

Metro Strata Inspections

Strata Inspection Report



STRATA PLAN:	SP 68199
LOT NUMBER:	Lot 16
ADDRESS:	16/74-76 Mclachlan Avenue, Rushcutters Bay
INSPECTION DATE:	05/03/2019

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1. Strata Roll							
1.1 Is there a Strata Roll?	Yes						
1.2 Current Owners Details							
Name:	N J Thomson						
Address:	n/a						
Agent/Nominee (if any):	n/a						
2. INSURANCE							
2.1 Details of Building Insurance:							
Sum Insured	\$16,640,000						
Company	CGU						
Policy Number	06S2804391						
Due Date	31/05/2019						
Premium	\$20,108.69						
2.2 Details of Public Liability Insurance							
Limits of liability	\$20,000,000						
Company	CGU						
Policy Number	06S2804391						
Due Date	31/05/2019						
Premium	n/a						
2.3 Details of Voluntary Workers Insurance							
Limits of liability	\$200,000/\$2,000						
Company	CGU						
Policy Number	06S2804391						
Due Date	31/05/2019						
Premium	n/a						
2.4 Details of any other Insurances not mentioned above	<table> <tr> <td>Audit</td> <td>\$25,000</td> </tr> <tr> <td>Legal defence</td> <td>\$50,000</td> </tr> <tr> <td>Lot fixtures</td> <td>\$250,000</td> </tr> </table>	Audit	\$25,000	Legal defence	\$50,000	Lot fixtures	\$250,000
Audit	\$25,000						
Legal defence	\$50,000						
Lot fixtures	\$250,000						
2.5 Details of any insurance broker used	Strata Unit underwriters – Certificate of Currency attached info@suu.com.au						
2.6 Details of the last valuation obtained	Nil sighted						

3. LEVIES	
3.1 Levies are payable in equal quarterly instalments, commencing 01/03/2019, as follows:	
To the Administrative Fund	\$ 1,050.75
To the Capital Works Fund	\$ 471.90
Total	\$ 1,522.65 per quarter
NOTE: Administrative Fund covers general day to day expenditure. Capital Work Fund (previously known as Sinking Fund Plan) covers capital expenses and long term maintenance items.	
Do these contributions appear to have been correctly determined?	Yes
If not, in what respect does the determination appear to be defective?	n/a
3.2 Last Increase/Decrease in levies:	Please refer to the Owner Ledger attached
3.3 Are there any current special levies?	No
Fund	n/a
Total Amount	n/a
Amount Payable by the Subject Lot	n/a
Due Date	n/a
Purpose	n/a
3.4 Is there any proposal for special levies in the near future?	No
Fund	n/a
Amount	n/a
Due Date	n/a
Purpose	n/a
4. BOOKS OF ACCOUNT	
4.1 Balance of the Administrative Fund	\$ 17,185.23
4.2 Balance of the Capital Works Fund	\$ 13,003.06
4.3 Total	\$ 30,188.29
4.4 How were these balances obtained?	From the Balance Sheet
4.5 Is there a Sinking Fund Plan (Capital Works)?	Yes, copy attached
NOTE: Regulations require Owners Corporation to prepare a plan of anticipated major expenditure for the next 10 years.	

5. EXPENSES (Administrative Fund from 01/07/2018 – 04/03/2019)	
Accounting	\$1,408
Cleaning	\$15,261
Electricity	\$3,701
Fire Services	\$8,948
Gardening	\$1,987
Lift repairs	\$5,515
Pool service	\$4,208
Water consumption	\$5,955
Plumbing	\$3,916
Strata management	\$12,788

6. FINANCE AND LOANS	
6.1 Does it appear that loans or finance has been raised or sought by the Owners Corporation?	No
Details of finance/loans raised or sought	n/a

7. BY-LAWS	
7.1 Do the records suggest that the By-laws have been changed or added to in the past two years?	Please refer to the Contract.
7.2 Were any exclusive use By-laws registered in the past two years affecting the subject Lot?	Please refer to the Contract.
7.3 Are pets permissible?	Please refer to the Contract and By-Laws on the title.

8. MANAGING AGENT	
8.1 Is there a Managing Agent?	Yes
8.2 Agents Name	Net Strata
Agents Telephone	1300 NET STRATA
Agents Address	298 Railway Parade, Carlton NSW 2218

9. TITLE DEED	
9.1 Was the Certificate of Title for the Common Property sighted?	n/a

10. GENERAL INFORMATION	
10.1 Number of Lots in the Strata Plan	32
10.2 Unit of Entitlement of the subject Lot(s)	312
10.3 Aggregate Unit of Entitlement	10,000

10.4 State of harmony in the building	good
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11. ANNUAL FIRE SAFETY STATEMENT (AFSS)
Current AFSS dated 13/01/2019 has been sighted.
NOTE: The EPAR imposes an obligation on the owner of the building (the Owners Corporation) to maintain each fire safety measure in the building, to have those measures assessed annually by an appropriately qualified person, and to provide the local Council and Fire Commissioner with an annual fire safety statement. Clause 80GB of EPAR 1994 states: "Each year, the owner of a building to which an essential fire safety measure is applicable must cause the council to be given an annual fire safety statement for the building."

12. ASBESTOS REPORT
Nil.
NOTE: All buildings that are considered a workplace built before January 2004 must comply with the WHS Act. This relates to schemes which are commercial/industrial or have a commercial/industrial component. To comply with the Act there is a requirement to survey the building and identify any ACM (Asbestos Containing Material). Where any form of asbestos is found, an onsite Asbestos Register and Asbestos Management Plan is to be prepared and remain onsite and be made available to inspect by those who might be at risk. Typically these reports will be viewed by visiting tradesman and will allow them to make informed decisions before starting any works. It is important to note that if asbestos is found from completing this report, it is not always required to be removed and can be left onsite if managed correctly.

13. DETAILS OF DISPUTES
There is no evidence of any current disputes.

14. BUILDING MATTERS
(a) History of capital expenditure:
01/07/2018 – 04/03/2019
Pool/spa service \$27,840
Sails \$4,415
Spa etc repairs \$8,003
01/07/2017 – 30/06/2018
Waterproofing \$55,205
General \$13,681
Tiling Repairs \$14,600
01/07/2016 – 30/06/2017
Repairs \$16,510

Please note that rooftop waterproofing was undertaken and completed by Brae Group, cost of works approx as per quote \$113,300.

- (b) Current Administrative and Capital Works Budgets are attached.
- (c) Last Independent Audit was prepared by Khoury Bros & Co and dated 16/07/2018.
- (d) Development proposal in relation to 50 McLachlan Avenue, Darlinghurst has been sighted. The proposal is to extend trading hours of Bar Machiavelli from 10pm to 12 pm (midnight).
- (e) For more building matters please read the Minutes of the Meetings attached. Most recent minutes are Strata Committee Minutes of the meeting held on 11/02/2019.

15. MEETINGS	
<p>Annual General Meeting 30/07/2018</p>	<p>Resolved:</p> <ol style="list-style-type: none"> 1. Minutes of last general meeting confirmed. 2. AFSS to be obtained. 3. Minor renovations By-Law to be adopted. 4. Administrative Fund levies to be \$123,214.27 plus GST per annum. 5. Capital Works Fund levies to be \$ 55,000 plus GST per annum. 6. Agreed to engage expert to provide a report on the compliance of cladding materials installed in the strata scheme. 7. Sail cloth quote accepted.

ATTACHMENTS
Balance Sheet
Owner Ledger
Income and Expenditure Summary
Levy positions
Common page
Owner Strata Roll
Budgets
Capital Works Fund Plan extract
Certificate of Currency
Minutes of Strata Committee Meeting 11/02/2019
Minutes of Annual General Meeting 30/07/2018
Minutes of Annual General Meeting 28/08/2017
Minutes of Annual General Meeting 27/08/2016

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

	Administration Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	24,549.36	3,218.35	27,767.71
Levies Receivable	6,359.30	3,077.79	9,437.09
Total Assets	30,908.66 ✓	6,296.14 ✓	37,204.80 ✓
LIABILITIES			
GST Liabilities	7,458.31	(6,706.92)	751.39
Accounts Payable	6,265.12	0.00	6,265.12
Total Liabilities	13,723.43	(6,706.92)	7,016.51
Net Assets	17,185.23	13,003.06	30,188.29
OWNERS FUNDS			
Opening Balance	(1,800.57)	11,927.41	10,126.84
Surplus / Deficit for the period	18,985.80	1,075.65	20,061.45
Closing Balance	17,185.23	13,003.06	30,188.29
Total Owners Funds	17,185.23 ✓	13,003.06 ✓	30,188.29 ✓

Strata Plan 68199
Lot 16, 74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

Date	Fund	Details	Debit	Credit	Balance
17/05/18	Administrative	BPay Payment: DEFT Bpay 0000007473		1,048.40	1,048.40
17/05/18	Capital Works	BPay Payment: DEFT Bpay 0000007473		471.90	1,520.30
01/06/18	Administrative	Levy 1/6/2018-31/8/2018	1,048.40		471.90
01/06/18	Capital Works	Levy 1/6/2018-31/8/2018	471.90		0.00
24/08/18	Administrative	BPay Payment: DEFT Bpay 0000007473		1,050.75	1,050.75
24/08/18	Capital Works	BPay Payment: DEFT Bpay 0000007473		471.90	1,522.65
10/09/18	Administrative	Levy 1/9/2018-30/11/2018	1,050.75		471.90
10/09/18	Capital Works	Levy 1/9/2018-30/11/2018	471.90		0.00
30/11/18	Administrative	BPay Payment: DEFT Bpay 0000007473		1,050.75	1,050.75
30/11/18	Capital Works	BPay Payment: DEFT Bpay 0000007473		471.90	1,522.65
01/12/18	Administrative	Levy 1/12/2018-28/2/2019	1,050.75		471.90
01/12/18	Capital Works	Levy 1/12/2018-28/2/2019	471.90		0.00
13/02/19	Administrative	BPay Payment: DEFT Bpay 0000007473		1,050.75	1,050.75
13/02/19	Capital Works	BPay Payment: DEFT Bpay 0000007473		471.90	1,522.65
01/03/19	Administrative	Levy 1/3/2019-31/5/2019	1,050.75 ✓		471.90
01/03/19	Capital Works	Levy 1/3/2019-31/5/2019	471.90 ✓		0.00
			6,088.25	6,088.25	0.00
				Interest Due:	\$0.00
				Total Due:	\$0.00

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY
Administrative Fund

	Actual	Budget	Actual	Budget
	01/07/18 - 04/03/19	01/07/18 - 30/06/19	01/07/17 - 30/06/18	01/07/17 - 30/06/18
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	(\$18.14)	\$0.00	(\$56.73)	\$0.00
Debt Collection Recoveries	\$79.49	\$0.00	\$406.01	\$0.00
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$0.00	\$218.18	\$0.00
Expense Recoveries (GST)	\$460.46	\$0.00	\$1,334.55	\$0.00
Expense Recoveries	\$0.00	\$0.00	\$304.00	\$0.00
Expenses Recoveries	\$123.64	\$0.00	\$0.00	\$0.00
Insurance Claim Income				
Insurance Claim Income	\$0.00	\$0.00	\$780.00	\$0.00
Interest				
Interest On Levy Arrears	\$187.45	\$0.00	\$394.16	\$0.00
Interest On Levy Arrears (Rooftop Waterproofing Fund)	\$0.00	\$0.00	\$23.21	\$0.00
Levy Income				
Levy Income	\$0.00	\$0.00	\$65.04	\$0.00
Contributions - General	\$91,848.36	\$123,214.27	\$122,190.64	\$123,214.27
Total Income	\$92,681.26	\$123,214.27	\$125,659.06	\$123,214.27
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$33.30	\$57.00	\$50.50	\$57.00
DEFT Process Fees	\$64.32	\$100.00	\$86.19	\$100.00
Audit Report	\$250.00	\$650.00	\$1,400.00	\$330.00
BAS & Tax Administration	\$1,408.51	\$1,700.00	\$1,697.40	\$1,700.00
Building General				
General Maintenance	\$3,898.90	\$2,040.27	\$1,264.63	\$1,600.00
Garage Security Gate / Shutter	\$0.00	\$950.00	\$1,713.09	\$950.00
Locks & Doors	\$1,263.60	\$1,600.00	\$1,593.30	\$1,100.00
Cleaning				
Cleaning - General	\$15,261.41	\$22,900.00	\$22,191.85	\$22,500.00
Electrical				
Electrical Repairs	\$0.00	\$2,200.00	\$4,200.50	\$850.00
Light Globes	\$72.00	\$350.00	\$244.00	\$1,200.00
Electricity				
Electricity Consumption	\$3,701.50	\$8,150.00	\$8,885.53	\$9,500.00
Fire Control				
Fire Services	\$8,948.06	\$7,450.00	\$6,851.53	\$7,800.00
Garden & Grounds				
Gardening	\$1,987.83	\$2,800.00	\$4,531.38	\$3,200.00
Gas				
Gas Consumption	\$116.48	\$4,400.00	\$4,376.44	\$4,000.00

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY
Administrative Fund

	Actual 01/07/18 - 04/03/19	Budget 01/07/18 - 30/06/19	Actual 01/07/17 - 30/06/18	Budget 01/07/17 - 30/06/18
Insurance				
Insurance Premium	\$0.00	\$20,150.00	\$20,108.69	\$18,250.00
Insurance Claims	\$1,841.00	\$0.00	\$3,039.55	\$0.00
Insurance Valuation Report	\$0.00	\$250.00	\$200.00	\$250.00
Lift Repairs				
Lift Maintenance	\$5,515.00	\$10,750.00	\$10,447.36	\$10,750.00
Pest Control				
Pest Control - General	\$260.00	\$450.00	\$260.00	\$450.00
Plumbing				
Plumbing - General	\$2,120.00	\$1,500.00	\$8,563.73	\$1,500.00
Hot Water System Maintenance	\$1,565.00	\$2,200.00	\$396.00	\$2,200.00
Detention Pit & Pump Maintenance	\$231.82	\$400.00	\$0.00	\$400.00
Pool Area, Gym & General Amenities				
Contract				
Pool Service	\$4,208.00	\$5,600.00	\$12,424.27	\$5,600.00
Rubbish Removal				
Waste Removal	\$522.00	\$300.00	\$450.00	\$300.00
Security & Intercom				
Intercom Repairs / Replacement	\$1,126.00	\$1,100.00	\$469.00	\$1,100.00
Security Services	\$0.00	\$0.00	\$390.00	\$0.00
Strata/Building Administration				
Debt Collection Fees	\$79.49	\$0.00	\$406.01	\$0.00
Inspection Fees	\$76.00	\$0.00	\$67.27	\$0.00
Land Titles & By-Law Registration	\$2,356.00	\$1,250.00	\$1,009.82	\$950.00
Management Services	\$8,172.09	\$10,897.00	\$10,377.28	\$10,377.27
Printing, Postage & Stationery	\$1,225.94	\$1,750.00	\$1,579.11	\$2,150.00
Strata Administration	\$415.15	\$480.00	\$419.20	\$750.00
Legislative Compliance	\$465.45	\$490.00	\$465.45	\$0.00
Telephone				
Lift Phone & Phone Charges	\$554.69	\$2,100.00	\$794.35	\$2,100.00
Water				
Water Consumption	\$5,955.92	\$8,200.00	\$8,148.56	\$11,200.00
Total Expenses	\$73,695.46	\$123,214.27	\$139,101.99	\$123,214.27
Surplus / Deficit	\$18,985.80	\$0.00	(\$13,442.93)	\$0.00

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

Capital Works Fund	Actual 01/07/18 - 04/03/19	Budget 01/07/18 - 30/06/19	Actual 01/07/17 - 30/06/18	Budget 01/07/17 - 30/06/18
Income				
Interest				
Interest On Levy Arrears	\$83.64	\$0.00	\$177.55	\$0.00
Levy Income				
Contributions - Capital Works Fund	\$41,250.42	\$55,000.00	\$55,000.56	\$55,000.00
Total Income	\$41,334.06	\$55,000.00	\$55,178.11	\$55,000.00
Expenses				
Building General				
General Maintenance	\$0.00	\$0.00	\$13,681.50	\$10,000.00
Capital Works Fund Maintenance	\$8,003.41	\$21,170.00	\$55,205.00	\$45,000.00
Building Repairs	\$0.00	\$0.00	\$14,600.00	\$0.00
Plumbing				
Roofing & Gutters	\$4,415.00	\$8,830.00	\$0.00	\$0.00
Pool Area, Gym & General Amenities				
Contract				
Pool Service	\$27,840.00	\$25,000.00	\$0.00	\$0.00
Total Expenses	\$40,258.41	\$55,000.00	\$83,486.50	\$55,000.00
Surplus / Deficit	\$1,075.65	\$0.00	(\$28,308.39)	\$0.00

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

ADMINISTRATIVE FUND OTHER INCOME

Date	Ref.	Payee	Details	Amt.	Bal.
Debt Collection Recoveries					
25/07/18	lot 4		lot 4-Arrears Notice - Levy Notice on 15/	\$18.14	\$18.14
16/10/18	lot 17		lot 17-Arrears Notice Fee - Levy Notice on	\$20.45	\$38.59
24/10/18	lot 2		lot 2-Arrears Notice Fee - Levy Notice on	\$20.45	\$59.04
24/10/18	lot 27		lot 27-Arrears Notice Fee - Levy Notice on	\$20.45	\$79.49
			Total Debt Collection Recoveries	\$79.49	
Debt Collection Recoveries-Reversal					
25/07/18			Arrear Write Off	-\$18.14	-\$18.14
			Total Debt Collection Recoveries-Reversal	-\$18.14	
Expense Recoveries (GST)					
01/09/18	lot 4		lot 4-Purchase Key/Swipe Tag - Purchase o	\$83.18	\$83.18
15/09/18	lot 29		lot 29-Purchase Key/Swipe Tag - Purchase o	\$84.55	\$167.73
01/12/18	lot 6		lot 6-Purchase Key/Swipe Tag - Purchase o	\$39.09	\$206.82
01/12/18	lot 18		lot 18-Purchase Key/Swipe Tag - Purchase o	\$52.73	\$259.55
01/12/18	lot 1		lot 1-Purchase Key/Swipe Tag - Purchase o	\$39.09	\$298.64
01/12/18	lot 10		lot 10-Purchase Key/Swipe Tag - Purchase o	\$77.27	\$375.91
01/03/19	lot 30		lot 30-Purchase Key/Swipe Tag - Purchase o	\$84.55	\$460.46
			Total Expense Recoveries (GST)	\$460.46	
Expenses Recoveries					
20/11/18			Deposit: Unit 4 Bresic W	\$7.27	\$7.27
20/11/18			Deposit: Unit 4 Bresic W	\$31.82	\$39.09
20/12/18			Deposit: 03021 BOOTH CA	\$84.55	\$123.64
			Total Expenses Recoveries	\$123.64	
Interest On Levy Arrears					
31/07/18	lot 4		lot 4-BPay Payment: DEFT Bpay 0000007461	\$12.55	\$12.55
29/10/18	lot 2		lot 2-BPay Payment: DEFT Bpay 0000007459	\$12.89	\$25.44
19/11/18	lot 7		lot 7-BPay Payment: DEFT Bpay 0000007464	\$42.35	\$67.79
19/11/18	lot 7		lot 7-BPay Payment: DEFT Bpay 0000007464	\$17.37	\$85.16
21/11/18	lot 17		lot 17-Credit Card - CCD: DEFT CCd MC 0000	\$19.07	\$104.23
21/11/18	lot 17		lot 17-Credit Card - CCD: DEFT CCd MC 0000	\$44.59	\$148.82
14/12/18	lot 27		lot 27-BPay Payment: DEFT Bpay 0000007484	\$20.89	\$169.71
26/02/19	lot 12		lot 12-BPay Payment: DEFT Bpay 0000007469	\$17.74	\$187.45
			Total Interest On Levy Arrears	\$187.45	
			Total Administrative Other Income	\$832.90	

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

ADMINISTRATIVE FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Audit Report					
01/08/18	453583	Netstrata	Audit Preparation	\$250.00	\$250.00
			Total Audit Report	\$250.00	
Bank Fees					
31/07/18			Service Charge	\$3.50	\$3.50
31/08/18			Service Charge	\$3.45	\$6.95
28/09/18			Service Charge	\$5.00	\$11.95
31/10/18			Service Charge	\$2.20	\$14.15
30/11/18			Service Charge	\$6.40	\$20.55
31/12/18			Service Charge	\$3.40	\$23.95
31/01/19			Service Charge	\$3.80	\$27.75
28/02/19			Service Charge: Service Charge Fee	\$5.55	\$33.30
			Total Bank Fees	\$33.30	
BAS & Tax Administration					
01/08/18	453583	Netstrata	Tax Administration*	\$830.73	\$830.73
01/11/18	474409	Netstrata	BAS Administration 1/08/18 to 31/10/18	\$288.89	\$1,119.62
01/02/19	494972	Netstrata	BAS Administration 1/11/2018 to 31/01/19	\$288.89	\$1,408.51
			Total BAS & Tax Administration	\$1,408.51	
Cleaning - General					
05/07/18	447418	HEAVYWEIGHT CLEANING SERVICES	Cleaning May 2018	\$1,561.55	\$1,561.55
05/07/18	447418	HEAVYWEIGHT CLEANING SERVICES	Supply 2 Soap Dispensers, 6 T/Paper & 4 P/Towel May 2018	\$41.00	\$1,602.55
15/08/18	458144	HEAVYWEIGHT CLEANING SERVICES	Cleaning June 2018	\$1,561.55	\$3,164.10
15/08/18	458144	HEAVYWEIGHT CLEANING SERVICES	Supply & Refill 2 Soap Dispenser, 4 T/Paper June 2018	\$20.00	\$3,184.10
15/08/18	458144	HEAVYWEIGHT CLEANING SERVICES	Wash Our Recycle Bins On Level 3 & 4 June 2018	\$38.00	\$3,222.10
15/08/18	458144	HEAVYWEIGHT CLEANING SERVICES	Spot Clean Walls Quarterly June 2018	\$130.00	\$3,352.10
22/08/18	458921	HEAVYWEIGHT CLEANING SERVICES	Cleaning July 2018	\$1,561.55	\$4,913.65
22/08/18	458921	HEAVYWEIGHT CLEANING SERVICES	Supply 2 Soap Dispensers, 4 T/Paper & 1 P/Towel July 2018	\$24.00	\$4,937.65
22/08/18	458921	HEAVYWEIGHT CLEANING SERVICES	Cleaning Garbage Bins July 2018	\$69.00	\$5,006.65
02/10/18	467677	HEAVYWEIGHT CLEANING SERVICES	Cleaning August 2018	\$1,616.21	\$6,622.86
02/10/18	467677	HEAVYWEIGHT CLEANING SERVICES	Supply 3 T/Paper, 2 Packets P/Towel August 2018	\$25.50	\$6,648.36

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

18/10/18	471119	HEAVYWEIGHT CLEANING SERVICES	Cleaning September 2018	\$1,616.21	\$8,264.57
18/10/18	471119	HEAVYWEIGHT CLEANING SERVICES	Supply & Refill 2 Soap Dispensers, 4 P/Towels September 2018	\$38.50	\$8,303.07
18/10/18	471119	HEAVYWEIGHT CLEANING SERVICES	Additional Visit to Retrieve & Wash Out Bins 3/09/18, 10/09/18	\$46.00	\$8,349.07
05/12/18	483471	HEAVYWEIGHT CLEANING SERVICES	Cleaning October 2018	\$1,746.21	\$10,095.28
05/12/18	483471	HEAVYWEIGHT CLEANING SERVICES	Supply 2 Soap Dispensers, 8 T/Paper & 1 P/Towel October 2018	\$46.00	\$10,141.28
05/12/18	483471	HEAVYWEIGHT CLEANING SERVICES	Cleaning Garbage Bins 2/10/18, 16/10/18, 23/10/18	\$69.00	\$10,210.28
06/12/18	484343	HEAVYWEIGHT CLEANING SERVICES	Cleaning November 2018	\$1,616.21	\$11,826.49
06/12/18	484343	HEAVYWEIGHT CLEANING SERVICES	Supply 2 Dispensers, 7 T/Paper, 3 P/Towels November 2018	\$39.50	\$11,865.99
01/03/19	503330	HEAVYWEIGHT CLEANING SERVICES	Cleaning - December 2018	\$1,616.21	\$13,482.20
01/03/19	503330	HEAVYWEIGHT CLEANING SERVICES	Supply & Refill 2 Soap Dispensers, 8 Rolls T/Paper, 6 P/Towels - December 2018	\$54.00	\$13,536.20
01/03/19	503330	HEAVYWEIGHT CLEANING SERVICES	Additional Visit To Retrieve & Wash Out Rubbish & Recycle Bins - December 2018	\$23.00	\$13,559.20
01/03/19	503335	HEAVYWEIGHT CLEANING SERVICES	Cleaning - January 2019	\$1,616.21	\$15,175.41
01/03/19	503335	HEAVYWEIGHT CLEANING SERVICES	Supply & Refill 2 Soap Dispensers, 10 Rolls Of T/Papers, 7 Packets Of P/Towels - January 2019	\$63.00	\$15,238.41
01/03/19	503335	HEAVYWEIGHT CLEANING SERVICES	Additional Visit To Retrieve & Wash Out Rubbish & Recycle Bins - January 2019	\$23.00	\$15,261.41
Total Cleaning - General				\$15,261.41	

Debt Collection Fees

01/08/18	453583	Netstrata	Levy Notice on 15/09/2018	\$18.14	\$18.14
01/11/18	474409	Netstrata	Levy Notice on 15/12/2018*	\$61.35	\$79.49
Total Debt Collection Fees				\$79.49	

DEFT Process Fees

31/07/18			DEFT Process Fee	\$4.50	\$4.50
31/08/18			DEFT Process Fee	\$12.27	\$16.77
28/09/18			DEFT Process Fee	\$5.82	\$22.59
31/10/18			DEFT Process Fee	\$7.50	\$30.09
30/11/18			DEFT Process Fee	\$16.14	\$46.23
31/12/18			DEFT Process Fee	\$0.68	\$46.91
28/02/19			DEFT Process Fee	\$17.41	\$64.32
Total DEFT Process Fees				\$64.32	

Detention Pit & Pump Maintenance

03/08/18	455006	PJ MARTIN PLUMBING	Detention Pit & Pump Maintenance 8/06/18	\$231.82	\$231.82
Total Detention Pit & Pump Maintenance				\$231.82	

Electricity Consumption

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

16/07/18	449500	Origin Energy Electricity	Electricity Consumption 8/6/18 - 9/7/18	\$680.28	\$680.28
30/07/18	452889	STRATA ENERGY SERVICES	Multi Site Energy Optimisation Service 1/7/18 - 30/6/19	\$80.30	\$760.58
12/09/18	463967	ENERGY/TRU ENERGY	Electricity Consumption 10/7/18 - 4/9/18	\$1,292.36	\$2,052.94
12/12/18	485077	ENERGY/TRU ENERGY	Electricity Consumption 5/9/18 - 5/12/18	\$1,648.56	\$3,701.50
Total Electricity Consumption				\$3,701.50	

Fire Services

05/07/18	447437	ROMTECK GRID	Quarterly Fire Alarm Monitoring 1/7/18 - 30/9/18	\$549.75	\$549.75
20/07/18	450407	MPK FIRE SAFETY	Work Complete Corrective Action Report CAR31592 20/12/17	\$3,637.00	\$4,186.75
01/08/18	453583	Netstrata	Fire Compliance 1/05/18 to 31/07/18	\$155.91	\$4,342.66
12/09/18	463633	ROMTECK GRID	Quarterly Fire Alarm Monitoring 10/9/18	\$549.75	\$4,892.41
01/11/18	474409	Netstrata	Fire Compliance 1/08/18 to 31/10/18	\$155.91	\$5,048.32
20/11/18	479619	MPK FIRE SAFETY	Annual Fire Safety Inspection & Report 19/11/18	\$1,672.73	\$6,721.05
11/12/18	484814	ROMTECK GRID	Quarterly Fire Alarm Monitoring 1/1/19 - 31/3/19	\$549.75	\$7,270.80
19/12/18	486798	MPK FIRE SAFETY	Work Complete Corrective Action Report CAR37788 18/12/18	\$1,095.00	\$8,365.80
01/02/19	494972	Netstrata	Fire Compliance 1/11/2018 to 31/01/19*	\$582.26	\$8,948.06
Total Fire Services				\$8,948.06	

Gardening

05/07/18	447418	HEAVYWEIGHT CLEANING SERVICES	Gardening May 2018	\$213.87	\$213.87
15/08/18	458144	HEAVYWEIGHT CLEANING SERVICES	Gardening June 2018	\$213.87	\$427.74
22/08/18	458921	HEAVYWEIGHT CLEANING SERVICES	Gardening July 2018	\$213.87	\$641.61
02/10/18	467677	HEAVYWEIGHT CLEANING SERVICES	Gardening August 2018	\$221.36	\$862.97
18/10/18	471119	HEAVYWEIGHT CLEANING SERVICES	Gardening September 2018	\$221.36	\$1,084.33
05/12/18	483471	HEAVYWEIGHT CLEANING SERVICES	Gardening October 2018	\$221.36	\$1,305.69
06/12/18	484343	HEAVYWEIGHT CLEANING SERVICES	Gardening November 2018	\$221.36	\$1,527.05
27/02/19	502503	Christopher Bertinshaw	L9 Reimbursement for Garden Supplies 17/2/19	\$18.06	\$1,545.11
01/03/19	503330	HEAVYWEIGHT CLEANING SERVICES	Gardening - December 2018	\$221.36	\$1,766.47
01/03/19	503335	HEAVYWEIGHT CLEANING SERVICES	Gardening - January 2019	\$221.36	\$1,987.83
Total Gardening				\$1,987.83	

Gas Consumption

10/09/18	463228	AGL GAS _8	Gas Consumption 8/6/18 - 6/9/18	\$58.24	\$58.24
10/12/18	484198	AGL GAS _8	Gas Consumption 7/9/18 - 6/12/18	\$58.24	\$116.48
Total Gas Consumption				\$116.48	

General Maintenance

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

19/09/18	464980	PRIORITY PLUS A/H	U18 AH/Callout Site Not Being Able To Access The Building Via Swipe, Coordinated Details Through Security Technician 18/9/18	\$87.00	\$87.00
07/02/19	498139	EASTERN SECURITY PTY LTD	Located Tecom V-8 Panel & Single Door Ras Level 1 Cupboard Right Hand Side Of Electrical, Change Access Control 7/01/19, 1/02/19	\$750.00	\$837.00
12/02/19	499113	RKF PAINTING CONTRACTORS	Re-oil Outdoor Decking 11/02/18	\$3,000.00	\$3,837.00
13/02/19	499321	Christopher Bertinshaw	L9 Reimbursement for Building Tubs for the Shade Sails	\$61.90	\$3,898.90
Total General Maintenance				\$3,898.90	
Hot Water System Maintenance					
26/07/18	451722	DJK PLUMBING PTY LTD	Routine Maintenance To Hot Water Plant 25/07/18	\$665.00	\$665.00
08/11/18	477128	PJ MARTIN PLUMBING	Replace Lower Circulating Pump 8/10/18	\$900.00	\$1,565.00
Total Hot Water System Maintenance				\$1,565.00	
Inspection Fees					
05/02/19	496536	CITY OF SYDNEY COUNCIL	AFSS fire safety Inspection Fees	\$76.00	\$76.00
Total Inspection Fees				\$76.00	
Insurance Claims					
11/02/19	498759	MR WASHER PLUMBING	Hail Damaged Irrigation Piping, Repair Smashed PVC Irrigation Piping 14/1/19	\$1,841.00	\$1,841.00
Total Insurance Claims				\$1,841.00	
Intercom Repairs / Replacement					
04/07/18	447406	ESP SECURITY SYSTEMS	Installed New Proximity Reader In Lift Car 3/07/18	\$410.00	\$410.00
23/07/18	450838	EASTERN SECURITY PTY LTD	Callout Due To Lift Reader Not Working 5/06/18, 88/08/18	\$375.00	\$785.00
31/08/18	460980	ESP SECURITY SYSTEMS	Install 13 Proximity Fobs 30/8/18	\$341.00	\$1,126.00
Total Intercom Repairs / Replacement				\$1,126.00	
Land Titles & By-Law Registration					
01/08/18	453583	Netstrata	2018 AGM By-Laws x 4	\$2,227.27	\$2,227.27
17/12/18	486174	NSW LANDS DEPT- LRS	Land Titles & By-Law Registration 18, 19, 20, 21	\$128.73	\$2,356.00
Total Land Titles & By-Law Registration				\$2,356.00	
Legislative Compliance					
01/08/18	453583	Netstrata	Pre-AGM Survey & Preparation	\$465.45	\$465.45
Total Legislative Compliance				\$465.45	
Lift Maintenance					
24/07/18	451189	LIFTRONIC PTY LIMITED	Lift Maintenance 1/07/18 - 30/09/18	\$1,200.00	\$1,200.00
27/08/18	459709	SAFEWORK NSW	Renewal of Plant Item Registration 2018	\$65.00	\$1,265.00

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

19/10/18	471306	LIFTRONIC PTY LIMITED	Lift Maintenance 1/10/18 - 31/12/18	\$1,200.00	\$2,465.00
20/11/18	479656	LIFTRONIC PTY LIMITED	Replace PDO Fault, DC, DO & Common Flexes 2/11/18	\$1,850.00	\$4,315.00
15/01/19	491339	LIFTRONIC PTY LIMITED	Lift Maintenance 1/01/19 - 31/03/19	\$1,200.00	\$5,515.00
Total Lift Maintenance				\$5,515.00	

Lift Phone & Phone Charges

05/07/18	447225	VONEX	Lift Phone & Phone Charges 19/6/18 - 18/7/18	\$60.20	\$60.20
01/08/18	453583	Netstrata	Phone Charges 1/05/18 to 31/07/18*	\$29.13	\$89.33
06/08/18	455326	VONEX	Lift Phone & Phone Charges 19/07/18 - 18/08/18	\$60.60	\$149.93
05/09/18	461953	VONEX	Lift Phone & Phone Charges 19/8/18 - 18/9/18	\$60.10	\$210.03
05/10/18	468231	VONEX	Lift Phone & Phone Charges 19/9/18 - 18/10/18	\$60.00	\$270.03
01/11/18	474409	Netstrata	Phone Charges 1/08/18 to 31/10/18	\$13.92	\$283.95
06/11/18	476049	VONEX	Lift Phone & Phone Charges 19/10/18 - 18/11/18	\$60.00	\$343.95
06/12/18	483449	VONEX	Lift Phone & Phone Charges 19/11/18 - 18/12/18	\$60.60	\$404.55
07/01/19	489171	VONEX	Lift Phone & Phone Charges 19/12/18 - 18/1/19	\$60.00	\$464.55
01/02/19	494972	Netstrata	Phone Charges 1/11/2018 to 31/01/2019*	\$30.14	\$494.69
06/02/19	497831	VONEX	Lift Phone & Phone Charges 19/1/19 - 18/2/19	\$60.00	\$554.69
Total Lift Phone & Phone Charges				\$554.69	

Light Globes

05/07/18	447418	HEAVYWEIGHT CLEANING SERVICES	Supply 1 Globe May 2018	\$16.00	\$16.00
05/12/18	483471	HEAVYWEIGHT CLEANING SERVICES	Replace 3 Saver Globes & 1 Exit Globe October 2018	\$56.00	\$72.00
Total Light Globes				\$72.00	

Locks & Doors

18/09/18	465076	BELLS LOCKSMITHS	Level 1-6 Install 19 Security Keys 14/9/18	\$310.45	\$310.45
25/10/18	472403	BRITLOCK LOCKSMITHS	Install New Door Closer & Test Door 24/10/18	\$516.15	\$826.60
30/11/18	482282	ASSA ABLOY ENTRANCE SYSTEMS AUSTRALIA PTY LTD	Preventative Maintenance Service Of 1 Automatic Door Operators 29/11/18	\$120.00	\$946.60
13/12/18	485672	PRIORITY PLUS A/H	U11 A/Hours Callout Front Door Being Loose Organised A Technician To Attend Site & Investigate The Issue 23/11/18	\$87.00	\$1,033.60
21/12/18	487480	DS LOCKS PTY LTD	U11 Install New DDoor Closer To Entry Door 20/12/18	\$230.00	\$1,263.60
Total Locks & Doors				\$1,263.60	

Management Services

01/08/18	453583	Netstrata	Management Services 1/08/18 to 31/10/18	\$2,724.03	\$2,724.03
01/11/18	474409	Netstrata	Management Services 1/11/18 to 31/01/19	\$2,724.03	\$5,448.06
01/02/19	494972	Netstrata	Management Services 1/02/19 to 30/04/19	\$2,724.03	\$8,172.09
Total Management Services				\$8,172.09	

Pest Control - General

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

01/02/19	496136	BUGS-BE-GONE PEST CONTROL PTY LTD	Pest Control 30/01/19	\$260.00	\$260.00
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Total Pest Control - General \$260.00

Plumbing - General

07/01/19	489417	PRIORITY PLUS	Reinstate Automatic Door 6/01/19	\$385.00	\$385.00
29/01/19	493742	DJK PLUMBING PTY LTD	Quarterly Service Gas Tanks 25/1/19	\$360.00	\$745.00
11/02/19	498706	MR WASHER PLUMBING	Installed 4 New Pressure Switches & Recharged Vessel 10/1/19	\$1,375.00	\$2,120.00

Total Plumbing - General \$2,120.00

Pool Service

01/08/18	454427	PURE POOL SERVICES AND MAINTENANCE	Pool Service & Chemicals July 2018	\$600.00	\$600.00
03/09/18	461501	PURE POOL SERVICES AND MAINTENANCE	Weekly Pool & Spa Service August 2018	\$480.00	\$1,080.00
28/09/18	466745	PURE POOL SERVICES AND MAINTENANCE	Pool Service 27/9/18	\$528.00	\$1,608.00
31/10/18	473762	PURE POOL SERVICES AND MAINTENANCE	Pool Service October 2018	\$600.00	\$2,208.00
27/11/18	480720	PURE POOL SERVICES AND MAINTENANCE	Pool Service- November 2018	\$480.00	\$2,688.00
02/01/19	487700	PURE POOL SERVICES AND MAINTENANCE	Pool Service - December 2018	\$480.00	\$3,168.00
01/02/19	496280	PURE POOL SERVICES AND MAINTENANCE	Pool Service & Chemicals January 2019	\$640.91	\$3,808.91
14/02/19	499574	PURE POOL SERVICES AND MAINTENANCE	Pool Service, Chemicals & Parts -13/02/19	\$399.09	\$4,208.00

Total Pool Service \$4,208.00

Printing, Postage & Stationery

01/08/18	453583	Netstrata	Printing & Stationery 1/05/18 to 31/07/18*	\$275.77	\$275.77
01/11/18	474409	Netstrata	Printing & Postage 1/08/18 to 31/10/18*	\$604.17	\$879.94
01/02/19	494972	Netstrata	Printing & Postage 1/11/18 to 31/01/19*	\$346.00	\$1,225.94

Total Printing, Postage & Stationery \$1,225.94

Strata Administration

01/11/18	474409	Netstrata	Strata Administration Fee	\$411.65	\$411.65
01/02/19	494972	Netstrata	AFSS	\$3.50	\$415.15

Total Strata Administration \$415.15

Waste Removal

02/10/18	467677	HEAVYWEIGHT CLEANING SERVICES	Bin Service August 2018	\$33.00	\$33.00
06/12/18	484343	HEAVYWEIGHT CLEANING SERVICES	Routine Waste / Bin Collection November 2018	\$69.00	\$102.00
07/01/19	489473	BE CLEANED GROUP	Waste Removal 28/11/18	\$420.00	\$522.00

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

Total Waste Removal **\$522.00**

Water Consumption

13/07/18	449167	SYDNEY WATER	Water Consumption 17/4/18 - 12/7/18	\$1,800.08	\$1,800.08
18/10/18	471081	SYDNEY WATER	Water Consumption 12/7/18 - 17/10/18	\$2,119.52	\$3,919.60
30/01/19	493802	SYDNEY WATER	Water Consumption 17/10/18 - 15/01/19	\$2,036.32	\$5,955.92
Total Water Consumption				\$5,955.92	

Total Administrative Expenses **\$73,695.46**

CAPITAL WORKS FUND OTHER INCOME

Date	Ref.	Payee	Details	Amt.	Bal.
Interest On Levy Arrears					
31/07/18	lot 4		lot 4-BPay Payment: DEFT Bpay 0000007461	\$5.65	\$5.65
29/10/18	lot 2		lot 2-BPay Payment: DEFT Bpay 0000007459	\$5.79	\$11.44
19/11/18	lot 7		lot 7-BPay Payment: DEFT Bpay 0000007464	\$19.06	\$30.50
19/11/18	lot 7		lot 7-BPay Payment: DEFT Bpay 0000007464	\$7.80	\$38.30
21/11/18	lot 17		lot 17-Credit Card - CCD: DEFT CCd MC 0000	\$7.92	\$46.22
21/11/18	lot 17		lot 17-Credit Card - CCD: DEFT CCd MC 0000	\$20.07	\$66.29
14/12/18	lot 27		lot 27-BPay Payment: DEFT Bpay 0000007484	\$9.38	\$75.67
26/02/19	lot 12		lot 12-BPay Payment: DEFT Bpay 0000007469	\$7.97	\$83.64
Total Interest On Levy Arrears				\$83.64	
Total Capital Works Other Income				\$83.64	

CAPITAL WORKS FUND EXPENSES

Date	Ref.	Payee	Details	Amt.	Bal.
Capital Works Fund Maintenance					
28/08/18	459993	JUST POOL GROUP	Pressure Testing of the Spa Components. Failed and Needs to be replaced. 14/8/18	\$890.91	\$890.91
11/10/18	470177	ASSA ABLOY ENTRANCE SYSTEMS AUSTRALIA PTY LTD	Final Payment for replacement of Sliding Door to Entrance of Complex.15/07/18	\$3,862.50	\$4,753.41
30/01/19	494205	RYAN LETTERBOXES PTY LTD	Installation Of Front Open P/Coat 29/1/19	\$3,250.00	\$8,003.41
Total Capital Works Fund Maintenance				\$8,003.41	

Pool Service

24/08/18	459648	JUST POOL GROUP	Deposit For Spa Work, Supply & Install New Turbotemp Gas Heater 23/8/18	\$6,960.00	\$6,960.00
24/10/18	472065	JUST POOL GROUP	Install New Gas Heater 23/10/18	\$7,100.00	\$14,060.00
29/01/19	494251	JUST POOL GROUP	Install New Gas Heater and remainder of payment due for rectificaion of Spa. 18/01/19	\$13,780.00	\$27,840.00
Total Pool Service				\$27,840.00	

Strata Plan 68199**74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY**

Roofing & Gutters

06/08/18	454902	SYDNEY SHADE SAILS (NSW) PTY LTD	Deposit to Supply & Install Shade Sail & Steel Work 3/8/18	\$4,415.00	\$4,415.00
Total Roofing & Gutters				\$4,415.00	
Total Capital Works Expenses				\$40,258.41	

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

Lot	Unit	Owners	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid	
1	1	Amanda Tabberer	258	0.00	2,606.70	1,170.75	0.00	43.00	3,820.45	0.00	3,820.45	0.00	0.00	
2	2	Jasmin Bagga	285	0.00	2,879.40	1,293.15	0.00	22.50	4,195.05	0.00	4,195.05	0.00	18.68	
3	3	Benjamin Mar	285	0.00	2,879.40	1,293.15	0.00	0.00	4,172.55	0.00	2,530.35	1,642.20	0.00	
4	4	Trevor Crossman & Thomas Brand	284	1,531.85	2,869.35	1,288.65	0.00	111.45	5,801.30	0.00	5,801.30	0.00	18.20	
5	5	Joshua Gonski & Laura Jacobs	258	0.00	2,606.70	1,170.75	0.00	0.00	3,777.45	0.00	3,777.45	0.00	0.00	
6	6	Sharryn-Leah Millican	211	0.00	2,131.80	957.45	0.00	43.00	3,132.25	0.00	3,132.25	0.00	0.00	
7	7	David Kalmar & Monica Kalmar	269	1,331.78	2,717.85	1,220.55	0.00	0.00	5,270.18	0.00	3,952.35	1,317.83	86.58	
8	8	Bartan Investments Pty Ltd	295	0.00	2,980.50	1,338.60	0.00	0.00	4,319.10	0.00	4,319.10	0.00	0.00	
9	9	Christopher Bertinshaw & Margaret McNeill	302	0.00	3,051.15	1,370.40	0.00	0.00	4,421.55	0.00	4,421.55	0.00	0.00	
10	10	Jacqui Cullen	297	0.00	3,000.75	1,347.60	0.00	85.00	4,433.35	0.00	4,433.35	0.00	0.00	
11	11	Gregory Summers	269	0.00	2,717.85	1,220.55	0.00	0.00	3,938.40	0.00	3,938.40	0.00	0.00	
12	12	Robert & Linda Boss	221	0.00	2,232.90	1,002.75	0.00	0.00	3,235.65	0.00	3,228.26	7.39	25.71	
13	13	Christine Hayward	280	0.00	2,829.00	1,270.50	0.00	0.00	4,099.50	0.00	4,099.50	0.00	0.00	
14	14	Amanda Willoughby	306	0.00	3,091.65	1,388.55	0.00	0.00	4,480.20	0.00	4,480.20	0.00	0.00	
15	15	Eugene Chan	312	0.00	3,152.25	1,415.70	0.00	0.00	4,567.95	0.00	4,567.95	0.00	0.00	
16	16	Nicholas John Thomson	312	0.00	3,152.25	1,415.70	0.00	0.00	4,567.95	0.00	4,567.95	0.00	0.00	
17	17	Christopher Finn	280	1,419.51	2,828.85	1,270.50	0.00	22.50	5,541.36	0.00	2,776.14	2,765.22	91.65	
18	18	Colette Vivant & Emmanue Vivant	306	0.00	3,091.50	1,388.55	0.00	58.00	4,538.05	0.00	4,538.05	0.00	0.00	
19	19	Angela Sammons	338	1,854.72	3,414.90	1,533.75	0.00	0.00	6,803.37	0.00	6,803.37	0.00	0.00	
20	20	Jacqueline Versic & Steghard Ferstl	338	0.00	3,414.90	1,533.75	0.00	0.00	4,948.65	0.00	4,948.65	0.00	0.00	
21	21	Sarah Louise Young	337	0.00	3,404.85	1,529.10	0.00	0.00	4,933.95	0.00	4,933.95	0.00	0.00	
22	22	Fane & Jade Levy	311	3.32	3,142.05	1,411.20	0.00	0.00	4,556.57	0.00	4,556.57	0.00	0.00	
23	23	Sharon Hurwitz	327	0.00	3,303.75	1,483.80	0.00	0.00	4,787.55	0.00	4,787.55	0.00	0.00	
24	24	Warren Ginsberg	364	0.00	3,677.55	1,651.65	0.00	0.00	5,329.20	0.00	5,329.20	0.00	0.00	
25	25	Tony Sarkis	364	0.00	3,677.55	1,651.65	0.00	0.00	5,329.20	0.00	5,329.20	0.00	0.00	
26	26	Aziz Dean & Leonie Burgess	365	1,778.55 cr	3,687.75	1,656.15	0.00	0.00	3,565.35	0.00	3,565.35	0.00	0.00	
27	27	Kellie Gail Tomney	338	0.00	3,414.90	1,533.75	0.00	22.50	4,971.15	0.00	3,321.60	1,649.55	30.27	
28	28	Andree & Victor Mocsari	343	0.00	3,465.45	1,556.40	0.00	0.00	5,021.85	0.00	5,021.85	0.00	0.00	
29	29	Michelle Bentley	385	0.00	3,889.80	1,746.90	0.00	93.00	5,729.70	0.00	5,729.70	0.00	0.00	
30	30	Julian Kezelman	402	1,959.93	4,061.55	1,824.15	0.00	93.00	7,938.63	0.00	5,883.73	2,054.90	0.00	
31	31	Anthony & Kathryn Thompson	398	0.00	4,021.05	1,806.00	0.00	0.00	5,827.05	0.00	5,827.05	0.00	0.00	
32	32	Scott Gerald Russell	360	0.00	3,637.20	1,633.50	0.00	0.00	5,270.70	0.00	5,270.70	0.00	0.00	
				10000	6,322.56	101,033.10	45,375.60	0.00	593.95	153,325.21	0.00	143,888.12	9,437.09	271.09

	Admin	Capital Works	Total
Levies in Arrears	6,359.30	3,077.79	9,437.09
Levies Paid In Advance	0.00	0.00	0.00

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

S/Plan 68199
Building Address 74-76 MCLACHLAN AVENUE
Suburb RUSHCUTTERS BAY

Units 32 **Lots** 32
State NSW **Post Code** 2011
ABN 75303368220
GST Yes
Manager Micah Dodson

Original Proprietor:
Address:
Registered: 17/07/02

1st Levy Due: 10/09/18

AGM Date: 30/08/19

2nd Levy Due: 01/12/18

Revaluation Date: 01/02/19

3rd Levy Due: 01/03/19

Services Date:
4th Levy Due: 01/06/19

Financial Year: 01/07/18 - 30/06/19

Unit of Entitlement Breakdown by Lot

Lot	Unit	Name	Entitlement Units
1	1	Amanda Tabberer	258
2	2	Jasmin Bagga	285
3	3	Benjamin Mar	285
4	4	Trevor Crossman & Thomas Brand	284
5	5	Joshua Gonski & Laura Jacobs	258
6	6	Sharryn-Leah Millican	211
7	7	David Kalmar & Monica Kalmar	269
8	8	Bartan Investments Pty Ltd	295
9	9	Christopher Bertinshaw & Margaret McNeill	302
10	10	Jacqui Cullen	297
11	11	Gregory Summers	269
12	12	Robert & Linda Boss	221
13	13	Christine Hayward	280
14	14	Amanda Willoughby	306
15	15	Eugene Kin Keung Chan	312
16	16	Nicholas John Thomson	312
17	17	Christopher Finn	280
18	18	Colette Vivant & Emmanue Vivan	306
19	19	Angela Sammons	338

Strata Plan 68199
74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

S/Plan 68199
Building Address 74-76 MCLACHLAN AVENUE
Suburb RUSHCUTTERS BAY

Units 32 **Lots** 32
State NSW **Post Code** 2011
ABN 75303368220
GST Yes
Manager Micah Dodson

Unit of Entitlement Breakdown by Lot

Lot	Unit	Name	Entitlement Units
20	20	Jacqueline Versic & Sieghard Ferstl	338
21	21	Sarah Louise Young	337
22	22	Fane & Jade Levy	311
23	23	Sharon Reeve Hurwitz	327
24	24	Warren Ginsberg	364
25	25	Tony Sarkis	364
26	26	Aziz Dean & Leonie Burgess	365
27	27	Kellie Gail Tomney	338
28	28	Andree & Victor Mocsari	343
29	29	Michelle Bentley	385
30	30	Julian Kezelman	402
31	31	Anthony & Kathryn Thompson	398
32	32	Scott Gerald Russell	360
Aggregate Unit Entitlement			10000
Building Aggregate			10000

Strata Plan 68199**74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY**

S/Plan 68199
Building Address 74-76 MCLACHLAN AVENUE
Suburb RUSHCUTTERS BAY

Units 32 **Lots** 32
State NSW **Post Code** 2011
ABN 75303368220
GST Yes
Manager Micah Dodson

Lot: 16 **Unit:** 16

Date of Dealing:

Unit Entitlement: 312 / 10000

Owner Name: Nicholas John Thomson

Levy Address: 16/74-76 McLachlan Avenue
DARLINGHURST NSW 2010

Notice Address: 16/74-76 McLachlan Avenue
DARLINGHURST NSW 2010

Postal Address: 16/74-76 McLachlan Avenue
DARLINGHURST NSW 2010

Tenant Name:

Managing Agent:

Agent Address:

Owner History

14/06/11 Owner - Investor Summer Antico
04/09/13 Owner - Occupier Nicholas John Thomson

Proposed Budget

 **metstrata**
 Tel: 1300 METSTRATA P.O. Box 285
 Fax: 1300 844 402 HURSTVILLE BC 1581

Financial Period
 01/07/2018 - 30/06/2019

Strata Plan 681.99

74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

Administrative Fund

	Proposed Budget 01/07/18 - 30/06/19	Actual 01/07/17 - 30/06/18	Accepted Budget 01/07/17 - 30/06/18	Variance 01/07/17 - 30/06/18
Insurance				
Insurance Premium	\$20,150.00	\$20,108.69	\$18,250.00	(\$1,858.69)
Insurance Claims	\$0.00	\$3,039.55	\$0.00	(\$3,039.55)
Insurance Valuation Report	\$250.00	\$200.00	\$250.00	\$50.00
Lift Repairs				
Lift Maintenance	\$10,750.00	\$10,447.36	\$10,750.00	\$302.64
Pest Control				
Pest Control - General	\$450.00	\$260.00	\$450.00	\$190.00
Plumbing				
Plumbing - General	\$1,500.00	\$8,563.73	\$1,500.00	(\$7,063.73)
Hot Water System Maintenance	\$2,200.00	\$396.00	\$2,200.00	\$1,804.00
Detention Pit & Pump Maintenance	\$400.00	\$0.00	\$400.00	\$400.00
Pool Area, Gym & General Amenities				
Contract				
Pool Service	\$5,600.00	\$12,424.27	\$5,600.00	(\$6,824.27)
Rubbish Removal				
Waste Removal	\$300.00	\$450.00	\$300.00	(\$150.00)
Security & Intercom				
Intercom Repairs / Replacement	\$1,100.00	\$469.00	\$1,100.00	\$631.00
Security Services	\$0.00	\$390.00	\$0.00	(\$390.00)
Strata/Building Administration				
Debt Collection Fees	\$0.00	\$406.01	\$0.00	(\$406.01)
Inspection Fees	\$0.00	\$67.27	\$0.00	(\$67.27)
Land Titles & By-Law Registration	\$1,250.00	\$1,009.82	\$950.00	(\$59.82)
Management Services	\$10,897.00	\$10,377.28	\$10,377.27	(\$0.01)
Printing, Postage & Stationery	\$1,750.00	\$1,579.11	\$2,150.00	\$570.89
Strata Administration	\$480.00	\$419.20	\$750.00	\$330.80
Legislative Compliance	\$490.00	\$465.45	\$0.00	(\$465.45)
Telephone				
Lift Phone & Phone Charges	\$2,100.00	\$794.35	\$2,100.00	\$1,305.65
Water				
Water Consumption	\$8,200.00	\$8,148.56	\$11,200.00	\$3,051.44
Total Expenses	\$123,214.27	\$139,101.99	\$123,214.27	
GST	\$11,495.73		\$11,195.73	
Surplus / Deficit	\$0.00	(\$13,442.93)	\$0.00	

Report Date: 17th July 2018



Tel: 1300 NETSTRATA
Fax: 1300 644 402

P.O. Box 285
HURSTVILLE BC 1481

Proposed Budget

Financial Period
01/07/2018 - 30/06/2019

Strata Plan 68199

74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

Administrative Fund

	Proposed Budget 01/07/18 - 30/06/19	Actual 01/07/17 - 30/06/18	Accepted Budget 01/07/17 - 30/06/18	Variance 01/07/17 - 30/06/18
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	\$0.00	(\$56.73)	\$0.00	\$56.73
Debt Collection Recoveries	\$0.00	\$406.01	\$0.00	(\$406.01)
Expenses Recoveries				
Owner Expense Recoveries	\$0.00	\$218.18	\$0.00	(\$218.18)
Expense Recoveries (GST)	\$0.00	\$1,334.55	\$0.00	(\$1,334.55)
Expense Recoveries	\$0.00	\$304.00	\$0.00	(\$304.00)
Insurance Claim Income				
Insurance Claim Income	\$0.00	\$780.00	\$0.00	(\$780.00)
Interest				
Interest On Levy Arrears	\$0.00	\$394.16	\$0.00	(\$394.16)
Interest On Levy Arrears (Rooftop Waterproofing Fund)	\$0.00	\$23.21	\$0.00	(\$23.21)
Levy Income				
Levy Income	\$0.00	\$65.04	\$0.00	(\$65.04)
Contributions - General	\$123,214.27	\$122,190.64	\$123,214.27	\$1,023.63
Total Income	\$123,214.27	\$125,659.06	\$123,214.27	
Expenses				
Accounting, Taxation & Banking				
Bank Fees	\$57.00	\$50.50	\$57.00	\$6.50
DEFT Process Fees	\$100.00	\$86.19	\$100.00	\$13.81
Audit Report	\$650.00	\$1,400.00	\$330.00	(\$1,070.00)
BAS & Tax Administration	\$1,700.00	\$1,697.40	\$1,700.00	\$2.60
Building General				
General Maintenance	\$2,040.27	\$1,264.63	\$1,600.00	\$335.37
Garage Security Gate / Shutter	\$950.00	\$1,713.09	\$950.00	(\$763.09)
Locks & Doors	\$1,600.00	\$1,593.30	\$1,100.00	(\$493.30)
Cleaning				
Cleaning - General	\$22,900.00	\$22,191.85	\$22,500.00	\$308.15
Electrical				
Electrical Repairs	\$2,200.00	\$4,200.50	\$850.00	(\$3,350.50)
Light Globes	\$350.00	\$244.00	\$1,200.00	\$956.00
Electricity				
Electricity Consumption	\$8,150.00	\$8,885.53	\$9,500.00	\$614.47
Fire Control				
Fire Services	\$7,450.00	\$6,851.53	\$7,800.00	\$948.47
Garden & Grounds				
Gardening	\$2,800.00	\$4,531.38	\$3,200.00	(\$1,331.38)
Gas				
Gas Consumption	\$4,400.00	\$4,376.44	\$4,000.00	(\$376.44)

Report Date: 17th July 2018



Tel: 1300 NETSTRATA
Fax: 1300 644 402

P.O. Box 265
HURSTVILLE BC 1431

Proposed Budget

Financial Period
01/07/2018 - 30/06/2019

Strata Plan 68199

74-76 MCLACHLAN AVENUE RUSHCUTTERS BAY

Capital Works Fund

	Proposed Budget 01/07/18 - 30/06/19	Actual 01/07/17 - 30/06/18	Accepted Budget 01/07/17 - 30/06/18	Variance 01/07/17 - 30/06/18
Income				
Interest				
Interest On Levy Arrears	\$0.00	\$177.55	\$0.00	(\$177.55)
Levy Income				
Contributions - Capital Works Fund	\$55,000.00	\$55,000.56	\$55,000.00	(\$0.56)
Total Income	\$55,000.00	\$55,178.11	\$55,000.00	
Expenses				
Building General				
General Maintenance	\$0.00	\$13,681.50	\$10,000.00	(\$3,681.50)
Capital Works Fund Maintenance	\$21,170.00	\$55,205.00	\$45,000.00	(\$10,205.00)
Building Repairs	\$0.00	\$14,600.00	\$0.00	(\$14,600.00)
Plumbing				
Roofing & Gutters	\$8,830.00	\$0.00	\$0.00	\$0.00
Pool Area, Gym & General Amenities				
Contract				
Pool Service	\$25,000.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$55,000.00	\$83,486.50	\$55,000.00	
GST	\$5,500.00		\$5,500.00	
Surplus / Deficit	\$0.00	(\$28,308.39)	\$0.00	

Building Details & Report Inputs

Supplied information

Building Name	Highbelle
Building Address	74-76 McLachlan Avenue Rushcutters Bay NSW 2011
Strata Plan	68199
Registered Plan Date/Year of Construction	2002
Number of Unit Entitlements	10000
Number of Units	32
Estimated Starting Sinking Fund Balance	\$19,334
Starting date of Financial Year for Report	1/07/2014
GST Status	Not Registered for GST
Current Sinking Fund Levy per Lot Entitlement	\$2.53

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on sinking fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the forecast looks out.	15 years

15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Unit Entitlement	Quarterly Contribution
1	30/06/2015	25,300.00	2.53	0.63
2	30/06/2016	35,420.00	3.54	0.89
3	30/06/2017	36,518.02	3.65	0.91
4	30/06/2018	37,650.08	3.77	0.94
5	30/06/2019	38,817.23	3.88	0.97
6	30/06/2020	40,020.56	4.00	1.00
7	30/06/2021	41,261.20	4.13	1.03
8	30/06/2022	49,513.44	4.95	1.24
9	30/06/2023	61,048.36	5.10	1.28
10	30/06/2024	62,630.86	5.26	1.32
11	30/06/2025	54,262.42	5.43	1.36
12	30/06/2026	55,944.56	5.59	1.40
13	30/06/2027	57,678.84	5.77	1.44
14	30/06/2028	59,466.88	5.95	1.49
15	30/06/2029	61,310.35	6.13	1.53

15 Year Cash Flow Tracking Sheet

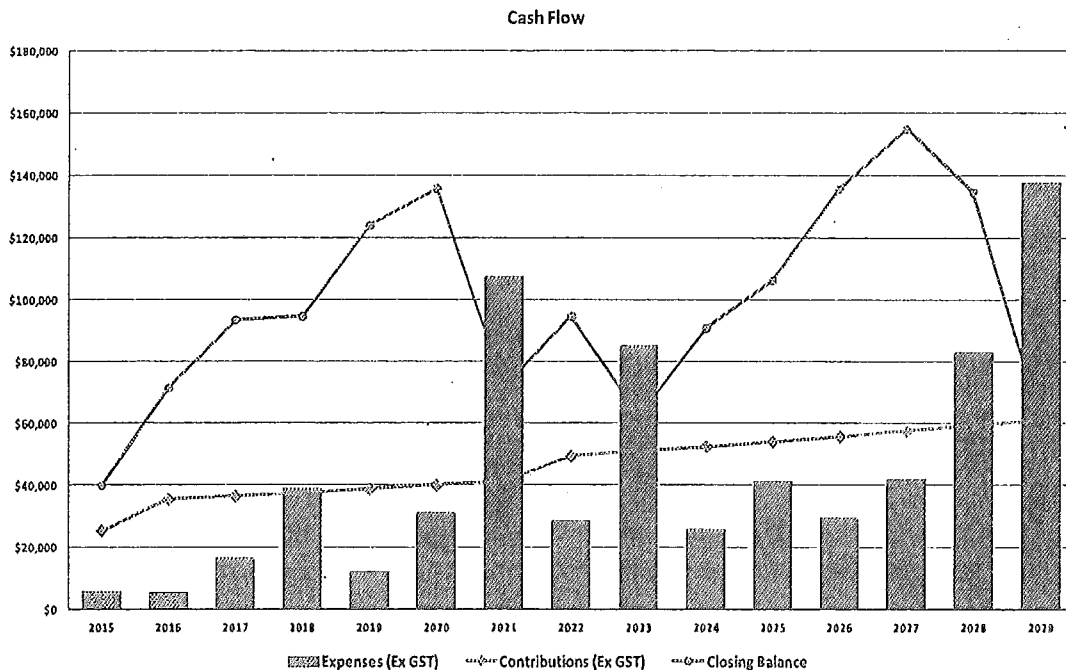
The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:
Opening Balance + Total Levy Contributions + Interest - Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/06/2015	19,334.00	25,300.00	688.33	5,387.00	39,935.33
2	30/06/2016	39,935.33	35,420.00	1,294.45	5,125.00	71,524.78
3	30/06/2017	71,524.78	36,518.02	1,917.88	16,344.00	93,616.68
4	30/06/2018	93,616.68	37,650.08	2,187.23	38,736.00	94,717.99
5	30/06/2019	94,717.99	38,817.23	2,541.22	11,979.00	124,097.44
6	30/06/2020	124,097.44	40,020.56	3,018.62	31,312.00	135,824.62
7	30/06/2021	135,824.62	41,261.20	2,412.23	107,614.00	71,884.05
8	30/06/2022	71,884.05	49,513.44	1,936.52	28,471.00	94,863.01
9	30/06/2023	94,863.01	51,048.36	1,828.36	85,169.00	62,570.73
10	30/06/2024	62,570.73	52,630.86	1,783.94	25,948.00	91,037.53
11	30/06/2025	91,037.53	54,262.42	2,292.32	41,246.00	106,346.27
12	30/06/2026	106,346.27	55,944.56	2,811.34	29,374.00	135,728.17
13	30/06/2027	135,728.17	57,678.84	3,375.80	41,833.00	154,949.81
14	30/06/2028	154,949.81	59,466.88	3,363.47	83,114.00	134,666.16
15	30/06/2029	134,666.16	61,310.35	2,266.35	137,762.00	60,480.86

Please note that all figures in this table are exclusive of GST

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the sinking fund and the likely 'Expenses' for each year of this forecast. The three lines in the graph are:
 Contributions line - Total sinking fund contributions per year.
 Closing balance line - Balance in the sinking fund at the end of the year after all income and expenses.
 Closing balance line - Shows the amount left in the sinking fund bank account at the end of the year after all anticipated expenses have been allowed for.





Strata Unit Underwriting Agency Pty Ltd
 T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFS License No. 2461
 5/263 Alfred Street North Sydney NSW 20
 info@suu.com.au | www.suu.com.au | T 1300 668 066 | F 1300 668 11

CERTIFICATE OF CURRENCY

To Whom It May Concern

Date: 24.05.18
 Policy No.: 06S2804391
 Type of Insurance: Residential Strata Insurance
 Period Of Insurance: 31.05.2018 to 31.05.2019

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

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

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

Insured :	Strata Plan No: 68199	
Situation :	74-76 McLachlan Avenue Rushcutters Bay NSW 2011	
Section 1 :	Building including common contents	\$ 16,640,000
	Loss of Rent/Temporary Accommodation (15%)	\$ 2,496,000
	Catastrophe or Emergency (15%)	\$ 2,496,000
	Additional Loss of Rent	\$ Not Insured
	Additional Catastrophe	\$ Not Insured
	Floating Floors	\$ Not Insured
Section 2 :	Glass	\$ Included
Section 3 :	Theft	\$ Included
Section 4 :	Liability	\$ 20,000,000
Section 5 :	Fidelity Guarantee	\$ 100,000
Section 6 :	Office Bearers Liability	\$ 1,000,000
Section 7 :	Voluntary Workers (Weekly/ Capital Benefit)	\$2000/200,000
Section 8 :	Government Audit Costs	\$ 25,000
Section 9 :	Legal Expenses	\$ 50,000
Section 10:	Workplace, Health & Safety Breaches	\$ 100,000
Section 11:	Machinery Breakdown	\$ Not Insured
Section 12:	Lot Owners Improvements (Per Lot)	\$ 250,000
Section 13:	Workers Compensation	Not Insured
Excesses :		
Section 1	\$ 2,000	bursting, leaking, discharging or overflowing of pipes and/or apparatus and any resultant damage
Section 1	\$ 2,000	all water damage claims
Section 1	\$ 500	all other claims + as per policy wording
Section 2	\$ 500	all claims
Section 3	\$ 500	all claims



Strata Unit Underwriting Agency Pty Ltd
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFS License No. 246719
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CERTIFICATE OF CURRENCY

Strata Plan 68199
(SUU NSW SF509 0118692/010)

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

Special Terms/ Conditions:

1. Swimming Pools
~~~~~

It is important that you ensure compliance with local council regulations and applicable Australian Standards in respect of your swimming pool(s) and associated equipment.

Appropriate signage should clearly be displayed to indicate (as a minimum):-

- a) The pool operating hours
- b) No diving or running allowed
- c) Use of glassware is banned within the pool area
- d) Depth indicators
- e) Children must be accompanied by adults at all times
- f) Resuscitation instructions



## Highbelle Strata Committee 2019

SP 68199 74 – 76 McLachlan Ave, Rushcutters bay

Minutes Meeting 1 held 11<sup>th</sup> February 2019

Present: Chris Bertinshaw (CB)  
Gregory Summers (GS)

Apology: Sarah Young (SY)  
David Eggert (DE)

In attendance: Micah Dodson - Netstrata

The meeting was declared open at 7: 00 pm.

CB reminded committee members of their fiduciary duties in making decisions at the Executive Committee meetings, namely to:

- Act in good faith in the best interests of the body corporate, in particular, avoiding conflicts of interest, and
- Act with due care and diligence.

Those present committed to making decisions in the best interests of all owners and occupiers.

### 1. Meeting Minutes.

It was AGREED that as this is the first meeting of the 2019 committee there are no minutes to approve.

### 2. Matters Discussed:

The following matters were discussed:

- The slab movement and wall adjoining building site.

Micah reported that he is in touch with the builder on these issues and will follow up. The committee decided that the wall should be rendered and painted as that was the finish of the previous wall removed by the builder.

- The rooftop works

CB reported that broken furniture had been thrown out and the committee decided that no new furniture will be purchased.

Micah reported that the deck had been finished. GS questioned the quality of the work and Micah will investigate.

CB reported on the neighbour's request for lights to go off earlier. It was decided to see if lower wattage bulbs can be installed in the fittings.

Micah reported that the spa had been completed. GS questioned if it was leaking. Micah to investigate.

Repair to the membrane will be done once the spa is complete.

- Front door

CB reported that the swipe system has been corrected and repaired. Micah reported that Assa Abloy will be on site on Thursday to complete the work and the door should then work.

- Replacement of bollards – postponed until later in the year.
- Pool spa maintenance

The committee agreed last June to change contractor to Just Pool Group. It was agreed to proceed with them now.

- Foyer redecorating

The new letterboxes have been well received. Some rectification work will be carried out around the new door before the foyer will be painted. It was agreed that it should have dark grey skirting boards and light white walls.

- Garden and trees.

The committee discussed the problems with the weed trees in the garden. It was decided that Micah should recontact Council to see if they can be removed in a cost-effective way.

- Keys and building access

The committee discussed the problems with various common property keys being in the hands of unauthorised people. It was decided that Micah should have another go at retrieving the keys.

- Shade Sail

CB reported that the installation is progressing. A planter pot has to be moved from the north west corner to allow access to install the last post, then the sail will be attached.

It was noted that the irrigation pipe will also need to be relocated. Micah to arrange.

- Works done since AGM

- Letterboxes installed
- A pest treatment of common areas was carried out.
- 2 pressure switches on the water pumps were replaced
- A hot water pump was replaced
- Units on level 4 and 6 were reminded to take their rubbish to the garbage room and no leave it in the recycling room.

### **3. Other Business**

- CB asked Micah to contact the strata manager of 5 – 11 Boundary St and complain about the cars from the businesses parking on the right of way.
- CB requested permission to install a bee hive in the north eastern corner of the garden. This was granted.

There was no other business.

The meeting closed at 8.08 pm

Signed as a true record:

.....  
Chairman / /2019

**NOTE:** The next meeting will be on 15<sup>th</sup> April 2019.

## Minutes of Annual General Meeting



**Strata Plan:** 68199 - MCLACHLAN AVENUE 74-76, RUSHCUTTERS BAY HIGHBELLE

**Meeting date:** Monday, 30 July 2018

**Commenced:** 06:13 PM

**Apologies:** Nil

**Pre Meeting Voting:** Nil

**Present:** Lot 5, Lot 9, Lot 10, Lot 11, Lot 14, Lot 19, Lot 21, Lot 22, Lot 26

**Proxies:** Chris Bertinshaw Lot 4

### Corporate Authorisation:

**In attendance:** Micah Dodson of Network Strata Services T/A Netstrata

**Quorum:** 10 of 30 lot owners were present, a quorum was formed.

**Chairperson:** Micah Dodson

### Motion 1.

**Confirmation of Previous Minutes** **RESOLVED** that the minutes of the last general meeting be confirmed.

**Vote:** All in favour

### Motion 2.

**The Financial Statements** **RESOLVED** that the Financial Statements as presented be adopted.

**Vote:** All in favour

### Motion 3.

**Appointment of an Auditor** **RESOLVED** that an auditor will be appointed for the coming year.

**Vote:** All in favour

### Motion 4.

**Annual Fire Safety Statement** **RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

It was further resolved that the current fire safety contractor, MPK was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.

**Vote:** All in favour

### Motion 5.

**Building Defects and Rectification** **RESOLVED** that the Owners Corporation confirm the warranties on the rooftop for the waterproofing and tiling work completed by Brae Group.

**Vote:** All in favour

- Motion 6.  
The Strata  
Insurances**      **RESOLVED** that the Owners Corporation's insurances as presented be confirmed.  
**Vote:** All in favour
- Motion 7.  
Pre-Meeting &  
Electronic Voting By  
-law**      **RESOLVED** by Special Resolution, the Owners Corporation to adopt and register the Pre-Meeting and Electronic Voting By-law as presented.  
**Vote:** 100% in favour
- Motion 8.  
Minor Renovations  
By-law**      **RESOLVED** The Owners Corporation SPECIALLY RESOLVES pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law Minor Renovations on the terms set out below or which are attached to the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.  
**Vote:** 100% in favour
- Motion 9.  
Aluminium Cladding  
Inspection**      **RESOLVED** the Owners Corporation give the Strata Committee the authority to undertake the services of a suitably qualified expert to provide a report on the compliance or otherwise of cladding materials installed at the strata scheme.  
**Vote:** All in favour
- Motion 10.  
10 Year Capital  
Works Plan**      **RESOLVED** that the Owners Corporation considered and adopted the plan.  
**Vote:** All in favour
- Motion 11.  
The Proposed  
Budget & Strata  
Levies**      **RESOLVED** that the proposed budget as presented be accepted as Administration fund \$123,214.27 + GST and Capital Works fund \$55,000.00 + GST for the year commencing 1 July 2018 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 10/09/2018, 01/12/2018, 01/03/2019 and 01/06/2019.  
**Vote:** All in favour
- Motion 12.  
Overdue Levies**      **RESOLVED** that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.  
**Vote:** All in favour
- Motion 13.  
Call for Nominations  
to Strata Committee  
and Election**      **RESOLVED** that the following persons were elected to the Strata Committee from the date of this meeting until the next annual general meeting; David Eggert (Lot 10); Chris Bertinshaw (Lot 9); Gregory Summers (Lot 11); Sarah Young (Lot 21).  
**Vote:** All in favour
- Motion 14.  
Restricted Matters**      **RESOLVED** that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.  
**Vote:** All in favour

**Motion 15.  
Strata Managers  
Report**

**RESOLVED** to confirm the Strata Managers report into Training Services and 3rd Party Commissions.  
**Vote:** All in favour

**Motion 16.  
Special By-Law -  
Installation of Sail  
Cloth to Rooftop**

**RESOLVED** by Special Resolution that the Owners Corporation will pass the 'Installation of Sail Cloth' by-law in the following form':

**Special By-Law (Installation of Sail Cloth)**

That the Owners Corporation, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 2015 (NSW) and the other By-Laws applying to the strata scheme (and without limiting the generality thereof) shall have the power and authority to undertake and effect the following:\

(a) To purchase and install a Sail Cloth to the strata scheme including all associated equipment such as Poles, Hooks, Cable and any other equipment at their discretion;

(b) The maintenance, repair, renewal and replacement of the equipment referred to in subclause (a).

**Vote:** 90% in favour, 10% against

**Motion 17.  
Acceptance of Sail  
Cloth Installation  
Quote**

**RESOLVED** that the Owners Corporation will accept the quote presented by Sydney Shade Sails for the price of \$9,713.00 inc GST and that the strata managing agent be appointed to proceed with the installation once the funds have been received.  
**Vote:** 9 in favour, 1 against

**Motion 18.  
Special By-Law -  
Installation of  
Letterboxes**

**RESOLVED** by Special Resolution that the Owners Corporation will pass the 'Installation of Letterboxes' by-law in the following form':

**Special By-Law (Installation of Letterboxes)**

That the Owners Corporation, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 2015 (NSW) and the other By-Laws applying to the strata scheme (and without limiting the generality thereof) shall have the power and authority to undertake and effect the following:

(a) To purchase and install Letterboxes to the strata scheme including the choice of colour and style at their discretion;

(b) The maintenance, repair, renewal and replacement of the equipment referred to in subclause (a).

**Vote:** All in favour

**Closure:** The meeting closed at 07:10 PM



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Micah Dodson  
Chairperson

**Proposed date for next Annual General Meeting:** August 2019

# Minutes of Annual General Meeting



**Strata Plan:** 68199 - MCLACHLAN AVENUE 74-76, RUSHCUTTERS BAY HIGHBELLE  
**Meeting date:** Monday, 28 August 2017  
**Commenced:** 06:14 PM  
**Apologies:** Lot 22  
**Pre Meeting Voting:** Nil  
**Present:** Lot 4, Lot 5, Lot 10, Lot 11, Lot 12, Lot 26, Lot 30  
**Proxies:** Chairperson Lot 1, Chairperson Lot 18, Chris Bertinshaw Lot 19  
**Corporate Authorisation:**  
**In attendance:** Micah Dodson of Network Strata Services T/A Netstrata  
**Quorum:** 10 of 31 lot owners were present, a quorum was formed.  
**Chairperson:** Micah Dodson

**Motion 1.**  
**Confirmation of Previous Minutes** **RESOLVED** that the minutes of the last general meeting be confirmed.  
**Vote:** All in favour

**Motion 2.**  
**The Financial Statements** **RESOLVED** that the Financial Statements as presented be adopted.  
**Vote:** All in favour

**Motion 3.**  
**Appointment of an Auditor** **RESOLVED** that an auditor will be appointed for the coming year.  
**Vote:** All in favour

**Motion 4.**  
**Annual Fire Safety Statement** **RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.  
**Vote:** All in favour

**Motion 5.**  
**The Strata Insurances** **RESOLVED** that the Owners Corporation's insurances as presented be confirmed.  
**Vote:** All in favour

**Motion 6.**  
**Council Clean Up** **RESOLVED** that the Annual Council clean-ups will be undertaken Ad-Hoc due to the allowance to book them in weekly with Sydney Council.  
**Vote:** All in favour

- Motion 7.  
10 Year Capital  
Works Plan**      **RESOLVED** that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.  
**Vote:** All in favour
- Motion 8.  
The Proposed  
Budget & Strata  
Levies**      **RESOLVED** that the proposed budget as presented be accepted as Administration fund \$123,214.27 + GST and Capital Works fund \$55,000.00 + GST for the year commencing 1 July 2017 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 05/10/17, 01/12/17, 01/03/18 and 01/06/18.  
**Vote:** All in favour
- Motion 9.  
Overdue Levies**      **RESOLVED** that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.  
**Vote:** All in favour
- Motion 10.  
Review of Strata By-  
Laws**      **RESOLVED** by Special Resolution that the Owners Corporation shall pass the Smoke Penetration By-law in the following form;
- Smoke Penetration  
(1) An owner or occupier and any invitee of an owner or occupier, must not smoke tobacco or any similar product on the common property.  
(2) An owner or occupier of a lot must ensure that smoke caused by the smoking of tobacco by the owner or occupier, or invitee of the owner or occupier DOES NOT penetrate to the common property or any other lot.  
(3) This By-law does not prevent an owner or occupier of a lot from utilising a BBQ, outdoor stove or similar product for the purpose of cooking on the balcony or courtyard of their lot.
- Vote:** 100% in favour
- Motion 11.  
Hanging Out of  
Washing**      **DEFEATED.** by Special Resolution as more than 25% of the total Unit of Entitlement votes cast at the meeting were against the motion. The Owners Corporation will not repeal and replace the Hanging Out of Washing By-law at this time.  
**Vote:** 100% against
- Motion 12.  
Special By-Law -  
Notice-board**      **RESOLVED** by Special Resolution that the Owners Corporation will pass a new By-Law in the following form:
- Special By-Law (Notice-Board)  
That the Owners Corporation must cause a notice-board to be affixed to some part of the common property.
- Vote:** 100% in favour
- Motion 13.  
Call for Nominations  
to Strata Committee  
and Election**      **RESOLVED** that the following persons were elected to the Strata Committee from the date of this meeting until the next annual general meeting: Christopher bertinshaw (Lot 9); Gregory Summers ( Lot 11); Thomas Brand (Lot 6); David Eggert (Lot 10); Sarah Young (Lot 21).  
**Vote:** All in favour



**Motion 14.**  
**Restricted Matters**

**RESOLVED** that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.  
**Vote:** All in favour

**Motion 15.**  
**Strata Managers Report:**

**RESOLVED** to confirm the Strata Manager's report into Training Services and 3rd Party Commissions.  
**Vote:** All in favour

**Motion 16.**  
**Management Agreement:**

**RESOLVED** to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated 28/08/2017 and that an Instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. **FURTHER RESOLVED** that Greg Summers of lot 1.1 be authorised to sign the agreement on behalf of the Owners Corporation.

**NOTE:**

\* Original copies of the agreement were served on the authorised signatories immediately following the meeting.

\* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 28/08/2020.

**Vote:** All in favour

**Motion 17.**  
**Special By-Law - Installation of Front Sliding Door**

**RESOLVED** by Special Resolution that the Owners Corporation will pass the 'Installation of sliding Front Door' by-law in the following form':

Special By-Law (Installation of Front Sliding Door)

That the Owners Corporation, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 2015 (NSW) and the other By-Laws applying to the strata scheme (and without limiting the generality thereof) shall have the power and authority to undertake and effect the following:

(a) To purchase and install a new front sliding door to the strata scheme including all associated equipment such as Fob access, Gyprock repairs, Door Removal and painting at their discretion;

(b) The maintenance, repair, renewal and replacement of the equipment referred to in subclause (a).

**Vote:** 100% in favour

**Closure:** The meeting closed at 06:46 PM



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Micah Dodson  
Chairperson

**Proposed date for next Annual General Meeting:** August 2018

**General Discussion:**

It was discussed and agreed that the bollards at the strata scheme in the car spaces be replaced as a once off to enhance the look of the strata scheme.

# Minutes of annual general meeting



- Strata Plan:** 68199 at 74-76 MCLACHLAN AVENUE, RUSHCUTTERS BAY NSW 2011.
- Meeting date:** Wednesday, 27<sup>th</sup> August 2016
- Commenced:** 6:10pm
- Apologies:** Nil
- Present:** The owners of Lots 9, 10, 11, 18, 24 and Lot 26 were present at the meeting.
- Proxies:** The owners of Lots 4, 7 and 19 in favour of Chris Bertinshaw (Lot 9)
- Corporate Authorisation:** Nil
- In attendance:** Micah Dodson of Netstrata.
- Quorum:** 9 of 32 lot owners were present in person or represented by proxy, a quorum was formed.
- Chairperson:** Micah Dodson chaired the meeting.
- Motion 1.**  
**Confirmation of Previous Minutes:** **RESOLVED** that the minutes of the last general meeting be confirmed.  
**Vote:** All in Favour
- Motion 2.**  
**Financial Statements:** **RESOLVED** that the financial statement as presented for the period ending 30-JUN be confirmed.  
**Vote:** All in Favour
- Motion 3.**  
**Appointment of Auditor:** **RESOLVED** that the appointment of an auditor be confirmed.  
**Vote:** All in Favour
- Motion 4.**  
**Approved Budget & Strata Levies:** **RESOLVED** that the proposed budget as presented be confirmed as administration fund \$119,614.00 and sinking fund \$45,000.00 for the year commencing 01/07/2016 and that the first contributions become due and payable for both the Administrative and Sinking Fund in quarterly instalments on 01/09/16, 01/12/16, 01/03/17 and 01/06/17.  
**Vote:** All in Favour  
**RESOLVED** the managing agent is directed to serve written notice of such contributions on each owner as required by the Act.  
**Vote:** All in Favour
- Motion 5.**  
**Strata Insurances:** **RESOLVED** that the owners corporation insurances as per the schedule presented be confirmed.  
**Vote:** All in Favour
- Motion 6.**  
**Election of Executive Committee:** **RESOLVED** that the following persons were elected to the executive committee from the date of this meeting until the next annual general meeting:
- |                |        |                  |        |
|----------------|--------|------------------|--------|
| Thomas Brand   | Lot 4  | Chris Bertinshaw | Lot 9  |
| Angela Sammons | Lot 19 | Gregory Summers  | Lot 11 |
| David Eggert   | Lot 10 |                  |        |
- Vote:** All in Favour
- Motion 7.**  
**Restricted Matters:** **RESOLVED** that at this stage there be no changes to the matters that should only be determined by the owners corporation in general meeting.  
**Vote:** All in Favour

**Motion 8.**

**Update Agency**

**Agreement:**

**RESOLVED** to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated 27/07/2016 and that Chris Bertinshaw of lot 9 be authorised to sign the agreement on behalf of the Owners Corporation.

**Vote:** All in Favour

**Note:**

- Original copies of the agreement were served on the authorised signatories immediately following the meeting.

**Motion 9.**

**Special By-Law -**

**Levying of Debt**

**Collection Expenses:**

**RESOLVED** by Special Resolution that the Owners Corporation will pass a By-Law in the following form:

**Special By-Law – Levying of Debt Collection Expenses**

**PART 1 – Preamble**

(i) The intention of this By-law is to provide a mechanism for the Owners Corporation to add any expenses incurred associated with the pursuit of Levy Arrears and/or Debt Recovery Action for outstanding levies onto an owner by adding the charges directly to the lot owners' notice of contributions or 'Levy Notice'.

(ii) The expenses shall include but will not be limited to expenses charged by the Strata Managing Agent, Debt Collection agents or Solicitors engaged by the Owners Corporation or the reasonable expenses of the executive committee that are incurred during the debt recovery process.

(iii) These expenses will include any expenses or levies issued by the Owners Corporation prior to the commencement of this By-law.

**PART 2 – Definitions & Interpretation**

2.1 In this by-law, unless the context otherwise requires or permits:

'Agent' means any person engaged by the Owners Corporation to pursue levy arrears of a lot owner, including but not limited to the Strata Managing Agent, Debt Collection Agents or Solicitors.

'Costs' includes any charge, fee or invoice imposed on the Owners Corporation by an agent engaged by the Owners Corporation or the reasonable expenses of executive committee for the pursuit of levy arrears or debt recovery against a lot owner.

'Levy Payment Notice' means a notice issued by the Owners Corporation to an owner of a lot as notification that a payment for a standard levy, special levy or charge upon the lot is due and payable to the Owners Corporation.

'Lot' means any lot in the strata plan.

'Owner' means the owner/s of the Lot.

'Owners Corporation' means the Owners Corporation created by the registration of strata plan for the scheme

'Owners Corporations Agents' means the Strata Managing Agent, Executive Committee or any contractor, legal counsel, debt recovery agent or other personnel engaged by the Owners Corporation for the pursuit of levy arrears.

'Reasonable expenses of the executive committee' means expenses that may approved by the executive committee at a properly convened executive committee meeting from time to time.

'The Act' means the Strata Schemes Management Act 2015.

2.2 Where any terms used in this by-law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.

2.3 In this by-law, unless the context otherwise requires:

(a) the singular includes plural and vice versa;

(b) any gender includes the other genders;

(c) any terms in the by-law will have the same meaning as those defined in the Act; and

(d) references to legislation includes references to amending and replacing legislation.

**PART 3 - Powers, Duties and Obligations of the Owners Corporation**

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

(i) The Owners Corporation shall have the authority to add all costs associated with the recovery of levy arrears and/or Debt Recovery Action from a lot owner as a debt by way of a levy charged to the lot;

(ii) Any Debt Recovery expenses may be added to an owners' Levy Payment Notice that is issued by the Owners Corporation from time to time;



# Minutes of annual general meeting

- (iii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;
- (iv) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act;
- (v) The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act;
- (vi) All monies recovered by the Owners Corporation shall form part of the fund to which the relevant contribution belongs.

### PART 4 - Owners Right of Appeal

(i) In the event that a lot owner believes the expenses levied upon them pursuant to this By-law are unreasonable, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.

(ii) In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause D)(i) above, all charges imposed by the Owners Corporation shall stand.

**Vote:** 2794 of 10000 Unit of Entitlement (UOE) votes were cast at the meeting, the breakdown of votes was as follows:

2794 UOE votes in favour of the motion (100%)

### Motion 10A. Rooftop Works – Special Levy:

**RESOLVED** that the Owners Corporation raise a special levy in the amount of \$20,000.00 for the additional rooftop works and that the contributions become due and payable on the 01/09/2016 in 1 instalment.

**Vote:** All in Favour

### Motion 10B. Waterproofing Works - Special Levy:

**RESOLVED** that the Owners Corporation raise a special levy in the amount of \$30,000.00 for the waterproofing to the rooftop under the spa and pool area and that the contributions become due and payable on the 01/12/2016 in 1 instalment.

**Vote:** All in Favour

### Closure:

The meeting closed at 7:05pm

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Chairperson

**Proposed date for the next annual general meeting:** July 2017

### General discussions:

After the conclusion of the meeting general discussions were raised on the following matters:

#### Replacement of Bollards:

It was discussed and agreed upon by the majority at the meeting that the Executive Committee proceed with obtaining quotations for the replacement of the bollards in the carpark area externally to the garage spots and that they decide whether to proceed with the replacement at a later stage.

#### LED Lighting:

It was discussed and agreed upon by all the owners present at the meeting that the owners corporation proceed with the slow replacement of the standard lights around the complex to the new LED lighting to save on costs and replacement.

#### Thank you to the Executive Committee:

It was agreed that the Executive Committee be acknowledged for their hard work and efforts throughout the year with the works that took place around the complex.

**Disclosure and Privacy of information:**

Owners should be aware that all correspondence, including letters, facsimile transmissions and emails are retained on the file of the Owners Corporation and may be subject to inspection by other owners within your scheme, as well as prospective purchasers for any lot that may be for sale within your scheme.

In regards to the privacy of your information; Netstrata is required by law to protect the privacy of your personal information under the National Privacy Principles. This statement is an abbreviated version of our Privacy Statement; the complete text is published on our website [www.netstrata.com.au](http://www.netstrata.com.au); go to the 'Privacy' page. Alternatively you can request a copy from us by email, post or fax.

Briefly we gather and maintain personal information about you on behalf of your strata corporation of which we are the appointed managers. The legislation from which the National Privacy Principles have been derived largely supersedes sections of the Strata Schemes Management Act 1996 that previously permitted access to this information by third parties. Notwithstanding this, some of your personal information may still be accessed by certain third parties in particular circumstances, for example to tradespersons during an emergency situation.

Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent an unreasonable threat to safety, damage to property, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

Network Strata Services Pty Ltd (trading as Netstrata) discloses that it has Authorised Representative agreements with Austbrokers Sydney, CRM Insurance Brokers, OAMPS Wollongong, Honan Insurance Brokers and C.H.U. Agencies whereby the agent will receive commissions (of up to 20%) from those companies.

Netstrata also discloses that Strata Insurance Services Pty Ltd (A.C.N. 167 214 182) (A.F.S. Licence 457333) is a wholly owned subsidiary of the agent. All brokerage fees charged and commissions received are retained by the subsidiary, not the agent.

Netstrata may have commercial arrangements with suppliers to the scheme, including Macquarie Bank and Khoury Bros. & Co. Whilst the agent uses and recommends these suppliers to the scheme, the agent **DOES NOT** receive any discount, rebate or commission from these or any other suppliers to the scheme for providing a recommendation or referral on behalf of the scheme. The scheme is at liberty to utilise the services of any supplier or contractor of their choice.

**Maintenance Responsibilities:**

Briefly, generally each owner is responsible for the maintenance, repair and replacement of all those components of the building that are housed within the external walls of their unit/villa or townhouse or service only their lot (within the lot envelope), such as internal walls, bathroom & kitchen cabinets, tiles on internal walls, taps and light fittings.

Section 62 of the Strata Schemes Management Act places a mandatory duty on the Owners Corporation to repair and maintain all elements outside of this envelope or shared services that may pass through the unit, such as the building structure, waterproofing, external doors and windows, balcony doors, pipes and cabling as well as the general common property within the scheme.

When assessing the maintenance responsibilities for your scheme it is important that a detailed examination of your strata plan and by-laws be undertaken to determine the specific maintenance responsibilities associated with your property. Owners should also be familiar with the Building Insurance policy applicable to the scheme and the fixtures of their lot that are protected and NOT protected by the policy.

A copy of the Strata Plan, insurance information and By-laws applicable to your scheme are available via our website when you register as a WEblink owner. Simply go to [www.netstrata.com.au](http://www.netstrata.com.au) and follow the links.

Owners should also be familiar with any statutory or manufacturer warranties that may be applicable to apparatus and building structure at the property as well as the limitations, period and application of these warranties. We recommend that the Owners Corporation engages the services of a professional building defect consultant or engineer to assess any building defect claim or warranty items that may be applicable to the common property.