

COASTAL**STRATA**

# STRATA INSPECTION REPORT

<b>Address of the unit</b>	Unit 14/27 Mangerton Road, Wollongong NSW
<b>Date of this report</b>	Monday, 12 January 2026
<b>Prepared by</b>	Coastal Strata  02 4297 2555 <a href="mailto:info@coastalstrata.com.au">info@coastalstrata.com.au</a> <a href="http://coastalstrata.com.au">coastalstrata.com.au</a>

Buying a strata unit? You'll need to find out if the scheme is well-run, well-maintained, adequately financed, and planned well.

How do you do that? Well we've inspected the strata scheme's records at the strata manager's office and prepared this report to provide you with valuable knowledge, reassurance and insights into the strata scheme.

We know there's a lot of information (trust us, it's all relevant though!) so if you have any questions please get in touch on 02 4297 2555 or [info@coastalstrata.com.au](mailto:info@coastalstrata.com.au)



Craig Baylis

**Managing Director**  
**Coastal Strata**

# PROFILE

Client and property details

## CLIENT

<b>Instructions from</b>	Lawrence Morgan
<b>Purchaser</b>	<p>Purchaser: To Be Advised</p> <p>Note: If any time has passed since this report was prepared, an update may be helpful to check for changes to levies or budgets. We can reinspect strata records and update the report for \$150, usually within 1–2 business days. We'll update the purchaser name here if advised once unconditional.</p>
<b>Vendor</b>	Jacqueline Elfes and John Elfes
<b>Address of the unit</b>	Unit 14/27 Mangerton Road, Wollongong NSW
<b>Strata Plan Number</b>	12173
<b>Lot number</b>	Lot 14
<b>Date of this report</b>	Monday, 12 January 2026

## STRATA MANAGING AGENT

Strata schemes can hire a licensed strata managing agent to help manage the scheme. An agency agreement outlines the agent's responsibilities and generally includes budgeting and planning, coordinating repairs and service providers and meeting preparation and attendance.

A strata managing agent is appointed by the strata scheme by a majority vote at a general meeting.

<b>Strata Managing Agent</b>	<p>Jamesons Strata Management          Suite 1, Ground Floor, Enterprise 1, Innovation Campus, Squires Way, North Wollongong  <a href="http://www.jamesons.com.au">www.jamesons.com.au</a>          Email: <a href="mailto:jamesons@jamesons.com.au">jamesons@jamesons.com.au</a>          Ph: 02 4243 8101</p>
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## SUMMARY

This brief summary is supplied to allow a quick and superficial overview of the top issues within the report. This summary is not the report and cannot be relied upon on its own. You should read the full inspection report for more information.

### BUILDING

<b>Building section comments</b>	<p><b>UNIT 12 MOVEMENT</b></p> <p>It has been reported that there has been structural movement in unit 12 which has seen the fixed section of windows have dropped causing gaps at the top. A quote from J.J. Marino &amp; Associates has been accepted.</p> <p>This inspection is yet to be undertaken. Potential future costs are currently unknown.</p>
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### FINANCIAL

<b>Levies per quarter</b>	\$1,313
<b>Special levies</b>	<p>There are no current special levies. A special levy of \$90,000 for the building rectification works was raised in 2021.</p> <p>If a future special levy is raised each Lot would need to pay \$56 out of every \$1,000 raised.</p>
<b>Administrative fund balance</b>	\$19,278
<b>Capital works fund balance</b>	\$190,833
<b>Capital works fund plan</b>	<ul style="list-style-type: none"> <li>The plan suggests that the Capital Works Fund balance should be approximately \$140,000 and the balance is currently \$190,833.</li> <li>The levies currently raise \$30,000 per year into the Capital Works Fund.</li> <li>The plan suggests \$28,272 should be raised.</li> </ul> <p>If the balance is insufficient when repairs are due it increases the possibility that special levies may be needed.</p>

### PEOPLE

<b>Pets By-law</b>	Residents must obtain written permission from the owners corporation in order to keep a pet.
<b>By-laws specially related to your lot</b>	There are no special by-laws that relate specifically to your lot.

# BUILDING

## PROPERTY DETAILS

<b>Description</b>	Three storey brick building with parking under
<b>Number of units</b>	18
<b>Number of lots</b>	18
<b>Unit entitlement of your lot</b>	1
<b>Unit entitlement total</b>	18
<b>BMC / Community Association</b>	This strata plan is not a part of a larger development such as within a BMC Stratum Development or a Community Association.

## UNIT AREA

**What is a strata scheme?** - A strata scheme is a building or group of buildings divided into lots, which can include individual units, car spaces and storage areas. When you buy a lot, you own the individual lot as well as share the ownership of common property with people who own the other lots.

<b>Lot unit area (m<sup>2</sup>)</b>	88
<b>Lot car space area (m<sup>2</sup>)</b>	18
<b>Lot yard and / or balcony area (m<sup>2</sup>)</b>	The area of the balcony is included in the lot unit area
<b>Lot other areas (m<sup>2</sup>)</b>	5
<b>Lot total area (m<sup>2</sup>)</b>	111
<b>Notes</b>	Nil

### OUR TIP

The unit areas above are noted on the strata plan as part of your lot. We suggest you make sure the information above matches the plans attached to the contract and what you've been told about the unit.

## REPAIRS & MAINTENANCE

Below is a snapshot of any recent major repairs and maintenance carried out. If you require further information on the condition of the lot you are purchasing you may wish to obtain a Building Inspection Report from another provider.

<b>2026</b>	No major repairs noted
<b>2025</b>	No major repairs noted
<b>2024</b>	No major repairs noted
<b>2023</b>	Burst pipe repairs \$4,306 Common property lighting upgrade \$6,687
<b>2022</b>	Remediation repairs \$109,138 (See the Other Building Matters section) Underpinning of driveway due to water leak \$7,764
<b>2021</b>	Unit 3 Damaged Door \$1,080 Guttering Repairs \$1,193
<b>2020</b>	Structural Design for rectification works \$10,780 Tree removal \$5,500 Downpipe replacement \$1,193

<b>Notes</b>	Nil
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### OUR TIP

**Who pays for repairs?** - The owners corporation are responsible to repair and maintain the common property and each owner is responsible to repair and maintain items that are part of their lot. The strata plan shows the boundaries of your lot and therefore which parts of the building you are responsible for.

## REPORTS

Owners corporations can obtain a variety of reports to assist in the management, maintenance and repair of the common property.

<b>Work Health &amp; Safety Report</b>	A WH&S report has not been obtained since 2013. It is suggested that the owners corporation obtain a WH&S Report to check for any slip, trip hazards and the like.
<b>Asbestos Report</b>	Attached for your information is an extract from an Asbestos Report obtained in March 2013. The report states that Asbestos is likely in the eaves, common fire doors and vermiculite ceilings however does not need to be removed at this stage.
<b>Termite Inspection Report</b>	From the information sighted termite inspection reports are not currently being obtained however are not commonly obtained in a mid rise building.

## BUILDING DEFECTS

Strata schemes can obtain a Building Defect Report to identify known or unknown building issues within a property. Depending on the age and structure of the property the developer or other parties may be responsible to arrange the required repairs.

<b>Building defects</b>	No building defect issues were noted in the files inspected.
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## OTHER BUILDING MATTERS

### BUILDING CRACKING AND RECTIFICATION WORKS

Cracking issues were identified in 2018 and linked to foundation movement and a nearby tree, which was removed in 2019. Rectification was completed in 2022 by Secure Building Services at a cost of \$109,138.

The project was funded by a \$90,000 special levy and Capital Works Funds. All works are complete.

### UNIT 12 MOVEMENT

It has been reported that there has been structural movement in unit 12 which has seen the fixed section of windows have dropped causing gaps at the top. A quote from J.J. Marino & Associates has been accepted.

This inspection is yet to be undertaken. Potential future costs are currently unknown.

# FINANCIAL

**What are levies?** - Levies are a fee or 'contribution' paid by all lot owners in a scheme to cover any projected costs and expenses. Generally, the levy contributions are paid by quarterly instalments as approved at the annual general meetings (AGM).

## LEVIES

<b>Administrative fund levy</b>	\$846
<b>Capital Works Fund levy</b>	\$467
<b>Total Levy Per Quarter</b>	\$1,313
<b>Levies currently paid to</b>	31/03/2026. It is common practice that the purchasers conveyancer will obtain a section 184 certificate prior to settlement to ensure that the vendor has paid the levies to the settlement date.
<b>Notes</b>	<p>At the upcoming AGM scheduled to be held on 10/02/2026 it is proposed to decrease the levies. If approved unchanged the new levies due from 01/04/2026 will be as follows:</p> <p>Admin Fund \$770            Capital Fund \$493            Total per qtr. \$1,263</p>

### OUR TIP

Low levies are not necessarily a good thing. Ideally a strata scheme should be raising sufficient funds into the Administrative fund to cover the recurring expenses each year plus keeping the Capital Works Fund balance in line with the recommendations in their Capital Works Fund plan.

## SPECIAL LEVIES

Owners corporations can vote to introduce a 'special levy', which can sometimes be a large amount.

Special levies may be needed when there are insufficient funds to cover large capital works, unforeseen works or to carry out major repairs to the common property.

Special levies are calculated according to the lot entitlement of each lot owner. The special levy rate shows the % your lot contributes towards special levy amounts raised.

<b>Special levy %</b>	5.6%
<b>Special levies</b>	<p>There are no current special levies. A special levy of \$90,000 for the building rectification works was raised in 2021.</p> <p>If a future special levy is raised each Lot would need to pay \$56 out of every \$1,000 raised.</p>

## BANK BALANCES

The **Administrative fund** is to pay for day-to-day recurrent expenses such as insurance, strata managers fees, common lawns and garden maintenance etc. If the administrative fund is in deficit the budget may need to be increased at the next annual general meeting to repay the deficit and ensure sufficient funds are available when required.

The **Capital Works Fund** (*previously called the Sinking fund*) is used to pay for expenses such as painting, fencing, driveway repairs, carpets, roofing and guttering.

Even one owner in **arrears** can severely impact the cash flow in a strata scheme. Strata managers often engage a debt collection agency to pursue owners who are in arrears.

<b>Administrative Fund Balance</b>	\$19,278
<b>Capital Works Fund Balance</b>	\$190,833
<b>Levy Arrears Total</b>	\$1,313

## CAPITAL WORKS FUND PLAN

Owners corporations must prepare a plan of anticipated major expenditure required in the next 10 years. The forecast suggests annual budget amounts aiming to have sufficient funds when repairs are needed.

<b>Capital Works Fund plan</b>	<p>Attached for your information is an extract from the Capital works fund plan. From the plan and records we note;</p> <ul style="list-style-type: none"><li>• The plan suggests that the Capital Works Fund balance should be approximately \$140,000 and the balance is currently \$190,833.</li><li>• The levies currently raise \$30,000 per year into the Capital Works Fund.</li><li>• The plan suggests \$28,272 should be raised.</li><li>• Now that the building remediation repairs have now been completed the owners should obtain an updated plan to ensure it reflects the current needs of the property.</li></ul> <p>If the balance is insufficient when repairs are due it increases the possibility that special levies may be needed.</p>
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## OTHER FINANCIAL MATTERS

Nil

## INSURANCE

Owners corporations must insure the buildings or structures on its common property under a damage policy with an approved insurer.

### INSURANCE POLICY

<b>Insurer</b>	isStrata
<b>Policy renewal date</b>	01/02/2026
<b>Premium</b>	\$21,752
<b>Building sum insured</b>	\$8,513,000
<b>Public liability</b>	\$20,000,000

### OTHER INSURANCE MATTERS

Nil

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Typically the strata insurance is paid as part of your levies.

#### OUR TIP

As an owner you'll need to consider taking out your insurance for your contents, landlords insurance if renting the unit out and any other insurance you deem appropriate.

# PEOPLE

## BY-LAWS

All strata schemes have a set of by-laws (rules) that owners, occupiers and, in some cases, visitors must follow. By-laws cover issues such as whether or not pets are permitted on the scheme, how smoking is regulated, parking, noise, and the conduct of residents and visitors.

<b>By-laws</b>	A copy of the by-laws that apply to this strata scheme are attached for your information.
<b>By-laws relating specifically to your lot</b>	There are no special by-laws that relate specifically to your lot.
<b>Pets By-law</b>	Residents must obtain written permission from the owners corporation in order to keep a pet.

## MEETINGS

Owners corporations are required to have at least one meeting per year, the annual general meeting, where amongst other items the budget and levies are set for the coming year.

Meetings other than the AGM are called general meetings.

<b>Date of last meeting</b>	24/06/2025 AGM 10/02/2026 Upcoming AGM
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### OUR TIP

Each owner has one vote for each lot they own. If someone has outstanding strata fees owing they are considered unfinancial and cannot vote unless an unanimous resolution is needed.

Most decisions can be made by a simple majority vote (more than 50 percent). A poll can be called for regardless of the vote. In a poll vote, votes are worked out by counting the unit entitlements.

## OWNER OCCUPIERS

<b>Based on strata roll the following units are owner occupied</b>	Unable to determine from the information provided as the strata manager did not provide a list of all owner's addresses.
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## OTHER PEOPLE MATTERS

Nil

## CONTACT US

We know there's a lot of information in this report (trust us, it's all relevant though!) so if you have any questions please get in touch.

02 4297 2555  
info@coastalstrata.com.au

Regards



Craig Baylis

**Managing Director**  
**Coastal Strata**

**Legal Disclaimer**

This inspection report has been prepared by reviewing documents supplied by the owners corporation or by their strata managing agent. No responsibility will be accepted for errors or omissions should the report be found to be incorrect, as it is possible that some of the records were not made available for inspection. The information provided relates to strata schemes within New South Wales only. As legislation can differ between Australian States and Territories this information is not to be construed to apply to any other state or territory.

Coastal Strata accepts no liability to a third party in the event that this report is provided to a third party other than the client named in this report. Should a third party become in possession of this report an updated Inspection Report should be obtained.

**Prohibition On the Provision or Sale of the Report**

This report may not be sold or provided to any other person without our express written permission, unless the client is authorised to do so by legislation. If we give our permission it may be subject to conditions such as payment of a further fee by the other person and agreement from the other person to comply with this clause.

# INSPECTION REPORT ATTACHMENTS



# Title Search

FOLIO: CP/SP12173

SEARCH DATE	TIME	EDITION NO	DATE
-----	-----	-----	-----
15/12/2025	12:10 PM	6	30/4/2022

## LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 12173  
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT MANGERTON  
LOCAL GOVERNMENT AREA WOLLONGONG  
PARISH OF WOLLONGONG COUNTY OF CAMDEN  
TITLE DIAGRAM SHEET 1 SP12173

## FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 12173  
ADDRESS FOR SERVICE OF DOCUMENTS:  
27 MANGERTON ROAD  
MANGERTON 2500

## SECOND SCHEDULE (3 NOTIFICATIONS)

- 1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
- 2 AM340002 INITIAL PERIOD EXPIRED
- 3 AS85234 CONSOLIDATION OF REGISTERED BY-LAWS

## SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 18)

### STRATA PLAN 12173

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1 - 1		2 - 1		3 - 1		4 - 1	
5 - 1		6 - 1		7 - 1		8 - 1	
9 - 1		10 - 1		11 - 1		12 - 1	
13 - 1		14 - 1		15 - 1		16 - 1	
17 - 1		18 - 1					

## NOTATIONS

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

Pending...

PRINTED ON 15/12/2025

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

COUNCIL'S CERTIFICATE  
 The Council of the "City \*Municipality \*Shire of WOLLONGONG having satisfied itself that the requirements of the Strata Titles Act, 1973 (other than the requirements for the registration of plans) have been complied with, approves the proposed strata plan  
 illustrated herein.  
 Council does not object to the encroachment of the building beyond the alignment of  
 This approval is given on the condition that lots(s)  
 is/are subject to the restriction on user referred to in section 39 of the Strata Titles Act, 1973  
 Date 4-2-1977  
 Subdivision No. 255 *[Signature]*  
 Council Clerk.  
 \*Complete, or delete if inapplicable.

SURVEYOR'S CERTIFICATE  
 I, DENNIS SMITH,  
 of 8 RAILWAY STREET BULLI 2516  
 a surveyor registered under the Surveyors Act, 1929, hereby certify that—  
 (1) any wall, the inner surface or any part of which corresponds substantially with any line shown on the accompanying floor plan as a boundary of a proposed lot, exists;  
 (2) any floor or ceiling, the upper or under surface or any part of which forms a boundary of a proposed lot, shown in the accompanying floor plan, exists;  
 (3) any wall, floor, ceiling or structural cubic space, by reference to which any boundary of a proposed lot shown in the accompanying floor plan is defined, exists;  
 (4) any building containing proposed lots erected on the land shown on the accompanying location plan and each proposed lot shown on the accompanying floor plan are wholly within the perimeter of the parcel \*subject to subparagraphs (a) and (b)—  
 (a) except to the extent that the building encroaches on a public place;  
 (b) eaves and guttering of the building encroach on land other than a public place, in respect of which eaves and guttering an appropriate easement has been created by registered  
 (5) the survey information recorded in the accompanying location plan is accurate.  
 Signature *Dennis Smith*  
 Date 16.12.76  
 \* Delete if inapplicable  
 t State whether dealing or plan, and quote registered number.  
 This is sheet 1 of my Plan in 3 sheets.

PLAN OF SUBDIVISION OF LOT 1 D.P. 219334  
 Mun/Shire City : WOLLONGONG Locality : MANGERTON  
 Parish : WOLLONGONG County : CAMDEN  
 Reduction Ratio 1:800 Lengths are in metres   
 Name of, and \*address for service of notices on, the body corporate  
 \*Address required on original strata plan only.

STRATA PLAN 12173 E  
 Registered:  Jan 12. 9. 1977  
 C.A. : No 255 of 4-2-1977  
 Purpose : STRATA PLAN  
 Ref. Map : WOLLONGONG ROLL 5  
 Last Plan : D.P. 219334 #

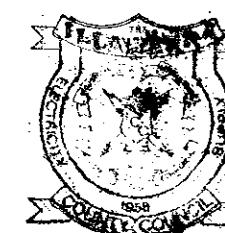
Signatures, seals and statements of intention to create easements or restrictions as to user.

PURSUANT, TO SECTION 7(3) OF THE STRATA TITLES ACT 1973 & TO SECTION 88B OF THE CONVEYANCING ACT. (1919-1964) IT IS INTENDED TO CREATE :

(A) EASEMENT FOR ELECTRICITY PURPOSES 3.66 WIDE SHOWN HEREON AND AS SET OUT IN THE ACCOMPANYING INSTRUMENT SIGNED BY THE COUNTY CLERK

THE COMMON SEAL OF THE ILLAWARRA COUNTY COUNCIL WAS HEREUNTO AFFIXED ON THE 3rd DAY OF March 1977, PURSUANT TO A RESOLUTION OF THE COUNCIL PASSED ON THE 3rd DAY OF March 1977.

*Chairman*



*County Clerk*



INSTRUMENT FILED AS Q 263464

THE COMMON SEAL of WALTONS FINE BUILDING COMPANY LIMITED was affixed hereto with the authority of the Directors and in the presence of *Chairman*, *Secretary*

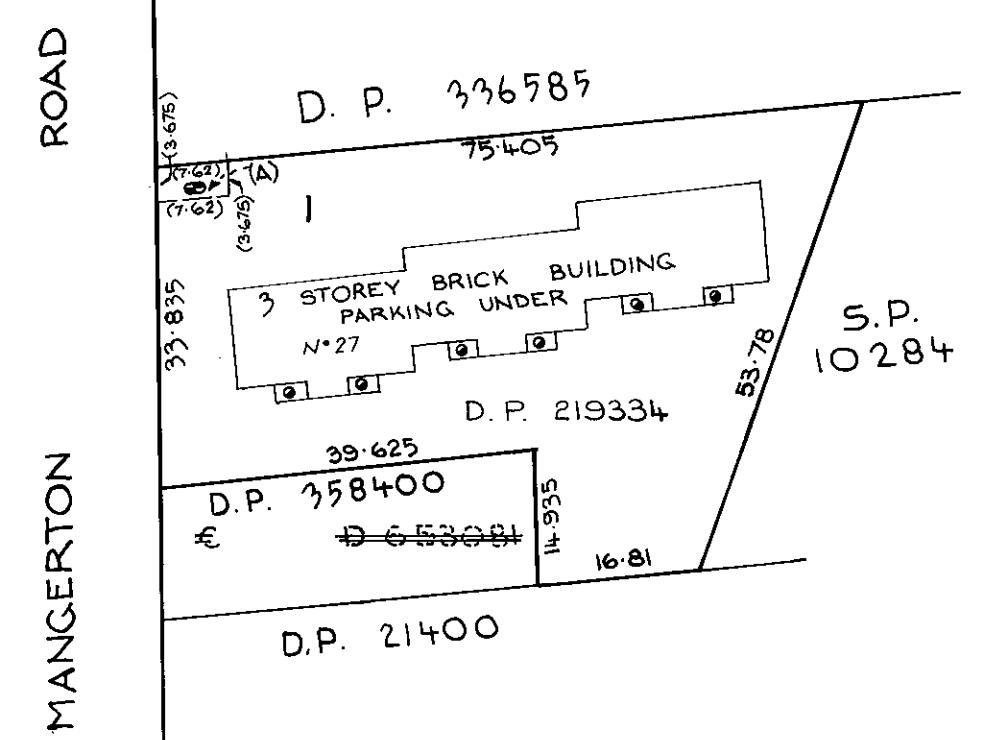
Director

Secretary

Chairman

Secretary

THE PROPRIETORS STRATA PLAN NO 12173  
 27 MANGERTON ROAD  
 MANGERTON 2500



● DENOTES BALCONY

(A) ● EASEMENT FOR ELECTRICITY PURPOSES 3.66 WIDE

10 20 30 40 50 60 Table of mm 100 110 120 130 140 150 160

M.P.D.

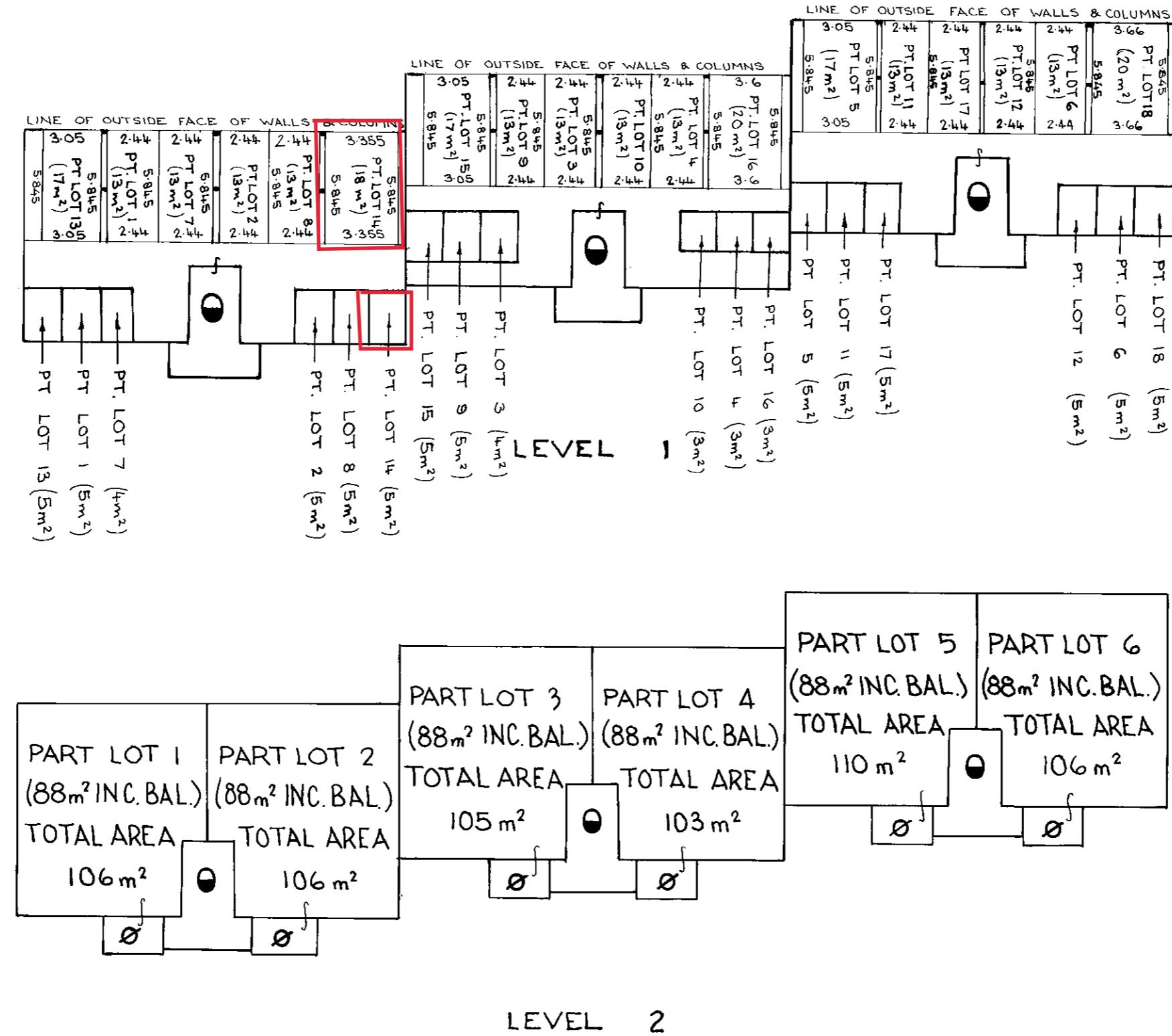
SURVEYOR'S REFERENCE: 2163/1

Attachments Page 3 of 145

Plan Drawing only to appear in this space

STRATA PLAN 12173

\* OFFICE USE ONLY



$\emptyset$  DENOTES BALCONY

 DENOTES COMMON PROPERTY

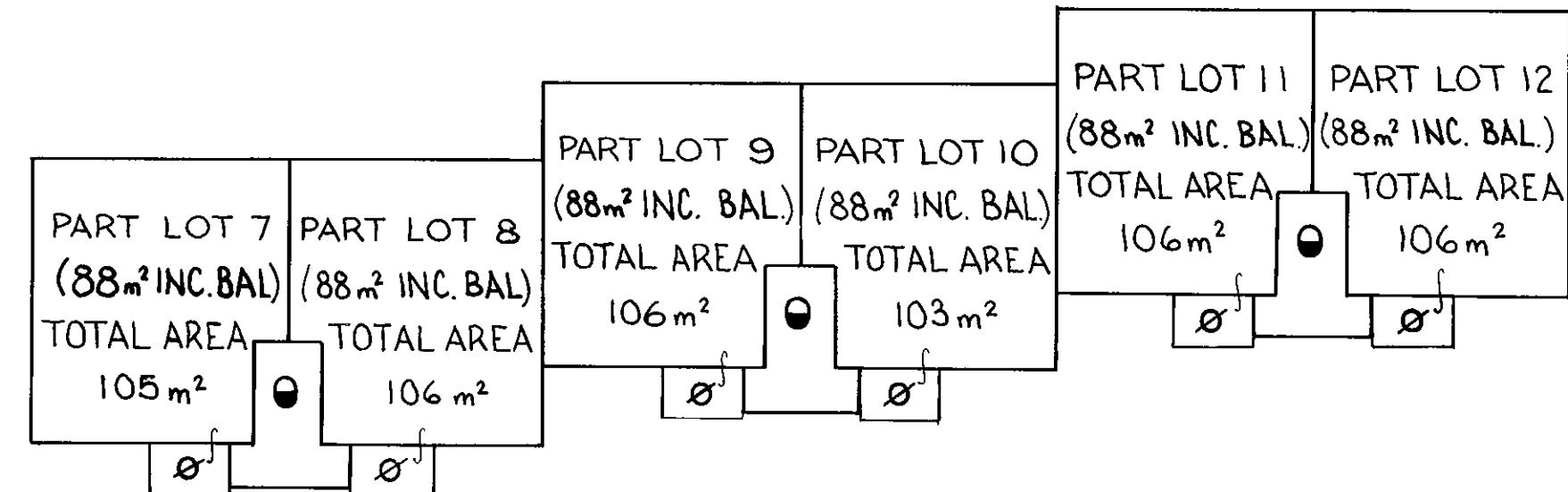
Reduction Ratio 1: 25C

Lengths are in metres

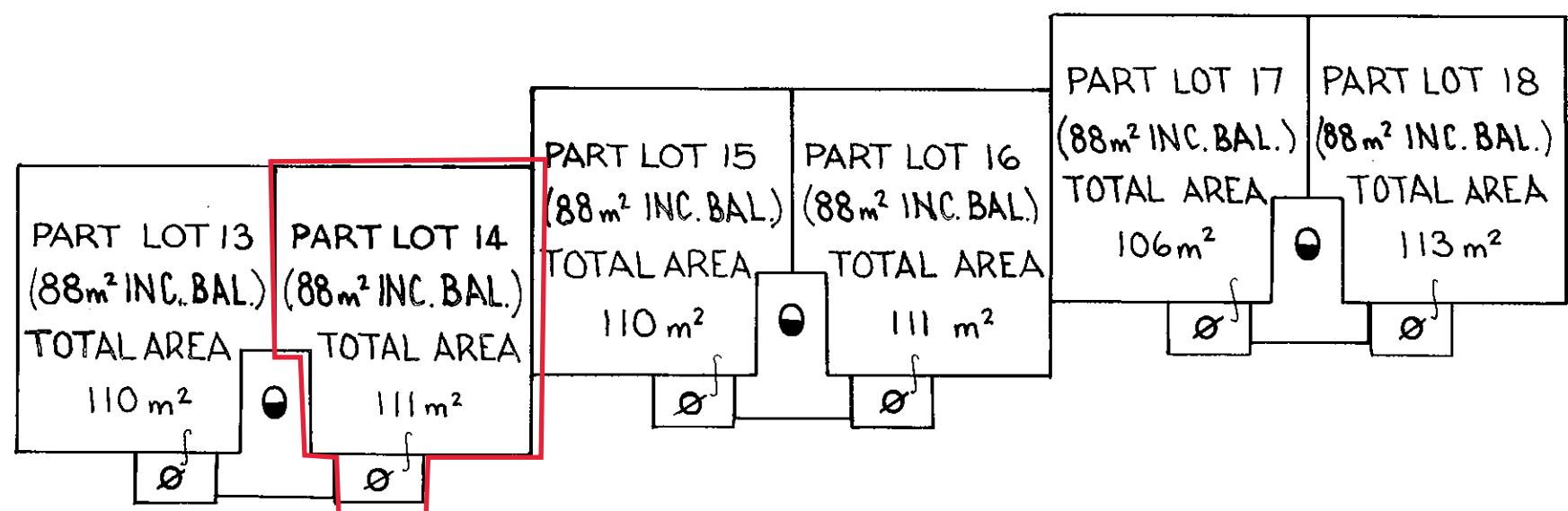
  
Dennis Smith  
Registered Surveyor

  
W. Patterson  
Council Clerk

STRATA PLAN 12173



SCHEDULE OF UNIT ENTITLEMENT	
LOT NO	UNIT ENTITLEMENT
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
15	1
16	1
17	1
18	1
AGGREGATE	18



∅ DENOTES BALCONY NOTE! WHERE NOT COVERED  
THE STRATUM EXTENDS FROM THE UPPER SURFACE OF THE  
CONCRETE SLAB TO A LEVEL 2.5 ABOVE THAT SURFACE

○ DENOTES COMMON PROPERTY

Reduction Ratio 1:250

Lengths are in metres

Dennis Smith  
Registered Surveyor

J. J. Macrae  
Council Clerk  
Attachment Page 5 of 115

Part 1 is a summary of those items that we have identified as requiring some form of rectification. Those items we term as Compliance items are listed first, followed by those items that we consider to be simply Good Practice items. We have also provided recommended control measures to either eliminate, substitute, or otherwise to minimise the hazard and its risk. Control measures other than those recommended may also be adopted. Additional comments made by the inspector (if any) are expressed at the end of this Part.

Although we make recommendations to rectify, modify or eliminate potential hazards, it is entirely up to the Owner's Corporation to decide their own course of action. Legal advice should be obtained to determine whether it is 'reasonably practicable' to maintain, renew, replace or repair any item in order to rectify a hazard, or whether a resolution under s62(3) of the Strata Schemes Management Act is appropriate.

**164 Ground is uneven / slip hazards are evident**

It appears there is a build up of leaf litter and debris around the property which may cause a slip hazard to pedestrians.

Control measures: Regular maintenance is required to ensure the accessways are kept clean.



164

Timeframe: Short term

(Compliance item)

**3 Stormwater pipes are damaged**

It appears there is water leaking from a damaged pipe causing water ponding and a subsequent slip hazard. General location: garage

Control measures: Damaged stormwater pipes need to be repaired or replaced.



3

Timeframe: Short term

(Good Practice item)

**42 Gounds/common areas are not kept tidy**

During our inspection it was noted that the common property toilet appeared to be in an unhygienic condition which may cause a health hazard. General location: toilet/washroom

Control measures: Regular maintenance is required to ensure the area is kept tidy.



42

Timeframe: Short term

(Good Practice item)

**142 Line marking is not visible**

Line marking in the car park was not visible which may result in vehicles being parked inappropriately and a potential traffic hazard. General location: front left

Control measures: Line marking should be applied and re-applied regularly.



Timeframe: Short term

(Good Practice item)

**165 Vegetation is obstructing access**

It appears the vegetation along the accessways has become overgrown and may cause a trip or protrusion hazard.

Control measures: Trim back the vegetation on a regular basis to reduce this risk.



Timeframe: Short term

(Good Practice item)

*Date: Tuesday, November 25th 2025, 09:31:25 am  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Adrienne Corradini via corradrienne@gmail.com  
To: Catrin Heidrich catrinh@jamesons.com.au*

**Caution:**

This email was sent from outside the organisation – be cautious, particularly with links and attachments.  
When in doubt, contact IT Support

Hi Catrin,

Yes, confirming I would be eager to get this looked at and go ahead with these inspections.

Kind regards,

Adrienne

On Tue, 25 Nov 2025 at 2:53?pm, Catrin Heidrich <[catrinh@jamesons.com.au](mailto:catrinh@jamesons.com.au)> wrote:

Dear Committee,

Please see the following request we have had from the property manager of Lot 12:

"

*The tenants at 12/27 Mangerton Road MANGERTON have raised a maintenance request "Structural Movement". I think this is likely to fall under the Strata's responsibility. If you could kindly address this issue as soon as possible it would be greatly appreciated.*

*Job title: Structural Movement*

*Request Description: The fixed side of window had dropped, so there is a gap at the top and I can see the outside bricks.*

*This is similar to the laundry window.*

*The main bedroom windows have gaps between the window sills and window frames. Same in the kitchen both windows have gaps in the window sills.*

*There are more and longer cracks, around the window sills, walls, and above the kitchen window etc.*

*The Photo(s) or Video(s) added to this job have attached below."*

?

I would suggest the best way to confirm the level of urgency to this would be to get an assessment on the property by a building consultant or structural engineer to inspect the unit and surrounds.

We have obtained some quotes to have an assessment and report carried out. The objective would be to confirm if;

- Structural movement is occurring
- Whether this poses a safety risk
- the affected areas of common property
- Scope of rectification works

Please see the attached quotations and below summary:

**Quotes Received:**

<b>Contractor</b>	<b>Quote Amount</b>
Aegis Value Engineering Pty Ltd	\$4,675.00 (Inc GST)
J.J. Marino & Associates	\$2,310.00 (Inc GST)

**Quote Summary:**

**1. Aegis Value Engineering Pty Ltd**

**Scope:**

- Inspection of Unit 12 and adjacent areas, including structural assessment, measurement using instrumentation, review of building levels, and identification of safety risks and affected common property. Includes provision of an Engineer's Report.
- Additional future stage (Scope Development Stage) includes developing DBP Act-compliant scope/specification and providing tender documents (fee to be determined after inspection).

**Price:**

- Investigation & Report Phase: \$4,675.00 (Inc GST)
- Scope Development Stage: TBA (priced after initial inspection)

**Timeline:** Inspection available within 7 days.

**Key Considerations:**

- Capable of providing DBP Act-compliant design, documentation, and oversight.
- Additional services or site visits are chargeable; potential for variations.

**2.J.J. Marino & Associates Pty Ltd**

- **Scope:** Visual, non-destructive inspection of Unit 12 and surrounding areas to identify cracking and settlement; determine probable causes; assess safety implications; and provide recommendations for remedial actions.
- **Price:** \$2,310.00 (Inc GST)
- **Key Considerations:**
  - Inspection is visual only—no climbing equipment, no intrusive investigation.
  - Does not include design/specification for remediation; further fees would apply if required.

Please advise if you are happy for us to proceed with either of the above and if you have any additional comments or suggestions.

Thank you.

**Let us know how we did!!** [Survey](#) [Survey](#) [Survey](#) [Survey](#) [Survey](#)



**Catrin Heidrich**  
**Strata Manager**  
02 4879 9174  
Level 1, [55 Kembla Street](#)  
[Wollongong NSW 2500](#)  
[www.jamesons.com.au](http://www.jamesons.com.au)

**Have a maintenance request? Click HERE**

?

We acknowledge the traditional custodians of the land on which we live and work. We pay respect to their Elders, both past and present, and recognise their deep connection to this land

*Date: Tuesday, November 25th 2025, 03:53:29 am  
Subject: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Catrin Heidrich via catrinh@jamesons.com.au  
To: Committee-12173 committee-12173@jamesons.com.au*

Dear Committee,

Please see the following request we have had from the property manager of Lot 12:

"

*The tenants at 12/27 Mangerton Road MANGERTON have raised a maintenance request "Structural Movement". I think this is likely to fall under the Strata's responsibility. If you could kindly address this issue as soon as possible it would be greatly appreciated.*

*Job title: Structural Movement*

*Request Description: The fixed side of window had dropped, so there is a gap at the top and I can see the outside bricks.*

*This is similar to the laundry window.*

*The main bedroom windows have gaps between the window sills and window frames. Same in the kitchen both windows have gaps in the window sills.*

*There are more and longer cracks, around the window sills, walls, and above the kitchen window etc.*

*The Photo(s) or Video(s) added to this job have attached below."*

?

I would suggest the best way to confirm the level of urgency to this would be to get an assessment on the property by a building consultant or structural engineer to inspect the unit and surrounds.

We have obtained some quotes to have an assessment and report carried out. The objective would be to confirm if;

- Structural movement is occurring
- Whether this poses a safety risk
- the affected areas of common property
- Scope of rectification works

Please see the attached quotations and below summary:

#### **Quotes Received:**

<b>Contractor</b>	<b>Quote Amount</b>
Aegis Value Engineering Pty Ltd	\$4,675.00 (Inc GST)
J.J. Marino & Associates	\$2,310.00 (Inc GST)

#### **Quote Summary:**

##### **1. Aegis Value Engineering Pty Ltd**

###### **Scope:**

- Inspection of Unit 12 and adjacent areas, including structural assessment, measurement using instrumentation, review of building levels, and identification of safety risks and affected common property. Includes provision of an Engineer's Report.
- Additional future stage (Scope Development Stage) includes developing DBP Act-compliant scope/specification and providing tender documents (fee to be determined after inspection).

###### **Price:**

- Investigation & Report Phase: \$4,675.00 (Inc GST)

- Scope Development Stage: TBA (priced after initial inspection)

**Timeline:** Inspection available within 7 days.

**Key Considerations:**

- Capable of providing DBP Act-compliant design, documentation, and oversight.
- Additional services or site visits are chargeable; potential for variations.

**2.J.J. Marino & Associates Pty Ltd**

- **Scope:** Visual, non-destructive inspection of Unit 12 and surrounding areas to identify cracking and settlement; determine probable causes; assess safety implications; and provide recommendations for remedial actions.
- **Price:** \$2,310.00 (Inc GST)
- **Key Considerations:**
  - Inspection is visual only—no climbing equipment, no intrusive investigation.
  - Does not include design/specification for remediation; further fees would apply if required.

Please advise if you are happy for us to proceed with either of the above and if you have any additional comments or suggestions.

Thank you.

**Let us know how we did!!** [Survey](#) [Survey](#) [Survey](#) [Survey](#) [Survey](#)



**Catrin Heidrich**

**Strata Manager**

02 4879 9174

Level 1, 55 Kembla Street  
Wollongong NSW 2500

[www.jamesons.com.au](http://www.jamesons.com.au)

**Have a maintenance request? Click [HERE](#)**

?

We acknowledge the traditional custodians of the land on which we live and work. We pay respect to their Elders, both past and present, and recognise their deep connection to this land

*Date: Tuesday, November 25th 2025, 09:14:53 pm  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Jacqueline Elfes via jacq.elfes@gmail.com  
To: S Hunt stuart.hunt@telstra.com*

**Caution:**

This email was sent from outside the organisation – be cautious, particularly with links and attachments.  
When in doubt, contact IT Support

I agree with Stuart. We had major cracks in the bottom block. Major works were done.

Can we use the same organisation OR have whomever is quoting aware of the previous works?

Concerned the previous major works was not completed correctly? I am not an engineer but I would have thoughts the major works fixed the problem?

Thanks

Jacquie

On Wed, 26 Nov 2025, 8:12?am [Stuart.Hunt@telstra.com](mailto:Stuart.Hunt@telstra.com), <[Stuart.Hunt@telstra.com](mailto:Stuart.Hunt@telstra.com)> wrote:

*Date: Tuesday, November 25th 2025, 09:12:38 pm  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Stuart.Hunt@telstra.com via stuart.hunt@telstra.com  
To: Catrin Heidrich catrinh@jamesons.com.au*

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I can see that this needs to be looked at.  
Some time ago there was a study conducted on the building and some major works were conducted.  
I do not have all the details as I only purchased near the end of the process.  
Maybe the company that did that study should be asked for a quote.

Regards  
Stuart

---

**From:** Adrienne Corradini <[corradienne@gmail.com](mailto:corradienne@gmail.com)>  
**Sent:** Tuesday, 25 November 2025 8:31 PM  
**To:** Catrin Heidrich <[catrinh@jamesons.com.au](mailto:catrinh@jamesons.com.au)>  
**Cc:** Committee-12173 <[committee-12173@jamesons.com.au](mailto:committee-12173@jamesons.com.au)>  
**Subject:** Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
Hi Catrin,

Yes, confirming I would be eager to get this looked at and go ahead with these inspections.

Kind regards,

Adrienne

On Tue, 25 Nov 2025 at 2:53?pm, Catrin Heidrich <[catrinh@jamesons.com.au](mailto:catrinh@jamesons.com.au)> wrote:

*Date: Friday, November 28th 2025, 10:15:04 am  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Adrienne Corradini via corradrienne@gmail.com  
To: Catrin Heidrich catrinh@jamesons.com.au*

**Caution:**

This email was sent from outside the organisation – be cautious, particularly with links and attachments.  
When in doubt, contact IT Support

Hi Catrin,

Thanks. Happy to go with that option.

Kind regards,  
Adrienne

On Fri, 28 Nov 2025 at 3:46?pm, Catrin Heidrich <[catrinh@jamesons.com.au](mailto:catrinh@jamesons.com.au)> wrote:

*Date: Friday, November 28th 2025, 06:55:33 am  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Stuart Hunt via stuart.hunt@telstra.com  
To: Catrin Heidrich catrinh@jamesons.com.au*

**Caution:**

This email was sent from outside the organisation – be cautious, particularly with links and attachments.  
When in doubt, contact IT Support

I am happy with that also.

Regards  
Stuart

*Sent from my SAMSUNG S7*

----- Original message -----

From: Catrin Heidrich <[catrinh@jamesons.com.au](mailto:catrinh@jamesons.com.au)>  
Date: 28/11/25 3:46?pm (GMT+10:00)  
To: J & J Elfes <[jacq.elfes@gmail.com](mailto:jacq.elfes@gmail.com)>  
Cc: S Hunt <[stuart.hunt@telstra.com](mailto:stuart.hunt@telstra.com)>, Committee-12173 <[committee-12173@jamesons.com.au](mailto:committee-12173@jamesons.com.au)>  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road

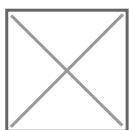
Noted,

Thanks Jacquie.

Will wit to hear from Stuart and Adrienne over the weekend.

Have a nice weekend.

**Let us know how we did!! [Survey](#) [Survey](#) [Survey](#) [Survey](#) [Survey](#)**



**Catrin Heidrich**

**Strata Manager**

02 4879 9174

Level 1, 55 Kembla Street  
Wollongong NSW 2500

[www.jamesons.com.au](http://www.jamesons.com.au)

**Have a maintenance request? Click [HERE](#)**

?

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Sent from Front

*Date: Friday, November 28th 2025, 06:55:31 am  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Stuart Hunt via stuart.hunt@telstra.com  
To: Catrin Heidrich catrinh@jamesons.com.au*

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When in doubt, contact IT Support

I am happy with that also.

Regards  
Stuart

*Sent from my SAMSUNG S7*

----- Original message -----

From: Catrin Heidrich <[catrinh@jamesons.com.au](mailto:catrinh@jamesons.com.au)>  
Date: 28/11/25 3:46?pm (GMT+10:00)  
To: J & J Elfes <[jacq.elfes@gmail.com](mailto:jacq.elfes@gmail.com)>  
Cc: S Hunt <[stuart.hunt@telstra.com](mailto:stuart.hunt@telstra.com)>, Committee-12173 <[committee-12173@jamesons.com.au](mailto:committee-12173@jamesons.com.au)>  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road

Noted,

Thanks Jacquie.

Will wit to hear from Stuart and Adrienne over the weekend.

Have a nice weekend.

**Let us know how we did!! [Survey](#) [Survey](#) [Survey](#) [Survey](#) [Survey](#)**



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Sent from Front

*Date: Friday, November 28th 2025, 04:46:45 am  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Catrin Heidrich via catrinh@jamesons.com.au  
To: Jacqueline Elfes jacq.elfes@gmail.com*

Noted,

Thanks Jacquie.

Will wit to hear from Stuart and Adrienne over the weekend.

Have a nice weekend.

**Let us know how we did!! [Survey](#) [Survey](#) [Survey](#) [Survey](#) [Survey](#)**



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*Date: Friday, November 28th 2025, 04:10:44 am  
Subject: Re: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: catrinh@jamesons.com.au  
To: jacq.elfes@gmail.com*

Thank you for your email. I am currently away from my desk attending a training session. I will return on Monday 1st December from 8:30 AM.

If your matter is urgent, please refer to our emergency trades list <https://jamesons.com.au/support/>

Alternatively, I will attend to your request upon my return.

Thank You

*Date: Friday, November 28th 2025, 04:10:35 am  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Jacqueline Elfes via jacq.elfes@gmail.com  
To: Catrin Heidrich catrinh@jamesons.com.au*

**Caution:**

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When in doubt, contact IT Support

Thanks that name sounds familiar to me.

Happy to proceed

Jacquie

On Fri, 28 Nov 2025, 2:39?pm Catrin Heidrich, <[catrinh@jamesons.com.au](mailto:catrinh@jamesons.com.au)> wrote:

*Date: Friday, November 28th 2025, 03:39:02 am  
Subject: Re: SP12173 - Structural Movement at UNIT 12/27 Mangerton Road  
From: Catrin Heidrich via catrinh@jamesons.com.au  
To: Jacqueline Elfes jacq.elfes@gmail.com*

Good afternoon everyone,

Upon reviewing the available information, it appears that the previous works were conducted during a transition of management from the prior company.

Based on my review of the information at hand, it seems that John Marino has been engaged previously and may be the most suitable contractor for us to engage moving forward. He will be aware of any works that were conducted previously and of any potential connections.

Please let us know if you are in agreement for us to confirm John Marino's engagement and proceed with the inspections and report.

Thank you.

**Let us know how we did!! [Survey](#) [Survey](#) [Survey](#) [Survey](#) [Survey](#)**



**Catrin Heidrich**  
**Strata Manager**  
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**Part 1 - Asbestos Register**

# ASBESTOS REGISTER

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

Workplace address: 27 Mangerton Road, Mangerton :: SP12173

Name of Competent Person: Bryce McMillan - Asbestos Inspector

Date of Identification	Item Description (type of asbestos product) Specific Location	Friable or Non-Friable? Condition of Asbestos	Risk Assessment				Photo (see Annex A for additional photos)	
			Visual identification only		Area m <sup>2</sup> Approx	Is this an inaccessible area? Recommended Control Measure(s)		
			Is it Asbestos?	Contamination risk				
1 27 March 2013	Eaves	Non-friable Good	2. likely	3. mod	80m	No Leave in place do not disturb Keep painted/sealed Clean without creating dust Periodically review and monitor		
2 27 March 2013	All common fire doors	Non-friable Good	3. unlikely	4. low	36	Yes Leave in place and replace when required Keep painted/sealed Do not drill, gouge, grind, or create dust Periodically review and monitor		
3 27 March 2013	Vermiculite	Friable Poor	1. highly likely	2. high	35	No Leave in place do not disturb Keep painted/sealed Clean without creating dust Periodically review and monitor		

**Current Owner Account**

**JAMESONS.**

**J & J Elfes**

**Lot 14**

**Unit 14**

Owners Strata Plan 12173  
27 Mangerton Road MANGERTON NSW 2500  
ABN: 16 626 005 562

Purchased: 17/12/2019      UE / AE: 1.00 / 18.00

Date	Details	Administrative Fund due/paid	Capital Works Fund due/paid	Unallocated	Interest paid	Total	Balance (-)prepaid
01.01.2020	Quarterly Admin/Capital Works Levy	523.95	178.10	0.00	0.00	702.05	702.05
23.01.2020	Levy payment for 14/12173	-523.95	-178.10	0.00	0.00	-702.05	0.00
01.04.2020	Quarterly Admin/Capital Works Levy	333.70	379.15	0.00	0.00	712.85	712.85
15.05.2020	Lot 14: Debt recovery Stage 1	1.00	0.00	0.00	0.00	1.00	713.85
18.05.2020	Levy payment for 14/12173	-334.42	-378.84	0.00	-9.18	-722.44	0.59
01.07.2020	Quarterly Admin/Capital Works Levy	333.70	379.15	0.00	0.00	712.85	713.44
01.07.2020	Levy payment for 14/12173	-333.98	-379.45	0.00	-0.01	-713.44	0.01
29.09.2020	Levy payment for 14/12173	-333.70	-379.16	0.00	0.00	-712.86	-712.85
01.10.2020	Quarterly Admin/Capital Works Levy	333.70	379.15	0.00	0.00	712.85	0.00
01.01.2021	Quarterly Admin/Capital Works Levy	333.70	379.15	0.00	0.00	712.85	712.85
11.01.2021	Levy payment for 14/12173	-333.70	-379.15	0.00	0.00	-712.85	0.00
01.04.2021	Quarterly Admin/Capital Works Levy	381.25	833.35	0.00	0.00	1,214.60	1,214.60
12.05.2021	Levy payment for 14/12173	-376.97	-823.99	0.00	-13.64	-1,214.60	13.64
01.07.2021	Quarterly Admin/Capital Works Levy	381.25	833.35	0.00	0.00	1,214.60	1,228.24
16.08.2021	Lot 14: Debt recovery Stage 1	11.00	0.00	0.00	0.00	11.00	1,239.24
19.08.2021	Levy payment for 14/12173	-396.95	-843.63	0.00	-16.68	-1,257.26	-1.34
03.09.2021	Levy cancellation for 14/12173	0.42	0.92	-1.34	0.00	0.00	-1.34
03.09.2021	Allocation of unallocated money for 14/12173	0.00	-1.34	1.34	0.00	0.00	-1.34
08.09.2021	Levy payment for 14/12173	0.00	-1,214.60	0.00	0.00	-1,214.60	-1,215.94
27.09.2021	Levy payment for 14/12173	-381.67	-4,618.33	0.00	0.00	-5,000.00	-6,215.94
01.10.2021	Building Rectification Works	0.00	5,000.00	0.00	0.00	5,000.00	-1,215.94
01.10.2021	Quarterly Admin/Capital Works Levy	381.25	833.35	0.00	0.00	1,214.60	-1.34
01.01.2022	Quarterly Admin/Capital Works Levy	381.25	833.35	0.00	0.00	1,214.60	1,213.26
15.02.2022	Lot 14: Debt recovery Stage 1	33.00	0.00	0.00	0.00	33.00	1,246.26
16.02.2022	Levy payment for 14/12173	-414.89	-833.37	0.00	-15.29	-1,263.55	-2.00
14.03.2022	Levy payment for 14/12173	-564.60	-500.00	0.00	0.00	-1,064.60	-1,066.60
01.04.2022	Quarterly Admin/Capital Works Levy	564.60	500.00	0.00	0.00	1,064.60	-2.00
01.07.2022	Quarterly Admin/Capital Works Levy	564.60	500.00	0.00	0.00	1,064.60	1,062.60
15.08.2022	Lot 14: Debt recovery Stage 1	33.00	0.00	0.00	0.00	33.00	1,095.60
15.08.2022	Levy payment for 14/12173	-573.15	-478.35	0.00	-13.10	-1,064.60	44.10
01.10.2022	Quarterly Admin/Capital Works Levy	564.60	500.00	0.00	0.00	1,064.60	1,108.70
15.11.2022	Lot 14: Debt recovery Stage 1	33.00	0.00	0.00	0.00	33.00	1,141.70
16.11.2022	Levy payment for 14/12173	-621.95	-521.56	0.00	-14.54	-1,158.05	-1.81
01.01.2023	Quarterly Admin/Capital Works Levy	564.60	500.00	0.00	0.00	1,064.60	1,062.79
15.02.2023	Lot 14: Debt recovery Stage 1	33.00	0.00	0.00	0.00	33.00	1,095.79
16.02.2023	Levy payment for 14/12173	-596.64	-499.15	-1.75	-13.39	-1,110.93	-1.75
17.02.2023	Allocation of unallocated money for 14/12173	-1.16	-0.59	1.75	0.00	0.00	-1.75
22.03.2023	Levy payment for 14/12173	-707.74	-361.91	0.00	0.00	-1,069.65	-1,071.40

**Current Owner Account**

**JAMESONS.**

**J & J Elfes**

**Lot 14**

**Unit 14**

Owners Strata Plan 12173  
27 Mangerton Road MANGERTON NSW 2500  
ABN: 16 626 005 562

Purchased: 17/12/2019      UE / AE: 1.00 / 18.00

Date	Details	Administrative Fund due/paid	Capital Works Fund due/paid	Unallocated	Interest paid	Total	Balance (-)prepaid
01.04.2023	Quarterly Admin/Capital Works Levy	708.90	362.50	0.00	0.00	1,071.40	0.00
01.07.2023	Quarterly Admin/Capital Works Levy	708.90	362.50	0.00	0.00	1,071.40	1,071.40
15.08.2023	Lot 14: Debt recovery Stage 1	33.00	0.00	0.00	0.00	33.00	1,104.40
16.08.2023	Levy payment for 14/12173	-743.06	-363.10	0.00	-13.50	-1,119.66	-1.76
27.09.2023	Levy payment for 14/12173	-707.74	-361.90	0.00	0.00	-1,069.64	-1,071.40
01.10.2023	Quarterly Admin/Capital Works Levy	708.90	362.50	0.00	0.00	1,071.40	0.00
01.01.2024	Quarterly Admin/Capital Works Levy	708.90	362.50	0.00	0.00	1,071.40	1,071.40
03.01.2024	Levy payment for 14/12173	-708.90	-362.50	0.00	0.00	-1,071.40	0.00
01.04.2024	Quarterly Admin/Capital Works Levy	846.40	366.70	0.00	0.00	1,213.10	1,213.10
12.04.2024	Levy payment for 14/12173	-846.40	-366.70	0.00	0.00	-1,213.10	0.00
01.07.2024	Quarterly Admin/Capital Works Levy	846.40	366.70	0.00	0.00	1,213.10	1,213.10
01.07.2024	Levy payment for 14/12173	-846.40	-366.70	0.00	0.00	-1,213.10	0.00
27.09.2024	Levy payment for 14/12173	-846.40	-366.70	0.00	0.00	-1,213.10	-1,213.10
01.10.2024	Quarterly Admin/Capital Works Levy	846.40	366.70	0.00	0.00	1,213.10	0.00
01.01.2025	Quarterly Admin/Capital Works Levy	846.40	366.70	0.00	0.00	1,213.10	1,213.10
14.01.2025	Levy payment for 14/12173	-846.40	-366.70	0.00	0.00	-1,213.10	0.00
20.03.2025	Levy payment for 14/12173	-846.39	-366.67	0.00	0.00	-1,213.06	-1,213.06
01.04.2025	Quarterly Admin/Capital Works Levy 01/04/2025 - 30/06/2025	846.39	366.67	0.00	0.00	1,213.06	0.00
27.06.2025	Levy payment for 14/12173	-846.39	-366.67	0.00	0.00	-1,213.06	-1,213.06
01.07.2025	Quarterly Admin/Capital Works Levy 01/07/2025 - 30/09/2025	846.39	366.67	0.00	0.00	1,213.06	0.00
22.09.2025	Levy payment for 14/12173	-846.39	-466.66	0.00	0.00	-1,313.05	-1,313.05
01.10.2025	Quarterly Admin/Capital Works Levy 01/10/2025 - 31/12/2025	846.39	466.66	0.00	0.00	1,313.05	0.00
19.12.2025	Levy payment for 14/12173	-846.39	-466.66	0.00	0.00	-1,313.05	-1,313.05
01.01.2026	Quarterly Admin/Capital Works Levy 01/01/2026 - 31/03/2026	846.39	466.66	0.00	0.00	1,313.05	0.00
12/01/2026	Current balances excluding interest						
	Administrative Fund		0.00				
	Capital Works Fund		0.00				
	Unallocated Money Fund		0.00				
			0.00				
	Interest due as at 12/01/2026		0.00				
	<b>Current balance including interest</b>		<b>\$0.00</b>				

## Balance Sheet as at 12 January 2026

**OWNERS' FUNDS****Administrative Fund**

	Current Period (\$)	Previous Year (\$)
Operating Surplus/(Deficit) - Admin	5,765.25	8,506.05
Owners Funds at Start of Year - Admin	11,477.59	2,971.54
	<b>17,242.84</b>	<b>11,477.59</b>

**Capital Works Fund**

	Current Period (\$)	Previous Year (\$)
Operating Surplus/(Deficit) - Capital Works	6,186.32	16,513.62
Owners Funds at Start of Year - Capital Works	184,129.61	167,615.99
	<b>190,315.93</b>	<b>184,129.61</b>

**NET OWNER FUNDS**

	<b>207,558.77</b>	
--	-------------------	--

	<b>195,607.20</b>	
--	-------------------	--

**Represented by Assets:****Administrative Fund**

	Current Period (\$)	Previous Year (\$)
Cash at Bank - Admin	19,278.44	14,068.88
Receivable - Levy Arrears - Ordinary - Admin	846.39	0.00
	<b>20,124.83</b>	<b>14,068.88</b>

**Capital Works Fund**

	Current Period (\$)	Previous Year (\$)
Cash at Bank - Capital Works	190,832.81	184,874.66
Receivable - Levy Arrears - Ordinary - CPT WRKs	466.66	0.00
	<b>191,299.47</b>	<b>184,874.66</b>

**Total Assets**

	<b>211,424.30</b>	
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	<b>198,943.54</b>	
--	-------------------	--

**Less liabilities****Administrative Fund**

	Current Period (\$)	Previous Year (\$)
Accrued Expenses - Admin	0.00	325.00
Creditor - GST - Admin	2,307.59	2,266.15
Creditors - Other - Admin	574.40	0.00
Prepaid Levies - Admin	0.00	0.14
	<b>2,881.99</b>	<b>2,591.29</b>

**Capital Works Fund**

	Current Period (\$)	Previous Year (\$)
Creditor - GST - Capital Works	983.54	744.98
Prepaid Levies - Capital Works	0.00	0.07
	<b>983.54</b>	<b>745.05</b>

**Total Liabilities**

	<b>3,865.53</b>	
--	-----------------	--

	<b>3,336.34</b>	
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**NET ASSETS**

	<b>207,558.77</b>	
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	<b>195,607.20</b>	
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Owners Strata Plan 12173  
 27 Mangerton Road MANGERTON  
 NSW 2500  
 ABN: 16 626 005 562

**Statement of Income and Expenditure  
 for the Financial Year-to-Date  
 01 November 2025 to 12 January 2026**

<b>ADMINISTRATIVE FUND</b>		<b>Current Period (\$)</b> 01/11/2025 - 12/1/2026	<b>Annual Budget (\$)</b> 01/11/2025 - 31/10/2026	<b>Previous Year (\$)</b> 01/11/2024 - 31/10/2025
<b>CoA</b>	<b>Revenue</b>			
142500	Interest on Arrears - Admin	0.00	0.00	15.01
143000	Levies Receivable - Ordinary - Admin	13,850.10	50,400.00	55,400.40
146500	Status Certificate Fees	0.00	0.00	109.00
	<b>Total Revenue</b>	<b>13,850.10</b>	<b>50,400.00</b>	<b>55,524.41</b>
<b>CoA</b>	<b>Less Expenditure</b>			
153800	Admin - Agent Disbursements	616.74	2,500.00	2,152.61
153900	Admin - Agent - Management Fees - Additional	587.50	2,000.00	1,613.34
154000	Admin - Agent - Management Fees - Standard	727.77	2,981.00	2,889.90
150800	Admin - Auditors - Audit Services	1,158.18	1,050.00	0.00
151407	Admin - Bank Charges - With GST	0.00	50.00	0.00
156000	Admin - Status Certificate Fees Paid	109.00	0.00	272.50
156350	Admin - Strata Hub	0.00	300.00	493.00
159100	Insurance - Building Insurance Premiums	0.00	24,900.00	19,910.86
159200	Insurance - Building Valuation Fee	0.00	700.00	0.00
161100	Maint Bldg - Building - General Repairs	98.91	1,200.00	1,073.22
163000	Maint Bldg - Cleaning	1,408.00	7,800.00	7,600.00
164550	Maint Bldg - Contractor Compliance	0.00	100.00	90.00
164600	Maint Bldg - Doors & Windows	0.00	800.00	495.00
164800	Maint Bldg - Electrical - General Repairs	0.00	500.00	0.00
165000	Maint Bldg - Electrical - Globes & Tubes	0.00	100.00	0.00
167800	Maint Bldg - Gutters & Downpipes	0.00	500.00	0.00
172200	Maint Bldg - Plumbing - General Repairs	854.00	1,500.00	1,434.20
178400	Maint Grounds - Lawns & Gardening	1,200.00	3,800.00	3,710.00
180000	Maint Grounds - Tree Lopping/Removal	0.00	0.00	285.00
190200	Utility - Electricity Supply	214.57	1,200.00	814.84
190800	Utility - Rubbish Removal/Garbage Rates	19.40	0.00	0.00
191200	Utility - Water & Sewerage	1,090.78	4,500.00	4,183.89
	<b>Total Expenditure</b>	<b>8,084.85</b>	<b>56,481.00</b>	<b>47,018.36</b>
<b>Surplus/(Deficit)</b>		<b>5,765.25</b>	<b>(6,081.00)</b>	<b>8,506.05</b>
Opening Balance		<b>11,477.59</b>	<b>11,477.59</b>	<b>2,971.54</b>
<b>Closing Balance</b>		<b>17,242.84</b>	<b>5,396.59</b>	<b>11,477.59</b>

Owners Strata Plan 12173  
 27 Mangerton Road MANGERTON  
 NSW 2500  
 ABN: 16 626 005 562

**Statement of Income and Expenditure  
 for the Financial Year-to-Date  
 01 November 2025 to 12 January 2026**

<b>CAPITAL WORKS FUND</b>		<b>Current Period (\$)</b> 01/11/2025 - 12/1/2026	<b>Annual Budget (\$)</b> 01/11/2025 - 31/10/2026	<b>Previous Year (\$)</b> 01/11/2024 - 31/10/2025
<b>CoA</b>	<b>Revenue</b>			
242500	Interest on Arrears - Capital Works	0.00	0.00	6.49
243000	Levies Receivable - Ordinary - Capital Works	7,636.32	32,272.72	25,637.04
	<b>Total Revenue</b>	<b>7,636.32</b>	<b>32,272.72</b>	<b>25,643.53</b>
<b>CoA</b>	<b>Less Expenditure</b>			
257500	Admin - Taxation Services	400.00	0.00	600.00
264600	Maint Bldg - Doors, Screens & Windows	0.00	0.00	2,000.00
266000	Maint Bldg - Expense per Capital Works Forecast	0.00	34,121.00	0.00
267400	Maint Bldg - General Replacement	1,050.00	0.00	0.00
272200	Maint Bldg - Plumbing & Drainage	0.00	0.00	6,529.91
	<b>Total Expenditure</b>	<b>1,450.00</b>	<b>34,121.00</b>	<b>9,129.91</b>
<b>Surplus/(Deficit)</b>		<b>6,186.32</b>	<b>(1,848.28)</b>	<b>16,513.62</b>
Opening Balance		<b>184,129.61</b>	<b>184,129.61</b>	<b>167,615.99</b>
<b>Closing Balance</b>		<b>190,315.93</b>	<b>182,281.33</b>	<b>184,129.61</b>



## 10 YEAR CAPITAL WORKS FUND PLAN

FEBRUARY 2019



27 MANGERTON ROAD, MANGERTON :: SP12173



BUILDING INSURANCE  
VALUATIONS



ASBESTOS  
REPORTS

SINKING FUND  
PLANS (AUST) PTY LIMITED



PO Box 2230  
Nth Parramatta 1750  
biv@biv.com.au  
www.biv.com.au

Certified Property Professionals  
Fax: 1300 766 180 or 02 9890 2201  
Ph: 1300 107 280 or 02 9114 9800

strata  
community  
australia®  
Members NSW, QLD, VIC

**Recommended Annual Capital Works Fund Payment**

**SP12173**

Page 5

27 Mangerton Road, Mangerton

End of Year	Year Ending	Recom-mended Capital Works Fund Payment	Annual % change in Capital Works Fund Payment	Adjustm't to Capital Works Fund Payment (increase/ decrease)	CW/Fund Balance + Interest + Annual CW/Fund Payment	Costs in each year refer to the table above (page 3)	Capital Works Fund Balance	Interest on the Capital Works Fund Balance
A	B	C	D	E	F	G	H	I
					<b>H+I+C</b>		<b>F-G</b>	<b>2.75%</b>
							<b>\$95,580</b>	<b>\$2,628</b>
<b>1</b>	Oct-20	<b>\$23,677</b>			\$121,886	\$525	<b>\$121,361</b>	<b>\$3,337</b>
<b>2</b>	Oct-21	<b>\$24,388</b>	3.00%		\$149,086	\$2,756	<b>\$146,330</b>	<b>\$4,024</b>
<b>3</b>	Oct-22	<b>\$25,119</b>	3.00%		\$175,473	\$6,367	<b>\$169,106</b>	<b>\$4,650</b>
<b>4</b>	Oct-23	<b>\$25,873</b>	3.00%		\$199,629	\$13,006	<b>\$186,623</b>	<b>\$5,132</b>
<b>5</b>	Oct-24	<b>\$26,649</b>	3.00%		\$218,404	\$21,697	<b>\$196,708</b>	<b>\$5,409</b>
<b>6</b>	Oct-25	<b>\$27,448</b>	3.00%		\$229,565	\$88,706	<b>\$140,859</b>	<b>\$3,874</b>
<b>7</b>	Oct-26	<b>\$28,272</b>	3.00%		\$173,005	\$37,533	<b>\$135,472</b>	<b>\$3,725</b>
<b>8</b>	Oct-27	<b>\$29,120</b>	3.00%		\$168,317	\$81,441	<b>\$86,876</b>	<b>\$2,389</b>
<b>9</b>	Oct-28	<b>\$29,994</b>	3.00%		\$119,259	\$29,985	<b>\$89,274</b>	<b>\$2,455</b>
<b>10</b>	Oct-29	<b>\$30,893</b>	3.00%		\$122,622	\$19,430	<b>\$103,192</b>	<b>\$2,838</b>
<b>11</b>	Oct-30	<b>\$31,820</b>	3.00%		\$137,850		<b>\$137,850</b>	<b>\$3,791</b>

Note: some figures may be rounded

<b>Assumptions</b>		The above table represents our Recommendation of the Annual Capital Works Fund Payments for the next 11 years. Column F includes the Capital Works Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Capital Works Fund Payment for the current year. Column C (Recommended Capital Works Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Capital Works Fund Payment (negative adjustment) to ensure that the Capital Works Fund Balance remains positive in each year.
Base Annual Capital Works Fund contribution for Capital Items	\$29,177	
Buffer (or adjustment to the base annual contribution)	-\$5,500	
<b>Recommended Annual Capital Works Fund Contribution (After Buffer)</b>	<b>\$23,677</b>	
Current Annual Capital Works Fund contribution (as instructed)	\$12,820	
Current Capital Works Fund Balance (as instructed)	\$95,580	
Annual Capital Works Fund Payment increase rate	3.00%	
Adopted Investment Rate after tax	2.75%	

Attachments Page 28 of 115

# 10 Year Capital Works Fund Forecast – Costs Estimates (includes GST)

Page 3

Capital Works Fund Forecast for:			27 Mangerton Road, Mangerton			Date commencing:		31 October 2019			Strata Plan:		SP12173	
													Today's date:	27 February 2019
Serial	Item	Current Cost Estimate	Approx year required	Escalated amount	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10
1	<b>Structure</b>													
2	Roof	\$9,900	6	\$15,710							\$15,710			
3	Long term capital items	\$9,000	10	\$19,430										\$19,430
4	<b>Appendages</b>													
5	Windows	\$9,000	9	\$17,991										\$17,991
6	Common prop. lighting	\$4,500	3	\$5,209				\$5,209						
7	Garage doors	\$9,900	7	\$16,967							\$16,967			
8	Balconies	\$40,000	8	\$74,037										\$74,037
9	Common prop. signage	\$1,000	3	\$1,158				\$1,158						
10	Guttering & downpipes	\$9,000	5	\$11,487							\$11,487			
11	Entry doors - safety glass	\$6,000	7	\$10,283										\$10,283
12	Floor tiles													
13	External balustrade	\$3,600	4	\$4,376							\$4,376			
14	<b>Inside</b>													
15	Internal painting	\$3,000	8	\$5,553										\$5,553
16	Floor covering	\$6,000	7	\$10,283										\$10,283
17	Security system													
18	Internal balustrade	\$6,000	5	\$7,658							\$7,658			
19	<b>Outside</b>													
20	External painting	\$36,000	6	\$57,127										
21	Landscaping	\$2,500	2	\$2,756				\$2,756						
22	Fences	\$3,500	4	\$4,254							\$4,254			
23	Retaining walls	\$10,000	6	\$15,869										\$15,869
24	Sealing concrete areas (1)													
25	Carport	\$2,000	5	\$2,553							\$2,553			
26	Trip hazards	\$500	1	\$525	\$525									
27	Storm water drains	\$3,600	4	\$4,376							\$4,376			
28	Foot paths	\$1,000	8	\$1,851										\$1,851
29	Driveway	\$6,000	9	\$11,994										\$11,994
30	Line marking													
31	Mail boxes													
	<b>Total Estimate (rounded)</b>	\$182,000		\$301,446	\$525	\$2,756	\$6,367	\$13,006	\$21,697	\$88,706	\$37,533	\$81,441	\$29,985	\$19,430

Attachments Page 29 of 115

The policy mentioned below is due for renewal on and payable by  
1/02/2025.

Page 1 of 7

Strata Plan 12173  
27 Mangerton Road  
WOLLONGONG NSW 2500

## TAX INVOICE

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

**Invoice Date:** 31/01/2025

**Invoice No:** 0056487

**Our Reference:** SP12173

Should you have any queries in relation to this account,  
please contact your Account Manager  
Jamesons Strata Management

**Class of Policy:** Residential Strata Plan

**Insurer:** Lloyds Of London  
TBA

ABN:

**The Insured:** Strata Plan 12173

## RENEWAL

**Policy No:** STR-20002345

**Period of Cover:**

From 1/02/2025  
to 1/02/2026 at 4:00 pm

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

**Renewal for 20245 - 2026**  
27 Mangerton Road WOLLONGONG NSW 2500

### Your Premium:

Premium	UW Levy	Fire Levy	GST	Stamp Duty	iSurvey	Risk	ServiceFee
\$13,975.32	\$385.00	\$1,252.66	\$1,840.81	\$1,502.82	\$0.00	\$2,795.06	

Commission earned on this invoice \$0.00

<b>TOTAL</b>	<b>\$21,751.67</b>
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Biller Code: 253922  
Ref: 043004413503633

Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from  
your cheque, savings, debit, credit card or transaction account.  
More info: [www.bpay.com.au](http://www.bpay.com.au)

Our Reference: SP12173  
Invoice No: 0056487  
Acct Man: JAMESONS



Acct Name: Coverforce Partners Pty Ltd - CFP Trust Nc  
BSB: 182222 Account: 304440472  
Reference: SP12173 0056487

**Want to pay monthly?**

Click here to accept online

 IQumulate  
Premium Funding

Total amount payable \$24,281.22  
(includes application fee and credit charges)  
or visit [edge.iqumulate.com/myaccount](http://edge.iqumulate.com/myaccount)  
Enter code: P242BS4PCW

✓  
Smooth out cash flow  
Easy monthly payments  
No additional security

**10 MONTHLY PAYMENTS**  
Initial payment \$2,446.12  
or AMOUNT DUE

Remaining payments \$2,426.12  
\$21,751.67

Attachments Page 30 of 115

## Schedule of Insurance

Page 3 of 7

<b>Class of Policy:</b>	Residential Strata Plan	<b>Policy No:</b>	STR-20002345
<b>The Insured:</b>	Strata Plan 12173	<b>Invoice No:</b>	0056487

<b>Insurer</b>	Insurance Investment Solutions Pty Ltd on behalf of Certain Underwriters at Lloyd's
<b>Policy Number</b>	STR-20002345
<b>Policy Wording</b>	Is-Strata Residential Strata Insurance Policy Wording and Product Disclosure Statement (PDS) RSTRATALLOYDS 2.1 10 2022
<b>The Insured</b>	SP 12173.
<b>Situation</b>	27 MANGERTON ROAD, WOLLONGONG NSW 2500
<b>Policy Period</b>	01-February-2025 - 01-February-2026

<b>Policies Selected</b>	<b>Section 1 - Physical Loss or Damage - Limits of Liability</b>	
	Building Sum Insured	\$8,513,000.00
	– All sub-sections 5.1 - 5.10 combined	\$2,128,250.00
	Common Contents	\$85,130.00
	Catastrophe Cover	Insured
	Market Value	Not Insured
	Loss of Rent	\$1,276,950.00
	Fixtures & Fitting	Insured
	Loss of Rent	Insured
	Paint Cover Selected (NSW & ACT only)	Insured
	Floorboards	Insured
	Flood Cover	Insured
	<b>Section 2 - Public Liability</b>	
	Sum Insured	\$20,000,000
<b>Section 3 - Voluntary Workers</b>		

## Schedule of Insurance

Page 4 of 7

**Class of Policy:** Residential Strata Plan  
**The Insured:** Strata Plan 12173

**Policy No:** STR-20002345  
**Invoice No:** 0056487  
**Our Ref:** SP12173

Capital	\$200,000
Weekly	\$2,000
<b>Section 4 - Fidelity</b>	
Sum Insured	\$100,000
<b>Section 5 - Machinery Breakdown</b>	
Sum Insured	\$100,000
<b>Section 6 - Office Bearers Liability</b>	
Sum Insured	\$5,000,000
– Additional Defence Costs	Not Insured
– Statutory Fines & Penalties	Not Insured
<b>Section 7(a) - Taxation &amp; Audit Costs</b>	
Sum Insured	\$30,000
<b>Section 7(b) - Workplace Health &amp; Safety Breaches</b>	
Sum Insured	\$150,000
<b>Section 7(c) - Legal Defence Expenses</b>	
Sum Insured	\$50,000

<b>Excesses</b>	<b>Section 1 - Physical Loss or Damage - Limits of Liability</b>	
	Property Claims	\$2,000
	Malicious Damage	\$2,000
	Flood	\$2,000
	Impact	\$2,000
	New Construction	\$2,500

## Schedule of Insurance

Page 5 of 7

**Class of Policy:** Residential Strata Plan  
**The Insured:** Strata Plan 12173

**Policy No:** STR-20002345  
**Invoice No:** 0056487  
**Our Ref:** SP12173

* All Standard Excess Claims (Discounted)	\$1,000
	* Where We complete or control the work via our chosen supplier or where We offer a cash settlement the above excesses will be reduced to the discounted amount shown above.
Burst Pipe &/or Resultant Water Damage	\$5,000
** Burst Flexi Pipe & Resultant Water Damage (Discounted)	\$2,500
	** the above discounted excess will apply if the You can demonstrate the burst flexihose was less than 3 years old or an emergency stop valve is connected.
Storm	\$5,000
Earthquake	\$18,000
Tropical Cyclone	\$36,000
<b>Section 2 - Public Liability</b>	
All Liability Claims	\$1,000
Claims involving Pool / Spa	\$2,500
Claims involving Tennis Courts	\$2,500
Claims involving Playgrounds	\$2,500
Claims involving Gymnasium	\$5,000
<b>Section 3 - Voluntary Workers</b>	
All Voluntary Workers Claims	7 days
<b>Section 4 – Fidelity</b>	
All Fidelity Excess Claims	\$1,000
<b>Section 5 - Machinery Breakdown</b>	
All Water Chillers and Power	\$5,000

## Schedule of Insurance

Page 6 of 7

**Class of Policy:** Residential Strata Plan  
**The Insured:** Strata Plan 12173

**Policy No:** STR-20002345  
**Invoice No:** 0056487  
**Our Ref:** SP12173

Generators Claims	
All Central AC Units Claims	\$2,500
All Small AC Units Claims	\$1,000
All Lift claims	\$2,000
All Other Equipment Breakdown Claims	\$1,000
<b>Section 6 - Office Bearers Liability</b>	
Office Bearers Liability	\$1,000
Office Bearers Retroactive Date	Unlimited
<b>Section 7 - Government Audit &amp; Legal Expenses</b>	
Section 7(a) Taxation & Audit Excess	\$250.00
Section 7(b) Work Health Safety Excess	\$250.00
Section 7(c) Legal Expenses Excess	\$1,000
Section 7(c) Legal Expenses Contribution	10%
Where more than one excess is payable the higher excess listed will be applied	

**Endorsements:**

## Schedule of Insurance

Page 7 of 7

**Class of Policy:** Residential Strata Plan  
**The Insured:** Strata Plan 12173

**Policy No:** STR-20002345  
**Invoice No:** 0056487  
**Our Ref:** SP12173

## Statement of Advice

Please refer to the Renewal report to find relevant information that has been tailored for you. The Renewal report confirms our personal advice to you. It has been designed to assist you in making an informed decision about whether to act on our personal advice.

The Renewal report contains:

- A statement setting out our advice;
- Information about the basis on which our advice was given;
- How we and our associates are paid; and
- Any potential conflict of interest we may have.

If you are satisfied with the information included in the Renewal report, please arrange for payment of the invoice. However, if you would like to discuss this matter further, please do not hesitate to contact us.

Please consult the relevant product disclosure statements, policy wording, schedules and financial services guide for full details of the terms, conditions and exclusions of the insurance policy that you decide to purchase.

**Lodger Details**

Lodger Code 502458Y  
Name PDC LAWYERS & TOWN PLANNERS  
Address PO BOX 214  
WOLLONGONG 2520  
Lodger Box 1W  
Email LORRI@PDCLAWYERS.COM.AU  
Reference 22/2966

Land Registry Document Identification

**AS85234**

STAMP DUTY:

**Consolidation/Change of By-laws**

**Jurisdiction** NEW SOUTH WALES

**Privacy Collection Statement**

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

<b>Land Title Reference</b>	<b>Part Land Affected?</b>	<b>Land Description</b>
CP/SP12173	N	

**Owners Corporation**

THE OWNERS - STRATA PLAN NO. SP12173

Non-government statutory entity

**Meeting Date**

12/12/2021

**Repealed by-law No.**

**Details** NOT APPLICABLE

**Amended by-law No.**

**Details** NOT APPLICABLE

**Added by-law No.**

**Details** SPECIAL BY-LAW 5

The subscriber requests the Registrar-General to make any necessary recording in the Register to give effect to this instrument, in respect of the land or interest described above.

**Attachment**

See attached Conditions and Provisions

See attached Approved forms

**Execution**

The Certifier has taken reasonable steps to verify the identity of the applicant or his, her or its administrator or attorney.

The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.

The Certifier has retained the evidence supporting this Registry Instrument or Document.

The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

**Executed on behalf of** THE OWNERS - STRATA PLAN NO. SP12173

**Signer Name** LORRI FIELD

**Signer Organisation** PLANNING DEVELOPMENT COMMERCIAL LAWYERS PTY LIMITED

**Signer Role** PRACTITIONER CERTIFIER

**Execution Date** 29/04/2022

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

### By-law 1 Vehicles

An owner or occupier of a lot must not park or stand any motor or other vehicle on common property, or permit a motor vehicle to be parked or stood on common property, except with the prior written approval of the owners corporation or as permitted by a sign authorised by the owners corporation.

### By-law 2 Changes to common property

- (1) An owner or person authorised by an owner may install, without the consent of owners corporation:
- (a) any locking or any other safety device for protection of the owner's lot against intruders or to improve safety within the owner's lot, or
  - (b) any screen or other device to prevent entry of animals or insects on the lot, or
  - (c) any structure or device to prevent harm to children.
- (2) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.
- (3) Clause (1) does not apply to the installation of any thing that is likely to affect the operation of fire safety devices in the lot or to reduce the level of safety in the lots or common property.
- (4) The owner of a lot must:
- (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in clause (1) that forms part of the common property and that services the lot, and
  - (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in clause (1) that forms part of the common property and that services the lot.

### By-law 3 Damage to lawns and plants on common property

An owner or occupier of a lot must not, except with the prior written approval of the owners corporation:

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

### By-law 4 Obstruction of common property

An owner or occupier of a lot must not obstruct lawful use of common property by any person except on a temporary and non-recurring basis.

### By-law 5 Keeping of animals

#### Option B

- (1) An owner or occupier of a lot may keep an animal on the lot or the common property with the written Approval of the owners corporation.
- (2) The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property and must give an owner or occupier written reasons for any refusal to grant approval.
- (3) If an owner or occupier of a lot keeps an animal on the lot, the owner or occupier must:
- (a) keep the animal within the lot, and
  - (b) supervise the animal when it is on the common property, and
  - (c) take any action that is necessary to clean all areas of the lot or the common property that are soiled by the animal.
- (4) An owner or occupier of a lot who keeps an assistance animal on the lot must, if required to do so by the owners corporation, provide evidence to the owners corporation demonstrating that the animal is an assistance animal as referred to in section 9 of the Disability Discrimination Act 1992 of the Commonwealth.



## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

### **By-law 6 Noise**

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

### **By-law 7 Behaviour of owners, occupiers and invitees**

- (1) An owner or occupier of a lot, or any invitee of an owner or occupier of a lot, when on common property, must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.
- (2) An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier:
  - (a) do no behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property, and
  - (b) without limiting paragraph (a), that invitees comply with clause (1).

### **By-law 8 Children playing on common property**

- (1) Any child for whom an owner or occupier of a lot is responsible may play on any area of the common property that is designated by the owners corporation for that purpose but may only use an area designated for swimming while under adult supervision.
- (2) An owner or occupier of a lot must not permit any child for whom the owner or occupier is responsible, unless accompanied by an adult exercising effective control, to be or remain on common property that is a laundry, car parking area or other area of possible danger or hazard to children.

### **By-law 9 Smoke penetration**

#### **Option A**

- (1) An owner or occupier, and any invitee of the owner or occupier, must not smoke tobacco or any other substance on the common property.
- (2) An owner or occupier of a lot must ensure that smoke caused by the smoking of tobacco or any other substance by the owner or occupier, or any invitee of the owner or occupier, on the lot does not penetrate to the common property or any other lot.

### **By-law 10 Preservation of fire safety**

The owner or occupier of a lot must not do any thing or permit any invitees of the owner or occupier to do any thing on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property.

### **By-law 11 Storage of inflammable liquids and other substance and materials**

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

### **By-law 12 Appearance of lot**

- (1) The owner or occupier of a lot must not, without the prior written approval of the owners corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of building.
- (2) This by-law does not apply to the hanging of any clothing, towel, bedding or other article of a similar type in accordance with by-law 14.

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

### **By-law 13 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 in windows and doors that cannot be accessed by the owner or occupier of the lot safely or at all.

### **By-law 14 Hanging out of washing**

- (1) An owner or occupier of a lot may hang any washing on any lines provided by the owners corporation for that purpose. The washing may only be hung for a reasonable period.
- (2) An owner or occupier of a lot may hang washing on any part of the lot other than over the balcony railings. The washing may only be hung for a reasonable period.
- (3) In this by-law: "washing" includes any clothing, towel, bedding or other article of a similar type.

### **By-law 15 Disposal of waste-bins for individual lots (applicable where individual lots have bins)**

- (1) An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the owners corporation.
- (2) An owner or occupier of a lot must not deposit in a toilet, or otherwise introduce or attempt to introduce into the plumbing system, any item that is not appropriate for any such disposal (for example, a disposable nappy).
- (3) An owner or occupier must:
  - (a) comply with all reasonable directions given by the owners corporation as to the disposal and storage of waste (including the cleaning up of spilled waste) on common property, and
  - (b) comply with the local council's guidelines for the storage, handling, collection and disposal of waste.
- (4) An owner or occupier of a lot must maintain bins for waste within the lot, or on any part of the common property that is authorised by the owners corporation, in clean and dry condition and appropriately covered.
- (5) An owner or occupier of a lot must not place any thing in the bins of the owner or occupier of any other lot except with the permission of that owner or occupier.
- (6) An owner or occupier of a lot must place the bins within an area designated for collection of the owners corporation not more than 12 hours before the time at which waste is normally collected and, when the waste has been collected, must promptly return the bins to the lot or other area authorised for the bins.
- (7) An owner or occupier of a lot must notify the local council of any loss of, or damage to, bins provided by the local council for waste.
- (8) The owners corporation may give directions for the purpose of this by-law by posting signs on the common property with instructions on the handling of waste that are consistent with the local council's requirements or giving notices in writing to owners or occupiers of lots.
- (9) In this by-law: "bin" includes any receptacle for waste. "waste" includes garbage and recyclable material.

### **By-law 16 Disposal of waste - shared bins (applicable where bins are shared by lots)**

- (1) An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the owners corporation.
- (2) An owner or occupier of a lot must not deposit in a toilet, or otherwise introduce or attempt to introduce into the plumbing system, any item that is not appropriate for any such disposal (for example, a disposable nappy).
- (3) An owner or occupier must:
  - (a) comply with all reasonable directions given by the owners corporation as to the disposal and storage of waste (including the cleaning up of spilled waste) on common property, and

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

- (b) comply with the local council's guidelines for the storage, handling, collection and disposal of waste.
- (4) The owners corporation may give direction for the purposes of this by-law by posting signs on the common property with instructions on the handling of waste that are consistent with the local council's requirements or giving notices in writing to owners or occupiers of lots.
- (5) In this by-law: "Bin" includes any receptacle for waste. "Waste" includes garbage and recyclable material.

### **By-law 17 Change in use or occupation of lot to be notified**

- (1) An occupier of a lot must notify the owners corporation if the occupier changes the existing use of the lot.
- (2) Without limiting clause (1), the following changes of use must be notified:
  - (a) a change that may affect the insurance premiums for the strata scheme (for example, if the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes),
  - (b) a change to the use of a lot for short-term or holiday letting.
- (3) The notice must be given in writing at least 21 days before the change occurs or a lease or sublease commences.

### **By-law 18 Compliance with planning and other requirements**

- (1) The owner or occupier of a lot must ensure that the lot is not used for any purpose that is prohibited by law.
- (2) The owner or occupier of a lot must ensure that the lot is not occupied by more persons than are allowed by law to occupy the lot.

### **Special By-law 1 Security doors (Dealing 7916756G)**

The Owners Corporation shall have the following functions, in addition to those conferred or imposed on it by the Strata Schemes Management Act 1996 or any other Act:-

- i) The power and authority to acquire and to install the following:-
  - a) Six triple-locking security doors to the entrance ways from the carspaces to the stairways on Level 1, as depicted on the registered strata plan;
  - b) Security grilles in the holes on each side of the doorways leading from the carspace to the stairways on Level 1 as depicted on the registered strata plan;
  - c) Security grills in front of each window in the eighteen storage areas as depicted on Level 1 of the registered strata plan;
  - d) Additional power supply to each of the eighteen carspaces;
  - e) Colorbond fencing between part-Lots 18 and 6, 12 and 17, 11 and 5, 16 and 4, 10 and 3, 9 and 15, 14 and 8, 2 and 7 and 1 and 13.
- ii) The power and authority to re-route the cold water taps and pipes located on columns at the northern end of the carspaces.
- iii) The duty to maintain each of the items mentioned in Clauses i. and ii. of this by-law in a state of good and serviceable repair.
- iv) The power and authority to engage consultants and contractors for these purposes.
- v) The power and authority to apply the funds of the Owners Corporation to these purposes.

### **Special by-law 2 Carspace doors (Dealing 7916757G)**

An owner of a lot must not install a door to the northern end of their carspace or a wall and door to the southern end of their carspace except in compliance with the following conditions and stipulations:-

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

### Conditions and stipulations:-

#### Doors at the Northern End of the Carspace

1. The door must be a roller door or tilt-a-door.
2. The roller door or tilt-a-door must have a 'roller door profile'.
3. Before installing a door, the owner must:-
  - i. Provide the Owners Cooperation with a copy of any requisite approval of the local Council, including all conditions of approval, drawings and specifications; and
  - ii. Obtain the written approval of the Owners Corporation to the location, colour and type of the proposed roller door or tilt-a-door, which approval may not be withheld unreasonably.
4. In installing a roller or tilt-a-door, the owner must:-
  - i. Comply with all conditions of approval of the local Council;
  - ii. Comply with the manufacturer's specifications;
  - iii. Comply with the terms of the written approval given by the Owners Corporation; and
  - iv. Carry out the installation in a proper and skilful manner.
5. The owner must maintain the roller door or tilt-a-door and all associated fittings and fixtures in a state of good serviceable repair and appearance, and must renew or replace it whenever necessary.
6. The owner at his own cost must repair any damage to the common property or the property of the owner or occupier of another lot occurring in the installation, maintenance, replacement, repair or renewal of the roller door or tilt-a-door.
7. The owner must indemnify the Owners Corporation and the owners and occupiers of other lots against any liability or expense that would not have been incurred if the roller door or tilt-a-door had not been installed.

#### Walls & Doors at the Southern End of the Carspace

1. Any walls constructed at the southern end of a part-lot comprising a carport must be constructed of Neetascreen BHP colorbond fencing.
2. Before installing any wall at the southern end of a carport either with or without a door, the owner must:-
  - i. Provide the Owners Corporation with a copy of any request approval of local Council, including all conditions of approval, drawings and specifications; and
  - ii. Obtain the written approval of the Owners Corporation to the location, colour and type of proposed wall and door. Without limiting this provision, the Owners Corporation may specify and require that a walkway be left between the wall at the common property area immediately south of the carspace
3. In installing a wall and door, the owner must:-

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

- i. Comply with all conditions for approval of the local Council;
  - ii. Comply with the manufacturer's specifications;
  - iii. Comply with the terms of written approval given by the Owners Corporation; and
  - iv. Carry out the installation in a proper and skilful manner.
4. The owner must maintain the wall and door and all associated fitting and fixtures in a state of good serviceable repair and appearance, and must renew or replace it whenever necessary.
  5. The owner at this own cost must repair any damage to the common property or the property of the owner or occupier of another lot occurring in the installation, maintenance, replacement, repair or renewal of the wall and door.
  6. The owner must indemnify the Owner's Corporation and the owners and occupiers of other lots against any liability or expense that would not have been incurred if the wall and door had not been installed

This by-Law has effect notwithstanding by-laws 5 and 17.

### **Special By-law 3 Lot 5 works (Dealing AM340002V)**

#### **A. DEFINITIONS**

"Owner" means the Owners of Lot: 5 in Strata Plan 12173.

"Building Works" means the renovation and/or alteration of the kitchen and bathroom in accordance with the owner's Schedule of Works.

"Reasonable and satisfactory standard" means a state of good and serviceable repair, approved by the Owners Corporation (whether retrospectively or in anticipation of Building Works) and as close to that condition as possible, accounting for fair wear and tear.

"Schedule of Works" means the Owner's list of all of the Building Works already completed or proposed to be performed, approved by the Owner's Corporation and enclosed herewith and marked 'Enclosure 1'.

Where any terms used in this by-law are defined in the Strata Schemes Management Act 1996, they will have the same meaning as those words are attributed under the Act.

#### **B. RIGHTS**

Subject to the conditions in paragraph C of this by-law, the Owner will have;

- (A) a special privilege in respect of the common property to perform, erect and keep the Building Works to and on the common property; and
- (B) in relation to their lot, the exclusive use of those parts of common property occupied by the Building Works.

#### **C. CONDITIONS**

##### **1. MAINTENANCE**

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

- (A) The owner must properly maintain and keep the common property adjacent to their lot to which the Building Works are erected or attached to a reasonable and satisfactory standard.
- (B) In respect of their lot, the Owner must properly maintain and keep the Building Works to a reasonable and satisfactory standard and must replace the Building Works if/as required from time to time.

### 2. DOCUMENTATION

Before commencing the Building Works the Owner must submit the following documents relating to the Building Works to the Owners Corporation for approval;

- (A) plans and drawings;
- (B) specifications;
- (C) structural diagrams;
- (D) a Schedule of Works; and
- (E) any other document reasonably required by the Owners Corporation.

### 3. APPROVALS

- (A) The Building Works must be compliant with Australian Standards.
- (B) Before commencing the Building Works the Owner must obtain approval for the performance of the Building Works from:
  - (I) the relevant consent authority under the Environmental Planning and Assessment Act; and
  - (II) any other relevant statutory authority whose requirements apply to the Building Works.

### 4. INSURANCE

Before commencing the Building Works the Owner must affect or cause to be affected the following insurances in respect of their lot in the joint names of the Owner and Owners Corporation as required;

- (A) contractors all works insurance;
- (B) insurance required under the Home Building Act 1989 (if required);
- (C) workers compensation insurance; and
- (D) public liability insurance in the amount of \$10,000,000.00

### 5. PERFORMANCE OF WORKS

In performing the Building Works, the Owner must;

- (A) transport all construction material, equipment debris and other material in the manner reasonably directed by the Owners Corporation;

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

- (B) protect all areas of the scheme outside their lot from damage by the Building Works or the transportation of construction materials, equipment, debris;
- (C) keep all areas of the building outside their respective lot clean and tidy throughout the performance of the Building Works;
- (D) only perform the Building Works at the times approved by the Owners Corporation;
- (E) not create noise that causes unreasonable discomfort, disturbance, or interference with activities of any other occupier of the building;
- (F) remove all debris resulting from the Building Works immediately from the building; and
- (G) comply with the requirements of the Owners Corporation to comply with any bylaws and any relevant statutory authority concerning the performance of the Building Works.

### 6. LIABILITY

The owner will be liable for any damage caused to any part of the common property as a result of the erection or attachment of the Building Works to the common property and will make good that damage immediately after it has occurred.

### 7. INDEMNITY

The owner must indemnify the Owners Corporation against any loss or damage the Owners Corporation suffers as a result of the construction, performance, maintenance or replacement of their respective Building Works on the common property including liability under section 65(6) in respect of any property of the Owners.

### 8. COST OF WORKS

The building works must be undertaken at the cost of the Owner.

### 9. OWNERS' FIXTURES

The building works shall remain the Owner's fixtures.

### 10. RIGHT TO REMEDY DEFAULT

If the owner fails to comply with any obligation under this by-law, THEN the Owners Corporation may:

- (A) carry out all work necessary to perform that obligation;
- (B) enter upon any part of the parcel to carry out that work; and
- (C) recover the costs of carrying out that work from the Owner.

Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS  
Parties: The Owners – Strata Plan No. 12173

SPECIAL BY-LAW 3 – ENCLOSURE 1

<p style="text-align: center;"><b>shoalhaven</b> <b>NEW IMAGE KITCHENS</b> ABN 13 165 179 676 ACN 165 179 675 Licence No. 2B4036C www.newimagekitchens.com.au</p>	<p style="text-align: right;">No. 128 129-124 Princes Hwy South Nowra NSW 2541 T 4421 4411 F 4473 0917 pmh@newimagekitchens.com.au</p>																		
<p>Helen Vallance 5/27 Mangerton Road Mangerton 2500 NSW Phone 0421248778 helen_vallance@yahoo.co.uk</p>	<p style="text-align: right;">Quote No. W1860/16 22 February 2016 Job Address Vallance 5/27 Mangerton Road Mangerton</p>																		
<p>Dear Helen We have pleasure in submitting the following quotation for your New Kitchen. <b>THIS QUOTE INCLUDES 10% GST</b></p> <p><b>Standard Laminate Kitchen Installed:</b> "Newform" Solid Textured Doors/Panels \$6200 Standard Kitchen Inclusions</p> <table border="1" style="width: 100%;"><tr><td>Tops:33mm Solid Rolled Edges or 10x10</td><td></td></tr><tr><td>Carcase: 16mm HMR with <b>SOLID BACKS</b></td><td></td></tr><tr><td>Doors: 16mm Melamine MDF Board</td><td></td></tr><tr><td>Drawers: 16mm Bassac and Metal Slides</td><td></td></tr><tr><td>Hinges: Clip on Style (All Metal)</td><td></td></tr></table>		Tops:33mm Solid Rolled Edges or 10x10		Carcase: 16mm HMR with <b>SOLID BACKS</b>		Doors: 16mm Melamine MDF Board		Drawers: 16mm Bassac and Metal Slides		Hinges: Clip on Style (All Metal)									
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<p><b>ADDITIONAL COST TO STANDARD LAMINATE KITCHEN (if Required)</b></p> <table border="0" style="width: 100%;"><tr><td>"FREE UPGRADE" MultiTech drawer with Silent System to Kitchen Only up to 900w</td><td style="text-align: right;">0</td></tr><tr><td>Removal of old kitchen cabinets &amp; wall tiles (leave on site) Disposal by others</td><td style="text-align: right;">284</td></tr><tr><td>Dispose of Old Kitchen by New Image - Subject to Confirmation of tip fees</td><td style="text-align: right;">286</td></tr><tr><td>Estimated Price for Plumbing Disconnect/Reconnect only (Subject to Confirmation)</td><td style="text-align: right;">650</td></tr><tr><td>Estimate for Electrical for Disconnected/Reconnect appliances only</td><td style="text-align: right;">650</td></tr><tr><td>Tiler to Lay Tiles Only, Standard Laying (not 45or mosaic) (Subject to Confirmation)</td><td style="text-align: right;">500</td></tr><tr><td>Estimate Re sheet if damage to walls on removal of wall tiles</td><td style="text-align: right;">150</td></tr><tr><td colspan="2"><b>WE APPRECIATE THE OPPORTUNITY TO QUOTE ON YOUR KITCHEN</b></td></tr><tr><td style="text-align: right;"><b>TOTAL</b></td><td style="text-align: right;"><b>\$7880</b></td></tr></table>		"FREE UPGRADE" MultiTech drawer with Silent System to Kitchen Only up to 900w	0	Removal of old kitchen cabinets & wall tiles (leave on site) Disposal by others	284	Dispose of Old Kitchen by New Image - Subject to Confirmation of tip fees	286	Estimated Price for Plumbing Disconnect/Reconnect only (Subject to Confirmation)	650	Estimate for Electrical for Disconnected/Reconnect appliances only	650	Tiler to Lay Tiles Only, Standard Laying (not 45or mosaic) (Subject to Confirmation)	500	Estimate Re sheet if damage to walls on removal of wall tiles	150	<b>WE APPRECIATE THE OPPORTUNITY TO QUOTE ON YOUR KITCHEN</b>		<b>TOTAL</b>	<b>\$7880</b>
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<b>TOTAL</b>	<b>\$7880</b>																		
<p><b>Requirements:</b> Brochures or written Measurements of All Appliances before Production</p> <p>This is a <b>NET</b> quote &amp; will remain firm for 60 days</p> <p>Your signature,</p> <p>Andrew Sheehan - 0431150162 Design Consultant NOTE: REMOVAL OF KITCHEN/PLUMBING/ELECTRICAL, TILING, PAINTING &amp; GYPROCK COSTS ARE NOT INCLUDED</p> <table border="1" style="width: 100%;"><tr><td style="text-align: center;">10% Deposit: 40% Start of Production, 45% Pre Delivery, Balance on Completion</td></tr></table>		10% Deposit: 40% Start of Production, 45% Pre Delivery, Balance on Completion																	
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Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS  
Parties: The Owners – Strata Plan No. 12173

SPECIAL BY-LAW 3- ENCLOSURE 1



Showroom  
64 Albert Street, Corrimal, 2518, NSW.  
Phone 02 42854911 Fax 02 42844860  
E-mail: [abbathkl@bigpond.com](mailto:abbathkl@bigpond.com)  
ABN: 53 165 386 630  
LIC No: 202262C

06/09/2016

[www.ausbathroomsandkitchens.com.au](http://www.ausbathroomsandkitchens.com.au)

Helen Vallance  
5/27 Mangerton Road  
WOLLONGONG

I wish to firstly thank you for choosing our Firm to produce you with this quotation. We look forward to a favorable outcome so we can customise your New Bathroom with the professional "Australian Finish."

RE: NEW BATHROOM

**QUOTATION**

To supply all material and labour for, "New Bathroom Renovation." To also supply and install the following Australian Renovation Package made by us and partners:

Vanity - 1000mm Standard Polyurethane Monaco Grande Vanity.

Mirror - Client Supplying.

Tapware - Client Supplying.

Fittings - Client Supplying.

Bath - Client Supplying.

Shower Screen - Client Supplying.

Toilet - Client Supplying.

Waste - 1 x Bermuda Floor Waste, 1 x Pop-Down Bath Waste & 1 x Pop-up Vanity Waste.

Extras included in this quote: Please look on page 3 for details

This quotation also includes an allowance of \$NIL for Gas @ \$30.00 per m<sup>2</sup> if selected from Continental Ceramic Tiles.

Wall Tiles - 17 Square Meters - being tiling up to 2m in shower and 1500mm all other walls  
NO FEATURE TILE IS SPECIFIED.  
Floor Tiles - 7 Square Meters

\* additional \$460.00 will apply if porcelain tiles are selected for walls

**TOTAL ALLOWANCE \$10,923.00 incl GST**

UPGRADES CAN BE MADE ON ALL THE ABOVE ITEMS IN OUR SHOWROOM UPON REQUEST

Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS  
Parties: The Owners – Strata Plan No. 12173

SPECIAL BY-LAW 3- ENCLOSURE 1



26/08/2016

Helen Vallance  
5/27 Mangerton Road  
WOLLONGONG

RE: BREAKDOWN OF WORK & TRADES INCLUDED FOR YOUR RENOVATION.

- Demolish Existing Bathroom
- Make walls behind existing tiles ready for new tiles
- Waterproofing
- Plumbing
- Tiler
- Electrical
- Rubbish Removal
- Professional Cleaner
- Installation and Delivery

**\*Please Note:**

Customer Also

Asbestos Removal if required will incur an additional cost FROM \$1,550.00.

When comparing this quote against other tenders please ensure you are comparing similar specifications and inclusions. Check for provisional sums, authority, vanity, tapware & all components & exclusions that may increase your total extra costs. If you are not sure about the differences please ask us. We suggest you remove the price and focus on what where the quotes are different so you can make an informed decision.



**Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS**  
**Parties: The Owners – Strata Plan No. 12173**

**Special By-law 4 – Bathroom and laundry renovation lot 1 (Dealing AM307161M)**

**A. DEFINITIONS**

"Owner" means the Owners of lot: 5 in Strata Plan 12173.

"Building Works" means the renovation and/or alteration of the kitchen and bathroom in accordance with the owner's schedule of works.

"Reasonable and satisfactory standard" means a state of good and serviceable repair, approved by the Owners Corporation (whether retrospectively or in anticipation of Building Works) and as close to that condition is possible, accounting for fair wear and tear.

"Schedule of Works" means the Owner's list of all of the Building Works already completed or proposed to be performed, approved by Owner's Corporation and enclosed herewith and marked 'Enclosure 1'.

Where any terms used in this by-law are defined in the Strata Schemes Management Act 1996, they will have the same meaning as those words are attributed under the act.

**B. RIGHTS**

Subject to the conditions in paragraph C of this by-law, the Owner will have;

- (A) special privilege in respect of the common property to perform, erect and keep the Building Works to and on the common property: and
- (B) in relation to their lot, the exclusive use of those parts of common property occupied by the Building Works.

**C. CONDITIONS**

**1. MAINTENANCE**

- (A) The owner must properly maintain and keep the common property adjacent to their lot to which the building works are erected or attached to a reasonable and satisfactory standard.
- (B) In respect of their lot, the Owner must properly maintain and keep the Building Works to a reasonable and satisfactory standard and must replace the Building Works if/as required from time to time.

**2. DOCUMENTATION**

Before commencing the Building Works the Owner must submit the following documents relating to the Building Works to the Strata committee or the Owners Corporation for approval;

- (A) plans and drawings;
- (B) specifications;
- (C) structural diagrams (if required);
- (D) a Schedule of Works; and

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

- (E) any other document reasonably required by the Strata committee or the Owners Corporation.

### 3. APPROVALS

- (A) The Building Works must be compliant with Australian Standards.
- (B) Before commencing the Building Works the Owner must obtain approval for the performance of the Building Works from;
  - (I) the relevant consent authority under the Environmental Planning and Assessment Act (if required); and
  - (II) any other relevant statutory authority whose requirements apply to the Building Works.

### 4. INSURANCE

Before commencing the Building Works the Owner must affect or cause to be affected the following insurances in respect of their lot in the joint names of the Owner and Owners Corporation as required;

- (A) contractors all works Insurance (if required);
- (B) insurance required under the Home Building Act 1989 (if required);
- (C) workers compensation insurance (if required); and
- (D) public liability insurance in the amount of \$10,000,000.00 (if required).

### 5. PERFORMANCE OF WORKS

In performing the Building Works, the Owner must;

- (A) transport all construction material, equipment debris and other material in the manner reasonably directed by the Owners Corporation;
- (B) protect all areas of the scheme outside their lot from damage by the Building Works or the transportation of construction materials, equipment, debris;
- (C) keep all areas of the building outside their respective lot clean and tidy throughout the performance of the Building Works;
- (D) only perform the Building Works at the times approved by the Owners Corporation;
- (E) not create noise that causes unreasonable discomfort, disturbance, or interference with activities of any other occupier of the building;
- (F) remove all debris resulting from the Building Works immediately from the building; and
- (G) comply with the requirements of the Owners Corporation to comply with any bylaws and any relevant statutory authority concerning the performance of the Building Works.

**Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS**  
**Parties: The Owners – Strata Plan No. 12173**

**6. LIABILITY**

The owner will be liable for any damage caused to any part of the common property as a result of the erection or attachment of the Building Works to the common property and will make good that damage immediately after it has occurred.

**7. INDEMNITY**

The Owner must indemnify the Owners Corporation against any loss or damage the Owners Corporation suffers as a result of the construction, performance, maintenance or replacement of their respective Building Works on the common property including liability under section 122 in respect of any property of the Owners.

**8. COST OF WORKS**

The building works must be undertaken at the cost of the Owner.

**9. OWNERS' FIXTURES**

The building works shall remain the Owner's fixtures.

**10. RIGHT TO REMEDY DEFAULT**

If the owner fails to comply with any obligation under this by-law, THEN the Owners Corporation may;

- (A) carry out all work necessary to perform that obligation;
- (B) enter upon any part of the parcel to carry out that work; and
- (C) recover the costs of carrying out that work from the Owner.

**ENCLOSURE 1**

Proposed scope of works

- Disconnect all tap ware, remove shower screen, toilet, vanity unit, sink, floor and wall tiles from bathroom & Laundry;
- Carry out waterproofing to comply with the Building Code of Australia;
- Lay floor and wall tiles throughout bathroom/laundry;
- Install bath, shower, sink, tap ware, vanity and toilet;
- Disposal of all building waste.

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

### SPECIAL BY-LAW NO. 5 - RENOVATIONS UNIT 16

#### SCHEDULE (lot numbers that have the benefit of this By-Law): 16

#### A DEFINITIONS

"Owner" means the lot number in Strata Plan no. 12173 whose number is specified in the Schedule.

"Building Works" means the renovation and/or alteration of unit(s) in accordance with the Owner's Schedule of Works.

"Reasonable and satisfactory standard" means a state of good and serviceable repair, approved by the Owners Corporation (whether retrospectively or in anticipation of the Building Works) and as close to that condition as possible, accounting for fair wear and tear.

"Schedule of Works" means the Owner's list of all of the Building Works already completed or proposed to be performed, approved by the Owner's Corporation and enclosed herewith and marked 'Enclosure 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 those words are attributed under that Act.

#### B. RIGHTS

Subject to the conditions in paragraph C of this by-law, the Owner will have;

- (A) special privilege in respect of the common property to perform, erect and keep the Building Works to and on the common property; and
- (B) in relation to their lot, the exclusive use of those parts of the common property occupied by the Building Works.

#### C. CONDITIONS

##### 1 MAINTENANCE

- (A) The Owner must properly maintain and keep the common property adjacent to their lot to which the Building Works are erected or attached to a reasonable and satisfactory standard.
- (B) In respect of their lot, the Owner must properly maintain and keep the Building Works to a reasonable and satisfactory standard and must replace the Building Works if/as required from time to time.

##### 2 DOCUMENTATION

Before commencing the Building Works the Owner must submit the following documents relating to the Building Works to the Owners Corporation or Strata Committee for approval;

- (A) plans and drawings;
- (B) specifications;
- (C) structural diagrams (if required);
- (D) a Schedule of Works; and

**Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS**  
**Parties: The Owners – Strata Plan No. 12173**

(E) any other document reasonably required by the Owners Corporation or Strata Committee.

**3 APPROVALS**

- (A) The Building Works must be compliant with Australian Standards.
- (B) Before commencing the Building Works the Owner must obtain approval for the performance of the Building Works from;
  - (i) the relevant consent authority under the Environmental Planning and Assessment Act (if required); and
  - (ii) any other relevant statutory authority whose requirements apply to the Building Works.

**4 INSURANCE**

Before commencing the Building Works the Owner must affect or cause to be affected the following insurances as required;

- (A) contractors all works insurance (if required);
- (B) insurance required under the Home Building Act 1989 (if required);
- (C) workers compensation insurance (if required); and
- (D) public liability insurance in the amount of \$10,000,000 (if required).

**5 PERFORMANCE OF WORKS**

In performing the Building Works, the Owner must;

- (A) transport all construction material, equipment debris and other material in the manner reasonably directed by the Owners Corporation;
- (B) protect all areas of the scheme outside their lot from damage by the Building Works or the transportation of construction materials, equipment, debris;
- (C) keep all areas of the building outside their respective lot clean and tidy throughout the performance of the Building Works;
- (D) only perform the Building Works at the times approved by the Owners Corporation;
- (E) not create noise that causes unreasonable discomfort, disturbance or interference with activities of any other occupier of the building;
- (F) remove all debris resulting from the Building Works immediately from the building; and
- (G) comply with the requirements of the Owners Corporation to comply with any by-laws and any relevant statutory authority concerning the performance of the Building Works.

## Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS

Parties: The Owners – Strata Plan No. 12173

### **6 LIABILITY**

The Owner will be liable for any damage caused to any part of the common property as a result of the erection or attachment of the Building Works to the common property and will make good that damage immediately after it has occurred.

### **7 INDEMNITY**

The Owner must indemnify the Owners Corporation against any loss or damage the Owners Corporation suffers as a result of the construction, performance, maintenance or replacement of their respective Building Works on the common property including liability under section 122 in respect of any property of the Owners.

### **8 COST OF WORKS**

The Building Works must be undertaken at the cost of the Owner.

### **9 OWNERS' FIXTURES**

The Building Works shall remain the Owner's fixtures.

### **10 RIGHT TO REMEDY DEFAULT**

If the Owner fails to comply with any obligation under this by-law, THEN the Owners Corporation may;

- (A) carry out all work necessary to perform that obligation;
- (B) enter upon any part of the parcel to carry out that work; and
- (C) recover the costs of carrying out that work from the Owner.

### **ENCLOSURE 2**

Instillation of 2x 800 by 500mm skylight

- 1x installed on the south side of the lounge room next to the balcony.
- 1x installed don the south side of the dining room.
- Work to be completed by licenses 'Summit to sea skylights" company
- Access will be gained via the balcony to allow for minimal roof contact.
- Quote below

Annexure A to CONSOLIDATION/CHANGE OF BY-LAWS  
Parties: The Owners – Strata Plan No. 12173



## SUMMIT TO SEA SKYLIGHTS

*Quote*

Quote No:	400	Shop 6 124-130 auburn st Wollongong 2500 0488059523		
Date:	13/05/2021	summittoseaskylights@gmail.com <a href="http://www.summittoseaskylights.com.au">www.summittoseaskylights.com.au</a> ABN: 57 751 081 162		
For:	Zoe Burns <a href="mailto:zoe.burns1@gmail.com">zoe.burns1@gmail.com</a> 0424 702 547			
Description	Quantity	Rate	Amount	
Supply and install 800x500 (TSL)	2	\$1,000.00	\$2,000.00	
		Subtotal	\$2,000.00	
		GST 10%	\$200.00	
		Total	\$2,200.00	
		<b>TOTAL</b>	<b>\$2,200.00</b>	

### Notes

I will provide a 1000x400 trim and diffuser for internal finish!



Form: 15CH  
Release: 2.3

**CONSOLIDATION/  
CHANGE OF BY-LAWS**  
New South Wales

Strata Schemes Management Act 2015  
Real Property Act 1900

Leave this space clear. Affix additional pages to the top left-hand corner.

**PRIVACY NOTE:** Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

(A) TORRENS TITLE	For the common property SP12173		
(B) LODGED BY	Document Collection Box	Name Company PDC Lawyers & Town Planners Address PO Box 214, Wollongong NSW 2520  E-mail admin@pdclawyers.com.au Contact Number (02) 4288 0150 Customer Account Number Reference KM:21/2966	CODE CH

- (C) The Owner-Strata Plan No. 12173 certify that a special resolution was passed on 17/12/2021  
(D) pursuant to the requirements of section 141 of the Strata Schemes Management Act 2015, by which the by-laws were changed as follows –

- (E) Repealed by-law No. NOT APPLICABLE

Added by-law No. Special by-law 5

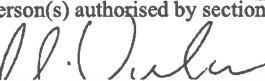
Amended by-law No. NOT APPLICABLE

as fully set out below :

See Annexure A the Consolidated By-Laws for Strata Plan 12173

- (F) A consolidated list of by-laws affecting the above mentioned strata scheme and incorporating the change referred to at Note (E) is annexed hereto and marked as Annexure A

- (G) The seal of The Owners-Strata Plan No. 12173 was affixed on 19/4/2022 in the presence of the following person(s) authorised by section 273 Strata Schemes Management Act 2015 to attest the affixing of the seal:

Signature : 

Electronic signature of me Michael Vumbaca  
Affixed at my direction on 19/04/2022 at 03:00PM

Name : Michael Vumbaca

Authority : Strata Managing Agent

Signature :

Name :

Authority :

ALL HANDWRITING MUST BE IN BLOCK CAPITALS.  
2007



BCS Strata Management Pty Ltd  
ABN 86010633351

Locked Bag 22 HAYMARKET NSW 1238  
bcs\_wollongong@bcssm.com.au  
www.bcssm.com.au

Ph. 02 4228 2800  
Fax. 02 8216 0314



**THE MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN 12173  
27 MANGERTON ROAD MANGERTON NSW 2500**

DATE, PLACE & TIME OF MEETING: The Annual General Meeting of The Owners - Strata Plan No. 12173 was held on Friday, 22 November 2019 at the offices of BCS Strata Management Pty Ltd, Level 5, 38-40 Young Street, Wollongong. The meeting commenced at 3:30 P.M.

PRESENT: T Boehm (lot 1), R Knowles (Lot 11), B Bravin (Lot 13)

PRESENT BY PROXY: R Pallett by proxy B Bravin, K Gibson by proxy to J Gibson, J & J Elfes by proxy to T & S Boehm, L Soccorsi by proxy to D Soccorsi-Wilson

IN ATTENDANCE: J Gibson, L Soccorsi, D Soccorsi-Wilson, K Johnson on behalf of BCS Strata Management Pty Ltd

CHAIRPERSON: Karen Johnson

SECRETARY:

INELIGIBLE PROXIES: NIL

UNUSED PROXIES (DUE TO QUOTA RESTRICTIONS): NIL

APOLOGIES: NIL

**1. MINUTES:**

- 1.1 That the minutes of the last general meeting of the Owners Corporation, held on Wednesday, 28 November 2018, be confirmed as a true record of the proceedings of that meeting.

**CARRIED**

**2. ANNUAL FIRE SAFETY STATEMENT:**

- 2.1 That the Owners Corporation resolves that there are no fire safety items at the strata scheme and therefore an Annual Fire Safety Statement is not required.

**CARRIED**

**MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 12173**

**ADDRESS OF THE STRATA SCHEME:  
27 MANGERTON ROAD MANGERTON NSW 2500**



**3. INSURANCES:**

- 3.1 That the Owners Corporation confirm that the following insurance policies are effected:

**CARRIED**

INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUUE DATE
CHU/QBE COMMUNITYSURE	Appeal Expenses	26P617843UPK	\$100,000.00	1/02/2020
CHU/QBE COMMUNITYSURE	Building	26P617843UPK	\$8,037,750.00	1/02/2020
CHU/QBE COMMUNITYSURE	Contents	26P617843UPK	\$80,378.00	1/02/2020
CHU/QBE COMMUNITYSURE	Fidelity Guarantee	26P617843UPK	\$250,000.00	1/02/2020
CHU/QBE COMMUNITYSURE	FLOATING FLOORS	26P617843UPK	INCLUDED	1/02/2020
CHU/QBE COMMUNITYSURE	Flood Cover	26P617843UPK	SELECTED	1/02/2020
CHU/QBE COMMUNITYSURE	Government Audit Costs	26P617843UPK	\$25,000.00	1/02/2020
CHU/QBE COMMUNITYSURE	Legal Expenses	26P617843UPK	\$50,000.00	1/02/2020
CHU/QBE COMMUNITYSURE	Loss of Rent/Temp Accomm	26P617843UPK	\$1,205,663.00	1/02/2020
CHU/QBE COMMUNITYSURE	Lot Owners fixture/improvement	26P617843UPK	\$250,000.00	1/02/2020
CHU/QBE COMMUNITYSURE	Office Bearers Liability	26P617843UPK	\$5,000,000.00	1/02/2020
CHU/QBE COMMUNITYSURE	Paint Benefit	26P617843UPK	INCLUDED	1/02/2020
CHU/QBE COMMUNITYSURE	Voluntary Workers	26P617843UPK	300000/3000	1/02/2020
CHU/QBE COMMUNITYSURE	Public Liability	26P617843UPK	\$30,000,000.00	1/02/2020

Date on which the premiums were last paid: **21 January 2019**

- 3.2 That the insurances of the Owners Corporation be varied at the insurer's suggested values.

**CARRIED**

- 3.3 That the insurances of the Owners Corporation be extended to include additional optional insurances.

**LOST**

- 3.4 That the Owners Corporation confirm that it does NOT employ workers with annual wages exceeding \$7,500.00 and therefore will not require workers compensation insurance for the coming year.

**CARRIED**

**4. COMMISSIONS AND TRAINING SERVICES:**

- 4.1 That the Owners Corporation note a report by the managing agent, in the agenda explanatory note, in regards to the commissions that have been paid and training services received in the last year and those commissions likely to be paid and training services provided to the managing agent in the coming year.

**CARRIED**

**MINUTES OF ANNUAL GENERAL MEETING**  
**THE OWNERS - STRATA PLAN NO. 12173**

**ADDRESS OF THE STRATA SCHEME:**  
**27 MANGERTON ROAD MANGERTON NSW 2500**



**5. TERMINATION OF MANAGING AGENT:**

- 5.1 That, pursuant to Section 50 (3) of the Strata Schemes Management Act, 2015, the Owners Corporation terminate the appointment of **BCS Strata Management Pty Ltd** as strata managing agent for the strata scheme and revoke all the delegations of the Owners Corporation's powers, authorities, duties and functions made to that managing agent. CARRIED
- 5.2 That the termination and revocation have effect from **30/11/2019**. CARRIED
- 5.3 That in accordance with Section 49 (2) of the Strata Schemes Management Act 2015 (the Act) that Jamesons Strata Management be appointed as strata managing agent of Strata Scheme No. 12173;
- a) the Owners Corporation delegate to the Agent all of the functions of:
    - (i) the Owners Corporation (other than those listed in section 52 (2) of the Act); and
    - (ii) its chairperson, treasurer, secretary and Strata Committee, necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in the written agreement attached to the notice of the meeting; and
  - b) the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and
  - c) the Owners Corporation execute the Agreement to give effect to this appointment and delegation; and
  - d) authority be given for the common seal of the Owners Corporation to be affixed to the Agreement in accordance with Section 273 of the Act.

CARRIED

**6. AUDITOR:**

- 6.1 That an auditor is appointed and that auditor be Kelly & Partners.

LOST

**7. RESTRICTED MATTERS:**

- 7.1 That a member of the Stata Committee must meet onsite when contractors are quoting on common property works.

AMENDED AND CARRIED

**8. GST REGISTRATION:**

- 8.1 That the Owners Corporation resolves to confirm its current GST Non registration.

CARRIED

**9. SAFETY AUDIT REPORT:**

- 9.1 That the Owners Corporation appoint a consultant to undertake a Safety Audit report of the strata scheme to identify any unforeseen risks that may affect the common areas.

LOST

**MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 12173**

**ADDRESS OF THE STRATA SCHEME:  
27 MANGERTON ROAD MANGERTON NSW 2500**



**10. ENGAGEMENT OF CONTRACTORS:**

- 10.1 That Owners Corporation acknowledges that the Agent will not issue a Work Order or engage any Contractors for the provision of any goods or services, unless they have complied with the Minimum Requirements.

**LOST**

**11. ACCOUNTING RECORDS AND BUDGET:**

- 11.1 That the financial statements including the statement of key financial information for the period ended 31/10/2019 be adopted.

**CARRIED**

- 11.2 That estimated receipts and payments (budget) for the Administrative Fund and the Capital Works Fund be tabled and adopted.

**CARRIED**

**12. CONTRIBUTIONS:**

Motions

- 12.1 That contributions to the Administrative Fund are estimated in accordance with Section 79(1) of the Act and determined in accordance with Section 81(1) of the Act at **\$27,449.00** in instalments set out in the table below:

First Due date	Amount
01/01/2020	\$9,431.00
01/04/2020	\$6,006.00
01/07/2020	\$6,006.00
01/10/2020	\$6,006.00
<b>TOTAL</b>	<b>\$27,449.00</b>

**AMENDED AND CARRIED**

- 12.2 That contributions to the Capital Works Fund are estimated in accordance with Section 79(2) of the Act and determined in accordance with Section 81(1) of the Act at **\$23,677.00** in instalments set out in the table below:

First Due date	Amount
01/01/2020	\$3,205.00
01/04/2020	\$6,824.00
01/07/2020	\$6,824.00
01/10/2020	\$6,824.00
<b>TOTAL</b>	<b>\$23,677.00</b>

**AMENDED AND CARRIED**

**MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 12173**

**ADDRESS OF THE STRATA SCHEME:  
27 MANGERTON ROAD MANGERTON NSW 2500**



- 12.3 That the Administrative Fund and Capital Works Fund contributions be continued at quarterly intervals commencing on 01/01/2021 until further determined:

**Administrative Fund**

Due date	Amount
01/01/2021	\$6,006.00

**Capital Works Fund**

Due date	Amount
01/01/2021	\$6,824.00

**AMENDED AND CARRIED**

*The Act requires that the Owners Corporation determine the level of contributions to be made to the Administrative Fund and Capital Works Fund. The actual size of the levy for each member of the Strata Scheme is to be made in the same proportion that their unit entitlement bears to the total unit entitlement for the Strata scheme.*

**13. LEVY COLLECTION PROCEDURES:**

- 13.1 That the Owners - Strata Plan No 12173, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the Act (including Section 103 of the Act), authorise the strata managing agent and/or the Strata Committee to do any of the following :
- a) Levy Recovery Step 1: issue a reminder levy notice 35 days after the levy due date ;
  - b) Levy Recovery Step 2: issue 1<sup>st</sup> levy recovery letter 60 days after the levy due date ;
  - c) Levy Recovery Step 3: issue 2<sup>nd</sup> levy recovery letter 75 days after the levy due date ;
  - d) Levy Recovery Step 4: 106 days after the original date the levy was due, and where the debt is in excess of \$2,000.00 appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners – Strata Plan No 12173 to issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs ;
  - e) Approve Payment Plans generally or for specific lot owners;
  - f) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings,
  - g) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
  - h) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

**LOST**

**MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 12173**

**ADDRESS OF THE STRATA SCHEME:  
27 MANGERTON ROAD MANGERTON NSW 2500**



**14. STRATA COMMITTEE:**

14.1 That written and oral nominations be received at this meeting for election to the Strata Committee.

Nomination:	Nominated by:
S Boehm	Herself
R Pallett	Himself
K Gibson	Herself
R Knowles	Himself
D Soccorsi	Herself
B Bravin	Himself
J Elfes	Herself

**CARRIED**

That NO candidate for election to the Strata Committee disclosed any "connections" with the original owner (developer) or building manager in accordance with the Act.

**CARRIED**

14.2 That the number of members of the Strata Committee be seven (7).

**CARRIED**

14.3 That the following be declared as being elected members of the Strata Committee.

Nomination:	Lot No.:
S Boehm	1
R Pallett	2
K Gibson	10
R Knowles	11
D Soccorsi	12
B Bravin	13
J Elfes	14

**CARRIED**

CLOSURE: There being no further business, the chairperson declared the meeting closed at 4.02pm.

**MINUTES OF A STRATA COMMITTEE MEETING FOR:  
THE OWNERS - STRATA PLAN 12173**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of the Owners - Strata Plan 12173 was held on 25/02/2020 at Suite 1, Ground Floor, Enterprise 1, Innovation Campus, Squires Way, North Wollongong NSW 2500, commencing at 06:00 PM

**PRESENT:** Sara Boehm, Robyn Pallet, Robert Knowles, Jacqueline Elfes, Bruno Bravin and Lydia Soccorsi.

**IN ATTENDANCE:** John Martin on behalf of Jamesons Strata. Management

**CHAIRPERSON:** John Martin acted as Chairperson of the meeting.

**MOTIONS:**

**1 Appointment of Acting Members**

**RESOLVED** to receive and consent to the appointment of acting members pursuant to Section 34 of the Strata Schemes Management Act, 2015.

Katie Gibson to John Gibson (Lot 10).

**2 Minutes of Previous Committee Meeting**

**RESOLVED** to confirm the Minutes of the previous Strata Committee Meeting as a true record of that meeting.

**3 Business Arising from Minutes of Previous Committee Meeting**

**THE MOTION** "To consider any business arising from the Minutes of the previous Strata Committee Meeting and as determined by the Committee." **LAPSES**

**4 Financial Statement**

**RESOLVED** to receive and adopt the interim Financial Statement as tabled at this Meeting.

**5 Property & Administrative Matters**

That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

**5.1 Aegis Report**

The Strata Committee spoke in general terms around the AEGIS Engineering report that the owners corporation will not be relying upon. A copy of the most recent report from AEGIS Engineering was provided to the Secretary.

**5.2 Strata Roll Details for Owners and Tenants**

The Strata Committee instructed the Managing Agent to provide a copy of the strata roll to the Secretary.

**5.3 Water Management**

The Strata Committee spoke in general terms around water management for the strata plan where it was confirmed there is only one water meter.

**5.4 Gardeners**

The Strata Committee have terminated the services of the lawns and garden maintenance contractors. The Strata Committee will have lawns and gardening done on an ad-hoc basis via instruction from the Secretary.

**5.5 John Marino Engagement**

The Strata Committee have appointed John Marino in place of AEGIS Engineering. John and his team will be on site tomorrow (26 February 2020) where a report on the common property issues will be provided to the owners corporation in approximately four weeks' time.

**5.6 John Martin Site Visit**

The Managing Agent will organise a site visit with the Secretary in the coming week or two.

**6**

**Next Meeting**

**RESOLVED** that the date, time and place of the next Strata Committee Meeting is to be confirmed.

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

CHAIRPERSON

Date of these minutes: 05 March 2020

**MINUTES OF A STRATA COMMITTEE MEETING FOR:  
THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of the Owners - Strata Plan 12173 was held on Thursday, 16 July 2020 via video/teleconference, commencing at 6.00 PM.

**PRESENT:** Robyn Pallett, Kate Gibson, Jacquie Elfes, Bruno Bravin and Robert Knowles.

**IN ATTENDANCE:** John Martin on behalf of Jamesons Strata. Management.

**CHAIRPERSON:** John Martin acted as Chairperson of the meeting.

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 6.00 PM.

There was no declaration of any direct or indirect pecuniary interest.

**MOTIONS:**

**1 Appointment of Acting Members**

**THE MOTION**, "to receive and consent to the appointment of acting members pursuant to Section 34 of the Strata Schemes Management Act, 2015," **LAPSES**.

**2 Minutes of Previous Committee Meeting**

**RESOLVED** that the Minutes of the previous Strata Committee Meeting with one **AMENDMENT** were a true record of that meeting.

Note: The amendment being that John Gibson was to be minuted as being in attendance as the acting member for Kate Gibson.

**3 Business Arising from Minutes of Previous Committee Meeting**

**THE MOTION**, "to consider any business arising from the Minutes of the previous Strata Committee Meeting and as determined by the Committee," **LAPSES**.

**4 Financial Statement**

**RESOLVED** to receive and adopt the interim Financial Statement as tabled at this Meeting.

**5 Casual Vacancy**

**THE MOTION** "that the Strata Committee pursuant to Schedule 35 of the Strata Schemes Management Act, 2015 appoint (*insert name*) following resignation of Sara Boehm to fill the casual vacancy created by this resignation." **LAPSES**.

**Note:** There was no owner who volunteered to fill the vacant seventh (7<sup>th</sup>) strata committee position. In the interim, the Strata Committee **RESOLVED** that Jacqueline Elfes will fill the Office Bearers roles held previously by Sara Boehm until the next Annual General Meeting.

**6 Electronic Voting**

**THAT** the owners corporation **RESOLVED** pursuant to Regulation 14 of the Strata Schemes Management Regulation 2016 to adopt all the means of voting as provided in Regulation 14(1) or as made available by the strata managing agent.

**Explanatory Note:** This motion seeks to adopt all the means of electronic voting under Regulation 14(1) of the Strata Schemes Management Regulation 2016 or so much or those made available by the strata managing agent. This motion must be passed by ordinary resolution. An ordinary resolution is passed if a majority of votes are cast for the motion, with each person have in one vote in respect of each lot the person is entitled to vote, unless a poll is called.

**Property & Administrative Matters**

That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

**7.1 JJ Marino Works and Insurance Claim Information**

The Strata Committee discussed the current status of the insurance claim with the insurer, CHU. The Strata Committee **RESOLVED** to:

1. Organise re-attendance from Crawfords (assessor) with members of the strata committee to complete another walkover focusing on the areas of concern raised by the owners corporation. Kate Gibson will be the site contact and;
2. Await the comments from the insurer comment with respect to the claim proceeding based on the information already provided to the insurer via Kate Gibson.

**7.2 Cleaning**

The Strata Committee will come back to the Managing Agent with respect to the cleaning quotes sent on 25 June 2020. The Strata Committee may look to amend the scope of works provided by Sara Boehm.

**Next Meeting**

To set the date, time and place of the next Strata Committee Meeting.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 7.03 PM.

CHAIRPERSON

Date of these minutes: 17 July 2020



**MINUTES OF AN ANNUAL GENERAL MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** An Annual General Meeting of The Owners - Strata Plan 12173 was held via video/teleconference on Tuesday, 23 March 2021 at 4:00 PM.

**PRESENT:**

Stuart Hunt	Lot 1
William Hannah	Lot 9 & 16
Kate Gibson	Lot 10              Proxy to John Gibson
Bruno Bravin	Lot 13

**IN ATTENDANCE:** Linda Black on behalf of Jamesons Strata Management.

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting.

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 4:10 PM.

**MOTIONS:**

**1 Minutes of Previous General Meeting**

**RESOLVED** that the Minutes of the previous General Meeting be confirmed as a true and accurate account of the proceedings of that Meeting.

**2 Annual Statement of Accounts**

**RESOLVED** that the Annual Statement of Accounts for the Administrative Fund and Capital Works Fund (and any other Fund prepared by the Owners Corporation) for the year ended 31/10/2020 be received and adopted.

**Note:** The Strata Manager is to provide a copy of the Expenditure By Account Report with the minutes.

**3 Proposed Annual Budget (Estimated Receipts & Payments)**

**RESOLVED** that the proposed annual estimates of expenditure for the year ending 31/10/2021 as **AMENDED** be received and adopted and that contributions be determined as follows: -

(a) **RESOLVED** that contributions to the Administrative Fund are estimated in accordance with Section 79 (1) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$27,449.00; and

(b) **AMENDED & RESOLVED** that contributions to the Capital Works Fund are based upon the latest Capital Works Fund Report, and are estimated in accordance with Section 79 (2) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$60,000.00; and

(c) **RESOLVED** that both contributions be paid in regular quarterly instalments, and be due and payable as follows, and continue to be paid as above until otherwise determined by the Owners Corporation:

01/04/2021, 01/07/2021, 01/10/2021 & 01/01/2022.

**Note:** The rectifications of the cracking was discussed and a copy of the sub-committee report is attached to the minutes. It was resolved that the levies be increased for this financial period to fund the project. It was further agreed that once the tenders for the repairs have been obtained an Extraordinary General Meeting be called. If the anticipated costs are expected to exceed the available funds in the Capital Works Fund, a Special Levy will be required.

**4 Audit of Accounts**

**THE MOTION**, "that the Financial Statement of Accounts of the Owners Corporation be audited for the ensuing year and an appropriately qualified person appointed," **WAS DEFEATED**.

**NB:** An audit is required if the total income of the strata scheme exceeds, or is likely to exceed, \$250,000.00.

**5 Capital Works Fund Plan**

**THE MOTION**, "that the Owners Corporation: -

- Prepare and/or review the current Capital Works Fund 10 year plan; and
- Engage a suitably qualified consultant to assess the major capital works and general maintenance requirements of the building;
- Submit that Report to the Strata Committee to determine appropriate action; and
- Delegate to the strata managing agent the authority to undertake any additional functions in accordance with their Agency Agreement to obtain necessary quotations and engage contractors to prepare the Report and any other work as approved by the Strata Committee," **WAS DEFEATED**.

NB: Date that Capital Works Fund Plan is due to be updated - 01/02/2024.

**Note:** A copy of the Capital Works Fund Plan is to be attached to the minutes.

**6 Levy Recovery**

**RESOLVED** that the Owners Corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including Section 103 (3) (b), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following: -

- a) Any previous motion relative to levy recovery be repealed;
- b) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;
- c) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;
- d) Levy Recovery Stage 3: after 90 days from the original date the levy was due, and where the debt is in excess of \$500.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners - Strata Plan 12173 to issue a letter of demand and/or to commence, pursue, continue to defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- e) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- f) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- g) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

And further that;

Subject to the agreement of the Strata Committee, the Owners Corporation agree to enter into payment plans for the recovery of outstanding levy contributions in accordance with the provisions of Section 85(5) of the Strata Schemes Management Act 2015.

**7 Insurances**

**(a) General Insurances**

**RESOLVED** that the Owners Corporation note and confirm the general insurance cover as effected over the strata scheme and detailed in the meeting agenda.

**(b) Insurance Quotations**

**RESOLVED** that the Owners Corporation authorise and delegate to the Strata Committee and Strata Managing Agent the function of obtaining three (3) quotations for insurance over the strata scheme and further that the Strata Managing Agent be authorised and directed to arrange appropriate cover.

**(c) Office Bearers Liability Insurance**

**RESOLVED** that the Owners Corporation effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.

**(d) Valuation**

**THE MOTION**, "that the Strata Managing Agent be authorised to arrange an annual revaluation of the building for insurance purposes for replacement," **WAS DEFEATED**.

**8 Commissions and Training Services**

**RESOLVED** that the below information be received from the Strata Managing Agent on commissions and training services received in the last 12 months and the estimate of commissions and training services to be received in the next 12 months: -

(a) Commission was received totalling **\$0 (nil)** in the past 12 months, and it is estimated an amount of **\$0 (nil)** is likely to be received in the next 12 months.

**NOTE: Jamesons rebates all insurance commission directly back to the strata scheme. This rebated amount lowers the insurance policy premium payable by the Owners Corporation.**

The total Insurance Commission rebate for the Owners Corporation for the year was: **\$1,849.27**.

**9 Work Health & Safety & Asbestos**

**THE MOTION**, "that the Owners Corporation engage a suitably qualified person to undertake a Safety Audit Report of the common property and delegate to the Strata Committee and Strata Managing Agent authority to obtain quotations for essential works required as identified in the Report and arrange for those works to be completed.

and further that -

The Owners Corporation engage a suitably qualified person to carry out an Asbestos inspection to ensure the Owners Corporation compliance with the Work Health and Safety Act 2011.

and further that -

(a) The Strata Committee and Strata Managing Agent be authorised to determine appropriate action recommended in the Report, including the obtaining of quotations and engaging of contractors to attend to its obligations," **WAS DEFEATED**.

**10 Restrictions on Committee**

**RESOLVED** that, for the purposes of Section 36(3) of the Strata Schemes Management Act 2015, there be no special restrictions placed on the Strata Committee in relation to matters which the Committee is authorised to decide without referral to a General Meeting.

**11 Election of Strata Committee**

**RESOLVED** that nominations be received for election of the Strata Committee.

**N.B.** Members must be financial to be eligible for appointment or election to the Strata Committee and consent to the nomination.

(a) Nominations already received prior to this meeting are as follows: **Nil**

(b) That the Owners Corporation determine the number of members of the Strata Committee (not being more than 9)

- (c) That the Strata Committee be elected in accordance with the provisions of the Strata Schemes Regulation 2016, cl.9 and cl.10 as follows:

Stuart Hunt, William Hannah, Kate Gibson and Bruno Bravinc.

**N.B.** If the number of candidates is greater than the number decided upon by the meeting - a ballot is to be held

**Noted:** That the eligible tenant representative on the Strata Committee is: **N/A**

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 5:19 PM.

CHAIRPERSON

**MINUTES OF A STRATA COMMITTEE MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of The Owners - Strata Plan 12173 was held on Tuesday, 23 March 2021 immediately following the Annual General Meeting via video/teleconference.

**PRESENT:**

Stuart Hunt - Lot 1  
William Hannah - Lot 9 & 16  
Kate Gibson - Lot 10 (Proxy to John Gibson)  
Bruno Bravin - Lot 13.

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting.

**MOTIONS:**

**1 Appointment Chairperson, Secretary & Treasurer**

**THE MOTION,** "that, pursuant to Section 41 of the Strata Schemes Management Act, 2015:

- (a) That a Strata Committee Member be appointed Chairperson of the Strata Committee until the conclusion of the next Annual General Meeting.
- (b) That a Strata Committee Member be appointed Secretary of the Strata Committee until the conclusion of the next Annual General Meeting.
- (c) That a Strata Committee Member be appointed Treasurer of the Strata Committee until the conclusion of the next Annual General Meeting," **WAS DEFEATED.**

**2 Committee Liaison**

**THE MOTION,** "

- (a) That a Strata Committee Member be nominated to liaise with the Strata Managing Agent and be the schemes point of contact.
- (b) That a Strata Committee Member be nominated to liaise with the Strata Managing Agent and be the schemes substitute point of contact," **WAS DEFEATED.**

**3 Signboard Policy**

**RESOLVED** that the policy for allowing signboards for properties for sale & lease be determined for the ensuing year.

**4 Minutes of the last meeting**

**RESOLVED** that the Minutes of the last Strata Committee Meeting be confirmed as a true record of the proceedings of that Meeting.

**5 Property & Administrative Matters**

That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

5.1 Quotes are to be sought for the routine bin service, including cleaning of the garbage bay

5.2 A roof inspection is required and a leak to be repaired above Lot 13

5.3. Quotes are to be sought for the rectification of the fascia and gable ends where required. The contractor is also to be requested to provide a quote to cover with colorbond capping. This work is to be completed after the cracking has been finalised.

**6 Future Meetings**

**RESOLVED** that the date, time and place of future meetings be determined as follows:

- (a) Annual General Meeting - To be held in January 2022.

(b) Strata Committee Meetings - To be held on a date to be determined.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 5:30 PM.

CHAIRPERSON

## **Report on Building Repairs for the March 2021 AGM**

### **The Issue**

Cracks were observed in a brick pier and an adjacent concrete column at the southern side of the building a few metres above ground level in approximately November 2018.

The column is located behind the water tank and brick pier adjacent to the tree in the photograph.



### **Sub Committee for the Repairs**

A subcommittee was formed to expedite decision making and progress. The Committee comprised Kate Gibson, Bruno Bravin, Sara Boehm and Robyn Pallett. Sara and Robyn have recently left and Jacqueline Elfes has become involved.

### **Engineer's Assessment and Report**

A local structural engineer who was reputable and experienced in work of this nature was sought. J.J. Marino and Associates was selected and engaged in November 2018 to investigate and report on the cause and recommend what action should be taken, if any. A report with recommendations to repair the column and pier was produced in December 2018. The likely cause of the damage was root jacking from a nearby tree.

### **Tree Removal**

Application was made to Wollongong City Council (WCC) to remove the large nearby tree in February 2019. The Strata Manager removed vital information from the application before submitting it, and the application was subsequently rejected by WCC. A new tree removal application was submitted to WCC by our committee in March/April 2019. The application was approved in June 2019. The tree was removed in August 2019.

### **Engineer's Design**

J.J. Marino and Associates was engaged to design and document rectification works in September 2019. The design was delayed due to a personal issue and was produced in March 2020. The subcommittee gave feedback and the final design drawings were received in May 2020. The design solution has three options with the selection of the appropriate option being made after the foundations are uncovered as work proceeds. The Engineer will make a recommendation after his inspection.

### **Water Tank**

The water tank was removed from the work area by residents. The downpipes which were emptying into the tank were reconnected to the drainage system by a plumber in May 2020.

### **The Insurance Claim**

Being unsure whether the rectification work would be covered by insurance, we sought advice from our new Strata Manager, John Martin at Jamesons Strata Management. John advised that a claim should be submitted which was done in June 2020 and after some considerable delay it was rejected in September 2020.

## **Development Application (DA) and Building Code of Australia (BCA) Certificate**

Between July and October 2020, we conducted online research and consulted John Martin, J. J. Marino, the Australian Building Codes Board, WCC, and a local BCA certifier to check if we require a DA or BCA certificate for these works. Our subcommittee concluded that we do not require a DA or BCA Certification for these works.

## **Project Management**

A project manager who was local, experienced and competent was sought and Carlo Bellinato of Bellcorp Project Management was selected in November 2020.

## **Cost to Date**

Structural Report \$990; Structural design \$10,780; Tree removal \$5,324; Plumber \$1,194; Total Paid= \$21,900

Plus, Committed but not yet paid Project Management \$4,400; Total Paid +Committed Costs = \$22,688

## **Estimate of Cost**

The cost of the proposed rectification work is not known. It will depend on the prices in the tenders received and which of the three design options are required. Bellcorp offered to undertake a cost estimate for the amount of \$1800. The estimate of cost was not initiated as the sub committee did not reach a unanimous decision as some considered the cost of producing the estimate was too expensive.

## **Availability of Funds**

There may be sufficient funds available to undertake the works. However, there is the possibility that there might not be sufficient funds available, in which case additional funding will need to be sought. If additional funding is required and is arranged after the works commence, for example when the rectification option is known, and the final cost more accurately determined, it is likely that the builder would be delayed and there would be additional costs incurred for that delay as well.

## **Preparation to Call Tenders**

Bellcorp is presently producing a “Request for Tender” (RFT) document that will be issued to invite prices from competent firms. We are currently in negotiations in regards to the content of the document.

## **Indicative programme**

RFT document complete- March 2021. Tenders called, submitted, reviewed and approved- April/May 2021.  
Work undertaken – June- August 2021

## **Disruptions Due to Rectification Works**

Work Hours: Proposed work hours are between 7am- 5pm Monday to Friday with noisy works only between 8am – 5pm

Access: The builder will require vehicular access via the driveway and around the eastern end of the building to access a work site that will be established towards the south and east of the building. Pedestrian access will be available by the same route and also along the path at the western side of the building. No access will be permitted to the garages under the building. The builder will be expected to keep the driveways and paths clean.

Other: With construction of this nature we expect noise and some dust and maybe some vibration at times. The grass in the area will be damaged and restored later.



**MINUTES OF AN EXTRAORDINARY GENERAL MEETING FOR:  
THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** An Extraordinary General Meeting of The Owners - Strata Plan 12173 was held on Wednesday, 1 September 2021 via video/teleconference, commencing at 2:00 PM.

**PRESENT:**

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Hunt, S
9	9	Yes	Hannah, W
10	10	Yes	Gibson, K
12	12	Yes	Soccorsi, L
13	13	Yes	Bravin, B
14	14	Yes	Elfes, J
16	16	Yes	Burns, Z

**IN ATTENDANCE:** Linda Black on behalf of Jamesons Strata Management.  
Lot 10 J Gibson

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting.

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 2:02 PM.

**MOTIONS:**

**1 Minutes of Previous Meeting**

**RESOLVED** that the Minutes of the previous General Meeting be confirmed as a true record.

**2 Special Levy**

**RESOLVED** that for the purpose of Section 81(4) of the Strata Schemes Management Act, 2015 the Treasurer is authorised and directed to levy on each owner of a lot in the strata scheme a contribution to the Capital Works Fund, such levy to be in proportion to their respective unit entitlements and in accordance with Section 83 of the Act, a total amount of \$90,000.00 to be due and payable on 1st October 2021 to fund **building rectifications** and is to be paid into the **Capital Works Fund**.

**3 GST Registration**

**RESOLVED** that the owners corporation register for GST.

**Building Rectifications**

**RESOLVED** that pursuant to section 106 of the Strata Schemes Management Act 2015, the Owners Corporation resolves to proceed with the building rectifications outlined in the following reports and documents attached to this agenda.

- Report on Building Repairs for the Extra Ordinary General Meeting of August 2021
- Report on Building Repairs for the March 2021 AGM
- Table A- Building Rectification- Costs to July 2021
- Table B- Building Rectification-Estimate of Cost to Complete
- Table C- Building Rectification- Estimate of Total Cost
- Table D- Building Rectification -Additional Funding Required
- Request for Tender Documents - *Large files. Available at*  
<https://www.dropbox.com/sh/80n0wb1304sdcmv/AACN1mQiUcqktqGFQPY1bKfQa?dl=0>
  - a) RFT (V3)
  - b) Preliminaries (V3)
  - c) Structural Tender Documents - 4 pages:
    - 1 - Note Sheet
    - 2 - Blockwork Details
    - 3 - Sections Details
    - 4 - Sections Details Sheet 2
  - d) As built document - Building Plans
  - e) Documents issued for information only - J. J. Marino Report Dec 2018
- Tenders:
  - a) Secure Building Services Tender
  - b) All Seasons Constructions Tender
- Tender Review by BellCorp
- Project Management Fee Proposal for the Construction Phase- BellCorp

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 2:33 PM.

CHAIRPERSON

Date of these minutes: 02 September 2021



## MINUTES OF AN ANNUAL GENERAL MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** An Annual General Meeting of The Owners - Strata Plan 12173 was held via video/teleconference on Friday, 17th December 2021 at 6:00 PM.

### PRESENT:

Lot #	Unit #	Attendance	Owner Name
1	1	Yes	Hunt, S
9	9	Yes	Hannah, W
10	10	Yes	Gibson, K
13	13	Yes	Bravin, B
16	16	Yes	McKinnirey, C & Burns, Z
18	18	Yes	Weston, S

**IN ATTENDANCE:** Linda Black on behalf of Jamesons Strata Management and J Gibson.

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting.

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 6:02 PM.

### MOTIONS:

#### 1 Minutes of Previous General Meeting

Resolved that the Minutes of the previous General Meeting held 01/09/2021 be confirmed as a true and accurate account of the proceedings of that Meeting.

#### 2 Annual Statement of Accounts

Resolved that the Annual Statement of Accounts for the Administrative Fund and Capital Works Fund (and any other Fund prepared by the Owners Corporation) for the year ended 31/10/2021 be received and adopted.

#### 3 Proposed Annual Budget (Estimated Receipts & Payments)

**RESOLVED** that the proposed annual estimates of expenditure for the year ending 31/10/2022 be received as **AMENDED** and adopted and that contributions be determined as follows: -

(a) **RESOLVED** that contributions to the Administrative Fund are estimated in accordance with Section 79 (1) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: - \$40,648.99; and

(b) **RESOLVED** that contributions to the Capital Works Fund are based upon the latest Capital Works Fund Report, and are estimated in accordance with Section 79 (2) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$35999.70; and

(c) **RESOLVED** that both contributions be paid in regular quarterly instalments, and be due and payable as follows, and continue to be paid as above until otherwise determined by the Owners Corporation:

01/04/2022, 01/07/2022, 01/10/2022, 01/01/2023.

#### 4 Audit of Accounts

**RESOLVED** that the Financial Statement of Accounts of the Owners Corporation be audited for the ensuing year and an appropriately qualified person appointed.

**NB:** Section 95 states that a mandatory audit is required if the annual budget of the strata scheme plus opening balance of funds exceeds, or is likely to exceed, \$250,000.00.

## **Capital Works Fund Plan**

**THE MOTION**, "that the Owners Corporation: -

- Prepare and/or review the current Capital Works Fund 10 year plan; and
- Engage a suitably qualified consultant to assess the major capital works and general maintenance requirements of the building;
- Submit that Report to the Strata Committee to determine appropriate action; and
- Delegate to the strata managing agent the authority to undertake any additional functions in accordance with their Agency Agreement to obtain necessary quotations and engage contractors to prepare the Report and any other work as approved by the Strata Committee," **WAS DEFEATED**.

NB: Date that Capital Works Fund Plan is due to be updated - 01/02/2026.

## **Levy Recovery**

**RESOLVED** that the Owners Corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including Section 103 (3) (b), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following: -

- a) any previous motion relative to levy recovery be repealed;
- b) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;
- c) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;
- d) Levy Recovery Stage 3: after 90 days from the original date the levy was due, and where the debt is in excess of \$500.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners - Strata Plan 12173 to issue a letter of demand and/or to commence, pursue, continue to defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- e) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- f) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- g) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

And further that;

Subject to the agreement of the Strata Committee, the Owners Corporation agree to enter into payment plans for the recovery of outstanding levy contributions in accordance with the provisions of Section 85(5) of the Strata Schemes Management Act 2015.

## **Insurances**

### **(a) General Insurances**

**RESOLVED** that the Owners Corporation note and confirm the general insurance cover as effected over the strata scheme and detailed in the meeting agenda.

### **(b) Insurance Quotations**

**RESOLVED** that the Owners Corporation authorise and delegate to the Strata Committee and Strata Managing Agent the function of obtaining three (3) quotations for insurance over the strata scheme and further that the Strata Managing Agent be authorised and directed to arrange appropriate cover.

**(c) Office Bearers Liability Insurance**

**RESOLVED** that the Owners Corporation effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.

**(d) Valuation**

**RESOLVED** that the Strata Managing Agent be authorised to arrange an annual revaluation of the building for insurance purposes for replacement.

**8**

**Commissions and Training Services**

**RESOLVED** that the below information be received from the Strata Managing Agent on commissions and training services received in the last 12 months and the estimate of commissions and training services to be received in the next 12 months: -

(a) Commission was received totalling **\$0 (nil)** in the past 12 months, and it is estimated an amount of **\$0 (nil)** is likely to be received in the next 12 months.

**NOTE: Jamesons rebates all insurance commission directly back to the strata scheme. This rebated amount lowers the insurance policy premium payable by the Owners Corporation.**

The total Insurance Commission rebate for the Owners Corporation for the year was: **\$1,946.96**.

**9**

**Reappointment of Managing Agent**

**RESOLVED** that in accordance with Section 49 of the Strata Schemes Management Act 2015 (Act): 12173

(a) Jamesons continues to be appointed as Strata Managing Agent of Strata Plan 12173

(b) The Owners Corporation delegates to the Agent all of the functions of the Owners Corporation (other than those listed in Section 52(2) of the Act; and

(c) Its Chairperson, Secretary, Treasurer and Strata Committee necessary to enable the Agent to carry out the "Agreed Services" and the "Additional Services" as defined in the Agency Agreement tabled at this meeting

(d) The delegation to the Agent is subject to the conditions and limitations contained in the Agreement

(e) The Owners Corporation execute the Agreement to give effect to this appointment

(f) Authority be given for the common seal of the Owners Corporation to be affixed to the Agreement by two owners or members of the Strata Committee.

**IMPORTANT NOTES TO THE MOTION:**

- The Agreement is a standard SCA (NSW) (Strata Community Association) NSW Agreement that is used by many strata companies across the industry.
- The Agreement we are proposing is for 3 years, with the ability to terminate by providing 3 months' written notice after the initial 12 months has elapsed.
- We have done this to avoid the need to have the motion on the agenda each year, while still providing flexibility for the clients if they are unhappy and wish to terminate the agreement.

**10**

**Fire Safety**

**THE MOTION**, "THAT the Owners Corporation engage a suitably qualified consultant/fire contractor to carry out a Fire Safety inspection and, if applicable prepare an Annual Fire Safety Statement (AFSS) in accordance with the provisions of the Environmental Planning and Assessment Act 1979, and;

(a) that any essential maintenance/renewal of fire safety measures be reported to the Strata Committee, and;

(b) that the Strata Committee be authorised to seek quotations and engage contractors to remedy any deficiencies, and, if applicable arrange for an AFSS to be signed by a competent person on behalf of the strata scheme for lodgement with local Council and the Fire Commissioner," **WAS DEFEATED**.

**11 Work Health & Safety & Asbestos**

**THE MOTION**, "that the Owners Corporation engage a suitably qualified person to undertake a Safety Audit Report of the common property and delegate to the Strata Committee and Strata Managing Agent authority to obtain quotations for essential works required as identified in the Report and arrange for those works to be completed.

and further that -

The Owners Corporation engage a suitably qualified person to carry out an Asbestos inspection to ensure the Owners Corporation compliance with the Work Health and Safety Act 2011.

and further that -

The Strata Committee and Strata Managing Agent be authorised to determine appropriate action recommended in the Report, including the obtaining of quotations and engaging of contractors to attend to its obligations," **WAS DEFEATED**.

**12 Restrictions on Committee**

**RESOLVED** that, for the purposes of Section 36(3) of the Strata Schemes Management Act 2015, there be no special restrictions placed on the Strata Committee in relation to matters which the Committee is authorised to decide without referral to a General Meeting.

**13 Election of Strata Committee**

**RESOLVED** that nominations be received for election of the Strata Committee.

**N.B.** Members must be financial to be eligible for appointment or election to the Strata Committee and consent to the nomination.

(a) Nominations already received in writing prior to this meeting are as follows: Nil

(b) That the Owners Corporation determine the number of members of the Strata Committee (not being more than 9) be four (4)

(c) That the Strata Committee be elected in accordance with the provisions of the Strata Schemes Regulation 2016, cl.9 and cl.10 as follows:

Z Burns, W Hannah, S Hunt and K Gibson.

**N.B.** If the number of candidates is greater than the number decided upon by the meeting - a ballot is to be held

**Note:** A vote of thanks was moved for Kate Gibson and John Gibson for all their work on the building rectification project.

**14 Special By-Law - Electronic Voting**

(a) **THAT** the owners corporation **RESOLVED** pursuant to Regulation 14 of the Strata Schemes Management Regulation 2016 to adopt all the means of voting as provided in Regulation 14(1) or as made available by the strata managing agent.

**And Further that:**

(b) **THE MOTION**, "that the Owners Corporation SPECIALLY RESOLVES pursuant to Section 141 of the Strata Schemes Management Act 2015 to make an additional by-law on the following terms and have it registered (see full by-law annexed)," **WAS DEFEATED**.

**15 Special By-Law No 5- Renovation Unit 16**

**AMENDED & RESOLVED** That the Owners Corporation **SPECIALLY RESOLVES** pursuant to Sections 141 and 137 of the Strata Schemes Management Act 2015 to make an additional by-law on the following terms and have it registered. Please refer to Annexure A included in the agenda of the meeting - Special By-Law No 5-Renovation Unit 16.

That the Owners Corporation are to have an independent lawyer review the by-law to make sure it is legally binding, including future owners of the Lot. If the By-Law is deemed acceptable by the Lawyer, the Owners may proceed and have the By-Law registered.

Unit Entitlements for the motion 40, against 0, abstain 10, non-financial 10.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 7:01 PM.

**CHAIRPERSON**

*Liability limited by a scheme approved under Professional Standards Legislation.*

**MINUTES OF A STRATA COMMITTEE MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of The Owners - Strata Plan 12173 was held on Friday, 17th December 2021 immediately following the Annual General Meeting via video/teleconference.

**PRESENT:** Z Burns, W Hannah, S Hunt and K Gibson.

**IN ATTENDANCE:** B Bravin, C McKinnirey, S Weston and J Gibson.

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting.

**MOTIONS:**

**1 Appointment Chairperson, Secretary & Treasurer**

**RESOLVED** that, pursuant to Section 41 of the Strata Schemes Management Act, 2015:

- (a) That Z Burns be appointed Chairperson of the Strata Committee until the conclusion of the next Annual General Meeting.
- (b) That there be no appointed Secretary of the Strata Committee until the conclusion of the next Annual General Meeting.
- (c) That there be no appointed Treasurer of the Strata Committee until the conclusion of the next Annual General Meeting.

**2 Committee Liaison**

**RESOLVED** that Z Burns be nominated to liaise with the Strata Managing Agent and be the schemes point of contact.

**3 Signboard Policy**

**RESOLVED** that the policy for allowing signboards for properties for sale & lease be determined for the ensuing year.

**4 Minutes of the last meeting**

**RESOLVED** that the Minutes of the last Strata Committee Meeting be confirmed as a true record of the proceedings of that Meeting.

**5 Property & Administrative Matters**

That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

The building report was tabled. The Strata Manager is to arrange for a contractor to attend and place a CCTV camera between the slabs of concrete to try and determine where the water is originating from. The Strata Manager is also to seek a quote to underpin the affected section of the driveway.

**6 Future Meetings**

**RESOLVED** that the date, time and place of future meetings be determined as follows:

- (a) Annual General Meeting - To be held on a date to be determined.
- (b) Strata Committee Meetings - To be held on a date to be determined.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 7:18 PM.

**CHAIRPERSON**

14 August 2022

**MEMO TO:** ALL LOT OWNERS – STRATA PLAN 12173  
27 Mangerton Road, MANGERTON NSW 2500

**FROM:** JAMESONS STRATA MANAGEMENT

**SUBJECT:** ENCLOSED MEETING MINUTES – “STRATA HUB” MOTION NOT RESOLVED. NEXT STEPS FOR YOUR CONSIDERATION

We write to you regarding a recently convened meeting of your strata committee held on Monday, 8 August 2022.

### **Why was the meeting called?**

The meeting was called to obtain clients' consent for our agency to assist in obligations placed upon all strata schemes within NSW by the state government.

In summary, the NSW Government requires all strata schemes to upload certain building information onto its newly created “strata hub” by the 30 September 2022. As this “strata hub” is an external “on-line portal”, we require client authority before uploading any information.

### **How did we approach the task of obtaining client consent?**

Due to the onerous task of obtaining consent from all of our valued clients, the approach we took was as follows;

- i) As best as possible, we identified clients who have planned meetings scheduled prior to the 1 September 2022. In these instances, your allocated point of contact within our agency will include a motion to authorise our agency in assisting you in your “strata hub” reporting obligations; or
- ii) In the instances where planned meetings were not due to be held prior to the 1 September 2022, we convened a “paper meeting” of your strata committee to vote on the topic of providing our agency with authority to upload required data onto the NSW Government’s “strata hub”

### **Challenges experienced with this approach**

To create minimal inconvenience to your elected strata committee, the meeting was convened as a “paper meeting”. Paper meetings allow for the committee to register their vote prior to the meeting (with no requirement to attend the meeting). Such meetings also require a majority of the committee to vote for a motion in order for it to pass e.g. if your committee comprises of 7 members, 4 “yes” votes are required.

A big thank you to all strata committee members who cast their votes.

# JAMESONS.

## **Enclosed minutes of meeting**

Your most recent strata committee meeting minutes are enclosed. Motion 2, dealing with “strata hub” was *not resolved* meaning our agency is *not* authorised to assist you in your “strata hub” reporting requirements.

### ***Next steps your strata committee may consider to comply with NSW Government reporting requirements:***

- i) To assist in the required task of reporting to “strata hub”, your strata committee may opt to instruct our office, via your allocated strata manager, to convene a further meeting to re-consider this matter; OR*
- ii) In order to avoid penalties from the NSW Government, your strata committee can progress reporting requirements directly i.e. without the involvement of our agency*

Please note Failure to comply with this requirement may result in government fines of up to \$5,500.

Further information, relating to “Strata Hub” can be found at the following URL:

<https://nsw.strata.community/strata-hub/>

14 August 2022

## **MINUTES OF A STRATA COMMITTEE PAPER MEETING FOR THE OWNERS – STRATA PLAN 12173**

**ADDRESS OF THE STRATA SCHEME: 27 Mangerton Road, MANGERTON NSW 2500**

### **DATE, PLACE & TIME OF MEETING:**

The Strata Committee of The Owners – Strata Plan 12173 held a meeting on **8 August 2022** in the offices of Jamesons Strata Management, Level 1, 60 Harbour Street, Mosman. The meeting was held in accordance with Schedule 2(9)(2) of the Strata Schemes Management Act 2015 and commenced at 10:00am

**VOTING PAPERS RECEIVED FROM:** William David Hannah

**CHAIRPERSON OF MEETING:** Philip Kooper

### **MINUTES:**

1. **Minutes of Previous Committee Meeting**  
**NOT RESOLVED** that the Minutes of the previous Strata Committee Meeting be confirmed as a true record of that meeting.
2. **Strata Hub**  
**NOT RESOLVED** that the Strata Committee:
  - i) Delegate to the strata managing agent the function of uploading all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading “strata hub”; and
  - ii) Note that performance of this function is an additional service under the Agency Agreement

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



## MINUTES OF AN ANNUAL GENERAL MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** An Annual General Meeting of The Owners - Strata Plan 12173 was held via video/teleconference on Tuesday, 7th February 2023 at 6:00 PM.

### PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
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1	1	Yes	Hunt, S
9	9	Yes	Hannah, W
14	14	Yes	Elfes, J
16	16	Yes	McKinnirey, C & Burns, Z

**IN ATTENDANCE:** Linda Black on behalf of Jamesons Strata Management.

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting.

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 6:22 PM.

### MOTIONS:

#### 1 Minutes of Previous General Meeting

**RESOLVED** that the Minutes of the previous General Meeting held 17/12/21 be confirmed as a true and accurate account of the proceedings of that Meeting.

#### 2 Annual Statement of Accounts

**RESOLVED** that the Annual Statement of Accounts for the Administrative Fund and Capital Works Fund (and any other Fund prepared by the Owners Corporation) for the year ended 31/10/22 be received and adopted.

#### 3 Proposed Annual Budget (Estimated Receipts & Payments)

**RESOLVED** that the proposed annual estimates of expenditure for the year ending 31/10/23 be received and adopted and that contributions be determined as follows: -

(a) **RESOLVED** that contributions to the Administrative Fund are estimated in accordance with Section 79 (1) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$51,040.00; and

(b) **RESOLVED** that contributions to the Capital Works Fund are based upon the latest Capital Works Fund Report, and are estimated in accordance with Section 79 (2) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$26,099.70; and

(c) **RESOLVED** that both contributions be paid in regular quarterly instalments, due and payable as follows:

01/04/23, 01/07/23, 01/10/23, 01/01/24.

and continue to be determined and paid in subsequent quarters per amounts listed under a) and b) of this motion until otherwise determined by the Owners Corporation.

#### 4 Audit of Accounts

**THE MOTION**, "that the Financial Statement of Accounts of the Owners Corporation be audited for the ensuing year by an appropriately qualified person," **WAS DEFEATED**.

## **Capital Works Fund Plan**

**THE MOTION**, "that the Owners Corporation: -

- Prepare and/or review the current Capital Works Fund 10 year plan; and
- Engage a suitably qualified consultant to assess the major capital works and general maintenance requirements of the building;
- Submit that Report to the Strata Committee to determine appropriate action; and
- Delegate to the strata managing agent the authority to undertake any additional functions in accordance with their Agency Agreement to obtain necessary quotations and engage contractors to prepare the Report and any other work as approved by the Strata Committee," **WAS DEFEATED**.

NB: Date that Capital Works Fund Plan is due for review - 01/02/26.

## **Levy Recovery**

**RESOLVED** that the Owners Corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including Section 103 (3) (b), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following: -

- a) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;
- b) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;
- c) Levy Recovery Stage 3: after 90 days from the original date the levy was due, and where the debt is in excess of \$500.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners - Strata Plan 12173 to issue a letter of demand and/or to commence, pursue, continue to defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

And further that;

- g) Subject to the agreement of the Strata Committee, the Owners Corporation agree to enter into payment plans for the recovery of outstanding levy contributions in accordance with the provisions of Section 85(5) of the Strata Schemes Management Act 2015.

## **Insurances**

### **(a) General Insurances**

**RESOLVED** that the Owners Corporation note and confirm the general insurance cover as effected over the strata scheme and detailed in the meeting agenda.

### **(b) Insurance Quotations**

**RESOLVED** that the Owners Corporation authorise and delegate to the Strata Committee and Strata Managing Agent the function of obtaining three (3) quotations for insurance over the strata scheme and further that the Strata Managing Agent be authorised and directed to arrange appropriate cover.

### **(c) Office Bearers Liability Insurance**

**RESOLVED** that the Owners Corporation effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.

**(d) Fidelity Guarantee Insurance**

**RESOLVED** that the Owners Corporation effects/renews Fidelity Guarantee Insurance to cover for losses arising from misappropriation of money or other property of the owners' corporation.

**(e) Valuation**

**THE MOTION**, "that the Strata Managing Agent be authorised to arrange an annual revaluation of the building for insurance purposes for replacement," **WAS DEFEATED**.

**N.B.** The average cost of a valuation is between \$500.00 - \$750.00.

Date of the last Building Valuation: 14/01/22.

**8 Commissions and Training Services**

**RESOLVED** that the below information be received from the Strata Managing Agent on commissions and training services received in the last 12 months and the estimate of commissions and training services to be received in the next 12 months: -

(a) Commission was received totalling \$0 (nil) in the past 12 months, and it is estimated an amount of \$0 (nil) is likely to be received in the next 12 months.

**NOTE:** Jamesons rebates all insurance commission directly back to the strata scheme. This rebated amount lowers the insurance policy premium payable by the Owners Corporation.

The total Insurance Commission rebate for the Owners Corporation for the year was: \$2,058.14.

(b) Regular training services were received in the past 12 months from Bannermans Lawyers and Strata Specialist Lawyers (by way of regular on-line webinars). It is anticipated that on-going training webinars, from Bannermans Lawyers and Strata Specialist Lawyers, will continue to be provided in the coming 12 months.

**9 Fire Safety**

**THE MOTION**, "that the Owners Corporation engage a suitably qualified consultant/fire contractor to carry out a Fire Safety inspection and, if applicable prepare an Annual Fire Safety Statement (AFSS) in accordance with the provisions of the Environmental Planning and Assessment Act 1979, and;

(a) that any essential maintenance/renewal of fire safety measures be reported to the Strata Committee, and;

(b) that the Strata Committee be authorised to seek quotations and engage contractors to remedy any deficiencies, and, if applicable arrange for an AFSS to be signed by a competent person on behalf of the strata scheme for lodgement with local Council and the Fire Commissioner," **WAS DEFEATED**.

**10 Restrictions on Committee**

**RESOLVED** that, for the purposes of Section 36(3) of the Strata Schemes Management Act 2015, there be no special restrictions placed on the Strata Committee in relation to matters which the Committee is authorised to decide without referral to a General Meeting.

**11 Election of Strata Committee**

**RESOLVED** that nominations be received for election of the Strata Committee.

**N.B.** Members must be financial to be eligible for appointment or election to the Strata Committee and consent to the nomination. Any candidate for election to the Strata Committee must, if applicable, disclose any connections with the original owner or building manager of the scheme.

Elected Strata Committee Members should note that, in compliance with NSW Government requirements relating to "Strata Hub", details of the chairperson and secretary are required to be uploaded onto "Strata Hub". Contact details will be accessible, via the "Strata Hub", to;

- i) local council; and
- ii) NSW Fire Brigade

(a) Nominations already received in writing prior to this meeting are as follows: **Nil**

(b) That the Owners Corporation determine the number of members of the Strata Committee to be four (4).

(c) That the Strata Committee be elected in accordance with the provisions of the Strata Schemes Regulation 2016, cl.9 and cl.10 as follows:

- S Hunt - self nomination
- W Hannah -self nomination
- C McKinnirey - self nomination
- J Elfes - self nomination

**N.B.** If the number of candidates is greater than the number decided upon by the meeting - a ballot is to be held

**Noted:** That the eligible tenant representative on the Strata Committee is: **N/A**

**12 Electronic Voting**

**THAT** the owners corporation **RESOLVED** pursuant to Regulation 14 of the Strata Schemes Management Regulation 2016 to adopt all the means of voting as provided in Regulation 14(1) or as made available by the strata managing agent.

**13 Strata Hub**

**RESOLVED** that the Owners - Strata Plan 12173, by ordinary resolution:

- Delegate to the strata manager the function of uploading all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading "strata hub"; and
- Note that this activity triggers additional statutory costs (\$3 per lot, per annum) and service fees (per item 4.6 of schedule A2 of the agency agreement, namely additional services relating to "compliance" for the owners corporation).

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 6:49 PM.

**CHAIRPERSON**

Liability limited by a scheme approved under Professional Standards Legislation.

**MINUTES OF A STRATA COMMITTEE MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of The Owners - Strata Plan 12173 was held on Tuesday, 7 February 2023 immediately following the Annual General Meeting via video/teleconference.

**PRESENT:** S Hunt, W Hannah, C McKinnirey and J Elfes.

**IN ATTENDANCE:** Z Burns

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting.

**MOTIONS:**

**1 Appointment Chairperson, Secretary & Treasurer**

**RESOLVED** that, pursuant to Section 41 of the Strata Schemes Management Act, 2015:

(a) **RESOLVED** that **J Elfes** be appointed Chairperson of the Strata Committee until the conclusion of the next Annual General Meeting.

(b) **RESOLVED** that **C McKinnirey** be appointed Secretary of the Strata Committee until the conclusion of the next Annual General Meeting.

(c) **RESOLVED** that there be **NO** appointed Treasurer of the Strata Committee until the conclusion of the next Annual General Meeting.

**2 Committee Liaison**

**RESOLVED** that there be no nominated member to liaise with the Strata Managing Agent and be the schemes point of contact.

**3 Signboard Policy**

**RESOLVED** that the policy for allowing signboards for properties for sale & lease be determined for the ensuing year.

**4 Minutes of the last meeting**

**RESOLVED** that the Minutes of the last Strata Committee Meeting be confirmed as a true record of the proceedings of that Meeting.

**5 Property & Administrative Matters**

That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

5.1 The Strata Manager is to arrange a lighting assessment of the Common Property, this is to include a request to "The Green Guys Group" to check if there is an eligible subsidy to apply for. The quotes are to be provided to the Committee for instructions.

5.2 The current gardener is to be requested to provide a quote for additional gardening services/improvement at the complex.

5.3 New quotes are to be sought for an amended cleaning scope of work on a monthly basis. This is to include cleaning of the tradesman toilet, mop hallways and option to pressure clean, cleaning of the internal surface of all windows on Common Property. The quotes are to be provided to the Committee for instructions.

**6 Future Meetings**

**RESOLVED** that the date, time and place of future meetings be determined as follows:

(a) Annual General Meeting - To be determined.

(b) Strata Committee Meetings - To be determined.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 6:49 PM.

CHAIRPERSON



## MINUTES OF AN ANNUAL GENERAL MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** An Annual General Meeting of The Owners - Strata Plan 12173 was held via video/teleconference on Tuesday, 16 January 2024 at 4:00 PM.

### PRESENT:

Lot #	Unit #	Attendance	Owner Name	Representative
1	1	Yes	S Hunt	
9	9	Yes	W Hannah	
14	14	Yes	J & J Elfes	
16	16	Yes	C McKinnirey & Z Burns	

**IN ATTENDANCE:** Linda Black on behalf of Jamesons Strata Management.

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting.

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 4:00 PM.

### MOTIONS:

**1 Minutes of Previous General Meeting**

**RESOLVED** that the Minutes of the previous General Meeting held 07/02/23 be confirmed as a true and accurate account of the proceedings of that Meeting.

**2 Annual Statement of Accounts**

**RESOLVED** that the Annual Statement of Accounts for the Administrative Fund and Capital Works Fund (and any other Fund prepared by the Owners Corporation) for the year ended 31/10/23 be received and adopted.

**3 Proposed Annual Budget (Estimated Receipts & Payments)**

**RESOLVED** that the proposed annual estimates of expenditure for the year ending 31/10/24 be received and (as **AMENDED**) adopted and that contributions be determined as follows: -

(a) **AMENDED & RESOLVED** that contributions to the Administrative Fund are estimated in accordance with Section 79 (1) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$60,940.00 (GST inclusive); and

(b) **AMENDED & RESOLVED** that contributions to the Capital Works Fund are based upon the latest Capital Works Fund Report, and are estimated in accordance with Section 79 (2) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$26,400.00 (GST inclusive); and

(c) **RESOLVED** that both contributions be paid in regular quarterly instalments, due and payable as follows:

01/04/24, 01/07/24, 01/10/24, 01/01/25.

and continue to be determined and paid in subsequent quarters per amounts listed under a) and b) of this motion until otherwise determined by the Owners Corporation.

**NOTE:** A copy of the 10 Year Capital Works Fund report is attached to the minutes of this meeting for Owner's review.

**4 Audit of Accounts**

**THE MOTION**, "that the Financial Statement of Accounts of the Owners Corporation be audited for the ensuing year by an appropriately qualified person," **WAS DEFEATED**.

**5 Capital Works Fund Plan**

**THE MOTION**, "that the Owners Corporation: -

- Prepare and/or review the current Capital Works Fund 10 year plan; and
- Engage a suitably qualified consultant to assess the major capital works and general maintenance requirements of the building;
- Submit that Report to the Strata Committee to determine appropriate action; and
- Delegate to the strata managing agent the authority to undertake any additional functions in accordance with their Agency Agreement to obtain necessary quotations and engage contractors to prepare the Report and any other work as approved by the Strata Committee," **WAS DEFEATED**.

**NB:** Date that Capital Works Fund Plan is due for review - 01/02/26.

**6 Levy Recovery**

**RESOLVED** that the Owners Corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including Section 103 (3) (b), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following: -

- a) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;
- b) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;
- c) Levy Recovery Stage 3: after 90 days from the original date the levy was due, and where the debt is in excess of \$500.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners - Strata Plan 12173 to issue a letter of demand and/or to commence, pursue, continue to defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

And further that;

- g) Subject to the agreement of the Strata Committee, the Owners Corporation agree to enter into payment plans for the recovery of outstanding levy contributions in accordance with the provisions of Section 85(5) of the Strata Schemes Management Act 2015.

**7 Insurances**

**(a) General Insurances**

**RESOLVED** that the Owners Corporation note and confirm the general insurance cover as effected over the strata scheme and detailed in the meeting agenda.

**(b) Insurance Quotations**

**RESOLVED** that the Owners Corporation authorise and delegate to the Strata Committee and Strata Managing Agent the function of obtaining three (3) quotations for insurance over the strata scheme and further that the Strata Managing Agent be authorised and directed to arrange appropriate cover.

**(c) Office Bearers Liability Insurance**

**RESOLVED** that the Owners Corporation effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.

**(d) Fidelity Guarantee Insurance**

**RESOLVED** that the Owners Corporation effects/renews Fidelity Guarantee Insurance to cover for losses arising from misappropriation of money or other property of the owners corporation.

**(e) Valuation**

**RESOLVED** that the Strata Managing Agent be authorised to arrange a valuation of the building for insurance purposes.

**N.B.** The average cost of a valuation is between \$500.00 - \$750.00.

**Date of the last Building Valuation:** 14/01/22.

**8**

**Commissions and Training Services**

**RESOLVED** that the below information be received from the Strata Managing Agent on commissions and training services received in the last 12 months and the estimate of commissions and training services to be received in the next 12 months: -

- (a) Commission was received totalling **\$0 (nil)** in the past 12 months, and it is estimated an amount of **\$0 (nil)** is likely to be received in the next 12 months.

**NOTE: Jamesons rebates all insurance commission directly back to the strata scheme. This rebated amount lowers the insurance policy premium payable by the Owners Corporation.**

The total Insurance Commission rebate for the Owners Corporation for the year was: \$2,305.64.

- (b) Regular, no cost, training services were received in the past 12 months from Bannermans Lawyers, Strata Specialist Lawyers, and Chambers Russell Lawyers. It is anticipated that on-going training services will continue to be provided in the coming 12 months.

**9**

**Reappointment of Managing Agent**

**RESOLVED** that in accordance with Section 49 of the Strata Schemes Management Act 2015 (Act): 12173

- (a) Jamesons continues to be appointed as Strata Managing Agent of Strata Plan 12173
- (b) The Owners Corporation delegates to the Agent all of the functions of the Owners Corporation (other than those listed in Section 52(2) of the Act); and
- (c) The agent be delegated the functions of Chairperson, Secretary, Treasurer and Strata Committee necessary to enable the Agent to carry out the "Agreed Services" and the "Additional Services" as defined in the Agency Agreement tabled at this meeting
- (d) The delegation to the Agent is subject to the conditions and limitations contained in the Agreement
- (e) The Owners Corporation execute the Agreement to give effect to this appointment
- (f) Authority be given for the common seal of the Owners Corporation to be affixed to the Agreement by two owners or members of the Strata Committee.

**IMPORTANT NOTES TO THE MOTION:**

- The Agreement is a standard SCA (NSW) (Strata Community Association) NSW Agreement that is used by many strata companies across the industry.
- A copy of the agency agreement is attached to this meeting notice.

- 10 Fire Safety**  
**THE MOTION**, "that the Owners Corporation engage a suitably qualified consultant/fire contractor to carry out a Fire Safety inspection and, if applicable prepare an Annual Fire Safety Statement (AFSS) in accordance with the provisions of the Environmental Planning and Assessment Act 1979, and;
- (a) that any essential maintenance/renewal of fire safety measures be reported to the Strata Committee, and;
- (b) that the Strata Committee be authorised to seek quotations and engage contractors to remedy any deficiencies, and, if applicable arrange for an AFSS to be signed by a competent person on behalf of the strata scheme for lodgement with local Council and the Fire Commissioner," **WAS DEFEATED**.
- 11 Work Health & Safety**  
**THE MOTION**, "that the Owners Corporation engage a suitably qualified person to undertake a Safety Audit Report of the common property and delegate to the Strata Committee and Strata Managing Agent authority to obtain quotations for essential works required as identified in the Report and arrange for those works to be completed," **WAS DEFEATED**.
- 12 Utility Service Providers**  
**RESOLVED** that the Owners - Strata Plan 12173, pursuant Schedule 1, Clause 6 (e) of the Strata Schemes Management Act 2015, authorise the managing agent and its strata committee to enter into an agreement for the supply of electricity, gas or any other utility service.
- 13 Restrictions on Committee**  
**RESOLVED** that, for the purposes of Section 36(3) of the Strata Schemes Management Act 2015, there be no special restrictions placed on the Strata Committee in relation to matters which the Committee is authorised to decide without referral to a General Meeting.
- 14 Election of Strata Committee**  
**RESOLVED** that nominations be received for election of the Strata Committee.  
**N.B.** Members must be financial to be eligible for appointment or election to the Strata Committee and consent to the nomination. Any candidate for election to the Strata Committee must, if applicable, disclose any connections with the original owner or building manager of the scheme.  
Elected Strata Committee Members should note that, in compliance with NSW Government requirements relating to "Strata Hub", details of the chairperson and secretary are required to be uploaded onto "Strata Hub". Contact details will be accessible, via the "Strata Hub", to;  
i) local council; and  
ii) NSW Fire Brigade
- (a) Nominations already received in writing prior to this meeting are as follows: **Nil**
- (b) Oral nominations of candidates eligible for election to the strata committee be received and recorded as follows: Z Burns, W Hannah, and S Hunt.
- (c) That the Owners Corporation determine the number of members of the Strata Committee to be **THREE (3)**.
- (d) That the Strata Committee be elected in accordance with the provisions of the Strata Schemes Regulation 2016, cl.9 and cl.10 as follows:
- Z Burns, W Hannah, and S Hunt.
- N.B.** If the number of candidates is greater than the number decided upon by the meeting - **a ballot is to be held**.  
**Noted:** That the eligible tenant representative on the Strata Committee is: **N/A**
- 15 Strata Hub**  
**RESOLVED** that the Owners - Strata Plan 12173, by ordinary resolution:
- Delegate to the strata manager the function of uploading all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading "strata hub"; and
  - Note that this activity triggers additional statutory costs (\$3 per lot, per annum) and service fees (per item 4.6 of schedule A2 of the agency agreement, namely additional services relating to "compliance" for the owners corporation).

**Window Safety Devices - Inspection & Works**

- A. THE MOTION**, "that the Owners Corporation, pursuant to obligations set out under section 30 of the Strata Schemes Management Regulation 2016, engage QSEC Strata Facilities Group Pty Ltd to;
- Inspect and certify all installed window safety devices within the building; and
  - Install window safety devices, as required, to windows; and
  - Replace / repair any installed window safety devices that do not comply with requirements; and
  - Provide the owners corporation with a summary report/certification of works completed.

QSEC Strata Facilities Group Pty Ltd has provided competitive pricing to undertake works outlined in this motion. We have sourced pricing from several providers and have identified that QSEC's pricing is c. 10% less than the market average. QSEC Strata Facilities Group Pty Ltd is a related entity to the Strata Managing Agent," **WAS DEFEATED**.

*A copy of QSEC's quotation can be found here:*

*<https://cngpropertygroup.com.au/wp-content/uploads/2023/10/Strata-Window-Locks.pdf>*

*Alternatively, please contact [repairs@cngproperty.com.au](mailto:repairs@cngproperty.com.au) for a copy.*

**OR**

- B. RESOLVED** that in the event part A of this motion is not resolved, lot owners, pursuant to section 118(3) of the Strata Schemes Management Act 2015, must install complying window safety devices.

Requirement for window safety devices;

- Can be opened; and
- Has the lowest level of the window opening less than 1.7 meters from the surface of the floor adjacent to the window; and
- Is 2 meters or more above the ground level, or any external surface, below the window; and
- Is a window on common property to which access can be gained from a residence in a strata scheme or a window on any part of the building that is part of a residence

The window safety device must;

- be capable of restricting the window opening so that a sphere having a diameter of 125 millimetres or more cannot pass through the opening; and
- be capable of resisting an outward horizontal force of 250 newtons; and
- have a child resistant release mechanism, in the case of a device that can be removed, overridden or unlocked.

**NOTE:** The Strata Manager is to issue a letter to all Owners and Property Managing Agents reminding them of the window safety device requirement.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 4:59 PM.

**CHAIRPERSON**

Liability limited by a scheme approved under Professional Standards Legislation.

**MINUTES OF A STRATA COMMITTEE MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of The Owners - Strata Plan 12173 was held on Tuesday, 16 January 2024 immediately following the Annual General Meeting via video/teleconference.

**PRESENT:** Z Burns, W Hannah, and S Hunt

**IN ATTENDANCE:** Linda Black on behalf of Jamesons Strata Management

**CHAIRPERSON:** Linda Black acted as Chairperson of the meeting

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 5:00 PM.

**MOTIONS:**

**1 Appointment Chairperson, Secretary & Treasurer**

**RESOLVED** that, pursuant to Section 41 of the Strata Schemes Management Act, 2015:

- (a) **RESOLVED** that Zoe Burns be appointed Chairperson of the Strata Committee until the conclusion of the next Annual General Meeting.
- (b) **RESOLVED** that Zoe Burns be appointed Secretary of the Strata Committee until the conclusion of the next Annual General Meeting.
- (c) **RESOLVED** that Zoe Burns be appointed Treasurer of the Strata Committee until the conclusion of the next Annual General Meeting.

**2 Minutes of the last meeting**

**RESOLVED** that the Minutes of the last Strata Committee Meeting be confirmed as a true record of the proceedings of that Meeting.

**3 Property & Administrative Matters**

That any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

The routine gardening was discussed and tree removal. New quotes are to be sought for the removal of the trees marked with pink ribbons and provided to the Strata Committee for their instructions.

A council clean-up is to be arranged now and again in August 2024.

**4 Future Meetings**

**RESOLVED** that the date, time and place of future meetings be determined as follows:

- (a) Annual General Meeting - No dates set.
- (b) Strata Committee Meetings - As required.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 5:07 PM.

**CHAIRPERSON**



## **Strata Plan 12173 - Minutes of Adjournment of Extraordinary General Meeting New date - TBA**

We regret to advise that the Extraordinary General Meeting of the Owners of Strata Plan 12173 originally scheduled for **04/06/24** was not held due to lack of a quorum and in accordance with the decision of the Chairperson has therefore been adjourned.

For your information, we are required to advise you that Schedule 1, Part 3, Clause 17 of the Strata Schemes Management Act, 2015, sets out the procedure for determining a quorum at General Meetings, as follows:-

### Clause 17 Quorum

17(1) A motion submitted at a general meeting of an Owners Corporation must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.

17(2) A quorum is present at a meeting only in the following circumstances:

- (a) If not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,
- (b) If not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election,

If there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this sub-clause would be less than 2 persons

17(3) A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.

17(4) If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:

Adjourn the meeting for at least 7 days, or

Declare those persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

17(5) if a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

Clause 12(4) - General Meetings valid if attended only by Chairperson

A meeting is, subject to the provisions of this Schedule relating to the quorum, validly held even though the only person present at the meeting is the chairperson of the Owners Corporation.

**JAMESON & ASSOCIATES UNIT SERVICES PTY LTD  
(ACN 001 138 576) MANAGING AGENT FOR STRATA PLAN 12173**

# JAMESONS.

## NOTICE OF EXTRAORDINARY GENERAL MEETING TO BE HELD BY WAY OF WRITTEN VOTE

**STRATA PLAN 12173  
27 Mangerton Road, MANGERTON NSW 2500**

Notice is hereby given of business to be dealt with at a General Meeting of the Owners Corporation to be held **BY WAY OF WRITTEN VOTE** on 04/06/24 at 04:00 PM

### AGENDA

1. To Record Attendance
2. To Receive Apologies
3. To Consider the Following Motions

### MOTIONS

**1 Minutes of Previous Meeting**

That the Minutes of the previous General Meeting be confirmed as a true record.

**2 Quote Approval - Tree Pruning & Tree Removal**

That the Owners Corporation SPECIALLY RESOLVES to approve the quote from Tree Mates at \$4,350.00 incl. GST for dead wood removal of 10 mature Eucalyptus trees to reduce risk of injury or damage to property. Please refer to the site map attached to this meeting notice and corresponding quote #235 attached.

*[Explanatory Note: This motion is required by Z Burns Lot 16. Please note that this quotation is contingent on Council approval and on the neighbours at 29 Mangerton Road allowing access to Tree Mates to their rear yard to facilitate the removal of dead wood from Tree 6 as well as the removal of one of the bollards from the entrance to the rear garden area off the bottom of the driveway to allow machinery access.]*



## MINUTES OF AN ANNUAL GENERAL MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE

ADDRESS OF THE STRATA SCHEME: 27 Mangerton Road, MANGERTON NSW 2500

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 12173 was held via video/teleconference on Tuesday, 24 June 2025 at 3:30 PM.

### PRESENT:

Lot #	Unit #	Attendance	Owner Name	Representative
1	1	Yes	Stuart Hunt	
9	9	Yes	Adrienne Corradini	
14	14	Yes	Jacquie Elfes	

IN ATTENDANCE: Catrin Heidrich on behalf of Jamesons Strata Management.

CHAIRPERSON: Catrin Heidrich acted as Chairperson of the meeting.

QUORUM: In accordance with the Strata Schemes Management Act 205, the meeting was opened at 3:31pm, however a quorum was not present. As required by the Act, the meeting was adjourned for 30 minutes. After this time, a quorum was still not present, and the meeting proceeded with the owners present in accordance with Schedule 1 of the Act.

### MOTIONS:

#### 1 Minutes of Previous General Meeting

**RESOLVED** that the Minutes of the previous General Meeting held 24/06/2025 be confirmed as a true and accurate account of the proceedings of that Meeting.

#### 2 Annual Statement of Accounts

**RESOLVED** that the Annual Statement of Accounts for the Administrative Fund and Capital Works Fund (and any other Fund prepared by the Owners Corporation) for the year ended 31/10/2024 be received and adopted.

#### 3 Audit of Accounts

**THE MOTION**, "that the Financial Statement of Accounts of the Owners Corporation be audited for the ensuing year by an appropriately qualified person," **WAS DEFEATED**.

#### 4 Reappointment of Managing Agent

**RESOLVED** to reappoint & transfer to the new managing agency agreement. In accordance with Section 49 of the Strata Schemes Management Act 2015 (Act): 12173

- (a) Jamesons continues to be appointed as Strata Managing Agent of Strata Plan 12173
- (b) The Owners Corporation delegates to the Agent all of the functions of the Owners Corporation (other than those listed in Section 52(2) of the Act); and
- (c) The agent be delegated the functions of Chairperson, Secretary, Treasurer and Strata Committee necessary to enable the Agent to carry out the "Agreed Services" and the "Additional Services" as defined in the Agency Agreement tabled at this meeting
- (d) The delegation to the Agent is subject to the conditions and limitations contained in the Agreement
- (e) The Owners Corporation execute the Agreement to give effect to this appointment
- (f) Authority be given for the common seal of the Owners Corporation to be affixed to the Agreement by two owners or members of the Strata Committee.

**Note:** Jamesons has released an updated agency agreement that aligns with recent legislative changes with regards to disclosures and fair contract terms. There are no changes to the base management fees. Upon resolution, the previous agreement will become null and void. DocuSign to be sent to Lot 1 and Lot 13 for electronic signature.

5

### **Proposed Annual Budget and Contributions**

**RESOLVED** that the proposed annual estimates of expenditure for the year ending 31/10/2025 be received and adopted and that contributions be determined as follows: -

(a) **RESOLVED** that contributions to the Administrative Fund are estimated in accordance with Section 79 (1) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$60,940.00; and

(b) **AMENDED AND RESOLVED** that contributions to the Capital Works Fund are based upon the latest Capital Works Fund Report, and are estimated in accordance with Section 79 (2) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$30,000.00; and

(c) **RESOLVED** that both contributions be paid in regular quarterly instalments, due and payable as follows:

1/04/2025, 1/07/2025, 1/10/2025, 1/01/2026.

and continue to be determined and paid in subsequent quarters per amounts listed under a) and b) of this motion until otherwise determined by the Owners Corporation.

6

### **Capital Works Fund Plan**

**RESOLVED** to adopt the current Capital Works Fund report.

7

### **Levy Recovery**

**RESOLVED** that the Owners Corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including Section 103 (3) (b), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following: -

- a) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;
- b) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;
- c) Levy Recovery Stage 3: after 90 days from the original date the levy was due, and where the debt is in excess of \$500.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners - Strata Plan 12173 to issue a letter of demand and/or to commence, pursue, continue to defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

And further that;

- g) Subject to the agreement of the Strata Committee, the Owners Corporation agree to enter into payment plans for the recovery of outstanding levy contributions in accordance with the provisions of Section 85(5) of the Strata Schemes Management Act 2015.

8

## **Insurances**

### **(a) General Insurances**

**RESOLVED** that the Owners Corporation note and confirm the general insurance cover as effected over the strata scheme and detailed in the meeting agenda.

### **(b) Insurance Quotations**

**RESOLVED** that the Owners Corporation authorise and delegate to the Strata Managing Agent the function of obtaining three (3) quotations for insurance over the strata scheme and further that the Strata Managing Agent be authorised and directed to arrange appropriate cover.

### **(c) Office Bearers Liability Insurance**

**RESOLVED** that the Owners Corporation effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.

### **(d) Fidelity Guarantee Insurance**

**RESOLVED** that the Owners Corporation effects/renews Fidelity Guarantee Insurance to cover for losses arising from misappropriation of money or other property of the owners corporation.

### **(e) Valuation**

**THE MOTION**, "that the Strata Managing Agent be authorised to arrange a valuation of the building for insurance purposes," **WAS DEFEATED**.

9

## **Strata Managing Agent Disclosure- Commissions, Training Services and Connected parties**

**RESOLVED** that pursuant to Section 60 of the Strata Schemes Management Act 2015, the Owners Corporation: Receive the Strata Managing Agent's report on commissions and training services:

- a) Insurance Commission received in the past 12 months totalling Nil, with an estimated amount of Nil likely to be received in the next 12 months
- b) Training services in the past 12 months being nil and an estimated amount of Nil in connection with the exercise of the agent's functions for the scheme in the next 12 months.
- c) Whether any supplier of goods and services for the owners' corporation has become connected with the strata managing agent- in accordance with the report attached to the notice of this meeting. NIL
- d) Whether the original owner of the strata scheme has become connected with the strata managing agent. NIL

**Note:** Full details of all disclosures are provided in the report attached to the notice of this meeting.

10

## **Fire Safety**

**THE MOTION**, "that the Owners Corporation engage a suitably qualified consultant/fire contractor to carry out a Fire Safety inspection and, if applicable prepare an Annual Fire Safety Statement (AFSS) in accordance with the provisions of the Environmental Planning and Assessment Act 1979, and;

- (a) that any essential maintenance/renewal of fire safety measures be reported to the Strata Committee, and;
- (b) that the Strata Committee be authorised to seek quotations and engage contractors to remedy any deficiencies, and, if applicable arrange for an AFSS to be signed by a competent person on behalf of the strata scheme for lodgement with local Council and the Fire Commissioner," **WAS DEFEATED**.

**11 Election of Strata Committee**

**RESOLVED** that nominations be received for election of the Strata Committee.

(a) No nominations were received prior to the meeting.

(b) Oral nominations of candidates eligible for election to the strata committee were received and recorded as follows:

Lot 1 - Stuart Hunt

Lot 9 - Adrienne Corradini

Lot 14 - Jacquie Elfes

(c) **RESOLVED** that the Owners Corporation determine the number of members of the Strata Committee to be three (3).

(d) **RESOLVED** that those nominated were duly elected in accordance with the provisions of the Strata Schemes Regulation 2016, cl.9 and cl.10 as follows:

Lot 1 - Stuart Hunt

Lot 9 - Adrienne Corradini

Lot 14 - Jacquie Elfes

**12 Restrictions on Committee**

**RESOLVED** that, for the purposes of Section 36(3) of the Strata Schemes Management Act 2015, there be no special restrictions placed on the Strata Committee in relation to matters which the Committee is authorised to decide without referral to a General Meeting.

**13 Engagement of Contractors**

**RESOLVED** that the Owners Corporation, by ordinary resolution, acknowledges the managing agent will not issue a work order or engage any contractor for the provision of good and services unless they have complied with minimum requirements to be listed as an approved contractor through the agent's "SMATA" system including, but not limited to, licensing, certification, and insurances.

**14 Work Health & Safety**

**THE MOTION**, "that the Owners Corporation engage a suitably qualified person to undertake a Safety Audit Report of the common property and delegate to the Strata Committee and Strata Managing Agent authority to obtain quotations for essential works required as identified in the Report and arrange for those works to be completed," **WAS DEFEATED**.

**15 Window Safety Devices - Inspection & Works**

**THE MOTION**, "That the Owners Corporation, pursuant to obligations set out under section 30 of the Strata Schemes Management Regulation 2016, engage QSEC Strata Facilities Group Pty Ltd to;

1. Inspect and certify all installed window safety devices within the building; and
2. Install window safety devices, as required, to windows; and
3. Replace / repair any installed window safety devices that do not comply with requirements; and
4. Provide the owners corporation with a summary report/certification of works completed," **WAS DEFEATED**.

**Note:** A reminder letter to be issued to all residents & property managers to obtain status of window locks to each applicable unit.

**16 Strata Hub**

**RESOLVED** that the Owners - Strata Plan 12173, by ordinary resolution:

- Delegate to the strata manager the function of uploading all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading "strata hub"; and
- Note that this activity triggers additional statutory costs (\$3 per lot, per annum) and service fees (per item 4.6 of schedule A2 of the agency agreement, namely additional services relating to "compliance" for the owners corporation).

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 4:39 PM.

CHAIRPERSON

Liability limited by a scheme approved under Professional Standards Legislation

**MINUTES OF A STRATA COMMITTEE MEETING FOR THE OWNERS - STRATA PLAN 12173 HELD BY VIDEO/TELECONFERENCE**

**ADDRESS OF THE STRATA SCHEME:** 27 Mangerton Road, MANGERTON NSW 2500

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of The Owners - Strata Plan 12173 was held on Tuesday, 24 June 2025 immediately following the Annual General Meeting via video/teleconference.

**PRESENT:**

Lot 1 - Stuart Hunt  
Lot 9 - Adrienne Corradini  
Lot 14 - Jacquie Elfes

**IN ATTENDANCE:** Catrin Heidrich on behalf of Jamesons Strata Management.

**CHAIRPERSON:** Catrin Heidrich acted as Chairperson of the meeting.

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 4:39 PM.

**MOTIONS:**

**1 Minutes of previous meeting**

**RESOLVED** that the Minutes of the last Strata Committee Meeting be confirmed as a true record of the proceedings of that Meeting.

**2 Pecuniary Interests**

**RESOLVED** that the strata committee:

- ⊗ Receive any disclosures under clause 18 of Schedule 2 of the Strata Schemes Management Act 2015 regarding pecuniary interests;
- ⊗ Record any such disclosures in a book kept for that purpose;
- ⊗ Determine a fee for payment for inspection of the disclosure book;
- ⊗ If there are disclosures made, make a determination as to whether or not that member can be present during any deliberation of the strata committee with respect to the matter or to take part in any decision of the strata committee with respect to the matter.

**Note:** No disclosures were made.

**3 Appointment of Office Bearers**

**RESOLVED** that, pursuant to Section 41 of the Strata Schemes Management Act, 2015:

- (a) **RESOLVED** that **Lot 1 - Stuart Hunt** be appointed Chairperson of the Strata Committee until the conclusion of the next Annual General Meeting.
- (b) **RESOLVED** that **Lot 1 - Stuart Hunt** be appointed Secretary of the Strata Committee until the conclusion of the next Annual General Meeting.
- (c) **RESOLVED** that **Lot 9 - Adrienne Corradini** be appointed Treasurer of the Strata Committee until the conclusion of the next Annual General Meeting.

**4 Committee Liaison**

**RESOLVED** that **Lot 9 - Adrienne Corradini** be nominated to liaise with the Strata Managing Agent and be the schemes point of contact.

**Property & Administrative Matters**

**RESOLVED** that any property and administrative matters presented be considered and accordingly dealt with by the Meeting.

The following property and administrative matters were considered and dealt with by the meeting:

- The glass pane in the door to the middle building has been reported as being cracked. Since the meeting, a quote has been approved to replace the glass.
- Access to the meter room is still required in order to restore TV signal to the building. Stuart has provided the lock number required to order a replacement key from Endeavor Energy. Jamesons to progress the request and obtain a spare key to keep on the property. A lockbox will be installed on the common property to house the spare key on site.
- The gardens at the property have been an ongoing issue. Bushes, accumulation of leaves and branches has left the back side of the property in an overgrown state that is not currently part of the gardener's scope of works. A quote to be obtained from the current gardener to do an annual tidy up of the property. The hedges also require trimming and will be requested to be included in the once off tidy up.
- Catrin has diarised to attend the property for a walk through with any members of the Committee who are available on Tuesday 8th July at 1:30pm. Any other owners who wish to join are welcome.
- A request has been raised to have the gutters cleared. Quotes had been obtained previously, however not progressed. During the site visit, the gutters will be assessed to determine if a gutter clear will assist with water management. Updated quotes will be sourced accordingly.
- Property managers will be reminded to encourage any outgoing tenants to dispose of their items privately to avoid dumping on common property.
- A council clean up to be scheduled every 6 months. The next clean-up will be scheduled for September. Notice will be issued to all residents when a date has been set by Council.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 5:09 PM.

CHAIRPERSON



## Approved Budget to apply from 01/11/2024

Owners Strata Plan 12173

27 Mangerton Road, MANGERTON NSW 2500

### Administrative Fund Approved budget

#### Revenue

Levies Receivable--Ordinary-- Admin	55,400.00
<i>Total revenue</i>	<i>55,400.00</i>

#### Less expenses

Admin--Agent Disbursements	2,500.00
Admin--Agent--Management Fees--Additional	2,000.00
Admin--Agent--Management Fees--Standard	2,945.00
Admin--Bank Charges--With GST	50.00
Admin--Strata Hub	200.00
Insurance--Building Insurance Premiums	22,000.00
Insurance--Building Valuation Fee	700.00
Maint Bldg--Building--General Repairs	1,000.00
Maint Bldg--Cleaning	7,600.00
Maint Bldg--Contractor Compliance	100.00
Maint Bldg--Doors & Windows	1,200.00
Maint Bldg--Electrical--General Repairs	500.00
Maint Bldg--Electrical--Globes & Tubes	100.00
Maint Bldg--Gutters & Downpipes	500.00
Maint Bldg--Plumbing--General Repairs	1,000.00
Maint Grounds--Lawns & Gardening	3,800.00
Utility--Electricity Supply	1,800.00
Utility--Water & Sewerage	5,500.00
<i>Total expenses</i>	<i>53,495.00</i>

#### Surplus/Deficit

Opening balance	2,971.54
<b>Closing balance</b>	<b>\$4,876.54</b>

Total units of entitlement	18
Levy contribution per unit entitlement	\$3,385.56

Budgeted standard levy revenue	55,400.00
Add GST	5,540.00
<b>Amount to raise in levies including GST</b>	<b>\$60,940.00</b>

**Capital Works Fund**  
**Approved  
budget**

**Revenue**

Levies Receivable--Ordinary--Capital Works	27,272.72
<i>Total revenue</i>	<i>27,272.72</i>

**Less expenses**

Maint Bldg--Expense per Capital Works Forecast	80,642.00
<i>Total expenses</i>	<i>80,642.00</i>

<b>Surplus/Deficit</b>	<b>(53,369.28)</b>
------------------------	--------------------

Opening balance	167,615.99
<b>Closing balance</b>	<b>\$114,246.71</b>

Total units of entitlement	18
Levy contribution per unit entitlement	\$1,666.67

Budgeted standard levy revenue	27,272.72
Add GST	2,727.27
Amount to raise in levies including GST	\$29,999.99



Liability limited by a scheme approved under Professional Standards Legislation,

Jameson &amp; Associates Unit Services Pty Ltd

ABN 83 001138 576

PO Box 547 Surry Hills NSW 2010

info@jamesons.com.au

02 8969 3300

jamesons.com.au

## Approved Levy Posting for

Owners Strata Plan 12173

ABN 16626005562

**First instalment due date:** 01/04/2025

**Discount:** Nil

**Instalment frequency:** Quarterly

**Group:**

**Number of instalments:** 4

**Entitlement set:** Levy Entitlement

**Description:** Quarterly Admin/Capital Works Levy

**Levy determination date:** 24/06/2025

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	1.00	3,385.56	1,666.66	5,052.22
2	2	1.00	3,385.56	1,666.66	5,052.22
3	3	1.00	3,385.56	1,666.66	5,052.22
4	4	1.00	3,385.56	1,666.66	5,052.22
5	5	1.00	3,385.56	1,666.66	5,052.22
6	6	1.00	3,385.56	1,666.66	5,052.22
7	7	1.00	3,385.56	1,666.66	5,052.22
8	8	1.00	3,385.56	1,666.66	5,052.22
9	9	1.00	3,385.56	1,666.66	5,052.22
10	10	1.00	3,385.56	1,666.66	5,052.22
11	11	1.00	3,385.56	1,666.66	5,052.22
12	12	1.00	3,385.56	1,666.66	5,052.22
13	13	1.00	3,385.56	1,666.66	5,052.22
14	14	1.00	3,385.56	1,666.66	5,052.22
15	15	1.00	3,385.56	1,666.66	5,052.22
16	16	1.00	3,385.56	1,666.66	5,052.22
17	17	1.00	3,385.56	1,666.66	5,052.22
18	18	1.00	3,385.56	1,666.66	5,052.22
<b>Totals</b>		18.00	\$60,940.08	\$29,999.88	\$90,939.96
<b>GST included in amounts to be raised</b>			\$5,539.68	\$2,727.00	\$8,266.68
<b>Amount to be raised per unit of entitlement</b>			\$3,385.56	\$1,666.67	\$5,052.22

**The following advanced instalment settings were used:**

Due date	Description	Administrative Fund	Capital Works Fund	Total	Comment
01/04/2025	Quarterly Admin/Capital Works Levy 01/04/2025 - 30/06/2025	15,235.02	6,600.06	21,835.08	Previously posted
01/07/2025	Quarterly Admin/Capital Works Levy 01/07/2025 - 30/09/2025	15,235.02	6,600.06	21,835.08	Previously posted
01/10/2025	Quarterly Admin/Capital Works Levy 01/10/2025 - 31/12/2025	15,234.98	8,399.94	23,634.92	
01/01/2026	Quarterly Admin/Capital Works Levy 01/01/2026 - 31/03/2026	15,234.98	8,399.94	23,634.92	
		\$60,940.00	\$30,000.00	\$90,940.00	



# Notice of Annual General Meeting

16 December 2025

Dear Owners,

## **The Owners - Strata Plan No 12173**

You are invited to attend the Annual General Meeting (AGM) for 27 Mangerton Road, MANGERTON NSW 2500, to be held on Tuesday, 10 February 2026 at 3:00 PM via Zoom.

You can join the meeting online (which will also be hosted from our offices) in the following way:

1. Visit [www.zoom.us/join](http://www.zoom.us/join); or
2. Call (02) 8015 6011  
and enter the Meeting ID: **993 0961 8035**  
and Password: **299614**

This is a great forum to learn about your building, participate in the setting of the budget and levies, join the committee, and connect with your neighbours.

You can find the agenda for this meeting enclosed, as well as documents relevant to the meeting, and a proxy form if you cannot make it.

A Strata Committee meeting will be held immediately following the Annual General Meeting. For more information on strata living, please visit [jamesons.com.au/blog](http://jamesons.com.au/blog) or give our friendly team a call.

Our team will endeavour to make the meeting an informative and enjoyable experience, but it will make for a more free flowing and well-informed discussion if questions are raised ahead of time, particularly if they relate to the financials.

Kind regards,  
Catrin Heidrich  
Jamesons Strata Management  
Ph: 02 8969 3300  
1/1-25 Adelaide St, Surry Hills NSW 2010

**NOTICE OF AN ANNUAL GENERAL MEETING FOR:  
THE OWNERS - STRATA PLAN 12173, 27 Mangerton Road, MANGERTON NSW 2500**

**MOTIONS:**

**1 Minutes of Previous General Meeting**

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

*[Explanatory Note: Sch 1, Cl 8(1)(a) of the Strata Schemes Management Act 2015 ("the Act") requires a motion to confirm the minutes of the previous general meeting. A copy of the minutes of the last general meeting of the owners corporation has either been sent by email or mail, and is attached to the notice of this meeting.]*

**2 Adoption of the Financial Statements**

That the financial statements for the owners corporation for the preceding financial year, ending 31/10/2025 be received and adopted.

*[Explanatory Note: Sch 1, Cl 9(b) of the Act requires a motion to adopt the financial statements of the owners corporation for the reporting period. Owners are encouraged to raise queries in respect of the financial statements to the treasurer or strata managing agent prior to this meeting so they can be addressed at the meeting.]*

**3 Adoption of Supplementary Financial Statements**

That the supplementary financial statements for the owners corporation as enclosed with the agenda be received.

*[Explanatory Note: This motion presents the supplementary financial statements for the owners corporation to be received pursuant to s92 of the Act and given that this annual general meeting is being held more than two months past from the financial year. Owners are encouraged to raise queries in respect of the financial statements to the treasurer or strata managing agent prior to this meeting so they can be addressed at the meeting.]*

**4 Appointment of Auditor**

That the financial statement of accounts of the owners corporation be audited for the ensuing year by an appropriately qualified person.

*[Explanatory Note: s95 of the Act requires an audit to be undertaken for all owners corporations with more than 100 lots, or alternatively if the cumulative total of the annual budget, any other income to the owners corporation, and the opening balance of funds for the financial period exceeds, or is likely to exceed, \$250,000.00.]*

**5 Proposed Annual Budget and Contributions (No GST)**

That the proposed annual estimates of expenditure for the new financial year be received and adopted and that contributions be determined as follows: -

(a) Contributions to the Administrative Fund are estimated in accordance with s79(1) and determined in accordance with s81(1) of the Act at: -

\$55,440.00; and

(b) Contributions to the Capital Works Fund are based upon the latest Capital Works Fund Plan, and are estimated in accordance with s79(2) and determined in accordance with s81(1) of the Act at: -

\$35,499.99; and

(c) Both contributions be paid in regular quarterly instalments, due and payable as follows: 1/04/2026, 1/07/2026, 1/10/2026, 1/01/2027

(d) Contributions be determined and paid in subsequent quarters until otherwise determined by the owners corporation.

*[Explanatory Note: Under ss79(1) and 81(1) of the Act there are requirements to determine the amounts required to credit to the administrative and capital works funds and to levy those amounts at each Annual General Meeting. Part (d) of the motion allows for the owners corporation to continue raising levies beyond the initial four quarters until a subsequent general meeting determines otherwise. This allows for no disruption in the owners corporation's cash-flow.]*

## **Capital Works Fund Plan**

That the owners corporation:

- (a) Review the currently drafted Capital Works Fund Plan; and
- (b) Obtain a new Capital Works Fund Plan.

Note: Date that Capital Works Fund Plan is due for review - 1/02/2026. An extract of the current Capital Works Fund Plan is enclosed with the agenda for this meeting.

*[Explanatory Note: Under s80 of the Act , the owners corporation is required to have a 10-year capital works fund plan in place. Sch 1, Cl 6(b) of the Act provides a mandatory motion to prepare or review the 10-year plan for the capital works. s80(3) of the Act 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, s80(7) of the Act provides that the owners corporation is, so far as practicable (and subject to any adjustments), to implement the 10-year capital works fund plan.]*

## **Levy Recovery**

That the owners corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including s103(3)(b)), authorise the strata managing agent and/or the strata committee to do any of the following: -

- (a) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;
- (b) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;
- (c) Levy Recovery Stage 3: After 90 days from the levy due date, where the debt exceeds \$500.00, engage debt collectors, seek legal advice, and/or appoint legal representation to pursue recovery action against any current or former lot owner or mortgagee in possession, including the recovery of levies, penalties, interest and costs;
- (d) Pursue all necessary legal action for levy recovery, including enforcement of judgments, bankruptcy proceedings, appeals, payment plans and interest (subject to Strata Committee approval under s85(5) of the Act), and engage with debt collectors, lawyers and experts as required.

*[Explanatory Note: This motion authorises a formal debt recovery framework, ensuring consistent and fair treatment of levy arrears while protecting the owners corporation's financial interests. The staged approach provides clear timeframes and thresholds for recovery, giving lot owners reasonable opportunity to address outstanding payments before escalating to formal recovery processes ensuring a balanced and transparent recovery process that maintains the scheme's essential cash flow while being fair to all owners. This comprehensive approach protects both individual owners and the collective interests of the scheme.]*

## **Insurances**

That the owners corporation:

- (a) Note and confirm the general insurance cover as effected over the strata scheme
- (b) Effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.
- (c) Affects/renews Fidelity Guarantee Insurance to cover for losses arising from misappropriation of money or other property of the owners corporation.
- (d) Authorises and delegates to the strata managing agent the function of obtaining three quotations via the owners corporation's insurance broker for insurances as required by the legislation.

*[Explanatory Note: The owners corporation is required to maintain mandatory insurance and can take out additional insurance. This motion is a requirement of Sch 1, Cl 9(d) of the Act. Full particulars of the insurance policies for the building are enclosed by way of certificates of currency within this agenda.*

*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 Sch 1, Cl 9(c) of the Act 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. It is not compulsory; however, it is a requirement under Sch 1, Cl 9(c) of the Act for the owners corporation to decide whether to take this type of insurance out at each Annual General Meeting. The cost of such cover is typically factored into building insurance costs i.e. its removal generally does not result in lower premiums.*

*The strata managing agent will progress renewals per recommendation of appointed insurance broker. Where a broker is not appointed, the strata managing agent will take instruction from the owners corporation. Quotations obtained include mandatory insurances and may also include optional insurances as determined by the owners corporation e.g. office bearers liability & fidelity guarantee insurance as detailed under parts (b) and (c) of this motion.]*

## **Insurance Valuation**

That the strata managing agent be authorised to arrange a valuation of the building for insurance purposes prior to the next policy renewal or as determined by the meeting.

*[Explanatory Note: The motion provides to consider whether to obtain a valuation for insurance purposes and such valuation be undertaken prior to the next renewal the last valuation was undertaken 14/01/2022.]*

10

## Strata Managing Agent Disclosure - Commissions, Training Services and Connected Parties

That, pursuant to s60 of the Act, the owners corporation receive the strata managing agent's report on commissions and training services as follows:

- (a) No insurance commission has been received in the past 12 months, and no insurance commissions are expected to be received in the next 12 months.
- (b) No free training services have been received in the past 12 months, and no free training services in connection with the exercise of the agent's functions for the owners corporation are anticipated to be received in the next 12 months.
- (c) That the strata managing agent has connections (if any) with suppliers of goods and services as detailed within the enclosed report.
- (d) The Managing Agent has no connection with the original owner of the scheme.
- (e) Authorises two Strata Committee members to execute informed consent allowing the insurance broker to receive commission for placing building insurance

*[Explanatory Note: The strata managing agent receives commissions and/or training services in connection with the exercise of the agent's functions for the scheme if approved by the owners corporation, either in their agency agreement or by resolution at a general meeting. The Strata Managing Agent undertakes training that is paid by the agent, and such services are not in connection with the services provided to the owners corporation.*

*It is a requirement under s60 of the Act that the agent provide a report on the details and amounts of the commissions received for the preceding 12 months and anticipated details and amount of commissions and training services for the following 12 months.*

*This resolution allows two Strata Committee members to sign required documentation acknowledging that the insurance broker will receive commission from the insurer for arranging building insurance. This transparency disclosure is legally required and enables efficient insurance placement without needing a full committee meeting.]*

11

## Fire Safety

That the owners corporation review the annual fire safety statement and make arrangements for obtaining the next statement as applicable to its scheme.

*[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 Sch 1, Cl 6(c) of the Act. It is recommended to use an independent certifier.]*

12

## Election of Strata Committee

That:

- (a) Nominations already received in writing prior to the meeting be announced;
- (b) Oral nominations of candidates eligible for election to the strata committee be received and recorded;
- (c) The owners corporation determine the number of members of the strata committee (not being more than 9)
- (d) The strata committee be elected in accordance with the provisions of regulations 9 and 10 of the Strata Schemes Regulation 2016.

*[Explanatory Note: The owners corporation is required to have a strata committee and Sch 1, Cl 8(1)(b) of the Act requires that a notice for an AGM include a motion to determine the number of strata committee members (being at least one for schemes of 100 lots or less and at least three for schemes of over 100 lots, and not more than nine for any scheme) and to elect the strata committee. The election of the strata committee cannot be decided by pre-electronic voting.*

*Please note that you may nominate at the meeting, but co-owners may not self-nominate but must rather be nominated by their co-owners, and any non-owners must receive a nomination from a financial owner who is not themselves seeking nomination to the strata committee. If the number of candidates is greater than the number decided upon by the meeting, a ballot is to be held.]*

13

## Restrictions on Committee

That for the purposes of s36(3)(b) of the Act, there be no special restrictions placed on the strata committee in relation to matters which the strata committee is authorised to decide without referral to a 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.]*

14

### **Issuing of Work Orders**

That the Owners Corporation acknowledges that the managing agent will not issue a work order or engage any contractors for the provision of any goods or services, unless they have complied with the minimum requirements below

Minimum requirements (as aligned to the recommended criteria as advised by Safe Work Australia):

- Must be registered as a business for tax purposes in Australia
- Must have a minimum \$10 million Public & Property Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any period of cover)
- Must have a minimum \$1 million Professional Indemnity Insurance (where applicable)
- Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Trader
- Must hold all licenses as relevant to services provided
- Must have an established Quality Management System (Consultants only)
- Must have an established Health & Safety Management system
- Must accept Jamesons Strata Terms and Conditions of engagement and Business Code of Conduct.

Definitions:

- Contractor: means a person or organisation that is engaged, on a temporary basis, to undertake a particular task and includes consultants who provide recommendations and/or specialist professional advice.
- Work Order: means a written order providing specific or blanket authorisation to a contractor to proceed with the provision of specific goods or services without further instructions.

*[Explanatory note: The Owners Corporation has a duty of care to ensure the safety of its owners, tenants, visitors, contractors and any members of the general public who access the common areas of their property. It is therefore essential that any Contractors engaged to perform any services at the property assume the same obligations.*

*The risks involved in engaging Contractors are significantly increased when they do not meet the Minimum Requirements noted in the table above. Any damage caused to property or persons resulting from any accidents or incidents caused by the Contractor, places the Owners Corporation at risk.*

*As per the Strata Management Agency Agreement entered into by the Agent and the Owners Corporation, the agent will continue to effect repairs and maintenance, as defined under that agreement, to the common property through the engagement of qualified tradespersons and or companies.*

*The Owners Corporation, through its Committee, take full responsibility for the engagement and direction of Contractors who have not achieved the Minimum Requirements and understand and acknowledge the associated risks.*

*The Agent will take no responsibility for any consequences arising from the engagement of any Contractors and will not perform any services other than to provide the administration tasks in relation to the payment of invoices raised by those Contractors.]*

15

### **Health & Safety Audit**

That the owners corporation engage a suitably qualified person to undertake a safety audit report of the common property and delegate to the strata committee and strata managing agent authority to obtain quotations for essential works required as identified in the report and arrange for those works to be completed.

*[Explanatory Note: An owners corporation and its agent is recognised as a Person Conducting Business Unit (PCBU) and Person with Management Control of a Work place (PMCW). A safety audit report allows the owners corporation to become aware of any issues requiring remediation. Progressing necessary works may help mitigate risk to the owners corporation.*

*Resolving this motion will allow the owners corporation to pro-actively assess and address safety issues on the common property. The owners corporation has a "duty of care" to residents and visitors to the building.]*

16

### **Window Safety Devices - Inspection & Works**

That the owners corporation, pursuant to obligations set out under s118 of the Act, engage a suitable consultant/contractor to:

- (a) Carry out an inspection of the common property and lots in the scheme;
- (b) Identify any windows in respect of which window safety devices are required by s118 of the Act but have not been installed; and
- (c) Any windows in respect of which window safety devices are required by the Act and have been installed but are not compliant with the Act or are defective and require repair or replacement.
- (d) Install new window safety devices or repair or replace existing window safety devices to achieve compliance with the Act.
- (e) Report to the strata committee as to the work undertaken, including provision of an inventory of window safety devices installed in the parcel comprising the Scheme.

*[Explanatory Note: Window safety devices are mandatory for residential apartment buildings. This motion proposes engaging a contractor to inspect, install, repair, and report on window safety devices, ensuring compliance and mitigating risk under s118 of the Act. Window safety devices must restrict the opening so a 125mm sphere cannot pass through, resist an outward force of 250 newtons, and have a child-resistant release mechanism if removable.]*

17

### Sustainability Consulting

- a) That the owners corporation engage a sustainability consultant to undertake a review of the energy efficiency and sustainability options for their scheme; and
- b) That the owners corporation authorises its strata committee to undertake such review and, in accordance with the recommendations obtained, to instigate the appropriate works as required.

*[Explanatory Note: This motion responds to the legislative requirement for owners corporations to consider sustainability at each AGM and include sustainability in capital works fund estimates. The proposed actions will help our building identify cost-effective sustainability measures that can reduce operating costs, improve resident comfort, increase property values, and contribute to environmental goals, while ensuring compliance with recent changes to strata laws in NSW.]*

18

### Strata Hub

That the owners corporation:

- (a) Delegate to the strata managing agent the function of uploading all information/documents required to comply with regulation 43A of the Strata Schemes Management Regulation 2016 relating to the "Strata Hub"; and
- (b) Note that this activity triggers additional statutory costs (\$3 per lot, per annum) and service fees (per item 4.6 of schedule A2 of the agency agreement, namely additional services relating to "compliance" for the owners corporation).

*[Explanatory Note: An owners corporation will be required to place a range of information (and documents) on the Office of Fair Trading "Strata Hub" which is designed to capture information relating to a strata scheme (some of which is for public distribution). This motion is for the strata managing agent to be delegated the authority to undertake such work (uploading the information/documents and keeping records current) and the associated payment of the strata managers fees (as additional services under the Agency Agreement). Failure to comply will attract penalties from the NSW Government.]*

19

### Utility Service Agreements

That the owners corporation considers any utility agreements and authorises the strata committee and strata managing agent to enter into utility supply agreements as required.

*[Explanatory Note: This annual review of utility agreements is a statutory requirement under Sch 1, Cl 6(e) of the Act. The strata managing agent obtains competitive quotes for utility services with no commission charged for this service. A copy of any agreements can be provided upon request from the strata managing agent.]*

**This is the end of the meeting agenda.**

**NOTICE OF A MEETING OF THE STRATA COMMITTEE  
FOR THE OWNERS - STRATA PLAN 12173, 27 Mangerton Road, MANGERTON NSW 2500**

**DATE, PLACE & TIME OF MEETING:** A Strata Committee Meeting of The Owners - Strata Plan 12173 will be held immediately following the Annual General Meeting on Tuesday, 10 February 2026 via Zoom.

**The agenda for the meeting is:**

**1 Minutes of previous meeting**

That the minutes of the last strata committee meeting be confirmed as a true record of the proceedings of that meeting.

**2 Pecuniary Interests**

That the strata committee:

- (a) Receive any disclosures under Sch 2, Cl 18 of the Act regarding pecuniary interests; and
- (b) Record any such disclosures in a book kept for that purpose.

*[Explanatory Note: Under Sch 2, Cl 18 of the Act, a strata committee member must make a disclosure to the strata committee if they have a direct or indirect pecuniary interest in a matter being considered or about to be considered and the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter. Once a disclosure is made the strata committee must record any disclosures in a book kept for the purpose and the committee member who has made that disclosure must not participate in deliberations on the matter the subject of their disclosure nor vote on those matters.]*

**3 Appointment of Office Bearers**

That, pursuant to s41 of the Act, the Strata Committee appoint a Chairperson, Secretary, and Treasurer.

*[Explanatory Note: The functions of office bearing roles are as follows:*

Chairperson - to chair meetings of the owners corporation and strata committee of the owners corporation. To make determinations as to quorums and procedural matters at meetings.

Secretary - to prepare and distribute meeting notices/minutes of the owners corporation and strata committee. To give notices as required under the Act. To maintain the strata roll. To enable the inspection of books and records as required under the Act. To answer communications addressed to the owners corporation. To attend to matters of an administrative or secretarial nature in connection with the exercise of function by the owners corporation or strata committee. To attend to any other functions conferred on the secretary under any other Act or law.

Treasurer - To notify owners of any contributions levies in accordance with the Act. To receive and account for any money paid to the owners corporation. To prepare any strata information certificate. To keep the accounting records and prepare the financial statements.

*Many of the functions listed above are delegated to the strata managing agent.]*

**4 Insurance**

- (a) That the strata managing agent be authorised to instruct the owners corporation's nominated insurance broker to deal with the next insurance renewal matter, obtain insurance quotations, and adjust/amend/add/delete cover for the forthcoming policy year for submission to the Secretary of the strata committee.
- (b) That the strata managing agent forward the valuation (if applicable) and insurance quotations to the secretary of the strata committee for consideration. In the event that strata managing agent receives no response from the secretary of the strata committee, to ensure that the owners corporation continues to hold insurance that meets the requirements of the Act, The Strata Managing Agent is to be given authorisation to place the insurance for the forthcoming policy year.

*Note: In the event the Secretary/strata committee fails to provide instruction then the insurance will be placed in accordance with the brokers recommendation.*

**5 Property & Administrative Matters**

That any property and administrative matters presented be considered and accordingly dealt with by the meeting.