

Notice of Annual General Meeting

Strata Plan	34151
Name	VICTORIA PDE - 42-44
Address	42-44 Victoria Parade MANLY NSW 2095
Manager	Steve Babamovski
Meeting Date	04 May 2021
Location	Community Northern Beaches, 52 Raglan St, Manly
Time	6:00 PM
Application	Google Meet
Weblink	meet.google.com/sir-izaf-ptu
Dial-in Number	03 8594 7147
Pin	768 206 790#

IMPORTANT NOTES

Voting at this meeting is conducted in accordance with the provisions of Regulations 14 and 15 of the Strata Schemes Management Regulation 2016, at which meeting a pre-meeting electronic voting may be conducted. Matters may be determined partly at this meeting, which allows for motions to be amended. In the event a motion is amended by a further motion given at the meeting, subject to amendment not changing the matter of the original motion, the pre-meeting vote will have no effect. Owners or their nominees are not required to attend the meeting and may submit a Voting Form forming part of the notice of this meeting. If you are submitting a Voting Form, you must: a) vote in accordance with the Instructions contained on the Voting Form, and b) submit the Voting Form at least 24 hours prior to commencement of the meeting.

All of the relevant documents for this meeting can be easily accessed on the StrataMax Portal via your link through the Bright & Duggan website at www.bright-duggan.com.au

Attendance & Meeting Procedures

- Recording of persons in attendance
- Validation and recording of proxies
- Determination of quorum
- Chairperson of the meeting
- Commencement time

Reference to a section is reference to a section in the Strata Schemes Management Act 2015 (NSW) & reference to a regulation is reference to a regulation in the Strata Schemes Management Regulation 2016 (NSW), unless otherwise stated.

Quorum

A quorum is present at a meeting immediately following where not less than 25% of persons entitled to vote being present, either in person or by proxy. If no quorum is present within 30 minutes after the scheduled time for the meeting commencement, the chairperson may either adjourn the meeting for 7 calendar days or declare that the persons present (either in person or by duly authorised proxy and entitled to vote) constitute a quorum. Owners, tenants and proxy holders require registering attendance with the chairperson. To ensure the meeting commences on time, please arrive 10-15 minutes prior to the scheduled time for the meeting to register your attendance.

Chairperson

The elected Chairperson of the owners corporation would ordinarily chair this meeting. Pursuant to delegations of the strata management agency agreement to Bright & Duggan, and with the consent of persons in attendance, it is customary for the managing agent to chair the meeting.

Voting Rights

Each owner has voting rights that may be exercised at a meeting of the owners corporation if the owner is shown on the strata roll, and in the case of a corporation, if the company nominee is shown on the strata roll. In the case of co-owners, one of the owners may act as proxy on behalf of the

other co-owner, or if no proxy is provided, the owner first named on the strata roll has voting rights. An owner is not entitled to vote in person or by proxy if they are un-financial at the date of notice of the meeting and unless payment has been received before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot.

Motions where Pre-meeting Voting is Permitted

Owners, proxy holders, or company nominees voting by way of pre-meeting electronic voting should be aware that the relevant motion may be amended by a further motion at the meeting, after the pre-meeting electronic voting takes place, and that consequently the pre-meeting vote may have no effect.

Proxies

If an owner with voting rights is unable to attend the meeting, they may appoint a proxy to vote on their behalf. In the case of joint ownership, all owners must sign the proxy form, and in the case of ownership by a corporation, the company nominee must sign the proxy form. The proxy form must provide instructions on whether the person appointing the proxy intends for the proxy to be able to vote on all matters and if not, the matters on which the proxy is permitted to vote. Please note that proxies do not remain valid indefinitely. In the case of a large strata

scheme (in excess of 100 lots and excluding parking or utility lots), proxy forms must be provided to the **Secretary 24 hours prior to commencement of the meeting**. All other proxy forms must be provided to the Secretary either prior to or at commencement of the meeting. For strata schemes with 20 lots or less, a person may hold maximum of 1 proxy. For strata schemes with greater than 20 lots, a person may hold proxies to a number that is equal to not more than 5% of the total number of lots.

Resolutions

Motions declared for 'special resolution', not more than 25% of the values of votes cast against the resolution. The value of the vote in respect of a lot is equal to the registered [unit entitlements](#) for the lot. Motions declared for 'unanimous resolution', no vote may be cast against the resolution.

A motion or election that is not required to be approved by '[special resolution](#)' or '[unanimous resolution](#)' is passed by a simple majority of votes cast for or against the motion, with each person having 1 vote for each lot in respect of which the person is entitled to vote.

Tenant Representative

A tenant representative, elected in accordance with section 33, is entitled to attend meetings of the strata committee, but is not entitled to vote on decisions of the strata committee, put a motion or nominate a person for office.

Tenants

A tenant, who is registered on the strata roll, is entitled to attend meetings of the owners corporation, but is not entitled to vote unless the tenant holds a duly authorised proxy. Tenants are not entitled to address the meeting unless authorised to do so by resolution of the owners corporation. The owners corporation may determine that the tenants are not permitted to be in attendance at the meeting during discussions or decisions relating to financial matters.

In accordance with section 258, tenancy notice must be provided to the owners corporation not later than 14 days after commencement of a lease, sublease or execution of the assignment.

Meeting Protocols

Meetings of the owners corporation provides a forum for the owners with opportunity to discuss, contribute and participate in the decision-making process concerning all facets of the common property within the strata scheme. Bright & Duggan strongly encourages participation of all owners at the meetings and recommends the following meeting protocols for efficient and effective meeting:

- Be prompt. Allow sufficient time to register your attendance, so the meeting can commence at the scheduled time.
- Turn mobile phones and any other electronic devices to silent.
- Address the meeting via the Chairperson only and at their permission. The Chairperson is responsible for ensuring all attendees have an opportunity to address the meeting and that the voting process is accurate.
- Be respectful of others addressing the meeting, by not participating in 'side conversations'.
- Matters not included on the agenda notice are not permitted to be discussed or resolved at the meeting. This is in recognition of a failure to provide notice to other interested owners.
- Your decisions should be made for the collective good of the owners corporation, rather than for self-interest.

Minutes

Owners can register for distribution of notices electronically. Please contact our Customer Care Department for further assistance on (02) 9902 7100 or email customercare@bright-duggan.com.au.

Distribution of minutes of general meetings, in accordance with schedule 1 of the Strata Schemes Management Act 2015 (NSW), will proceed in the following manner: a) by giving each member of the strata committee a copy, b) by giving each owner a copy, if the strata scheme is not a large strata scheme, and c) by giving an owner a copy, if the strata scheme is a large strata scheme and the owner requests a copy within the period of 14 days.

Motions

1. Minutes

That the minutes of the last general meeting of the owners corporation held on 15 April 2019 be adopted as a true and accurate record of the proceedings of that meeting.

Explanatory Notes:

The minutes of the last general meeting have been attached to the notice of this meeting. This motion confirms accuracy of the minutes and in the event that the minutes are in error, an owner may move that the minutes be amended.

2. Financial Statements

That the attached audited statements of key financial information for the financial year ending on 31 January 2020 & 31 January 2021 for the administrative fund, the capital works fund and any other fund held by the owners corporation, be adopted.

Explanatory Notes:

The financial statements are a formal record of the financial activities and position of the strata scheme. A copy of the key financial information of the owners corporation is attached. Please direct any enquiries regarding the accounts to the managing agent at least 48 hours prior to the meeting.

3. Financial Audit

That the financial statements be audited for the financial year ending on 31 January 2022.

Explanatory Notes:

Section 95 provides that it is compulsory to appoint an auditor for large strata schemes (in excess of 100 lots and excluding parking or utility lots) or for strata schemes where the annual budget exceeds \$250,000. In accordance with regulation 21, the amount of the annual budget is the sum of contributions levied for the year concerned, any income from any other source and any other amounts held by the owners corporation.

4. Administrative & Capital Works Funds Estimates

That the owners corporation, in accordance with sections 79 and 81, estimates that for the financial year period from 1 February 2021 to 31 January 2022 it will need to credit to its administrative fund and capital works fund the amounts set out in the budget, attached to the notice of this meeting, and determines that the following amounts to be levied as a contribution to raise the amounts estimated to be credited to:

Administrative Fund: \$99,009.00 (GST inclusive)

Capital Works Fund: \$50,000.00 (GST inclusive)

Explanatory Notes:

The proposed administrative and capital works funds incorporates actual and expected expenditure referred to in those sub-sections. The estimated capital works fund budget has considered the capital works fund plan prepared by L&P, dated 24 November 2016, and a summary of this report is attached to the notice of this meeting.

5. Levy Contributions

That the owners corporation, in accordance with section 81(5), determines that the contributions are to be payable in regular periodic instalments, due on and specified as follows:

Administrative Fund:

Date	Amount	Notes
1 February 2021	\$ 18,125.01	already levied
1 May 2021	\$ 18,125.01	already levied
1 August 2021	\$ 31,379.49	
1 November 2021	\$ 31,379.49	
1 February 2022	\$ 24,752.25	continuing basis

Capital Works Fund:

Date	Amount	Notes
1 February 2021	\$ 17,749.99	already levied
1 May 2021	\$ 17,499.99	already levied
1 August 2021	\$ 7,500.01	
1 November 2021	\$ 7,500.01	
1 February 2022	\$ 12,500.00	continuing basis

Explanatory Notes:

Levy contributions provide funds to operate your strata scheme. All contributions must be calculated in proportion to the unit entitlements. The funds raised towards the administrative fund are to pay for the annual day-to-day recurrent expenses and the funds raised towards the capital works fund are to pay for future capital expenditure.

6. Special Levy

That the owners corporation pursuant to Section 81(4) of the Strata Schemes Management Act 2015 raise a Special Levy in the amount of \$11,930.00 Inc GST to rectify the deficit in the Administrative Fund for the period ending 31 January 2021 and that the levy be due and payable in 1 instalment on 1 July 2021.

Explanatory Notes:

Pursuant to Section 81(4) the owners corporation are required to rectify the deficit in the Administrative Fund as of the financial year ending 31 January 2021

7. Levy Collection

That the owners corporation, in accordance with the provisions of the *Strata Schemes Management Act 2015 (NSW)*, including section 103, resolves, for the purpose of collecting levy contributions, to authorise the managing agent and/or the strata committee to do any one or more of the following:

- a. to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses, and arrange and monitor payment plans;
- b. to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners corporation;
- c. to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession 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/expenses;
- d. enter and enforce any judgment obtained in the collection of levy contributions, including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands, and commencing and maintaining bankruptcy proceedings or winding up proceedings;
 - e. filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
 - f. liaise, instruct and prepare all matters with the owners corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Explanatory Notes:

This resolution authorises the owners corporation to take all necessary steps and action to recover unpaid levy contributions, including interest, recovery costs and to commence proceedings or enforce judgments obtained in legal proceedings for the recovery of unpaid contributions. Interest is not chargeable on outstanding contributions until after 1 month from the due date and legal action cannot be taken unless 21 days written notice is provided of such action in accordance with section 86.

8. Payment Plans

That the owners corporation resolves to agree to enter into payment plans generally for the matters involving arrears of unpaid levy contributions or other amounts, including interest, legal and other costs/expenses thereon, and to delegate to the managing agent and/or the strata committee the authority to enter into, arrange and monitor each such payment plan limited to a period of 12 months per plan, with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.

Explanatory Notes:

Sections 85(5) – 85(7) and regulations 18 & 19 provides that the owners corporation may agree to enter into payment plans generally or in particular cases, for the payment of overdue contributions, by resolution passed at a general meeting. This resolution authorises the owners corporation to enter into such payment plans.

9. Insurance - Certificate of Currency

That the current insurances of the owners corporation, as detailed in the certificate of currency, attached to the notice of this meeting, expiring on 1 January 2022, be confirmed.

Explanatory Notes:

Section 9(d) of schedule 1 provides for acknowledging the particulars of each insurance policy taken out by the owners corporation.

10. Insurance - Valuation

That the owners corporation resolves to carry out a building valuation for insurance purposes, noting the previous valuation from NSW VS was prepared on 7 July 2017, and the managing agent authorised to adjust the sum insured in accordance with a new valuation.

Explanatory Notes:

Bright & Duggan recommends undertaking a building valuation at least once every three (3) years, to ensure sufficient assessment of requirements for insurance purposes.

11. Insurance - Renewal

That the owners corporation resolves to make arrangements in respect of insurances:

- a. in accordance with section 165, delegate to the strata committee to consider whether to vary or extend any insurances;
- b. in accordance with section 166, not less than 3 quotations for insurance renewal be obtained, unless written reasoning is presented to the owners corporation as to why less than 3 quotations were provided; and
- c. delegate to the managing agent any functions pursuant to the strata management agency agreement (additional services schedule where applicable) to undertake any of the above.

Explanatory Notes:

The owners corporation is required to maintain mandatory insurances and can take out additional insurances, pursuant to sections 160, 161, 164 and 165 respectively.

12. Statement of Commissions and Training Services

That the owners corporation acknowledges the statement provided below by the managing agent for commissions and training services received in the last 12 months, and an estimate of commissions and training services likely to be received in the next 12 months.

Commissions

\$ **2,457.48** in commissions received from Collective Brokers Insurance in the last 12 months.

\$ **2,457.48 + \- 10%** in commissions is expected to be received from Collective Brokers Insurance in the next 12 months.

13. Capital Works Fund Plan - Review

That the owners corporation, in accordance with section 80(7), delegates to the strata committee to review the existing 10-year capital works fund plan, prepared by L&P, dated 24 November 2016, and implement it as part of the approved budget for the financial year ending on 31 January 2022.

Explanatory Notes:

Section 80 provides that the owners corporation is to prepare a plan of anticipated major expenditure to be met from the capital works fund for a 10-year period. So far as practicable (subject to any adjustments), the owners corporation is to implement the plan prepared under this section.

14. Capital Works Fund Plan - Revise or Replace

That the owners corporation, in accordance with section 80(3), resolves to revise or replace the 10-year capital works fund plan for commencement from 1 February 2021, and:

- a. obtain quotations from suitably qualified consultants to prepare a 5-year review or a 10-year replacement of the capital works fund plan;
- b. delegate to the strata committee to consider the quotations and engage a consultant;
- c. delegate to the strata committee to appoint a liaison to meet with the consultant; and
- d. delegate to the strata committee authority to instruct the managing agent any functions, pursuant to the strata management agency agreement (additional services schedule), to undertake any of the above.

Explanatory Notes:

Section 80 provides that the owners corporation is to prepare a plan of anticipated major expenditure to be met from the capital works fund for a 10-year period. The owners corporation may review, revise or replace a 10-year plan prepared under this section and must review the plan at least once every 5 years.

15. Annual Fire Safety Statement - Next Statement

That the owners corporation resolves to make arrangements for obtaining the next annual fire safety statement as follows:

- a. engage a suitably competent fire safety practitioner to assess each essential fire safety measure specified in the statement and submit a corrective actions report;
- b. delegate to the strata committee to determine and resolve the corrective actions (if any), engage suitably qualified contractor to complete any works and to prepare and sign the statement;
- c. keep file of signed off works on file with Bright and Duggan;
- d. instruct the managing agent pursuant to the strata management agency agreement (additional services schedule where applicable) to undertake any of the above.

Explanatory Notes:

If an annual fire safety statement is required for the strata scheme under the Environmental Planning and Assessment Act 1979, clause 6(c) of schedule 1 of the Strata Schemes Management Act 2015 (NSW) provides that the owners corporation is required to make arrangements for obtaining the next annual fire safety statement.

16. Asbestos Audit

That the owners corporation resolve to do the following:

- a. engage a suitably qualified consultant or contractor to carry out an inspection and submit a corrective actions report, in compliance with the *Work Health & Safety Act 2011 (NSW)*;
- b. delegate to the building manager and/or strata committee to determine and resolve the corrective actions (if any) and engage suitably qualified contractor to complete any works; and
- c. delegate to the managing agent any functions pursuant to the strata management agency agreement (additional services schedule where applicable) to undertake any of the above.

Explanatory Notes:

All buildings, where construction commenced prior to 1 January 2004, must comply with the *Work Health & Safety Act 2011 (NSW)*. This relates to strata schemes that are commercial/industrial or have a commercial/industrial component. To comply with this Act, the requirement is to survey the building and identify any Asbestos Containing Material (ACM). Where any form of asbestos is found, an onsite Asbestos Register and Asbestos Management Plan are to be prepared, remain on site and made available to inspect by those who might be at risk. Typically, these reports will be viewed by visiting tradespersons and will allow them to make an informed decision prior to commencing any works. It is important to note that, if asbestos is found from completing this inspection, it is not always required to be removed and can be left in situ if managed correctly.

17. Plant Item Registration

That, as the owner of plant item(s), the owners corporation resolves to delegate to the managing agent the signing of any renewal registration or application form on behalf of the owners corporation and lodge with *SafeWork NSW* the Safe to Operate statement, based on certification provided by one of the below:

a. Independent Consultant

A suitably qualified and independent consultant to provide a statement as to whether the plant item is adequately maintained;

b. Maintenance Contractor

The engaged maintenance contractor to provide a statement confirming that the plant item has been inspected by a competent person and adequately maintained.

Explanatory Notes:

SafeWork NSW is the administrator of plant item registrations. All lifts, escalators and other equipment, as determined by SafeWork NSW from time to time, are considered plant items, required to be maintained and serviced accordingly to ensure they are safe to operate. In accordance with the Work Health & Safety Act 2011 (NSW), an owners corporation must ensure that the plant item Safe to Operate statement is prepared and lodged with SafeWork NSW.

18. Restricted Matters

That the owners corporation, in accordance with section 36, determines that no additional matter or type of matter is to be determined only by way of a general meeting of the owners corporation.

Explanatory Notes:

Any matter or type of matter to be determined only by way of a general meeting of the owners corporation effectively removes that matter or type of matter (i.e. cleaning contract) from the decision-making powers of the strata committee.

19. Election of the Strata Committee

That the owners corporation resolves to elect the strata committee as follows:

- a. the chairperson is to announce the names of candidates nominated in writing and eligible for election to the strata committee;
- b. the chairperson is to call for any oral nominations of candidates eligible for election to the strata committee; and
- c. the owners corporation to determine the number of strata committee members and elect the members.

Explanatory Notes:

Election of the strata committee is carried out in accordance with sections 29 – 32 and regulations 9 & 10. Please refer to the accompanied document titled "constitution of strata committee" for further information and reference to this election.

20. Renewal of the Strata Management Agency Agreement

That the owners corporation resolves

- a. to renew the strata management agency agreement with Bright & Duggan Pty Ltd as its managing agent, for a period of 36 months, and delegates functions to it on the terms and conditions as set out in the agreement attached to the notice of this meeting; and
- b. to nominate and authorise 2 owners or members of the strata committee to execute and affix the common seal to the agreement; and
- c. that the strata management fee be \$ 6,400.00 per annum (GST inclusive), commencing on 18th June 2021.

Explanatory Notes:

The owners corporation delegates its functions to the managing agent (other than those listed in section 52(2)) including but not limited to the functions of a chairperson, secretary and treasurer, necessary to enable the managing agent to carry out the agreed services and the additional services (if required), all subject to conditions and limitations listed in the agreement. In the

interest of environment and to minimise disbursement costs, summary of the strata management agency agreement is attached to the notice of this meeting. To view the full terms and conditions of the agreement, including the fee schedules, go to <http://www.bright-duggan.com.au/content/view-management-agreement>.

21. Compliance with Fair Trading NSW (Moved by Lot 5)

It is hereby resolved that the management of the building comply with the guidelines set out by Fair Trading NSW in their website as follows:

<https://www.fairtrading.nsw.gov.au/housing-and-property/strata-and-community-living/strata-schemes/strata-committee>

Further that the Strata Committee set the dates for a meeting each quarter commencing April 2021.

Explanatory Notes:

The SC held a meeting on 11 June 2020 with the invitation being to a Strata Committee (SC) Meeting. Owners do not get to vote at SC meetings. Owners vote at Owners meetings. As there were no motions put at the meeting no SC decisions were made. The meeting was most constructive and had 11 owners from 9 units attending.

However, because the guidelines were not followed the outcome of the meeting is not a conclusion of owners. If the intent was to have an owners meeting why not designate the meeting as such?

On the blog there are various matters that have been attended to by the SC and I thank them for their efforts. The Fair Trading guidelines require that actions of the SC are approved at SC meetings. Owners are to be advised of these meetings and attend if they wish. Outcomes of the meeting are to be advised to owners by way of minutes. Why have these rules not been followed?

In spite of the problems caused by the virus it is most disappointing we have not had a AGM, budgets and approval of levies for almost 2 years. Over the last 20 years we have endeavoured to have the AGM and approve levies at the beginning of the Strata financial year.

22. Maintenance of building (Moved by Lot 5)

It is hereby resolved that the SC is to attend to the following works:

- A) That a painter be employed to paint the walls at each end of the balustrade opposite the elevator entrance of the first level where we currently have paint of a different colour. Overall it is approx. 1 sq m. Further that the walls abutting the elevator entrance be painted to cover blemishes and inconsistent colouring.
- B) The cover over the bore pump at the rear of the building be rebuilt.
- C) That a plumber address the vibration in the tap adjacent to the bore pump be fixed so as to stop the vibrating pipe when used.
- D) The SC determine what is required to clean and paint the rear boundary fence above the concrete wall behind apartment 1.
- E) The CS convene a meeting of interested owners to discuss trimming trees at the rear and west boundary.

Explanatory Notes:

NIL provided

Date of Notice: 15 April 2021

Bright & Duggan Pty Ltd

Managing agents for Strata Plan 34151

Notice of Strata Committee Meeting for Strata Plan 34151

Meeting Date	04 May 2021
Time	To be held immediately following the AGM
Address	Community Northern Beaches 52 Raglan Street, Manly NSW, Australia

Motions

1. Election of the Chairperson

That the strata committee, in accordance with clause 8(2) of schedule 2 of the *Strata Schemes Management Act 2015 (NSW)*, elects a chairperson to preside at this meeting.

Explanatory Notes:

Pursuant to delegations of the strata management agency agreement to Bright & Duggan, and with the consent of persons in attendance, it is customary for the managing agent to chair the meeting.

2. Minutes

That the minutes of the last strata committee meeting held on 8 April 2021 be adopted as a true and accurate record of the proceedings of that meeting.

Explanatory Notes:

The minutes of the last strata committee meeting have been attached to the notice of this meeting. This motion confirms accuracy of the minutes and in the event that the minutes are in error, a member may move that the minutes be amended.

3. Election of Officers

That the strata committee, in accordance with regulation 11, resolves to elect a chairperson, secretary and treasurer of the committee.

Explanatory Notes:

Even pursuant to delegations of the strata management agency agreement to Bright & Duggan, where the managing agent is delegated these powers, these positions must be filled for the strata committee to function in its own right.

4. Window Safety Devices

That the strata committee resolves to do the following:

- a. engage a suitably qualified consultant or contractor to carry out an inspection and submit a corrective actions report, in compliance with regulation 30;
- b. delegate to the building manager and/or strata committee to determine and resolve the corrective actions (if any), engage suitably qualified contractor to complete any works and submit a compliance statement; and
- c. delegate to the managing agent any functions pursuant to the strata management agency agreement (additional services schedule where applicable) to undertake any of the above.

**Explanatory Notes:**

Last window safety devices statement was prepared on 21 December 2016. A strata scheme, which contains lots used for residential purposes, must ensure there are complying window safety devices installed for all windows to which section 118 applies. As the legislation is silent on a regular testing regime and there is a risk that the window safety devices may be tampered with following installation, Bright & Duggan recommends an annual audit of the window safety devices to ensure they remain and are being appropriately maintained.

5. Appoint Contact and Substitute Contact

That the strata committee resolves to appoint a member of the strata committee to liaise with the strata manager and be the strata manager's primary point of contact. Further, that an alternate member of the strata committee be nominated to liaise with the strata manager as a substitute contact in the event of the absence of the primary contact.

Explanatory notes:

This will ensure that the correct instructions of the strata committee are received by the strata managing agent and will avoid any miscommunications provided by multiple strata committee members.

6. Other Business

That the strata committee discuss any further items of business that attendees wish to raise at the meeting and resolve how those will be dealt with at a later meeting (noting that depending on the nature of the item, it may not be able to be resolved at the meeting).

7. Next Meeting

That the strata committee determines the date of the next meeting.

Explanatory Notes:

Bright & Duggan recommends that the strata committee considers the next meeting (general or strata committee) and a suitable timeframe.

Date of Notice: 15 April 2021
Bright & Duggan Pty Ltd
Managing Agents for Strata Plan 34151

Minutes of Annual General Meeting

Strata Plan	34151
Address	44-46 Victoria Parade, MANLY NSW
Meeting Date	15 April 2019
Time	6:00pm
Venue	Manly Seniors Centre
Address	275 Pittwater Rd, Manly NSW 2095
Present	Susannah Mitton (Lot 2) Maria Cowin (Lot 4) Graham Buston (Lot 5) Howard Gilmore & Thanya Chunhapiboolye (Lot 10) Edward Keller (Lot 11 & Lot 18) Chris Taylor (Lot 12) Brian Gregan (Lot 15) Geoff Kay & Ann Hatton (Lot 16)
By proxy	David & Diana Ly (Lot 3) to Chris Taylor Martin & Deborah Walker (Lot 6) to Angus Taylor Warwick Marshall (Lot 7) to Robyn Humphrey Sandee Walker (Lot 8) to John Leamann Kym Leong-Bernard & Cheung Kamun (Lot 13) to Cameron Taylor George Varga (Lot 19) to Edward Keller Barbara Vickers (Lot 20) to Maria Cowin John Humphary (Lot 17) to Ann Hatton Michael West (Lot 9) to Howard Gilmore David Schmidt (Lot 1) to Graham Butson
In attendance	Jamie Wall, Bright & Duggan
Chairperson	Jamie Wall, Bright & Duggan
Quorum achieved	Yes, greater than 25% of lot owners in attendance

Minutes

1. **Resolved that** the minutes of the last general meeting of the owners corporation held on 18 November 2018 be adopted as a true and accurate account of the proceedings of that meeting.

Financial statements

2. **Resolved that** the attached audited statements of key financial information for the financial year ending 31 January 2019 for the administrative fund, the capital works fund and any other fund prepared by the owners corporation be adopted.

Auditor

3. **Resolved that** an auditor be appointed for the financial year ending 31 January 2020.

Capital works fund plan

4. **Resolved that** the owners corporation delegate to the strata committee to review the existing 10-year capital works fund plan prepared by RHM Consultants dated 24 November 2016, and implement it in accordance with section 80(7) as part of budgeting for the financial year ending 31 January 2020.
5. **Resolved that** the owners corporation revise or replace the 10-year capital works fund plan and,
 - a) obtain quotations from suitable qualified consultants to prepare a 5-year review of the capital works fund plan.
 - b) delegate to the strata committee to consider the quotations obtained, and engage a consultant.
 - c) appoint a liaison to meet with the consultant at the premises.
 - d) instruct the strata committee to incorporate the capital works fund plan in the preparation budget to be considered at the next Annual General Meeting.
 - e) delegate to the strata managing agent any functions pursuant to the strata management agency agreement additional duties schedule to undertake any of the above.

Administrative & Capital Works Fund Estimates

6. **Resolved that** in accordance with Section 79 (2) and 81 of the Act the owners corporation estimates for the financial year from 1 February 2019 to 31 January 2020, that it will need to credit to its administrative fund and capital works funds for amounts set out in the budget, and that the owners corporation determines that the following amounts are to be levied to raise the estimated contributions:

Administrative fund: \$72,500.00 (GST inclusive)

Capital Works fund: \$71,000.00 (GST inclusive)

Levy contributions

7. **Resolved that** the contributions are to be payable in regular periodic instalments, specified as follows:

Administrative fund: Four (4) instalments due on

Date	Amount	Notes
1 February 2019	\$ 10,043.51	Already Collected
1 May 2019	\$ 10,043.51	Already Collected
1 August 2019	\$ 26,206.49	
1 November 2019	\$ 26,206.49	
1 February 2020	\$ 18,125.00	Continuing basis

Capital works fund: Four (4) instalments due on

Date	Amount	Notes
1 February 2019	\$ 25,750.00	Already collected
1 May 2019	\$ 25,750.00	Already Collected
1 August 2019	\$ 9,750.00	
1 November 2019	\$ 9,750.00	
1 February 2020	\$ 17,750.00	Continuing basis

Levy collection

8. **Resolved that** the owners corporation pursuant to the Act (including Section 103) for the purpose of collecting levy contributions to authorise the strata managing agent and/or the strata committee to do any one or more of the following:
- to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expense and arrange and monitor payment plans;
 - to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners corporation.
 - to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession 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;
 - enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
 - filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
 - liaise, instruct and prepare all matters with the owners corporations' debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Payment plans

9. **Resolved that** the owners corporation agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata managing agent and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.

Insurance

10. **Resolved that** the owners corporation confirm the current insurances as per the certificate of currency expiring 1/01/2020.
11. **Defeated that** the owners corporation resolves to carry out a building valuation for insurance purposes within 3 months of current insurances expiring.
12. **Resolved that** the owners corporation make arrangements in respect of insurances:
- a) that the building sum insured is adjusted in accordance with any building valuation;
 - b) that the owners corporation consider whether to vary or extend any insurances pursuant to Section 165 of the Act;
 - c) that pursuant to Section 166 of the Act that not less than 3 quotations for insurance renewal be obtained, unless written reasoning is presented to the owners corporation as to why less than 3 quotations were provided;
 - d) the owners corporation delegate to the strata managing agent any functions pursuant to the strata management agency agreement additional duties schedule where applicable to undertake any of the above.

Statement of commissions and training services

13. **Resolved that** the owners corporation acknowledges the statement provided below by the strata managing agent for commissions and training services received in the last 12 months, and an estimate of commissions and training services likely to be received in the next 12 months.

In the preceding financial year of the scheme, the strata managing agent has received the following:

Commissions

\$1,725.00 in commissions received from Collective Insurance Brokers in the last 12 months.

\$44.00 in commissions received from Run Your Own Energy in the last 12 months.

\$1,725.00 +/- 10% in commissions is expected to be received from Collective Insurance Brokers in the next 12 months.

\$44.00 in commissions is expected to be received from Run Your Own Energy in the next 12 months.

Annual fire safety statement

14. **Resolved that** the owners corporation resolves to instruct the strata managing agent to sign the annual fire safety statement under delegated authority based on certification provided by a competent fire safety practitioner engaged by the owners corporation.

Work, health and safety report

15. **Defeated that** the owners corporation do the following:
- engage a suitably qualified consultant to carry out (or review an existing) common property safety report in compliance with the owners corporation's obligations under the *Work Health & Safety Act 2011* (NSW) as amended; and
 - submit that report to the strata committee to determine what action is required, if any; and
 - delegate to the strata managing agent the duty and function pursuant to the managing agency agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to the strata managing agent and any ancillary work approved by the strata committee.

Plant registration

16. **Resolved that** as the owner of item(s) of plant, the owners corporation resolves to instruct the strata managing agent to sign any application form on behalf of the owners corporation and lodge with SafeWork NSW the safe to operate statement under delegated authority based on certification provided by the maintenance contractor confirming that the item of plant has been inspected by a competent person and that the item(s) of plant have been adequately maintained.

Matters requiring a general meeting

17. **Resolved that** the owners corporation determine that no additional matter or type of matter, is to be determined only by way of a general meeting of the owners corporation.

Election of the strata committee

18. **Resolved that** the owners corporation acknowledge the written and oral nominations received at this meeting for election to the strata committee.

Nomination	Lot No	Nominated By	Lot No
Chris Taylor	12	Chris Taylor	12
Edward Keller	11 & 18	Edward Keller	11 & 18
Martin Schmidt	4	Martin Schmidt	4

19. **Resolved that** the owners corporation determine the strata committee consist of three members and the following candidates were elected:

- ♦ Chris Taylor Lot 12;
- ♦ Edward Keller Lot 11 & 18;
- ♦ Martin Schmidt Lot 4;

Lift Car Upgrade

20. **Resolved that** Further to the resolution pertaining to the lift car upgrade (EGM 29 August 2018) the owners corporation are to consider the design and materials proposed for the lift car.

Fencing to units 1 & 2

20. **Resolved as amended that** the owners corporation resolve Annexure A. *Please refer to the attached "Annexure A" to this document.

Windows – common areas

22. **Defeated that** That the owners corporation review and approve the scope of works to replace existing windows in all of the common areas of the building. All new opening windows will feature 2018 compliant window locks, and that the Strata Committee will be authorised to approve one of the three estimates received (with a price variance of no more than 15% in excess of the maximum of the received estimates).

That the Owners Corporation enter into a contract with the approved contractor (as per Motion 33) to undertake the works to replace the existing windows in all of the common areas as per the tender and that pursuant to Section 273 of the Strata Schemes Management Act 2015, the Strata Manager be authorised to affix the common seal to a major works contract in the presence of a Strata Committee member.

Owner Requested Motions | Unit 2

23. **Defeated that** As the owner of unit 2, I, Susannah Mitton, continue to reserve all rights in relation to the decisions made by the members of the committee during 2018 in respect of the proposed replacement of unit 2 balustrades, including the committees decision to take this issue to a further EGM having already been dealt with at the previous AGM on 18 June 2018. Having said that, I note the following relevant background facts and provide the alternative estimates for replacement of unit 2 balustrades together with the Motion below.

Relevant Background Fact

Previous sinking funds have been spent in respect of building contract works to selective unit **balustrades** only totalling **\$324,830**, which include:

for **Unit Numbers 3 to 20 inclusive (only)** – during **October 2012** for works by **Hydex** Building Services Pty Ltd for the preparation & repaint of the exterior common property surfaces & carry out remedial repairs such as lintel replacement, brick re-pointing and mould removal totalling **\$59,180** (see invoice dated 2 October 2012 as **attached**); and

for **Unit Numbers 5 to 20 inclusive (only)**, during **October** through to **December 2018** for works by **Palmers Glass** for the removal & installation of **15.04 mm** toughened laminated (double thickness) **rimless glass** with SPG interlayer totalling **\$265,650** (incl. GST \$24,150).

This means that for **each** of the **Unit Numbers 5to20only**, a rough approximate total of **\$19,890.89 per unit** of the sinking fund monies have been spent on each of those units only for the replacement of their railings **only**.

At **no time** has any sinking fund money been spent on **unit 2 balustrades**. The committee has failed to maintain the common property for unit 2 balustrades, which are in a dilapidated condition. These balustrades are well beyond their useful life (being the original balustrades that were installed when the building was built) and are **non-compliant** with current Australian Building Standards & Codes (notably due to the over 2 metre drop to the concrete garage level below at the back of the building). Despite the committee being put on notice for a number of years now of the dilapidated condition of unit 2 balustrades, the committee decided of its own accord to **exclude** the replacement of unit 2 balustrades in the **Palmers Glass tender dated 1 November 2016** (see **attached**).

During the **AGM on 18 June 2018**, the committee was authorised to approve the estimates received from **Palmers Glass** for glass and stainless steel balustrades dated **1 November 2016** and to sign contracts to begin work **during 2018**. The committee unilaterally decided to exclude unit 2 balustrades that are clearly included in the **Palmers Glass tender dated 1 November 2016** with no authority to do so. Furthermore, without authority, the committee then decided of its own volition to hold a separate further EGM regarding the proposed replacement of unit 2 balustrades and following this EGM failed to action any works at all in respect of replacement of the unit 2 balustrades.

In the interests of resolving this issue amicably (and with a view to saving costs), the following quotes are re-submitted again (from **least expensive** to most **expensive** – covering both timber & glass material balustrades), including:

PA Byrne Constructions – **glass** balustrade at a cost of **\$478** per linear metre with a **top rail** – totals **\$11,807.40**;

PA Byrne Constructions – **timber** balustrade at a cost of **\$573** per linear metre to be built– totals **\$14,162.50**;

Palmers **Glass** quote dated **1 November 2016** - for **glass balustrades** at a cost of **\$600** per **lineal metre** for the **12mm glass** with **top rail** for support (per unit 2 railings in **Part B** of the quote) totals

\$14,400 – noting this is not the **15.04 mm** rimless glass that was replaced in the upper floor units **for units 5 to 20 inclusive only as units 5 to 20 balustrades** is more expensive and discussed further below;

Sydney Boat Works – **timber** balustrade at a cost of **\$702.75** per linear metre – totals **\$17,358**; and

Palmers Glass quote dated **1 November 2016** – for the **glass balustrades** at a cost of **\$897.05 per lineal metre** for the **15.04 mm glass with no rail** (this is the **same** upgrade as the glass upgrade already replaced in the upper floor unit balustrades for **units 5 to 20 only**) which amounts to **\$21,529.4118** (and noting that all upper floor units have already had approx. \$19,890.89 already spent on their balustrades from existing sinking fund money).

The Owners Corporation resolves to approve to replace Unit 2 balustrades with:

1. The thicker **15.04 mm glass** and stainless steel balustrade with **no rail** (the same as the balustrades now in units 5 to 20 only) in the amount of **\$21,529.4118** (with a price variance of no more than 15% in excess of the maximum of the received estimates) that are compliant with current Australian Standards & Building codes and to sign contracts to begin work immediately; or
2. The thinner **12 mm glass** and stainless steel balustrades with a **top rail** (for support) as set out in Palmers Glass estimate (Part B) in the amount of **\$14,400** (with a price variance of no more than 15% in excess of the maximum of the received estimates) that are compliant with current Australian Standards & Building codes and to sign contracts to begin work immediately; or
3. The PA Byrne Constructions **glass** balustrade at a cost of **\$478** per linear metre with a **top rail** in the amount of **\$11,807.40** (with a price variance of no more than 15% in excess of the maximum of the received estimates) that are compliant with current Australian Standards & Building codes and to sign contracts to begin work immediately; or
4. To enforce “like for like” timber replacement with timber railings that are compliant with current Australian Standards & Building codes in the amount of **\$14,162.50** (with a price variance of no more than 15% in excess of the maximum of the received estimates) and to sign contracts to begin work immediately.

There being no further business the meeting closed at 8:10pm

Dated: 15 April 2019
Bright & Duggan Pty Ltd
Managing Agents for Strata Plan 34151

INDEPENDENT AUDIT REPORT

To the owners of Strata Plan 34151

Opinion

We have audited the financial report of Strata Plan 34151, which comprises the Balance Sheet as at 31 January 2020, the Statements of Income and Expenditure for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. We have not audited any budget information which may be included in the financial report.

In our opinion, the accompanying financial report present fairly, in all material respects, the financial position of Strata Plan 34151 as at 31 January 2020, and its financial performance for the year then ended in accordance with the accounting policies described in the notes to the financial report and the financial reporting requirements of sections 92 & 93 of the Strata Schemes Management Act 2015.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of Strata Plan 34151 in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to the notes to the financial report, which describes the basis of accounting. The financial report has been prepared for distribution to the Owners for the purpose of fulfilling the Owners Corporation's financial reporting responsibilities under Sections 92 and 93 of the Strata Schemes Management Act 2015. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Owners Corporation for the Financial Report

The Owners Corporation is responsible for the preparation and fair presentation of the financial report in accordance with the accounting policies described in the notes to the financial report, and has determined that the accounting policies described in the notes to the financial report are appropriate to meet the financial reporting requirements of Sections 92 and 93 of the Strata Schemes Management Act 2015, and are appropriate to meet the needs of the Owners. The Owners Corporation's responsibility also includes such internal control as the Owners Corporation determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Owners Corporation is responsible for assessing the Plan's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Owners Corporation either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Owners Corporation.
- Conclude on the appropriateness of the Owners Corporation's use of the going concern basis of accounting, and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Owners Corporation regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

CBC PARTNERS
Chartered Accountants



Domenic A. Cutrupi
Partner

Dated: 13 March 2020


Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

BALANCE SHEET

AS AT 31 JANUARY 2020

	ACTUAL 31/01/2020	ACTUAL 31/01/2019
<u>OWNERS FUNDS</u>		
Administrative Fund	(3,034.97)	(296.29)
Capital Works Fund	243,907.37	403,448.01
<u>TOTAL</u>	<u>\$ 240,872.40</u>	<u>\$ 403,151.72</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>CURRENT ASSETS</u>		
Cash At Bank	67,471.70	45,944.14
Investment Stg At Call	41,562.11	40,938.03
Investment Term Dep Stg	193,446.92	187,788.91
Investment Td Stg	0.00	166,262.75
Levies In Arrears	0.00	0.10
Other Arrears	240.70	0.00
<u>TOTAL ASSETS</u>	<u>302,721.43</u>	<u>440,933.93</u>
<u>LIABILITIES</u>		
Key Deposits	8,999.20	8,899.20
G S T Clearing Account	(1,920.07)	(1,026.72)
Creditors	29,307.81	3,337.37
Levies In Advance	25,462.09	26,572.36
<u>TOTAL LIABILITIES</u>	<u>61,849.03</u>	<u>37,782.21</u>
<u>NET ASSETS</u>	<u>\$ 240,872.40</u>	<u>\$ 403,151.72</u>


These financial statements are to be read in conjunction with the audit report dated 13/03/2020.

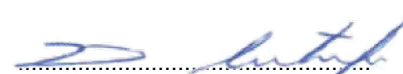
Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2019 TO 31 JANUARY 2020

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/02/19-31/01/20	01/02/19-31/01/20	%	01/02/18-31/01/19
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	72,500.00	72,500.00	100.00	40,173.96
Interest On Overdue Levies	105.11	0.00		119.35
Insurance Claim Refund	1,600.00	0.00		0.00
Keys	361.40	0.00		120.00
Gst On Income	(6,623.77)	(6,590.91)	100.50	(3,663.09)
TOTAL ADMIN. FUND INCOME	67,942.74	65,909.09		36,750.22
<u>EXPENDITURE - ADMIN. FUND</u>				
Audit Accounting G S T Fees	1,518.00	1,450.00	104.69	1,386.00
Bank Charges	91.60	0.00		0.00
Cleaning	4,935.00	5,000.00	98.70	4,879.00
Cleaning-Windows	840.00	900.00	93.33	840.00
Cleaning-Bins	1,384.24	2,900.00	47.73	1,056.88
Consultants-Building Report	0.00	0.00	0.00	616.00
Consulting/Engineering Fees	1,050.50	0.00		0.00
Consulting-Contractor Comp	198.00	99.00	200.00	99.00
Electrical Repairs	1,055.87	500.00	211.17	0.00
Electrical-Globes	612.00	50.00	1,224.00	530.00
Fees & Permits	71.50	70.00	102.14	70.00
Fire Protection Testing	451.00	0.00		0.00
Fire Protection Repairs	1,061.50	1,000.00	106.15	762.85
Grounds-Maintenance	7,260.00	4,000.00	181.50	3,660.00
Grounds-Rubbish/Trade Waste	2,470.69	0.00		1,715.89
Irrigation Systems	680.90	600.00	113.48	555.50
Insurance Premiums	15,917.57	14,000.00	113.70	13,364.24
Access Device Expenses	46.00	40.00	115.00	33.00
Lift-Maintenance	5,309.28	5,600.00	94.81	6,353.64
Lift-Repairs	0.00	0.00	0.00	1,569.37
Lift-Telephone	0.00	300.00	0.00	250.00
Management Fees	6,082.95	6,100.00	99.72	5,958.45
Miscellaneous Expense	0.00	0.00	0.00	(85.00)
Accounting & Finance	808.50	750.00	107.80	734.25
Admin Processing	107.55	0.00		0.00
Asset Maintenance	902.00	500.00	180.40	481.25
Meeting Attendance	1,088.25	300.00	362.75	233.75



These financial statements are to be read in conjunction with the audit report dated 13/03/2020.


Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2019 TO 31 JANUARY 2020

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/02/19-31/01/20	01/02/19-31/01/20	%	01/02/18-31/01/19
Strata Manager Consultancy	1,446.50	3,000.00	48.22	2,716.07
Disbursements	1,721.27	2,500.00	68.85	2,213.61
Pest Control-Service	0.00	300.00	0.00	0.00
Plumbing-General	3,487.00	400.00	871.75	330.00
Plumbing-Hws/Boilers	791.06	600.00	131.84	576.52
Rep & Maint-Pump	803.00	800.00	100.38	748.00
Rep & Maint-Garage Door	1,955.70	1,500.00	130.38	3,924.00
Rep & Maint-Television Antenna	0.00	0.00	0.00	1,364.00
Rep & Maint-General Building	407.50	1,500.00	27.17	1,340.97
Rep & Maint-Locks	454.99	700.00	65.00	625.28
Rep & Maint-Tiling	258.50	0.00		0.00
Rep & Maint-Doors	551.10	0.00		0.00
Services-Electricity	4,279.37	5,400.00	79.25	5,171.01
Services-Water Usage	6,570.94	6,800.00	96.63	6,589.60
Sundry Expenses	0.00	800.00	0.00	773.06
Telephone Expense	293.75	0.00		24.55
Contingency	0.00	3,000.00	0.00	0.00
Gst On Expenses	(6,282.16)	(5,878.12)	106.87	(5,897.35)
TOTAL ADMIN. EXPENDITURE	70,681.42	65,580.88		65,563.39
SURPLUS / DEFICIT	\$ (2,738.68)	\$ 328.21		\$ (28,813.17)
Opening Admin. Balance	(296.29)	(296.29)	100.00	28,516.88
ADMINISTRATIVE FUND BALANCE	\$ (3,034.97)	\$ 31.92		\$ (296.29)


These financial statements are to be read in conjunction with the audit report dated 13/03/2020.

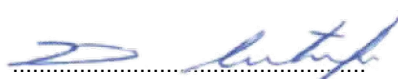
Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2019 TO 31 JANUARY 2020

	ACTUAL 01/02/19-31/01/20	BUDGET 01/02/19-31/01/20	VARIANCE %	ACTUAL 01/02/18-31/01/19
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	71,000.02	71,000.00	100.00	102,999.96
Interest On Investment	8,434.85	10,000.00	84.35	11,874.93
Tax Refund	71.90	0.00		13.20
Gst On Income	(6,454.54)	(6,454.55)	100.00	(9,363.63)
<u>TOTAL CAPITAL WORKS INCOME</u>	73,052.23	74,545.45		105,524.46
<u>EXPENDITURE - CAPITAL WORKS</u>				
Lighting	0.00	11,000.00	0.00	0.00
Hot Water Tank	0.00	4,400.00	0.00	0.00
Cleaning - High Pressure	0.00	3,300.00	0.00	0.00
Consulting/Engineering Fees	2,043.25	2,200.00	92.88	5,508.80
Electrical Repairs	10,606.89	3,300.00	321.42	0.00
Fire Protection Repairs	3,289.00	1,100.00	299.00	0.00
Fire Safety Upgrade	0.00	22,000.00	0.00	0.00
Lift- Refurbishment	86,900.00	90,200.00	96.34	41,800.00
Prov. For Major Expenditure	0.00	5,500.00	0.00	0.00
Plumbing-General	0.00	3,300.00	0.00	0.00
Rep & Maint-Garage Door	0.00	3,300.00	0.00	150.70
Rep & Maint-General Building	32,007.53	13,200.00	242.48	9,746.00
Rep & Maint - Balustrade	117,454.70	111,760.00	105.10	159,390.00
Windows Locks-New Legislation	0.00	0.00	0.00	2,566.30
Painting - External	0.00	5,500.00	0.00	6,490.00
Rep & Maint-Bldg Waterproofing	660.00	0.00		75,900.00
Tax Installment	2,448.00	3,300.00	74.18	3,528.82
Tax Return	198.00	220.00	90.00	198.00
Gst On Expenses	(23,014.50)	(25,480.00)	90.32	(27,431.80)
<u>TOTAL CAP. WORKS EXPENDITURE</u>	232,592.87	258,100.00		277,846.82
<u>SURPLUS / DEFICIT</u>	<u>\$ (159,540.64)</u>	<u>\$ (183,554.55)</u>		<u>\$ (172,322.36)</u>
Opening Capital Works Balance	403,448.01	403,448.01	100.00	575,770.37
<u>CAPITAL WORKS FUND BALANCE</u>	<u>\$ 243,907.37</u>	<u>\$ 219,893.46</u>		<u>\$ 403,448.01</u>


 These financial statements are to
 be read in conjunction with the
 audit report dated 13/03/2020.

STRATA PLAN NO. 34151
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/01/2020

Note 1: Statement of Significant Accounting Policies

This financial report is prepared for distribution to the Owners for the purpose of fulfilling the Owner's Corporation's financial reporting responsibilities under Sections 92 and 93 of the Strata Schemes Management Act 2015. The Owners Corporation has prepared the financial report on the basis that the plan is a non-reporting entity because there are no users dependent on general purpose financial statements.

The financial report is prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless stated, have been adopted in the preparation of this financial report:

(a) Accounting for Income and Expenditure

The accrual basis of accounting is applied to all levies due and payable, and interest on arrears. All other income and all expenditure is accounted for on an accrual basis where appropriate, except where otherwise stated.

(b) Levies in Advance/Arrears

The item shown as Levies in Advance/Arrears in the Levy Position represents the total levies in advance or arrears as at the date of the Levy Position.

(c) Income Tax

Income tax reflected in the financial report represents tax paid/payable by the Owners Corporation on the taxable income as determined in accordance with the Income Tax Assessment Act 1997. Income tax reported does not reflect any tax amounts that may be payable by individual owners in respect of assessable income received from the rental or use of Common Property for which owners should seek independent tax advice with reference to Tax Ruling IT2505.

(d) Creditors

The amount, if any, shown in the financial report under "Creditors" represents known and allocated expenses brought to account in the Statement of Financial Performance, but not paid at balance date.



These financial statements are to
be read in conjunction with the
audit report dated 13/03/2020.

INDEPENDENT AUDIT REPORT

To the owners of Strata Plan 34151

Opinion

We have audited the financial report of Strata Plan 34151, which comprises the Balance Sheet as at 31 January 2021, the Statements of Income and Expenditure for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. We have not audited any budget information which may be included in the financial report.

In our opinion, the accompanying financial report present fairly, in all material respects, the financial position of Strata Plan 34151 as at 31 January 2021, and its financial performance for the year then ended in accordance with the accounting policies described in the notes to the financial report and the financial reporting requirements of sections 92 & 93 of the Strata Schemes Management Act 2015.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of Strata Plan 34151 in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to the notes to the financial report, which describes the basis of accounting. The financial report has been prepared for distribution to the Owners for the purpose of fulfilling the Owners Corporation's financial reporting responsibilities under Sections 92 and 93 of the Strata Schemes Management Act 2015. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Owners Corporation for the Financial Report

The Owners Corporation is responsible for the preparation and fair presentation of the financial report in accordance with the accounting policies described in the notes to the financial report, and has determined that the accounting policies described in the notes to the financial report are appropriate to meet the financial reporting requirements of Sections 92 and 93 of the Strata Schemes Management Act 2015, and are appropriate to meet the needs of the Owners. The Owners Corporation's responsibility also includes such internal control as the Owners Corporation determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Owners Corporation is responsible for assessing the Plan's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Owners Corporation either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Owners Corporation.
- Conclude on the appropriateness of the Owners Corporation's use of the going concern basis of accounting, and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Owners Corporation regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

CBC PARTNERS
Chartered Accountants



Domenic A. Cutrupi
Partner

Dated: 8 April 2021


Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

BALANCE SHEET

AS AT 31 JANUARY 2021

	ACTUAL 31/01/2021	ACTUAL 31/01/2020
<u>OWNERS FUNDS</u>		
Administrative Fund	(11,926.79)	(3,034.97)
Capital Works Fund	278,510.63	243,907.37
<u>TOTAL</u>	<u>\$ 266,583.84</u>	<u>\$ 240,872.40</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>CURRENT ASSETS</u>		
Cash At Bank	58,955.01	67,471.70
Investment Stg At Call	41,725.85	41,562.11
Investment Term Dep Stg	195,461.35	193,446.92
Other Arrears	0.00	240.70
Interest Accrued On O/D Levies	33.22	0.00
Sundry Debtors	525.50	0.00
<u>TOTAL ASSETS</u>	<u>296,700.93</u>	<u>302,721.43</u>
<u>LIABILITIES</u>		
Key Deposits	8,999.20	8,999.20
G S T Clearing Account	(298.37)	(1,920.07)
Creditors	1,275.00	29,307.81
Levies In Advance	20,141.26	25,462.09
<u>TOTAL LIABILITIES</u>	<u>30,117.09</u>	<u>61,849.03</u>
<u>NET ASSETS</u>	<u>\$ 266,583.84</u>	<u>\$ 240,872.40</u>


These financial statements are to be read in conjunction with the audit report dated 8/04/2021.

Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2020 TO 31 JANUARY 2021

	ACTUAL 01/02/20-31/01/21	BUDGET 01/02/20-31/01/21	VARIANCE %	ACTUAL 01/02/19-31/01/20
ADMINISTRATIVE FUND				
INCOME				
Levies - Administrative Fund	72,500.04	72,500.00	100.00	72,500.00
Interest On Overdue Levies	161.83	0.00		105.11
Insurance Claim Refund	1,263.64	0.00		1,600.00
Keys	2,998.41	0.00		361.40
Gst On Income	(6,863.50)	(6,590.91)	104.14	(6,623.77)
TOTAL ADMIN. FUND INCOME	70,060.42	65,909.09		67,942.74
EXPENDITURE - ADMIN. FUND				
Audit Accounting G S T Fees	1,518.00	1,800.00	84.33	1,518.00
Bank Charges	124.80	100.00	124.80	91.60
Cleaning	5,776.00	5,000.00	115.52	4,935.00
Cleaning-Windows	1,780.00	850.00	209.41	840.00
Cleaning-Bins	4,007.20	1,400.00	286.23	1,384.24
Consulting/Engineering Fees	0.00	0.00	0.00	1,050.50
Consulting-Contractor Comp	198.00	300.00	66.00	198.00
Electrical Repairs	2,365.61	1,600.00	147.85	1,055.87
Electrical-Globes	56.00	400.00	14.00	612.00
Fees & Permits	72.50	80.00	90.62	71.50
Fire Protection Testing	0.00	500.00	0.00	451.00
Fire Protection Repairs	1,252.90	1,100.00	113.90	1,061.50
Grounds-Maintenance	7,640.80	7,300.00	104.67	7,260.00
Grounds-Gardening Materials	0.00	400.00	0.00	0.00
Grounds-Rubbish Removal	0.00	200.00	0.00	0.00
Grounds-Plants & Flowers	0.00	200.00	0.00	0.00
Grounds-Rubbish/Trade Waste	0.00	2,000.00	0.00	2,470.69
Irrigation Systems	308.55	500.00	61.71	680.90
Insurance Premiums	19,498.87	16,000.00	121.87	15,917.57
Insurance Claims	4,072.97	0.00		0.00
Access Device Expenses	99.00	0.00		46.00
Lift-Maintenance	5,456.66	5,500.00	99.21	5,309.28
Lift-Repairs	3,080.00	900.00	342.22	0.00
Lift-Telephone	0.00	531.00	0.00	0.00
Management Fees	6,174.15	6,100.00	101.22	6,082.95
Schedule B Fees	0.00	460.00	0.00	0.00
Accounting & Finance	726.00	900.00	80.67	808.50



These financial statements are to be read in conjunction with the audit report dated 8/04/2021.

Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2020 TO 31 JANUARY 2021

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/02/20-31/01/21	01/02/20-31/01/21	%	01/02/19-31/01/20
Admin Processing	0.00	100.00	0.00	107.55
Asset Maintenance	522.50	300.00	174.17	902.00
Meeting Attendance	0.00	500.00	0.00	1,088.25
Strata Manager Consultancy	1,718.75	700.00	245.54	1,446.50
Disbursements	1,469.27	700.00	209.90	1,721.27
Pest Control-Service	654.50	0.00		0.00
Plumbing-General	1,673.27	1,500.00	111.55	3,487.00
Plumbing-Sewerage	0.00	1,650.00	0.00	0.00
Plumbing-Hws/Boilers	0.00	0.00	0.00	791.06
Rep & Maint-Exhaust Fan	0.00	578.00	0.00	0.00
Rep & Maint-Pump	814.00	800.00	101.75	803.00
Rep & Maint-Garage Door	1,053.00	348.00	302.59	1,955.70
Rep & Maint-General Building	2,195.85	248.00	885.42	407.50
Rep & Maint-Locks	825.64	200.00	412.82	454.99
Rep & Maint-Tiling	0.00	0.00	0.00	258.50
Rep & Maint-Doors	0.00	224.00	0.00	551.10
Rep & Maint-Painting	0.00	1,000.00	0.00	0.00
Rep & Maint-Floors	1,250.00	0.00		0.00
Services-Electricity	2,742.86	2,375.00	115.49	4,279.37
Services-Gas	0.00	1,051.00	0.00	0.00
Services-Water Usage	6,500.33	6,527.00	99.59	6,570.94
Telephone Expense	293.40	0.00		293.75
Gst On Expenses	(6,969.14)	(6,035.94)	115.46	(6,282.16)
TOTAL ADMIN. EXPENDITURE	78,952.24	66,886.06		70,681.42
SURPLUS / DEFICIT	\$ (8,891.82)	\$ (976.97)		\$ (2,738.68)
Opening Admin. Balance	(3,034.97)	(3,034.97)	100.00	(296.29)
ADMINISTRATIVE FUND BALANCE	\$ (11,926.79)	\$ (4,011.94)		\$ (3,034.97)

These financial statements are to be read in conjunction with the audit report dated 8/04/2021.


Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2020 TO 31 JANUARY 2021

	ACTUAL 01/02/20-31/01/21	BUDGET 01/02/20-31/01/21	VARIANCE %	ACTUAL 01/02/19-31/01/20
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	70,999.96	71,000.00	100.00	71,000.02
Interest On Investment	2,178.17	0.00		8,434.85
Tax Refund	0.00	0.00	0.00	71.90
Gst On Income	(6,454.56)	(6,454.55)	100.00	(6,454.54)
<u>TOTAL CAPITAL WORKS INCOME</u>	66,723.57	64,545.45		73,052.23
<u>EXPENDITURE - CAPITAL WORKS</u>				
Cleaning - High Pressure	660.00	0.00		0.00
Consulting/Engineering Fees	4,400.00	0.00		2,043.25
Electrical Repairs	2,629.00	0.00		10,606.89
Fire Protection Repairs	2,431.00	0.00		3,289.00
Lift- Refurbishment	0.00	0.00	0.00	86,900.00
Plumbing-General	3,761.03	0.00		0.00
Rep & Maint-General Building	15,817.50	0.00		32,007.53
Rep & Maint - Balustrade	0.00	0.00	0.00	117,454.70
Rep & Maint-Roof	2,490.00	0.00		0.00
Rep & Maint-Bldg Waterproofing	0.00	0.00	0.00	660.00
Tax Installment	2,858.00	0.00		2,448.00
Tax Return	0.00	0.00	0.00	198.00
Gst On Expenses	(2,926.22)	0.00	0.00	(23,014.50)
<u>TOTAL CAP. WORKS EXPENDITURE</u>	32,120.31	0.00		232,592.87
<u>SURPLUS / DEFICIT</u>	<u>\$ 34,603.26</u>	<u>\$ 64,545.45</u>		<u>\$ (159,540.64)</u>
Opening Capital Works Balance	243,907.37	243,907.37	100.00	403,448.01
<u>CAPITAL WORKS FUND BALANCE</u>	<u>\$ 278,510.63</u>	<u>\$ 308,452.82</u>		<u>\$ 243,907.37</u>


These financial statements are to be read in conjunction with the audit report dated 8/04/2021.

STRATA PLAN NO. 34151
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/01/2021

Note 1: Statement of Significant Accounting Policies

This financial report is prepared for distribution to the Owners for the purpose of fulfilling the Owner's Corporation's financial reporting responsibilities under Sections 92 and 93 of the Strata Schemes Management Act 2015. The Owners Corporation has prepared the financial report on the basis that the plan is a non-reporting entity because there are no users dependent on general purpose financial statements.

The financial report is prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless stated, have been adopted in the preparation of this financial report:

(a) Accounting for Income and Expenditure

The accrual basis of accounting is applied to all levies due and payable, and interest on arrears. All other income and all expenditure is accounted for on an accrual basis where appropriate, except where otherwise stated.

(b) Levies in Advance/Arrears

The item shown as Levies in Advance/Arrears in the Levy Position represents the total levies in advance or arrears as at the date of the Levy Position.

(c) Income Tax

Income tax reflected in the financial report represents tax paid/payable by the Owners Corporation on the taxable income as determined in accordance with the Income Tax Assessment Act 1997. Income tax reported does not reflect any tax amounts that may be payable by individual owners in respect of assessable income received from the rental or use of Common Property for which owners should seek independent tax advice with reference to Tax Ruling IT2505.

(d) Creditors

The amount, if any, shown in the financial report under "Creditors" represents known and allocated expenses brought to account in the Statement of Financial Performance, but not paid at balance date.



These financial statements are to be read in conjunction with the audit report dated 8/04/2021.

Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

PROPOSED ANNUAL BUDGET

		ACTUAL 01/02/20-31/01/21	BUDGET 01/02/20-31/01/21	BUDGET 01/02/21-31/01/22
100	<u>ADMINISTRATIVE FUND</u>			
1000	<u>INCOME</u>			
101	Levies - Administrative Fund	72,500.04	72,500.00	99,009.00
102	Special Admin. Fund Levy	0.00	0.00	11,930.00
1095	Interest On Overdue Levies	161.83	0.00	0.00
11102	Insurance Claim Refund	1,263.64	0.00	0.00
111041	Keys	2,998.41	0.00	0.00
11900000	Gst On Income	(6,863.50)	(6,590.91)	(10,085.37)
1191	<u>TOTAL ADMIN. FUND INCOME</u>	70,060.42	65,909.09	100,853.63
120	<u>EXPENDITURE - ADMIN. FUND</u>			
125	Audit Accounting G S T Fees	1,518.00	1,800.00	1,800.00
128	Bank Charges	124.80	100.00	150.00
13601	Cleaning	5,776.00	5,000.00	5,970.00
13603	Cleaning-Windows	1,780.00	850.00	1,800.00
136041	Cleaning-Bins	4,007.20	1,400.00	3,100.00
13707	Consulting-Contractor Comp	198.00	300.00	210.00
14201	Electrical Repairs	2,365.61	1,600.00	2,500.00
14206	Electrical-Globes	56.00	400.00	500.00
144	Fees & Permits	72.50	80.00	80.00
14501	Fire Protection Testing	0.00	500.00	500.00
14502	Fire Protection Repairs	1,252.90	1,100.00	3,700.00
15101	Grounds-Maintenance	7,640.80	7,300.00	7,900.00
15104	Grounds-Gardening Materials	0.00	400.00	500.00
15107	Grounds-Rubbish Removal	0.00	200.00	0.00
15108	Grounds-Plants & Flowers	0.00	200.00	0.00
15110	Grounds-Rubbish/Trade Waste	0.00	2,000.00	1,500.00
15113	Irrigation Systems	308.55	500.00	500.00
15601	Insurance Premiums	19,498.87	16,000.00	21,000.00
15608	Insurance Claims	4,072.97	0.00	0.00
15701	Access Device Expenses	99.00	0.00	0.00
16001	Lift-Maintenance	5,456.66	5,500.00	5,600.00
16002	Lift-Repairs	3,080.00	900.00	1,000.00
16003	Lift-Registration Fees	0.00	0.00	71.50
16004	Lift-Telephone	0.00	531.00	530.00
162	Management Fees	6,174.15	6,100.00	6,400.00
16301	Schedule B Fees	0.00	460.00	1,000.00

Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

PROPOSED ANNUAL BUDGET

		ACTUAL	BUDGET	BUDGET
		01/02/20-31/01/21	01/02/20-31/01/21	01/02/21-31/01/22
16401	Accounting & Finance	726.00	900.00	750.00
16403	Admin Processing	0.00	100.00	0.00
16405	Asset Maintenance	522.50	300.00	600.00
16407	Meeting Attendance	0.00	500.00	1,200.00
16408	Strata Manager Consultancy	1,718.75	700.00	2,000.00
166	Disbursements	1,469.27	700.00	2,000.00
16801	Pest Control-Service	654.50	0.00	750.00
17001	Plumbing-General	1,673.27	1,500.00	1,200.00
17004	Plumbing-Sewerage	0.00	1,650.00	0.00
17408	Rep & Maint-Exhaust Fan	0.00	578.00	0.00
17409	Rep & Maint-Pump	814.00	800.00	850.00
17410	Rep & Maint-Garage Door	1,053.00	348.00	1,100.00
17418	Rep & Maint-General Building	2,195.85	248.00	5,000.00
17419	Rep & Maint-Locks	825.64	200.00	500.00
17424	Rep & Maint-Doors	0.00	224.00	0.00
17431	Rep & Maint-Painting	0.00	1,000.00	0.00
17433	Rep & Maint-Floors	1,250.00	0.00	0.00
17601	Services-Electricity	2,742.86	2,375.00	2,800.00
17602	Services-Gas	0.00	1,051.00	0.00
17604	Services-Water Usage	6,500.33	6,527.00	6,600.00
181	Telephone Expense	293.40	0.00	0.00
18899999	Gst On Expenses	(6,969.14)	(6,035.94)	(7,726.40)
189	TOTAL ADMIN. EXPENDITURE	78,952.24	66,886.06	83,935.10
190	SURPLUS / DEFICIT	\$ (8,891.82)	\$ (976.97)	\$ 16,918.53
195	Opening Admin. Balance	(3,034.97)	(3,034.97)	(11,926.79)
199	ADMINISTRATIVE FUND BALANCE	\$ (11,926.79)	\$ (4,011.94)	\$ 4,991.74
100A	NUMBER OF UNITS OF ENTITLEMENT:		7,000	7,000
100B	AMOUNT PER UNIT OF ENTITLEMENT:		\$ 10.35714286	\$ 14.14414286

Strata Plan No. 34151

42-44 Victoria Parade, Manly NSW 2095

PROPOSED ANNUAL BUDGET

		ACTUAL 01/02/20-31/01/21	BUDGET 01/02/20-31/01/21	BUDGET 01/02/21-31/01/22
200	<u>CAPITAL WORKS FUND</u>			
2000	<u>INCOME</u>			
201	Levies - Capital Works Fund	70,999.96	71,000.00	50,000.00
21103	Interest On Investment	2,178.17	0.00	0.00
21900000	Gst On Income	(6,454.56)	(6,454.55)	(4,545.46)
2191	<u>TOTAL CAPITAL WORKS INCOME</u>	66,723.57	64,545.45	45,454.54
220	<u>EXPENDITURE - CAPITAL WORKS</u>			
236012	Cleaning - High Pressure	660.00	0.00	0.00
23705	Consulting/Engineering Fees	4,400.00	0.00	0.00
24201	Electrical Repairs	2,629.00	0.00	0.00
24502	Fire Protection Repairs	2,431.00	0.00	0.00
27001	Plumbing-General	3,761.03	0.00	0.00
27418	Rep & Maint-General Building	15,817.50	0.00	15,000.00
27426	Rep & Maint-Roof	2,490.00	0.00	0.00
28003	Tax Installment	2,858.00	0.00	0.00
28899999	Gst On Expenses	(2,926.22)	0.00	(1,363.64)
289	<u>TOTAL CAP. WORKS EXPENDITURE</u>	32,120.31	0.00	13,636.36
290	<u>SURPLUS / DEFICIT</u>	\$ 34,603.26	\$ 64,545.45	\$ 31,818.18
295	Opening Capital Works Balance	243,907.37	243,907.37	278,510.63
299	<u>CAPITAL WORKS FUND BALANCE</u>	\$ 278,510.63	\$ 308,452.82	\$ 310,328.81
200A	NUMBER OF UNITS OF ENTITLEMENT:		7,000	7,000
200B	AMOUNT PER UNIT OF ENTITLEMENT:		\$ 10.14285714	\$ 7.14285714



Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Phone: 1300 361 263
Email: info_nsw@chu.com.au

COLLECTIVE INSURANCE BROKERS BRIGHT & DUGGAN
SUITE 602 / 447 KENT STREET
SYDNEY NSW 2000

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	HU0046901
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	01/01/2021 to 01/01/2022 at 4:00pm
The Insured	THE OWNERS - STRATA PLAN 34151
Situation	42 VICTORIA PARADE MANLY NSW 2095

Policies Selected

Policy 1 – Insured Property

Building: \$13,189,000
Common Area Contents: \$131,890
Loss of Rent & Temporary Accommodation (total payable): \$1,978,350

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$200,000
Total Disablement: \$2,000 per week

Policy 4 – Workers Compensation

Not Available

Policy 5 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$5,000,000

Policy 7 – Machinery Breakdown

Sum Insured: \$100,000

Policy 8 – Catastrophe Insurance

Sum Insured: \$1,978,350
Extended Cover - Loss of Rent & Temporary Accommodation: \$296,752



Escalation in Cost of Temporary Accommodation: \$98,917
Cost of Removal, Storage and Evacuation: \$98,917

Policy 9 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000
Appeal expenses – common property health & safety breaches: \$100,000
Legal Defence Expenses: \$50,000

Policy 10 – Lot owners’ fixtures and improvements (per lot)

Sum Insured: \$250,000

Flood Cover is included.

Date Printed

23/12/2020

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

2.4.3.4	Fire stairs - Balustrades	Nil												
2.4.3.5	Fire stairs - Water penetration	Repairs	1	10,000	10,250									
2.4.4	Internal Painting	Maintenance	7	35,000							41,604			
2.5	EXTERNAL AREAS													
2.4.2.1	Courtyards - Rendered masonry perimeter walls	Nil												
2.4.2.2	Courtyards - Perimeter screens / balustrades & fencing	Repairs / Replacement	4, 9	8,000				8,831					9,991	
2.4.2.3	Courtyards - Surface tiling & paving	Nil												
2.4.2.4	Courtyards - Planterboxes	Nil												
2.5.3.1	Driveway - Paved surfaces	Repairs	every 3	2,000			2,154				2,319			2,498
2.5.3.2	Driveway - Retaining walls	Replacement	4	6,000				6,623						
2.5.3.3	Driveway - Lighting	Refer to 2.6.2												
2.5.3.4	Driveway - Landscaping	Admin Fund												
2.5.4.1	Entry pathways - Concrete slabs and floor tiles	Repairs	5	2,000						2,263				
2.5.4.2	Entry pathways - Stormwater drainage	Refer to 2.6.3												
2.5.4.3	Entry pathways - Balustrades	Repairs	5	3,200						3,621				
2.5.4.4	Entry pathways - Entry portico structure	Repairs	5	3,000						3,394				
2.5.4.5	Entry pathways - External lighting	Refer to 2.6.2												
2.5.5	Boundary fencing	Nil												
2.5.6	Letterboxes	Replacement	6	4,000							4,639			
2.5.7.1	Garbage bin area - Garbage bin enclosures	Repairs	5	1,500						1,697				
2.5.7.2	Garbage bin area - Boundary gate	Repairs	1, 4, 7, 10	1,000		1,025		1,104				1,189		1,280
2.6	BUILDING SERVICES INFRASTRUCTURE & ANNUAL ALLOWANCES													
2.6.2	Electrical infrastructure	Maintenance	Annual	1,200	1,230	1,261	1,292	1,325	1,358	1,392	1,426	1,462	1,499	1,536
2.6.3	Hydraulic infrastructure	Maintenance	Annual	1,600	1,640	1,681	1,723	1,766	1,810	1,856	1,902	1,949	1,998	2,048
2.6.4	Essential fire services infrastructure	Maintenance	Annual	1,000	1,025	1,051	1,077	1,104	1,131	1,160	1,189	1,218	1,249	1,280
2.6.5	Telecommunications and data infrastructure	Maintenance	Annual	1,000	1,025	1,051	1,077	1,104	1,131	1,160	1,189	1,218	1,249	1,280
2.6.6	Security System and Intercom	Maintenance	Annual	1,000	1,025	1,051	1,077	1,104	1,131	1,160	1,189	1,218	1,249	1,280
2.6.7	Annual door and window allowance	Maintenance	Annual	1,600	1,640	1,681	1,723	1,766	1,810	1,856	1,902	1,949	1,998	2,048
(a)	Opening Balance of Sinking Fund Account				526,965	511,457	461,335	463,658	468,178	451,284	457,535	433,184	433,823	435,309
(b)	Annual Capital Expenditure				47,048	82,086	29,399	28,037	230,355	27,717	59,315	34,743	34,843	27,394
(c)	Annual Sinking Fund Requirement				21,000	21,735	22,496	23,283	24,098	24,941	25,814	26,718	27,653	28,621
(d)	Special Levy								180,000					
(e)	Interest on Sinking Fund Account (2%)				10,539	10,229	9,227	9,273	9,364	9,026	9,151	8,664	8,676	8,706
(f)	Closing Balance of Sinking Fund Account				511,457	461,335	463,658	468,178	451,284	457,535	433,184	433,823	435,309	445,243
(g)	Total Accumulated Capital Expenditure				47,048	129,134	158,533	186,569	416,924	444,641	503,956	538,699	573,542	600,936

CONSTITUTION OF STRATA COMMITTEE

STRATA SCHEMES MANAGEMENT ACT 2015

SECTION 29

- 1) An owners corporation must appoint a strata committee of the owners corporation in accordance with this Act.
- 2) The owners corporation may appoint the strata committee before the first annual general meeting of the owners corporation.
- 3) The members of the strata committee must be elected at the first annual general meeting of the owners corporation whether or not members were appointed before that meeting.
- 4) If there is no strata committee of an owners corporation, the strata scheme must be administered by the owners corporation, but nothing in this subsection prevents a strata managing agent appointed under this Act from exercising any functions conferred on the agent.

SECTION 30

- 1) The strata committee of an owners corporation is to consist of the number of persons determined by the owners corporation (not being more than 9).
- 2) The strata committee of a large strata scheme must consist of at least 3 members.
- 3) A strata committee for a strata scheme comprising 2 lots is to consist of the following persons:
 - a) the owner of each lot who is a sole owner or the company nominee of a lot if the sole owner is a corporation,
 - b) for each lot that is owned by co-owners, the co-owner nominated by the other co-owners or (if the co-owner nominated is a corporation) the company nominee of that co-owner, or if there is no such nomination, the co-owner first named on the strata roll.
- 4) The elected members of a strata committee must be elected at each annual general meeting of the owners corporation.
- 5) Nomination for election as a member of a strata committee (other than a tenant representative) may be made before or at the meeting at which the election is held.
- 6) The regulations may provide for the procedures for nomination of members of the strata committee.

SECTION 31

- 1) The following persons are eligible for appointment or election to the strata committee of an owners corporation:
 - a) an individual who is a sole owner of a lot in the strata scheme,
 - b) a company nominee of a corporation that is a sole owner of a lot in the strata scheme,
 - c) an individual who is a co-owner of a lot or a company nominee of a corporation that is a co-owner of a lot in the strata scheme, if the person is nominated for election by an owner who is not a co-owner of the lot or by a co-owner of the lot who is not a candidate for election as a member,
 - d) an individual who is not an owner of a lot in the strata scheme, if the person is nominated for election by an owner of a lot who is not a member, or is not seeking election as a member, of the strata committee.
- 2) To avoid doubt, an individual who is a sole owner of a lot may nominate himself or herself, and an owner that is a corporation may nominate the corporation's company nominee, for election as a member of the strata committee.
- 3) A sole owner of a lot in a strata scheme may not nominate more than one person for election as a member of the strata committee, except as provided by subsection (5).
- 4) Only one co-owner (including a company nominee of a co-owner) of the same lot may be a member of a strata committee at the same time, except as provided by subsection (5).
- 5) A person who is an owner of more than one lot in the strata scheme may nominate one person for election as a member of the strata committee for each lot for which the person is an owner.

SECTION 32

- 1) The following persons are not eligible for appointment or election to a strata committee or to act as members of a strata committee unless they are also the owners of lots in the strata scheme:
 - a) the building manager for the strata scheme,
 - b) a person who acts as an agent for the leasing of a lot or lots in the strata scheme to tenants,



- c) a person who is connected with the original owner of the strata scheme or the building manager for the scheme, unless the person discloses that connection at the meeting at which the election is held and before the election is held or before the person is appointed to act as a member,
 - d) any other person prescribed by the regulations for the purposes of this section.
- 2) An owner of a lot in a strata scheme who was an unfinancial owner at the date notice was given of the meeting at which the election of a strata committee is to be held and who did not pay the amounts owing by the owner before the meeting is not eligible for appointment or election to the strata committee.
 - 3) A person who becomes ineligible for appointment or election to a strata committee after being appointed or elected to the strata committee must disclose that fact to the secretary or chairperson of the owners corporation as soon as possible after becoming aware of that fact.
 - 4) A disclosure by a person under this section, other than a disclosure that is made at a meeting of an owners corporation or strata committee, is to be made by written notice given to the secretary or chairperson.

STRATA SCHEMES MANAGEMENT REGULATION 2016

REGULATION 9

- 1) At a meeting of an owners corporation at which the strata committee is to be elected, the chairperson must:
 - a) announce the names of the candidates already nominated in writing for election to the strata committee, and
 - b) call for any oral nominations of candidates eligible for election to the strata committee.
- 2) A written or oral nomination made for the purposes of the election is ineffective if it is made by a person other than the nominee unless it is supported by the consent of the nominee given:
 - a) in writing, if the nominee is not present at the meeting, or
 - b) orally, if the nominee is present at the meeting.
- 3) After the chairperson declares that nominations have closed, the owners corporation is to decide, in accordance with the Act, the number of members of the strata committee.
- 4) If the number of candidates:
 - a) is the same as, or fewer than, the number of members of the strata committee decided on--those candidates are to be declared by the chairperson to be, and are taken to have been, elected as the strata committee, or
 - b) is greater than the number so decided on--a ballot is to be held.

REGULATION 10

- 1) This clause applies to the election of a strata committee for a strata scheme comprising more than 2 lots.
- 2) If a ballot for membership of the strata committee of an owners corporation is required, the person presiding at the meeting of the owners corporation must:
 - a) announce to the meeting the name of each candidate, and
 - b) provide each person present and entitled to vote at the meeting with a blank ballot paper for each vote the person is entitled to cast.
- 3) For a vote to be valid, a ballot paper must be signed by the voter and completed by the voter's writing on it:
 - a) the names of the candidates (without repeating a name) for whom the voter desires to vote, the number of names written being no more than the number determined by the owners corporation as the number of members of the strata committee, and
 - b) the capacity in which the voter is exercising a right to vote, whether:
 - i) as owner, first mortgagee or covenant chargee of a lot (identifying the lot), or
 - ii) as a company nominee, or
 - iii) by proxy, and
 - c) if the vote is being cast by proxy--the name and capacity of the person who gave the proxy.
- 4) The completed ballot paper must be returned to the chairperson.
- 5) Until all places for membership of the strata committee have been filled, the chairperson is to declare elected successively each candidate who has a greater number of votes than all other candidates who have not been elected.
- 6) If only one place remains to be filled but there are 2 or more eligible candidates with an equal number of votes, the candidate to fill the place is to be decided by a show of hands of those present and entitled to vote.
- 7) Subclause (6) is subject to a resolution referred to in clause 14 (1) (a).

STRATA COMMITTEE NOMINATION FORM

Important information

A nomination may be made by:

- A sole owner to any eligible person or themselves
- A co-owner to any person or the other co-owner (but not themselves)
- A company nominee to any person or themselves

A nomination may not be made by a proxy.

Please note

- Only one nomination can be made per lot
- An unfinancial owner can make a nomination
- An unfinancial owner cannot be appointed
- Co-owners cannot both be candidates for election unless they own more than one lot in the scheme

Nomination may be made at any time before the election is held and may be made at the meeting.

STRATA PLAN:

DATE:

NOMINEE DETAILS

I, _____, the owner / company nominee of lot _____ wish to
(nominator's name)

nominate _____ of _____
(nominee's name) (lot / unit, name or organisation)

for election onto the strata committee at the next General Meeting to be held on ____/_____/20

Signature of Nominator

Signature of Nominee (acceptance of the nomination)

OFFICER NOMINATION FORM

Important information

Pursuant to Clause 11 of the Strata Schemes Management Regulation 2016, the Owners Corporation calls for nominations for officers of the Strata Committee (Chairperson, Secretary and Treasurer).

A nomination may be made by:

- A person that is successfully appointed as a member on the Strata Committee

Please note

- A member cannot nominate themselves for an officer's position
- A member can nominate a member to hold multiple officer's positions
- A nomination may be made at any time before the election is held and may be made at the meeting

STRATA PLAN:

DATE:

NOMINEE DETAILS

I, _____, if successfully appointed as a member on the Strata Committee wish to
(nominator's name)

nominate _____ of _____
(nominee's name) (lot / unit, name or organisation)

for the following officer's position at the Strata Committee Meeting to be held on ____/_____/20

() Chairperson () Secretary () Treasurer

Signature of Nominator

Signature of Nominee (acceptance of the nomination)

STRATA MANAGEMENT AGENCY AGREEMENT

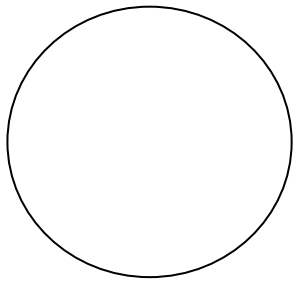
The Owners – Strata Plan 34151		“Owners Corporation”
Attention: The Secretary		
Address: 42-44 Victoria Parade, MANLY NSW 2095		
Phone:		
Email:		ABN: 23891863600
The Agent - Bright & Duggan Pty Ltd		“Agent”
Attention: The Licensee		
Address: Level 1, 37-43 Alexander Street, Crows Nest NSW 2065		ABN: 32 001 554 650
Phone: 02 9902 7100	SCA (NSW) Membership	142
	No:	
Facsimile: N/A	Licence No:	119232
Email: customercare@bright-duggan.com.au		
Particulars		
Item 1	<i>Professional indemnity</i>	In accordance with Section 22 of the <i>Agents Act</i> .
Item 2	<i>Commencement date</i>	18 June 2021
Item 3	<i>Term</i>	36 months
Item 4	<i>Review date</i>	In relation to agreed services annually on each anniversary of the commencement date. In relation to additional services rates – 1 January annually or as agreed In relation to charges – 1 January annually or as agreed.
Item 5	<i>Percentage increase p.a</i>	5%
Item 6	<i>Agreed services fee p.a</i>	(complete one of the below options) Option 1 - \$6,400 plus rebates, discounts and commissions in Disclosure Schedule C1 and C2 – Agent retains all commissions (refer to clause 3.3(a)) or *Option 2 - \$ plus rebates, discounts and commissions in Disclosure Schedule C2 – Agent retains some commissions (refer to clause 3.3(b)). *The Agent has elected not to provide option 2 as an alternative selection. or **Option 3 - \$ – Agent not entitled to commissions or the fee as described in clause 3.3(c). **Option 3 is only available under instruction of the Owners Corporation. <input type="checkbox"/> Set Disbursements \$ per Schedule D - all shaded areas included where they relate to Schedule A services but NOT for Schedule B Services (Except where AGM's are an all-inclusive item). All fees under this agreement are GST INCLUSIVE (clause 9)
Item 7	<i>Fee payment method</i>	Monthly – in arrears – scheduled to be processed after 20 th calendar day of the month
Item 8	<i>Manner of accounting</i>	Financial Statements – Provision of trust account statements Frequency of Accounting - Monthly Online/Upon Request - Both

STRATA MANAGEMENT AGENCY AGREEMENT

Signatures

Owners Corporation

The common seal of the *owners corporation* was affixed on 4 May 2021 in the presence of:

<input type="text"/>	<input type="text"/>	
Signature	Signature	
<input type="text"/>	<input type="text"/>	
Name	Name	
<input type="text"/>	<input type="text"/>	
Owner / Committee Member	Owner / Committee Member	
Designation	Designation	

Being the person(s) authorised by section 272 of the *Act* to attest the affixing of the seal.

Agent

Executed by the *agent* in accordance with Section 126 or 127 of the *Corporations Act 2001* (Cth) in the presence of:

<input type="text"/>	<input type="text"/>
Signature of Authorised Person	Signature of Authorised Person
<input type="text"/>	<input type="text"/>
Name of Authorised Person	Name of Authorised Person

Service

The *owners corporation* acknowledges receipt of a copy of this *agreement* within 48 hours of execution by the *owners corporation* (refer to page 8 for IMPORTANT NOTES to the parties when executing this *agreement*).

<input type="text"/>	<input type="text"/>
Name of Signatory	Signature



**Minutes of
The Strata Committee Meeting held on 8 April 2021**

Venue: Community Northern Beaches, 52 Raglan Street, Manly
video conferencing via Google Meet

Strata Committee:
Edward Keller (EK) and Martin Schmidt (MS)

Attendees:

Steve Babamovski	Bright & Duggan
David Schmidt (via Google Meet)	Unit 1
Sussanah Mitton	Unit 2
Martin Schmidt and Maria Cowin	Unit 4
Graham and Peta Butson	Unit 5
Howard Gilmore	Unit 10
Edward Keller and Lourdes Lynn	Units 11 & 18
Vicki and Peter Achterstraat	Unit 12
Edie Langford	Unit 14
Ann Hatton and Geoff Kaye	Unit 16

Agenda:

1. Introductions
2. Our new B&D Strata Manager - Steve Babamovski
3. Present and Discuss the Master Plan
4. Consider OC member submissions
5. Discuss / Draft Resolutions for the Annual General Meeting

Minutes:

The Strata Committee (SC) opened the meeting on time with all attendees present. The meeting was chaired by EK.

1. Introductions
A quick acknowledgement of all attendees in the room and via video conference was made. EK noted that orderly owner discussion is welcome, but that the meeting must be focused to achieve the objective of refining resolution proposals for the AGM in particular for a CWF levy.
2. EK highlighted some of the disappointments the SC has had with the strata management company, Bright & Duggan:
 - Fourth 42VP Strata Manager since March 2020
 - Accounts & Budget require Attention
 - B&D Agreement Status
 - Communication
 EK welcomed our new Strata Manager from Bright & Duggan, Steve Babamovski and expressed the SC's optimism that Steve will be an effective manager of our strata interests.



3. Present and Discuss the Master Plan

At this point, an attendee immediately interrupted the proceedings in an attempt to prioritise tile selection to the top of the agenda. EK stated that the matter would be addressed later in the meeting and that we must return to the prescribed agenda. The attendee insisted on continuing, and then EK and the Strata Manager made it clear that this is a SC meeting chaired by the SC.

The SC Meeting continued, but at many points in the proceedings a couple attendees offered irrelevant attempts at 'gotcha' statements towards the SC, misinformation, and tangential issues of little relevance. This caused frustration of the SC Meeting with the agenda being unfulfilled and the objective of refining resolution proposals for the AGM in particular for a CWF levy not discussed.

Fortunately, some parts of the agenda proceeded with valuable discussion. Following are minutes from those discussions.

a. Aesthetic Vision:

EK outlined the SC's aim for this component of the Master Plan

- Long-term reference guide
- Coordinate incremental improvements with cohesive aesthetic
- Developed with Consultant & Interested Owners

An attendee presented a tile for consideration if the OC approves the re-tiling of the external areas and the ground level common internal area. There was discussion about the previous tile consideration iterations. There was no objection to the presented tile; and EK suggested that the presented tile be put on display in the building lobby for consideration and comment. Notice will go out to all owners when the tile display is organised.

No comment was noted for any other components of the Aesthetic Vision.

b. Fire Safety Compliance:

EK outlined the SC's aim for this component of the Master Plan

- Shift from previous SC aim of upgrade to current standards to **Statutory Compliance for Existing Fire Safety Measures**
- Monitor & Maintain Existing Fire Safety Measures Continuously
- Keep Annual Fire Safety Statement on File
- Budget all Necessary Repairs/Maintenance for Current Year

No objections were made to these points. The SC proposes a specific resolution at the next AGM to compel all subsequent SCs to meet the above noted points.

c. Capital Works Fund Analysis (CWFA):

EK outlined some the processes involved and the aim of the CWFA:

- Comprehensive review of conditions throughout the building
- Forecast of Current and Future Repairs/Maintenance/Improvements
- Basis for Strata Levies
- Prepared by the Strata Committee with extensive consultation
- Recommend Annual Updates by Strata Committee

There were a range of questions about particulars and the SC provided such clarity. However, at this point tangential issues of little relevance began to emerge which dragged on progress through the meeting.

Some constructive suggestions to possible variation to the timing and priority of the CWFA were raised, and EK noted that the SC has prepared the CWFA tools for consideration of such variations later in the agenda.

EK presented details of two important components of the CWFA proposed for the current year:

- Improvements to the main entry walkway; and
- Remedial work associated with garden beds and deteriorating water seals

The importance of addressing sooner rather than later was emphasised due to the escalating rate of deterioration and costs. Costs related to tendered work were presented, and cash flow analysis was presented for the initial proposed CWFA.

4. Consider OC member submissions

A number of OC members provided submissions to the SC after the SCM invitation, agenda and supporting documents were circulated. EK noted the following before presenting the OC submissions:

- Your SC encourages Owners Constructive Involvement
- Building Requirements Continuously Evolve
- Priorities Must Be Equitable

There were some constructive submissions that would be helpful when considering variation to the initially proposed CWFA. The following submissions were presented and discussed.

Owner	Submission	SC Comments
U01	Unit 1 terrace gate to main walkway needs repair/replacement	<ul style="list-style-type: none"> ● Combine with main entry improvements ● Strata v Unit responsibility?
U02	Advance Unit 2 terrace surface replacement	<ul style="list-style-type: none"> ● SC was unaware of extent of dilapidation ● Prudent to address all water ingress issues asap ● Combine with rear entry improvements & advance to next year ● Combine Unit 1 terrace surface replacement with main entry improvement
U02	Consider using glass balustrade to replace main entry timber lattice to reduce costs	<ul style="list-style-type: none"> ● Diverges from Aesthetic Vision ● Does not support adequate lighting along entry walkway ● Minimal potential cost savings
U15	Include in CWF plan an access ramp at the rear entry	<ul style="list-style-type: none"> ● Currently access is through the garage where there is a level access to the lift ● A new structure along the rear entry would require a D.A. and development consent engineered solutions for fire safety and garage ventilation
U05	Resolution that the management of the building comply with the guidelines set out by Fair Trading NSW; and that the Strata Committee set the dates for a meeting each quarter commencing April 2021	<ul style="list-style-type: none"> ● Strata Management with Bright & Duggan has been troubled, but the SC is optimistic that this will improve ● The SC has navigated the COVID-19 challenges with transparent and full disclosure using a range of safe communication channels
U05	<ul style="list-style-type: none"> ● Paint walls near Level 1 balustrade ● Rebuild bore pump cover ● Address vibrating pipe near the bore pump. ● Paint rear boundary fence above the concrete wall behind Unit 1 	<ul style="list-style-type: none"> ● This list repair and maintenance items are in the CWF Analysis ● Consultation is underway with neighboring strata regarding tree trimming

	<ul style="list-style-type: none"> • Convene a meeting of interested owners to discuss trimming trees at the rear and west boundary 	
U19	Since the recent storms, the main bedroom and wardrobe ceilings are covered in extensive black mold	<ul style="list-style-type: none"> • The SC has investigated and the issue must be addressed asap • The Level 4 hallway ceiling near the lift and East planter box also has water ingress and mold developing • Initial assessment is that cavity flashing on a roof wall may be the cause • Include in CWF Analysis for immediate action
SC	<ul style="list-style-type: none"> • Delineation of Unit Owner and Strata Responsibilities • Unit Claims on Strata Insurance 	<ul style="list-style-type: none"> • MS distributed an information sheets • The Strata Manager will investigate the Unit 16 insurance claim

At points during this part of the agenda, attendee commentary became disruptive and cross-talk throughout the room inhibited progress. However, one attendee managed to provide (verbally in the meeting, followed by an email to the SC) the following recap (paraphrased by the SC) of the discourse:

Some owners may be very comfortable with the majority of the points in the documents but may be uncertain on a few items. If the whole package is put to the AGM as a single resolution (i.e. all or nothing) some owners may feel they should vote against the whole package because they are uncertain about a couple of issues. Maybe we could try to identify some of these key issues and put them up as separate resolutions (as per your agenda item last night). The sorts of things I heard at last night's meeting include:

- A. *2.1.1 Should we deal with Garden Bed 1 the same way we are dealing with G2-G5 to allow us to keep the foliage on the front of the building*
- B. *2.1.3 Can the retiling wait until the next 10 Year Plan*
- C. *2.1.3 Should we get a quote to see how much it would cost to make the steps wider (up to 11 inches)*
- D. *2.1.5 Instead of painting the remainder of the building in Year 1 (\$120K) can we just paint the round columns on the balconies in the recommended colour (vivid white) and do the rest of the painting later*
- E. *2.1.6 Should we defer the Unit 3 Terrace Screening*
- F. *2.1.6 Should we re-visit the proposed colour of the Unit 3 Terrace Screening*
- G. *Should we address the black mould in Unit 19 soon*
- H. *Should we address the water issues on the Terrace of Unit 2 quicker*
- I. *Should we change the walkway from lattice to a glass fence.*
- J. *Should we defer some of the internal improvements (eg Hallway carpets and painting) to even later in the Plan.*

The premise for the above comments are consistent with the SC's stated objective of refining resolution proposals for the AGM in particular for a CWF levy. Unfortunately, the meeting had at this point collapsed into numerous side discussions and some attendees leaving the meeting. The meeting agenda discontinued at this point and the meeting was not officially adjourned.

EK had a side discussion with the Unit 1 attendee via video conference who asked that the minutes reflect his willingness to pay for the Unit 1 gate component in the CWFA.



Steve Babamovski, our new Strata Manager spoke with EK about the frustrated meeting's inability to consider refinement of specific CWFA related resolutions for the upcoming AGM. Steve suggested that the AGM focus on routine AGM items, and that an EGM could be arranged for CWFA related resolutions.

Proxy Appointment

Strata Schemes Management Act 2015

Approved form under: *Strata Schemes Management Act 2015 (Clause 26 (1) of Schedule 1)*

Date

I/We *[name(s)]*

the owners of lot *[address]*

In Strata Plan No. Appoint *[name of first appointee]*

Of *[first appointee's address]*

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/We appoint *[second appointee's name]*

Of *[second appointee's address]*

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the first appointee already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect *[Tick OR tick and complete whichever applies below]:*

- 1 meeting [please insert number] meetings
- 1 month [please insert number] months
- 12 months 2 consecutive annual general meetings

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater.)

[Tick and complete whichever applies below]:

- 1. This form authorises the proxy to vote on my/our behalf on all matters.**

OR

- 2. This form authorises the proxy to vote on my/our behalf on the following matters only:**
[Specify the matters and any limitations on the manner in which you want the proxy to vote; attach additional page/s if necessary.]

- 3. If a vote is taken on whether (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:**

I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

Signature of owner/s

X _____	
Name <i>[print]:</i>	

X _____	
Name <i>[print]:</i>	

NOTES ON APPOINTMENT OF PROXIES

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This proxy is valid for any general meetings held during the period (if any) specified on page 1 of this form. If no period is specified then this proxy ends after 12 months or two annual general meetings, whichever occurs later.
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one,
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

NOTES ON RIGHTS OF PROXIES TO VOTE

1. A duly appointed proxy:
 - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
 - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
 - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
 - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
 - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
 - (c) if the right to vote on any such matter is limited by this form.

APPOINTMENT OF COMPANY NOMINEE

This form should be completed by a company that owns a strata lot and wants to appoint a nominee to act on its behalf and vote for it at meetings of the owners corporation (in accordance with section 154 of the *Strata Schemes Management Act 2015*)

Please return your completed form to the owners corporation c/- Bright & Duggan P/L, PO Box 281, Crows Nest NSW 1585. Email address: customercare@bright-duggan.com.au The name and address of the company nominee will be recorded in the strata roll and the nominee will then be able to vote at general meetings of the owners corporation.

1	Company name	
2	Company A.C.N	
3	Strata plan number	
4	Strata lot number	
5	Company address for the service of notices	
6	Company contact telephone number	
7	Name of the company nominee	
8	Company nominee address for the service of notices	
9	Company nominee contact telephone number	
10	If required by your company affix the company seal	

EXECUTED by in accordance with Section 127 of the *Corporations Act 2001* (CTH)

Signature

Signature

Name

Name

Designation

Designation