

NOTICE OF AN ANNUAL GENERAL MEETING
THE OWNERS - **STRATA PLAN 52948**

ADDRESS OF THE STRATA SCHEME:

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie Park NSW 2113

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 52948 will be held on **24/10/17 at the auditorium, North Ryde Golf Club, Twin Road, North Ryde. The meeting will commence at 06:00 PM.**

AGENDA:

- Record commencement time.
- Record chairperson.
- Record persons present to vote.
- Record proxies and company nominees.
- Record persons in attendance.
- Record apologies.

MOTIONS:

1 MINUTES

That the minutes of the previous general meeting of the owners corporation be confirmed as a true record and account of the proceedings of that meeting.

2 CHAIRMAN'S REPORT

That the attached Chairman's Report be tabled at the meeting and discussed.

3 FINANCIAL STATEMENTS

That the attached statements of key financial information for the administrative fund and the capital works fund, together with the relevant auditor's report (if adopted at the last annual general meeting) for the period ended 31/08/17 be adopted.

4 AUDITOR

That an auditor be appointed to audit the accounts and financial statements of the owners corporation.

[**Explanatory Note:** The owners corporation for a large strata scheme, or a strata scheme for which the annual budget exceeds \$250,000 (as determined by clause 21 of the Strata Schemes Management Regulations 2016) must ensure that the accounts and financial statements of the owners corporation are audited before presentation to the annual general meeting in accordance with section 95 of the Strata Schemes Management Act 2015. It is optional for any other strata scheme.]

5 STRATA COMMITTEE

That the owners corporation:

- (a) Call for nominations for members of the strata committee;
- (b) The candidates for election to the strata committee disclose any connections with the original owner or building manager for the scheme;
- (c) Determine the number of members of the strata committee; and
- (d) Elect the strata committee

[**Explanatory Note:** The owners corporation is required to have a strata committee. Under clause 8(1)(b) of Schedule 1 of the Strata

6 RESTRICTED MATTERS

That in accordance with Schedule 1 clause 6 (a) and 9 (i) of the Strata Schemes Management Act 2015 to decide if any matters or type of matters that are to be determined only by the Owners Corporation in general meeting.

[**Explanatory Note:** The owners corporation can place restrictions on the strata committee and determine that certain matters or types of matters cannot be decided by the strata committee but must be decided by the owners corporation at a general meeting. This motion is required to be on the agenda for each annual general meeting.]

7 TENANT REPRESENTATIVE

That if a tenant representative is required to be appointed and if a tenant representative has been elected in accordance with Section 7 of the Strata Schemes Management Regulation 2016, that tenant representative be appointed to the Strata Committee.

[**Explanatory Note:** If at least half of the lots in the strata scheme are tenanted and those tenancies have been notified in a tenancy notice, the tenants may nominate one tenant representative for the strata committee. This motion is a required motion if a tenant has been nominated in accordance with section 33 of the Strata Schemes Management Act 2015.]

8 TENANTS AT MEETINGS

That the owners corporation restrict tenants from being present when the following matters are being discussed:

- (a) financial statements and auditor's reports;
- (b) levying of contributions;
- (c) recovery of unpaid contributions;
- (d) a strata renewal proposal under Part 10 of the Strata Schemes Development Act 2015 or any related matter; and/or
- (e) any other financial matter specified by the regulations for the purpose of this clause (as at 30 November 2016 there is nothing further).

[**Explanatory Note:** Tenants must be given notice of annual general meetings and are able to attend those meetings. They are not entitled to address the meeting unless authorised to do so by resolution and are not entitled to vote unless they hold a proxy. The owners corporation is able to restrict tenants from being present when certain matters listed above are discussed or determined.]

9 BUDGET & LEVY CONTRIBUTIONS

(a) That the statement of estimated receipts and payments (budget) be tabled and, after any amendment, be adopted.

[**Explanatory Note:** A copy of the summary page of the capital works fund plan (or sinking fund forecast report) is attached to this agenda or will be available at the meeting. Waratah Strata Management has included in the proposed budget the capital works contribution recommended in this plan. Consideration should also be given to the suggested balance of the capital works fund in the plan and the actual balance of the capital works fund. It is a requirement of the Strata Schemes Management Act that so far as practicable the owners corporation is to implement the plan.]

(b) That contributions to the administrative fund are estimated in accordance with section 79(1) of the Strata Schemes Management Act 2015 and determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at \$830,170.00 including GST; and

(c) That contributions to the capital works fund are estimated in accordance with section 79(2) of the Strata Schemes Management Act 2015 and determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at \$324,500.00 including GST; and

(d) That both contributions be paid in equal quarterly instalments, the first such instalment being due on 01/11/17 and subsequent instalments being due on 01/02/18, 01/05/18, 01/08/18.

(e) That one additional quarter of levies be determined at one quarter of the above amounts and payable on 1 November 2018. (Note this will mean the first levies due after the AGM each year will be

approximately 3 months after the AGM to allow the minimum 30 days' notice period to be provided.)

10 INSURANCES

(a) That the owners corporations insurances as listed in the annexures to the agenda of the meeting be confirmed, varied or extended.

(b) That in accordance with section 165 (2) of the Strata Schemes Management Act 2015 additional insurances be taken out as follows:

- (a) Office Bearers Liability
- (b) Fidelity Guarantee
- (c) Any other insurance

(c) That three quotations for all items of insurance required under the Strata Schemes Management Act 2015 are to be obtained and the function of accepting and executing an appropriate quotation is delegated to the strata managing agent on instruction of the strata committee.

(d) That the strata managing agent is required to obtain an insurance valuation each three years (or as otherwise directed by the Strata Committee) from an appropriately qualified valuer.

11 STRATA MANAGEMENT COMMISSION

That in accordance with Schedule 1, 9(g) of the Strata Schemes Management Act 2015 the report (as listed in the attached notes) by the agent as to the commissions or training services that have been provided or paid for or are likely to be provided or paid for the agent for the following 12 months be received.

12 OVERDUE LEVIES & PAYMENT PLANS

12.1 That should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot, that the strata managing agent be authorised to take proceedings on behalf of the owners corporation for the recovery of overdue contributions, on the following basis:

- (1) Issue Reminder Letter after amount more than 31 days overdue and over \$200
- (2) Issue Final Warning Letter after amount more than 64 days overdue and over \$200
- (3) Issue Commence Legal Action Letter after amount more than 94 days overdue and over \$500.
- (4) At least 21 days after 'Commence Legal Action' letter issued, if the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with the reminder letters sent by the strata managing agent, the strata managing agent be instructed to engage Le Page Lawyers to:

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

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

(B) Le Page Lawyers be engaged and instructed to:

- (a) Provide advice regarding recovering outstanding contributions;

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

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

- (i) Obtaining any necessary writ(s) for the levy of property; and
- (ii) Obtaining any necessary garnishee order(s).

(Note: costs associated with the recovery of overdue levies are usually recovered from the respective lot owner.)

12.2 That the owners corporation will not agree to enter into payment plans as specified in section 85 (5) of the Strata Schemes Management Act 2015 for the payment of overdue contributions.

12.3 That the strata managing agent, under the direction of the Strata Committee, will be permitted to enter into informal, short-term late levy payment arrangements with lot owners when necessary, subject to:

- (i) interest being charged in accordance with the Strata Act;
- (ii) payments being made to clear levy arrears within a reasonable time period;
- (iii) agreed payments being made on time;
- (iv) the strata manager or Strata Committee being able to revoke the payment arrangement and commence legal proceedings at any time without further notice should the levy arrears not be cleared within a reasonable time or the arrangement being breached by the lot owner.

[Explanatory Notes:

- 1. Section 86 of the Strata Schemes Management Act 2015 states that an owners corporation must not take debt recovery action unless it has given notice to the person against whom the action is to be taken at least 21 days' notice of the action.
- 2. Section 12 of the Strata Schemes Management Act 2015 provides that the owners corporation for a strata scheme may employ such persons as it thinks fit to assist it in the exercise of any of its functions. Further, the owners corporation must ensure that any person so employed has the qualifications if any required by the Act or any other law for the exercise of that function.
- 3. The fee proposal from Le Page Lawyers is available from the Strata Manager upon request]

13 10-YEAR CAPITAL WORKS FUND PLAN

That in accordance with section 80 of the Strata Schemes Management Act 2015 the Owners Corporation review the 10-Year plan for the Capital Works Fund and decide whether to adopt the plan, revise the plan or replace the plan.

Explanatory Note: The owners corporation is required to have a 10-year capital works fund plan under section 80 of the Strata Schemes Management Act 2015 which must be finalised by the end of the next annual general meeting of the owners corporation after the annual general meeting for which the plan is prepared. Clause 6 of Schedule 1 of the Strata Schemes Management Act 2015 provides a mandatory motion to prepare or review the 10-year plan for the capital works. Section 80(3) of the Strata Schemes Management Act 2015 provides that an owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared and must review the plan at least once every 5 years. Further, section 80(7) of the Strata Schemes Management Act 2015 provides that the owners corporation is, so far as practicable (and subject to any adjustments), to implement the 10 year capital works fund plan.

The requirements under the Strata Schemes Management Act 2015 require much greater particularity in the 10-Year Capital Works Fund Plan including what works will be required, when they will take place and how they will be paid for. This level of particularity was not specified under the Strata Schemes Management Act 1996, however due to the transitional provisions this may not affect the validity of a 10-Year Plan adopted prior to 30 November 2016. Nonetheless, it would be prudent for any motion to amend a 10-Year Plan after 29 November 2016 under section 80(3) to result in a compliant plan under section 80 of the Strata Schemes Management Act 2015.]

14 ANNUAL FIRE SAFETY STATEMENT

That the Owners Corporation consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.

[Explanatory Note: If an annual fire safety statement is required for the building under the Environmental Planning and Assessment Act 1979, the owners corporation is required to consider it at each annual general meeting and to make arrangements for obtaining the next annual fire safety statement in accordance with clause 6(c) of Schedule 1 of the Strata Schemes Management Act 2015. It is recommended to use an independent certifier.]

15 APPOINTMENT OF STRATA MANAGING AGENT

That **Waratah Strata Management** (herein called 'the Agent') be appointed as the Managing Agent of

the Owners Corporation in Strata Plan 52948 and that any two owners or Strata Committee members be authorised to sign the Management Agreement tabled at the Meeting on behalf of the Owners Corporation and further to attest the affixing of the common seal on that agreement, which agreement incorporates instruments pursuant to section 49(1) of the Strata Schemes Management Act 2015 appointing the Agent and delegating all the functions of the Owners Corporation and its Strata Committee and the Chairman, Secretary and Treasurer of the Strata Committee and of the Owners Corporation, other than the power to do anything referred to in section 52(2) of the Act.

[**Explanatory Note:** Due to the changes to the Strata Act, Waratah Strata Managements current monthly rollover agreement is no longer permitted, so we are required to enter into a new agreement with your owners corporation. Section 50 of the Strata Schemes Management Act 2015 restricts management agreements to a maximum term of 3 years from the date of appointment and requires the owners corporation to be notified at least 3 months before the end of the agreement. The proposed agreement is for 2 - 2 1/2 years to allow the agreement to be discussed and renewed at every second Annual General Meeting. A copy of the management agreement will be tabled at the meeting or is able to be provided by email upon request.]

16 PEST INSPECTION

That the Owners Corporation instruct the managing agent to arrange for a qualified contractor to carry out a termite inspection of the common property and/or to spray the property to eradicate ants, spiders and cockroaches.

17 CHANGE OF ADDRESS

That in accordance with section 265 of the Strata Schemes Management Act 2015, the office of the Registrar General be notified the Owners Corporation's address for service of notices is to be C/- Waratah Strata Management Pty Ltd, P.O. Box 125, Eastwood, NSW 2122.

18 BY-LAW AMENDMENTS

That the Owners Corporation specially resolves pursuant to Section 136 of the *Strata Schemes Management Act 2015* (NSW) to make additional by-laws and amend registered by-laws in the following terms:

1. By-law 7 is repealed and replace it with the following:

7 Children playing on common property in building

An owner or occupier of a lot must not permit any child of whom the owner or occupier has control to play on common property within the buildings and must accompany and exercise effective control when children play outside buildings on common property.

2. By-law 10 is amended by deleting the words:

"... other than on any lines provided by the owners corporation for the purpose and there only for a reasonable period",

so that by-law 10 provides:

Drying of laundry items

An owner or occupier of a lot must not, except with the consent in writing of the owners corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building.

3. By-law 11 is repealed and replace it with the following:

CLEANING WINDOWS AND DOORS

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

4. By-law 13 is repealed and replace it with the following:

13 Moving Furniture and other objects on or through Common Property

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless sufficient notice has first been given to the property manager so to enable the property manager to arrange for its nominee to be present at the time when the owner or occupier does so. Removalists and tradesmen are to access the buildings through the garage and not through the foyers.

5. By-law 15 is repealed and replace it with the following:

15 Garbage Disposal

An owner or occupier of a lot must ensure that before refuse is placed in the receptacle it is securely wrapped or, in the case of tins or other containers and completely drained.

6. By-law 16 is repealed and replaced with the following:

16 Keeping of Animals

An owner or occupier of a lot must not, without the prior approval in writing of the owners corporation, keep any animal on the lot or the common property. When requesting an animal the owner or occupier is to provide a written request covering where applicable matters to be considered by the owners' corporation namely:

- (1) *the number, type and size of the pets*
- (2) *the number of pets already approved*
- (3) *any requirements for the pets to be restricted while travelling over common property,*
- (4) *a statement of compliance with By Law1.*

7. Special by-law 2 is repealed.

8. Special by-law 5 is repealed and replaced with the following:

Smoking

An owner or occupier and their invitees must not smoke whilst on any enclosed area of common property such locations to include but are not limited to building entrance, lift foyers, lifts, fire stairs, garage area, pool area etc. or smoking anywhere that smoke can drift into other lots causing a nuisance for those residents. Owners or occupiers shall be responsible to take reasonable steps to ensure that invitees comply with this By-Law.

9. Special by-law 7 is repealed.

10. Special by-law 8 is repealed.

11. Special by-law 9 is repealed and replaced with the following:

Control of Excessive Water Usage

1. *An owner and/or occupier of a lot must:*

(a) *Ensure that leaking taps and/or cisterns within the lot are promptly repaired to prevent loss of water;*

(b) *Not keep more than one washing machine within their lot space; and*

(c) *Not use the washing machine in their lot space for any purpose other than to wash clothing, towels, bedding etc. used by residents of that lot.*

2. *The Owners Corporation shall by its agents, employees or contractors have the right to enter a lot to inspect the laundry, bathroom and kitchen areas to ensure compliance with this By-Law after giving the occupier of the lot not less than 7 days written notice. Such notice shall include the date and time on which access is required, and by whom access will be required. Such notice shall be deemed to have been served on the occupier of the lot on the day that it is placed in the letter box associated with the lot.*

3. *If taps and/or cisterns within an owner's lot are leaking and require rectification, and the owner fails to have the required rectification works carried out within 14 days of being requested to do so in writing by the Owners Corporation, the Owners Corporation shall be entitled to arrange for any necessary rectification work to leaking taps and/or cisterns, and shall be entitled to recover the cost of such rectification works from the lot owner as a debt. For this purpose, the Owners Corporation shall be entitled to access to the lot, in accordance with the method set out in clause 2 above.*

12. Special by-law 11 is repealed and replaced with the following:

Electronic Delivery of Notices

A document or notice may be served by the Owners Corporation, its Secretary or Strata Committee on the owner of a lot by electronic means only if they have previously given the Owners Corporation an email address for the service of notices. Such a notice is deemed to have been served when transmitted by the sender providing that the sender does not receive an electronic notification of unsuccessful transmission within 24 hours.

A document or notice may be served on the Owners Corporation, its Secretary or Strata Committee by the owner of a lot by electronic means if the document is sent to the strata managers email address. Such a document is deemed to have been served if the sender does not receive an electronic notification of unsuccessful transmission within 24 hours and the owner receives confirmation from the Owners Corporation that such document has been received.

13. Special by-law 13 is repealed and replaced with the following:

Sharing of Water and Gas Costs

In addition to the powers, authorities, duties and functions conferred upon the Owners Corporation by the Act and by-laws it shall have the following additional powers, authorities, duties and functions:

1. Determine a fair and equitable method of sharing gas and water charges amongst all lot owners;
2. Refund to lot owners the amounts paid by owners other than to the Owners Corporation for the consumption of water and gas but not for fixed service or connection charges; provided that the Owners Corporation shall have no obligation to pay any amount to an owner unless:
 - a. The owner first pays the gas or water supply company;
 - b. Submits a copy of bill(s) for consumption within 60 days of payment;
 - c. Claims for reimbursement are made using the form prescribed by the Owners Corporation.
 - d. The claims are for the current quarter of the financial year of the Owners Corporation
3. In the event of a dispute over reimbursement the Owners Corporation shall determine the amount to be paid in its absolute discretion acting reasonably;
4. In the event that individual gas or water meters are installed to each and every lot such that the consumption of either service can be billed on a strictly metered basis to each and every owner, the above requirements with respect to the relevant service shall cease to have effect from the date of commencement of direct billing of the relevant service.

19 BY-LAW PROHIBITING UNREASONABLE COMMUNICATIONS

THAT the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the *Strata Schemes Management Act 2015* to make an additional by-law - Special By-Law No. 14 - Unreasonable Communications - a copy of which is attached to the notice of this meeting or set out below.

Special By-Law No. 14 - Unreasonable Communications

1. Introduction

This by-law prohibits You engaging in or generating Unreasonable Communications or disseminating or publishing Personal Information.

2. Definitions

In this by-law, unless the context or subject matter otherwise indicates or requires:

"Communications" means any communications authored or generated by you or on your behalf and published or sent by you or on your behalf to the Owners Corporation, the Strata Committee (including past and present members of the Strata Committee), the Strata Manager, an Owner or an Occupier in any verbal or written form including telephone calls, notices, emails and letters;

"Lot" means a lot in the Strata Scheme;

"Occupier" means an occupier of a Lot;

"Owner" means an owner of a Lot;

"Owners Corporation" means The Owners - Strata Plan No. 52948;

"Personal Information" means the personal details of an Owner or Occupier including the residential

or business address, email address or telephone number of an Owner or Occupier;

"**Strata Act**" means the *Strata Schemes Management Act 2015* and any regulations made thereunder;

"**Strata Committee**" means the strata committee of the Owners Corporation from time to time;

"**Strata Manager**" means the strata managing agent of the Owners Corporation from time to time appointed under the Strata Act;

"**Strata Scheme**" means the strata scheme based on Strata Plan No. 52948 and any subdivisions thereof;

"**Unreasonable Communications**" means Communications that are unreasonable due to the content (defamatory, offensive or otherwise), volume, length or duration, or frequency of the Communications; and

"**You**" means an Owner or Occupier.

3. Interpretation

In this by-law:

- (a) headings have been inserted for guidance only and do not affect the interpretation of this by-law;
- (b) references to any legislation or like provisions include any legislation or like provisions amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them;
- (c) words importing the singular number include the plural and vice versa;
- (d) where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;
- (e) the provisions of this by-law only apply to the extent permitted by law;
- (f) any provision of this by-law which is held by a court or tribunal to be illegal, invalid or unenforceable shall be severed from the by-law and the remaining provisions shall remain in effect;
- (g) if there is any inconsistency between this by-law and any other by-law applicable to the Strata Scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

4. Prohibiting Unreasonable Communications

4.1 You must not engage in or generate any Unreasonable Communications.

4.2 You must not assist, encourage or cause any other person including another Owner or Occupier to engage in or generate Unreasonable Communications.

5. Prohibiting Dissemination of Personal Information

5.1 You must not disseminate or publish via Communications any Personal Information without the prior written consent of the Owner or Occupier to whom the Personal Information relates.

- 5.2 You must not assist, encourage or cause any other person including another Owner or Occupier to disseminate or publish via Communications any Personal Information without the prior written consent of the Owner or Occupier to whom the Personal Information relates.

20 STRATA COMMITTEE APPROVAL OF MINOR RENOVATIONS

That in accordance with section 110(6)(b) of the Strata Schemes Management Act 2015 (the Act) the owners corporation delegates its functions to the strata committee to approve minor renovations by owners as specified in section 110 of the Act.

(1) Minor renovations include but are not limited to work for the purposes of the following:

- (a) renovating a kitchen,
- (b) changing recessed light fittings,
- (c) installing or replacing wood or other hard floors,
- (d) installing or replacing wiring or cabling or power or access points,
- (e) work involving reconfiguring walls,
- (f) any other work prescribed by the regulations for the purposes of this subsection.

(2) Before obtaining the approval of the owners corporation, an owner of a lot must give written notice of proposed minor renovations to the owners corporation, including the following:

- (a) details of the work, including copies of any plans,
- (b) duration and times of the work,
- (c) details of the persons carrying out the work, including qualifications to carry out the work,
- (d) arrangements to manage any resulting rubbish or debris.

(3) An owner of a lot must ensure that:

- (a) any damage caused to any part of the common property by the carrying out of minor renovations by or on behalf of the owner is repaired, and
- (b) the minor renovations and any repairs are carried out in a competent and proper manner.

(4) This section does not apply to the following work:

- (a) work that consists of cosmetic work for the purposes of section 109,
- (b) work involving structural changes,
- (c) work that changes the external appearance of a lot, including the installation of an external access ramp,
- (d) work involving waterproofing,
- (e) work for which consent or another approval is required under any other Act,
- (f) work that is authorised by a by-law made under this Part or a common property rights by-law,
- (g) any other work prescribed by the regulations for the purposes of this subsection.

Note: Section 132 enables rectification orders to be made against owners of lots for damage caused by work done by owners.

21 POSTAL AND ELECTRONIC VOTING

That in accordance with clause 14, Part 2 of the Strata Schemes Management Regulation 2016 the Owners Corporation adopt any of the following means of voting on a matter to be determined by the corporation or strata committee:

- (a) voting by means of teleconference, video conferencing, email or other electronic means while participating in a meeting from a remote location,
- (b) voting by means of email or other electronic means before the meeting at which the matter (not being an election) is to be determined by the corporation or strata committee (pre-meeting electronic voting).

22 LIMITS ON SPENDING BY LARGE SCHEMES

That the Owners Corporation resolve to remove the limitation imposed by section 102(2) of the Strata Schemes Management Act 2015 generally or in relation to any particular item.

[**Explanatory Note:** Section 102(2) of the Strata Schemes Management Act 2015 imposes a restriction on large strata schemes that it must not spend on an item or matter an amount greater than the amount specified for the item or matter (plus 10%) in estimates provided for that item or matter at an annual general meeting. The owners corporation is able to remove this restriction generally or in relation to any particular item or matter.]

23 CARETAKER CONTRACT

That the Owners Corporation enter into a new 3 year contract with Unique Co Pty Ltd to provide caretaking services to the property, with the strata committee authorised to negotiate acceptable contract conditions.

24 WINDOW CLEANING

That the Owners Corporation appoint a suitable contractor to attend to cleaning of all external windows at an estimated cost of \$25,000 - \$30,000 per clean.

25 LIFT UPGRADES

It is noted that the strata committee have appointed Thomson Elevator Consultancy Services to prepare a specification and place out to tender upgrade works that are required to maintain the reliability and safety of the lifts.

26 ADMINISTRATION AND MAINTENANCE (REPAIRS DISCUSSED)

27 Lot 158 MOTIONS

The following motions have been requisitioned pursuant to Schedule 1, Part 2, Section 4 (1) of the Strata Schemes Management Act 2015, by an owner of Lot 158:

Motion: Discount for early levy payments

The Owners Corporation SP 52948 by SPECIAL RESOLUTION, pursuant to Section 141 of the Strata Schemes Management Act 2015, approve the following changes to the Special By-Laws:

- To avoid litigation and additional expenses, owners may pay 10% less of a contribution levied if they pay the contribution before the date on which it becomes due and payable, as prescribed in SSMA 2015 Section 85,
- Strata Managing agencies and EC members have been reporting huge amounts of reserves in common funds at every meeting since year 2002, and assured owners that there is sufficient money for all expected and unexpected expenses in foreseeable future without special levies (based on their versions of long term planning).
- Strata Managing Agent shall lodge a notification with Registrar-General in the manner approved by the Registrar-General within one month form the date the change of the By-Laws is approved by owners corporation,

- To the extent of an inconsistency with previous by-laws, this by-law prevails.

Explanatory Notes:

To avoid litigation and unnecessary expenses to owners, and decrease overdue levies (normally hovering between \$25,000.00 and \$30,000.00 at any given time), introduce Special By-Law that complies with SSMA 2015 Section 85.

Motion: Create meeting room and common area for gatherings

The Owners Corporation SP52948 by ORDINARY RESOLUTION, pursuant to Section 141 of the Strata Schemes Management Act 2015, approve the following changes to the Special By-Laws:

- Top floors of the buildings have free areas currently occupied by rubbish and some spare parts that was reported as health hazard in Napier & Blakeley's report in 2012
- Building Manager Mr Steve Carbone refused to clean since 2014, and again since March 2017 during visit by Waratah Strata Management Director Mr Robert Crosbie and Lot 158,
- Evaluate costs and feasibility of converting top floor area in one of the four buildings into meeting room with seating for up to 40 people,

The report on the costs (minimum three quotes) and any licensing requirements to be provided to owners corporation no later than two months after the general meeting.

Explanatory Notes:

SP 52948 has more than 26,000 square meters of land, and yet, owners have no secluded space for gatherings and meetings. Each year, owners pay from common funds for having meetings at remote locations, sometimes 20-30 minutes away from the complex.

Common areas would allow owners to openly share information in a friendly manner, without leaving the complex and ensure that more owners take active interest in management of the strata plan.

Motion: Recovery of Lost Revenue from BCS Strata Management for Overpayment to Universal Property Services in FY 2013/2014

The Owners Corporation SP52948 by ORDINARY RESOLUTION, confirms and approves the following:

- BCS Strata Management and EC members failed to include this Motion in the agenda for AGM 2016 without due notice to the requestor of the Motion, and owners corporation denied a vote on the Motion.
- BCS Strata Management shall reimburse owners corporation for failing to act in best interest of owners corporation (compensation claim due to professional negligence) and allowing overpayments to Universal Property Services for cutting working hours for night-shift guards by two hours without approval in FY 2013/2014 in the following manner:
- Penalty rate of \$14,000.00 plus GST, with 10% yearly interest rate applicable from November 2013,
- If carried, the bulk payment into owners corporation funds shall be enforceable within 30 days after the general meeting,
- To the extent of any inconsistency with previous by-laws or motions, this motion prevails.

Explanatory Notes:

In spite of one-year advance notice on 1 December 2013, BCS Strata Management continued to pay for services to Universal Property Services for unrealized working hours for night-shift security guards by two hours without approval, amounting to losses above \$14,000.00 in FY 2014. EC members officially admitted this loss in common funds at AGM 2014 - undisclosed in Minutes of the meeting.

Note: Lot 158 submitted 76 additional motions which were reviewed by strata lawyers on behalf of the Owners Corporation. The solicitors advice was that the additional motions provided were not compliant with the requirements of strata legislation and were therefore not required to be included in this agenda.

Date of this notice: 10 October 2017

NOTES:

Please contact Waratah Strata Management Pty Ltd on 9114 9599 or enquiry@waratahstrata.com.au if you have any questions about this notice.

Attending the Meeting or Voting by Proxy

You should bring this notice with you to the meeting. If you cannot attend the meeting and you wish to cast a vote, please complete the enclosed proxy form and return it to our office at least 24 hours before the commencement of the meeting.

A proxy given to a caretaker, on-site residential manager or strata managing agent is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on, the proxy.

Voting at the Meeting

You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company nominee in person or by the company's proxy.

You, your company nominee or any person having authority to vote in respect of you cannot vote on a motion (other than a motion requiring a unanimous resolution) unless the following amounts have been paid before the meeting:

- all contributions levied by the owners' corporation that are payable at the date of this notice; and
- any other money that is recoverable by the owners corporation from you at the date of this notice

If you are an owner, your vote does not count if a priority vote is cast on the same motion (where the lot owner has been given at least 2 days written notice of intention to exercise the priority vote) by:

- the mortgagee shown on the strata roll for your lot;
- the covenant chargee shown on the strata roll for your lot; or
- in the case of multiple mortgagees or covenant chargees - the priority mortgagee or chargee shown on the strata roll for your lot.

Resolutions

For voting purposes:

- an ordinary resolution is passed if the majority of votes are cast in favour of it;
- a special resolution is passed if not more than 25% of the votes cast (based on unit entitlement of the voter) are cast against it
- a unanimous resolution is passed if no vote is cast against it

Quorum

For a valid meeting 25% of owners who are financial must be present either in person or by proxy.

Note that the minimum number for a valid meeting is two persons who are financial. This applies to those schemes where 25% of owners is fewer than two persons.

If no quorum is present within half an hour of commencement of the meeting, the chairperson must adjourn the meeting for at least 7 days or declare those that are present in person or by proxy constitute a quorum and may proceed with the business of the meeting.

Secret Ballot

Voting on a motion or for an election may be carried out by secret ballot if the Strata Committee or at least 25% of those entitled to vote agree that the motion or matter is to be by secret ballot.

Current Owners Corporation Insurance Details

Policy No. QUSS042715
AIG Australia Ltd
Type : Building
Broker : Body Corporate Brokers

Premium : \$83,053.51 Paid on : 18/09/17 Start : 21/09/17 Next due : 21/09/18

Cover	Sum Insured	Excess
Building	\$128,289,000.00	\$0.00
Loss of Rent/Temp Accommm	\$19,243,350.00	\$0.00
Contents	\$1,282,890.00	\$0.00
Lot Owners' Fixtures & Improvements	\$250,000.00	\$0.00
Catastrophe	\$38,486,700.00	\$0.00
Public Liability	\$50,000,000.00	\$0.00

Fidelity Guarantee	\$100,000.00	\$0.00
Personal Accident	200000/2000	\$0.00
Office Bearers Liability	\$10,000,000.00	\$0.00
Machinery Breakdown	\$200,000.00	\$0.00
Legal Expenses	\$100,000.00	\$0.00
Govt. Audit Costs	\$25,000.00	\$0.00

Office bearers liability insurance provides cover for losses arising from alleged wrongful acts or omissions of the strata committee, committed or omitted in good faith in the course of carrying out their duties as a committee. It is not compulsory, however it is a requirement under clause 9(c) of Schedule 1 of the Strata Schemes Management Act 2015 for the owners corporation to decide whether to take this type of insurance out at each Annual General Meeting.

Fidelity guarantee insurance provides cover for losses arising from misappropriation of money or other property of the owners corporation by a member of the owners corporation. It is not compulsory, however it is a requirement under clause 9(c) of Schedule 1 of the Strata Schemes Management Act 2015 for the owners corporation to decide whether to take this type of insurance out at each Annual General Meeting.

Managing Agent Commissions and Training Services

The managing agent reports that insurance commission in the amount of \$6,084.84 has been received and that insurance commission of a similar amount, subject to any variation in the amount of insurance premium paid, will be received in the following 12 months. No other commissions or training services have been received during the last 12 months or are likely to be received in the following 12 months.

The Agent is an authorised representative of:

- (a) CHU Underwriting Agencies Pty Ltd
- (b) Strata Unit Underwriting Pty Ltd
- (c) Strata Community Insurance
- (d) Finn Foster & Associates (Broker)
- (e) Austbrokers Sydney Pty Ltd (Broker)
- (f) Whitbread Insurance Brokers
- (g) Driessen Insurance Brokers
- (h) Honan Insurance Group (Broker)
- (i) CRM Brokers
- (j) BCB Brokers

The Agent is qualified to give general advice and information about insurance, not personal advice. If the owners' corporation requires specialist insurance advice, the Agent can refer the owners' corporation to an insurance advisor. If the Agent recommends that your building insurance should be placed with the Insurers, the owners' corporation acknowledges and agrees that the recommendation is general advice (not personal advice). The owners' corporation should read the Product Disclosure Statement before making a decision to purchase that insurance.

Large Schemes (Over 100 lots, excluding utility & parking lots)

The minutes of meetings of large schemes will only be sent to those owners who attend the meeting, those owners who receive minutes by email or those owners who request a copy within 14 days of the meeting. (Sch 1 cl 22(c))

Macquarie Gardens, Strata Plan 52948

1-15 Fontenoy Road Macquarie Park NSW 2113

All correspondence to WARATAH Strata Management Suite 200, 160 Rowe Street, Eastwood NSW 2112.

P.O. Box 125, Eastwood NSW 2122. Phone: 02 9114 9599 Fax: 02 9114 9598

Email: Robert@waratahstrata.com.au Web: www.waratahstrata.com.au

9 October 2017

To all owners of the Owners Corporation ("OC") of Strata Plan 52948

Annual report for year ended 31st August 2017

This report seeks to inform all owners, especially those who cannot attend the annual general meeting ("AGM"), of the financial and business affairs of the OC.

The overall financial position is stable and levies will be required to rise by 1.94% in total this coming year.

PROPOSED LEVIES FOR NEXT FOUR QUARTERS

The Strata Committee ("SC") proposes for this new financial year (F2018) to increase levies by 1.94% in order to build the Capital Works Fund and a small decrease in the Administrative Fund.

Table 1

Change to Levies Budget for Financial Year 1 Sep 2017 to 31 Aug 2018				
	F2018	Change		F2017
Admin Fund Levies	754,700.00	(32,000)	(4.07%)	786,700.00
Capital Works Fund Levies	295,000.00	52,000	21.40%	243,000.00
Total excluding GST	1,049,700.00	20,000	1.94%	1,029,700.00

These levies are subject to approval by owners at the AGM.

We have managed to reduce our overall costs this year. However, utility costs have been increasing of late and we have provided for higher costs next year. Capital Works Fund levies have been increased in accordance with the long-term financial plan (last reviewed in F2017) and increased to compensate for the lower interest income as well as future upgrades to the lifts, Block B hot-water system and roof repairs where necessary.

Administrative and Capital Works Fund Levies shown in the budget in Table 1 above are a blend of the LAST TWO MONTHS of the previous levies budget (Sept & Oct) and TEN MONTHS at the proposed new budget.

Our financial year runs from 1st September to 31st August but levies are set for the period 1st November to 31st October covering also the first two months of the following financial year. This accounting policy allows operation until the next AGM without any retrospective levies.

The Strata Committee reviews performance of the Administrative Fund to budget throughout the year.

Macquarie Gardens, Strata Plan 52948

Understanding the accounts requires an understanding of the special purposes for which they are prepared. The OC has chosen to match expenditure as far as possible with the year in which income to cover the expenses is received. This means Administrative Fund accounts are generally prepared on a rather unusual basis of a mix of cash and accrual accounting. This creates variances to budget simply by timing of certain receipts (e.g. interest earned). Our strata plan accounts adopts partial accrual accounting as follows: Levies for both the AF and CWF are treated as income in the month to which they refer. Accruals are used for major accounts e.g. electricity, gas, water, elevator and caretaking contracts if not paid in full up to the balance sheet date. All other AF expenditure and all CWF expenditure are on a cash basis i.e. recorded only when actually paid.

The use of long term contracts has a significant stabilising effect on levies. The contract for caretaking, security, gardening services and pool maintenance is currently being renegotiated and it will be discussed at the AGM.

The contract for the services to be provided by the Managing Agent also has to be renewed at the AGM and new charges will apply. The MA contract expires on the 1st of April 2018. A decision to renew or not with the current management company must be made at the forthcoming AGM.

The SC has conducted a lot of business by email amongst members and meetings which has helped to restrict increases in administrative costs.

EXPENDITURE BUDGETS TO BE APPROVED

In Table 2 below are the summaries of the AF & CWF budget expenditure for next year to be approved at the AGM. Please refer to detailed Income and Expenditure account for greater detail. The SC recommend these budgets be adopted without change.

Table 2

Budgeted expenditure 1 Sep 2017 to 31 Aug 2018				
	F2018	Change		F2017
Admin Fund	851,100	35,700	4.38%	815,400
Capital Works Fund	191,100	(578,900)	(75.18%)	770,000
Total	1,042,200	543,200	(34.26%)	1,585,400

The greatest difficulty in preparing budgets is making reasonable estimates for items over which the SC or MA has no control e.g. leaking water pipes for which no reasonable preventative measure can be taken. A substantial improvement in managing these issues and ensuring the OC does not pay for repairs that are the responsibility of lot owners, has been achieved through better attention to these costs by our Caretaking and Strata Management companies.

ADMINISTRATIVE FUND ("AF") COMMENTARY

Overall savings against the AF budget were \$35,919 or 4.41% in this year as set out in Table 3 below. The SC is satisfied that where variances occur they are explained by unexpected events or pricing changes beyond our control (e.g. gas).

Macquarie Gardens, Strata Plan 52948

Table 3

Performance against budget 1st Sep 2016 to 31st Aug 2017				
Admin Fund	Actual	Variance		Budget
Caretaking contract	291,507	607	0.21%	290,900
Admin & General	49,898	(4,102)	(7.60%)	54,000
Utilities	170,645	(49,355)	(22.43%)	220,000
Insurance	68,931	(3,069)	(4.26%)	72,000
Other maintenance	198,500	20,000	11.20%	178,500
Total Expenditure	779,481	(35,919)	(4.41%)	815,400

CAPITAL WORKS FUND (“CWF”) COMMENTARY

The current long-term plan is to raise future CWF levies annually on a modest basis.

The current sinking fund plan was updated in 2000, 2005, 2009, 2014 and 2017 by the SC. It must be updated by law every five years.

It is important to understand the CWF plan is not a planned maintenance program. It is a reasonable estimate of the total sum of money likely to be required in the next ten years to meet major irregular and non-recurrent costs or for major replacements of long life items. This is the basis for the calculation of the forward level of annual CWF levies likely to be required to meet estimated future needs.

The intention is to avoid special levies which have not been necessary since 2001. The current CWF balance is expected to be sufficient to cope with most unexpected emergencies before the next AGM. Careful timing of starting major projects allows some smoothing of expenditure.

During the next year sums for upgrading the lifts and further roof repairs have been allowed for in the budget. A report from Thomson Elevator Consultancy Services has suggested refurbishment of all four unit block lifts. We are currently awaiting the cost breakdown of each lift. Current breakdown levels are a problem.

Interest income (which is subject to income tax) added around \$25,000 to the fund this year. Cash surplus to immediate expected requirements has been deposited in a major banking institution. Funds are typically placed on 6 to 12 month deposits with various maturity dates. The actual interest in the accounts is a function of the date on which deposits mature and hence year to year there is no simple way to compare interest earned on an accrued basis.

Tax also lags and fluctuates in the accounts but as the OC is currently subject to PAYG assessments that can result in payments that do not appear synchronised with the interest income receipts. There are no income tax arrears. Over a long period tax expense will average at 30% of interest.

Macquarie Gardens, Strata Plan 52948

REPLACEMENT VALUATION

In years where no independent building valuation is required it is the practise to increase the insured amount annually by the building cost index percentage. The latest independent valuation was dated 1st April 2017 and was for \$122,180,000. The sum for which complete replacement of all buildings has been insured to 20th September 2018 has been increased to \$128,289,000.00. This represents a compound annual growth of 5% since the last valuation presented in April 2017.

INSURANCE

Competitive bids were received for the renewal of the policy and the insurance broker recommended QUS. Details of the cover are included in the AGM notice for ratification and the SC is confident that cover was continuous during the changeover.

The insurance cover is designed to meet all the insurance obligations of the OC including consistency with NSW Strata legislation in a single package product for all our general insurance needs and is very similar if not identical in all sub limits to the previous policy. The optional insurances are required to be approved by the OC and are dealt with in Motion 10 on the AGM Agenda.

BALANCE SHEET

Our balance sheet remains in good condition. We have started the new financial year with \$867,589 of Owners' funds. Arrears of levies are up from last year (at very low levels) and sit at \$52,731 (F2016 \$30,000). The MA continues to collect all overdue levies and recover interest at 10% and legal fees from late payers, the number of which remains small and manageable.

DIGITAL SERVICES

We are currently negotiating a deal with the company that has recently acquired Big Air. Our Strata Manager has tried to finalize a contract with them but has been delayed because of this takeover.

COMMITTEE ACKNOWLEDGEMENT

This community is now a business with more than a million dollars of income and expenses and investments to manage annually. This cannot be done effectively without a very significant commitment by volunteers. No-one on the SC receives any remuneration or special benefits as any form of compensation for their efforts. It is essential that proper thanks are extended to the current committee volunteers for their continuing good natured and positive contributions to managing the affairs of our community over the last year.

Many emails, meetings and hours of legal and accounting time were required to deal with our affairs and together with site inspections and research time amounted to a significant commitment. This year in particular a very large amount of time was required to execute the painting contract and manage the work in progress. A special vote of thanks goes to Mo Levitt who spent a lot of time in monitoring the work, in conjunction with Brian Thompson, the paint inspector, and Townview the paint contractors. We are extremely happy with the outcome of the painting of the complex which should last us for many years to come.

Macquarie Gardens, Strata Plan 52948

I would also offer a special thanks to Steve Carbone of Unique Co. for his dedication and involvement of the painting of the buildings; also the care that he takes with our gardens, which are looking very good despite the lack of rain. I personally would like to thank Steve for his commitment to the upkeep and well-being of our Macquarie Gardens community. I am sure that you all agree that this is well-deserved.

I would like to mention at this stage that the following items were completed in this year

1. The external painting of the entire complex, including some necessary extras, came to \$646,200 plus GST which was within our budgeted forecast.
2. The hot-water systems in blocks A and C were replaced at a cost of \$73,702 plus GST.
3. Child safety window locks, as required by the Strata Act, were installed at a total cost of \$41,860 plus GST.
4. Refurbishment of the swimming pool area and replacing pumps and filters and tinting the windows, as well as installation of additional signage and works to improve on Health and Safety compliance.
5. Planter boxes were rebuilt where necessary prior to painting.
6. The lift contract was awarded to Liftronic for a 3 year period after being put out to tender by Thomson Elevator Services.

MAJOR PROJECTS BEING PLANNED FOR THE NEXT 12 MONTHS

1. Lift upgrades are planned to go to tender as soon as we have received the relevant report and costing.
2. The hot water system in Block B is now over 20 years old and we anticipate replacing it as soon as problems occur, in line with the upgrading of Blocks A, C, and D.
3. Roofing. We are constantly aware of the possibility of having to replace the roof membranes where it has not yet been done.
4. We are asking the owners at the AGM if they are in favour of having an annual contract to clean the outside windows of the buildings, including those of the townhouses. Since we have had abseiling hooks installed it is now possible to clean the windows by this technique.

APPRECIATION

Owners can show their appreciation by re-electing those current committee members who choose to stand again. New candidates are welcome and required but this should be balanced with retaining the experience and knowledge of a number of the existing committee.

AGM ATTENDANCE AND PROXIES

Attendance by almost 55 owners in person or by proxy is required at the AGM on **Tuesday 24th October 2017**. Please remember your vote at an AGM will be disallowed if all your levies, interest and miscellaneous charges are not completely paid by **Monday 23rd October 2017**.

If you cannot attend the AGM, it would be very much appreciated if you would complete a proxy form in favour of someone you can trust to represent you at the meeting (remember all joint owners must sign).

If you do not know anyone going to the AGM then I, or any current committee member, will be pleased to accept your proxy and vote as you direct. Please be careful in making proxy appointments as long term stability of levies and major expenditure of sinking funds will be controlled by the new SC in the coming year. Without proxies no AGM would have proceeded in any previous year so it does matter that you either attend or supply a proxy.

Macquarie Gardens, Strata Plan 52948

If you agree with the current SC's recommendations for new budgets and stable levies, it would be very much appreciated if you would submit a proxy in advance to ensure the budget and levies are certain to be approved at the levels set out in this report.

BYLAWS

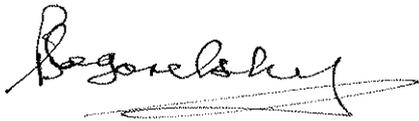
Your committee has redrafted the By-Laws in accordance with the New Strata Act and submitted it to a Strata lawyer who has finalized it to conform with the requirements. It is presented here for your approval.

REPORT NUMBERS SUBJECT TO AUDIT

This report has been written before our accounts have been audited and there is the possibility that precise actual amounts referred to in this report may vary slightly from those that appear in the final audited accounts. Any material change will be reported at the AGM.

RELIANCE ON THE MA FOR ACCOUNTING

The annual accounts are prepared by the MA and are independently audited. Adjustments to align income and expenditure on an accrual basis are done by the MA for all levies and major utility costs and fixed contracts. All amounts in the accounts for income and expenditure exclude GST as this is paid to, or recovered from, government each quarter. The fidelity insurance cover protects against the unlikely case of improper actions of any owner or strata committee member. A NSW fidelity government scheme protects against misappropriation of owners corporation funds by the managing agent.



Stan Pogorelsky
Chairman and owner of Unit 181

Balance Sheet
As at 31/08/2017

Strata Plan 52948

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie
Park NSW 2113

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	18,519.06	0.00
Owners Equity--Admin	126,109.96	0.00
	144,629.02	0.00
Capital Works Fund		
Operating Surplus/Deficit--Capital Works	(575,470.89)	0.00
Owners Equity--Capital Works	1,298,431.28	0.00
	722,960.39	0.00
Net owners' funds	\$867,589.41	\$0.00
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	265,948.07	0.00
Receivable--Levies--Admin	40,023.51	0.00
Receivable--Other--Admin	22,274.05	0.00
Receivable--Owners--Admin	831.36	0.00
	329,076.99	0.00
Capital Works Fund		
Cash at Bank--Capital Works	(55,457.46)	0.00
Investments--Capital Works	301,757.67	0.00
Investments--Capital Works - No 2 A/C	251,464.73	0.00
Investments--Capital Works - No 3 A/C	251,464.73	0.00
Receivable--Levies--Capital Works	12,707.83	0.00
	761,937.50	0.00
Unallocated Money		
Cash at Bank--Unallocated	4,281.60	0.00
	4,281.60	0.00
<i>Total assets</i>	1,095,296.09	0.00
Less liabilities		
Administrative Fund		
Creditor--GST--Admin	9,475.81	0.00
Creditors--Other--Admin	43,305.49	0.00
Prepaid Levies--Admin	131,666.67	0.00
	184,447.97	0.00
Capital Works Fund		
Creditor--GST--Capital Works	(32,214.56)	0.00
Creditors--Other--Capital Works	29,525.00	0.00
Prepaid Levies--Capital Works	41,666.67	0.00
	38,977.11	0.00
Unallocated Money		

	Current period	Previous year
Prepaid Levies--Unallocated	4,281.60	0.00
	<hr/> 4,281.60	<hr/> 0.00
<i>Total liabilities</i>	227,706.68	0.00
Net assets	\$867,589.41	\$0.00

Income & Expenditure Report
for the financial year
to 31/08/2017

Strata Plan 52948

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie
Park NSW 2113

Administrative Fund

	Current period	Annual budget	Previous year
	01/09/2016-31/08/2017	01/09/2016-31/08/2017	01/09/2015-31/08/2016
Revenue			
Gas - Additional Service	3,600.00	0.00	0.00
Interest on Arrears--Admin	1,955.76	0.00	0.00
Interest--Bank	0.00	1,000.00	0.00
Key Deposits	3,193.40	2,000.00	0.00
Levies Due--Admin	786,673.14	786,700.00	0.00
Miscellaneous Income--Admin	1,303.17	2,000.00	0.00
Recoveries	50.00	0.00	0.00
Status Certificate Fees	981.00	0.00	0.00
Strata Roll Inspection Fees	243.67	0.00	0.00
<i>Total revenue</i>	<u>798,000.14</u>	<u>791,700.00</u>	<u>0.00</u>
Less expenses			
Admin--Accounting	300.00	0.00	0.00
Admin--Agent Disbursements	9,097.37	7,000.00	0.00
Admin--Agent Disburst--Other	4,275.18	2,000.00	0.00
Admin--Agent Disburst--Stationery	52.73	0.00	0.00
Admin--Auditors--Audit Services	2,000.00	2,000.00	0.00
Admin--Auditors--Taxation Services	663.63	800.00	0.00
Admin--Bank Charges	344.26	200.00	0.00
Admin--Bank Charges--Account Fees	41.70	0.00	0.00
Admin--Key Deposit Refunds	100.00	0.00	0.00
Admin--Legal & Debt Collection Fees	1,475.00	4,000.00	0.00
Admin--Management Fees--Additional Charges	1,830.50	0.00	0.00
Admin--Management Fees--Standard	28,578.63	38,000.00	0.00
Admin--Status Certificate Fees Paid	981.00	0.00	0.00
Admin--Strata Inspection Fees Paid	158.17	0.00	0.00
Insurance--Premiums	65,480.98	70,000.00	0.00
Insurance--Valuation	3,450.00	2,500.00	0.00
Maint Bldg--Airconditioning	3,039.30	0.00	0.00
Maint Bldg--Building Management	291,507.13	290,900.00	0.00
Maint Bldg--Building Management Expenses	3,876.87	0.00	0.00
Maint Bldg--Ceiling	2,152.73	0.00	0.00
Maint Bldg--Cleaning	569.55	2,000.00	0.00
Maint Bldg--Cleaning--Carpet/Furniture	400.00	1,000.00	0.00
Maint Bldg--Cleaning--Materials	0.00	1,000.00	0.00
Maint Bldg--Doors & Windows	14,495.82	0.00	0.00
Maint Bldg--Electrical	7,726.55	7,000.00	0.00
Maint Bldg--Electrical Lamps & Tubes	1,220.00	1,000.00	0.00

Administrative Fund

	Current period	Annual budget	Previous year
	01/09/2016-31/08/2017	01/09/2016-31/08/2017	01/09/2015-31/08/2016
Maint Bldg--Exhaust/Ventilation Systems	2,981.18	0.00	0.00
Maint Bldg--Fire Protection	22,924.09	19,000.00	0.00
Maint Bldg--Garage Doors	1,700.92	9,000.00	0.00
Maint Bldg--General Repairs	28,102.12	43,000.00	0.00
Maint Bldg--Glass	580.00	7,000.00	0.00
Maint Bldg--Gym Equipment	1,520.00	0.00	0.00
Maint Bldg--Hot Water Service	2,982.53	10,000.00	0.00
Maint Bldg--Hygiene Services	543.59	0.00	0.00
Maint Bldg--Insurance Repairs &/or Excess	25,956.45	0.00	0.00
Maint Bldg--Intercom	2,860.00	0.00	0.00
Maint Bldg--Lift	27,784.18	25,000.00	0.00
Maint Bldg--Lift--Registration Fees	184.50	0.00	0.00
Maint Bldg--Locks, Keys & Card Keys	1,979.23	0.00	0.00
Maint Bldg--Pest/Vermin Control	1,800.64	0.00	0.00
Maint Bldg--Plumbing & Drainage	29,411.00	37,000.00	0.00
Maint Bldg--Pumps & Water Equipment	308.00	0.00	0.00
Maint Bldg--Roof & Gutters	3,197.00	3,000.00	0.00
Maint Bldg--Signs & Notice Boards	260.00	1,000.00	0.00
Maint Bldg--Telephone Lines	1,491.03	2,000.00	0.00
Maint Bldg--Tiling--Floor & Walls	540.00	0.00	0.00
Maint Bldg--TV Antenna & Cables	1,440.00	0.00	0.00
Maint Bldg--Walls	1,071.82	0.00	0.00
Maint Grounds--Driveway & Paths	110.00	0.00	0.00
Maint Grounds--Gardening Materials	39.07	0.00	0.00
Maint Grounds--Lawns & Gardening	0.00	5,000.00	0.00
Maint Grounds--Paving	640.00	0.00	0.00
Maint Grounds--Pool	1,367.33	0.00	0.00
Maint Grounds--Pool Consumables	184.26	5,000.00	0.00
Prior Period GST Expense Adjustment-Admin	(2,255.85)	0.00	0.00
Reimbursements - Gas Usage	1,680.81	0.00	0.00
Reimbursements - Water Usage	3,634.76	0.00	0.00
Utility--Electricity	56,844.22	70,000.00	0.00
Utility--Gas	27,835.96	40,000.00	0.00
Utility--Water & Sewerage	85,965.14	110,000.00	0.00
<i>Total expenses</i>	779,481.08	815,400.00	0.00
Surplus/Deficit	18,519.06	(23,700.00)	0.00
Opening balance	126,109.96	126,109.96	126,109.96
Closing balance	\$144,629.02	\$102,409.96	\$126,109.96

Capital Works Fund

	Current period	Annual budget	Previous year
	01/09/2016-31/08/2017	01/09/2016-31/08/2017	01/09/2015-31/08/2016
Revenue			
Interest on Arrears--Capital Works	584.65	0.00	0.00
Interest on Investments--Capital Works	24,803.73	26,250.00	0.00
Levies Due--Capital Works	243,339.81	243,000.00	0.00
<i>Total revenue</i>	<u>268,728.19</u>	<u>269,250.00</u>	<u>0.00</u>
Less expenses			
Admin--Income Tax--Capital Works	8,753.16	10,000.00	0.00
As per Capital Works Fund Forecast Report	1,900.00	0.00	0.00
Maint Bldg--Airconditioning	2,250.00	0.00	0.00
Maint Bldg--Consultants	35,842.73	5,000.00	0.00
Maint Bldg--Doors, Locks & Windows	46,393.64	0.00	0.00
Maint Bldg--Electrical	7,940.00	0.00	0.00
Maint Bldg--Fire Protection	2,095.00	0.00	0.00
Maint Bldg--General Replacement	31,456.55	100,000.00	0.00
Maint Bldg--Gym Equipment	1,000.00	0.00	0.00
Maint Bldg--Hot Water System Replacement	73,702.01	0.00	0.00
Maint Bldg--Painting & Surface Finishes	610,357.26	650,000.00	0.00
Maint Bldg--Plumbing & Drainage	3,722.00	0.00	0.00
Maint Bldg--Roof, Gutter & Downpipes	3,570.00	0.00	0.00
Maint Bldg--Security Installation/Replacement	2,140.00	0.00	0.00
Maint Bldg--Water Penetration	360.00	0.00	0.00
Maint Grounds--Driveways and Paths	1,590.91	0.00	0.00
Maint Grounds--Irrigation Systems	1,862.59	0.00	0.00
Maint Grounds--Landscaping	0.00	5,000.00	0.00
Maint Grounds--Pool Renovation	677.80	0.00	0.00
Prior Period GST Expense Adjustment-Capital Works	8,585.43	0.00	0.00
<i>Total expenses</i>	<u>844,199.08</u>	<u>770,000.00</u>	<u>0.00</u>
Surplus/Deficit	<u>(575,470.89)</u>	<u>(500,750.00)</u>	<u>0.00</u>
Opening balance	1,298,431.28	1,298,431.28	1,298,431.28
Closing balance	<u>\$722,960.39</u>	<u>\$797,681.28</u>	<u>\$1,298,431.28</u>

Statement of Key Financial Information

Strata Schemes Management Act 2015

Strata Plan 52948

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie Park NSW 2113

Name of Fund: **Administrative Fund**

Reporting Period: 01/09/16 to 31/08/17

\$

Balance carried forward from previous reporting period:	126,109.96	
Total income received during reporting period:	639,008.45	(2)
Total interest earned by fund during reporting period:	1,955.76	(3)
Total contributions paid during reporting period:	624,879.10	
Total unpaid contributions payable for reporting period:	40,023.51	(4)
Total expenditure for maintenance during reporting period:	779,481.08	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	144,629.02	

List of principal items of expenditure proposed for next reporting period: (6)

Admin--Accounting	600.00
Admin--Agent Disbursements	11,400.00
Admin--Auditors--Audit Services	2,000.00
Admin--Auditors--Taxation Services	1,200.00
Admin--Bank Charges	100.00
Admin--Legal & Debt Collection Fees	10,000.00
Admin--Management Fees--Standard	22,100.00
Insurance--Premiums	72,000.00
Maint Bldg--Airconditioning	2,500.00
Maint Bldg--Building Management	315,000.00
Maint Bldg--Building Management Expenses	4,000.00
Maint Bldg--Ceiling	2,000.00
Maint Bldg--Cleaning	2,000.00
Maint Bldg--Cleaning--Carpet/Furniture	1,000.00
Maint Bldg--Cleaning--Materials	1,000.00
Maint Bldg--Cleaning--Windows/Glass	30,000.00
Maint Bldg--Doors & Windows	10,000.00
Maint Bldg--Electrical	7,000.00
Maint Bldg--Electrical Lamps & Tubes	1,500.00
Maint Bldg--Exhaust/Ventilation Systems	3,000.00
Maint Bldg--Fire Protection	23,000.00
Maint Bldg--Garage Doors	2,500.00
Maint Bldg--General Repairs	30,000.00
Maint Bldg--Glass	1,000.00
Maint Bldg--Gym Equipment	2,000.00

Notes:

- (1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
- (2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.
- (3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
- (4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
- (5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.
- (6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

Maint Bldg--Hot Water Service	5,000.00
Maint Bldg--Hygiene Services	500.00
Maint Bldg--Insurance Repairs &/or Excess	20,000.00
Maint Bldg--Intercom	3,000.00
Maint Bldg--Lift	25,000.00
Maint Bldg--Lift--Registration Fees	200.00
Maint Bldg--Locks, Keys & Card Keys	2,000.00
Maint Bldg--Pest/Vermin Control	2,000.00
Maint Bldg--Plumbing & Drainage	30,000.00
Maint Bldg--Pumps & Water Equipment	500.00
Maint Bldg--Roof & Gutters	3,000.00
Maint Bldg--Signs & Notice Boards	1,000.00
Maint Bldg--Telephone Lines	1,500.00
Maint Bldg--Tiling--Floor & Walls	1,000.00
Maint Bldg--TV Antenna & Cables	1,000.00
Maint Bldg--Walls	1,000.00
Maint Grounds--Driveway & Paths	1,000.00
Maint Grounds--Gardening Materials	2,500.00
Maint Grounds--Paving	2,500.00
Maint Grounds--Pool	1,500.00
Reimbursements - Gas Usage	4,000.00
Reimbursements - Water Usage	8,000.00
Utility--Electricity	60,000.00
Utility--Gas	30,000.00
Utility--Water & Sewerage	88,000.00
Total Expenses	851,100.00

Notes:

- (1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
- (2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.
- (3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
- (4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
- (5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.
- (6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

Name of Fund: **Capital Works Fund**

Reporting Period: 01/09/16 to 31/08/17

\$

Balance carried forward from previous reporting period:	1,298,431.28	
Total income received during reporting period:	222,661.00	(2)
Total interest earned by fund during reporting period:	25,388.38	(3)
Total contributions paid during reporting period:	197,250.71	
Total unpaid contributions payable for reporting period:	12,707.83	(4)
Total expenditure for maintenance during reporting period:	844,199.08	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	722,960.39	

List of principal items of expenditure proposed for next reporting period: (6)

Admin--Income Tax--Capital Works	10,000.00
Maint Bldg--Airconditioning	2,500.00
Maint Bldg--Consultants	2,000.00
Maint Bldg--Doors, Locks & Windows	500.00
Maint Bldg--Electrical	2,000.00
Maint Bldg--Fire Protection	2,000.00
Maint Bldg--General Replacement	15,000.00
Maint Bldg--Gym Equipment	1,000.00
Maint Bldg--Hot Water System Replacement	40,000.00
Maint Bldg--Lift--Refurbishment/Upgrading	53,600.00
Maint Bldg--Plumbing & Drainage	3,000.00
Maint Bldg--Roof, Gutter & Downpipes	50,000.00
Maint Bldg--Security Installation/Replacement	3,000.00
Maint Bldg--Water Penetration	500.00
Maint Grounds--Driveways and Paths	4,000.00
Maint Grounds--Irrigation Systems	2,000.00
Total Expenses	191,100.00

Notes:

(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.

(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.

(6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

**Proposed Budget
to apply from 01/09/2017**

Strata Plan 52948

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie
Park NSW 2113

Administrative Fund

	Proposed budget	Actual	Previous budget
	01/09/2016-31/08/2017		
Revenue			
Gas - Additional Service	3,400.00	3,600.00	0.00
Interest on Arrears--Admin	0.00	1,955.76	0.00
Interest--Bank	0.00	0.00	1,000.00
Key Deposits	2,000.00	3,193.40	2,000.00
Levies Due--Admin	754,700.00	786,673.14	786,700.00
Miscellaneous Income--Admin	0.00	1,303.17	2,000.00
Recoveries	0.00	50.00	0.00
Status Certificate Fees	0.00	981.00	0.00
Strata Roll Inspection Fees	0.00	243.67	0.00
Total revenue	760,100.00	798,000.14	791,700.00
Less expenses			
Admin--Accounting	600.00	300.00	0.00
Admin--Agent Disbursements	11,400.00	9,097.37	7,000.00
Admin--Agent Disburst--Other	0.00	4,275.18	2,000.00
Admin--Agent Disburst--Stationery	0.00	52.73	0.00
Admin--Auditors--Audit Services	2,000.00	2,000.00	2,000.00
Admin--Auditors--Taxation Services	1,200.00	663.63	800.00
Admin--Bank Charges	100.00	344.26	200.00
Admin--Bank Charges--Account Fees	0.00	41.70	0.00
Admin--Key Deposit Refunds	0.00	100.00	0.00
Admin--Legal & Debt Collection Fees	10,000.00	1,475.00	4,000.00
Admin--Management Fees--Additional Charges	0.00	1,830.50	0.00
Admin--Management Fees--Standard	22,100.00	28,578.63	38,000.00
Admin--Status Certificate Fees Paid	0.00	981.00	0.00
Admin--Strata Inspection Fees Paid	0.00	158.17	0.00
Insurance--Premiums	72,000.00	65,480.98	70,000.00
Insurance--Valuation	0.00	3,450.00	2,500.00
Maint Bldg--Airconditioning	2,500.00	3,039.30	0.00
Maint Bldg--Building Management	315,000.00	291,507.13	290,900.00
Maint Bldg--Building Management Expenses	4,000.00	3,876.87	0.00
Maint Bldg--Ceiling	2,000.00	2,152.73	0.00
Maint Bldg--Cleaning	2,000.00	569.55	2,000.00
Maint Bldg--Cleaning--Carpet/Furniture	1,000.00	400.00	1,000.00
Maint Bldg--Cleaning--Materials	1,000.00	0.00	1,000.00
Maint Bldg--Cleaning--Windows/Glass	30,000.00	0.00	0.00
Maint Bldg--Doors & Windows	10,000.00	14,495.82	0.00
Maint Bldg--Electrical	7,000.00	7,726.55	7,000.00
Maint Bldg--Electrical Lamps & Tubes	1,500.00	1,220.00	1,000.00

Administrative Fund

	Proposed budget	Actual 01/09/2016-31/08/2017	Previous budget
Maint Bldg--Exhaust/Ventilation Systems	3,000.00	2,981.18	0.00
Maint Bldg--Fire Protection	23,000.00	22,924.09	19,000.00
Maint Bldg--Garage Doors	2,500.00	1,700.92	9,000.00
Maint Bldg--General Repairs	30,000.00	28,102.12	43,000.00
Maint Bldg--Glass	1,000.00	580.00	7,000.00
Maint Bldg--Gym Equipment	2,000.00	1,520.00	0.00
Maint Bldg--Hot Water Service	5,000.00	2,982.53	10,000.00
Maint Bldg--Hygiene Services	500.00	543.59	0.00
Maint Bldg--Insurance Repairs &/or Excess	20,000.00	25,956.45	0.00
Maint Bldg--Intercom	3,000.00	2,860.00	0.00
Maint Bldg--Lift	25,000.00	27,784.18	25,000.00
Maint Bldg--Lift--Registration Fees	200.00	184.50	0.00
Maint Bldg--Locks, Keys & Card Keys	2,000.00	1,979.23	0.00
Maint Bldg--Pest/Vermin Control	2,000.00	1,800.64	0.00
Maint Bldg--Plumbing & Drainage	30,000.00	29,411.00	37,000.00
Maint Bldg--Pumps & Water Equipment	500.00	308.00	0.00
Maint Bldg--Roof & Gutters	3,000.00	3,197.00	3,000.00
Maint Bldg--Signs & Notice Boards	1,000.00	260.00	1,000.00
Maint Bldg--Telephone Lines	1,500.00	1,491.03	2,000.00
Maint Bldg--Tiling--Floor & Walls	1,000.00	540.00	0.00
Maint Bldg--TV Antenna & Cables	1,000.00	1,440.00	0.00
Maint Bldg--Walls	1,000.00	1,071.82	0.00
Maint Grounds--Driveway & Paths	1,000.00	110.00	0.00
Maint Grounds--Gardening Materials	2,500.00	39.07	0.00
Maint Grounds--Lawns & Gardening	0.00	0.00	5,000.00
Maint Grounds--Paving	2,500.00	640.00	0.00
Maint Grounds--Pool	1,500.00	1,367.33	0.00
Maint Grounds--Pool Consumables	0.00	184.26	5,000.00
Prior Period GST Expense Adjustment-Admin	0.00	(2,255.85)	0.00
Reimbursements - Gas Usage	4,000.00	1,680.81	0.00
Reimbursements - Water Usage	8,000.00	3,634.76	0.00
Utility--Electricity	60,000.00	56,844.22	70,000.00
Utility--Gas	30,000.00	27,835.96	40,000.00
Utility--Water & Sewerage	88,000.00	85,965.14	110,000.00
Total expenses	851,100.00	779,481.08	815,400.00
Surplus/Deficit	(91,000.00)	18,519.06	(23,700.00)
Opening balance	144,629.02	126,109.96	126,109.96
Closing balance	\$53,629.02	\$144,629.02	\$102,409.96

Administrative Fund

	Proposed budget	Actual 01/09/2016-31/08/2017	Previous budget
Total units of entitlement	10000		10000
Levy contribution per unit entitlement	\$83.02		\$86.54
Budgeted standard levy revenue	754,700.00		786,700.00
Add GST	75,470.00		78,670.00
Amount to raise in levies including GST	<u>\$830,170.00</u>		<u>\$865,370.00</u>

Capital Works Fund

	Proposed budget	Actual 01/09/2016-31/08/2017	Previous budget
Revenue			
Interest on Arrears--Capital Works	0.00	584.65	0.00
Interest on Investments--Capital Works	25,000.00	24,803.73	26,250.00
Levies Due--Capital Works	295,000.00	243,339.81	243,000.00
<i>Total revenue</i>	<u>320,000.00</u>	<u>268,728.19</u>	<u>269,250.00</u>
Less expenses			
Admin--Income Tax--Capital Works	10,000.00	8,753.16	10,000.00
As per Capital Works Fund Forecast Report	0.00	1,900.00	0.00
Maint Bldg--Airconditioning	2,500.00	2,250.00	0.00
Maint Bldg--Consultants	2,000.00	35,842.73	5,000.00
Maint Bldg--Doors, Locks & Windows	500.00	46,393.64	0.00
Maint Bldg--Electrical	2,000.00	7,940.00	0.00
Maint Bldg--Fire Protection	2,000.00	2,095.00	0.00
Maint Bldg--General Replacement	15,000.00	31,456.55	100,000.00
Maint Bldg--Gym Equipment	1,000.00	1,000.00	0.00
Maint Bldg--Hot Water System Replacement	40,000.00	73,702.01	0.00
Maint Bldg--Lift--Refurbishment/Upgrading	53,600.00	0.00	0.00
Maint Bldg--Painting & Surface Finishes	0.00	610,357.26	650,000.00
Maint Bldg--Plumbing & Drainage	3,000.00	3,722.00	0.00
Maint Bldg--Roof, Gutter & Downpipes	50,000.00	3,570.00	0.00
Maint Bldg--Security Installation/Replacement	3,000.00	2,140.00	0.00
Maint Bldg--Water Penetration	500.00	360.00	0.00
Maint Grounds--Driveways and Paths	4,000.00	1,590.91	0.00
Maint Grounds--Irrigation Systems	2,000.00	1,862.59	0.00
Maint Grounds--Landscaping	0.00	0.00	5,000.00
Maint Grounds--Pool Renovation	0.00	677.80	0.00
Prior Period GST Expense Adjustment-Capital Works	0.00	8,585.43	0.00
<i>Total expenses</i>	<u>191,100.00</u>	<u>844,199.08</u>	<u>770,000.00</u>
Surplus/Deficit	<u>128,900.00</u>	<u>(575,470.89)</u>	<u>(500,750.00)</u>
Opening balance	722,960.39	1,298,431.28	1,298,431.28
Closing balance	<u>\$851,860.39</u>	<u>\$722,960.39</u>	<u>\$797,681.28</u>
Total units of entitlement	10000		10000
Levy contribution per unit entitlement	\$32.45		\$26.73
Budgeted standard levy revenue	295,000.00		243,000.00
Add GST	29,500.00		24,300.00
Amount to raise in levies including GST	<u>\$324,500.00</u>		<u>\$267,300.00</u>

**Proposed Levy Schedule
to apply from 01/09/2017**

Strata Plan 52948

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie
Park NSW 2113

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

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	1	40.00	830.20	324.50	1,154.70	4,618.80
2	2	41.00	850.95	332.65	1,183.60	4,734.40
3	3	44.00	913.20	356.95	1,270.15	5,080.60
4	4	31.00	643.40	251.50	894.90	3,579.60
5	5	44.00	913.20	356.95	1,270.15	5,080.60
6	6	41.00	850.95	332.65	1,183.60	4,734.40
7	7	39.00	809.45	316.40	1,125.85	4,503.40
8	8	41.00	850.95	332.65	1,183.60	4,734.40
9	9	44.00	913.20	356.95	1,270.15	5,080.60
10	10	44.00	913.20	356.95	1,270.15	5,080.60
11	11	44.00	913.20	356.95	1,270.15	5,080.60
12	12	39.00	809.45	316.40	1,125.85	4,503.40
13	13	41.00	850.95	332.65	1,183.60	4,734.40
14	14	42.00	871.70	340.75	1,212.45	4,849.80
15	15	46.00	954.70	373.20	1,327.90	5,311.60
16	16	46.00	954.70	373.20	1,327.90	5,311.60
17	17	45.00	933.95	365.10	1,299.05	5,196.20
18	18	41.00	850.95	332.65	1,183.60	4,734.40
19	19	43.00	892.45	348.85	1,241.30	4,965.20
20	20	44.00	913.20	356.95	1,270.15	5,080.60
21	21	44.00	913.20	356.95	1,270.15	5,080.60
22	22	44.00	913.20	356.95	1,270.15	5,080.60
23	23	47.00	975.45	381.30	1,356.75	5,427.00
24	24	43.00	892.45	348.85	1,241.30	4,965.20
25	25	44.00	913.20	356.95	1,270.15	5,080.60
26	26	45.00	933.95	365.10	1,299.05	5,196.20
27	27	45.00	933.95	365.10	1,299.05	5,196.20
28	28	46.00	954.70	373.20	1,327.90	5,311.60
29	29	46.00	954.70	373.20	1,327.90	5,311.60
30	30	44.00	913.20	356.95	1,270.15	5,080.60
31	31	46.00	954.70	373.20	1,327.90	5,311.60
32	32	47.00	975.45	381.30	1,356.75	5,427.00
33	33	52.00	1,079.25	421.85	1,501.10	6,004.40
34	34	48.00	996.20	389.40	1,385.60	5,542.40
35	35	51.00	1,058.50	413.75	1,472.25	5,889.00

36	36	46.00	954.70	373.20	1,327.90	5,311.60
37	37	50.00	1,037.75	405.65	1,443.40	5,773.60
38	38	51.00	1,058.50	413.75	1,472.25	5,889.00
39	39	52.00	1,079.25	421.85	1,501.10	6,004.40
40	40	53.00	1,100.00	430.00	1,530.00	6,120.00
41	41	53.00	1,100.00	430.00	1,530.00	6,120.00
42	42	50.00	1,037.75	405.65	1,443.40	5,773.60
43	43	54.00	1,120.75	438.10	1,558.85	6,235.40
44	44	55.00	1,141.50	446.20	1,587.70	6,350.80
45	45	59.00	1,224.50	478.65	1,703.15	6,812.60
46	46	59.00	1,224.50	478.65	1,703.15	6,812.60
47	47	58.00	1,203.75	470.55	1,674.30	6,697.20
48	48	54.00	1,120.75	438.10	1,558.85	6,235.40
49	49	43.00	892.45	348.85	1,241.30	4,965.20
50	50	42.00	871.70	340.75	1,212.45	4,849.80
51	51	31.00	643.40	251.50	894.90	3,579.60
52	52	31.00	643.40	251.50	894.90	3,579.60
53	53	43.00	892.45	348.85	1,241.30	4,965.20
54	54	42.00	871.70	340.75	1,212.45	4,849.80
55	55	43.00	892.45	348.85	1,241.30	4,965.20
56	56	42.00	871.70	340.75	1,212.45	4,849.80
57	57	31.00	643.40	251.50	894.90	3,579.60
58	58	31.00	643.40	251.50	894.90	3,579.60
59	59	40.00	830.20	324.50	1,154.70	4,618.80
60	60	41.00	850.95	332.65	1,183.60	4,734.40
61	61	44.00	913.20	356.95	1,270.15	5,080.60
62	62	43.00	892.45	348.85	1,241.30	4,965.20
63	63	39.00	809.45	316.40	1,125.85	4,503.40
64	64	39.00	809.45	316.40	1,125.85	4,503.40
65	65	42.00	871.70	340.75	1,212.45	4,849.80
66	66	43.00	892.45	348.85	1,241.30	4,965.20
67	67	46.00	954.70	373.20	1,327.90	5,311.60
68	68	45.00	933.95	365.10	1,299.05	5,196.20
69	69	41.00	850.95	332.65	1,183.60	4,734.40
70	70	41.00	850.95	332.65	1,183.60	4,734.40
71	71	44.00	913.20	356.95	1,270.15	5,080.60
72	72	44.00	913.20	356.95	1,270.15	5,080.60
73	73	48.00	996.20	389.40	1,385.60	5,542.40
74	74	47.00	975.45	381.30	1,356.75	5,427.00
75	75	43.00	892.45	348.85	1,241.30	4,965.20
76	76	43.00	892.45	348.85	1,241.30	4,965.20
77	77	45.00	933.95	365.10	1,299.05	5,196.20
78	78	46.00	954.70	373.20	1,327.90	5,311.60
79	79	52.00	1,079.25	421.85	1,501.10	6,004.40
80	80	49.00	1,017.00	397.55	1,414.55	5,658.20
81	81	44.00	913.20	356.95	1,270.15	5,080.60

82	82	44.00	913.20	356.95	1,270.15	5,080.60
83	83	49.00	1,017.00	397.55	1,414.55	5,658.20
84	84	50.00	1,037.75	405.65	1,443.40	5,773.60
85	85	55.00	1,141.50	446.20	1,587.70	6,350.80
86	86	54.00	1,120.75	438.10	1,558.85	6,235.40
87	87	47.00	975.45	381.30	1,356.75	5,427.00
88	88	47.00	975.45	381.30	1,356.75	5,427.00
89	89	52.00	1,079.25	421.85	1,501.10	6,004.40
90	90	53.00	1,100.00	430.00	1,530.00	6,120.00
91	91	58.00	1,203.75	470.55	1,674.30	6,697.20
92	92	57.00	1,183.00	462.45	1,645.45	6,581.80
93	93	51.00	1,058.50	413.75	1,472.25	5,889.00
94	94	51.00	1,058.50	413.75	1,472.25	5,889.00
95	95	56.00	1,162.25	454.30	1,616.55	6,466.20
96	96	56.00	1,162.25	454.30	1,616.55	6,466.20
98	98	37.00	767.95	300.20	1,068.15	4,272.60
99	99	37.00	767.95	300.20	1,068.15	4,272.60
100	100	37.00	767.95	300.20	1,068.15	4,272.60
101	101	31.00	643.40	251.50	894.90	3,579.60
102	102	37.00	767.95	300.20	1,068.15	4,272.60
103	103	37.00	767.95	300.20	1,068.15	4,272.60
104	104	36.00	747.15	292.05	1,039.20	4,156.80
105	105	38.00	788.70	308.30	1,097.00	4,388.00
106	106	37.00	767.95	300.20	1,068.15	4,272.60
107	107	37.00	767.95	300.20	1,068.15	4,272.60
108	108	37.00	767.95	300.20	1,068.15	4,272.60
109	109	36.00	747.15	292.05	1,039.20	4,156.80
110	110	47.00	975.45	381.30	1,356.75	5,427.00
111	111	39.00	809.45	316.40	1,125.85	4,503.40
112	112	38.00	788.70	308.30	1,097.00	4,388.00
113	113	38.00	788.70	308.30	1,097.00	4,388.00
114	114	37.00	767.95	300.20	1,068.15	4,272.60
115	115	47.00	975.45	381.30	1,356.75	5,427.00
116	116	49.00	1,017.00	397.55	1,414.55	5,658.20
117	117	41.00	850.95	332.65	1,183.60	4,734.40
118	118	40.00	830.20	324.50	1,154.70	4,618.80
119	119	40.00	830.20	324.50	1,154.70	4,618.80
120	120	38.00	788.70	308.30	1,097.00	4,388.00
121	121	49.00	1,017.00	397.55	1,414.55	5,658.20
122	122	50.00	1,037.75	405.65	1,443.40	5,773.60
123	123	42.00	871.70	340.75	1,212.45	4,849.80
124	124	41.00	850.95	332.65	1,183.60	4,734.40
125	125	41.00	850.95	332.65	1,183.60	4,734.40
126	126	38.00	788.70	308.30	1,097.00	4,388.00
127	127	50.00	1,037.75	405.65	1,443.40	5,773.60
128	128	52.00	1,079.25	421.85	1,501.10	6,004.40

129	129	44.00	913.20	356.95	1,270.15	5,080.60
130	130	42.00	871.70	340.75	1,212.45	4,849.80
131	131	42.00	871.70	340.75	1,212.45	4,849.80
132	132	39.00	809.45	316.40	1,125.85	4,503.40
133	133	52.00	1,079.25	421.85	1,501.10	6,004.40
134	134	55.00	1,141.50	446.20	1,587.70	6,350.80
135	135	47.00	975.45	381.30	1,356.75	5,427.00
136	136	46.00	954.70	373.20	1,327.90	5,311.60
137	137	46.00	954.70	373.20	1,327.90	5,311.60
138	138	42.00	871.70	340.75	1,212.45	4,849.80
139	139	55.00	1,141.50	446.20	1,587.70	6,350.80
140	140	57.00	1,183.00	462.45	1,645.45	6,581.80
141	141	48.00	996.20	389.40	1,385.60	5,542.40
142	142	47.00	975.45	381.30	1,356.75	5,427.00
143	143	47.00	975.45	381.30	1,356.75	5,427.00
144	144	44.00	913.20	356.95	1,270.15	5,080.60
145	145	57.00	1,183.00	462.45	1,645.45	6,581.80
146	146	36.00	747.15	292.05	1,039.20	4,156.80
147	147	36.00	747.15	292.05	1,039.20	4,156.80
148	148	32.00	664.15	259.60	923.75	3,695.00
149	149	32.00	664.15	259.60	923.75	3,695.00
150	150	37.00	767.95	300.20	1,068.15	4,272.60
151	151	47.00	975.45	381.30	1,356.75	5,427.00
152	152	46.00	954.70	373.20	1,327.90	5,311.60
153	153	36.00	747.15	292.05	1,039.20	4,156.80
154	154	30.00	622.65	243.40	866.05	3,464.20
155	155	30.00	622.65	243.40	866.05	3,464.20
156	156	37.00	767.95	300.20	1,068.15	4,272.60
157	157	46.00	954.70	373.20	1,327.90	5,311.60
158	158	47.00	975.45	381.30	1,356.75	5,427.00
159	159	38.00	788.70	308.30	1,097.00	4,388.00
160	160	42.00	871.70	340.75	1,212.45	4,849.80
161	161	42.00	871.70	340.75	1,212.45	4,849.80
162	162	39.00	809.45	316.40	1,125.85	4,503.40
163	163	47.00	975.45	381.30	1,356.75	5,427.00
164	164	49.00	1,017.00	397.55	1,414.55	5,658.20
165	165	39.00	809.45	316.40	1,125.85	4,503.40
166	166	44.00	913.20	356.95	1,270.15	5,080.60
167	167	44.00	913.20	356.95	1,270.15	5,080.60
168	168	41.00	850.95	332.65	1,183.60	4,734.40
169	169	49.00	1,017.00	397.55	1,414.55	5,658.20
170	170	50.00	1,037.75	405.65	1,443.40	5,773.60
171	171	41.00	850.95	332.65	1,183.60	4,734.40
172	172	46.00	954.70	373.20	1,327.90	5,311.60
173	173	46.00	954.70	373.20	1,327.90	5,311.60
174	174	42.00	871.70	340.75	1,212.45	4,849.80

175	175	50.00	1,037.75	405.65	1,443.40	5,773.60
176	176	52.00	1,079.25	421.85	1,501.10	6,004.40
177	177	42.00	871.70	340.75	1,212.45	4,849.80
178	178	47.00	975.45	381.30	1,356.75	5,427.00
179	179	47.00	975.45	381.30	1,356.75	5,427.00
180	180	44.00	913.20	356.95	1,270.15	5,080.60
181	181	52.00	1,079.25	421.85	1,501.10	6,004.40
182	182	55.00	1,141.50	446.20	1,587.70	6,350.80
183	183	46.00	954.70	373.20	1,327.90	5,311.60
184	184	49.00	1,017.00	397.55	1,414.55	5,658.20
185	185	49.00	1,017.00	397.55	1,414.55	5,658.20
186	186	47.00	975.45	381.30	1,356.75	5,427.00
187	187	55.00	1,141.50	446.20	1,587.70	6,350.80
188	188	57.00	1,183.00	462.45	1,645.45	6,581.80
189	189	46.00	954.70	373.20	1,327.90	5,311.60
190	190	50.00	1,037.75	405.65	1,443.40	5,773.60
191	191	50.00	1,037.75	405.65	1,443.40	5,773.60
192	192	49.00	1,017.00	397.55	1,414.55	5,658.20
193	193	57.00	1,183.00	462.45	1,645.45	6,581.80
194	194	52.00	1,079.25	421.85	1,501.10	6,004.40
195	195	49.00	1,017.00	397.55	1,414.55	5,658.20
196	196	49.00	1,017.00	397.55	1,414.55	5,658.20
197	197	49.00	1,017.00	397.55	1,414.55	5,658.20
198	198	52.00	1,079.25	421.85	1,501.10	6,004.40
199	199	56.00	1,162.25	454.30	1,616.55	6,466.20
200	200	54.00	1,120.75	438.10	1,558.85	6,235.40
201	201	55.00	1,141.50	446.20	1,587.70	6,350.80
202	202	55.00	1,141.50	446.20	1,587.70	6,350.80
203	203	55.00	1,141.50	446.20	1,587.70	6,350.80
204	204	55.00	1,141.50	446.20	1,587.70	6,350.80
205	205	58.00	1,203.75	470.55	1,674.30	6,697.20
206	206	58.00	1,203.75	470.55	1,674.30	6,697.20
207	207	55.00	1,141.50	446.20	1,587.70	6,350.80
208	208	50.00	1,037.75	405.65	1,443.40	5,773.60
209	209	55.00	1,141.50	446.20	1,587.70	6,350.80
210	210	55.00	1,141.50	446.20	1,587.70	6,350.80
211	211	60.00	1,245.30	486.75	1,732.05	6,928.20
212	212	57.00	1,183.00	462.45	1,645.45	6,581.80
213	213	54.00	1,120.75	438.10	1,558.85	6,235.40
214	214	54.00	1,120.75	438.10	1,558.85	6,235.40
215	215	54.00	1,120.75	438.10	1,558.85	6,235.40
216	216	54.00	1,120.75	438.10	1,558.85	6,235.40
217	217	54.00	1,120.75	438.10	1,558.85	6,235.40
218	218	54.00	1,120.75	438.10	1,558.85	6,235.40
219	219	54.00	1,120.75	438.10	1,558.85	6,235.40
		10,000.00	\$207,546.85	\$81,129.15	\$288,676.00	\$1,154,704.00

DATE.....

I/We.....

the owners of lot.....STRATA PLAN NO.....

appoint.....of.....

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

I/We appoint.....of.....

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

Period or number of meetings for which appointment of proxy has effect * 1 meeting/ *..... meetings *1 month/ *..... months/* 12 months or 2 consecutive Annual General Meetings. *Tick or tick and complete whichever applies (Note: The appointment cannot have effect for more than 12 months or 2 consecutive Annual General Meetings, whichever is the greater. If no selection is made by the person giving the proxy, the proxy is effective only for one meeting.)

*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).

*Delete paragraph 1 or 2, whichever does not apply.

*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:.....

* Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1 below.

*4 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.....

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 form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
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.