



STRATA ASSIST QLD BODY CORPORATE SEARCH AGENTS

VENDORS IMPLIED WARRANTIES STATEMENT

In relation to the Contract for sale of lot(s) 17 in PARADISE MEWS Community Titles Scheme 3625

VENDORS	PHILIP MITCHELL
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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 Dated 30th January 2008 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. VOCM dated 11th December 2017
2. AGM dated 23rd January 2018
3. VOCM dated 9th May 2018
4. VOCM dated 18th June 2018
5. CM dated 14th September 2018
6. VOCM dated 5th October 2018

REPORTS

Sighted Compliance Reports:

1. Sinking Fund forecast dated 9th March 2017 - copy attached.
2. Asbestos Survey dated 14th June 2017
3. Termite Monitoring & Baiting report dated 2018 - copy attached.
5. Safety Report dated 27th April 2014
6. Insurance Valuation dated 19th March 2014 - Valuation for insurance purposes \$6,645,000
7. Fire Safety & Evacuation report dated 22nd September 2009
8. Engineer report for Cracking to Brickwork between Units 1 - 5 dated 12th September 2016
9. Roof Maintenance Inspection report dated 3rd October 2018 - copy attached.

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 3.4)

Search of the Body Corporate records has revealed that no Notice of any proposed Meeting has issued since the date of the last Meeting noted above.

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 7th December 2018

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

Capacity of person signing

ACKNOWLEDGEMENT

The buyer acknowledges -

- (s) 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 these 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

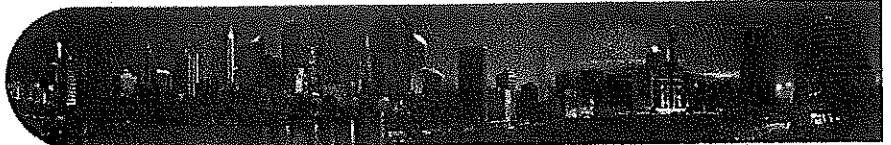
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Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989



SINKING FUND FORECAST UPDATE

PARADISE MEWS

14 Paradise Street

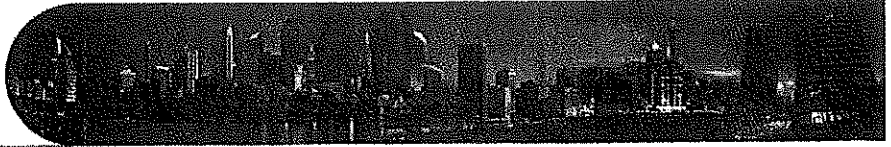
Highgate Hill QLD 4101

Community Titles Scheme 3625



Report details

Inspection date:	9/03/2017
Inspector:	Michael Valdivia



13 March 2017

The Body Corporate Committee
Paradise Mews
14 Paradise Street
Highgate Hill QLD 4101

Dear Committee Members,

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

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in order to cover its forecast sinking fund expenses. We strongly recommend that the levies be set at 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)	\$765.32
Total Unit Entitlements	20
Total Sinking Fund Levy	\$15,306.40

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

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All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsinengineering.com

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 1300 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Paradise Mews
Building Address	14 Paradise Street Highgate Hill QLD 4101
Community Titles Scheme (CTS) No	3625
Plan Type	Building Format Plan (previously known as a Building Units Plan)
Registered Plan Date/Year of Construction	1995
Number of Lot Entitlements	20
Number of Units	20
Estimated Starting Sinking Fund Balance	\$47,774.00
Starting date of Financial Year for Report	1/11/2016
GST Status	Not Registered for GST
Current Sinking Fund Levy per Lot Entitlement	\$765.32

Report assumptions & information

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

15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Lot Entitlement	Quarterly Contribution
1	31/10/2017	15,306.40	765.32	191.33
2	31/10/2018	17,250.31	862.52	215.63
3	31/10/2019	17,785.07	889.25	222.31
4	31/10/2020	18,336.41	916.82	229.21
5	31/10/2021	18,904.84	945.24	236.31
6	31/10/2022	19,490.89	974.54	243.64
7	31/10/2023	20,095.11	1,004.76	251.19
8	31/10/2024	20,718.06	1,035.90	258.98
9	31/10/2025	21,360.32	1,068.02	267.01
10	31/10/2026	22,022.49	1,101.12	275.28
11	31/10/2027	22,705.19	1,135.26	283.82
12	31/10/2028	23,409.05	1,170.45	292.61
13	31/10/2029	24,134.73	1,206.74	301.69
14	31/10/2030	24,882.91	1,244.15	311.04
15	31/10/2031	25,654.28	1,282.71	320.68

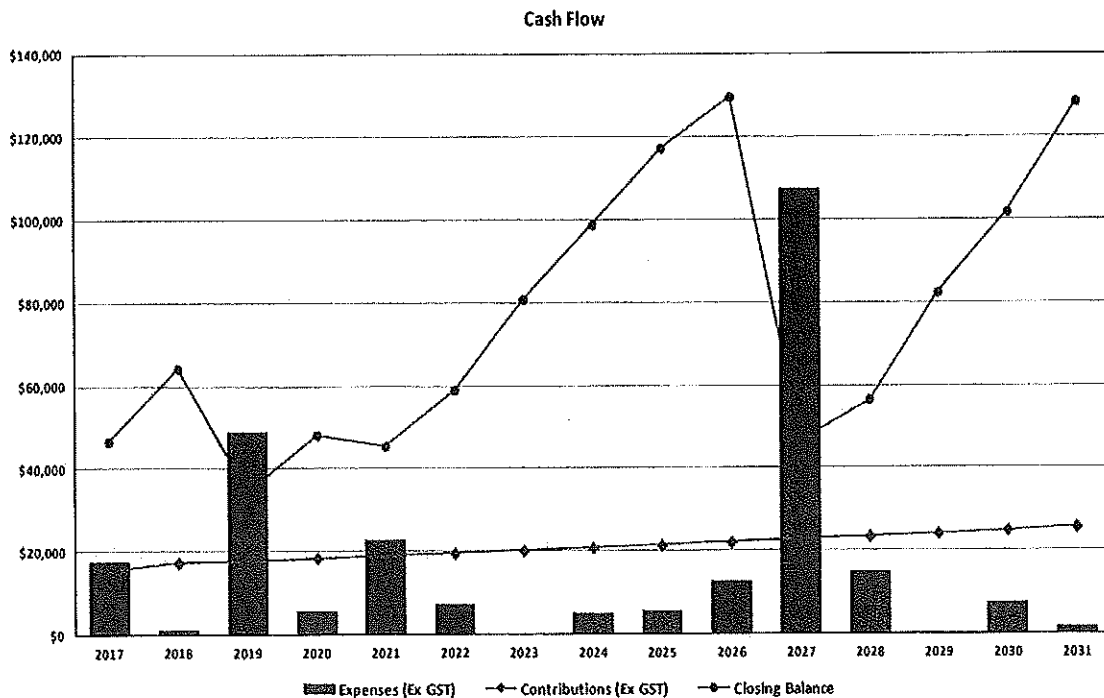
15 Year Cash Flow Tracking Sheet

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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/10/2017	47,774.00	15,306.40	1,096.62	17,525.00	46,652.02
2	31/10/2018	46,652.02	17,250.31	1,288.54	891.00	64,299.87
3	31/10/2019	64,299.87	17,785.07	1,146.37	48,821.00	34,410.31
4	31/10/2020	34,410.31	18,336.41	959.26	5,518.00	48,187.98
5	31/10/2021	48,187.98	18,904.84	1,087.93	22,691.00	45,489.75
6	31/10/2022	45,489.75	19,490.89	1,214.26	7,129.00	59,065.90
7	31/10/2023	59,065.90	20,095.11	1,624.17	0.00	80,785.18
8	31/10/2024	80,785.18	20,718.06	2,085.67	4,785.00	98,803.91
9	31/10/2025	98,803.91	21,360.32	2,510.33	5,323.00	117,351.56
10	31/10/2026	117,351.56	22,022.49	2,867.91	12,648.00	129,593.96
11	31/10/2027	129,593.96	22,705.19	2,048.23	107,576.00	46,771.38
12	31/10/2028	46,771.38	23,409.05	1,200.21	14,806.00	56,574.64
13	31/10/2029	56,574.64	24,134.73	1,613.09	0.00	82,322.46
14	31/10/2030	82,322.46	24,882.91	2,139.00	7,485.00	101,859.37
15	31/10/2031	101,859.37	25,654.28	2,674.88	1,724.00	128,464.53

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.
 Expenses line – Total anticipated expenses in each year.
 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 'Grand 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 (2017)	Year 1 (2018)	Year 2 (2019)	Year 3 (2020)	Year 4 (2021)	Year 5 (2022)	Year 6 (2023)	Year 7 (2024)	Year 8 (2025)	Year 9 (2026)	Year 10 (2027)	Year 11 (2028)	Year 12 (2029)	Year 13 (2030)	Year 14 (2031)	Year 15 (2031)
1. Building exterior																
Repair ceilings	3,658	-	3,888	-	-	-	-	-	-	-	4,964	-	-	-	-	-
Repair walls	1,171	-	1,245	-	-	-	-	-	-	-	1,589	-	-	-	-	-
Repair wall and balcony trims	3,083	-	3,277	-	-	-	-	-	-	-	4,184	-	-	-	-	-
Repair soffits	4,562	-	4,849	-	-	-	-	-	-	-	6,191	-	-	-	-	-
Repair timber fascia	4,562	-	4,849	-	-	-	-	-	-	-	6,191	-	-	-	-	-
Repair guttering	4,562	-	4,849	-	-	-	-	-	-	-	6,191	-	-	-	-	-
Inspect and repair guttering (total: 222 Lm)	869	-	924	-	-	-	-	-	-	-	1,179	-	-	-	-	-
Repair downpipes	2,261	-	2,403	-	-	-	-	-	-	-	3,068	-	-	-	-	-
Inspect and repair downpipes (total: 110 Lm)	342	-	364	-	-	-	-	-	-	-	464	-	-	-	-	-
Repair garage doors - single	3,793	-	4,032	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace garage doors - single	30,817	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair standard doors - both sides including architraves	175	-	186	-	-	-	-	-	-	-	237	-	-	-	-	-
Repair metal balustrades	9,108	-	-	-	10,291	-	-	-	-	-	-	-	-	-	-	-
Inspect and repair balustrades (total: 101 Lm)	2,822	-	3,000	-	-	-	-	-	-	-	3,830	-	-	-	-	-
Sub Total (Incl. GST)	0	0	33,866	0	10,291	0	0	0	0	0	31,897	0	0	0	0	0
2. Roofs																
Replace tiled roofs	94,140	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain / repair roof tiles (total: 900 m2)	4,707	-	-	-	-	-	-	-	6,195	-	-	-	-	-	-	-
Re-bed and re-point ridge caps (total: 197 Lm)	1,638	-	-	-	-	-	-	-	-	2,156	-	-	-	-	-	-
Sub Total (Incl. GST)	0	0	0	0	0	0	0	0	0	8,351	0	0	0	0	0	0
3. Access for work at heights																
Elevated work platforms and site set up	5,000	-	5,315	-	-	-	-	-	-	-	6,785	-	-	-	-	-
Sub Total (Incl. GST)	0	0	5,315	0	0	0	0	0	0	0	6,785	0	0	0	0	0

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)
4. Stairwells																
Repaint ceilings	2,487	-	-	2,644	-	-	-	-	-	-	-	3,375	-	-	-	-
Repaint doors - both sides including architraves	1,769	-	-	1,880	-	-	-	-	-	-	-	2,401	-	-	-	-
Replace floor tiles	18,610	-	-	-	-	-	-	-	-	-	-	25,254	-	-	-	-
Maintain / repair floor tiles (total: 140 m2)	1,329	1,329	-	-	-	-	1,548	-	-	-	-	1,803	-	-	-	-
Repaint metal balustrades	4,058	-	-	-	-	4,585	-	-	-	-	-	-	-	-	-	-
Inspect and repair balustrades (total: 45 Lm)	1,411	-	-	1,500	-	-	-	-	-	-	-	1,915	-	-	-	-
Sub Total (Incl. GST)		1,329	0	6,024	0	4,585	1,548	0	0	0	0	34,748	0	0	0	0
5. Vehicle accessways																
Maintain / repair concrete surface (total: 606 m2)	2,618	-	-	-	2,869	-	-	-	-	3,342	-	-	-	-	-	3,893
Repair concrete kerbing (total: 79 Lm)	610	-	-	-	669	-	-	-	-	779	-	-	-	-	-	907
Repaint line marking	633	-	-	-	694	-	-	-	-	808	-	-	-	-	-	941
Sub Total (Incl. GST)		0	0	0	4,232	0	0	0	0	4,929	0	0	0	0	0	5,741
6. External walkways																
Replace paving	7,907	-	-	-	-	-	-	-	-	-	-	10,730	-	-	-	-
Repair or replace paving (total: 98 m2)	881	881	-	-	-	-	1,026	-	-	-	-	1,196	-	-	-	-
Replace floor tiles	9,837	-	-	-	-	-	-	-	-	-	-	13,349	-	-	-	-
Maintain / repair floor tiles (total: 74 m2)	665	665	-	-	-	-	775	-	-	-	-	902	-	-	-	-
Sub Total (Incl. GST)		1,546	0	0	0	0	1,801	0	0	0	0	26,177	0	0	0	0
7. Fixtures and fittings																
Replace letterboxes	2,779	-	-	-	-	-	-	-	3,441	-	-	-	-	-	-	-
Maintain common light fittings	300	-	309	-	329	-	349	-	371	-	395	-	420	-	-	446
Replace parailines - wall mounted	992	-	-	-	-	-	1,156	-	-	-	-	-	-	-	-	-
Replace security access intercom	1,122	-	-	-	-	1,268	-	-	-	-	-	-	-	-	-	-
Replace intercom audio speaker	1,447	-	-	-	-	1,635	-	-	-	-	-	-	-	-	-	-
Replace intercom button pad	2,860	-	-	-	-	3,231	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	309	0	329	6,134	1,505	0	3,812	0	395	0	420	0	446	0
8. Building signage																
Replace signage	1,000	-	-	-	-	-	1,165	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	1,165	0	0	0	0	0	0	0	0	0
9. Fence maintenance																
Repair or replace corrugated panel fence (total: 80 Lm - rate 50%)	1,041	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,596
Replace picket fence (total: 90 Lm - rate 50%)	4,642	4,642	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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)
Replace picket fence (total: 42 Lm - rate 100%)	4,333	4,333	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair picket fence (total: 90 Lm - rate 50%)	928	-	-	-	-	-	-	-	-	-	1,221	-	-	-	-	-
Repair picket fence (total: 42 Lm - rate 100%)	825	-	-	-	-	-	-	-	-	-	1,086	-	-	-	-	-
Sub Total (Incl. GST)		8,975	0	0	0	0	0	0	0	0	2,307	0	0	0	0	1,596
10. Walls																
Repair block retaining walls (total: 160 m2 - rate 50%)	3,256	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair rock retaining walls (total: 25 m2 - rate 100%)	1,121	1,121	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		4,377	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11. Plant - water																
Maintain common property plumbing	500	-	516	-	548	-	582	-	619	-	658	-	700	-	744	-
Sub Total (Incl. GST)		0	516	0	548	0	582	0	619	0	658	0	700	0	744	0
12. Plant - electrical																
Replace switchboard	8,988	-	-	-	-	-	-	-	-	-	-	-	12,589	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	0	12,589	0	0	0
Grand Total (Incl. GST)		16,227	825	45,205	5,109	21,010	6,601	0	4,431	4,929	11,711	99,607	13,709	0	6,931	1,596
Contingency Allowance (Incl. GST)		1,298	56	3,616	409	1,681	528	0	354	394	937	7,969	1,097	0	554	128
Grand Total Expenses (Incl. Contingency Allowance and GST)		17,525	891	48,821	5,518	22,691	7,129	0	4,785	5,323	12,648	107,576	14,806	0	7,485	1,724

Building Data List from the Property Inspection for Paradise Mews

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
1. Building exterior							
Repaint ceilings	178	m2	20.55	3,658.00	3	8	Ongoing painting program
Repaint walls	57	m2	20.55	1,171.00	3	8	Ongoing painting program
Repaint wall and balcony trims	150	Lm	20.55	3,083.00	3	8	Ongoing painting program
Repaint soffits	222	Lm	20.55	4,562.00	3	8	Ongoing painting program
Repaint timber fascia	222	Lm	20.55	4,562.00	3	8	Ongoing painting program
Repaint guttering	222	Lm	20.55	4,562.00	3	16	Ongoing painting program
Inspect and repair guttering (total: 222 Lm)	20	Lm	43.45	869.00	3	8	Inspect and repair as required
Repaint downpipes	110	Lm	20.55	2,261.00	3	8	Ongoing painting program
Inspect and repair downpipes (total: 110 Lm)	10	Lm	34.15	342.00	3	8	Inspect and repair as required
Repaint garage doors - single	20	Ea	189.65	3,793.00	3	16	Ongoing painting program
Replace garage doors - single	20	Ea	1,540.85	30,817.00	19	30	Replace as required - not including motor
Repaint standard doors - both sides including architraves	2	Ea	87.52	175.00	3	8	Ongoing painting program
Repaint metal balustrades	101	Lm	90.18	9,108.00	5	16	Ongoing painting program
Inspect and repair balustrades (total: 101 Lm)	10	Lm	282.21	2,822.00	3	8	Repair as required
2. Roofs							
Replace tiled roofs	900	m2	104.60	94,140.00	26	48	Replace as required
Maintain / repair roof tiles (total: 900 m2)	90	m2	52.30	4,707.00	10	16	Maintain / repair as required
Re-bed and re-point ridge caps (total: 197 Lm)	20	Lm	81.90	1,638.00	10	16	Maintain / repair as required
3. Access for work at heights							
Elevated work platforms and site set up	1	Item	5,000.00	5,000.00	3	8	Quotation required
4. Stairwells							
Repaint ceilings	121	m2	20.55	2,487.00	3	8	Ongoing painting program
Repaint doors - both sides including architraves	20	Ea	88.45	1,769.00	3	8	Ongoing painting program
Replace floor tiles	140	m2	132.93	18,610.00	11	25	Replace as required
Maintain / repair floor tiles (total: 140 m2)	10	m2	132.93	1,329.00	1	5	Maintain / repair as required
Repaint metal balustrades	45	Lm	90.18	4,058.00	5	16	Ongoing painting program
Inspect and repair balustrades (total: 45 Lm)	5	Lm	282.21	1,411.00	3	8	Repair as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
5. Vehicle accessways							
Maintain / repair concrete surface (total: 606 m2)	20	m2	130.88	2,618.00	4	5	Repair as required
Repair concrete kerbing (total: 79 Lm)	8	Lm	76.28	610.00	4	5	Repair as required
Repaint line marking	55	Lm	11.51	633.00	4	5	Ongoing painting program
6. External walkways							
Replace paving	98	m2	80.68	7,907.00	11	25	Replace as required
Repair or replace paving (total: 98 m2)	10	m2	88.07	881.00	1	5	Replace as required
Replace floor tiles	74	m2	132.93	9,837.00	11	25	Replace as required
Maintain / repair floor tiles (total: 74 m2)	5	m2	132.93	665.00	1	5	Maintain / repair as required
7. Fixtures and fittings							
Replace letterboxes	21	Ea	132.34	2,779.00	8	30	Replace as required
Maintain common light fittings	1	Item	300.00	300.00	2	2	Ongoing maintenance allowance
Replace paralines - wall mounted	3	Ea	330.82	992.00	6	15	Replace as required
Replace security access intercom	20	Per unit	56.08	1,122.00	5	12	Replace as required
Replace intercom audio speaker	6	Ea	241.10	1,447.00	5	12	Replace as required
Replace intercom button pad	6	Ea	476.62	2,860.00	5	12	Replace as required
8. Building signage							
Replace signage	1	Item	1,000.00	1,000.00	6	15	Quotation required
9. Fence maintenance							
Repair or replace corrugated panel fence (total: 80 Lm - rate 50%)	16	Lm	65.04	1,041.00	15	15	Repair or replace as required - shared boundary fence
Replace picket fence (total: 90 Lm - rate 50%)	90	Lm	51.58	4,642.00	1	0	Full replacement - shared boundary fence
Replace picket fence (total: 42 Lm - rate 100%)	42	Lm	103.17	4,333.00	1	0	Full replacement
Repair picket fence (total: 90 Lm - rate 50%)	18	Lm	51.58	928.00	10	10	Repair or replace as required - shared boundary fence
Repair picket fence (total: 42 Lm - rate 100%)	8	Lm	103.17	825.00	10	10	Repair or replace as required
10. Walls							
Repair block retaining walls (total: 160 m2 - rate 50%)	32	m2	101.74	3,256.00	1	15	Repair or replace as required - shared boundary wall
Repair rock retaining walls (total: 25 m2 - rate 100%)	5	m2	224.29	1,121.00	1	15	Repair as required
11. Plant - water							
Maintain common property plumbing	1	Item	500.00	500.00	2	2	Ongoing maintenance program
12. Plant - electrical							
Replace switchboard	1	Item	8,998.10	8,998.00	12	25	Replace as required

Inspector's Report for Paradise Mews

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. The maintenance of fences between properties is regulated under the Neighbourhood Disputes (Dividing Fences and Trees) 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.
5. 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.

6. 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.
7. 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.
8. We have recommended that the balance of the Sinking Fund be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.
9. Money allocated for scaffold can be used for other access equipment eg. boomlift, cherrypicker.
10. An allowance for plumbing and drainage maintenance was included for the complex.

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.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

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



DAMIEN HOWARD ROOFING SERVICES

Specialising in Roof Maintenance and Gutter Cleaning

Licensed Roof Plumber

QBCC No. 74642

ABN 25 501 699 184

Phone: 0754 266 358

Mob: 0417 928 854

Email: dhowardroofing@bigpond.com

758 Glamorgan Vale Rd
GLAMORGAN VALE QLD 4306

External Roof Maintenance Inspection

(Please note that this is not a Structural Engineering Report)

Customer Name: Strata Dynamics Pty Ltd

Date: 3rd October 2018

Property Address:

Paradise Mews GTS 3625

14 Paradise St, Highgate Hill

Order No.: 00029713

Contact Name:

Telephone No.: 07 3229 9185

Recommended Gutter Clean Frequency: 6 Monthly

Roof: Good-Fair

Repairs Needed: Yes

Repair Urgent: Significant

Repair Details: Found large amounts of debris on the rear block of Units from adjacent trees. Cleared this as required.

Found the ridge cappings above the rear section of Unit 18 to have been painted with a membrane style sealant. This application of membrane paint has been a repair to the bedding and pointing cement of this run of ridge cappings.

The ridge cappings that were reported as leaking previously above Unit 18 are at the other end of the unit and have not been rebidged or repointed. I do not know if the repairs to the ridge cappings with membrane paint were meant to occur over where the roof leak was reported and if so this is not rebedding and repointing that has been identified as required.

Gutters: Good-Fair

Repairs Needed: Yes

Repair Urgent: No

Repair Details: Found medium to heavy debris in the gutters above the left hand side of Units 1 - 4, 5-10, and 11 - 14. Found heavy debris in the gutters of Units 15 - 20. Found the gutters to have leaking lap joints on many sections of the complex.

Downpipes: Good-Fair

Repairs Needed: No

Repair Urgent: N/A

Repair Details: Found two separate downpipes located adjacent to garage doors and the main driveway area at the rear of the complex to have mild impact damage. These downpipes are still operating and do not require replacing yet.

Found the air conditioning overflow pipe that is fitted into the downpipe from Unit 14 balcony to be allowing the downpipe to become stained heavily, this is due to the overflow conduit that is fitted to the downpipe not being adequately sealed.

Found the downpipe drops located in the heavy debris areas to be partially blocked with debris, cleared these as required. .../2

Page 2.

Paradise Mews CTS 3625

3rd October 2018

Additional Comments: I have resecured the loose downpipe clips located outside Units 2 and 4 as requested.

Regards

Damien Howard

DAMIEN HOWARD ROOFING SERVICES



HEAD OFFICE

UNIT 9
13-15 ELLERSLIE RD
MEADOWBROOK
FREECALL 1800 645 553

TERMITE DIVISION

PO BOX 1167
SPRINGWOOD 4127
PHONE 07 3299 6006
FAX 07 3299 6226

SUNSHINE COAST

PHONE 1800 445 065

Annual Termite Monitoring & Baiting Report

Paradise Mews CTS 3625

SENTRICON REPORT – PARADISE MEWS

On 24/08/17 the Sentricon Termite Monitoring Program was renewed at 14 Paradise Street, Highgate Hill as per my recommendation.

None of the 10 Stations have recorded any signs of new termite activity in this 12 month period. We stress this does not mean there is no Termite Activity on the property. Termite Monitoring Programs are an effective tool in Termite Management but do not guarantee against Termite attack. The most essential part of Termite Management is a Full Annual Termite Inspection and Report performed by a competent and licensed Termite Technician.

Station 6 was replaced on 15/02/18 as the original station had been damaged. There was no extra charge for this service.

QUOTE

Bait box/Monitoring stations, in conjunction with annual Termite Inspections, remain the most efficient and effective way to manage Termites in Queensland. Due to high termite activity in South East Queensland we generally recommend some form of termite monitoring system a must for every property we inspect.

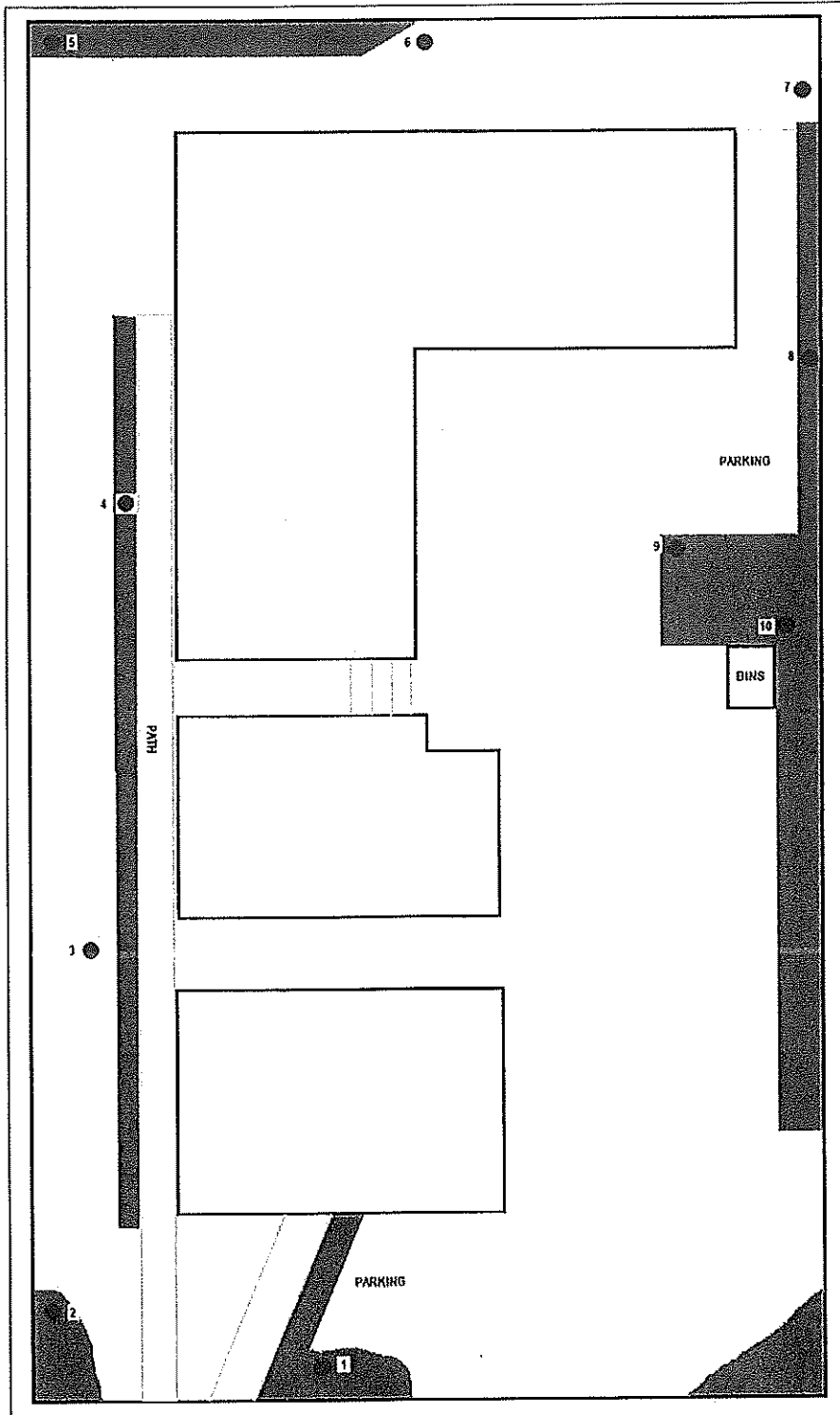
As with all Termite Management Programs the most important element is an annual termite inspection. Termite Monitoring Stations are a tool in helping to prevent Termites but is certainly no guarantee against termite attack. Regular inspection of the buildings themselves are imperative.

According to our records a termite inspection is booked in to be performed by Organic Pest Control at 14 Paradise Street, Highgate Hill was on 06/03/18. This is an external only termite inspection. We would like to continue with the Sentricon Termite Monitoring but stress the importance of a Full Annual Termite Inspection. The Annual Inspection is the most important element of a successful Termite Management System and having the Stations in place does not mean the Inspection is no longer needed.

The cost to continue monitoring for another 12 months at Paradise Mews is \$44.00 per station. This makes the total cost to monitor the 10 stations for another 12 months \$440.00. As before, when termite activity is detected to a Bait Station the Sentricon Termite Bait is added for a further cost of \$99.00 per Bait. 1-2 baits per active station is generally enough to achieve colony eradication.

To confirm the continuation of the termite monitoring program already in place simply pay the invoice attached. If you do not wish to continue please let Head Office know and the stations will be removed at no further cost.

MUD MAP





Name: PARADISE MEWS CTS 3625
 Address: 14 PARADISE STREET
 HIGHGATE HILL
 10 SENTRICON STATIONS RENEWED 24/08/17

DATE	28/11/17	15/02/18	22/05/18	07/08/18
Station 1	No Activity	No Activity	No Activity	No Activity
Station 2	No Activity	No Activity	No Activity	No Activity
Station 3	No Activity	No Activity	No Activity	No Activity
Station 4	No Activity	No Activity	No Activity	No Activity
Station 5	No Activity	No Activity	No Activity	No Activity
Station 6	No Activity	Replaced	No Activity	No Activity
Station 7	No Activity	No Activity	No Activity	No Activity
Station 8	No Activity	No Activity	No Activity	No Activity
Station 9	No Activity	No Activity	No Activity	No Activity
Station 10	No Activity	No Activity	No Activity	No Activity

THE BODY CORPORATE FOR PARADISE MEWS
CTS 3625

GPO BOX 5256
BRISBANE, QLD 4001
EMAIL: info@stratadynamics.com.au

PH: 07 3229 9185
FAX: 07 3229 8785

MINUTES OF MOTION/S VOTED ON OUTSIDE COMMITTEE MEETINGS

11 December 2017

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion/s were voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – INSTALLATION OF AIR CONDITIONER TO LOT 11

MOTION CARRIED

THAT the body corporate for PARADISE MEWS Community Titles Scheme 3625 approves the application to install an air conditioning unit as received from the owner of Lot 11 within the boundaries of their lot subject to the following conditions:

1. *The system is to be professionally installed by a qualified and licensed contractor who holds adequate public liability insurance;*
2. *The lot owner is to ensure any contractor engaged to complete the works follows the relevant safety requirements of the Work Health and Safety Act 2011 and its regulations;*
3. *The lot owner accepts all responsibility for any potential loss, damage or injury caused as a result of the works;*
4. *The lot owner absolves the body corporate of any potential claims against it as a result of the works;*
5. *The works will not be funded in any way by the body corporate;*
6. *The lot owner accepts responsibility for removal of all trade waste from site;*
7. *The work is conducted during appropriate hours and in such a manner to reduce disturbance to other residents.*
8. *The committee reserve the right to enter the lot (with their appropriate contractor or the building manager if required) and inspect the works at a reasonable time to ensure they are suitable and to ensure there is no risk to the building;*
9. *The lot owner acknowledges and adheres to all relevant by-laws of the scheme;*
10. *Any condensation emitted from the system is to be appropriately plumbed to ensure the waste water is disposed of responsibly. Specifically:*
 - a. *condensation should not be permitted to drip onto any part of the lot or common property; and*
 - b. *condensation should not be collected in any vessel that requires manual emptying on a periodic basis.*
11. *Upon completion of the installation the lot owner is to provide photographic evidence to the committee demonstrating that the condensation will be disposed of responsibly;*
12. *The lot owner acknowledges that the determination of whether condensation water is being disposed of responsibly is completely at the discretion of the committee;*
13. *If it is determined by the committee that the installation is not disposing of the waste responsibly the lot owner agrees to make any adjustment to the installation as directed by the committee;*
14. *The system is not to emit noise or vented air likely to unreasonably affect any surrounding lots or persons lawfully using common property; and*
15. *If directed by the committee to do so the lot owner must make any such adjustments to the installation to ensure it complies with the above listed conditions.*

YES 4 NO 0 ABSTAIN 0 MOTION CARRIED

Notice was given on Thursday 30th November 2017, to the following committee members:
Karsten Schrobback, Patrick Kearney, Michael (Jianrong) Chen, Kylie Jackson and Alvin Teo

Votes were received from:
Karsten Schrobback, Patrick Kearney, Michael (Jianrong) Chen and Kylie Jackson

The above is determined as a result of votes received by the due date.

Please note that a resolution on a motion before the committee is a valid resolution of the committee, even though the motion is not decided at a meeting of the committee.

THE BODY CORPORATE FOR PARADISE MEWS

CTS 3625

GPO BOX 5256
BRISBANE, QLD 4001
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PH: 07 3229 9185
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MINUTES OF THE ANNUAL GENERAL MEETING HELD ONSITE AT UNIT 13, 14 PARADISE STREET, HIGHGATE HILL QLD 4101 ON 23RD JANUARY 2018

MEETING Declared open at 4:08pm

PRESENT Karsten Schrobback Lot 4
Michael Jianrong Chen Lot 9
Patrick Kearney Lot 13
Mark Hawkes Lot 20

IN ATTENDANCE Meaghan Sullivan - Strata Dynamics

VOTING PAPERS Kerry Doherty Lot 6
Kylie Jackson Lot 8

PROXIES Nil

APOLOGIES Nil

CHAIRPERSON Meaghan Sullivan chaired the meeting

QUORUM It was noted that a quorum was present

MOTIONS

MOTION 1 MINUTES
(Ordinary Resolution) Proposed by Committee
THAT the minutes of the last general meeting be confirmed as a true and accurate account of the proceedings of that meeting.

YES 6 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 2 INSURANCE CONFIRMATION
(Ordinary Resolution) Proposed by Committee
THAT the Body Corporate confirms the insurance policies detailed in the Insurance Report as circulated with the agenda of this meeting.

YES 6 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 3 FINANCIAL STATEMENTS
(Ordinary Resolution) Proposed by Committee
THAT the financial statements, for the previous financial year be adopted.

YES 6 NO 0 ABSTAIN 0 MOTION CARRIED

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StrataDynamics

MOTION 4 NO AUDIT
(Special Resolution) Proposed by Committee
THAT the body corporate's statement of accounts for the current financial year not be audited.

YES 5 NO 1 ABSTAIN 0 MOTION CARRIED

MOTION 5 APPOINTMENT OF AUDITOR
(Ordinary Resolution) Proposed by Committee
THAT if the body corporate's statement of accounts for the current financial year are to be audited, Sally Edwards of Business Logic Accountants be appointed as the auditor for the body corporate.

MOTION RULED OUT OF ORDER DUE TO THE PASSING OF MOTION 4 MAKING IT UNENFORCEABLE

MOTION 6 ADMINISTRATIVE FUND BUDGET AND CONTRIBUTIONS
(Ordinary Resolution) Proposed by Committee
THAT the administrative fund budget of \$46,500.00 be approved for the financial year ending 31 October 2018 and be levied by instalments as follows:

\$ per contribution lot entitlement	Levy period
\$581.2500 / \$465.0000 (after discount)	01/11/17-31/01/18 (already struck)
\$581.2500 / \$465.0000 (after discount)	01/02/18-30/04/18 (already struck)
\$581.2500 / \$465.0000 (after discount)	01/05/18-31/07/18
\$581.2500 / \$465.0000 (after discount)	01/08/18-31/10/18

FURTHER THAT, to provide cash flow from the end of the financial year to the date of the next Annual General Meeting, Interim Administrative Fund Levy be determined pursuant to the Regulations as follows:

\$ per contribution lot entitlement	Levy period
\$581.2500 / \$465.0000 (after discount)	01/11/18-31/01/19
\$581.2500 / \$465.0000 (after discount)	01/02/19-30/04/19

A discount of 20% is available on levies paid by the due date.

YES 6 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 7 SINKING FUND BUDGET AND CONTRIBUTIONS
(Ordinary Resolution) Proposed by Committee
THAT the sinking fund budget of \$20,700.37 be approved for the financial year ending 31 October 2018 and be levied by instalments as follows:

\$ per contribution lot entitlement	Levy Period
\$239.1600 / \$191.3280 (after discount)	01/11/17-31/01/18 (already struck)
\$239.1600 / \$191.3280 (after discount)	01/02/18-30/04/18 (already struck)
\$278.3493 / \$222.6794 (after discount)	01/05/18-31/07/18
\$278.3493 / \$222.6794 (after discount)	01/08/18-31/10/18

FURTHER THAT, to provide cash flow from the end of the financial year to the date of the next Annual General Meeting, Interim Sinking Fund Levy be determined pursuant to the Regulations as follows:

\$ per contribution lot entitlement	Levy Period
\$258.7546 / \$207.0037 (after discount)	01/11/18-31/01/19
\$258.7546 / \$207.0037 (after discount)	01/02/19-30/04/19

A discount of 20% is available on levies paid by the due date.

YES 6 NO 0 ABSTAIN 0 MOTION CARRIED

- MOTION 8 ELECTRONIC TRANSFER OF VOTING PAPERS AND MEETING NOTICES**
(Ordinary Resolution) Proposed by Committee
THAT in accordance with the Electronic Transactions (Queensland) Act 2001 the Body Corporate consents to voters receiving notices of General Meetings, notices of Committee Meetings and Voting Papers electronically, providing voters have given prior consent in writing to the Secretary and further that the Body Corporate consent to voters casting their votes for General Meetings and Voting Outside of Committee Meetings, including Secret Ballots, electronically.
- YES 6 NO 0 ABSTAIN 0 MOTION CARRIED**
- MOTION 9 UPDATE COMMITTEE SPENDING LIMIT**
(Ordinary Resolution) Proposed by Committee
THAT the relevant Limit for Committee Spending be updated to \$750.00 per lot in accordance with Section 151 of the Body Corporate and Community Management (Standard) Regulations 2008.
- YES 6 NO 0 ABSTAIN 0 MOTION CARRIED**
- MOTION 10 UPDATE MAJOR SPENDING LIMIT**
(Ordinary Resolution) Proposed by Committee
THAT the body corporate approves to increase the relevant Major Spending Limit from \$10,000.00 to \$750.00 per lot inclusive of GST.
- YES 6 NO 0 ABSTAIN 0 MOTION CARRIED**
- MOTION 11 ADOPT NEW SINKING FUND FORECAST**
(Ordinary Resolution) Proposed by Committee
THAT the sinking fund forecast dated 9th March 2017 be received and adopted by the body corporate to be referred to by the committee when considering new budgets required for future capital and major expenditure in accordance with the *Body Corporate and Community Management Act 1997*.
- YES 6 NO 0 ABSTAIN 0 MOTION CARRIED**
- MOTION 12 PEST CONTROL**
(Ordinary Resolution) Proposed by Committee
THAT Organic Pest Control be appointed to spray the common areas only (no courtyards) for general pests at a cost of \$33.00 per unit including GST and that Strata Dynamics be authorised and instructed to engage the contractor on the body corporate's behalf.
- YES 6 NO 0 ABSTAIN 0 MOTION CARRIED**
- MOTION 13 TERMITE INSPECTION**
(Ordinary Resolution) Proposed by Committee
THAT the body corporate appoints Organic Pest Control to carry out a visual termite inspection of the body corporate common areas, and any external courtyard areas, (common or not) necessary to inspect the building perimeter at a cost of \$55.00 per unit including GST and that Strata Dynamics be authorised and instructed to engage the contractor on the body corporate's behalf.
- YES 6 NO 0 ABSTAIN 0 MOTION CARRIED**

ELECTION OF COMMITTEE

Chairperson:	Karsten Schrobback	Lot 4
Secretary:	Patrick Kearney	Lot 13
Treasurer:	Michael Jianrong Chen	Lot 9
Ordinary:	Alvin Teo	Lot 1 & 19
	Kylie Jackson	Lot 8

CLOSED

The meeting closed at 4:21pm.

CONTACT:

The Secretary
Body Corporate for PARADISE MEWS CTS 3625
C/- Strata Dynamics Pty Ltd
GPO Box 5256
Brisbane QLD 4001

THE BODY CORPORATE FOR PARADISE MEWS CTS 3625

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MINUTES OF MOTION/S VOTED ON OUTSIDE COMMITTEE MEETINGS

9 May 2018

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion/s were voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – Tree Trimming Works

MOTION CARRIED

THAT the body corporate for PARADISE MEWS Community Titles Scheme 3625 approves one of the below quotations to carry out tree trimming works within the complex and further that Strata Dynamics be authorised and instructed to engage the contractor on the body corporate's behalf.

YES 5 NO 0 ABSTAIN 0 MOTION CARRIED

AND THAT ONE of the following quotations be accepted:

- A) Quotation number ST021988 dated 16 April 2018 provided by Ashgrove Tree Services at a cost of \$1,650 including GST for the removal of the identified Leopard tree.
YES 5 (OPTION A ACCEPTED)
- B) Quotation number A0121 dated 28 March 2018 provided by Brisbane Tree Services at a cost of \$1,650.00 including GST.
YES 0 (OPTION B DECLINED)

Committee Motion 2 – Lot Improvement Application – Lot 13

THAT the Body Corporate for PARADISE MEWS Community Titles Scheme 3625 ratifies approval for the application received from the owner of Lot 13 to renovate the kitchen and ensuite and to paint the interior of their unit, subject to the following conditions;

- i. The lot owner accepts all responsibility for any potential loss, damage or injury caused as a result of the works;
- ii. The lot owner absolves the body corporate of any potential claims against it as a result of the works;
- iii. The works will not be funded in any way by the body corporate;
- iv. The lot owner must ensure the contractors used are suitably qualified, licenced and insured;
- v. The lot owner must obtain all necessary local government approvals;
- vi. The lot owner accepts full responsibility to any damage to the building and its common areas as a result of the works;
- vii. The works must be carried out in accordance with all relevant Australian Building Standards;
- viii. The lot owner accepts responsibility for removal of all trade waste from site;

- ix. *The lot owner acknowledges all maintenance (including future maintenance) for the improvement remains the lot owner's responsibility;*
- x. *The work is conducted during appropriate hours and in such a manner to reduce disturbance to other residents;*
- xi. *The committee reserve the right to enter the lot (with their appropriate contractor or the building manager if required) and inspect the works at a reasonable time to ensure they are suitable and to ensure there is no risk to the building; and*
- xii. *The lot owner acknowledges and adheres to all relevant by-laws of the scheme.*

YES 5 NO 0 ABSTAIN 0 MOTION CARRIED

Notice was given on 19 April 2018 to the following committee members:
Karsten Schrobback, Patrick Kearney, Alvin Teo, Michael Chen and Kylie Jackson.

Votes were received from each of the abovementioned committee members.

The above is determined as a result of votes received by the due date.

We note that a resolution on a motion before the committee is a valid resolution of the committee, even though the motion is not decided at a meeting of the committee.

THE BODY CORPORATE FOR PARADISE MEWS

CTS 3625

GPO BOX 5256
BRISBANE, QLD 4001
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MINUTES OF MOTION/S VOTED ON OUTSIDE COMMITTEE MEETINGS

18 June 2018

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion/s were voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 - Footpath Maintenance

MOTION CARRIED

THAT the body corporate for PARADISE MEWS Community Titles Scheme 3625 approves to carry out maintenance work to repair uneven pathways and damaged handrails, and further that Strata Dynamics be authorised and instructed to engage the contractor on the body corporate's behalf.

YES 5 NO 0 ABSTAIN 0 MOTION CARRIED

AND THAT ONE of the following quotations is accepted:

A) Quotation number 22524 dated 29 May 2018 provided by Accomplish Property Maintenance Services at a cost of \$2,387.00 including GST.

YES 5 (OPTION A ACCEPTED)

B) Quotation number 468001 dated 1 June 2018 provided by Timmers Maintenance at a cost of \$3,371.42 including GST.

YES 0 (OPTION B DECLINED)

Notice was given on 5 June 2018 to the following committee members:
Karsten Schrobback, Patrick Kearney, Alvin Teo, Michael Chen and Kylie Jackson

Votes were received from each of the abovementioned committee members.

The above is determined as a result of votes received by the due date.

We note that a resolution on a motion before the committee is a valid resolution of the committee, even though the motion is not decided at a meeting of the committee.

Minutes of Informal Meeting of Paradise Mews Committee Members

Where: Unit 13

When: 4:30 p.m., 14 September 2018

Present: Patrick Kearney, Karsten Schrobback and Michael Chen

Issues discussed

Roof – recommended action

We decided it would be best to ask StrongGuard to expand their quote for roof repair to include replacement of our gutters, based on Damian Howard's report. If necessary, we felt we could allow the time for the work to extend over two years, even three years if necessary, depending on the total cost. Natalie suggested this in her e-mail from 30th Aug.

Action: Could Strata Dynamics (Natalie) please organise for new quotes from StrongGuard and two additional contractors to include the gutters into the roof works and provide them with Damian's report(s)? It would be great if they could take a closer look at it and provide some additional advice on whether repair or replacement of gutter is required.

Garden/Maintenance – recommended action

After recent discussion, and after seeking quotes from different services, the committee members present at this meeting were in favour of the quote from The Cleaning Crew Qld. We recommend this proposal be presented for official voting by Strata Dynamics.

Action: Could Strata Dynamics (Natalie) put a proposal to accept the quote provided by The Cleaning Crew Qld to the committee for a formal vote.

Trees

The Leopard tree should already be taken care of. The issue regarding the trees along the northern boundary that threatened the integrity of our roof has been resolved.

We need to take a fresh look at our landscaping, but this is for another time.

Drainage/landscaping

This is particularly relevant for the problems with water overflow in the garages of Units 10 and 14.

A complaint has been lodged with Council by Alvin Teo. Any complaints must be lodged by an owner, and Patrick Kearney has volunteered to make a formal complaint in order to increase the pressure on Council and to open up another line of

communication. If no action is forthcoming from the Council, we will have to hire a hydrologist to consult on finding a solution. This will be for a later date.

Western boundary

We will leave the issue of the fence for the present, given the complexity of dealing with multiple owners. We ask Strata Dynamics (Natalie) to send out the e-mail to the real estate agency acting on behalf of our neighbours at 236 Boundary Street (as per draft circulated on 3rd Sep) asking for an update on removal of vegetation. Please do not include the paragraph referring to fence quotes and/or just explain that we will get back to them at a later stage.

THE BODY CORPORATE FOR PARADISE MEWS

CTS 3625

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MINUTES OF MOTION/S VOTED ON OUTSIDE COMMITTEE MEETINGS

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion/s were voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 - QUOTE ACCEPTANCE FOR REGULAR GARDEN AND GROUND MAINTENANCE

MOTION CARRIED

THAT the body corporate for PARADISE MEWS Community Titles Scheme 3625 approve quotes provided by contractors for garden and common ground maintenance and further that Strata Dynamics be authorised and instructed to engage the contractor on the body corporate's behalf.

YES 4 NO 0 ABSTAIN 0 MOTION CARRIED

AND THAT ONE of the following quotations is accepted:

A) Executive Property Maintenance Services – Please circle one

1. Quotation number 00033566 dated 17 September 2018 provided by Executive Property Maintenance Services for once every two (2) weeks regular **property (gardens and grounds) and cleaning** maintenance at a cost of \$330.00 per visit including GST.
2. Quotation number 00033570 dated 18 September 2018 provided by Executive Property Maintenance Services for **weekly wheelie bin duties** during collection days at a cost of \$77.00 including GST.
3. Quotation number 00033571 dated 18 September 2018 provided by Executive Property Maintenance Services for once every eight (8) weeks regular **wheelie bin cleaning** at a cost of \$110.00 per visit including GST.

YES 0 (OPTION A DECLINED)

B) The Cleaning Crew – Please circle one

1. Quotation provided by The Cleaning Crew for once (1) a week **cleaning services**, with fifty-two (52) weeks per year at a cost of \$145.00 per service excluding GST.
2. Quotation provided by The Cleaning Crew for **garden maintenance services** with twenty-two (22) services per year at a cost of \$160.00 per service excluding GST.
3. Quotation provided by The Cleaning Crew for **weekly wheelie bin service** with fifty-two (52) services per year at \$60.00 per service excluding GST.

YES 4 (OPTION B ACCEPTED)

C) Star Express – Please circle one

1. Quotation number 1174 dated 6 June 2018 provided by Star Express for **fortnightly cleaning services** at cost of \$220.00 including GST.
2. Quotation number 1174 dated 6 June 2018 provided by Star Express for regular **fortnightly gardening services** at an estimated cost of \$265.00 - \$330.00 including GST.

YES 0 (OPTION C DECLINED)

Notice was given on Friday 5th October 2018 to the following committee members:
Karsten Schrobback, Patrick Kearney, Alvin Teo, Michael (Jianrong) Chen and Kylie Jackson

Votes were received from:

Karsten Schrobback, Patrick Kearney, Michael (Jianrong) Chen and Kylie Jackson

The above is determined as a result of votes received by the due date.

We note that a resolution on a motion before the committee is a valid resolution of the committee, even though the motion is not decided at a meeting of the committee.