

Vote Outside General Meeting Minutes
For Strata SP 68637
46 Knutsford Street, Fremantle, WA, 6160
Held AT Time: 09:00 AM, on 4 June 2025
At, Venue: Online only

CONFIRMATION OF ATTENDANCE, APOLOGIES & PROXIES

Lots Owners in Attendance

Lot 1	Irene T	Electronic vote
Lot 2	Susanne M & Lee R B	Electronic vote
Lot 3	BOOTS PROPERTY PTY LTD	Electronic vote
Lot 4	Jessica L L	Electronic vote
Lot 5	Michael J E & Lynda C E	Electronic vote
Lot 8	Barrie W & Elizabeth S	Electronic vote
Lot 9	M J Anthony	Electronic vote
Lot 10	D F	Electronic vote
Lot 13	Aidan M K	Electronic vote
Lot 14	Damon J B & Robyn L B	Electronic vote
Lot 15	Paul C	Electronic vote
Lot 16	Jenny H	Electronic vote
Lot 17	Barry G T	Electronic vote
Lot 18	Sarah L	Electronic vote
Lot 19	Yvonne J D	Electronic vote
Lot 20	Damon J B & Robyn L B	Electronic vote

1. REIMBURSEMENT APPROVAL TO UNIT 4

ORDINARY RESOLUTION

By ordinary resolution the owners agree to reimburse Unit 4 (owner Barry Trewin) a total amount of \$9,889.00 INC GST. Please refer to the explanatory notes for an explanation of what this covers.

For:	4	Against:	11	Abs:	1	Inv:	0
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Motion DEFEATED.

2. AMEND RESERVE FUND BUDGET EXPENDITURE

ORDINARY RESOLUTION

By Ordinary resolution, the owners approve the amendment of the reserve fund budget expenditure to include a reimbursement line item to Unit 4 of \$9,889.00

For:	4	Against:	11	Abs:	1	Inv:	0
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Motion DEFEATED.

3. SPECAIL LEVY

ORDINARY RESOLUTION

By Ordinary resolution, the owners approve raising a special levy for a total amount of \$4,944.50 to cover 50% of the reimbursement costs payable on 30 days once raised, as per the attached schedule. The remaining 50% being \$4,944.50 will be taken out of the reserve fund account current balance.

Special Levy table below:

Budget: \$4,994.50
Entitlements: 1000

Due Date:	Period	Quarterly Total (EX GST)	\$ per Contribution Entitlement (EX GST)
30 days once raised	Special Levy - 50% of reimbursement costs	\$4,994.50	\$4.99
TOTAL		\$4,994.50	\$4.99

For:	4	Against:	11	Abs:	1	Inv:	0
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Motion DEFEATED.

MEETING CLOSE

There being no further business to discuss, the meeting was declared closed at **04 June at 12.54PM**

Notice of Levies due in June 2025

C/- White House Property
45 Canning Highway
EAST FREMANTLE WA 6158

Issued 28/04/2025 on behalf of:

46 Knutsford Street,
FREMANTLE - OCSF 68637
ABN: 62 527 411 569

for Lot:14 Unit:7

46 Knutsford Street, Fremantle WA 6160

Due Date	Details	Administrative Fund	Reserve Fund	Total
01/06/2025	Admin & Reserve Fund Levy(01/06/2025 - 31/08/2025)	912.80	42.00	954.80
	Total levies due in month	912.80	42.00	954.80

Total of this levy notice \$ 954.80
Levies in Arrears \$ 0.00
Interest on Levies in Arrears* \$ 0.00
Owner invoices \$ 0.00
Special levies(not yet due) \$ 0.00
Subtotal of amount due \$ 954.80
Prepaid \$ 0.00
Total Amount Due \$ 954.80

Late Payment: If payment is not made by the due date, interest may be charged at an annual rate of 11%. If this invoice is not paid in full within 28 days from the due date of this invoice debt recovery fees may be incurred.

Credit cards are not accepted by Australia Post.
PLEASE NOTE. EFFECTIVE 1/3/22 CASH PAYMENTS
ARE NO LONGER ACCEPTED AT AUSTRALIA POST.

Arrears & Interest Due Immediately
Levy Payment Due 01/06/2025



Oakfield Strata

DEFT Reference Number
26927087200068637149

Visit deft.com.au to pay by card or direct debit. Payments may attract a surcharge.



*496 269270872 00068637149



Billor Code: 96503
Ref: 26927087200068637149

Pay in-store at Australia Post by eftpos.

Total due : \$ 954.80

Account Credits : \$ 0.00

+269270872 00068637149<

000095480<2+



09 May 2025

The Owners of 46 Knutsford St SP68637
Unit 1-20, 46 Knutsford St
Fremantle, WA 6160

Customer Repair Approval

**Unit 1-20, 46 Knutsford St
Fremantle WA 6160
Job No: 26331-Q3**

Scope of Works

Scope for 26331-Q3:

Preliminaries	
1	All works to be carried out under the work safe guidelines to include harnesses, safety rail as required.
2	EWP hire and tower scaffolding hire as required.
3	Supervision and management costs for the duration of the building repair works.
4	Allow to comply with all BCA, Statutory, Health and WorkSafe requirements.
5	Allow for all costs to mobilise to site including temporary site office, secure storage facilities, bin storage, scaffolding and hoardings/fencing to make site safe during reinstatement and clearing of area.
6	Allow for all safety signage.
7	Allow to dispose of waste.
8	Allow for temporary toilets (check with owners).
9	Allow for protection of undamaged surfaces and structures, including driveway during works particularly for bin placement and fencing.
10	Allow for scaffolding to external elevations facilitating painting works.
11	Allowance for crane hire to facilitate material lifting to roof area.
12	Ensure that all electrical circuits are disconnected/tagged or isolated for safe working conditions to the demolition/reinstatement area. All water connections, drainage, gas, and mechanical services are capped or clearly marked as visible and protected prior to demolition and removal of waste. Any necessary terminations and isolations to be completed by a qualified contractor with written confirmation issued prior to the commencement of any works.
13	Fence workspace and storage areas, and ensure these areas are secure. Include all required signs.
14	Builder to provide all necessary edge protection throughout works
15	Allow for all council fees and charges - permits - CDC as required.



- 1 Repoint the mortar joints in which mortar has deteriorated. Remove and clean builder's debris and concrete splashes to external face brick walls.

1E External Bubbling Paint - Various (as per plan)

- 1 Scrape away all bubbled paint and imperfections to the painted wall surface. Prep the affected wall surfaces and repaint to nearest architectural break in colour and finish to best match existing colour and finish.

1G Efflorescence Staining to Underside of Slab Soffit - Various

- 1 Investigate the cause of the staining by removing pavers from the top of the slab and examining the top of the slab for hairline cracks and imperfections. Repair any imperfections to the top of the suspended floor slab in these areas. Localised area only - no allowance should the defect expand to other areas.
- 2 Reinstate waterproofing to the cracking and vertical connections of dissimilar materials. Localised area only - no allowance should the defect expand to other areas.
- 3 Remove efflorescence.

1H Water Ponding - Exterior of Storerooms Wall & Western Carpark

- 1 Exterior of Storerooms Wall; • Allow to install a stormwater spoon drain, approximately 10Lm prevent water ponding and moss on the slab. • Stormwater drain to be diverted to the soakwell in the adjacent garden bed.
- 2 Western Carpark; • Allow to install a stormwater spoon drain, approximately 3Lm prevent water ponding and moss on the slab. • Stormwater drain to be continuous and discharging into the adjacent carpark soakwell.
- 3 Make good all surfaces disturbed by the works. Owners will accept drainage beneath slab rather than spoon drain on slab to carpark soakwell.

1J Water Staining - Bin Store Room

- 1 Provide a clean of the masonry walls and concrete slab soffit.
- 2 Fill the spalled area to the top of the concrete wall with a suitable repair mortar.

1K Water Damaged Walls - Unit 1 (Level 1)

- 1 Replace entrance door reusing existing hardware and prepare and paint to best match existing.
- 2 Remove and treat corrosion to steel lintel supporting balcony screen brick wall to Unit 1.
- 3 Supply and install an appropriate seal kit to the entrance door.
- 4 Works for Item Item 5 should be performed and wall moisture levels reduced to under 7% before re coating of the walls is performed. - provide moisture mapping as required.
- 5 All internal moisture stained painted face brickwork - Prepare and repaint stained walls to nearest architectural break ensuring the correct usage of stain blockers and adhesion primers as per manufacturers recommendations.
- 6 Manoeuvre furniture on site and protect as required.

1L Water Staining - Unit 2 (Level 1)

- 1 Works for Item 5 should be performed and wall moisture levels reduced to under 7%



before re coating of the walls is performed. - provide moisture mapping as required.

- 2 All internal moisture stained painted face brickwork - Prepare and repaint stained walls to nearest architectural break ensuring the correct usage of stain blockers and adhesion primers as per manufacturers recommendations.
- 3 Manoeuvre furniture on site and protect as required.

1M Water Staining - Unit 3 (Level 1)

- 1 Repair, prepare and paint the ceiling lining around the skylight in the bathroom to nearest architectural break in colour and finish to best match existing. Damage is extensive enough to be eligible for rectification work under Item 5 (replacement of water damaged building elements including but not limited to ceilings).
- 2 Perform a stain removal to the carpet in the lounge room near the entrance door.
- 3 Works for Item Item 5 should be performed and wall moisture levels reduced to under 7% before re coating of the walls is performed. - provide moisture mapping as required.
- 4 All internal moisture stained painted face brickwork - Prepare and repaint stained walls to nearest architectural break ensuring the correct usage of stain blockers and adhesion primers as per manufacturers recommendations.
- 5 Manoeuvre furniture on site and protect as required.
- 6 Perform specialist clean to the unit 3 storeroom – relative to works above from leaking courtyard to unit 8

1P Construction Staining/ debris - Various (as per plan)

- 1 Clean away splash marks and paint over any stubborn splash marks, so that they are not visible.

1Q Brick wall expansion joints - Complex

- 1 Strip out the existing flexible sealant from the joints and reapply a new sealant to the joints using suitable tools to allow for a smooth clean finish.

2B Masonry walls - North Block (as per plan)

- 1 Repoint and repaint the brick wall to the east façade. Fill any gaps between the brick wall and suspended slab with a suitable mortar. Remove and clean builder's debris and concrete splashes from all the face brick wall.

2C Water Ingress - Unit 5 (Level 1)

- 1 Perform scope of works for Item 5 and ensure success before complete the below rectification works internally.
- 2 Repair prepare and paint bathroom ceiling to nearest architectural break in colour and finish to best match existing.
- 3 Perform a stain removal treatment to the carpet in the walk in robe.
- 4 Prepare and paint balcony walls subject to bubbling to nearest architectural break in colour and finish to best match existing.
- 5 Remove and treat surface corrosion to the steel framing supporting the masonry screen wall on the balcony.
- 6 Replace the carpet in the walk-in robe to best match existing quality and colour.



2D Water Ingress/ Damage - Unit 6 (Level 1)

- 1 Remove and replace the split flexible sealant and corroded flashing fixings to the roof flashing above the door between the bedroom and light well.
- 2 Remove and treat surface corrosion to the steel framing supporting the balcony masonry screen wall.
- 3 Repair the minor crack to the walk in robe wall in the guest bedroom with a suitable mortar and repaint as necessary to nearest architectural break in colour and finish to best match existing.
- 4 Install a deeper capping/ flashing over the light well wall to cover the top edge of the uppermost CFC wall sheet in the light well in a profile and colour to match existing.
- 5 Wall separating bed 1 and dining - allow to cut open wall and rectify airconditioning drain so that it discharges externally. Make good wall and prepare and paint to best match existing nearest architectural break. Allow for mould remediation as required.
- 6 Remove and reinstate services and fittings to allow the below works to be completed.
- 7 Lift tiling, screed and waterproofing membrane and discard.
- 8 Reinstall waterproofing, screed and tiling system to best match existing.
- 9 Perform specialist clean to the unit 3 storeroom.

2F Leaking Courtyard Tiles - Unit 8 (Level 1)

- 1 Remove and reinstate services and fittings to allow the below works to be completed.
- 2 Lift tiling, screed and waterproofing membrane and discard.
- 3 Reinstall waterproofing, screed and tiling system to best match existing.
- 4 Perform specialist clean to the unit 3 storeroom.

2G Defects to Staircases - Internal Staircases

- 1 Ensure rectification works to Item 2A are successful before performing the below scope of works.
- 2 Stairwell to Units 5/ 6; Repair, re-flush and sand the plastered ceiling finish and prepare and paint to nearest architectural break in colour and finish to best match existing. - allow scaffold to stairwell.
- 3 Stairwell to Units 5/ 6 & 7, 8. Repoint any eroded brick mortar to best match existing colour and finish. - allow scaffold to stairwell.

2H Water Ingress - Unit 1 Store Room

- 1 Ensure successful completion of Items 1H & 3F before performing a specialist clean to the concrete and masonry surfaces.

2I Excess Mortar - Unit 4 Store Room

- 1 Cleanly cut away and remove excess mortar from joints to the top three courses of south wall.

2J Water Ingress - Unit 16 Store Room

- 1 Lift floor tiling to the light well and rectify the leaking through slab penetration ensuring compliance with AS 4654.2 Waterproofing Membranes for External Above Ground Use



and reinstall tiling.

- 2 Perform a specialist clean to the concrete and masonry surfaces of the storeroom.

2K Water Damage - Carpark Stair and Supporting Walls

- 1 Staircase from level one to carpark (2 flights).
- 2 Rake out existing mastic sealant to the wall and stair junction.
- 3 Prepare stairs inclusive of the filling of voids and cleaning of substrate.
- 4 Apply a proprietary concrete sealant to the stair's ensuring finish is appropriately slip resistant. Sealant to be of high grade, durable and clear.
- 5 Reinstall an appropriate mastic to the stair wall junctions. Mastic joint colour to colour match adjacent material. ie Concrete.
- 6 Clean off any staining and repaint the wall with bubbled paint to the surface to nearest architectural break in colour and finish to best match existing.

2L Calcium Staining North west wall – Carpark

- 1 Install a flashing between the floor slab and wall to the top of the slab instead of the soffit to divert water away from the edge of the slab. Clean off the calcium /efflorescence staining to the wall. Further flashing detail required to advise method. Proposed detail to be reviewed and approved by owners. (Provisional Sum)

2M Corroding Steel Lintel - East Wall of Unit 4

- 1 Remove and treat surface corrosion to steel lintel.

2N Concrete frame - carpark Concrete frame in line with the carp

- 1 Remove and clean away efflorescence stains to the concrete using a suitable chemical solution.

2O Premature corrosion of top track Fire separation door - Carpa

- 1 Remove and treat surface corrosion to top rail track of fire separation door in carpark.

2R Yellow Staining Masonry block walls - Carpark

- 1 Block walls in the carpark outside the store rooms to Units 1, 2, 3, 9, 15, 16, 17 and 18.
- 2 Ensure substrate moisture levels are below 7% and prepare and paint the stained block walls. Allow for moisture mapping.

3C Eroded Mortar - West Façade of the South Block

- 1 Repoint the entire west façade with a good quality mortar to prevent mortar eroding from the joints and potential water ingress. Clean and remove builder's debris and concrete splashes from the face brick wall. Prepare and repaint the wall to nearest architectural break in colour and finish to best match existing.

3D Damp Proof Course Flashing - East Façade to the South Block

- 1 Provide adequate fixings to the flashing (min centres 500mm).
- 2 Remove the deteriorated flexible sealant and re apply flexible sealant to the top of the flashing and to flashing joints.
- 3 Excavate soil to the south east corner of the property and install a proprietary



waterproofing membrane as per manufacturers installation instructions and reinstate soil. Allow for liaison with owners regarding the visual impact to the eastern facade of waterproofing membrane selection (preferably clear) and extent of application to manufacturers installation instructions.

3E Loose Plastic Membrane Concrete Wall – East Facade

- 1 Damp proof membrane.
- 2 Re secure the sheet damp proof membrane at the top ensuring adequate adhesion.
- 3 Surface crack near expansion joint.
- 4 Break away the surface cracked section of concrete and repairing the wall surface with a suitable repair mortar.

3G Internal Staircases - South Block (Both Stairwells)

- 1 Reseal/ rectify the flashings and sealant to the skylight penetrations.
- 2 Clean away the staining to the walls and repair and repaint the plasterboard ceiling.
- 3 Install fly screen to the louvered windows x 3 to the ground floor of the staircases.

3J Cracking and Bubbling Paint to Walls - Balconies

- 1 Ensure scope for items 5 & 3C have been completed successfully before performing the below works.
- 2 Prepare and paint walls to the balconies once moisture levels reduce to 7% or below.

3K Crack to North Balcony and Water Stain to Bathroom Ceiling -

- 1 Perform crack repairs to the northern balcony wall and prepare and paint to nearest architectural breaks in colour and finish to best match existing.
- 2 Ensure success of Item 5 of this form and prepare and paint the bathroom ceiling in colour and finish to best match existing.

3L Water Damage and Steel Corrosion - Unit 13 – Level 2

- 1 Ensure success of Item 5 of this form and prepare and paint the stain to the kitchen and bathroom ceiling and bubbled paint to the bedroom wall near the sliding door frame leading to the south balcony in colour and finish to best match existing. Remove and treat surface corrosion to the steel framing supporting the hollow core block screen wall to the south balcony. Large crack in western wall of southern balcony brickwork to be repointed and repainted.
- 2 Remove and treat surface corrosion to the steel framing supporting the hollow core block screen wall to the south balcony.

3M Water Damage, Cracking and Binding Door - Unit 14 – Level 2

- 1 Ensure success of Item 5 of this form and prepare and paint the stain to the bathroom ceiling and yellowing of walls to the bedroom, bathroom and laundry in colour and finish to best match existing colour and finish to nearest architectural break.

3O Water Ingress - Unit 16 – Ground Floor

- 1 Ensure success of Item 3D of this form before performing below repairs.
- 2 Replace LED lights to either side of the bathroom mirror and test all.



- 3 Install a flashing to the end of the steel lintel supporting the north façade hollow block screen, to cover the gap.

3Q Concrete Slab Water Staining - Unit 18 – Level 1

- 1 Seal all of the second-floor slab edges where water staining is noted with a flexible sealant, but to the top surface of the slab rather than to the soffit. Align and level balcony tile blocks such that they are more rigidly held in place. Adjust / replace the pedestals where necessary.

3R Wall Staining Unit 19 – Level 2

- 1 Ensure roof works above the bathroom are successful before performing the below scope of works. Prepare and paint the stain to the bathroom ceiling and yellowing of walls to the kitchen and bathroom in colour and finish to best match existing colour and finish to nearest architectural break.

4A Premature Corrosion - Entrance gate and grid mesh letterbox f

- 1 Remove and treat surface corrosion to the entrance gate hinges and to the grid mesh frame. Once removed, even galvanised finish across mesh frame to be achieved. Adequately fix the top gate hinge so that it does not come loose. This has been tightened many times and requires a permanent fixing solution.

4B Premature Corrosion of Fixings - Bike Stand

- 1 Replace fixings with appropriate stainless-steel fixings. The bike stand located closest to the bin store is to be removed and retained for owners' storage. Access to planter bed is compromised by this stand.

4C Line Markings Carpark line markings – Disabled parking bay

- 1 Repaint line markings to the disabled parking bay ensuring the use of a good bonding paint to the floor slab.

1F Concrete Steps - South Stairs

- 1 At the time of inspection, the exposed concrete steps were performing as intended. Voids and air pockets to exposed concrete are not deemed defective or warrantable works by the builder.

1I Staining to Pavers - Southern Side of Level 1 Communal Walkwa

- 1 At the time of inspection there was no evidence of defective or warrantable works that could be attributed to the builder.

1O Lintels supporting brick walls to upper floor. West Block

- 1 Minor gappage between brick works and dissimilar materials is consistent with standard building practises. The steel is external grade and under constant exposure to the elements so minor gappage is not considered to be detrimental to its lifespan. As there is no standard or reference to gappage between steel lintels and supported brickwork and the brickworks is performing as intended I cannot attribute defective or warrantable works to the builder.

2E No Defects Identified Unit 7 (Level 1)

- 1 The property defects assessment report by Napier & Blakeley 14/02/2022 identifies no



defects to Unit 7. As such Unit 7 was not inspected and no defective or warrantable works are attributed to the builder.

2P Cracking to Carpark Hardstand Carpark

- 1 Upon inspection of the cracking, the cracking was measured to be less than 1mm and deemed to be caused by normal movements of the building. A crack of 1mm is not deemed to be a defect as per AS2870 – 2011, Appendix C, Table C1, the crack is deemed as very slight and not requiring repair. Therefore, it is not deemed defective work by the builder.

2Q Loose Light Fitting Slab soffit mounted light fitting - Carpa

- 1 The passage of time since practical completion is 4 years and 7 months (55 months). I have not been furnished with any evidence that the failure of the light fitting is directly related to the works by the builder. The Guide to Standards and Tolerances 18.02 Faults and damage to appliances and fittings Damage to appliances and fittings supplied as part of the building contract is defective if it is due to the builder's workmanship. During the documented maintenance period after handover, fittings are defective if they do not operate as intended by the manufacturer. If the maintenance period is not documented it is to be taken as three months, and a such I cannot attribute defective or warrantable works to the builder.

3B Calcium Staining Limestone rear courtyard walls - Ground Floo

- 1 The calcium staining is caused by the release of natural salts in the masonry block work and is not defective or warrantable works by the builder. The staining is aesthetic in nature and the removal would be deemed to form the normal maintenance of the property.

3F External Concrete Stairs North Stair

- 1 There is no external staircase to Units 15 – 20 and as such I cannot attribute defective works to the builder. This item is assumed to be a double up of Item 2K.

3H No Access Unit 9 - Ground

- 1 At the time of inspection there was no evidence of defective or warrantable works to the builder.

3I Missing Cover Plate Unit 10 - Ground

- 1 At the time of inspection, it was noted that more than one of the cover plates has become dislodge with evidence of one being on the ground below the exhaust fan. Replacement/ repositioning of the cover plates is deemed to form the normal maintenance of the dwelling as the passage of time since practical completion is 4 years and 7 months (55 months).

3N No defects identified. Unit 15 – Ground Floor

- 1 The property defects assessment report by Napier & Blakeley 14/02/2022 identifies; No defects identified. At the time of inspection there was no evidence of defective or warrantable works by the builder.

3P Settlement Cracking Unit 17 – Level 1

- 1 Upon inspection of the cracking the cracking was measured to be less than 1mm and



deemed to be caused by normal movements of the building. A crack of 1mm is not deemed to be a defect as per AS2870 – 2011, Appendix C, Table C1, the crack is deemed as very slight and not requiring repair. Therefore, it is not deemed defective work by the builder.

3S No Access Unit 20 – Level 2

- 1 The property defects assessment report by Napier & Blakeley 14/02/2022 identifies; No Access and no defect implied.

4D Staining to Pavers Granite Pavers – Unit balconies and First

- 1 The staining did not present as being due to construction works and was unidentifiable. At the time of inspection there was no evidence of defective or warrantable works that could be attributed to the builder.

10 - Water Entry - Unit 4 Entrance Door

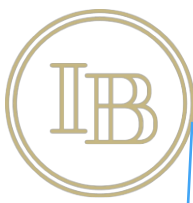
- 1 Supply and install a drainage grate to the entrance door to prevent the entry of water during heavy rain events. Drain and works to be similar to the adjacent unit (Unit 3) which has been performed successfully.

7- Internal Wet Areas – Unit 5,6,8,9 & 13.

- 1 Unit 9 – Ensuite (Waterproofing Membrane) - Disconnect and reconnect as required - full replacement tile wall and floor matching existing. Unit 5 - Bathroom (Inadequate Fall) Unit 6 - Bathroom (Inadequate Fall) Unit 8 - Ensuite (Waterproofing Membrane) Unit 13 - Ensuite (Waterproofing Membrane) Affected Area; Remove and set aside salvageable fittings and fixtures to the bathroom. Remove and replace tiles to shower recess and flooring / walls as required to facilitate waterproofing requirements of AS 3740 (all floor tiling to be replace to Units 5,6 & 8 to rectify fall to drains), to best match existing style and colour, ensure all works meet AS 3740 including allowance for water stops as required. Proposed replacement tiles to be reviewed and approved by owners. Reinstall, replace, fittings and fixtures. Test all plumbing to ensure no leaks before re-tiling, ensure correct moisture levels of all substrates before performing each remedial stage. Prepare and paint disturbed surfaces to nearest architectural break in best match colour and finish. Water damage to adjacent walls and building elements ; Repair, replace, prepare and paint damaged/ disturbed building elements and finishes to nearest architectural break in materials, colour and finish to best match existing.

5 Non-Compliant Box Guttering Complex

- 1 Modify the box guttering to the two eastern (All Structures) structures and the central western structure (units 2 & 3) which will require a full re-roof as per the scope of works by Sequel Engineering (Box Gutter Scope Document). Contractor to allow liaison with owners where proposed overflow device locations impact building elevations to ensure sightly outcome. ie if overflow devices spill onto outdoor balconies, they won't be visible on building elevations. Note; These works will further require the installation of a gutter counter flashing and sheet profile moulded foam at the junction of the sheet end and the guttering and replacement of the anticon insulation. (AS PER SEQUEL ENGINEERING)
- 2 Make Good; (extensive to the top floor units) Rectification, repair and or replacement of water damaged building elements including but not limited to ceilings, walls and skirtings to the nearest architectural break in colour and finish to best match existing.



Sequel roof scope is as per Sequel Consulting Engineers' document J10145 dated 04/09/24 including all relevant Specifications, Preliminaries and applicable Standards & Codes.

Scope not limited to the below (12/05/2025 CoO)

PHONE 1300 794 917
EMAIL info@wainsurancebuilders.com.au
WEB www.wainsurancebuilders.com.au
MAIL PO Box 204 Joondalup DC, 6919
ABN 39 603 040 437
BRN 100985

- 3 Supply and install a new channel overflow device at the location of the sump as per the scope of works by Scott & Associates (Unit 1 - Overflow & Roof Scope) scope of works and detail. Renew all seals to the roof penetrations inclusive of skylight. New channel overflow device to be black on face brick and white on painted brick.
- 4 Parapet Capping (Complex complete); Repoint the brick joints with mortar to areas where the mortar has deteriorated. Supply and install a parapet flashing that integrates with the existing apron flashing. Thought to be given the minimum slope of the parapet flashing to discharge water back onto the roof drainage system and custom detail where newly raised roof sheeting protrudes above existing parapet height. Detail to be confirmed with the Council of Owners with the external downturn to be in compliance with HB-39 with the necessary capillary break and adequate in length to prevent water infiltration via the capping brickwork. Parapet capping to Owner's detail. Allow to provide a parapet flashing to all brickwork around the perimeter of each roof. To builders' detail. Flashing to be profiled onto the new roof sheets and extend over the last rib. Turn down onto the roof sheet.

Sequel Roof Scope

- 1 Allow to remove all existing roof mounted mechanical plant, vents, skylights etc. and set aside for reuse.
- 2 Allow to remove all roof sheeting. Approximately 1300m2
- 3 Allow to remove all box gutters including sumps.
- 4 Allow to provide and instal 85 mm high Roof Razors (Fletcher insulation.) • Pre-loaded screws to be used. • Instal as per the manufacturer's specifications. • Lap each section in accordance with the manufacturer's specification.
- 5 Allow to provide new roof sheeting throughout. • Minimum roof pitch to be 2 deg. • Roof sheeting to be Trimdeck 0.42 BMT. • Allow to screw fix each rib to Roof Razors. • Builder to allow for all roof flashing requirements around the roof mounted plant and equipment, vents, and ducts. • Builder to allow for all flashing requirements around the existing skylights.
- 6 Allow to reinstate all roof mounted plant, vents, ducts, skylights etc.
- 7 Allow to provide overflow channels in accordance with the attached detail. Channels to be provided to the side of sumps to gutters 1 and 3 and to the end of each box gutter.
- 8 Allow to provide new box gutter along the edge of the courtyard to unit 13,14,15, 16 in accordance with the attached design. Discharge through the external wall and provide a new rain head and down pipe. Plumb new down pipe into the existing storm water disposal system.
- 9 The existing roof pitch is to be determine accurately. A surveyor may be required for these works. New roof sheets are to be laid at 2 deg.
- 10 Additional engineering involvement and inspections - \$5000 + GST.

General

- 1 Remove all trade related waste and keep site clean and tidy.
- 2 Allow for cleaning periodically throughout and cleaners on completion - ensure site clean and tidy at all times.



3 Lay drop sheets and protective covers to all areas whilst work takes place.

4 All works to be carried out to current NCC standards.

8 - Balconies of Unit 13 (x2) & Unit 6 Balcony

1 Unit 13 & Unit 6 Northern Balcony; Lift paving system and set aside for reinstallation. Prepare substrate and install a new waterproofing system, paying particular attention the slab penetrations. All works to meet the performance requirements of AS 4654.2 Waterproofing Membranes for External Above Ground Use and the manufacturer's installation instructions. Test on completion and reinstall the paving system. Provide speciality clean to the underside of the balconies. Unit 13 Southern Balcony; Lift paving system and set aside for reinstallation. Prepare substrate and install a new waterproofing system, paying particular attention the slab penetrations. All works to meet the performance requirements of AS 4654.2 Waterproofing Membranes for External Above Ground Use and the manufacturer's installation instructions. The removal and reinstallation (replacement if reuse not possible) of the sliding door unit will be necessary to rectify the vertical termination of the waterproofing membrane at the water stop behind the sliding door and ensure the subsill is sealed at both ends. Test on completion and reinstall the paving system. Unit 13 Make Good; Replace the carpet to bedroom one to best match existing material and quality. Water damage to adjacent walls and building elements; Repair, replace, prepare and paint damaged/ disturbed building elements and finishes to nearest architectural break in materials, colour and finish to best match existing.

12 - Water Ingress Unit 5 - Brick Work & Slab Junction

1 Eastern External Wall; First course of brickwork at the external staircase. Rake out the mortar bed to the base of the first course of brick work (above slab edge) and either reinstall mortar or apply an appropriate colour matched mastic with smooth even finish. This solution needs to ensure adequate barrier to water ingress.

I/We the policyholder/s hereby agree to the commencement of the above Scope of Works.
Contract value as agreed with the Insurer.

Name: 46 Knutsford Council of Owners

Signed: Refer below:

Dated: 12/05/2025

Paul Curtin

Barry Trewin

(signature not provided)

Daniel Firms



WA
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— QUALITY ASSURED —

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MAIL PO Box 204 Joondalup DC, 6919
ABN 39 603 040 437
BRN 100985

It is a condition of your insurer that an agreed scope of works is signed before we can commence work. If you need to discuss this repair approval or the quality of work, please phone your WA Insurance Builders Pty Ltd supervisor, Jason Childs on .

Please return this document as soon as possible to WA Insurance Builders Pty Ltd to enable us to commence repairs.

Yours faithfully,

Jason Childs
Managing Director

jason@wainsurancebuilders.com.au



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ABN 60 508 188 246

10 Year Reserve Fund Plan

Inspection Date: 17 March 2025

Date of this Report: 18 March 2025



46 Knutsford Street, Fremantle :: SP68637



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The Owners of Strata Plan 68637
46 Knutsford Street, Fremantle

18 March 2025

Dear Owners,

RE: 10 Year Reserve Fund Plan - 46 Knutsford Street, Fremantle - SP68637

Thank you for your instructions to provide a 10 Year Reserve Fund Plan for your strata scheme.

BIV Reports Pty Limited is a National Partner with the Strata Community Association. Our Reports are easy to read and understand, and if you have any questions, feel free to contact us directly.

The key objective of a 10 Year Plan is to determine the annual contribution to the Fund. My words are 'it is a Savings Plan not Spending Plan' so it is not critical if an Item is shown in one year as opposed to another year, as I make an allowance for this. It is also User Pays basis to set aside funds within the 10 years of the Plan for capital Items that will need to be replaced beyond those 10 Years, ie roof.

Over 85% of all Strata Managers in WA utilise BIV Reports Pty Limited to carry out various property compliance reports including this 10 Year Reserve Fund Plan required under s100(2A) and s102 of the Strata Titles Act 1985 (WA).

Our 10 Year Reserve Fund Plan complies with s100(2A) and s102 of the Strata Titles Act 1985 (WA), r77 of the Strata Titles (General) Regulations 2019 (WA), and with prudent strata practices.

Our other services include: Asbestos Registers, Safety Reports, Insurance Valuations

The above Reports are carried out on all types of property including residential, retail, commercial, industrial, high rise towers, CBD, marinas, stratum, non-strata and others.

Contact your Strata Manager to engage BIV Reports Pty Limited to provide any of the above additional Reports, or alternately contact us if you have any questions on these Reports.

As you can appreciate, some owners do not want to spend money at all, or do not communicate their particular requirements (ie more parking, bbq area, etc). If you want to adjust the Plan within six months, there is no charge, as we genuinely want you to have a useful and practical Plan. Simply provide the new Item(s), Amount(s) and Year(s), and on a reasonable not unlimited basis.

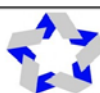
Congratulations, you now have the benefit of a compliant 10 Year Reserve Fund Plan from BIV Reports Pty Limited that will assist the owners in preparing their annual budgets in accordance with the Strata Titles Act 1985 (WA) and the Strata Titles (General) Regulations 2019 (WA).

Yours sincerely,

Wal Dobrow FAPI FRICS FREI REIV(Aust) CDP CPP FSSP
Director - Certified Practicing Valuer, Chartered Valuation Surveyor
Cert IV WHS, Asbestos qualifications, Past Accredited Practitioner (Fire Safety)



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Annexure A - Annual Contribution for each Lot in each Year of the 10 Year Plan

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COVERED ITEMS					Identification of Covered Items - 10 Year Reserve Fund Plan - Cost Estimates (includes GST)							Page 3		
10 Year Plan for:					The Owners of Strata Plan 68637 - 46 Knutsford Street, Fremantle							Strata Plan:		SP68637
Period covered by the Plan:					30 November 2025 to 30 November 2035							Plan prepared on:		18 March 2025

Ser- ial	*Covered Items	Current Cost	Approx year work required	Escalated amount	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10
					Nov-26	Nov-27	Nov-28	Nov-29	Nov-30	Nov-31	Nov-32	Nov-33	Nov-34	Nov-35
1	Structure													
2	Roof	\$54,000	10	\$83,860										\$83,860
3	Long term capital items (see page 12)	\$10,000	10	\$15,530										\$15,530
4	Appendages													
5	Common prop. doors + windows	\$6,500	7	\$8,846							\$8,846			
6	Common property lighting	\$2,900	2	\$3,107		\$3,107								
7	Fire safety services	\$2,100	4	\$2,410				\$2,410						
8	Security gate + motor	\$2,600	6	\$3,386						\$3,386				
9														
10	Guttering + downpipes	\$15,000	9	\$22,291									\$22,291	
11	Distribution boards	\$1,200	6	\$1,563						\$1,563				
12	Balustrades + handrails	\$8,000	8	\$11,377								\$11,377		
13														
14	Other													
15	Internal painting + floor coverings	\$13,000	7	\$17,691							\$17,691			
16														
17	Intercom + security doors	\$5,700	6	\$7,423						\$7,423				
18	Seal elevated walkways+ balconies	\$11,000	5	\$13,065					\$13,065					
19	Outside													
20	Ext painting+ architectural features	\$24,000	10	\$37,271										\$37,271
21	Utility services, cabinets, conduits	\$2,300	3	\$2,550			\$2,550							
22	Fences + gates	\$2,400	9	\$3,567									\$3,567	
23	Driveway + pathways	\$12,000	6	\$15,627						\$15,627				
24	Garden + reticulation	\$3,300	5	\$3,919					\$3,919					
25	Garbage bin area	\$800	4	\$918				\$918						
26	Trip slip hazards + stair nosings	\$1,500	1	\$1,553	\$1,553									
27	Stormwater pits + pipes	\$2,500	3	\$2,772			\$2,772							
28														
29	Brickwork + seal brick mortar	\$4,500	8	\$6,399								\$6,399		
30	Line marking + signage	\$1,700	4	\$1,951				\$1,951						
31	Mail boxes	\$800	4	\$918				\$918						
	Total Estimate (rounded)	\$187,800		\$267,992	\$1,553	\$3,107	\$5,322	\$6,197	\$16,984	\$27,999	\$26,537	\$17,776	\$25,858	\$136,661

*Covered Items are items of a capital and non-recurrent nature.

CONDITION REPORT	Condition Report - 10 Year Reserve Fund Plan - Method + Reasoning for the Costs Estimates (includes GST)			Page 4
10 Year Plan for:	The Owners of Strata Plan 68637 - 46 Knutsford Street, Fremantle		Strata Plan:	SP68637
Period covered by the Plan:	30 November 2025 to 30 November 2035		Plan prepared on:	18 March 2025

Method and Reasoning						
Ser- ial	Covered Items	Current Cost	*Approx year work required	Details of any maintenance, repair, renewal or replacement that is anticipated to be required in the period covered by the Plan	Current Condition or operating state	Estimated Lifespan after work carried out
1	Structure					
2	Roof	\$54,000	10	Contribution towards the maintenance of the roof	Average condition	15-20 yrs
3	Long term capital items (see page 12)	\$10,000	10	Contribution towards the repair of the long term capital items (see page 12)		
4	Appendages					
5	Common prop. doors + windows	\$6,500	7	Contribution towards the repair of the common prop. doors + windows	Average condition	7-10 yrs
6	Common property lighting	\$2,900	2	Contribution towards the replacement of the common property lighting	Average condition	3-5 yrs
7	Fire safety services	\$2,100	4	Contribution towards the renewal of the fire safety services	Average condition	5-7 yrs
8	Security gate + motor	\$2,600	6	Contribution towards the repair of the security gate + motor	Average condition	7-10 yrs
9						
10	Guttering + downpipes	\$15,000	9	Contribution towards the repair of the guttering + downpipes	Average condition	11-15 yrs
11	Distribution boards	\$1,200	6	Contribution towards the repair of the distribution boards	Average condition	11-15 yrs
12	Balustrades + handrails	\$8,000	8	Contribution towards the renewal of the balustrades + handrails	Average condition	7-10 yrs
13						
14	Other					
15	Internal painting + floor coverings	\$13,000	7	Contribution towards the renewal of the internal painting + floor coverings	Average condition	7-10 yrs
16						
17	Intercom + security doors	\$5,700	6	Allowance for the repair of the intercom + security doors	Average condition	7-10 yrs
18	Seal elevated walkways+ balconies	\$11,000	5	Allowance to seal elevated walkways+ balconies	Average condition	5-7 yrs
19	Outside					
20	Ext painting+ architectural features	\$24,000	10	Contribution towards the renewal of the ext painting+ architectural features	Average condition	7-10 yrs
21	Utility services, cabinets, conduits	\$2,300	3	Contribution towards the repair of the utility services, cabinets, conduits	Average condition	11-15 yrs
22	Fences + gates	\$2,400	9	Allowance for the repair of the fences + gates	Average condition	15-20 yrs
23	Driveway + pathways	\$12,000	6	Contribution towards the maintenance of the driveway + pathways	Average condition	7-10 yrs
24	Garden + reticulation	\$3,300	5	Contribution towards the renewal of the garden + reticulation	Average condition	5-7 yrs
25	Garbage bin area	\$800	4	Contribution towards the repair of the garbage bin area	Average condition	7-10 yrs
26	Trip slip hazards + stair nosings	\$1,500	1	Allowance for trip slip hazards + stair nosings	Average condition	
27	Stormwater pits + pipes	\$2,500	3	Contribution towards the maintenance of the stormwater pits + pipes	Average condition	7-10 yrs
28						
29	Brickwork + seal brick mortar	\$4,500	8	Contribution towards the repair of the brickwork + seal brick mortar	Average condition	7-10 yrs
30	Line marking + signage	\$1,700	4	Allowance for the renewal of the line marking + signage	Average condition	5-7 yrs
31	Mail boxes	\$800	4	Contribution towards the repair of the mail boxes	Average condition	7-10 yrs
	Total Estimate (rounded)	\$187,800				

* This means the year after the Plan is prepared.

PAYMENT PLAN	Recommended Annual Reserve Fund Payment Plan and verification of our Recommendations			Page 5
10 Year Plan for:	The Owners of Strata Plan 68637 - 46 Knutsford Street, Fremantle			Strata Plan: SP68637
Period covered by the Plan:	30 November 2025 to 30 November 2035			Plan prepared on: 18 March 2025

End of Year	Year Ending	Recom- mended Fund Payment	Annual % change in Fund Payment	Adjusted Fund Payment (increase/ decrease)	Fund Balance + Interest + Annual Payment	Costs in each year refer to the table above (page 3)	Fund Balance	Interest on the Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	2.50%
							\$22,306	\$558
1	Nov-26	\$20,328			\$43,192	\$1,553	\$41,640	\$1,041
2	Nov-27	\$21,142	4.00%		\$63,822	\$3,107	\$60,716	\$1,518
3	Nov-28	\$21,987	4.00%		\$84,221	\$5,322	\$78,899	\$1,972
4	Nov-29	\$22,867	4.00%		\$103,738	\$6,197	\$97,542	\$2,439
5	Nov-30	\$23,781	4.00%		\$123,762	\$16,984	\$106,778	\$2,669
6	Nov-31	\$24,733	4.00%		\$134,180	\$27,999	\$106,181	\$2,655
7	Nov-32	\$25,722	4.00%		\$134,558	\$26,537	\$108,021	\$2,701
8	Nov-33	\$26,751	4.00%		\$137,472	\$17,776	\$119,696	\$2,992
9	Nov-34	\$27,821	4.00%		\$150,510	\$25,858	\$124,651	\$3,116
10	Nov-35	\$28,934	4.00%		\$156,702	\$136,661	\$20,040	\$501
11	Nov-36	\$30,091	4.00%		\$50,632		\$50,632	\$1,266

Note: some figures may be rounded

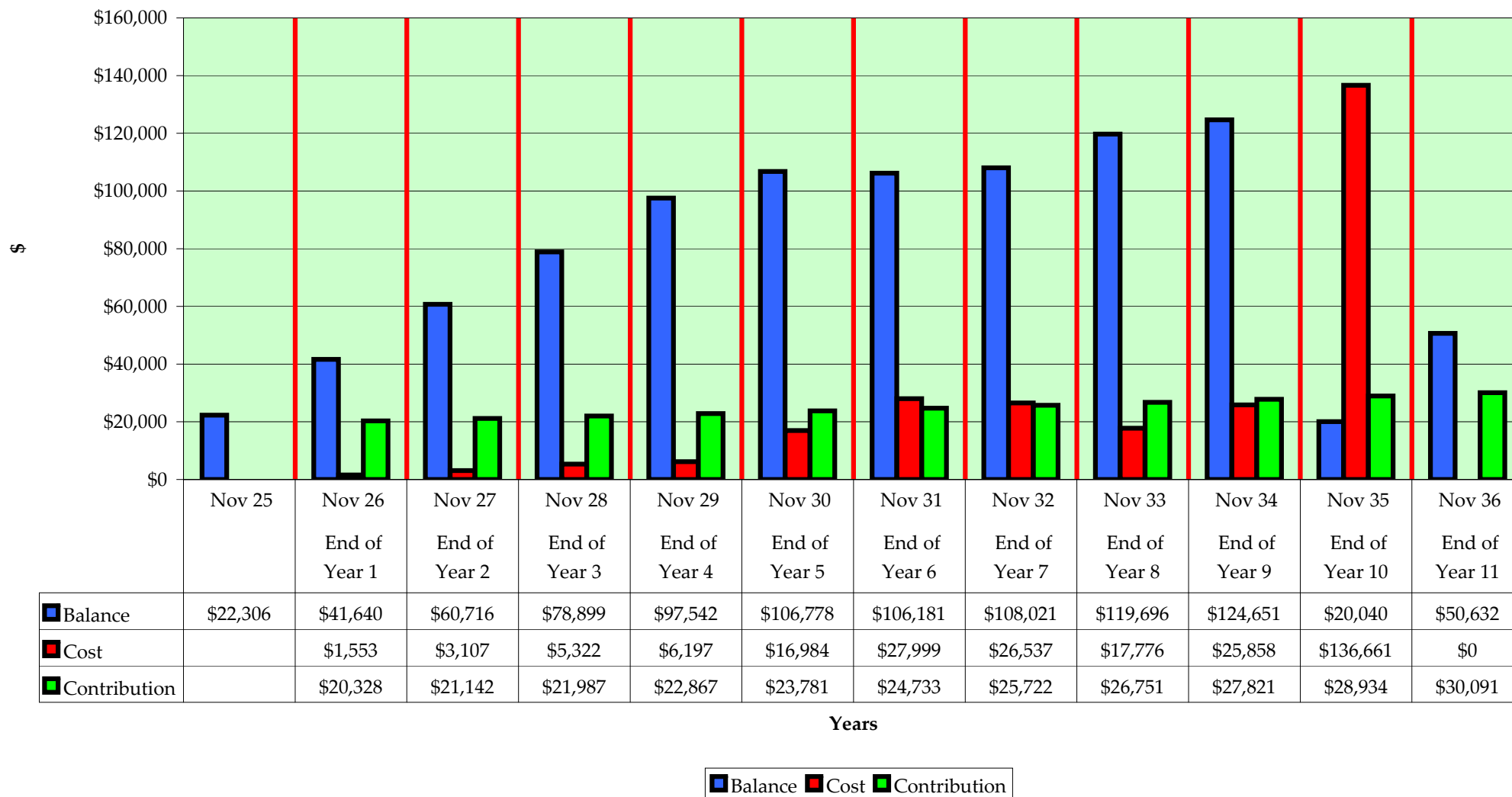
Assumptions		Our Recommendation of the Annual Sinking Fund Payments for the next 11 years is set out in the Table above. Column C (Recommended Sinking Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Sinking Fund Payment (negative adjustment) from Column E to ensure that the Sinking Fund Balance remains positive in each year. Column F includes the Sinking Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Sinking Fund Payment for the current year. Column G sets out the Anticipated Expenses in each year. Column H is the Sinking Fund Balance which remains positive and proves our Recommendations are correct.
Base Annual Fund contribution for Capital Items	\$25,228	
Buffer (or adjustment to the base annual contribution)	-\$4,900	
Recommended Annual Fund Contribution (After Buffer)	\$20,328	
Current Annual Fund contribution (as instructed)	\$3,000	
Current Fund Balance (as instructed)	\$22,306	
Annual Fund Payment increase rate	4.00%	
Adopted Investment Rate after tax	2.50%	

RECOMMENDATION	First Year - Recommended Annual Reserve Fund Contributions for each Lot PER ANNUM			Page 6
10 Year Plan for:	The Owners of Strata Plan 68637 - 46 Knutsford Street, Fremantle		Strata Plan:	SP68637
Period covered by the Plan:	30 November 2025 to 30 November 2035		Plan prepared on:	18 March 2025

Rate per U/E	Lot No	Unit Entitlem.	1st Year Sinking Fund Payment PA
\$20.33	1	45	\$915
	2	45	\$915
	3	45	\$915
Total Unit Entitlement	4	45	\$915
	5	56	\$1,138
	6	55	\$1,118
1000	7	53	\$1,077
	8	53	\$1,077
	9	56	\$1,138
Recommended First Year Sinking Fund Contribution	10	55	\$1,118
	11	53	\$1,077
	12	55	\$1,118
	13	56	\$1,138
\$20,328	14	56	\$1,138
	15	56	\$1,138
	16	56	\$1,138
	17	40	\$813
	18	40	\$813
	19	40	\$813
	20	40	\$813
			\$20,328

GRAPH RESULTS			
10 Year Plan for:	The Owners of Strata Plan 68637 - 46 Knutsford Street, Fremantle	Strata Plan:	SP68637
Period covered by the Plan:	30 November 2025 to 30 November 2035	Plan prepared on:	18 March 2025

10 Year Reserve Fund Plan



Method of Assessment

The Method by which the estimated costs for the maintenance, repair, renewal or replacement of the identified Items as set out in the 10 Year Reserve Fund Plan were determined, is set out below. The assessments contained in this Plan have been calculated in accordance with the Strata Titles Act 1985 (WA) in particular, the Strata Company's responsibility to repair and maintain common property under s91, as well as prudent strata administration practices.

The recommended Contributions are calculated from an amalgam of cost estimates and a single figure is provided for practical purposes from within a range of values and a combination of a range of estimates. Areas have been calculated from our on-site measurements of the external parts of the building or the subject Strata Scheme. Building plans or building surveys should be provided if the Owners require more accurate areas.

I have relied upon published Building Costs Guides and my extensive experience in costs assessments to determine the costs of maintenance, repair, renewal, replacement or upgrading of the Covered Items and do not accept responsibility for any errors from the above providers of source data. The estimated cost in a future year is escalated from a today's cost to allow for the increase in building costs, and uncertainty and risk over time.

The easily accessible areas of the property are physically inspected at the time of our inspection, and the Covered Items requiring maintenance, repair, renewal or replacement are identified, and then an estimated cost within the likely range of cost for that item is made having regard to quotes, costings from Building Costs publications, and using my over 30 years experience as a Valuer, and specialising in strata matters and 10 year Reserve Fund Plans.

Additional comments

The property presents well and most items appear to be maintained. I have made allowances for sealing the balconies and any elevated exposed walkways to prevent water penetration and subsequent concrete spalling (cancer), stair nosings or non slip finishes for additional safety, more common property lighting (some of which can be as simple as solar lights), the garbage bin area, the electrical boards and utility services if needed, brickwork repairs and sealing brick mortar with Bondcrete if required, maintaining the fire services from a capital and not a recurrent basis, internal and external painting renewal, maintenance and repairs to the roof, and other Covered Items of a capital (not recurrent) nature, amongst other things.

Recommendation

I consider that the existing Reserve Fund balance is good, and the Current Contributions are not sufficient. Additional allowances should always be made for any unforeseen circumstances. I recommend that the Owners adopt as a minimum, the Contributions as shown.

Points of consideration

I have made the following allowances:

- in year 10, contribution towards the maintenance of the roof, if required.
- contribution towards the repair of the long term capital items (see page 12), if required.
- contribution towards the repair of the common prop. doors + windows in year 7.
- contribution towards the replacement of the common property lighting, if required.
- contribution towards the renewal of the fire safety services.
- contribution towards the repair of the security gate + motor in year 6, if required.
- in year 9, contribution towards the repair of the guttering + downpipes, if required.
- contribution towards the repair of the distribution boards in year 6.
- contribution towards the renewal of the balustrades + handrails, if required.
- in year 7, contribution towards the renewal of the internal painting + floor coverings, if required. In order to maintain a fresh appearance and provide ongoing protection.
- in year 6, allowance for the repair of the intercom + security doors.
- in year 5, allowance to seal elevated walkways+ balconies, if required.
- contribution towards the renewal of the ext painting+ architectural features in year 10, if required. If performed regularly, repainting will prevent excessive preparation costs in the future.
- contribution towards the repair of the utility services, cabinets, conduits in year 3.
- allowance for the repair of the fences + gates in year 9. Where appropriate, at 50% of the cost in accordance with the Fences legislation.
- contribution towards the maintenance of the driveway + pathways, if required.
- contribution towards the renewal of the garden + reticulation. The owners may wish to refresh and restore the landscaped areas.
- contribution towards the repair of the garbage bin area in year 4, if required.
- in year 1, allowance for trip slip hazards + stair nosings.
- in year 3, contribution towards the maintenance of the stormwater pits + pipes, if required.
- contribution towards the repair of the brickwork + seal brick mortar, if required.
- allowance for the renewal of the line marking + signage.
- contribution towards the repair of the mail boxes in year 4, if required.

Note that this Reserve Fund Plan is only an estimate of what items may reasonably require maintenance, repair, renewal, replacement or upgrade during the period covered by the Plan. There is no guarantee that a reasonable assessment of a future projection today may in fact come to pass. Additional items of capital repairs or replacement that are unforeseen at the time of preparing a Reserve Fund Plan may occur in the immediate future. This Reserve Fund Plan should be reviewed periodically to remove items that are no longer required and to add new items that are discovered. It is a Savings Plans not a Spending Plan.

Summary

The following annual Reserve Fund contributions are recommended at the dates shown below.

Year	Year Ending	Recommended Sinking Fund Payment (includes any Extra Costs payment)
1	Nov-26	\$20,328
2	Nov-27	\$21,142
3	Nov-28	\$21,987
4	Nov-29	\$22,867
5	Nov-30	\$23,781
6	Nov-31	\$24,733
7	Nov-32	\$25,722
8	Nov-33	\$26,751
9	Nov-34	\$27,821
10	Nov-35	\$28,934
11	Nov-36	\$30,091

For the recommended annual contribution for each Lot and for each year in the Plan see Annexure A.

Plan prepared by:



Wal Dobrow FAPI FRICS FREI REIV(Aust) CDP CPP FSSP

Director - Certified Practicing Valuer, Chartered Valuation Surveyor

Cert IV WHS, Asbestos qualifications, Past Accredited Practitioner (Fire Safety)



This 10 Year Reserve Fund Plan is for the use of the instructing party only and to assist the Owners in determining budgets and to satisfy the requirements of the Act and the Regulations, and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this Reserve Fund Plan. Neither the whole nor any part of this Plan or any reference thereto may be included in any published document, circular or statement or published in any way without my written approval of the form and context in which it may appear. The Plan may be utilised for relevant meetings, but not for litigation or other purposes.

A comprehensive Report including a 10 Year Plan should be commissioned if a party requires a Report for another purpose or for use in litigation matters. I reserve the right to review or withdraw my Plan at any time and for any reason. This Plan does not cover the structural condition of the property nor environmental contamination. This Plan does not identify or comment on the structural integrity (defect, pest or rot, etc), nor occupational or work health and safety, nor fire safety, nor council or building compliance in any respect (ie. flooding, cladding, building standards, etc) nor should it be construed as such.

The amounts shown on the Plan are a recommendation based upon my assessment of the likely expenditure on the Covered Items contained in the 10 Year Reserve Fund Plan, as requested by the instructing party on behalf of the Owners. The Owners are entitled to choose whatever Reserve Fund contributions they deem appropriate for their particular circumstances.

The Legislation

The Strata Titles Act 1985 was amended on 1 May 2020 and the Strata Titles (General) Regulations 2019 commenced operation on that date. The Act requires a Designated Strata Company to have a Reserve Fund and to prepare a 10 year plan, and be revised each 5 years.

A Designated Strata Company is defined as a strata company for a:

a. scheme with 10 or more lots, or b. scheme that has a scheme building replacement cost of more than \$5,000,000, or c. survey-strata scheme if the replacement cost of the improvements on the common property is more than \$5,000,000 (s100(7) Act; and Reg 79).

s100(2A) a Designated Strata Company must ensure (a) the 10 year plan sets out (i) the common property and personal property of the strata company anticipated to require maintenance, repair, renewal or replacement (non-routine nature) in the 10 year period; (ii) the related estimated costs; and (iii) other information required by the regulations (see Reg 77).

Section 100 of the Strata Titles Act 1985 states that any other strata company MAY establish a Reserve Fund, the purpose of which is to accumulate funds for contingent expenses of a non-routine nature and major expenses of the strata company likely to arise in the future.

Budget

The legislative purpose of a 10 Year Plan is to assist owners and a strata company in determining an appropriate annual budget for the reserve fund.

102. Budget (Strata Titles Act 1985)

(1) A strata company must prepare a budget for each financial year and submit it for approval to its annual general meeting.

(2) The budget must be prepared -

(a) taking into account, if applicable, the 10 year plan for the reserve fund; and

(b) in accordance with any requirements set out in the regulations and the scheme by-laws.

An approved budget may be varied by ordinary resolution.

I have called my Plan a Reserve Fund Plan because the 10 Year Plan is aimed at assisting owners to decide how much money to allocate to the Reserve Fund. Reg 77 sets out specific information that must be included in the 10 Year Plan, and without which, would not be a complying plan.

Decisions made by the Strata Company about the Plan

The Strata Company has instructed us to prepare the 10 year Plan on the following basis:

1. The Covered Items contained within the Plan are all of the items the Strata Company anticipates will require maintenance, repair, renewal or replacement in the period of the plan (Reg 77(1)(e)).
2. The Covered Items contained within the Plan includes all of the items of value that form part of the common property or the personal property of the Strata Company that, in the opinion of the Strata Company, should be included in the Plan having regard to the maintenance, repair, renewal or replacement that it is anticipated will be required in the period covered by the Plan (Reg 77(2)).
3. Reg 77(2) allows Items to be grouped together or listed separately, and the Strata Company considers the information contained in the Condition Report within the Plan as the appropriate information for each Covered Item in accordance with regulation 77(6) of the Regulations.

Typically the legislation allows the Owners the discretion to choose or confirm the list of Covered Items scheduled within the 10 year plan provided, as well as the discretion to augment the Condition Report within the Plan with further details if they choose. These additional details for any Covered Item in a Condition Report include the installation, construction or acquisition date, the present condition, working or operating state, the date of last inspection, details of any anticipated maintenance, repair, renewal or replacement costs and future dates required, if the Owners so choose. If the Owners choose not to provide any of the above information, this Reserve Fund Plan is a 10 Year Plan that still complies with the Strata Titles Act 1985 (WA) and the Strata Titles (General) Regulations 2019 (WA), and prudent strata administration and management practices.

When I prepare the 10 year Reserve Fund Plan, I already take into account the above details as best available, and the Owners may choose to add or amend the information provided within my issued Reserve Fund Plan. The benefit of this approach is the time saving for the Owners and the Strata Manager, as well as compliance with the legislation.

Covered Items

I refer to Covered Items as those items of a capital nature rather than a routine or recurrent nature that will likely require the type of expenditure set out in the legislation. These would also include the personal property of the scheme that should be included within the 10 year Plan. The Owners may choose to add additional items and their estimate of the costs to repair, maintain, renew or replace those items. The additional items may include cladding rectification, building defects, the construction of improvements upon the common property such as a new pergola, garbage bin enclosure, landscaping upgrading, additional car parking and the like.

Condition Report

My 10 year Reserve Fund Plan includes a Condition Report which sets out a visual assessment of the current condition of each item scheduled within the Plan, the expected lifespan once the item has been maintained, repaired, renewed, replaced or upgraded, as well as the method and any assumptions used to determine the estimated costs in order to comply with the legislation.

Long Term Capital Items

My Long Term Capital Items comprises two broad components. (1) minor and small items that would not warrant a separate inclusion on the Plan ie hinges, glass window rollers or glass door rollers, seals, locks and similar fittings; and (2) contingency and larger long term items such as an allowance for improved fire services, or fire rating between Sole Occupancy Units, if needed, (BCA or National Construction Code term) or, if the property may require upgrading, or future structural improvements, ie additional roof work, retaining walls, underground piping, that would be beyond the 10 year plan but contributed as a user pays approach in the 10 years contained within the Plan. These items are typically reflected as an amount ranging between \$500 and \$750 per Lot, and on a more simplistic straight-line approach, it is \$50 to \$75 per lot pa for the 10 year Plan.

Compliance with the Legislation

In weighing up the above approach and analysis of the legislation, my Reserve Fund Plan complies with each relevant aspect of the Strata Titles Act 1985 (WA) and the Strata Titles (General) Regulations 2019 (WA).

General background comments

The following comments and observations do not form part of the Plan and are only provided to assist the Owners.

Explanation of a Reserve Fund Plan

Primarily the purpose of a Reserve Fund Plan is to determine the most practical and cost effective annual contribution for the Reserve Fund budget, and which covers the anticipated costs for the maintenance, repair, renewal, replacement or the upgrade of items of value that form part of the common property of the scheme and the personal property of the Body Corporate for the 10 year period that the Plan covers, including a reserve allowance for costs beyond the 10 years of the Plan.

Practical approach

My recommended contributions takes into account any of the 'Covered Items' required by the legislation applying to the Body Corporate as well any other relevant common property advised to me, including personal property of a scheme, for example, lawnmowers, vehicles, computers, gardening or maintenance equipment and signage.

Benefit of a well prepared Reserve Fund Plan

The benefit of this strata legislation is that Owners now know the extent of their common property assets, and the amount of money that should be budgeted to cover the cost of properly maintaining, repairing, renewing, replacing or upgrading items primarily of a capital nature, rather than those costs and items of a routine nature.

My 10 year Reserve Fund Plan smooths out the cash flow lumps, and provides practical and useful recommended annual contributions for your Reserve Fund.

A properly prepared and implemented Reserve Fund Plan creates a form of 'forced savings plan' on a 'user pays basis' for the scheme that avoids or minimises irregular and unexpected special levies, and provides a pool of funds immediately available for the Body Corporate to meet their legislative obligations to repair and maintain the common property.

10 Year Reserve Fund Plan v Maintenance or Servicing Plans

A Maintenance or Servicing Plan is generally different to a 10 Year Reserve Fund Plan required under the Act, and will tend to schedule the cost of items such as the renewal of painting or waterproofing of the balconies or elevated walkways and stairs that will need be needed after so much scheduled use. An analogy of a Maintenance Plan is getting your car tuned after so many kilometres or months of use. A Maintenance Plan is no different to the current circumstance for a Scheme where large special levies are typically imposed upon Owners in a scheme as a result of poor financial planning. For example, a Maintenance Plan for painting may have no money required for years 1 to 4, and then have a large amount in year 5, and then nothing for each of the following years, and that is all a Maintenance Plan provides.

A scheme that relies upon Servicing or Maintenance Plans only is left with lumps of money required in various years, whereas a properly prepared 10 Year Plan will consider the Reserve Fund balance and make adjustments for reasonable and practical annual Reserve Fund contributions.

Contractors and consultants

Typically low rise multi-storey residential (sometimes a mixed use with retail or commercial uses) may have consultants and contractors that provide maintenance servicing, testing, repairs and similar for common property services such as fire protection (hydrant tanks, pumps, piping, detection, alarm systems), external painting, roofing experts, landscaping and garden, waterproofing (balconies and elevated walkways), stormwater drainage, plumbing, electrical, structural engineering, and the like. Each of these servicing companies may be able to provide maintenance or servicing plans with more detailed estimates of the capital cost of maintaining, repairing, renewing or replacing common property items that are not of a routine nature, and these plans assist with informing some figures within a Reserve Fund Plan. In the absence of these figures being provided or easily available, I make an allowance towards these likely costs.

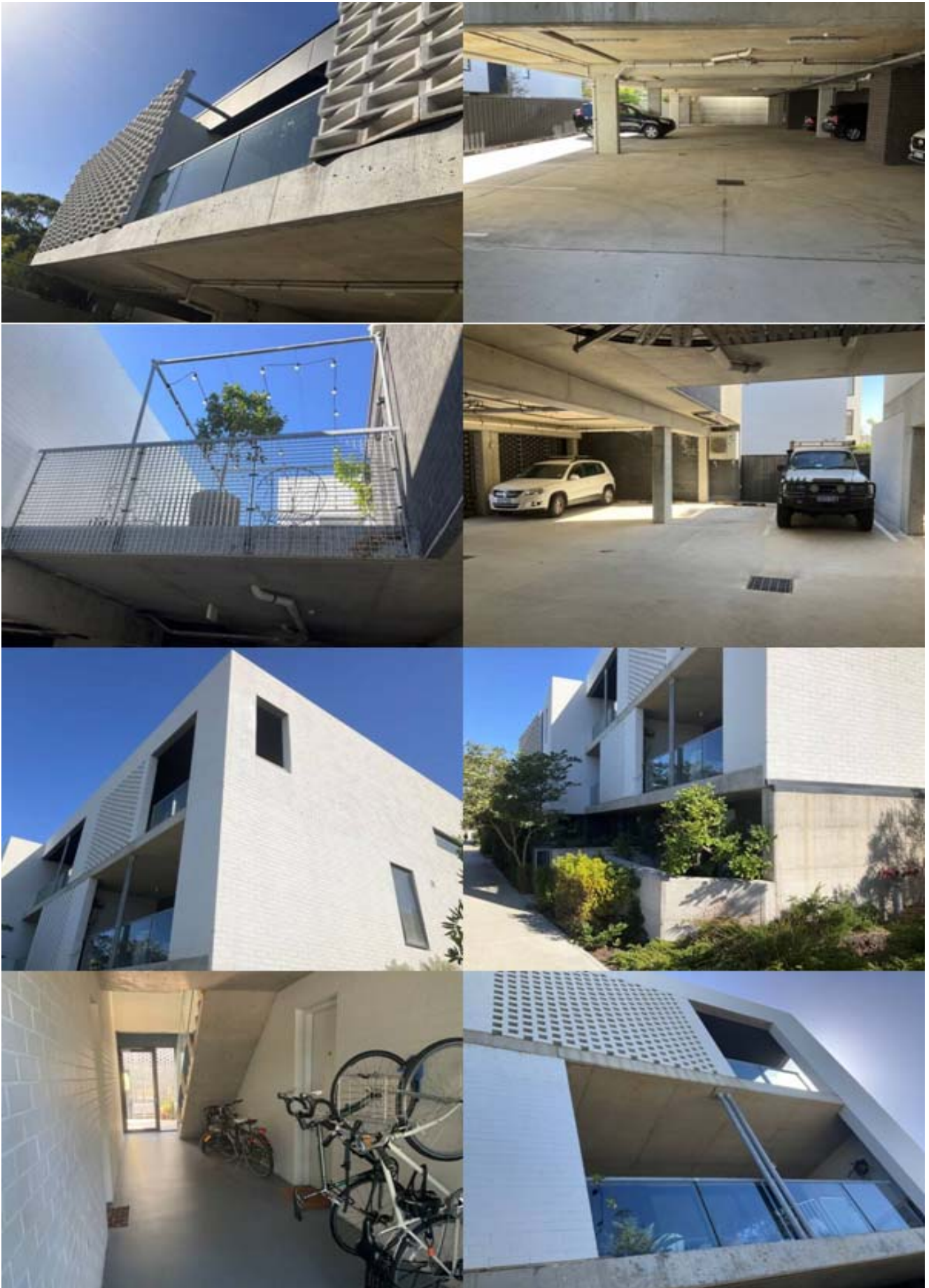
In addition, some schemes may have engaged engineers or fire or building consultants to make comment upon building defects or external combustible cladding, fire upgrading, and similar costs. All of these costs need to be allowed for in the budget. It really is impractical to have a building consultant inspect the property and list a series of items that need work carried out upon them, provide a cost estimate and then walk away. This sort of advice and situation leaves the Owners in exactly the same position they were in prior to the introduction of the strata reform legislation. That is, the Owners are still left with special levies when large items have not been allowed for nor saved for in earlier years leading up to a major cost.

In contrast to the above, my 10 year Reserve Fund Plan is a practical budgeting tool that provides a savings plan approach that ensures that there is sufficient money in the Reserve Fund to pay for the estimated contingent costs to maintain, repair, renew, replace or upgrade each anticipated Covered Item that complies with the legislation.

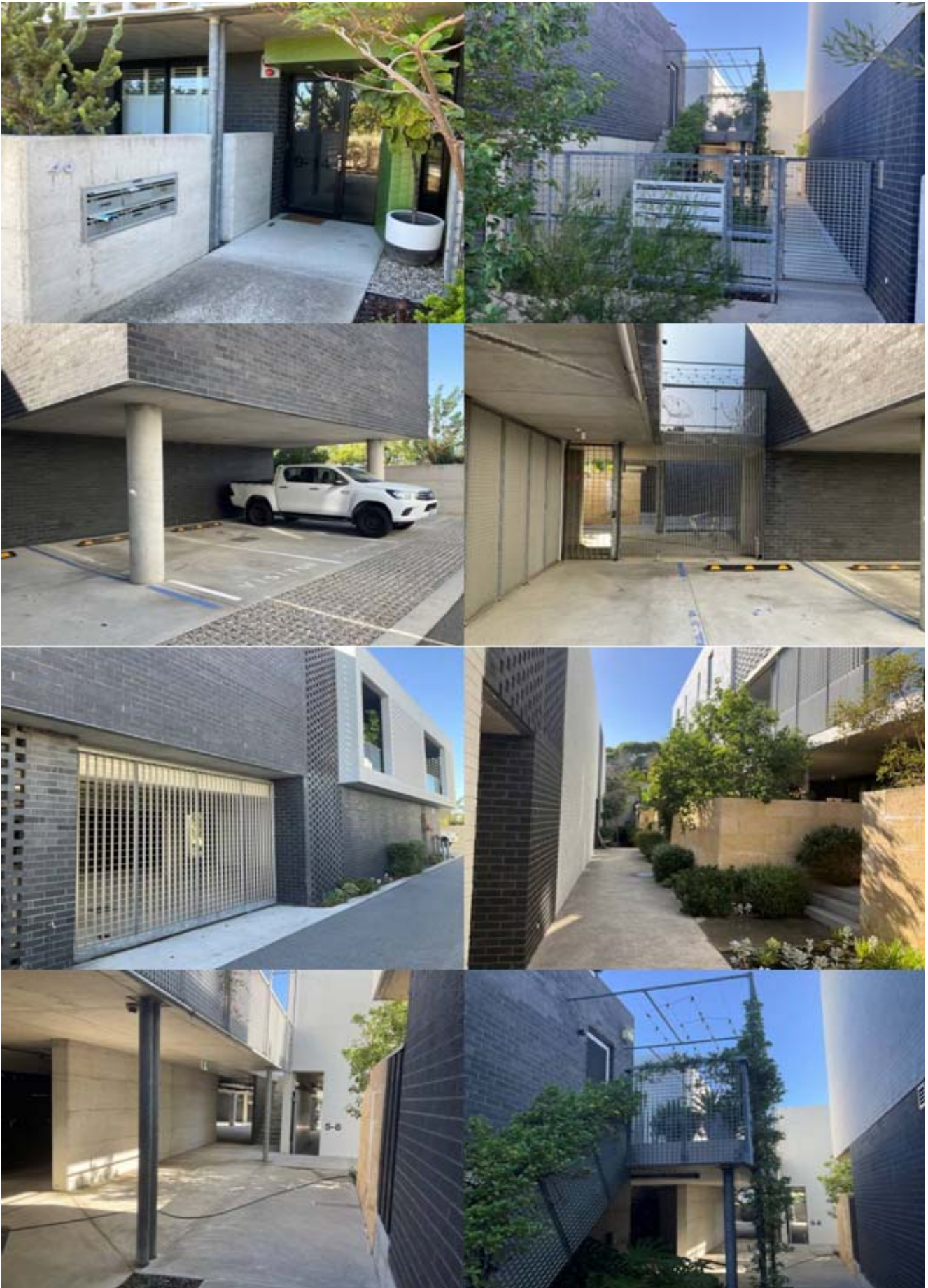
COVID-19 effect on construction costs

There has been a **significant effect upon construction costs** throughout the world in general and upon the Australian market for building materials in particular. The key increases are timber and the flow on effect to steel framing and other products. There has been a consumption explosion due to people staying at home, the Australian government incentives for construction, labour shortages at timber mills due to stay at home orders, resource destruction (Australian bushfires caused a 40% loss of east coast timber in one year, Californian fires have had a similar effect, and Europe timber supply has been affected by the bark beetle), and coupled with the worldwide shipping crisis with significant increases in costs (400% in the USA), amongst other things.

Photographs



Photographs



Photographs



ANNEXURE A		Annual Individual Lot Contributions over the 10 Year Reserve Fund Plan									
10 Year Plan for:		The Owners of Strata Plan 68637 - 46 Knutsford Street, Fremantle								Strata Plan:	SP68637
Period covered by the Plan:		30 November 2025 to 30 November 2035								Prepared:	18 March 2025

Figures may be rounded		End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10	End of Year 11
Lot No	Unit Ent.	Nov-26	Nov-27	Nov-28	Nov-29	Nov-30	Nov-31	Nov-32	Nov-33	Nov-34	Nov-35	Nov-36
1	45	\$915	\$951	\$989	\$1,029	\$1,070	\$1,113	\$1,157	\$1,204	\$1,252	\$1,302	\$1,354
2	45	\$915	\$951	\$989	\$1,029	\$1,070	\$1,113	\$1,157	\$1,204	\$1,252	\$1,302	\$1,354
3	45	\$915	\$951	\$989	\$1,029	\$1,070	\$1,113	\$1,157	\$1,204	\$1,252	\$1,302	\$1,354
4	45	\$915	\$951	\$989	\$1,029	\$1,070	\$1,113	\$1,157	\$1,204	\$1,252	\$1,302	\$1,354
5	56	\$1,138	\$1,184	\$1,231	\$1,281	\$1,332	\$1,385	\$1,440	\$1,498	\$1,558	\$1,620	\$1,685
6	55	\$1,118	\$1,163	\$1,209	\$1,258	\$1,308	\$1,360	\$1,415	\$1,471	\$1,530	\$1,591	\$1,655
7	53	\$1,077	\$1,121	\$1,165	\$1,212	\$1,260	\$1,311	\$1,363	\$1,418	\$1,475	\$1,534	\$1,595
8	53	\$1,077	\$1,121	\$1,165	\$1,212	\$1,260	\$1,311	\$1,363	\$1,418	\$1,475	\$1,534	\$1,595
9	56	\$1,138	\$1,184	\$1,231	\$1,281	\$1,332	\$1,385	\$1,440	\$1,498	\$1,558	\$1,620	\$1,685
10	55	\$1,118	\$1,163	\$1,209	\$1,258	\$1,308	\$1,360	\$1,415	\$1,471	\$1,530	\$1,591	\$1,655
11	53	\$1,077	\$1,121	\$1,165	\$1,212	\$1,260	\$1,311	\$1,363	\$1,418	\$1,475	\$1,534	\$1,595
12	55	\$1,118	\$1,163	\$1,209	\$1,258	\$1,308	\$1,360	\$1,415	\$1,471	\$1,530	\$1,591	\$1,655
13	56	\$1,138	\$1,184	\$1,231	\$1,281	\$1,332	\$1,385	\$1,440	\$1,498	\$1,558	\$1,620	\$1,685
14	56	\$1,138	\$1,184	\$1,231	\$1,281	\$1,332	\$1,385	\$1,440	\$1,498	\$1,558	\$1,620	\$1,685
15	56	\$1,138	\$1,184	\$1,231	\$1,281	\$1,332	\$1,385	\$1,440	\$1,498	\$1,558	\$1,620	\$1,685
16	56	\$1,138	\$1,184	\$1,231	\$1,281	\$1,332	\$1,385	\$1,440	\$1,498	\$1,558	\$1,620	\$1,685
17	40	\$813	\$846	\$879	\$915	\$951	\$989	\$1,029	\$1,070	\$1,113	\$1,157	\$1,204
18	40	\$813	\$846	\$879	\$915	\$951	\$989	\$1,029	\$1,070	\$1,113	\$1,157	\$1,204
19	40	\$813	\$846	\$879	\$915	\$951	\$989	\$1,029	\$1,070	\$1,113	\$1,157	\$1,204
20	40	\$813	\$846	\$879	\$915	\$951	\$989	\$1,029	\$1,070	\$1,113	\$1,157	\$1,204
1000		\$20,328	\$21,142	\$21,987	\$22,867	\$23,781	\$24,733	\$25,722	\$26,751	\$27,821	\$28,934	\$30,091