



## **STRATA ASSIST QLD BODY CORPORATE SEARCH AGENTS**

### **VENDORS IMPLIED WARRANTIES STATEMENT**

In relation to the Contract for sale of lot(s) 13 in RIVERDENE TOR Community Titles Scheme 13175

<b>VENDORS</b>	<b>THOMAS JOHN CHARLES SCHAFER and KERRY CLAIRE GIOVANNETTI</b>
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With reference to the warranties in section 223 of the Body Corporate and Community Management Act 1997 the seller discloses – *(Please read in conjunction with the Vendors Disclosure Statement)*

- a) The following latent or patent defects in the common property or body corporate assets
- b) The following actual, contingent or expected liabilities of the body corporate
- c) The following circumstances in relation to the affairs of the body corporate

**The Seller gives notice to the Buyer of the following Matters:**

#### **COMMUNITY MANAGEMENT STATEMENT**

At the date of this Disclosure Statement the CMS Dealing No 704187208 was the last registered CMS held by the Environment and Resources Management. The Seller discloses the following if known at the time of inspection: A new CMS has been approved by resolution but is not registered at the Titles Office or is there is an intention to approve a new CMS in the future:

No evidence sighted in records provided

#### **LATENT OR PATENT DEFECTS IN COMMON PROPERTY OR BODY CORPORATE ASSETS (s223 (a)(b))**

Particulars of matters discovered from the books and records of the Body Corporate. This includes outstanding building defects and other current matters which have been reported during the last 12 months only. Please be aware that it is a possibility that other matters may exist but these fall outside the scope of this report. Purchasers should obtain a full Strata Inspection Report that will include an extensive building history and complete record of other matters of interest.

#### **MINUTES Of Meetings held in the last 12 months:**

Copies of the following Meeting Minutes attached:

1. CM dated 5<sup>th</sup> September 2017
2. CM dated 5<sup>th</sup> December 2017
3. CM dated 12<sup>th</sup> March 2018
4. AGM dated 17<sup>th</sup> April 2018
5. CM 5<sup>th</sup> June 2018
6. CM Notice 4<sup>th</sup> September 2018 - Minutes not as yet available

#### **REPORTS**

Sighted Compliance Reports:

1. Sinking Fund forecast dated 17<sup>th</sup> May 2016 - copy attached.
2. Safety Extract dated 26<sup>th</sup> April 2017 - copy attached.
3. Insurance Valuation dated 4<sup>th</sup> May 2016 - Valuation for Insurance purposes \$10,032,000
4. Fire Safety report dated 26<sup>th</sup> April 2017

#### **ACTUAL OR CONTINGENT OR EXPECTED LIABILITIES OF THE BODY CORPORATE (s223 (2)(c)(d))**

Refer to attached Minutes of Meetings.

#### **CIRCUMSTANCES IN RELATION TO THE AFFAIRS OF THE BODY CORPORATE (s 223 (3))**

Apart from what has been revealed in the attached Minutes, the Vendors are not aware of any other circumstances in relation to the affairs of the Body Corporate likely to materially prejudice the buyer.

#### **EXCEPTIONS TO WARRANTIES IN CLAUSE 7.4(3)**

The Vendors are not aware of any unregistered lease, easements or other right capable of registration and which is required to be registered to give indefeasibility affecting the common property or Body Corporate Assets.

#### **PROPOSED BODY CORPORATE RESOLUTIONS (Clause 8.4)**

Search of the Body Corporate records has revealed that a Notice of a Committee Meeting to be held on the 4<sup>th</sup>



September 2018 issued however the Minutes are not as yet available Copy notice attached

#### KNOWN DISPUTES

Particulars of any current applications (within the last 12 months) to the Commissioner which directly affect the Body Corporate

A search of the Queensland Body Corporate & Community Management Commissioner's Adjudicators Orders Register revealed no recent Adjudicators Orders recorded for this complex

Particulars of any current Court proceedings (within the last 12 months) that directly affect the Body Corporate  
Nothing sighted in records provided

This Report was prepared on 12<sup>th</sup> September 2018

Seller

Signature of seller(s) or person authorised by  
seller(s)

Capacity of person signing

#### ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure & Implied Warranty Statement before entering into the contract to buy the above lot

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

#### Disclaimer

The information contained in this Report is derived entirely from an inspection of the records made available to us by the Body Corporate representative. We are unable to guarantee that all Body Corporate records were made available to us at the time of our inspection or attest to the accuracy of the information contained in those records.

In some cases, Managing Agents hold "work in progress" files which may not be produced. We have not inspected the building and we cannot necessarily determine from the records whether the building is well maintained.

Unless otherwise indicated, the information in our report has been obtained solely from the records made available to our inspector.

Whilst every effort is made to ensure the accuracy of the information contained in this report, we cannot accept liability for any incorrect information that may be obtained from those records and no responsibility is taken for any errors or omissions.

#### Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

#### STRATA ASSIST QLD

EMAIL: [jan@strataassistqld.com.au](mailto:jan@strataassistqld.com.au)

Web Address: [www.strataassistqld.com.au](http://www.strataassistqld.com.au)

Phone: 0408924549 Fax: (07) 5636 1089

PO Box 10623 Adelaide Street Post Shop Brisbane Qld 4000

Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989



Body Corporate for  
**RIVERDENE TOR CTS 13175**

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Minutes of the **COMMITTEE MEETING** of the Body Corporate **RIVERDENE TOR CTS 13175** held **17-21 Ganges Street, West End QLD – Pool Area (Onsite)** on **Tuesday, 5<sup>th</sup> September 2017** at **6:30PM**.

<b>PRESENT IN PERSON</b>	Secretary	Vikki Kisaloff (arrived 6:50pm)
	Treasurer	Laurel Lewis
	Ordinary Member	Ian Carter
	Ordinary Member	Matthew O'Sullivan (arrived 7:10pm)
<b>PROXIES</b>	Barbara Baumgartner to Laurel Lewis	
	Matthew O'Sullivan to Ian Carter	
<b>APOLOGIES</b>	Barbara Baumgartner	
	Kristian Horvath	
<b>ALSO PRESENT</b>	Rebecca le Noble - Representing Strata Management Group	
	Daniel Eschler – Owner of Lot 22	
	Kate McKeon – Owner of Lot 24	

**QUORUM:** Noted that the Chairperson advised the meeting that a quorum was present and declared the meeting open at 6:45PM.

**1. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**RESOLVED** that the Body Corporate for Rivedene Tor CTS 13175 confirm the minutes from the Committee Meeting held on the 6<sup>th</sup> of June 2017 are a true and correct record of the proceedings of the meeting.

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

**2. MATTERS ARISING FROM PREVIOUS MEETING**

**2.1 UPDATE RE SOLAR PANELS & ROOF TOP SPACE**

**SOLAR PANELS**

**NOTED** that Kristian is in the process of obtaining suitable quotations and will present his findings at the Budget Committee Meeting.

**ACTION: KRISTIAN HORVATH**

**ROOF TOP SPACE**

**NOTED** that Daniel Eschler addressed the meeting and advised that progress is still occurring and an update will be provided to the Committee at the next meeting.

**ACTION: DANIEL ESCHLER**

**2.2 UPDATE RE BIKE RACK**

**NOTED** it was confirmed that this item has been closed until further notice.

**2.3 UPDATE RE ANNUAL PEST TREATMENT**

**NOTED** that Strata Management Group confirmed that the treatment was completed on the 17<sup>th</sup> June 2017. This item is now closed.

**2.4 UPDATE RE FIRE DOORS DEFECT**

**NOTED** that Strata Management Group advised those present that Touchwood Fire Doors has proposed an install date of the 3rd October 2017 and that the process will take approximately one week.

**FURTHER NOTED** that Strata Management Group confirmed that notification will be issued to all Owners with the purposed date and the locks that will be installed to the doors. Those present also confirmed locks are required to be installed to the Common Property fire doors. Strata Management Group also advised those present that closer to the date of install a schedule will be provided by Touchwood fire doors and forwarded to all Owners.

**ACTION: SMG**

*Vikki Kisaloff arrived – 6:50PM*

**FURTHER NOTED** that those present requested Strata Management Group to check with Touchwood Fire Doors if it was too late to change the exterior colour of the doors to a lighter grey and to confirm that the door numbers will be re-used.

**ACTION: SMG**

**2.5 UPDATE RE UNBLOCK WATER TANK OUTLET**

**NOTED** that due to Kristian Horvath absence an update on this item was unable to be provided.

**FURTHER NOTED** that Daniel Eschler advised those present that he would look into the matter on behalf of the Committee.

**ACTION: DANIEL ESCHLER**

**2.6 UPDATE RE FAKE SECURITY CAMERA SURVEILLANCE**

**NOTED** that the fake security cameras are still yet to be installed and that Matthew O'Sullivan would be attending to this soon.

**ACTION: MATTHEW O'SULLIVAN**

**2.7 UPDATE RE WORKING BEE**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 ratify the engagement of Green Zone Horticultural Services, 12 Charlotte St, Wavell Heights QLD – Quotation 18/07/17 for a total cost of \$425.00 Inc GST and the reimbursement of \$175.00 to Laurel Lewis for the upgrade of the platform leading to the top of the podium. Costs to be drawn from the Administration Fund.

**CARRIED**

**YES 5 NO 0 ABSTAIN 0**

**2.8 UPDATE RE REPLACEMENT OF INTERCOM**

**NOTED** that it was confirmed that the new intercom has been installed to all Lots. This item is now closed.

**2.9 UPDATE RE ROOF SPACE**

**NOTED** that this item was discussed under Item 2.1 of these minutes.

**2.10 UPDATE RE EXHAUST FANS**

**NOTED** that Strata Management Group confirmed that after going through the past minutes of the Body Corporate reference to the exhaust fans was found in the Committee Meeting Minutes dated 16<sup>th</sup> February 2010. The minutes stated that the air vents were required to be replaced and that a quotation was received from Australian Air Services and that a further quotation was pending from BRS. No further reference to the air vents was found and that it would appear that these works did not proceed.

**FURTHER NOTED** that those present requested Strata Management Group to request Australia Air Services to attend the building and provide a report/quotation on the air vents and present it to the Committee at the next scheduled Committee Meeting.

**ACTION: SMG**

*Matthew O'Sullivan arrived - 7:10PM*

**3. INCOMING AND OUTGOING CORRESPONDENCE REGISTER**

**3.1 LIFT KEY**

**NOTED** that the lift key within the onsite key box has gone missing and Strata Management Group has confirmed that there is no record on file of who was last provided with the code.

**FURTHER NOTED** that Otis provided a replacement key free of charge to the Body Corporate. Matthew O'Sullivan volunteered to place the key back into the onsite lock box for future use.

**ACTION: MATTHEW O'SULLIVAN**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Incoming and Outgoing Correspondence Register as tabled at the meeting.

**CARRIED**

**YES 5 NO 0 ABSTAIN 0**

**4. FINANCIALS**

**4.1 STATEMENT OF ACCOUNTS**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Statement of Accounts as tabled at the meeting showing Owners funds as:

Administration Fund (Surplus)	\$10,998.40
Sinking Fund	\$78,196.96

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**4.2 AGED BALANCE LIST & ARREARS UPDATE**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Aged Balance List & Arrears Update as tabled at the meeting.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**5. INSURANCE CLAIMS UPDATE**

**NOTED** that Strata Management Group confirmed that the insurers have still yet to provide an outcome on the current Insurance Claim for the upgrade of the locks due to a security breach.

**6. COMPLIANCE AND MAINTENANCE REPORTS**

**6.1 RCD TESTING**

**NOTED** that Strata Management Group advised those present that the main switch board is classified as a commercial switchboard and thus is required to have a Residual Current Device (RCD) Test completed annually.

**FURTHER NOTED** that Strata Management Group tabled a quotation from Wire-Not Electrical, 31/88 Newman Road, Geebung QLD 4034 to complete the testing of the RCD for a cost of \$121.00 Inc GST for the first device and \$60.50 Inc GST for every other device located on common property.

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 engage Wire-Not Electrical, 31/88 Newman Road, Geebung QLD 4034 to complete the testing of the RCD for a cost of \$121.00 Inc GST for the first device and \$60.50 Inc GST for every other device located on common property. Cost to be drawn from the Body Corporate Administration Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

**6.2 THERMOSCAN TESTING**

**NOTED** that Strata Management Group advised those present that the Body Corporate has an obligation to routinely test that the electrical wiring is not heating up beyond the allowable temperature tolerance and thus a thermographic survey is required annually.

**FURTHER NOTED** that Strata Management Group tabled a quotation from Thermoscan Inspection Services Pty Ltd, 8/1990 Logan Rd Upper Mount Gravatt QLD 4122 to complete a thermoscan of the common property switchboard for a cost of \$286.00 Inc GST.

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 engage Thermoscan Inspection Services Pty Ltd, 8/1990 Logan Rd Upper Mount Gravatt QLD 4122 to complete a thermoscan of the common property switchboard for a cost of \$286.00 Inc GST. Cost to be drawn from the Body Corporate Administration Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

**7. MAINTENANCE AND MANAGEMENT AGREEMENTS UPDATE**

**NOTED** that Strata Management Group confirmed that there are no outstanding agreements.

**8. GENERAL BUSINESS**

**8.1 PLANTS ON THE GATE SIDE**

**NOTED** that Strata Management Group tabled a proposal, completed by Barbara Baumgartner, to install native plants to the area on the gate side of the front of the property.

**FURTHER NOTED** that Laurel Lewis confirmed that she has spoken to the Gardener regarding this and advised that a raised garden bed would be required to ensure ease of maintenance in the future

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approve an expenditure amount of up to \$500.00 for the purchasing of plants and equipment to be installed at the front of the property. Cost to be drawn from the Body Corporate Sinking Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: GARDENER/LAUREL LEWIS**

#### **8.2 EXTERNAL WINDOWS**

**NOTED** that Strata Management Group presented a request from an Owner at the property to have the exterior windows of the building professionally cleaned.

**FURTHER NOTED** that those present discussed the merit of having this completed due to the high level of construction in the area.

**FURTHER NOTED** that those present requested Strata Management Group obtain a quotation to professionally clean the exterior windows of the building and present this to the Committee at the next scheduled meeting.

**ACTION: SMG**

#### **8.3 RENOVATIONS LOT 18**

**NOTED** that Matthew O'Sullivan advised those present that the lift should be able to be returned to its previous state shortly. He also confirmed that it will be another 2 to 3 weeks until his renovations are completed.

#### **8.4 LIGHT OUT IN L1**

**NOTED** that the light in the lift lobby of L1 is not working.

**FURTHER NOTED** that Strata Management Group will bring this to the attention of the regular cleaners and request that they test if it just the bulb and to replace if it is. However if the fault is found to be the light fixture than Strata Management Group is instructed to engage an electrician to repair it.

**ACTION: SMG**

#### **8.5 NEXT COMMITTEE MEETING**

**NOTED** that Strata Management Group advised the Committee that the next committee Meeting has been scheduled for the Tuesday, 5<sup>th</sup> December 2017 at 6:30pm, 17-21 Ganges St, West End QLD – Pool Area (Onsite).

**As there was no further general business the Chairperson declared the meeting closed at 7:45PM.**

Body Corporate for  
**RIVERDENE TOR CTS 13175**

Minutes of the **COMMITTEE MEETING** of the **Body Corporate RIVERDENE TOR CTS 13175** held at **17-21 Ganges Street, West End QLD – Pool Area (Onsite)** on **Tuesday, 5<sup>th</sup> December 2017** at **6:30PM**.

<b>PRESENT IN PERSON</b>	Chairperson	Kristian Horvath
	Treasurer	Laurel Lewis
	Ordinary Member	Barbara Baumgartner
	Ordinary Member	Ian Carter

**PROXIES** Matthew O'Sullivan to Barbara Baumgartner

**APOLOGIES** Vikki Kisaloff

**ALSO PRESENT** Rebecca le Noble Representing Strata Management Group

**QUORUM:** Noted that the Chairperson advised the meeting that a quorum was present and declared the meeting open at 6:40PM.

**1. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 confirm the minutes from the Committee Meeting held on the 5<sup>th</sup> of September 2017 are a true and correct record of the proceedings of the meeting.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**2. MATTERS ARISING FROM PREVIOUS MEETING**

**2.1 UPDATE RE SOLAR PANELS & ROOF TOP SPACE**

**NOTED** that Kristian Horvath addressed the meeting regarding the solar panel and roof top projects and advised that the solar panel quotes are on track to be available at the Budget Meeting in March 2018. At this time the cost of the project is looking to be approximately \$10,000 to \$11,000 however will have a firm number at the Budget Meeting.

**FURTHER NOTED** that the Kristian Horvath advised the meeting that the proposed roof top space would be approximately 25sqm2 with an estimated cost of \$20,000.00. In order to seek quotations, drawings of the installation will be required and Daniel Eschler has volunteered to complete these free of charge for the Body Corporate.

**FURTHER NOTED** that Owners present raised concerns on the validity of having a roof top space and if this would cause more issues for the building then what it is worth. It was suggested that By-Laws for the area could be implemented to assist with the policing of the area.

**FURTHER NOTED** that to ensure that all Owners have a say in this matter it was suggested to hold a stakeholders meeting in early February to discuss any issues people may have with the installation of a roof top area and if they are generally for the idea or not.

**FURTHER NOTED** that whilst on the roof it was noted that the roofing membrane is failing and requires repairs. Those present believed that the roof was sealed only 5-6 years ago and requested Strata Management Group to investigate and seek re-attendance by the company under warranty if possible.

**ACTION: SMG**

*Kristian Horvath left the meeting at 7:05pm and provided his proxy to Laurel Lewis.*

**RESOLVED** that the Body Corporate approve for Kristian Horvath and Daniel Eschler to proceed with obtaining drawings and quotations for the roof top space and to present these to a meeting of stakeholders in early February.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: KRISTIAN/DANIEL**



**FURTHER NOTED** that those present requested Strata Management Group to forward through examples of roof top By-Laws to assist with the review.

**ACTION: SMG**

## **2.2 UPDATE RE FIRE DOOR DEFECT**

**NOTED** that the new fire doors were installed the week of the 3<sup>rd</sup> October 2017 and new numbers were installed on the 8<sup>th</sup> of November by Touchwood Fire Doors.

**FURTHER NOTED** that those present advised that the rear stairwell doors are very heavy and slam shut when closing and requested Strata Management Group to contact Touchwood Fire Doors and request that they attend the property and complete any required adjustments to the doors.

**FURTHER NOTED** that the previous stairwell doors had numbers on them to indicate what floor it opened onto and that the new ones installed do not. Those present requested Strata Management Group to review the quotation to ensure that this was included in the original price. If it is not included it was agreed to request Blue Property Services to complete this service and charge the Body Corporate accordingly.

**ACTION: SMG**

## **2.3 UPDATE RE UNBLOCK WATER TANK OUTLET**

**NOTED** that Daniel and Kristian were not present to advise the outcome of their investigations.

**FURTHER NOTED** that Barbara advised that the tank is full and working, thus it was agreed to close the item and re-attend to it if it becomes an issue in the future.

## **2.4 UPDATE RE FAKE SECURITY CAMERA SURVEILLANCE**

**NOTED** that the cameras are still yet to be installed pending Matthew to confirm when this will be completed.

**ACTION: MATTHEW**

## **2.5 UPDATE RE EXHAUST FANS**

**NOTED** that Strata Management Group confirmed that Australia Air Science was non contactable and thus LEDFX Electrical was requested to investigate and provide a quotation on the current exhaust fans.

**FURTHER NOTED** that Strata Management Group tabled a quotation from LEDFX for a fee of \$2,062.50 Inc GST to supply and install two (2) faulty fans to the rooftop.

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175, approve to engage LEDFX PO Box 322, Chervon Island QLD 4217 to supply and install two (2) exhaust fans to the building for a fee of \$2,062.50 Inc GST. Costs to be drawn from the Body Corporate Sinking Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

## **2.6 UPDATE RE PLANTS ON THE GATE SIDE**

**NOTED** that the plants are installed and this item is now closed.

## **2.7 UPDATE RE EXTERNAL WINDOWS**

**NOTED** that Strata Management Group tabled a quotation from Big Red Window Cleaning to clean the external windows and frames for a fee of \$2,266.00 Inc GST.

**FURTHER NOTED** that those present discussed the pros and cons of having the external windows cleaned and decided to put this matter to a vote.

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approve to engage Big Red Window Cleaning, Level 19 Waterfront Place 1 Eagle St, Brisbane QLD 4000 to clean the external windows and frames for a cost of \$2,266.00 Inc GST. Costs to be drawn from the Administration Fund.

**DEFEATED**  
**YES 2 NO 3 ABSTAIN 0**

**2.8 UPDATE RE LIGHT OUT IN L1**

**NOTED** that the light fitting in L1 was required to be replaced and was completed at a cost of \$135.20. This item is now closed.

**3. INCOMING AND OUTGOING CORRESPONDENCE REGISTER**

**3.1 FRONT DOOR NUMBERS**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 ratify the engagement of Touchwood Fire Doors, 35 Proprietary St, Tingalpa QLD 4173 – Q #138949 to install new numbers to the unit doors for a cost of \$964.15 Inc GST. Costs to be drawn from the Body Corporate Sinking Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**FURTHER NOTED** that the numbers have been installed and this item is now closed.

**3.2 LOT 1 FOR LEASE SIGN**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 ratify the decision to allow the Owner of Lot 1 to install a For Lease Sign to the complex subject to the following conditions-

- (a) That the installation of the signage is the full responsibility of the Lot Owner including all costs;
- (b) That all future repairs and maintenance on the signage and supporting equipment remain the full responsibility of the Lot Owner;
- (c) That a suitably qualified contractor be engaged to install the signage;
- (d) That should any common property be damaged during the installation or during future maintenance of the signage the Lot Owner is responsible to rectify the damage;
- (e) Should the signage disrupt the peaceful enjoyment of another lot at the complex the unit be removed at the cost of the Lot Owner;
- (f) Should the signage breach any of the Body Corporate By-Laws it is to be removed at the cost of the Lot Owner;
- (g) The signage is to meet all Work Health and Safety and City Council guidelines.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

**3.3 GARDENER SCHEDULE**

**NOTED** that Strata Management Group tabled correspondence from a resident in relation to the cleaner blowing the complex out on a Saturday morning and the disruption this is causing them.

**FURTHER NOTED** that those present discussed the matter and noted that the cleaners are required to do this as part of their service and that it is only for 30 minutes.

**FURTHER NOTED** that those present requested Strata Management Group to advise the resident of this and that nothing further can be done. This item is now closed.

**ACTION: SMG**

**3.4 POOL AREA PRESSURE CLEANING**

**NOTED** that Barbara Baumgartner requested that the Body Corporate consider pressure cleaning the area around the pool as there is a buildup of bird poo and is unsightly. It was also noted that Kate McKeon also put forward a request that the bin also be professionally cleaned as it is starting to smell.

**FURTHER NOTED** that those present confirmed that Blue Property Services attend to the bin on a weekly basis and that no further professional cleaning is required of the bin.

**RESOLVED** that that Body Corporate request Blue Property Services to pressure clean the area surrounding the pool on their next visit.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

**FURTHER NOTED** that those present advised that they believed that the pool cleaner is not vacuuming the pool on their attendance and requested Strata Management Group contact them and remind them of this on behalf of the Body Corporate.

**ACTION: SMG**

**3.5 LOT 23 WINDOW REQUEST**

**NOTED** that the Strata Management Group tabled a request/quotation from the Owner of Lot 23 to replace the sliding window within their property for a cost of \$2,040.00 Excl GST as it is beyond repair and will not open for the Committee's consideration.

**FURTHER NOTED** that Strata Management Group confirmed that the external windows in the building are the responsibility of the Body Corporate to maintain and repair and that the quotation presented is within the Committee's spending limit.

**FURTHER NOTED** those present requested that Strata Management Group obtain a second quotation from the previously used glass contractor and present this to the Committee for consideration.

**ACTION: SMG**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Incoming and Outgoing Correspondence Register as tabled at the meeting.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**4. FINANCIALS**

**4.1 INTERIM STATEMENT OF ACCOUNTS**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Statement of Accounts as tabled at the meeting showing Owners funds as:

Administration Fund (surplus)	\$12,215.26
Sinking Fund	\$53,244.41

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**4.2 AGED BALANCE LIST & ARREARS UPDATE**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Aged Balance List & Arrears Update as tabled at the meeting.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**5. INSURANCE CLAIMS UPDATE**

**NOTED** that Strata Management Group confirmed that there are no open claims at this point in time.

**6. COMPLIANCE AND MAINTENANCE REPORTS**

**NOTED** that Strata Management Group confirmed that the both the RCD testing and the Thermoscan of the Common Property electrical switchboard was completed and found no issues. This item is now closed.

**7. MAINTENANCE AND MANAGEMENT AGREEMENTS UPDATE**

**NOTED** that Strata Management Group confirmed that all maintenance and management agreements are current and not due to expire in the next few months.

**8. GENERAL BUSINESS**

**8.1 PET REQUEST LOT 1**

**NOTED** that Strata Management Group tabled a request from the property manager of Lot 1 to house a cat within the Lot for the Committee's consideration.

**RESOLVED** that the Body Corporate approve the Owner of Lot 1 to house a Batfink 4KG cat within the lot subject to the following conditions-

- (a) That the cat be leashed or caged at all times when on common property;
- (b) That the cat be carried over common property when not leashed or caged;
- (c) That should any common property be damaged by the animal the Lot Owner is responsible to rectify the damage;

- (d) Should the cat disrupt the peaceful enjoyment of another lot at the complex the animal be removed at the cost of the Lot Owner;
- (e) Should the cat breach any of the Body Corporate By-Laws the animal be removed at the cost of the Lot Owner;
- (f) That the approval is only for the life of the animal.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

## **8.2 OTIS INVOICE**

**NOTED** that Strata Management Group advised those present that the Body Corporate recently received an invoice from Otis Elevators for a fee of \$508.20 for a call out to retrieve keys from the elevator pit for Lot 15.

**FURTHER NOTED** that those present agreed that as the call out/cost was caused by the fault of Lot 15 that the Body Corporate seeks reimbursement from the Owner for this amount.

**FUTHER NOTED** that those present requested Strata Management Group remind Otis that in the event of this type of call out that they seek payment from the offending person prior to attendance and to not forward this cost onto the Body Corporate.

**ACTION: SMG**

## **9 NEXT COMMITTEE MEETING**

**NOTED** that Strata Management Group advised the Committee that the next committee Meeting has been scheduled for the Tuesday, 6<sup>th</sup> March 2018 at 6:30pm, 17-21 Ganges St, West End QLD – Pool Area (Onsite).

**As there was no further general business the Chairperson declared the meeting closed at 7:50PM.**

Body Corporate for  
**RIVERDENE TOR CTS 13175**

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Minutes of the **BUDGET COMMITTEE MEETING** of the Body Corporate **RIVERDENE TOR CTS 13175** held **Onsite – Pool Area – 17-21 Ganges St, West End QLD** on **Tuesday, 6<sup>th</sup> March 2018** at **6:30pm**.

**QUORUM:** Noted that the Chairperson advised that as a quorum could not be formed the meeting will be deferred until Monday, 12<sup>th</sup> March 2018 at 6:30pm to be held Onsite – Pool area 17-21 Ganges St, West End QLD.

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Minutes of the **BUDGET COMMITTEE MEETING** of the Body Corporate **RIVERDENE TOR CTS 13175** held **Onsite – Pool Area – 17-21 Ganges St, West End QLD** on **Monday, 12<sup>th</sup> March 2018** at **6:30pm**.

<b>PRESENT IN PERSON</b>	Secretary	Vikki Kisaloff
	Treasurer	Laurel Lewis
	Ordinary Member	Barbara Baumgartner

<b>PROXIES</b>	Kristian Horvath to Barbara Baumgartner
	Matthew O'Sullivan to Laurel Lewis

<b>APOLOGIES</b>	Ian Carter
	Kristian Horvath
	Matthew O'Sullivan

<b>ALSO PRESENT</b>	Rebecca le Noble Representing Strata Management Group
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**QUORUM:** Noted that the Chairperson advised the meeting that a quorum was present and declared the meeting open at 6:30PM.

**1. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 confirm the minutes from the Committee Meeting held on the 5<sup>th</sup> December 2017 are a true and correct record of the proceedings of the meeting.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**2. MATTERS ARISING FROM PREVIOUS MEETING**

**2.1 UPDATE RE SOLAR PANELS & ROOF TOP SPACE**

**2.1.1 SOLAR PANELS**

**NOTED** that Kristian Horvath submitted, prior to the meeting, two quotations in relation to the installation of Solar Panels for Common Property.

**FURTHER NOTED** that the second quotation obtained from Hush Power was not comprehensive and thus Kristian Horvath agreed to obtain a third quotation and will forward to the Committee for consideration to be put to the Annual General Meeting.

**FURTHER NOTED** that those present requested Strata Management Group to include a budget line item of \$16,000.00 for Solar Panels in the Sinking Fund.

**ACTION: SMG**

**RESOLVED** that the Body Corporate approve to include the following motion with alternatives within the Annual General Meeting paperwork for all owners to consider:

**THAT** the Body Corporate for Riverdene Tor CTS 13175 approve to engage one (1) of the below suitably qualified contractors to complete the installation of solar panels for the common property as per the job specifications detailed in the attached quotations. Costs are to be drawn from the Body Corporate Sinking Fund.

**ALTERNATIVE A.**

Local Power, Po Box 5817, West End QLD 4101 - Quotation No11488 for a total of \$14,055.00 Inclusive of GST

**ALTERNATIVE B.**

Local Power, Po Box 5817, West End QLD 4101 - Quotation No11513 for a total of \$17,520.00 Inclusive of GST

**ALTERNATIVE C.**

3D Energy Pty Ltd, Po Box 5817, West End QLD 4101 - Quotation No17/03/18 for a total of \$14,000.00 Inclusive of GST

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

**2.2 UPDATE RE FIRE DOOR NUMBERS**

**RESOLVED** that the Body Corporate ratify the engagement of Blue Property Services, 20/68-70 Norman Cres, Norman Park QLD to complete the installation of numbers to the fire doors for a cost of \$180.00. All costs to be drawn from the Body Corporate Sinking Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**2.3 UPDATE RE FAKE SECURITY CAMERA**

**NOTED** that those present confirmed that the fake cameras have been installed. This item is now closed.

**2.4 UPDATE RE POOL AREA PRESSURE CLEANING**

**RESOLVED** that the Body Corporate ratify the engagement of Blue Property Services, 20/68-70 Norman Cres, Norman Park QLD to complete the pressure cleaning of the pool area for a cost of \$160.00. All costs to be drawn from the Body Corporate Sinking Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**2.5 UPDATE RE LOT 23 WINDOW REQUEST**

**RESOLVED** that the Body Corporate ratify the engagement of Frog Glass, PO Box 132, Browns Plains QLD 4118 to replace the window within Lot 23 for a cost of \$1,461.00 Inc GST. All costs to be drawn from the Body Corporate Sinking Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**FURTHER NOTED** that Strata Management Group was requested to include a budget line item of \$1,500.00 for window replacement.

**ACTION: SMG**

**3. INCOMING AND OUTGOING CORRESPONDENCE REGISTER**

**3.1 A/C REQUEST LOT 6**

**RESOLVED** that the Body Corporate ratify the decision to approve for the Owner of Lot 6 to install an A/C unit to their Lot subject the following conditions:

- (a) That the air-conditioning unit installation is the full responsibility of the Lot Owner including all costs;
- (b) That all future repairs and maintenance on the unit and supporting equipment i.e. condensation drain remain the full responsibility of the Lot Owner;
- (c) That a suitably qualified contractor be engaged to install the unit;
- (d) That should any common property be damaged during the installation or during future maintenance of the unit the Lot Owner is responsible to rectify the damage;
- (e) Should the air-conditioning unit disrupt the peaceful enjoyment of another lot at the complex the unit be removed at the cost of the Lot Owner;
- (f) Should the air-conditioning unit breach any of the Body Corporate By-Laws the unit be removed at the cost of the Lot Owner;
- (g) The Air-Conditioning unit is to meet all Work Health and Safety and City Council regulations as to noise emission and distances from boundaries;
- (h) That the air conditioner condensation drain to be plumbed to the nearest storm water drain.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

**3.2 PIPE ISSUE LOT 1 & COMMON PROPERTY**

**NOTED** that over the Christmas break the kitchen sink within Lot 1 backed up and overflowed causing water damage to the property. The Owner requested the Body Corporate to attend to the issue as they believed the backup was caused from a common property pipe as the property was vacant for some weeks.

**FURTHER NOTED** that the Body Corporate approved to engage Draincare to attend the property to investigate and flush out the common property pipes for a cost of \$242.00 Inc GST.

**FURTHER NOTED** that after Draincare's attendance further blockage/overflow occurred and as such Draincare were requested to re-attend the property. Draincare confirmed that they could find no issue with the pipes and where unsure why the pipes blocked up again.

**FURTHER NOTED** that the Owner requested that the Body Corporate obtain a second opinion and as such the Committee agreed to engage RTL Plumbing to attend site and provide advice for a fee of \$423.50 Inc GST.

**FURTHER NOTED** that RTL Plumbing attended site on the 12<sup>th</sup> February 2018 and noted that the pipes where clear. RTL also provided a quotation to upgrade the pipe to 100mm and install a new overflow relief gully to assist in preventing further blockages for a cost of \$2,734.05 Inc GST. A second quotation was requested from Goanna Plumber however was not in time for the meeting.

**FURTHER NOTED** that those present discussed the matter and the majority of members agreed to wait on the second quotation prior to proceeding with this item.

**FURTHER NOTED** that Strata Management Group confirmed that the quotation will be forwarded to all members once received and will follow up Goanna Plumbing.

**ACTION: SMG**

### **3.3 EXTERNAL WINDOW CHANGE REQUEST LOT 5**

**NOTED** that the builder on behalf of the Owner of Lot 5 has requested to change the external aluminum trim to the glass door to the balcony to a White Satin Finish.

**RESOLVED** that the Owners request be denied and that they be advised that the exterior trim is required to match the rest of the building.

**CARRIED**

**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

### **3.4 FRONT FENCE AND LOT 5**

**NOTED** that Strata Management Group advised those present that a report had been received advising that the trades of Lot 5 whilst entering the property hit the front gate and it has since being making a loud noise.

**FURTHER NOTED** that those present requested Strata Management Group to engage Automatic Gates and Doors to attend to the gate and fix/re-align the gate and to oncharge any costs to the Owner of Lot 5.

**ACTION: SMG**

**FURTHER NOTED** that those present also raised concerns regarding the state of the Common Property (in particular the lift) due to the trades of Lot 5.

**FURTHER NOTED** that Strata Management Group was requested to contact the Owner of Lot 5 and request that once the renovations have been completed that these areas are cleaned and returned to their previous state. If the Owner fails to comply with this the Body Corporate will complete and oncharge any costs accordingly.

**ACTION: SMG**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Incoming and Outgoing Correspondence Register as tabled at the meeting.

**CARRIED**

**YES 5 NO 0 ABSTAIN 0**

## **5. FINANCIALS**

### **5.1 FINANCIAL YEAR END STATEMENT OF ACCOUNTS**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Financial Year End Statement of Accounts as tabled at the meeting showing Owners funds as:

Administration Fund	\$2,363.62
Sinking Fund	\$50,143.15

**CARRIED**

**YES 5 NO 0 ABSTAIN 0**

## **5.2 INVESTMENT ACCOUNT UPDATE**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Financial Year End Investment Account Update as tabled at the meeting showing funds as:

Investment Account \$59,024.71

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

## **5.3 AGED BALANCE LIST & ARREARS UPDATE**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Aged Balance List & Arrears Update as tabled at the meeting.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

## **5.4 PROPOSED ADMINISTRATION AND SINKING FUND BUDGET**

**NOTED** that Strata Management Group tabled a proposed Administration and Sinking Fund budget for the current financial year ending 31<sup>st</sup> January 2018 showing monies to be raised as follows:

Administration Fund	\$72,286.12
Sinking Fund	\$92,160.00

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the proposed budget to be circulated to all Owners with the Annual General Meeting paperwork subject to the following amendments-

### Sinking Fund

- Add Solar Panel line item of \$16,000.00
- Add Window Replacement Line Item \$1,500.00
- Increase Plumbing Line item from \$1,000.00 to \$3,000.00
- Decrease levies to be raised from \$92,160.00 to \$43,407.72

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

## **6. INSURANCE CLAIMS UPDATE**

**NOTED** that Strata Management Group confirmed that there is currently an outstanding claim with lot 1 for resultant water damage which the Owner is working through with the Insurer to rectify.

## **7. COMPLIANCE AND MAINTENANCE REPORTS**

### **7.1 FIRE COMPLIANCE**

**NOTED** that Strata Management Group advised the meeting that the Annual Fire Compliance Package is due to be completed by the 2<sup>nd</sup> May 2018.

**FURTHER NOTED** that Strata Management Group has obtained a quotation from Solutions In Engineering for an Annual Fire Compliance Package to be completed for a total cost of \$991.00 including GST which has been included on the draft Annual General Meeting Voting Paper.

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approve to engage Solutions IE, 14 Railway Terrace, Milton, to complete an Annual Fire Compliance Package of the Common Property at a cost not to exceed \$991.00 including GST. All costs to be drawn from the Body Corporate Administration Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

### **7.2 WORK, HEALTH AND SAFETY REPORT**

**NOTED** that Strata Management Group advised the meeting that the Work Health & Safety Report was last completed on the 22<sup>nd</sup> March 2016.

**FURTHER NOTED** that Strata Management Group has obtained a quotation from Solutions In Engineering, 14 Railway Terrace, Milton for an Annual Work Health & Safety Report to be completed for a total cost of \$513.00 including GST.

**FURTHER NOTED** that those present confirmed that as there are a number of Owners present at the property that keep an eye on the property they did not feel that this report was necessary at this time.



**8. MAINTENANCE AND MANAGEMENT AGREEMENTS UPDATE**

**NOTED** Strata Management Group advised that the administration agreement was due to expire on the 30/04/2018 and put forward a new one (1) year agreement for the Committee's consideration.

**RESOLVED** that the Body Corporate approve to include the following motion within the Annual General Meeting Paperwork for all owners to consider:

**THAT** under Section 114 of the Body Corporate and Community Management (Standard Module) Regulation 2008 the Body Corporate engages Strata Management Group for a term of ONE (1) year commencing on 01/05/2018 to 30/04/2019 for a fee of \$3,213.67 per annum exclusive of GST, plus disbursements for the purpose of providing administrative services to the Body Corporate, and be authorised to exercise all of the powers of the executive committee in accordance with section 119 of the Body Corporate and Community Management Act 1997, the details of which are contained in the agreement attached to this notice.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

**8. ANNUAL GENERAL MEETING**

**8.1 COMMITTEE NOMINATIONS RECEIVED**

**NOTED** that the Committee were advised that the following nominations were received prior to the end of financial year 31<sup>st</sup> January 2018 -

Chairperson- Nil  
Secretary – Nil  
Treasurer – Nil  
Ordinary Member – Liam Ring

**FURTHER NOTED** that the Owners present were advised that nominations will be called from the floor at the Annual General Meeting for the vacant positions of Chairperson, Secretary and Treasurer.

**8.2 OWNER MOTIONS RECEIVED**

**NOTED** that the Committee was advised that no owner motions have been received for the inclusion on the Annual General Meeting paperwork.

**8.3 COMMITTEE MOTIONS RECEIVED**

**NOTED** that the Committee advised that the following motion is required for the inclusion on the Annual General Meeting voting paper-

- Solar Community Power

**8.4 DRAFT ANNUAL GENERAL MEETING VOTING PAPER**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approve the DRAFT AGM Voting Paper as tabled at the meeting subject to the following amendments-

- Decrease Sinking Fund Levies to be Raised
- Add Solar Community Power Motion

**9. GENERAL BUSINESS**

**9.1 LOT 22 PET REQUEST**

**RESOLVED** that the Body Corporate approve the Owner of Lot 22 to house a cat within the Lot subject to the following conditions:

- (a) That the cat is council registered;
- (b) That the cat be leashed or caged at all times when on common property;
- (c) That the cat be carried over common property when not leashed or caged;
- (d) That should any common property be damaged by the animal the Lot Owner is responsible to rectify the damage;
- (e) Should the cat disrupt the peaceful enjoyment of another lot at the complex the animal be removed at the cost of the Lot Owner;
- (f) Should the cat breach any of the Body Corporate By-Laws the animal be removed at the cost of the Lot Owner;
- (g) That the approval is only for the life of the animal.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**ACTION: SMG**

**9.2 VOTE OF THANKS**

**NOTED** that those present wished to put forward a vote of thanks for Ian Carters time on the Committee.

**10. FURTHER MEETINGS**

**NOTED** that those present confirmed that the Annual General Meeting will be held on Tuesday, 17<sup>th</sup> April 2018 at 6:30pm, Onsite within the Pool Area – 17-21 Ganges Street, West End QLD.

**FURTHER NOTED** that the following dates for future Committee Meetings have been set as follows:

Tuesday, 5<sup>th</sup> June 2018 at 6:30pm

Tuesday, 4<sup>th</sup> Sept 2018 at 6:30pm

Tuesday, 4<sup>th</sup> Dec 2018 at 6:30pm

**As there was no further general business the Chairperson declared the meeting closed at 7:50pm.**

# MINUTES OF ANNUAL GENERAL MEETING

For RIVERDENE TOR CTS 13175 held at Onsite - Pool Area, 17-21 Ganges St, West End QLD on  
Tuesday, 17th April 2018 at 6:30 PM

## PRESENT IN PERSON

Lot 8 Barbara Baumgartner  
Lot 9 Kate Duffy  
Lot 12 Phillip Apolakiatis  
Lot 18 Matthew O'Sullivan (Arrived at Motion 8)  
Lot 19 Marco Maggiore (Arrived at Motion 9)  
Lot 22 Vikki Kisaloff  
Lot 24 Kathryn McKeon

## VOTING PAPERS

Lot 1 Liam Ring  
Lot 3 Sarah Esposito  
Lot 10 Kristian Horvath

## COMPANY NOMINEES

Nil

## PROXIES

Lot 8 Laurel Lewis to Barbara Baumgartner

## APOLOGIES

Nil

## ALSO PRESENT

Rebecca Le Noble Representing Strata Management Group

## QUORUM

The Chairperson accepted the valid Voting Papers and advised that a quorum was present and declared the meeting open at 6:35PM.

## MOTIONS

1	Confirmation of Minutes	Ordinary resolution
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The Committee - Statutory Motion

Yes votes: 7	No votes: 0	Abstain: 1	Carried
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**THAT** the minutes of the Annual General Meeting held on 11th of April 2017 be confirmed as a true and correct record of the proceedings of that meeting.

2	Non-Audited Statement of Accounts	Ordinary resolution
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The Committee

Yes votes: 6	No votes: 0	Abstain: 2	Carried
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**THAT** the non-audited Statement of Accounts for the Administrative and Sinking Funds for the year ending 31 JAN 2018 attached to the agenda be approved.

<b>3</b>	<b>Audit of Statement of Accounts</b>	<b>Special resolution</b>
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The Committee - Statutory Motion

Yes votes: 6      No votes: 1      Abstain: 1      Carried

THAT the Body Corporate Statement of Accounts for the financial year 01 FEB 2018 to 31 JAN 2019 not be audited.

**NOTE: If you want the accounts to be audited, vote 'NO'; if you do not want the accounts to be audited vote 'YES'.**

<b>4</b>	<b>Appointment of Auditor</b>	<b>Ordinary resolution</b>
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The Committee - Statutory Motion

Yes votes: 0      No votes: 0      Abstain: 0      No Vote

**THAT** Dickfos Dunn Adams, Registered Company Auditors under the Corporations Act 2001, be appointed to audit the Body Corporate Statement of Accounts for the financial year ending 31 JAN 2019 for a cost not to exceed \$610.00 exclusive of GST. All funds to be drawn from the Body Corporate Administration Fund.

<b>5</b>	<b>Adoption of Administration Fund Levy &amp; Advance</b>	<b>Ordinary resolution</b>
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The Committee - Statutory Motion

Yes votes: 7      No votes: 0      Abstain: 1      Carried

**THAT** the Administrative Fund Budget of \$72,286.12 inclusive of GST/Gross, being \$3,011.92 inclusive of GST/Gross per lot entitlement be confirmed for the body corporate's 12 month financial year ending 31 JAN 2019 be adopted and pursuant to the Regulation, levies be determined as follows-

Levy Period	Gross	Due Date
01/02/18 - 30/04/18	\$723.96	PRE-ISSUED
01/05/18 - 31/07/18	\$723.96	PRE-ISSUED
01/08/18 - 31/10/18	\$782.00	01/08/18
01/11/18 - 31/01/19	\$782.00	01/11/18

**FURTHER NOTE: 2.5% interest will be accrued monthly on any overdue levies.**

**ADMINISTRATION FUND BUDGET - ADVANCE ISSUE**

Levy Period	Gross	Due Date
01/02/19 - 30/04/19	\$752.98	01/02/19
01/05/19 - 31/07/19	\$752.98	01/05/19

**FURTHER NOTE: 2.5% interest will be accrued monthly on any overdue levies.**

The Committee - Statutory Motion

Yes votes: 7      No votes: 0      Abstain: 1      Carried

**THAT** the Sinking Fund Budget of \$43,407.72 inclusive of GST/Gross, being \$1,808.66 inclusive of GST/Gross per lot entitlement be confirmed for the body corporate's 12 month financial year ending 31 JAN 2019 be adopted and pursuant to the Regulation, levies be determined as follows-

Levy Period	Gross	Due Date
01/02/18 - 30/04/18	\$451.79	PRE-ISSUED
01/05/18 - 31/07/18	\$451.79	PRE-ISSUED
01/08/18 - 31/10/18	\$452.54	01/08/18
01/11/18 - 31/01/19	\$452.54	01/11/18

**FURTHER NOTE:** 2.5% interest will be accrued monthly on any overdue levies.

**SINKING FUND BUDGET - ADVANCE ISSUE**

Levy Period	Gross	Due Date
01/02/19 - 30/04/19	\$452.16	01/02/19
01/05/19 - 31/07/19	\$452.16	01/05/19

**FURTHER NOTE:** 2.5% interest will be accrued monthly on any overdue levies.

**7 Confirmation of Insurance Policy**

Ordinary resolution

The Committee - Statutory Motion

Yes votes: 7      No votes: 0      Abstain: 1      Carried

**THAT** following insurance policies arranged by the Body Corporate be confirmed and that the policies accordingly note the Body Corporate for *RIVERDENE TOR CTS 13175* as the insured and further that Strata Management Group be authorised to obtain quotations for future renewals as contained in the management agreement with the Body Corporate and further that following acceptance of any quotation by the Body Corporate that Strata Management Group be authorised to complete the insurers proposal form.

Building: \$10,635,722.00  
Public Liability: \$20,000,000.00  
Fidelity Guarantee: \$100,000.00  
Office Bearers: \$1,000,000.00

Insurer: AAI Limited  
Policy Number: LNGSTR215018  
Current to: 01/06/2018  
Premium: \$10,973,65  
Commission: Up to 20% Base Premium

Insurance Valuation - Replacement Cost: \$10,032,000.00 Date: 04/05/2016

**Note:** Owners can obtain a copy of the Insurers Product Disclosure Statement from their website at [www.directinsurance.com.au/resources](http://www.directinsurance.com.au/resources)

The Committee

Yes votes: 7      No votes: 1      Abstain: 1      Carried

**THAT** under Section 114 of the Body Corporate and Community Management (Standard Module) Regulation 2008 the Body Corporate engages Strata Management Group for a term of ONE (1) year commencing on 01/05/2018 to 30/04/2019 for a fee of \$3,213.67 per annum exclusive of GST, plus disbursements for the purpose of providing administrative services to the Body Corporate, and be authorised to exercise all of the powers of the executive committee in accordance with section 119 of the Body Corporate and Community Management Act 1997, the details of which are contained in the agreement attached to this notice.

**VOTING BY PROXY IS INVALID**

The Committee

Yes votes: 10      No votes: 0      Abstain: 0      Carried

**MOTION WITH ALTERNATIVES**

*To vote on this motion, you must either vote against the motion OR vote for the motion and 1 alternative.*

**THAT** the Body Corporate approve to engage one (1) of the below suitably qualified contractors to complete the installation of solar panels for the common property as per the job specifications as detailed in the attached quotations. Costs are to be drawn from the Body Corporate Sinking Fund.

**ALTERNATIVE A.**

Local Power, Po Box 5817, West End QLD 4101 - Quotation No11488 for a total of \$14,055.00 Inclusive of GST

**CARRIED**

**ALTERNATIVE B.**

Local Power, Po Box 5817, West End QLD 4101 - Quotation No11513 for a total of \$17,520.00 Inclusive of GST

**DEFEATED**

**ALTERNATIVE C.**

3D Energy Pty Ltd, Po Box 5817, West End QLD 4101 - Quotation No17/03/18 for a total of \$14,000.00 Inclusive of GST

**DEFEATED**

**NOTE TO MOTION:** Please refer to explanatory note.

## ELECTION OF COMMITTEE

The Chairperson advised nominations were received from owners prior to the financial year end for the following positions:-

Chairperson	NIL
Secretary	NIL
Treasurer	NIL
Ordinary Member	Liam Ring
Fire Evacuation Co-ordinator	NIL

The Chairperson advised the meeting that the maximum number of Committee positions available is seven (7) including positions of Chairperson, Secretary and Treasurer. Prior to any Ordinary Committee Member positions being filled, it was noted that the Executive Committee Member positions must be filled, being Chairperson, Secretary and Treasurer.

As only one valid nomination was received from the floor of the meeting for the position of Chairperson, Laurel Lewis was duly elected unopposed to the position of Chairperson.

As only one valid nomination was received from the floor of the meeting for the position of Secretary, Vikki Kisaloff was duly elected unopposed to the position of Secretary.

As only one valid nomination was received from the floor of the meeting for the position of Treasurer, Kristian Horvath was duly elected unopposed to the position of Treasurer.

**RESOLVED** that the following successful nominees were duly elected to their respective committee positions:

Chairperson	Laurel Lewis
Secretary	Vikki Kisaloff
Treasurer	Kristian Horvath
Ordinary Member	Liam King
Ordinary Member	Matthew O'Sullivan
Ordinary Member	Marco Maggiore

## GENERAL BUSINESS

### 1- VISITOR CAR PARKING

**NOTED** that the meeting discussed the car that is permanently parking within the visitor car parking space and agreed for Kate McKeon to place a note on the car reminding the resident that they are not allowed to permanently park within this space.

#### **ACTION: KATE MCKEON**

**FURTHER NOTED** that those present discussed the state of the car park of Lot 21 and requested Strata Management Group to contact the Owner and request that it be cleaned up due to potential health and safety issues. It was also noted that personal items are still stored within Lot 2's car park and a reminder notice was requested to be sent to them as well.

#### **ACTION: SMG**

## **2. FRONT DOOR TO BUILDING**

**NOTED** that those present advised that the front door to the building is not closing properly and requested Strata Management Group to engage a locksmith to attend to this.

**ACTION: SMG**

**FURTHER NOTED** that all residents are reminded to please be mindful of closing the front gate gently when entering and exiting the building.

## **3. TIMMER FOR LIGHTS**

**NOTED** that with the change of season the timmer for the Common Property lights need adjusting.

**FURTHER NOTED** that Kate Duffy is the only one that knows how to do this and as such it was agreed that she teach this to Blue Property Services and that this will become a part of their scope of works.

**ACTION: KATE DUFFY**

## **4. EXTERNAL TAP LEAKING**

**NOTED** that those present advised that the Common Property tap in the car park is constantly leaking and believe that it requires replacement.

**FURTHER NOTED** that Strata Managemetn Group was requested to engage a plumber to attend to fix the tap.

**ACTION: SMG**

There being no further general business, the Chairperson declared the meeting closed at **7:15PM**.



Body Corporate for  
Riverdene Tor CTS 13175

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Minutes of the **COMMITTEE MEETING** of the **Body Corporate Riverdene Tor CTS 13175** held **Pool Area – 17-21 Ganges St, West End QLD** on **Tuesday 5<sup>th</sup> of June 2018** at **6:30pm**.

<b>PRESENT IN PERSON</b>	Chairperson	Laurel Lewis
	Secretary	Vikki Kisaloff
	Ordinary Member	Matthew O'Sullivan (arrived at 6:50pm)

<b>PROXIES</b>	Kristian Horvath to Laurel Lewis
	Marco Maggiore to Vikki Kisaloff

<b>APOLOGIES</b>	Liam Ring
	Marco Maggiore
	Kristian Horvath

<b>ALSO PRESENT</b>	Rebecca Le Noble Representing Strata Management Group
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**QUORUM:** Noted that the Chairperson advised the meeting that a quorum was present and declared the meeting open at 6:30PM.

**1. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 confirm the minutes from the Committee Meeting held on the 12<sup>th</sup> March 2018 are a true and correct record of the proceedings of the meeting.

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

**2. MATTERS ARISING FROM PREVIOUS MEETING**

**2.1 UPDATE RE SOLAR PANELS**

**NOTED** that Local Power was engaged as per the resolution of the Annual General Meeting and further update is pending due to the absence of Kristian who is overseeing the project.

**2.2 UPDATE RE PIPE ISSUE LOT 1 & COMMON PROPERTY**

**NOTED** that a second quotation was sourced and it was **RESOLVED** to ratify the engagement of Goanna Plumbers, 1/45 Cordelia St, South Brisbane QLD – Quotation No. 13222 for the repairs to the kitchen stack for a cost of \$1,191.30 Inc GST. Costs to drawn from the Body Corporate Administration Fund.

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

**FURTHER NOTED** that the Invoice from Goanna Plumbers was forwarded to the Insurer to be included in the claim against Lot 1. This item is now closed.

**2.3 UPDATE RE FRONT FENCE AND LOT 5**

**NOTED** that Automatic Gates and Doors attended the property to re-align the gate after contractors to Lot 5 hit it upon entering the property.

**FURTHER NOTED** that after the re-alignment was completed the gate receiver stopped working and a quotation to replace the receiver and remotes was obtained from Automatic Gates and Doors.

**RESOLVED** to ratify the engagement of Automatic Gates and Doors, 2/3285 Logan Road, Underwood Inv No. 979 for the supply and installation of 1 receiver and twenty-nine remote transmitters for a cost of \$1,691.80. Costs to be drawn from the Body Corporate Sinking Fund.

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

**FURTHER NOTED** that the works have been completed and this item is now closed.

**3. INCOMING AND OUTGOING CORRESPONDENCE REGISTER**

**3.1 CORRESPONDENCE TO ACTION**

**3.1.1 AMALGAMATED PEST CONTROL**

**NOTED** that Strata Management Group tabled a quotation from Amalgamated Pest Control for a fee of \$726.00 Inc GST for the general pest control of the common property.

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approve the engagement of Amalgamated Pest Control, PO Box 74, Archerfield QLD 4108 to complete the annual pest control of the common property for a cost not to exceed \$726.00 Inc GST. Costs to drawn from the Body Corporate Administration Fund.

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

**ACTION: SMG**

### **3.1.2 BLUE PROPERTY ITEMS**

**NOTED** that Strata Management Group tabled a list of items from Blue Property for the Committee's attention:

- 1) Main entry light not working
- 2) Carpet on level 1 and 2 require replacement or cleaning
- 3) Main entry fire door lock

**FURTHER NOTED** that those present requested Strata Management Group to engage an electrician to replace the main entry light that is not working.

**ACTION: SMG**

**FURTHER NOTED** that those present requested Strata Management Group to instruct Blue Property to replace any of the damaged carpet tiles on levels 1 and 2 with the spare ones in the storage area.

**ACTION: SMG**

**FURTHER NOTED** that the main entry fire door cannot be unlocked from the outside with a key. Those present advised that they will test the lock with the new and old master keys and advice.

**ACTION: COMMITTEE**

### **3.1.3 LOT 1 WINDOW REPLACEMENT REQUEST**

**NOTED** that the Property Manager of Lot 1 has advised that the external window to the kitchen is stuck shut and requests that the Body Corporate organize the replacement of this.

**FURTHER NOTED** that those present requested Strata Management Group to engage a suitable contractor to investigate the stuck window within Lot 1 and provide a quotation for the Committee's consideration.

**ACTION: SMG**

**FURTHER NOTED** that the Property Manager of Lot 1 also advised that bikes are currently stored within the car space of Lot 1 and requested that they be removed.

**FURTHER NOTED** that those present were not aware of who the bikes belong to and requested Strata Management Group to issue a circular to all requesting that all items within the car spaces be removed immediately.

**ACTION: SMG**

## **3.2 CORRESPONDENCE TO RATIFY**

### **3.2.1 LOT 20 AIR CONDITIONER REQUEST**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 ratify the decision to approve the Owner of Lot 20 to install an Air Conditioner to their lot subject to the following conditions:

- (a) That the air-conditioning unit installation is the full responsibility of the Lot Owner including all costs;
- (b) That all future repairs and maintenance on the unit and supporting equipment i.e. condensation drain remain the full responsibility of the Lot Owner;
- (c) That a suitably qualified contractor be engaged to install the unit;
- (d) That should any common property be damaged during the installation or during future maintenance of the unit the Lot Owner is responsible to rectify the damage;
- (e) Should the air-conditioning unit disrupt the peaceful enjoyment of another lot at the complex the unit be removed at the cost of the Lot Owner;
- (f) Should the air-conditioning unit breach any of the Body Corporate By-Laws the unit be removed at the cost of the Lot Owner;
- (g) The Air-Conditioning unit is to meet all Work Health and Safety and City Council regulations as to noise emission and distances from boundaries;
- (h) That the air conditioner condensation drain to be plumbed to the nearest storm water drain.

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

**ACTION: SMG**

### 3.2.2 INSURANCE RENEWAL

**RESOLVED** that the Body Corporate ratify the decision to renew the insurance for the period 01/06/2018 to 01/06/2019 as per the below terms with Longitude (Vero) and that Strata Management Group be authorized to complete the insurers proposal form and make payment of the insurance renewal invoice from the Body Corporate Administration Fund.

Premium: \$13,630.41  
Building: \$11,273,865  
Public Liability: \$20,000,000  
Fidelity Guarantee: \$100,000

Basis Excess: \$500.00  
Common Area Contents: \$112,739  
Office Bears: \$1,000,000  
Loss of Rent: \$1,691,080

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

### 3.2.3 LIGHT REPLACEMENT

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 ratify the engagement of LEDFX Pty Ltd, PO Box 322, Chevron Island, QLD 4217 to complete the replacement of common property lights for a cost of \$1,096.15 Inc GST. Costs to be drawn from the Body Corporate Sinking Fund.

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Incoming and Outgoing Correspondence Register as tabled at the meeting.

**CARRIED**  
**YES 4 NO 0 ABSTAIN 0**

*Matthew O'Sullivan arrived 6:50pm*

## 4. FINANCIALS

### 4.1 STATEMENT OF ACCOUNTS

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Statement of Accounts as tabled at the meeting showing Owners funds as:

Administration Fund	\$3,172.22
Sinking Fund	\$67,387.94

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

### 4.2 INVESTMENT ACCOUNT UPDATE

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Investment Account Update as tabled at the meeting showing funds as:

Investment Interest Received \$385.99

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

### 4.3 AGED BALANCE LIST & ARREARS UPDATE

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 approved the Aged Balance List & Arrears Update as tabled at the meeting.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

## 5. INSURANCE CLAIMS UPDATE

**NOTED** that Strata Management Group confirmed that the insurance claim for Lot 1 is still open with works being completed.

## 6. COMPLIANCE AND MAINTENANCE REPORTS

### 6.1 POOL COMPLIANCE

**NOTED** that the Pool Safety Certificate was due to expire on the 23<sup>rd</sup> May 2018 as such My Pool Inspection was engaged to complete the safety inspection for the Pool.

**RESOLVED** that the Body Corporate for Riverdene Tor CTS 13175 ratify the engagement of My Pool Inspection, PO Box 457N, Cairns North QLD 4870 to complete the safety inspection for a cost of \$219.60 Inc GST. Costs to be drawn from the Body Corporate Administration Fund.

**CARRIED**  
**YES 5 NO 0 ABSTAIN 0**

**FURTHER NOTED** that the inspection passed and Strata Management Group provided a copy of the safety certificate to the Committee to be displayed onsite. This item is now closed.

#### **6.2 FIRE COMPLIANCE**

**NOTED** that the Fire compliance package (Fire Safety Report, Review of Evacuation Plan and Evacuation Practice) for the building was completed in April 2018.

**FURTHER NOTED** that copies of these reports are available via the portal for all Owners to view.

**FURTHER NOTED** that there was no items to be addressed within these reports therefore this item is closed.

#### **6.3 INSURANCE CLADDING**

**NOTED** that Strata Management Group advised those present that with the building fire that occurred in London Insurers are requesting evidence that the building facade does not contain flammable cladding. If the Body Corporate is unable to provide this advice it has been advised that Insurers will be taking the conservative approach and presume the building has flammable cladding thus potentially increasing the premium.

**FURTHER NOTED** that Strata Management Group tabled a quotation from Solutions IE to complete an assessment of the building and provide certification for a cost not to exceed \$702.00 Inc GST.

**FURTHER NOTED** that those present noted that the Insurance was recently renewed and this report was not requested, as such those present agreed to hold off on obtaining the report until next year.

#### **7. MAINTENANCE AND MANAGEMENT AGREEMENTS UPDATE**

**NOTED** that Strata Management Group confirmed that there are no outstanding agreements at the time of the meeting.

#### **8. GENERAL BUSINESS**

##### **8.1 LOT 21 STORAGE AREA**

**NOTED** that those present advised that the storage area used by the Owner of Lot 21 is still in an unsightly state and requested Strata Management Group to correspond with the Owner again regarding this matter.

**ACTION: SMG**

##### **8.2 LEAKING PIPES**

**NOTED** that Laurel Lewis raised concerns regarding the copper pipes that are constantly leaking water especially the one located in car park 13 and 14.

**FURTHER NOTED** that Goanna Plumbing did advise that these pipes are most likely the overflow relief drains from relief valves on the units individual hot water systems.

**FURTHER NOTED** that those present requested that Strata Management Group issue a circular to all Owners regarding this and request that they check their hot water systems to ensure that they are working correctly.

**ACTION: SMG**

#### **9 NEXT COMMITTEE MEETING**

**NOTED** that Strata Management Group advised the Committee that the next committee Meeting has been scheduled for the Tuesday, 4<sup>th</sup> September 2018 at 6:30pm, 17-21 Ganges St, West End QLD – Pool Area (Onsite).

**As there was no further general business the Chairperson declared the meeting closed at 7:25PM.**

Body Corporate for  
**RIVERDENE TOR CTS 13175**

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Notice of the **COMMITTEE MEETING** of the Body Corporate for **RIVERDENE TOR CTS 13175** to be held in the Pool Area – 17-21 Ganges Street, West End QLD on Tuesday, 4<sup>th</sup> September 2018 at 6:30PM.

**ATTENDEES**

Chairperson	Laurel Lewis
Secretary	Vikki Kisaloff
Treasurer	Kristian Horvath
Ordinary Member	Liam Ring
Ordinary Member	Marco Maggiore
Ordinary Member	Matthew O'Sullivan

ITEM	SUBJECT	RESPONSIBILITY
1.	Attendance	Chairperson
	1.1 Record of Apologies	
	1.2 Admittance of Proxies	
	1.3 Admittance of Company Nominees	
	1.4 Also in Attendance	
2.	Confirmation of Quorum	Chairperson
3.	Confirmation of Minutes from Previous Committee Meeting	Committee
	3.1 Committee Meeting Dated Tuesday, 05 June 2018.	
4.	Matters Arising from Previous Committee Meeting	Committee
	4.1 Update RE SOLAR PANELS	
	4.2 Update RE AMALGAMATED PEST CONTROL	
	4.3 Update RE BLUE PROPERTY ITEMS	
	4.4 Update RE LOT 1 WINDOW REPLACEMENT REQUEST	
	4.5 Update RE LOT 21 STORAGE AREA	
	4.6 Update RE LEAKING PIPES	
5.	Incoming and Outgoing Correspondence Register	Committee
	5.1 To be Tabled at the Meeting	
6.	Insurance Claims Update	SMG
7.	Financial	SMG
8.	Compliance and Maintenance Reports	SMG
9.	Maintenance and Management Agreements Update	SMG
10.	General Business	Committee

## ***Body Corporate and Community Management (Standard Module) Regulation 2008***

### **51 Attendance at committee meetings—non-members**

- (1) A person who is not a member of the committee may attend a meeting of the committee if the person is—
  - (a) an owner of a lot who complies with subsection (2); or
  - (b) another person who is invited to attend by a majority of the voting members of the committee who are present at the meeting personally or by proxy.
- (2) An owner of a lot who wishes to attend a meeting of the committee under this section must give the secretary written notice of the owner's intention to attend so that the secretary receives the notice not later than 24 hours before the meeting is to be held.
- (3) A person who attends a committee meeting under this section must not be present for an item of business about a following matter considered at the meeting if the committee decides that the person must not be present for the item—
  - (a) a breach of the by-laws for the community titles scheme;
  - (b) starting a proceeding, if the decision to start the proceeding is not a decision on a restricted issue for the committee;
  - (c) a proceeding against the body corporate;
  - (d) a dispute between the body corporate and—
    - (i) the owner or occupier of a lot included in the scheme; or
    - (ii) a body corporate manager; or
    - (iii) a caretaking service contractor.
- (4) Also, the person must not be present for—
  - (a) a discussion of, or vote taken by, the committee about whether the person may be present for an item of business mentioned in subsection (3); or
  - (b) a vote taken by the committee on the item of business.
- (5) The person may—
  - (a) subject to subsections (3) and (4), observe the meeting; and
  - (b) speak to the committee only if invited to speak by the committee.
- (6) An invitation to speak to the committee may be revoked by the committee at any time.
- (7) The committee may direct the person to leave the meeting if the person does not comply with subsection (5)(b).
- (8) The person must comply with a direction given to the person under subsection (7).



# SINKING FUND FORECAST

## RIVERDENE TOR

17-21 Ganges Street

West End QLD 4101

Community Titles Scheme 13175



### Report details

Inspection date:	17/05/2016
Inspector:	Ashley Fry



31 May 2016

The Body Corporate Committee  
Riverdene Tor  
17-21 Ganges Street  
West End QLD 4101

Dear Committee Members,

**Thank you for appointing our company to conduct your Sinking Fund Forecast.**

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in the short term to cover its forecast sinking fund expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual sinking fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

**Key Report Data Levies Summary – First Financial Year**

Levy Per Unit Entitlement (Total sinking fund levy divided by unit entitlements)	\$2,317.13
Total Unit Entitlements	24
Total Sinking Fund Levy	\$55,611.18

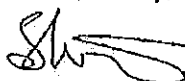
The data used to arrive at the above figures (which includes GST) is in the attached report. It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
<b>Owners Report Summary</b>	<b>Section 1</b>
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph with New Levies	2
15 Year Cash Flow Tracking & Graph with Old Levies	4
<b>Report Detail</b>	<b>Section 2</b>
15 Year Anticipated Expenditure Table	5
Building Data List from Property Inspection	10
Inspector's Building Report & Building Specific Report Notes	14
Report Notes	16

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Yours sincerely,



The Team at Solutions in Engineering

NEW SOUTH WALES  
Level 6, 115 Pitt St Sydney 2000  
PO Box A72 Sydney South NSW 1235

QUEENSLAND  
18 Park Rd Millton 4064  
PO Box 1584 Millton 4064

VICTORIA  
Level 1, 1 Queens Rd Melbourne 3004  
GPO Box 3025 Melbourne 3001



## Building Details & Report Inputs

### Supplied information

Building Name	Riverdene Tor
Building Address	17-21 Ganges Street West End QLD 4101
Community Titles Scheme (CTS) No	13175
Plan Type	Building Format Plan (previously known as a Building Units Plan)
Registered Plan Date/Year of Construction	1975
Number of Lot Entitlements	24
Number of Units	24
Estimated Starting Sinking Fund Balance	\$138,645
Starting date of Financial Year for Report	1/02/2016
GST Status	Registered for GST
Current Sinking Fund Levy per Lot Entitlement (Inc. GST)	\$444.44

### Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on sinking fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	11%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the forecast looks out.	15 years

### 15 Year Levy Table

Year	Year To	Total Contribution		Contribution per Lot Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/01/2017	55,611.18	5,055.56	2,317.13	210.65	579.28	52.66
2	31/01/2018	76,800.00	6,981.82	3,200.00	290.91	800.00	72.73
3	31/01/2019	101,376.00	9,216.00	4,224.00	384.00	1,056.00	96.00
4	31/01/2020	43,488.01	3,953.46	1,812.00	164.73	453.00	41.18
5	31/01/2021	46,967.04	4,269.73	1,956.96	177.91	489.24	44.48
6	31/01/2022	48,423.02	4,402.09	2,017.63	183.42	504.41	45.86
7	31/01/2023	49,924.14	4,538.56	2,080.17	189.11	520.04	47.28
8	31/01/2024	51,471.78	4,679.25	2,144.66	194.97	536.17	48.74
9	31/01/2025	53,067.41	4,824.31	2,211.14	201.01	552.79	50.25
10	31/01/2026	54,712.50	4,973.86	2,279.69	207.24	569.92	51.81
11	31/01/2027	56,408.59	5,128.05	2,350.36	213.67	587.59	53.42
12	31/01/2028	58,157.26	5,287.02	2,423.22	220.29	605.81	55.07
13	31/01/2029	59,960.14	5,450.92	2,498.34	227.12	624.59	56.78
14	31/01/2030	61,818.91	5,619.90	2,575.79	234.16	643.95	58.54
15	31/01/2031	63,735.30	5,794.12	2,655.64	241.42	663.91	60.36

### 15 Year Cash Flow Tracking Sheet

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

$$\text{Opening Balance} + \text{Total Levy Contributions} + \text{Interest} - \text{Anticipated Expenses} = \text{Closing Balance}$$

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/01/2017	138,645.00	50,555.62	2,655.76	101,823.64	90,032.74
2	31/01/2018	90,032.74	69,818.18	2,347.35	50,109.09	112,089.18
3	31/01/2019	112,089.18	92,160.00	3,682.62	2,923.64	205,008.16
4	31/01/2020	205,008.16	39,534.55	2,527.41	234,451.82	12,618.30
5	31/01/2021	12,618.30	42,697.31	567.33	19,650.91	36,232.03
6	31/01/2022	36,232.03	44,020.93	1,248.42	10,236.36	71,265.02
7	31/01/2023	71,265.02	45,385.58	1,274.88	79,415.45	38,510.03
8	31/01/2024	38,510.03	46,792.53	1,263.94	16,243.64	70,322.86
9	31/01/2025	70,322.86	48,243.10	2,105.29	9,715.45	110,955.80
10	31/01/2026	110,955.80	49,738.64	2,475.86	60,939.09	102,231.21
11	31/01/2027	102,231.21	51,280.54	2,947.23	4,914.55	151,544.43
12	31/01/2028	151,544.43	52,870.24	3,842.94	28,900.00	179,357.61
13	31/01/2029	179,357.61	54,509.22	4,855.39	0.00	238,722.22
14	31/01/2030	238,722.22	56,199.01	5,351.77	78,173.64	222,099.36
15	31/01/2031	222,099.36	57,941.18	4,280.58	137,835.45	146,485.67

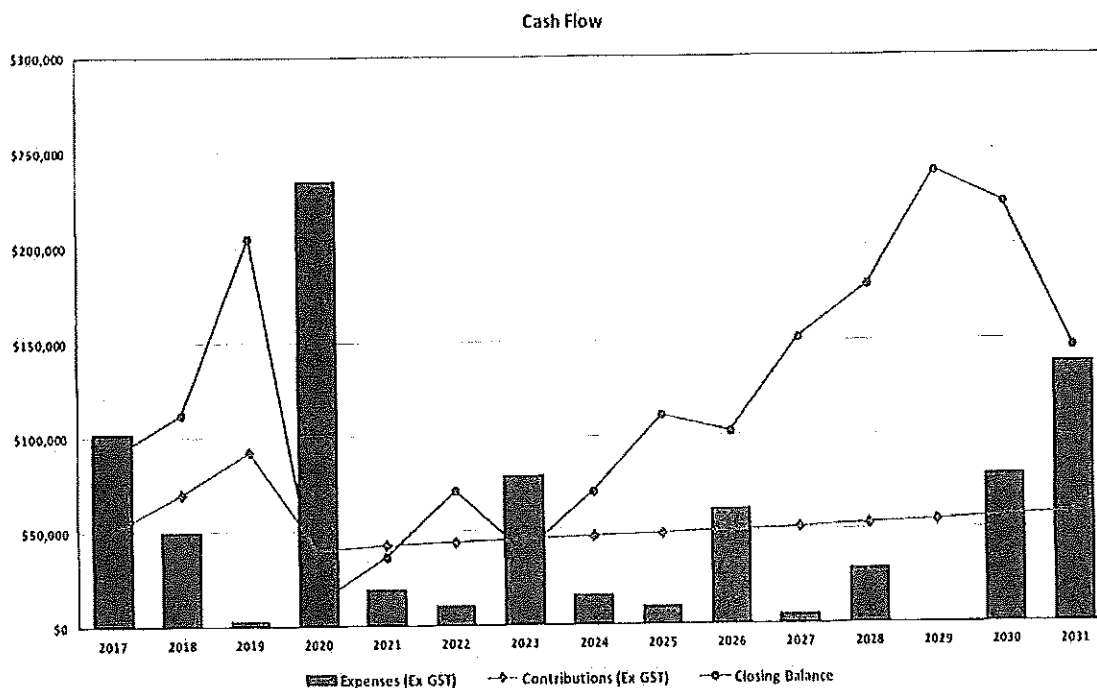
### 15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the sinking fund and the likely 'Expenses' for each year of this forecast. The three lines in the graph are:

Contributions line - Total sinking fund contributions per year.

Closing balance line - Balance in the sinking fund at the end of the year after all income and expenses.

Closing balance line - Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



### What will happen if you stay with your current levy amount?

The table and graph below use the same information as on the previous page except they show the cash flow for the scheme if you do not vary your current levy amount.

### 15 Year Cash Flow Tracking Sheet

The table below shows the cash flow for the entirety of the forecast. In summary:

**Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance**

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/01/2017	138,645.00	9,696.87	2,175.67	101,823.64	48,693.90
2	31/01/2018	48,693.90	9,997.47	0.00	50,109.09	8,582.28
3	31/01/2019	8,582.28	10,307.39	288.44	2,923.64	16,254.47
4	31/01/2020	16,254.47	10,626.92	0.00	234,451.82	-207,570.43
5	31/01/2021	-207,570.43	10,956.35	0.00	19,650.91	-216,264.99
6	31/01/2022	-216,264.99	11,296.00	0.00	10,236.36	-215,205.35
7	31/01/2023	-215,205.35	11,646.18	0.00	79,415.45	-282,974.62
8	31/01/2024	-282,974.62	12,007.21	0.00	16,243.64	-287,211.05
9	31/01/2025	-287,211.05	12,379.43	0.00	9,715.45	-284,547.07
10	31/01/2026	-284,547.07	12,763.19	0.00	60,939.09	-332,722.97
11	31/01/2027	-332,722.97	13,158.85	0.00	4,914.55	-324,478.67
12	31/01/2028	-324,478.67	13,566.77	0.00	28,900.00	-339,811.90
13	31/01/2029	-339,811.90	13,987.34	0.00	0.00	-325,824.56
14	31/01/2030	-325,824.56	14,420.95	0.00	78,173.64	-389,577.25
15	31/01/2031	-389,577.25	14,868.00	0.00	137,835.45	-512,544.70

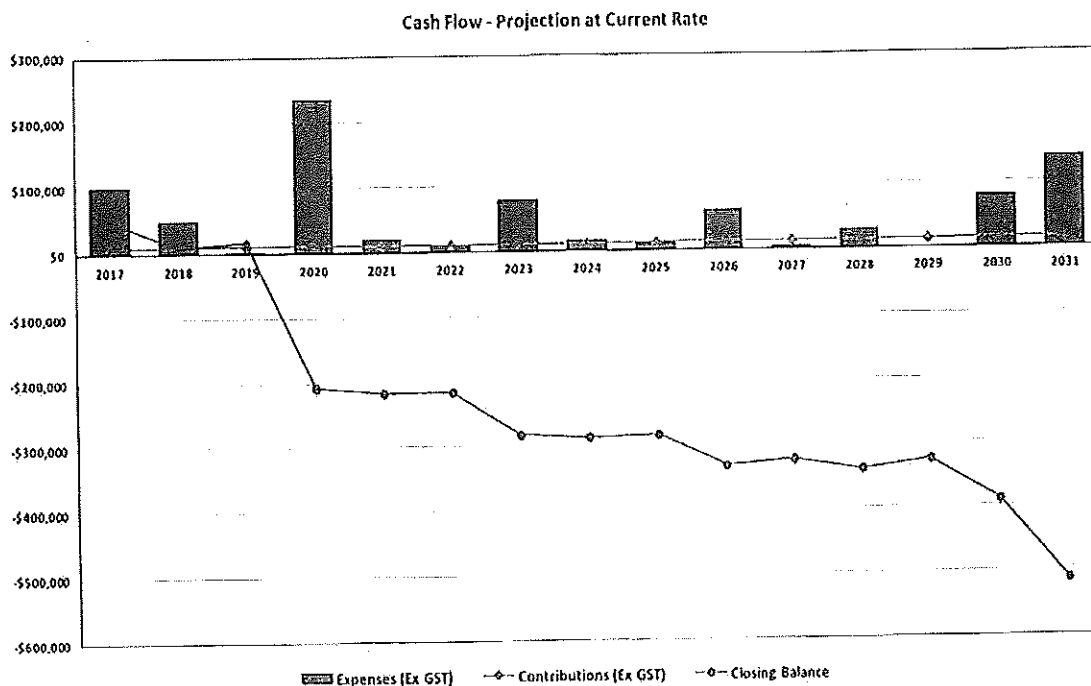
### 15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the sinking fund and the likely 'Expenses' for each year of this forecast. The three lines in the graph are:

Contributions line - Total sinking fund contributions per year.

Closing balance line - Balance in the sinking fund at the end of the year after all income and expenses.

Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



## Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are:-

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

'Year 1' to 'Year 15' - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a 'Sub Total (Inc. GST)' followed by a line calculating the 'Contingency Allowance (Inc. GST)' for unforeseen and minor expenses and finally 'Total Expenses (Inc. GST)' for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
<b>1. Special Inclusions</b>																
Replace / re-instate front fence/wall	74,264	74,264	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace / upgrade gate to driveway	4,785	4,785	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace / upgrade gate motor to driveway	4,642	4,642	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace / upgrade intercom system (inc internal handsets)	17,215	17,215	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace / upgrade all unit & common area fire doors	45,000	-	46,395	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair / maintain windows & frames	200,000	-	-	-	219,183	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>100,906</b>	<b>46,395</b>	<b>0</b>	<b>219,183</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2. Building Exterior</b>																
Repaint wall trims / edges	13,447	-	-	-	-	-	-	16,150	-	-	-	-	-	-	-	20,618
Repaint balcony ceilings	2,903	-	-	-	-	-	-	3,487	-	-	-	-	-	-	-	4,451
Repaint soffits	1,834	-	-	-	-	-	-	2,203	-	-	-	-	-	-	-	2,812
Repaint arch bars / lintels	5,216	-	-	-	-	-	-	6,265	-	-	-	-	-	-	-	7,998
Repaint standard doors - both sides including architraves	514	-	-	-	-	-	-	617	-	-	-	-	-	-	-	788
Maintain / repair aluminium windows - allowance per unit	6,840	-	-	-	-	-	-	-	-	-	9,570	-	-	-	-	-
Repaint metal balustrades	9,291	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,246
Inspect and repair balustrades (total: 110 Lm) - 10%	3,036	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,655
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,722</b>	<b>0</b>	<b>0</b>	<b>9,570</b>	<b>0</b>	<b>9,570</b>	<b>0</b>	<b>0</b>	<b>55,568</b>

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
<b>3. Roof</b>																
Replace membrane	39,393	-	-	-	-	-	-	-	-	-	-	-	-	-	58,584	-
Maintain / repair membrane (total: 472 m2) - 10%	3,030	-	-	-	-	-	-	3,639	-	-	-	-	-	-	-	4,646
Repaint metal balustrades	2,027	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,108
Inspect and repair balustrades (total: 24 lm) - 10%	662	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,015
Replace rooftop exhaust fan (total: 4ea) - 25%	1,420	-	-	-	-	1,604	-	-	-	-	1,869	-	-	-	-	2,177
Repaint doors - both sides including architraves	257	-	-	-	-	-	-	309	-	-	-	-	-	-	-	394
<b>Sub Total (Incl. GST)</b>		0	0	0	0	1,604	0	3,948	0	0	1,869	0	0	0	58,584	11,340
<b>4. Access for work at heights</b>																
Hire scaffolding for work above 2 storeys	5,850	-	-	-	-	-	-	7,026	-	-	-	-	-	-	-	8,970
Hire boom lift for work at heights - up to 15 metres	2,408	-	-	-	-	-	-	2,892	-	-	-	-	-	-	-	3,692
<b>Sub Total (Incl. GST)</b>		0	0	0	0	0	0	9,918	0	0	0	0	0	0	0	12,662
<b>5. Main Foyer - Ground</b>																
Repaint ceilings	269	-	-	-	-	-	-	323	-	-	-	-	-	-	-	412
Repaint walls	816	-	-	-	-	-	-	980	-	-	-	-	-	-	-	1,251
Repaint doors - both sides including architraves	86	-	-	-	-	-	-	103	-	-	-	-	-	-	-	132
Maintain / repair floor tiles - ceramic (total: 13.5 m2) - 20%	383	-	-	-	-	433	-	-	-	-	504	-	-	-	-	587
<b>Sub Total (Incl. GST)</b>		0	0	0	0	433	0	1,406	0	0	504	0	0	0	0	2,382
<b>6. Typical Lobby - Levels 1 &gt; 6</b>																
Repaint ceilings	1,234	-	-	-	-	-	-	1,482	-	-	-	-	-	-	-	1,892
Repaint walls	4,619	-	-	-	-	-	-	5,548	-	-	-	-	-	-	-	7,082
Repaint doors - both sides including architraves	2,568	-	-	-	-	-	-	3,084	-	-	-	-	-	-	-	3,937
Replace carpet	4,867	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		0	0	0	0	0	0	10,114	0	6,213	0	0	0	0	0	12,911

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
<b>7. Rear Steps</b>																
Repaint doors - both sides including architraves	514	-	-	-	-	-	-	617	-	-	-	-	-	-	-	788
Repaint metal balustrades	4,392	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,734
Inspect and repair balustrades (total: 52 Lm) - 10%	1,435	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,200
<b>Sub Total (Incl. GST)</b>		0	0	0	0	0	0	617	0	0	0	0	0	0	0	9,722
<b>8. Internal Stairs</b>																
Repaint doors - both sides including architraves	514	-	-	-	-	-	-	617	-	-	-	-	-	-	-	788
Repaint metal balustrades	3,041	-	-	-	-	-	-	3,652	-	-	-	-	-	-	-	4,663
Inspect and repair balustrades (total: 36 Lm) - 10%	994	-	-	-	-	-	-	-	1,231	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		0	0	0	0	0	0	4,269	1,231	0	0	0	0	0	0	5,451
<b>9. Trade Toilet / Bathrooms / change rooms</b>																
Repaint walls	358	-	-	-	-	-	-	430	-	-	-	-	-	-	-	549
Maintain sanitary fixtures and fittings	225	-	232	-	247	-	262	-	279	-	-	-	315	-	335	-
<b>Sub Total (Incl. GST)</b>		0	232	0	247	0	262	430	279	0	296	0	315	0	335	549
<b>10. Vehicle Accessways - Driveway</b>																
Surface cleaning program	2,300	-	-	2,445	-	-	-	2,762	-	-	-	3,121	-	-	-	3,527
Maintain / repair concrete surface (total: 1022 m2) - 2.5%	3,634	-	-	-	-	4,106	-	-	-	-	4,783	-	-	-	-	5,572
Maintain storm water drains - allowance	775	-	-	-	-	876	-	-	-	-	1,020	-	-	-	-	1,188
Replace security gate	4,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace electric gate motor	3,500	-	-	-	-	-	-	-	-	-	4,607	-	-	-	-	-
Repaint overhangs	2,150	-	-	-	-	-	-	2,582	-	-	-	-	-	-	-	3,297
<b>Sub Total (Incl. GST)</b>		0	0	2,445	0	4,982	0	5,344	0	0	10,410	3,121	0	0	0	13,584

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
<b>11. Swimming Pool</b>																
Repaint pool fencing and gate	2,274	-	-	-	-	-	-	2,731	-	-	-	-	-	-	-	3,487
Maintain fencing & gate - allowance	425	-	-	452	-	-	495	-	-	543	-	-	595	-	-	652
Replace pool surface - allowance to reseal	19,968	-	-	-	-	-	-	-	-	-	26,282	-	-	-	-	-
Repair or replace pool furniture	1,200	-	-	-	-	-	1,398	-	-	-	-	-	1,679	-	-	-
Replace pump - standard volume	1,154	-	-	-	-	-	1,344	-	-	-	-	-	-	-	1,716	-
Replace salt water chlorination unit	1,879	-	-	-	-	-	2,189	-	-	-	-	-	-	-	2,794	-
Replace sand filter	2,250	-	-	-	-	-	-	-	-	2,872	-	-	-	-	-	-
Repair or replace edge coping (total: 30.7 Lm) - 100%	2,717	-	-	-	-	-	-	-	-	-	3,576	-	-	-	-	-
Repair or replace surrounding paving (total: 74 m2) - 10%	5,365	-	-	-	5,880	-	-	-	6,643	-	-	-	7,506	-	-	-
Repaint surrounding overhangs	597	-	-	-	-	-	-	717	-	-	-	-	-	-	-	915
Repaint surrounding walls	1,354	-	-	-	-	-	-	1,626	-	-	-	-	-	-	-	2,076
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>452</b>	<b>5,880</b>	<b>0</b>	<b>5,426</b>	<b>5,074</b>	<b>6,643</b>	<b>3,415</b>	<b>29,858</b>	<b>0</b>	<b>9,780</b>	<b>0</b>	<b>4,510</b>	<b>7,130</b>
<b>12. Fixtures and Fittings</b>																
Replace letterboxes	3,236	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain common light fittings	375	-	387	-	411	-	437	-	464	-	494	-	525	-	558	-
Maintain common emergency lighting	880	-	907	-	984	-	1,025	-	1,090	-	1,158	-	1,231	-	1,309	-
Replace security access intercom	1,632	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Upgrade security intercom system - per entrance	6,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain intercom system - allowance	725	-	747	-	795	-	845	-	898	-	954	-	1,014	-	1,078	-
Replace community television aerial	885	-	-	-	-	-	1,031	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>2,041</b>	<b>0</b>	<b>2,170</b>	<b>0</b>	<b>3,338</b>	<b>0</b>	<b>2,452</b>	<b>0</b>	<b>2,606</b>	<b>0</b>	<b>2,770</b>	<b>0</b>	<b>2,945</b>	<b>0</b>
<b>13. Building Signage</b>																
Replace community signage including building name	875	-	-	-	-	-	-	1,051	-	-	-	-	-	-	-	1,342
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,051</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,342</b>
<b>14. Fence Maintenance</b>																
Repair or replace boundary shared fence (total: 123 Lm - rate 50%) - 25%	1,289	-	-	-	-	1,456	-	-	-	-	-	1,749	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,456</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Expenditure Item	Current Cost	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2031)
<b>15. Landscaping &amp; Garden Areas</b>																
Maintain/renew common gardens - allowance	1,500	-	-	-	1,644	-	-	-	1,857	-	-	-	2,099	-	-	-
Repaint metal balustrades	1,943	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,979
Inspect and repair balustrades (total: 23 Lm) - 10%	635	-	-	-	-	-	-	-	-	-	-	-	-	-	-	974
<b>Sub Total (Incl. GST)</b>		0	0	0	1,644	0	0	0	1,857	0	0	0	2,099	0	0	3,953
<b>16. Fire Equipment</b>																
Repair or replace fire fighting equipment - allowance	1,200	-	-	-	1,315	-	-	-	1,486	-	-	-	1,679	-	-	-
<b>Sub Total (Incl. GST)</b>		0	0	0	1,315	0	0	0	1,486	0	0	0	1,679	0	0	0
<b>17. Lift</b>																
Replace floor surfaces	485	-	-	-	-	548	-	-	-	-	-	-	-	-	-	-
Refurbish lift interior	9,250	-	-	-	-	10,451	-	-	-	-	-	-	-	-	-	-
Future lift maintenance/upgrade - allowance	6,500	-	-	-	-	-	-	7,807	-	-	-	-	-	-	9,667	-
<b>Sub Total (Incl. GST)</b>		0	0	0	0	10,999	0	7,807	0	0	0	0	0	0	9,667	0
<b>18. Garbage Refuse / Bin Room</b>																
Maintain / repair garbage chute	775	-	-	-	849	-	-	-	960	-	-	-	1,084	-	-	-
<b>Sub Total (Incl. GST)</b>		0	0	0	849	0	0	0	960	0	0	0	1,084	0	0	0
<b>19. MATV</b>																
Replace MATV equipment	10,320	-	-	-	-	-	-	-	-	-	13,583	-	-	-	-	-
Maintain MATV equipment - per unit allowance	960	-	990	-	1,052	-	1,118	-	1,189	-	1,264	-	1,343	-	1,428	-
<b>Sub Total (Incl. GST)</b>		0	990	0	1,052	0	1,118	0	1,189	0	14,847	0	1,343	0	1,428	0
<b>Grand Total (Incl. GST)</b>		100,906	49,658	2,897	232,340	19,474	10,144	78,700	16,097	9,628	60,390	4,870	28,640	0	77,469	136,594
<b>Contingency Allowance (Incl. GST)</b>		11,100	5,462	319	25,557	2,142	1,116	8,657	1,771	1,059	6,643	536	3,150	0	8,522	15,025
<b>Grand Total Expenses (Incl. Contingency Allowance and GST)</b>		112,006	55,120	3,216	257,897	21,616	11,260	87,357	17,868	10,687	67,033	5,406	31,790	0	85,991	151,619



## Building Data List from the Property Inspection for Riverdene Tor

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:-

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the total quantity of that item

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'Value' – is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' – is the remaining life in years until an item needs money spent on it.

'Total Life' – is the total life the item after it is replaced, repaired or repainted.

'Comments' – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>1. Special Inclusions</b>							
Replace / re-instate front fence/wall	1.0	Item	74,264.00	74,264.00	1	0	As per Pedro Builders quote
Replace / upgrade gate to driveway	1.0	Item	4,785.00	4,785.00	1	0	As per AGAD quote
Replace / upgrade gate motor to driveway	1.0	Item	4,642.00	4,642.00	1	0	As per AGAD quote
Replace / upgrade intercom system (inc internal handsets)	1.0	Item	17,215.00	17,215.00	1	0	As per Alarmatic quote
Replace / upgrade all unit & common area fire doors	1.0	Item	45,000.00	45,000.00	2	0	As per figure given by SMG
Repair / maintain windows & frames	1.0	Item	200,000.00	200,000.00	4	0	As per figure given by SMG
<b>2. Building Exterior</b>							
Repaint wall trims / edges	616.0	Lm	21.83	13,447.00	7	8	Ongoing painting program
Repaint balcony ceilings	133.0	m2	21.83	2,903.00	7	8	Ongoing painting program
Repaint soffits	84.0	m2	21.83	1,834.00	7	8	Ongoing painting program
Repaint arch bars / lintels	262.0	Lm	19.91	5,216.00	7	8	Ongoing painting program
Repaint standard doors - both sides including architraves	6.0	Ea	85.59	514.00	7	8	Ongoing painting program
Maintain / repair aluminium windows - allowance per unit	24.0	Ea	285.00	6,840.00	12	10	Replace seals, mechanism repairs
Repaint metal balustrades	110.0	Lm	84.46	9,291.00	15	8	Ongoing painting program - next cycle
Inspect and repair balustrades (total: 110 Lm) - 10%	11.0	Lm	276.00	3,036.00	15	15	Repair as required
<b>3. Roof</b>							
Replace membrane	472.0	m2	83.46	39,393.00	14	16	Replace as required
Maintain / repair membrane (total: 472 m2) - 10%	47.2	m2	64.20	3,030.00	7	8	Maintain / repair as required
Repaint metal balustrades	24.0	Lm	84.46	2,027.00	15	8	Ongoing painting program - next cycle
Inspect and repair balustrades (total: 24 Lm) - 10%	2.4	Lm	276.00	662.00	15	15	Repair as required
Replace rooftop exhaust fan (total: 4ea) - 25%	1.0	Ea	1,420.00	1,420.00	5	5	Ongoing replacement program
Repaint doors - both sides including architraves	3.0	Ea	85.59	257.00	7	8	Restain and seal as required
<b>4. Access for work at heights</b>							
Hire scaffolding for work above 2 storeys	1.0	Item	5,850.00	5,850.00	7	8	Quotation required
Hire boom lift for work at heights - up to 15 metres	1.0	Item	2,407.50	2,408.00	7	8	Quotation required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>5. Main Foyer - Ground</b>							
Repaint ceilings	13.5	m2	19.91	269.00	7	8	Ongoing painting program
Repaint walls	41.0	m2	19.91	816.00	7	8	Ongoing painting program
Repaint doors - both sides including architraves	1.0	Ea	85.59	86.00	7	8	Restain and seal as required
Maintain / repair floor tiles - ceramic (total: 13.5 m2) - 20%	2.7	m2	142.00	383.00	5	5	Maintain / repair as required
<b>6. Typical Lobby - Levels 1 &gt; 6</b>							
Repaint ceilings	62.0	m2	19.91	1,234.00	7	8	Ongoing painting program
Repaint walls	232.0	m2	19.91	4,619.00	7	8	Ongoing painting program
Repaint doors - both sides including architraves	30.0	Ea	85.59	2,568.00	7	8	Restain and seal as required
Replace carpet	62.0	m2	78.50	4,867.00	9	12	Replace as required
<b>7. Rear Steps</b>							
Repaint doors - both sides including architraves	6.0	Ea	85.59	514.00	7	8	Ongoing painting program
Repaint metal balustrades	52.0	Lm	84.46	4,392.00	15	8	Ongoing painting program - next cycle
Inspect and repair balustrades (total: 52 Lm) - 10%	5.2	Lm	276.00	1,435.00	15	15	Repair as required
<b>8. Internal Stairs</b>							
Repaint doors - both sides including architraves	6.0	Ea	85.59	514.00	7	8	Ongoing painting program
Repaint metal balustrades	36.0	Lm	84.46	3,041.00	7	8	Ongoing painting program
Inspect and repair balustrades (total: 36 Lm) - 10%	3.6	Lm	276.00	994.00	8	8	Repair as required
<b>9. Trade Toilet / Bathrooms / change rooms</b>							
Repaint walls	18.0	m2	19.91	358.00	7	8	Ongoing painting program
Maintain sanitary fixtures and fittings	1.0	Item	225.00	225.00	2	2	Ongoing maintenance program
<b>10. Vehicle Accessways - Driveway</b>							
Surface cleaning program	1,022.0	m2	2.25	2,300.00	3	4	Ongoing cleaning program
Maintain / repair concrete surface (total: 1022 m2) - 2.5%	25.5	m2	142.50	3,634.00	5	5	Repair as required
Maintain storm water drains - allowance	1.0	Item	775.00	775.00	5	5	Ongoing maintenance program
Replace security gate	1.0	Ea	4,500.00	4,500.00	20	20	Replace as required
Replace electric gate motor	1.0	Ea	3,500.00	3,500.00	10	10	Replace as required
Repaint overhangs	108.0	m2	19.91	2,150.00	7	8	Ongoing painting program

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>11. Swimming Pool</b>							
Repaint pool fencing and gate	98.0	m2	23.20	2,274.00	7	8	Repaint as required
Maintain fencing & gate - allowance	1.0	Item	425.00	425.00	3	3	Repair as required
Replace pool surface - allowance to reseal	104.0	m2	192.00	19,968.00	10	25	Replace as required - quotation required
Repair or replace pool furniture	1.0	Item	1,200.00	1,200.00	6	6	Repair or replace as required
Replace pump - standard volume	1.0	Ea	1,153.54	1,154.00	6	8	Replace as required
Replace salt water chlorination unit	1.0	Ea	1,878.73	1,879.00	6	8	Replace as required
Replace sand filter	1.0	Ea	2,249.88	2,250.00	9	12	Replace as required
Repair or replace edge coping (total: 30.7 Lm) - 100%	30.7	Lm	88.50	2,717.00	10	25	Replace as required
Repair or replace surrounding paving (total: 74 m2) - 10%	74.0	m2	72.50	5,365.00	4	4	Replace as required
Repaint surrounding overhangs	30.0	m2	19.91	597.00	7	8	Ongoing painting program
Repaint surrounding walls	68.0	m2	19.91	1,354.00	7	8	Ongoing painting program
<b>12. Fixtures and Fittings</b>							
Replace letterboxes	25.0	Ea	129.42	3,236.00	18	30	Replace as required
Maintain common light fittings	1.0	Item	375.00	375.00	2	2	Ongoing maintenance allowance
Maintain common emergency lighting	1.0	Item	880.00	880.00	2	2	Replace as required
Replace security access intercom	24.0	Per unit	68.00	1,632.00	16	16	Replace as required
Upgrade security intercom system - per entrance	1.0	Item	6,800.00	6,800.00	16	16	Upgrade as required
Maintain intercom system - allowance	1.0	Item	725.00	725.00	2	2	Ongoing maintenance allowance
Replace community television aerial	1.0	Ea	885.00	885.00	6	12	Replace as required
<b>13. Building Signage</b>							
Replace community signage including building name	1.0	Item	875.00	875.00	7	8	Quotation required
<b>14. Fence Maintenance</b>							
Repair or replace boundary shared fence (total: 123 Lm - rate 50%) - 25%	30.7	Lm	42.00	1,289.00	5	6	Repair or replace as required - shared boundary fence
<b>15. Landscaping &amp; Garden Areas</b>							
Maintain/renew common gardens - allowance	1.0	Item	1,500.00	1,500.00	4	4	Upgrade as required
Repaint metal balustrades	23.0	Lm	84.46	1,943.00	15	8	Ongoing painting program - next cycle
Inspect and repair balustrades (total: 23 Lm) - 10%	2.3	Lm	276.00	635.00	15	15	Repair as required
<b>16. Fire Equipment</b>							
Repair or replace fire fighting equipment - allowance	1.0	Item	1,200.00	1,200.00	4	4	Repair or replace as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>17. Lift</b>							
Replace floor surfaces	1.0	Item	485.00	485.00	5	20	Replace as required
Refurbish lift interior	1.0	Item	9,250.00	9,250.00	5	20	Refurbish as required
Future lift maintenance/upgrade - allowance	1.0	Item	6,500.00	6,500.00	7	7	Ongoing maintenance program
<b>18. Garbage Refuse / Bin Room</b>							
Maintain / repair garbage chute	1.0	Item	775.00	775.00	4	4	Maintain / repair as required
<b>19. MATV</b>							
Replace MATV equipment	24.0	Item	430.00	10,320.00	10	10	Contingency Allowance for technology upgrade
Maintain MATV equipment - per unit allowance	24.0	Ea	40.00	960.00	2	2	Bi-Annual maintenance allowance

## Inspector's Report for Riverdene Tor

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1. **IMPORTANT NOTES ABOUT PAINTING:** Painting a building serves two main purposes: improving the appearance of the building; and protecting the painted surface. From a maintenance point of view, this second purpose is more important. By sealing the surface, paint protects the building from damage caused by water, salt or air pollutants. Although most paints will hold their appearance for at least ten years, before cracking or peeling occurs, they become porous and lose their protective abilities well before this point. As such, we recommend that surfaces are repainted more frequently.

High-quality elastomeric paints, when properly applied, can achieve longer-lasting results, however the higher cost of this paint, lower spread rates and higher labour costs associated with this work tends to increase painting cost by approximately 50%, and so has not been included in this forecast.

Washing or pressure cleaning a painted surface can significantly diminish its function as a protective coating. If the surface is not repainted after the timeframe recommended above it will become more vulnerable to water, salt and/or pollutants. The resulting damage can considerably increase the cost of surface preparation before future repainting and, in extreme cases lead to concrete cancer, requiring major repairs.

2. The amounts estimated for the painting of the property include, as far as possible, all external surfaces including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual for the Body Corporate to administer the painting of these areas to preserve the appearance of the building and to reduce overall costs for individual lot owners.
3. The painting cost estimates are as accurate as possible. However, due to privacy considerations, access restrictions to some areas and the varied nature of the property, it is recommended that the Body Corporate obtain quotes for painting work well in advance of when the work is to be carried out to allow for any shortfall or excess in funds.
4. Actual Painting quotations can vary to our Painting Cost Estimates due to colour selection changes (ie: changing from light to dark or dark to light that may require multiple coats). Often over product specification that includes either an impact membrane or 3 coat system can add up to 15-20% to the painting per square metre rate.
5. The maintenance of fences between properties is regulated under the Neighbourhood Disputes Resolution Act 2011, which states that neighbours have equal responsibility for dividing fences. As such, we have applied a fifty percent rate to all maintenance work on these fences in this report.
6. Cracks were noted at several locations in the driveway. All such areas should be monitored closely and in the event that any crack should lengthen or expand, we recommend that the Body Corporate commission a report from a structural engineer containing advice on the best course of action to remedy the problem.
7. Monies have been budgeted to assist with cleaning and maintenance of the driveway areas. Cleaning may be carried out using high pressure water or chemical wash. Care should be taken to meet relevant water saving and water use restrictions.

8. The powder coated surfaces throughout the property have a lengthy maintenance-free period when new. After this period these surfaces may be repainted to maintain their appearance. It is important to note that powder coated surfaces will need to be prepared for painting, and that most paints will require an additive to ensure a high quality finish.
9. The powder coated metalwork throughout the property may be subject to a manufacturer's warranty and, as such, the manufacturer's cleaning and maintenance recommendations should be followed to maximise the lifespan of the product.
10. Trees should be lopped to below the fascia and gutter height and be kept clear of the building to prevent premature corrosion of the roof flashings, gutters and downpipes. Root systems should also be kept away from the building to prevent structural damage to the footings using root barriers. If these measures cannot prevent damage to the building or property, the Body Corporate may wish to consider removing problem trees.
11. The National Broadband Network Company (NBN Co) has indicated that it will install access points (network termination units) in all units in multi-dwelling units at no charge. As such, no costs associated with the roll-out of the NBN have been included in this report.
12. Several of the costings in this report have been provided by the BC/onsite manager and reflect the formal information obtained through estimates sort and received for various projected maintenance works. Forward planning will be necessary in order to facilitate and meet the financial obligations forecasted in this report.
13. An allowance for general building maintenance and repairs was added for future works.
14. Monies were budgeted for the maintenance & replacement of window parts on the complex.
15. Money allocated for scaffold can be used for other access equipment eg. Boom lift, cherry picker.
16. The membrane on the roof needs regular maintenance and replacement over time which has been included in this report.
17. A walkway maintenance program was included for repairs and maintenance to the external common area walkways & stairways.
18. An allowance for plumbing and drainage maintenance was included for the complex.
19. Monies were budgeted for the maintenance of the common area gardens, landscaping & tree pruning.
20. Lift maintenance has been included in this report.
21. We have included the special levy (supplied financial statements) within the total for all contributions for year ending 28/01/2017.

## Report Notes

### Sinking Fund Forecast (QLD)

This forecast satisfies the current requirements of Section 152 of the Body Corporate and Community Management Act 1997 and the Body Corporate and Community Management (Standard Module) Regulation 2008. The Regulation states:-

#### 139 Budgets

(1) The body corporate must, by ordinary resolution, adopt 2 budgets for each financial year -

- the administrative fund budget
- the sinking fund budget

(3) The sinking fund budget must-

(a) allow for raising a reasonable capital amount both to provide for necessary and reasonable spending from the sinking fund for the financial year, and also to reserve an appropriate proportional share of amounts necessary to be accumulated to meet anticipated major expenses over at least the next nine years after the financial year, having regard to-

- (i) anticipated expenditure of a capital or non-recurrent nature; and
- (ii) the periodic replacement of items of a major capital nature; and
- (iii) other expenditure that should reasonably be met from capital, and

(b) fix the amount to be raised by way of contribution to cover the capital amount mentioned in paragraph (a).

#### THIS REPORT DEALS WITH THE SINKING FUND BUDGET.

**Figures used and updates** - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

**Contingency** - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

**Interest, Taxation and Inflation** - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of Australia's (RBA) historical series for Cash Management and Online Savings Account interest rates for the past previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon the entire RBA historical series for Construction, Manufacturing and Property Services inflation, commencing March 1999. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

**Administration Budget** - Items of a recurrent nature that are covered by the administration budget such as maintenance contract for lifts, fire protection equipment, air conditioners, cleaning and gardening are not included. Neither are items of a minor recurrent nature with varying life spans such as light bulbs and exit light battery packs.

**Safety** - The inspection does not cover safety issues.

**Lifts** - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

**Fire Maintenance** - We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

**Items with Indefinite Lives** - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate); for example: sanitary fittings and lift carriage interiors. This forecast deals only with estimating the timing of physical obsolescence.

**Improvements** - The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

**Defects** - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

**Ongoing Maintenance Programs** - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

**Updates** - The forecast is made with the best available data at this time. The forecast should be upgraded at regular intervals. We recommend a minimum of bi-annual updates.

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**Please read the information and the notes on the Inspector's report to gain the most from this report.**