) is \$36.98



Acct Name: Body Corporate Brokers Pty Ltd
BSB: 012055 Account: 837454549
Reference: 4030SP 121498



Call 07 5668 7800 to pay with your
Visa or Mastercard



Mail this portion with your cheque payable to:
Body Corporate Brokers Pty Ltd
PO BOX 781

MILSONS POINT NSW, 1565



WWW

Pay online with your
Visa or Mastercard
www.bodycorporatebrokers.com.au
Client Ref: 0123134X Invoice Ref: 121498

Our Reference: 4030SP
Invoice No: 121498
Acct Man: BCB NSW

AMOUNT DUE

\$3,698.40

Schedule of Insurance

Page 2 of 7

Class of Policy: Residential Strata
The Insured: The Owners Of Strata Plan 4030

Policy No: XXXX
Invoice No: 121498
Our Ref: 4030SP

SUU RESIDENTIAL STRATA POLICY SUMMARY

INSURED: The Owners of Strata Plan 4030

Situation: 30 Rosedale Avenue, Fairlight NSW 2094

SECTIONS

SECTION 1 – BUILDING & COMMON CONTENTS

Buildings including Common Area Contents	\$	2,015,000
Loss of Rent/Temporary Accommodation (15%)	\$	302,250
Catastrophe or Emergency (15%)	\$	302,250
Additional Loss of Rent	\$	Not Selected
Additional Catastrophe	\$	Not Selected
Fusion Cover		Up to 5 KW

SECTION 2 – GLASS

Indemnity limit	\$	Included
-----------------	----	----------

SECTION 3 – THEFT

Indemnity limit	\$	Included
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SECTION 4 – LEGAL LIABILITY

Indemnity limit	\$	10,000,000
-----------------	----	------------

SECTION 5 – FIDELITY GUARANTEE

Indemnity Limit	\$	100,000
-----------------	----	---------

SECTION 6 – OFFICE BEARERS LIABILITY

Indemnity limit	\$	1,000,000
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SECTION 7 – VOLUNTARY WORKERS PERSONAL ACCIDENT

Capital Benefits	\$	200,000
Weekly Benefits	\$	2,000

SECTION 8 – GOVERNMENT AUDIT COSTS

Indemnity Limit	\$	25,000
-----------------	----	--------

SECTION 9 – LEGAL EXPENSES

Indemnity Limit	\$	50,000
-----------------	----	--------

SECTION 10 – WORKPLACE, HEALTH & SAFETY BREACHES

Indemnity Limit	\$	100,000
-----------------	----	---------

SECTION 11 – MACHINERY BREAKDOWN

Indemnity Limit	\$	Not Selected
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SECTION 12 – LOT OWNERS IMPROVEMENTS (Per Lot)

Indemnity Limit	\$	250,000
-----------------	----	---------

SECTION 13 – WORKERS COMPENSATION

As Per Act	\$	Not Selected
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Schedule of Insurance

Page 3 of 7

Class of Policy: Residential Strata
The Insured: The Owners Of Strata Plan 4030

Policy No: XXXX
Invoice No: 121498
Our Ref: 4030SP

Excesses: Earthquake – Additional \$250 per claim or series of claims occurring over a period of 72hrs.

Section 1	All Other Claims:	\$	250
Section 2	All Claims	\$	250
Section 3	All Claims	\$	250

This policy has been written through:
CGU Insurance Via Strata Unit Underwriters - ABN 30 089 201 534.
5/263 Alfred Street, North Sydney, NSW, 2060

This is a summary only. Full Terms and Conditions are as per the Insurer's Product Disclosure Statement/Policy Wording.

James Spinks and Associates

Registered Real Estate Valuers

Telephone: (02) 9525-5259
Facsimile: (02) 9524-5564
Mobile: 0408-680-576
Email: spinksj@optusnet.com.au

Principal: James Spinks, B.A. (Econ.), Dip. Urban Studies, Dip. Ed., M. Ed., FAPI
Registered Real Estate Valuer number 1015.

52 Lilli Pilli Point Road
Lilli Pilli
NSW 2229

Our Reference: St.7490/19119
Your Reference: Jan Clarke, Mason & Brophy

13 June, 2013

The Owners Corporation,
C/- Mason and Brophy Strata Management, Pty Limited,
Post Office Box 567,
Dee Why, 2099

14 JUN 2013

Dear Owners,

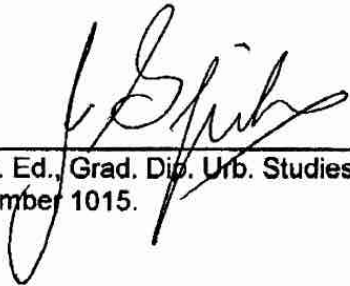
Re: Strata Plan Number 4030
Property Located at Number '30' Rosedale Avenue, Fairlight

I refer to the above mentioned matter, and advise that the updated building valuation for insurance purposes is **One Million, Nine Hundred Thousand Dollars (\$1,900,000)**, inclusive of GST, and as at the above date. This figure does not include Common Contents.

The valuation is in accordance with the provisions of Clause 12 of the Strata Schemes Management Regulation, 2010, under the Strata Schemes Management Act of New South Wales, 1996.

We have carried out an inspection of exposed and readily accessible areas of the improvements. However, the valuer is not a building construction or structural expert, and is therefore unable to certify the structural soundness of the improvements. Readers of this report should make their own enquiries.

This valuation has been prepared on specific instructions from Mason and Brophy Strata Management Pty Limited on Behalf of the Owners, Strata Plan number 4030, for the purposes of valuing the subject improvements for insurance purposes. This report is not to be relied upon by any other person or for any other purpose. We accept no liability to third parties. We invite other parties who may come into possession of this report to seek our written consent to them relying on this report. We reserve the right to withhold our consent or to review the contents of this report in the event that our consent is sought.


JAMES SPINKS, B.A.(Econ.), Dip. Ed., Grad. Dip. Urb. Studies, M.Ed., FAPI
Registered Real Estate Valuer Number 1015.
Certified Practising Valuer

On Behalf Of:
JAMES SPINKS AND ASSOCIATES.

NOTICE OF VALUATION

Land value as at 01/07/2014



Valuer General



Return to: **PO Box 745, Bathurst NSW 2795**

VALUATION DISTRICT MANLY

PROPERTY NUMBER 748610

3



PROPS SP 4030
MASON & BROPHY
POST OFFICE BOX 567
DEE WHY 2099

The Register of Land Values shows you to be the owner(s) or lessee(s) of the property detailed below.
PROPS SP 4030

ADDRESS OF PROPERTY 30 ROSEDALE AVE, FAIRLIGHT NSW 2094

DESCRIPTION OF LAND (Lot/Section/Plan)

1, 2, 3, 4, 5, 6, CP/SP4030

ZONE General Residential

AREA 1315 square metres

DIMENSIONS 18.29 / 50.22 x 32.79 / 32.79

Front boundary / back boundary x first side boundary / second side boundary (in metres)

VALUATION DETAILS

Land value as at 01/07/2014

Land value \$1,680,000

LAST DATE TO OBJECT 03/04/2015

BASIS FOR VALUATION

The land value is the freehold value of the land excluding any structural improvements.

This land value reflects the property market conditions as at **01/07/2014**. The land value reflects the physical condition and the way in which the land could be used as at **26/08/2014**.

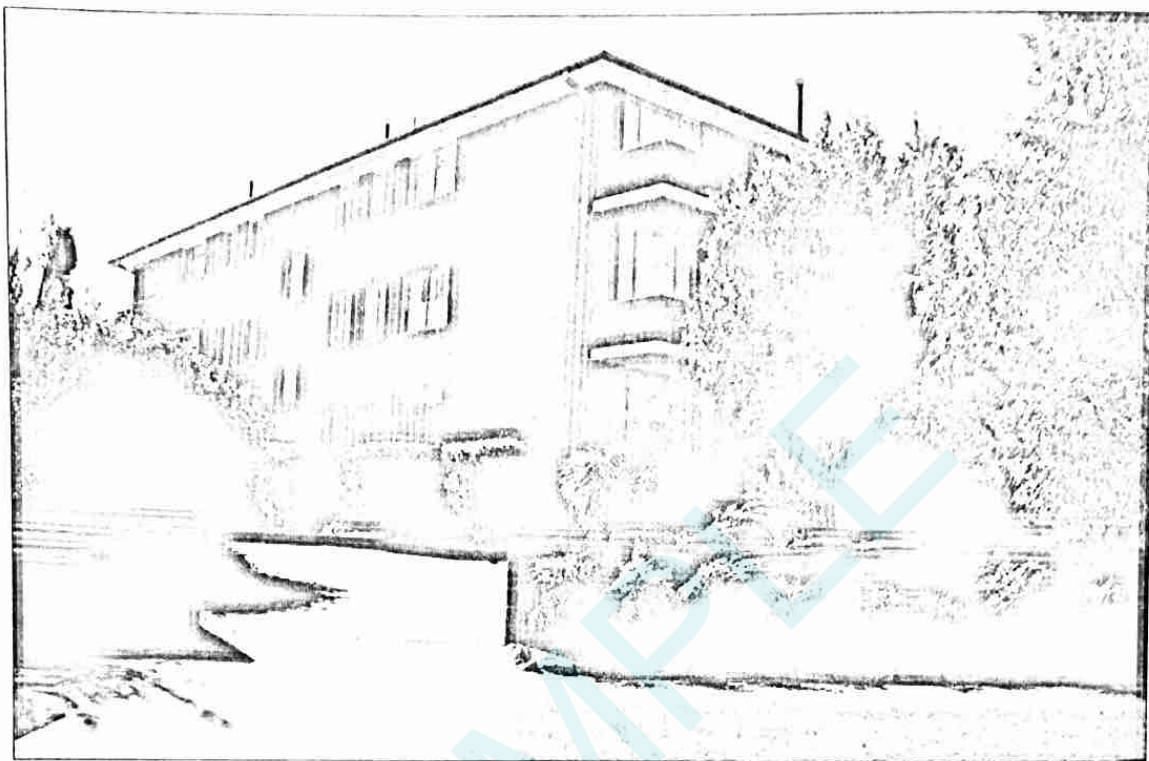
Simon Gilkes, NSW Valuer General

The land value recorded on this Notice of Valuation has been determined under the Valuation of Land Act 1916 for rating and taxing purposes. Land values have regard to the requirements of rating and taxing legislation and should not be used for any other purpose without the specific agreement of the Valuer General.

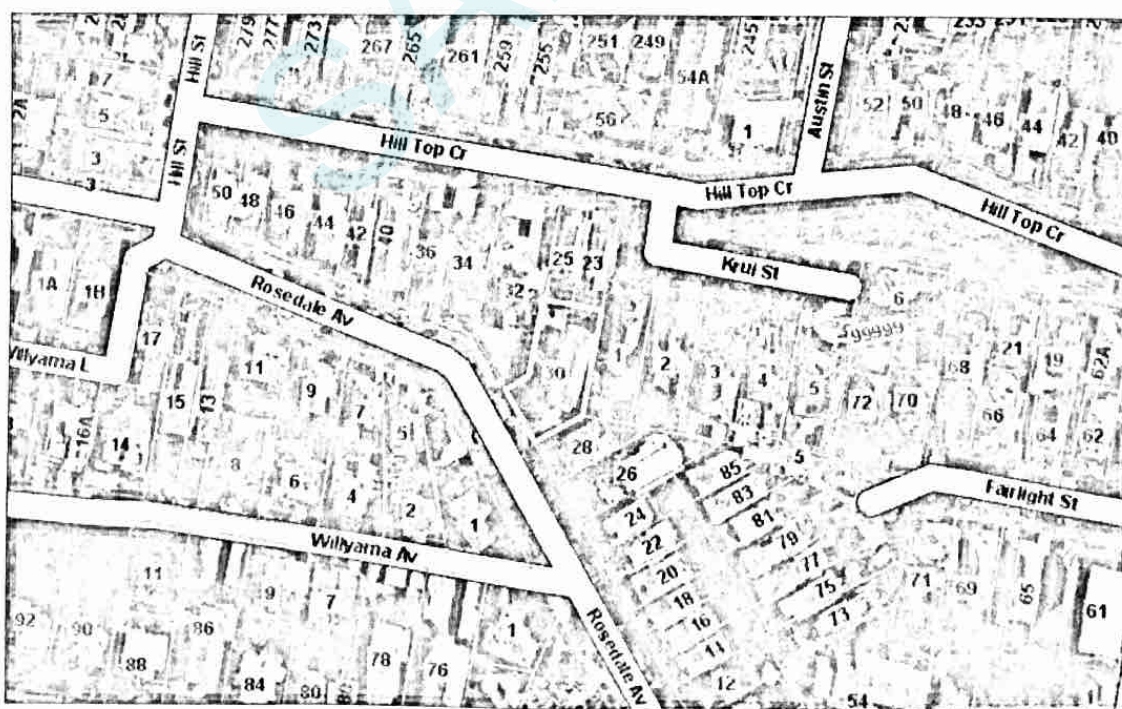
BUILDING INSURANCE VALUATIONS PTY LIMITED

ACN 124 043 027

10 YEAR SINKING FUND PLAN



30 ROSEDALE AVENUE, FAIRLIGHT :: SP4030



Registered Valuers & Property Consultants
PO Box 444 Epping 1710 : DX 4444 Epping
www.biv.com.au : info@biv.com.au
Fax: 9617 1541 : Ph: 9114 9800

**SINKING FUND
PLANS (Aust)**
Pty Limited
9114 9800

Member
Institute of Strata Title
Management



10 Year Sinking Fund Forecast - Costs Estimates

10 Year Sinking Fund Forecast – Costs Estimates															
Sinking Fund Forecast for:			30 Rosedale Avenue, Fairlight		Date commencing:			2 July 2009			Strata Plan:			SP4030	
Calculated for:			Mason & Brophy Strata Management Pty Ltd		Attention:			Mark Baumann			Today's date:			20 August 2008	
Ser- ial	Item	Current Cost Estimate	Approx year required	Escalated amount	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10	
1	Structure				Jul-10	Jul-11	Jul-12	Jul-13	Jul-14	Jul-15	Jul-16	Jul-17	Jul-18	Jul-19	
2	Floors/walls/roof														
3	Long term capital items	\$3,000	10	\$6,477										\$6,477	
4	Appendages														
5	Balconies														
6	Lighting														
7	Doors														
8	Timberwork														
9	Brickwork														
10	Guttering & downpipes	\$3,000	7	\$5,141							\$5,141				
11	Plant & equipment														
12	Roller door motors														
13	Windows														
14	Inside									\$11,664					
15	Internal painting	\$7,350	6	\$11,664											
16	Carpet	\$2,700	5	\$3,446					\$3,446						
17	Lighting														
18	Balustrade														
19	Outside														
20	External painting	\$4,800	4	\$5,834				\$5,834							
21	Landscaping	\$1,800	9	\$3,598									\$3,598		
22	Fences	\$1,200	8	\$2,221								\$2,221			
23	Retaining walls														
24	Sealing concrete areas (1)														
25	Sealing concrete areas (2)														
26	Trip hazards	\$1,500	1	\$1,575	\$1,575										
27	Clothes lines	\$900	9	\$1,799									\$1,799		
28	Pavers														
29	Concrete cancer (balcony)	\$800	2	\$882		\$882									
30	Concrete slab														
31	Lattice	\$1,400	3	\$1,621			\$1,621								
	Total Estimate (rounded)	\$28,450		\$44,258	\$1,575	\$882	\$1,621	\$5,834	\$3,446	\$11,664	\$5,141	\$2,221	\$5,397	\$6,477	

Recommended Annual Sinking Fund Payment

End of Year	Year Ending	Recom- mended Sinking Fund Payment	Annual % change in Sinking Fund Payment	Adjustm't to Sinking Fund Payment (increase/ decrease)	S/Fund Balance + Interest + Annual S/Fund Payment	Costs in each year refer to the table above (page 3)	Sinking Fund Balance	Interest on the Sinking Fund Balance
A	B	C	D	E	F H+I+C	G	H	I
							F-G	4.25%
							\$10,668	\$453
1	Jul-10	\$2,699			\$13,821	\$1,575	\$12,246	\$520
2	Jul-11	\$2,834	5.00%		\$15,601	\$882	\$14,719	\$626
3	Jul-12	\$2,976	5.00%		\$18,320	\$1,621	\$16,700	\$710
4	Jul-13	\$3,125	5.00%		\$20,534	\$5,834	\$14,700	\$625
5	Jul-14	\$3,281	5.00%		\$18,606	\$3,446	\$15,160	\$644
6	Jul-15	\$3,445	5.00%		\$19,249	\$11,664	\$7,586	\$322
7	Jul-16	\$3,618	5.00%		\$11,526	\$5,141	\$6,384	\$271
8	Jul-17	\$3,798	5.00%		\$10,454	\$2,221	\$8,233	\$350
9	Jul-18	\$3,988	5.00%		\$12,571	\$5,397	\$7,174	\$305
10	Jul-19	\$4,188	5.00%		\$11,666	\$6,477	\$5,190	\$221
11	Jul-20	\$4,397	5.00%		\$9,807		\$9,807	\$417

Note: some figures may be rounded

Assumptions	
Base Annual Sinking Fund contribution for Capital Items	\$4,499
Buffer (or adjustment to the base annual contribution)	-\$1,800
Recommended Annual Sinking Fund Contribution (After Buffer)	\$2,699
Current Annual Sinking Fund contribution (as instructed)	\$2,500
Current Sinking Fund Balance (as instructed)	\$10,668
Annual Sinking Fund Payment increase rate	5.00%
Adopted Investment Rate after tax	4.25%

The above table represents our Recommendation of the Annual Sinking Fund Payments for the next 11 years. Column F includes the Sinking Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Sinking Fund Payment for the current year. Column C (Recommended Sinking Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Sinking Fund Payment (negative adjustment) to ensure that the Sinking Fund Balance remains positive in each year.

Recommendation

We consider that the existing Sinking Fund Balance is very good, however an additional allowance should be maintained for any unforeseen circumstances. We consider that the current annual payments are sufficient to meet the immediate likely expenditure. However we recommend that the Owner's Corporation adopt as a minimum the Sinking Fund Payments as shown in the table below and for the following ten years.

Points of consideration

We have made the following allowances:

- contribution towards the replacement of the long term capital items, if required.
- contribution towards the renewal of the guttering & downpipes in year 7.
- in year 6, contribution towards the renewal of the internal painting, if required. In order to maintain a fresh appearance and provide constant protection. If performed regularly, repainting will prevent excessive preparation costs in the future.
- allowance for the replacement of the carpet in year 5.
- contribution towards the renewal of the external painting in year 4, if required.
- allowance for the renewal of the landscaping in year 9. The owners may wish to change the plantings, restore landscaped areas and refresh with new bark chips.
- in year 8, contribution towards the repair of the fences. Where appropriate, at 50% of the cost in accordance with the Dividing Fences Act, 1991.
- removal of the trip hazards in year 1. (By the use of a concrete grinder or other appropriate means).
- in year 9, allowance for the replacement of the clothes lines, if required.
- contribution towards the repair of the concrete cancer (balcony) in year 2.
- in year 3, contribution towards the renewal of the lattice.

Note that the Sinking Fund Plan is only an estimate of what items may reasonably require replacement during the term of the Plan. There is no guarantee that a reasonable assessment of a future projection today may in fact come to pass, and indeed, additional items of capital repairs or replacement unforeseen at the time of preparing a Sinking Fund Plan may occur in the immediate future. This Sinking Fund Plan should be reviewed periodically when items are no longer required and should be removed, or new items discovered which should be added to the Plan. The shown figures are our recommendation based upon our assessment of the likely expenditure (and an allowance for expenditure) in the 10 year Sinking Fund Plan requested. The Owners Corporation is entitled to choose whatever Sinking Fund contributions they deem appropriate for their particular circumstances.

ASBESTOS REPORTS

a subsidiary of Building Insurance Valuations Pty Limited ABN 75 124 043 027

ASBESTOS REGISTER AND ASBESTOS MANAGEMENT PLAN

COMMON PROPERTY - LEVEL 1 INSPECTION

7 MARCH 2013



30 ROSEDALE AVENUE, FAIRLIGHT :: SP4030



Registered Valuers & Property Consultants
PO Box 4444 Epping 1710 : DX 4444 Epping
www.biv.com.au : biv@biv.com.au
Fax: 9617 1541 : Ph: 9114 9800

SINKING FUND
PLANS (Aust)
Pty Limited
9114 9800



strata
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ANNUAL ESTABLISHED

BRONZE SPONSOR 2008-2012

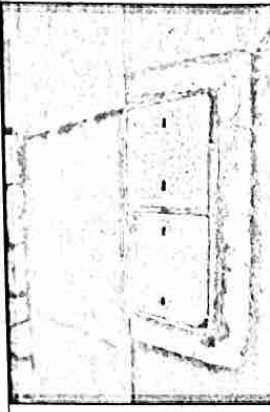

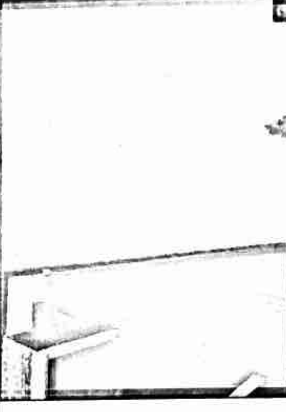
Part 1 - Asbestos Register

This Asbestos Register should be read in conjunction with the full Asbestos Report


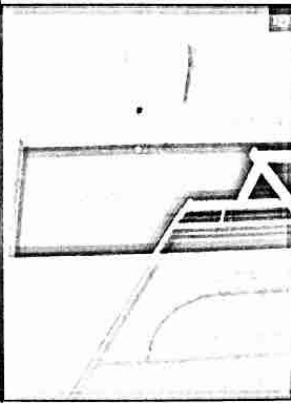
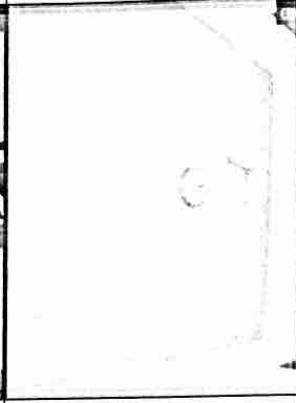
ASBESTOS REGISTER

Name of Competent Person: **Graham McIntosh - Asbestos Inspector**

Workplace address: **30 Rosedale Avenue, Fairlight :: SP4030**

Code of Practice items			Risk Assessment			Photo (see Annex A for additional photos)
Date of Identification	Item Description (type of asbestos product) Specific Location	Friable or Non-Friable? Condition of Asbestos	Visual identification only		Is this an inaccessible area? Recommended Control Measure(s) Remove/isolate	
			Is it Asbestos? 1 highly likely 2 likely 3 unlikely 4 highly unlikely	Contamination risk 1 very high (friable) 2 high 3 mod 4 low		
1 7 March 2013	Telecommunications service pit (on council property)	Non-friable Poor	2. likely	4. low	No Replace when practical Do not drill, gouge, grind or create dust Periodically review and monitor	
2 7 March 2013	Vermiculite linings (balcony eaves)	Non-friable Good	2. likely	3. mod	No Leave in place, do not disturb Keep painted/sealed Cleaned without creating dust Periodically review and monitor	
3 7 March 2013	Eaves	Non-friable Good	2. likely	3. mod	No Leave in place, do not disturb Keep painted/sealed Cleaned without creating dust Periodically review and monitor	

ASBESTOS REGISTER

Workplace address: 30 Rosedale Avenue, Fairlight :: SP4030		Name of Competent Person: Graham McIntosh - Asbestos Inspector		Photo (see Annex A for additional photos)	
Code of Practice items		Risk Assessment			Photo
Date of Identification	Item Description (type of asbestos product) Specific Location	Is it Asbestos? 1 highly likely 2 likely 3 unlikely 4 highly unlikely	Visual identification only Contamination risk 1 very high (friable) 2 high 3 mod 4 low	Area m2 Approx	
4	7 March 2013 Distribution board	Non-friable Good	2. likely 4. low	2 No Replace when practical Do not drill, gouge, grind or create dust Periodically review and monitor	
5	7 March 2013 All common/fire doors	Non-friable Good	2. likely 4. low	12 Yes Leave in place and replace when required Keep painted/sealed Do not drill, gouge, grind or create dust Periodically review and monitor until removed	
6	7 March 2013 Vermiculite ceiling (stairwells)	Non-friable Good	2. likely 3. mod	15 No Leave in place, do not disturb Keep painted/sealed Cleaned without creating dust Periodically review and monitor	

This Asbestos Register should be read in conjunction with the full Asbestos Report

ASBESTOS REGISTER

Workplace address: 30 Rosedale Avenue, Fairlight :: SP4030		Name of Competent Person: Graham McIntosh - Asbestos Inspector		Photo (see Annex A for additional photos)		
Code of Practice items		Risk Assessment			Photo	
Date of Identification	Item Description (type of asbestos product) Specific Location	Friable or Non-Friable? Condition of Asbestos	Visual identification only			Is this an inaccessible area? Recommended Control Measure(s) Remove/isolate
			Is it Asbestos? 1 highly likely 2 likely 3 unlikely 4 highly unlikely	Contamination risk 1 very high (friable) 2 high 3 med 4 low		

Inaccessible Areas: The following areas were not accessible or inspected and in accordance with Clause 422 of the Work Health and Safety Regulation 2011 the areas are assumed to contain asbestos or ACM.

Inaccessible area or areas not inspected	Reasons
A Roof and roof cavity	Not reasonably practicable to gain access
B Underfloor areas	Not reasonably practicable to gain access
C Toilet	Locked

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THE OWNERS STRATA PLAN No 4030
30 ROSEDALE AVENUE, FAIRLIGHT
HELD ON 24 AUGUST 2015
AT MASON & BROPHY STRATA MANAGEMENT PTY LTD
SUITE 13/818 PITTWATER ROAD, DEE WHY**

PRESENT

A Cooper

Lot 2

P Lamb

Lot 5

PROXIES

W Calcutt

Lot 4

Proxy to Chairman

APOLOGIES

G & C Walker

Lot 6

IN ATTENDANCE

Mark Baumann of Mason & Brophy Strata Management Pty Ltd, who acted as Chairperson by consent. The Meeting commenced at 6.00pm.

RESOLUTIONS

1. MINUTES

That the MINUTES of the last General Meeting held on 25 August 2014 be confirmed and adopted.

CARRIED

2. INSURANCE

(i) That the Owners Corporation confirms the current insurances.

CARRIED

(ii) That the insurance of the Owners Corporation be varied at the insurers suggested values.

CARRIED

(iii) That the Owners Corporation determines that no additional insurances of the kind referred to in Section 88 (2) of the Strata Schemes Management Act 1996, Office Bearers and Fidelity Guarantee, are to be considered.

CARRIED

3. VALUATION

That the property of the Strata Scheme be re-valued for insurance purposes.

Date of last valuation: 13 June 2013

LOST

4. AUDIT

That an auditor be appointed.

LOST

5. SINKING FUND FORECAST

That a consultant be appointed to update the actual and expected Sinking Fund requirements in accordance with Section 75A(2) of the Strata Schemes Management Act 1996.

Date of Last Report: 1 September 2009

LOST

MASON & BROPHY STRATA MANAGEMENT P/L

Suite 13/818 Pittwater Road, Dee Why 2099 – PO Box 567, Dee Why 2099
Ph: 8978 3000, Fax 9982 5357, E-mail: mail@masonbrophy.com.au

6. **COMPLIANCE – FIRE**

That the Owners Corporation confirms that there are no common property essential fire safety measures installed at the building.

CARRIED

7. **COMPLIANCE – WH&S AND ASBESTOS**

- (i) That the Owners Corporation 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.

Date of Last Report:

LOST

- (ii) That the Owners Corporation, for buildings constructed prior to 31st December 2003, appoint a suitably qualified person to undertake an Asbestos Survey, including an Asbestos Register and Management Plan if asbestos is found in the scheme.

Date of Report: 3 March 2013

LOST

8. **GST STATUS**

That the Owners Corporation resolved to remain unregistered for GST.

CARRIED

9. **FINANCIAL STATEMENT AND BUDGET**

- (i) That the Annual Statement of Accounts be confirmed and adopted.

CARRIED

- (ii) That the Budget attached to this notice be adopted and the levies under Section 76 (1) "Administrative Fund" be determined as \$15,000.00 per annum; payable quarterly in advance by unit entitlement and due on the 1st day of January, April, July and October and payable on a continuing basis until re-determined.

AMENDED & CARRIED

- (iii) That the Budget attached to this notice be adopted and the levies under Section 76 (1) "Sinking Fund" be determined as \$5,000.00 per annum; payable quarterly in advance by unit entitlement and due on the 1st day of January, April, July and October and payable on a continuing basis until re-determined.

AMENDED & CARRIED

10. **LEVIES IN ARREARS - COLLECTION PROCEDURES**

That the Owners Corporation for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the *Strata Schemes Management Act 1996* (including section 80D of the Act), authorise the strata managing agent and/or the executive committee to do any of the following:

- (a) Levy Recovery Step 1: issue a reminder levy notice;
(b) Levy Recovery Step 2: issue 1st levy recovery letter;
(c) Levy Recovery Step 3: issue 2nd levy recovery letter;
(d) Levy Recovery Step 4: 96 days after the original date the levy was due and where the debt is in excess of \$2,000.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of the owners to issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession

MASON & BROPHY STRATA MANAGEMENT P/L

Suite 13/818 Pittwater Road, Dee Why 2099 – PO Box 567, Dee Why 2099

Ph: 8978 3000, Fax 9982 5357, E-mail: mail@masonbrophy.com.au

and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;

- (e) Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- (f) Filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions; and
- (g) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

CARRIED

11. EXECUTIVE COMMITTEE RESTRICTIONS

That the Owners Corporation confirm that there are no restrictions placed on the Executive Committee other than those in accordance with Section 21(2)(b) of the Strata Schemes Management Act 1996.

CARRIED

12. EXECUTIVE COMMITTEE

- (i) That the Owners Corporation take written and oral nominations for the Executive Committee in accordance with the Strata Schemes Management Act 1996 & Regulations 2010

Bill Calcutt

Paul Lamb

CARRIED

- (ii) That the Owners Corporation determine the number of members of the Executive Committee to be TWO.

CARRIED

- (iii) That the Owners Corporation elects the Executive Committee.

Bill Calcutt

Lot 4

Paul Lamb

Lot 5

CARRIED

- (iv) That the Owners Corporation appoint a building representative and substitute representative from the Executive Committee to be the contact person for the Strata Manager.

Bill Calcutt

Building Representative

CARRIED

The Meeting closed at 6.40pm.

DATE

CHAIRPERSON.....

MASON & BROPHY STRATA MANAGEMENT P/L

Suite 13/818 Pittwater Road, Dee Why 2099 – PO Box 567, Dee Why 2099

Ph: 8978 3000, Fax 9982 5357, E-mail: mail@masonbrophy.com.au

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
OF THE OWNERS STRATA PLAN No 4030
30 ROSEDALE AVENUE, FAIRLIGHT
HELD ON 24 AUGUST 2015
AT MASON & BROPHY STRATA MANAGEMENT PTY LTD
SUITE 13/818 PITTWATER ROAD, DEE WHY**

THIS MEETING WAS

NOT HELD

MASON & BROPHY STRATA MANAGEMENT P/L

Suite 13/818 Pittwater Road, Dee Why 2099 – PO Box 567, Dee Why 2099
Ph: 8978 3000, Fax 9982 5357, E-mail: mail@masonbrophy.com.au

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THE OWNERS STRATA PLAN No 4030
30 ROSEDALE AVENUE, FAIRLIGHT
HELD ON 25 AUGUST 2014
AT MASON AND BROPHY STRATA MANAGEMENT PTY LTD
SUITE 13/818 PITTWATER ROAD, DEE WHY**

PRESENT

A Cooper
P Lamb

Lot 2
Lot 5

W Calcutt

Lot 4

APOLOGIES

R Harvey

Lot 3

IN ATTENDANCE

Mark Baumann of Mason & Brophy Strata Management Pty Ltd, who acted as Chairperson by consent. The Meeting commenced at 6.00 pm.

RESOLUTIONS

1. MINUTES

That the MINUTES of the last General Meeting held on 20 August 2013 be confirmed and adopted.

CARRIED

2. INSURANCE

(i) That the Owners Corporation confirms the current insurances.

CARRIED

(ii) That the Owners Corporation determines that no additional insurances of the kind referred to in Section 88 (2) of the Strata Schemes Management Act 1996, Office Bearers and Fidelity Guarantee, are to be considered.

CARRIED

3. SINKING FUND FORECAST

That a consultant be appointed to update the actual and expected Sinking Fund requirements in accordance with Section 75A(2) of the Strata Schemes Management Act 1996.

Date of Last Report: 1 August 2009

LOST

4. COMPLIANCE – FIRE

That the Owners Corporation confirms that there are no common property essential fire safety measures installed at the building.

CARRIED

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5. **COMPLIANCE – WH&S and ASBESTOS**

- (i) That the Owners Corporation acknowledge the introduction of the Work Health & Safety (WH&S) Act 2011 and Regulations and its duty of care to its owners, residents, contractors and others to ensure that their property is in as safe a condition as reasonably practicable.

CARRIED

- (ii) That the Owners Corporation 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.

LOST

- (iii) That the Owners Corporation, for buildings constructed prior to 31st December 2003, appoint a suitably qualified person to undertake an Asbestos Survey, including an Asbestos Register and Management Plan if asbestos is found in the scheme.

Date of Report: 7 March 2013.

LOST

6. **GST STATUS**

That the Owners Corporation resolved to remain unregistered for GST.

CARRIED

7. **FINANCIAL STATEMENT AND BUDGET**

- (i) That the Annual Statement of Accounts be confirmed and adopted.

CARRIED

- (ii) That the Budget attached to this notice be adopted and the levies under Section 76 (1) "Administrative Fund" be determined as \$22,000.00 per annum; payable half yearly in advance by unit entitlement and due on the 1st day of January and July and payable on a continuing basis until re-determined.

CARRIED

- (iii) That the Budget attached to this notice be adopted and the levies under Section 76 (1) "Sinking Fund" be determined as \$3,445.00 per annum; payable half yearly in advance by unit entitlement and due on the 1st day of January and July and payable on a continuing basis until re-determined.

CARRIED

8. **AUDIT**

That an auditor be appointed.

LOST

9. **EXECUTIVE COMMITTEE RESTRICTIONS**

That the Owners Corporation confirm that there are no restrictions placed on the Executive Committee other than those in accordance with Section 21(2)(b) of the Strata Schemes Management Act 1996.

CARRIED

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10. **EXECUTIVE COMMITTEE**

- (i) That the Owners Corporation take written and oral nominations for the Executive Committee in accordance with the Strata Schemes Management Act 1996 & Regulations 2010

Robert Harvey
Paul Lamb

William Calcutt

CARRIED

- (ii) That the Owners Corporation determine the number of members of the Executive Committee to be three.

CARRIED

- (iii) That the Owners Corporation elects the Executive Committee.

Robert Harvey
Paul Lamb

Lot 3
Lot 5

William Calcutt

Lot 4

CARRIED

- (iv) That the Owners Corporation appoint a building representative and substitute representative from the Executive Committee to be the contact person for the Strata Manager.

William Calcutt

Lot 4

Building Representative

CARRIED

The Meeting closed at 6.50 pm.

NOTES

1. The front light has gone - replace cover.

DATE

CHAIRPERSON.....

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**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
OF THE OWNERS STRATA PLAN No 4030
30 ROSEDALE AVENUE, FAIRLIGHT
HELD ON 25 AUGUST 2014
AT MASON AND BROPHY STRATA MANAGEMENT PTY LTD
SUITE 13/818 PITTWATER ROAD, DEE WHY**

AN EXECUTIVE COMMITTEE MEETING WAS NOT HELD

MASON & BROPHY STRATA MANAGEMENT P/L
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